

The Governor's proclamation 20-28 regarding the Open Public Meetings Act and Public Records Act temporarily prohibits in-person public attendance at meetings subject to the OPMA.

A GoToMeeting will be arranged to enable the public to listen and make public comments remotely. To participate remotely, please call-in at: 1-877-309-2073, Access Code: 341-258-405
Or, join on-line at the following link <https://global.gotomeeting.com/join/341258405>

AGENDA

Port of Kennewick
Regular Commission Business Meeting
Port of Kennewick Commission Chambers (via GoToMeeting)
350 Clover Island Drive, Suite 200, Kennewick Washington

February 8, 2022
2:00 p.m.

- I. CALL TO ORDER**
- II. ANNOUNCEMENTS AND ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF AGENDA**
- V. PUBLIC COMMENT** (*Please state your name for the public record*)
- VI. CONSENT AGENDA**
 - A. Approval of Direct Deposit and ePayments Dated February 2, 2022
 - B. Approval of Warrant Register Dated February 8, 2022
 - C. Approval of Regular Commission Meeting Minutes January 25, 2022
- VII. PRESENTATIONS**
 - A. City of Kennewick, Marie Mosley (**TIM**)
 - B. Vista Field Renderings (**TIM/LARRY**)
- VIII. OLD BUSINESS**
 - A. Clover Island Housing Project – Due Diligence (**TIM**)
- IX. REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A. Columbia Drive Property Purchase (**TIM**)
 - B. 2021-2022 Work Plan (**SKIP**)
 - C. Kennewick Waterfront
 - 1. Willows and Cable Greens Design Standards, MAKERS Architecture & Urban Design Resolution 2022-08 (**LARRY**)
 - 2. Wine & Artisan Village Wayfinding and Monument Signage (**TANA**)
 - D. Vista Field
 - 1. Joint Use Parking and Project Reinvestment Discussion (**LARRY**)
 - E. Express Employment Professionals; Resolution 2022-09 (**AMBER**)
 - F. Commission meetings (formal and informal meetings with groups or individuals)
 - G. Non-Scheduled Items
(**LISA/BRIDGETTE/TANA/NICK/LARRY/AMBER/LUCINDA/TIM/KEN/TOM/SKIP**)

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- X. PUBLIC COMMENT** (*Please state your name for the public record*)
- XI. EXECUTIVE SESSION** (*Ask public if they are staying, and if not, where they can be located if the Executive Session ends early.*)
 - a. Real Estate, Site Selection, per RCW 42.30.110(1)(b)
 - b. Potential Litigation, per RCW 42.30.110(1)(i) (**LUCINDA**)
- XII. ADJOURNMENT**

PLEASE SILENCE ALL NOISE MAKING DEVICES



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Commission Meeting recordings, with agenda items linked to corresponding audio, can be found on the Port's website at: <https://www.portofkennewick.org/commission-meetings-audio/>

Commission Vice President Skip Novakovich called the Regular Commission Meeting to order at 2:00 p.m. via GoToMeeting Teleconference.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

Board Members: Skip Novakovich, President (via telephone)
Kenneth Hohenberg, Vice President (via telephone)
Thomas Moak, Secretary (via telephone)

Staff Members: Tim Arntzen, Chief Executive Officer (via telephone)
Tana Bader Inglima, Deputy Chief Executive Officer (via telephone)
Amber Hanchette, Director of Real Estate and Operations (via telephone)
Nick Kooiker, Chief Finance Officer (via telephone)
Larry Peterson, Director of Planning and Development (via telephone)
Lisa Schumacher, Special Projects Coordinator (via telephone)
Bridgette Scott, Executive Assistant (via telephone)
Lucinda Luke, Port Counsel (via telephone)

PLEDGE OF ALLEGIANCE

Commissioner Novakovich led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

MOTION: *Commissioner Hohenberg moved to approve the Agenda as presented; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

PUBLIC COMMENT

Randy Slovic, Richland. Ms. Slovic offered some information and stated she has a blog: *Tri-Cities Observer*. She has been working on some articles about Fortify in light of them wanting to buy the property under the Riverfront Hotel in Richland. Ms. Slovic has not been able to find any hotel that Fortify has completed or any units that are offered for rent now in the 16 hotels that they own. Yesterday, Ms. Slovic spoke with a representative from the Spokane permit office, and he told her that Fortify's projects had been shut down because they had proceeded without the proper permits. Ms. Slovic thought that Spokane would be the first project that Fortify completed because they bought those hotels in 2020. Apparently, Fortify started construction without proper permits and were shutdown. Ms. Slovic was told that a couple of people had already moved into the apartments at the Imperial, providing that as soon as the building was brought up to code, they could move into the apartments. Those are the only two buildings that are near completion and she does not know how long it will be. Ms. Slovic stated there is no track record, and that is what she is concerned about with this company that wants to buy public

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property.

Mike Thorn, Pasco. Mr. Thorn works for Cliff Thorn Contraction, a local builder. Mr. Thorn has been working with Rob Jacobs over the past few years, but our relationship really goes together with our parents. That relationship has lasted over 20 years, so for Mr. Thorn, personally, it is a great opportunity together with Rob and continue that relationship that our parents started. Mr. Thorn is excited to work with Fortify Holdings on some of our current projects and believes we have been doing a lot of good around town as far as renovating and making things new again and eliminating the potential for some of the drug problems and uses with some of the old rundown buildings. Mr. Thorn offered some talking points for the Clover Island Inn hotel. We all know that the Covid restrictions have been very tough for our market, and with that, Mr. Thorn thinks its a good time to look at a new view on some new uses for that building and that property. It would be refreshing and invite not only visitors but be a nice local riverfront for our current members of the Tri-Cities. The project would solve two problems that we have been seeing. It solves the hotel issue we have seen with the pandemic; rundown hotels are an invitation for drug issues and many problems. And secondly, it provides a solution to the current housing shortage that we have seen. Mr. Thorn thinks our local people would be very excited and he thinks our visitors would also be attracted to the new riverfront improvements.

Guy Stein, Richland. Mr. Stein stated there is not enough parking to facilitate 200 residents on the island. The average family has almost two cars, 1.8 average cars. Mr. Stein drove through last week, shows about 365 parking spots total on the island, and that is without no other development. We want other development on the island, not just parking lots for residents that are there. Mr. Stein thinks the traffic is, it's an island, there is one way in, one way out on the peninsula and he thinks it is an accident waiting to happen every day. Mr. Stein thinks traffic, small families, there is nothing for kids, there is no transportation, there are no services available, but number one is the parking.

Troy Lynch, Kennewick. Mr. Lynch believes this is a great idea what Fortify is doing. He has seen the plans that they are doing with it, and it looks like they are going to do a lot of neat things there and really develop that. It is a neat area, and he thinks putting in the studio apartments will make it really nice. It has a rooftop patio that they are looking at, the parking, the concerts that they have had there before, it looks like they are going to continue having those. Mr. Lynch thinks it is a great benefit, such a beautiful area that is close to that bridge. He thinks a lot of people want this done.

Mark Williams, Pasco. Mr. Williams stated with all due respect to Mr. Thorn, it is his experience, the only people that are scrambling for a 250 square foot apartment at that kind of price point that Fortify is talking about, can actually afford a full-blown house. It is really executives that would be looking for that. No one is looking for a 250 square foot to move into, even for a short term. In fact, if you go to Commercial Avenue, and look at the trailer park, the type of employed transients that are coming to the Tri-Cities are bringing their 5th wheels and moving into a dirt-cheap complex where they can hoard their hard-earned money for the next job that they move to. Mr. Williams would submit that the only people looking for that size are not transient employees, but another class of individual altogether. Mr. Williams seconds Mr. Stein's idea that parking down there would be an issue as well. Given that this company that is proposing to buy this has zero track record of completing any facility anywhere in the U.S., even though they have several projects that they have started. The idea that we would be excited about having them come in and half-bake another project that doesn't get completed but just turns into another eye sore on

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the Columbia River really needs another look in Mr. Williams opinion.

Tom Galioto, Kennewick. Mr. Galioto has used the Clover Island Inn for a number of events for different groups and it has been a great venue for those groups to meet. We also have used the launch several times with friends and enjoy coming down there and enjoy the environment of Clover Island. Mr. Galioto agrees with most of the concerns that were mentioned today about parking, transiency, and the market for such small apartments at such high prices, major concerns. The only thing Mr. Galioto would add to that is that he would really encourage the Port Commissioners, when they do ultimately vote on this, and he knows that it's a real challenge to look beyond the \$20,000,000 investment. A lot of money is being committed here, is hard to ignore. Mr. Galioto would encourage the Commissioners to be diligent and do due diligence with the staff, because the taxpayers are the ones that will pay for any faults in the contracts or any delays in the contract or any negative affects it may have. Please, if you are going to move forward with this at all, please do your due diligence effectively.

Julie Oldman, Kennewick. Ms. Oldman thinks it's a great idea and has seen some of the projects that Fortify has done and they really do a great job and are very detailed about the construction that they do. Ms. Oldman thinks just to have updates on the property would be a great thing and there is a huge demand for housing right now and she thinks it would be great for the community. Ms. Oldman stated Fortify is a very responsible company and she thinks they will finish the job, because she has seen some of the projects they have done, and they are very high quality and thinks it is a great idea.

Ryan Smith, Kennewick. Mr. Smith is pro for building on the island and bringing more venues to the island and seeing it prosper, and beautifying it, and beautifying Clover Island Inn specifically. What Mr. Smith would like to see, if the Port is seriously considering selling the land, he feels that the Port could open up this to a lot of different people who could potentially bid on potentially overhauling Clover Island Inn for renovating it into a newer hotel and other things. Mr. Smith thinks it should be put out a competitive bid for other companies to potentially see this. At this point in time, it is not really advertised out to anybody else, if that is the potential that might happen.

No further comments were made.

CONSENT AGENDA

A. *Approval of Direct Deposit and E-Payments Dated January 19, 2022*

Direct Deposit and E-Payments totaling \$71,850.44

B. *Approval of Warrant Register Dated January 25, 2022*

Expense Fund Voucher Number 103463 through 103505 for a grand total of \$178,311.30

C. *Approval of Regular Commission Meeting Minutes January 11, 2022*

MOTION: Commissioner Moak moved to approve the Consent Agenda as presented; Commissioner Hohenberg seconded. With no further discussion, motion carried unanimously. All in favor 3:0.

NEW BUSINESS

A. *State Auditor's Office 2019-2020 Accountability Audit*

Mr. Kooiker stated the State Auditor's Office (SAO) recently completed the accountability audit for 2019-2020, which ensures compliance with applicable requirements and the safeguarding of

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public resources. The SAO reviews various items such as, accounts payable, Vista Field debt compliance, payroll, information technology policies, open public meetings compliance, and overall financial condition and conflicts of interest. Mr. Kooiker stated the SAO is very thorough in their procedures and this is the first year the Port Commission received a management letter, the first in a 27-year history of clean audits (*Exhibit A*). Mr. Kooiker stated every other area the SAO audited was clean and the Port's financial position and internal controls are very strong. Mr. Kooiker stated as the CFO, he is proud that the Port's procedures and processes that have been implemented to maintain SAO compliance. Mr. Kooiker is not surprised the Port received a management letter for the Commission action last spring. Mr. Kooiker did everything he could to defend the Port; however, there was no way to defend something the SAO deemed as an illegal action by the Commission. The SAO performed a review the Meeting Minutes from last spring, and the legal opinions from Foster Garvey. The audit letter states that reimbursing former Port Commissioner Don Barnes' legal fees was not an allowable expense and state law was not followed. The Commissioner seeking reimbursement should not have voted on a matter for which he directly benefited. As CFO, Mr. Kooiker advised the Commission that he had concerns with this process, of reimbursing funds to Commissioner Barnes last spring, and he reiterated he had concerns with the process of reimbursing was legal. Mr. Kooiker presented the Commission with a memo and a proposed Resolution 2021-07, indicating his concerns that he could not substantiate the amount of money being disbursed. There was discussion at the March 23, 2021, April 13, 2021, May 11, 2021 and May 25, 2021 Commission Meetings regarding this issue. As Mr. Kooiker referenced in the Resolution, staff could only advise the Commission, but the final decision ultimately rested with the Commissioners. In this case, the decision the Commission made resulted in a management letter from the SAO. The SAO challenged the Port to follow the policies and state law and recommended the Port conduct an additional legal review to determine if any further action, such as repayment of legal fees are necessary or required by law. Mr. Kooiker stated while he is disappointed the Port received a management letter, he is proud of our team at the Port because we have maintained compliance in every area we could. Mr. Kooiker stated the next audit is scheduled for 2023, for the years 2021-2022.

Mr. Arntzen would like to recuse himself from this matter and that any questions related to additional action are directed to Ms. Luke, Port Counsel or Mr. Kooiker.

Commissioner Novakovich expressed that he is extremely disappointed and stated he is not surprised by the State Auditors management letter. He stated for the record on numerous occasions that he thought his fellow Commissioners would be subjecting themselves to a finding because of the way they were handling reimbursement of legal fees. He raised objections and abstained from those votes. In Commissioner Novakovich's opinion, he thought it was illegal for two Commissioners, former-Commissioner Don Barnes and Commissioner Thomas Moak, who both voted in favor of the repayment, and he thinks they should be held in full responsibility for their decision. Commissioner Novakovich shared a quote from Commissioner Moak from the May 25, 2021 Meeting that said "everything has been done in accordance with legal counsel, despite the fact that one Commissioner (referring to Commissioner Novakovich) believes he knows more about the law than legal counsel that has been employed as special counsel by the Port." Commissioner Novakovich was not trying to be legal counsel, he was only pointing out what was in the RCW's and in the Port's policies and procedures. Commissioner Novakovich

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did not have any issues with paying a Port Commissioner, with paying those fees, if policies and procedures were followed; they were not. And it appeared to Commissioner Novakovich that the two Commissioners were not concerned with ethics, perceptions, conflict of interest or state law. And that led to an elected official, former-Commissioner Don Barnes, asking for reimbursement for his own legal fees and twice voting to authorize compensation for himself, while Commissioner Moak seemed so frustrated, he seemed to want to put the issue behind him and was willing to authorize a random amount of money just to move on. Commissioner Novakovich pointed out that what we were approving was redacted invoices that never showed what we were paying for.

As the process unfolded, Commissioner Novakovich went on the record and repeatedly warned the Commissioners about this and said that we were going to have some findings from the SAO and he thought it might be a conflict of interest. Well, the SAO actually said, it wasn't just a conflict of interest, it was illegal. And now we have a blemish on what would have otherwise been 27 years of clean audits. And that is something that this Port Commission will have to work very hard as elected officials to overcome. We have a new Commissioner on the board this year and Commissioner Novakovich welcomed Ken Hohenberg to our team, and he is looking forward to leading this organization as President. And he is hopeful that we can take a closer look at Commission policies and procedures and seriously consider how we move forward to ensure a return to transparency and that we are safeguarding the public's resources and trust and abide by state law and federal law and our own policies and procedures.

Commissioner Hohenberg inquired of Ms. Luke what are the Commission's options and if she has any recommendations.

Ms. Luke recommended that the Port retain outside counsel to conduct further legal review and to advise the Port on whether further action is necessary or required by law. Ms. Luke does not think this matter should be left as is, and thinks this matter requires further legal review and analysis and there may be further action that should be required in order to correct, to a degree possible, the issue that has resulted in the SAO management letter.

Commissioner Hohenberg stated how do we close out this issue without ending up in more litigation and determining whether it is legal for the current Commission to review this and take action on it or what that legal review and recommendation would be.

Commissioner Moak stated when we were discussing this, we relied on outside counsel, Mr. Steve DiJulio, who has advised the Commission as well as other public entities on different matters. Commissioner Moak relied on Mr. DiJulio's recommendation, he spent a lot of time, we went back, we had several different sessions with counsel on this matter to try to make sure the numbers that then Commissioner Barnes and what the Port staff had, so that we were in consistent and compliance with the Port rules and we went back and forth on that. Mr. DiJulio's recommendation to the Port that it was in fact, appropriate to pay those legal fees and on that basis, Commissioner Moak made the motion to pay those. Commissioner Moak thinks it is appropriate for outside legal counsel to review. Commissioner Moak does not think, he puts more trust in legal matters and Mr. DiJulio than he does in the SAO, and he puts more trust in

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the SAO's office on the audit process than he would with a lawyer such as Mr. DiJulio. Each of them has their specialties and they should be relied on for that purpose. When we employ outside counsel and that outside counsel reviews the policy, they review the state law, and they make a recommendation, it was on that basis that Commissioner Moak voted to approve the legal fees that were there. Commissioner Moak welcomes a legal review of the SAO comments because he thinks that was not the opinion that was given to the Port Commission at that time.

Commissioner Novakovich was reviewing some of the minutes and he thinks if you look at the minutes of the meeting, Mr. DiJulio did put forward a resolution; however, he said it was the responsibility of the Commission to be responsible for that. When Commissioner Novakovich asked Mr. DiJulio about the SAO, that he could guarantee us that we would not receive a finding based on what he was proposing, he said he could not. Mr. DiJulio refused to back up what he was recommending, which is in the minutes of the meeting.

OLD BUSINESS

A. *Clover Island Housing Project*

1. *Clover Island Inn, Fortify Holdings Proposal*

Mr. Arntzen introduced Rob Jacobs and Ziad Elshahili of Fortify Holdings who will be making a brief, follow-up presentation regarding the Clover Island Inn.

Ziad Elshahili and Rob Jacobs are very excited for their vision for the Clover Island Inn and the island. Mr. Elshahili and Mr. Jacobs presented their plan for a \$20,000,000 investment in the Clover Island Inn (*Exhibit B*). Fortify plans to purchase the Clover Island Inn regardless of the outcome of the land sale; however, their investment strategy does change dramatically with the purchase of the land. Fortify Holdings stated their goal is to purchase the land so that they can invest and help build the vibrant, fun, clean, safe, and attractive island that is desired in the Master Plan. Mr. Elshahili and Mr. Jacobs outlined their investment proposal.

Mr. Elshahili encouraged the Commission to allow this process to be completed in its entirety and review all of the information before making quick any decisions.

Commissioner Hohenberg confirmed that Fortify intends to purchase the Clover Island Inn regardless of the Commission's decision to sell the land.

Mr. Elshahili stated that is correct, Fortify plans to purchase the hotel either way.

Commissioner Novakovich stated if Fortify didn't purchase the land but had a long term lease with favorable terms, wouldn't they have more money to improve the property.

Mr. Elshahili stated depending on the terms of the lease, there could be an argument made that would justify some more capital improvements, but Fortify's preference is to own the land that we are improving upon. It is possible, but it is not preferred.

Commissioner Novakovich stated if it were possible and we were to enter into a favorable long term land lease, would Fortify be willing to make similar type improvements that was proposed if you owned the land.

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Mr. Elshahili stated we would have to evaluate the terms before committing to anything. If that is the route the Port would like to explore, we can discuss that.

2. Clover Island Land Lease Policy

Mr. Arntzen stated Fortify has requested to purchase the land that Clover Island Inn rests upon. Mr. Arntzen stated the question of whether or not to sell the land would most likely be applicable to others as well. Mr. Arntzen stated the Clover Island Master Plan is six months old and the Port team believes it was the intention of the public, based upon the comments in the Master Plan, that the Port should not sell land on Clover Island. Mr. Arntzen stated the Commission could rescind the policy; however, the Port invested time and \$250,000 formulating the Master Plan which included many public comments. Mr. Arntzen stated in compliance with the public Master Plan, he does not believe the Port can sell property on Clover Island.

Mr. Peterson stated on page 54 of the Master Plan, the economist touched on the implication of the land lease policy on island development. It was included in the report to strengthen the Commission's decision of being good stewards of the waterfront which outweighed the potential land sales and development opportunities. The economist's report states that some favorable lease terms could be contemplated, and the Master Plan states in several places that the land should be retained because of its unique position. Mr. Peterson stated several perspectives were contemplated; however, the Commission made the decision in June of 2021, following a year-long public process, to continue being good stewards of the public's resource for the implementation of the Clover Island Master Plan.

Commissioner Hohenberg stated it is difficult to find the balance between public versus private or government versus private. Commissioner Hohenberg believes the Port has an obligation of being good stewards of the waterfront. Commissioner Hohenberg has no reason not to trust Fortify; however, commitments that are made today could change in the future if the property is sold. The only way the Port can ensure public access to the waterfront, which is really entrusted upon all of us to ensure that occurs, is to make sure we retain that property. For that reason, Commissioner Hohenberg is not in favor of selling any of the property on the island.

MOTION: *Commissioner Hohenberg moved approval of Resolution 2022-05 reaffirming and ratifying the policy to not sell any land on Clover Island, to any third party, consistent with the Waterfront Master Plan; and that the Port of Kennewick Board of Commissioners hereby endorse and approve all action by port officers and employees in furtherance hereof; and authorize the Port Chief Executive Officer to take all action necessary in furtherance hereof; Commissioner Novakovich seconded.*

PUBLIC COMMENT

No comments were made.

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Discussion:

Commissioner Moak has been in favor of not selling land for the eight years he has sat on the Commission; however, he thinks times have changed and even changed in the last six months. First, we have someone who wants to invest in the island, and in the eight years he has been on the Commission, we haven't had anybody interested in investing on Clover Island, other than the Port and our public partners, which includes the US Army Corps of Engineers and the City of Kennewick. When Commissioner Moak sees that private enterprise is interested in investing, then he is interested. When he sees the proposal actually works on implementing things in the Master Plan, where the Port doesn't even have a plan to invest money to further the Master Plan. And the Master Plan is primarily a design plan, it's not an economic plan, the Commission did not have a discussion with the economist, and we didn't really discuss the idea of leasing versus owning. Clearly, we had no proposal on the table either of anybody who not only wanted to own the property but make substantial improvements to that property. We see neighboring jurisdictions are bringing a lot of jobs to the community, such as Amazon, Darigold, and a variety of businesses and there is no housing. Commissioner Moak thinks things have changed over the last year. Does it mean the Port ought to jump into bed right away with Fortify today, no. Commissioner Moak likes the proposal and stated we have a hotel that has been under-performing for years and is status quo. Fortify said they will buy the hotel and keep it status quo, and he does not see how that benefits the Master Plan, the Port or economic development. Commissioner Moak sees a lot more discussion taking place about how the Port and the private sector could work better to improve our waterfront. Whether Commissioner Moak thinks Fortify today is the right person, they intend to buy the hotel. The question is, do we want to see the improvements or not. Commissioner Moak thinks saying no today, without discussing what it means or what could be built into a land sale that would ensure public access is provided. Fortify talks of partnering with Port, we need to discuss what that partnership would consist of and tying those things down. If it weren't for that, we are back to square one and not implementing the Master Plan at all. Commissioner Moak thinks it is premature and he does not think we are the only ones who could be great stewards of Clover Island. Additionally, he does not think that others can't be or that sales agreements can't be made, that it helps maintain the character of the island and enhances the public amenities that people enjoy and provides enhanced opportunities for a lot of people. Commissioner Moak is opposed to the motion in front of us.

Commissioner Novakovich would tend to agree with Commissioner Hohenberg, and that we need to protect the land on the island. If we were to change the Master Plan on the island and allow for land sales, we would need to go through a series of public hearings, and he thinks we haven't closed the door. If we can agree to not sell the land, we still have the option of working with Fortify on a favorable lease to where they can make those improvements. Commission Novakovich thinks we are protecting the Port's right to preserve what the public wants on the island and the surrounding area, by agreeing to approve Resolution 2022-05, but we are not shutting the door on what becomes of the island, because we still have the option, as we heard, to give consideration to a long-term lease and possibly the hotel could still be refurbished.

Commissioner Hohenberg appreciates Commissioner Moak's and Commissioner Novakovich's comments, and he feels the same way. Commissioner Hohenberg does not think we are closing the door, and he does strongly believe that Clover Island is unique. The fundamental question is

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do we sell property on the island or don't we. Commissioner Hohenberg feels like the Port of Kennewick is the sole owner, beside the U.S. Federal Government, with the Coast Guard Station of Kennewick, which he served in. Commissioner Hohenberg thinks it is important that we retain that. He would also say, even though Clover Island Inn is over 40 years old, the current owners and general manager, Mark Blotz, have done a really good job of trying to manage the property. Commissioner Hohenberg is looking forward, regardless of what happens in the future, it will continue to get better and that is his hope. Commissioner Hohenberg stands by original motion and does not believe we should sell any property on the island.

With no further discussion, motion carried . All in favor 2 Aye (Commissioners Hohenberg and Novakovich) : 1 Nay (Commissioner Moak).

3. Public Comments Regarding Multi-Family Housing Project

Mr. Arntzen stated this is related the Fortify Holdings Clover Island Inn proposal and the public outreach process for the Commission to gage public input. Mr. Arntzen initially envisioned a special public comment section related to the proposal during one of the Commission Meetings; however, in the interim, there have been several articles published by print or television media related to proposal which has garnered a lot of public interest. Mr. Arntzen asked the Port team to capture comments from the media sources and any direct comments sent to the Commission or staff. We did our best to capture all the comments that have come in up to this point and as of now, we have logged over 460 comments related to the proposal. Mr. Arntzen stated in almost 20 years, this is the most extensive public comment process he has ever witnessed. Mr. Arntzen stated the public initiated the comments and he proposed that the Commission could take the viewpoint, if they chose, that we have completed the action item for the public comment portion. The review that we have done at a team level says that the vast majority are of the opinion that the Port should not entertain the proposal to convert the Clover Island Inn to the high-density housing project. Mr. Arntzen believes that by the vast majority, more than 80% of the comments oppose this proposed conversion.

Commissioner Hohenberg believes the Master Plan included condos, but not to the degree of density the proposal and inquired if that is correct.

Mr. Arntzen stated that is correct and the Master Plan reviewed the possibility of residential housing on the island, but he recalls they would be individually owned condos, which is different from the current proposal. Also, the Master Plan addressed medium density as opposed to high density. Mr. Arntzen believes the Fortify proposal of 200 rooms is beyond the contemplation of the residential identified in the Master Plan. Mr. Arntzen asked Mr. Peterson to offer his comment.

Mr. Peterson stated the Master Plan talked about a mixed-use development with the inclusion of condos, which have ownership as opposed to a rental situation. The current shoreline Master Plan with the City of Kennewick limits the density to 27 units per acre, which is considered high density in this community. Mr. Peterson believes the Master Plan did not contemplate the proposed density of 65-70 units per acre per the proposal.

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Commissioner Hohenberg inquired if that was due to the parking issues.

Mr. Peterson stated the Master Plan looked at the question of how parking fits and there is an inherent limiting factor about what can fit on the island and still meet the parking needs or requirements for that particular use. Mr. Peterson stated the site has 170 parking spaces, yet 200 residential units, a roof top event space, restaurant, retail, and service activities, parking would be a significant challenge. Additionally, the Master Plan contemplated what can be built on the island and how much of that can make it with one ingress and egress. Mr. Peterson stated single density would consume the capacity on island from a traffic and parking standpoint.

Commissioner Hohenberg would like to table the item and allow Fortify an opportunity to review the Master Plan. Commissioner Hohenberg expressed his concern over the parking, the density, and housing and stated it is up to the developer to do the work, not our staff. If Fortify purchases the hotel and leaves it as is, or if they move forward and make improvements that conform to the Master Plan, we should give them an opportunity to review the Master Plan and make recommendations based on that.

Commissioner Novakovich confirmed that Commission Hohenberg would like to table the issue for another meeting.

Commissioner Hohenberg stated it should be tabled for an appropriate time for Fortify to do their due diligence and bring back an appropriate proposal.

Commissioner Moak is fine with postponing any consideration of this.

It is the consensus of the Commission to table Resolution 2022-06, Public Comments Regarding Multi-Family Housing Project for the first meeting in March.

B. Carbitex Lease Amendment

Ms. Hanchette stated Resolution 2022-03 is a 12-month lease with Carbitex, which exceeds the CEO's Delegation of Authority, therefore, the lease requires Commission approval.

MOTION: *Commissioner Moak moved approval of Resolution 2022-03, approving a one-year lease with Carbitex LLC and further authorize the Chief Executive Officer to execute all documents and agreements and that all action by Port officers and employees in furtherance hereof is ratified and approved; Commissioner Hohenberg seconded.*

PUBLIC COMMENT

No comments were made

Discussion:

Commissioner Hohenberg stated this is straight forward and thanked Ms. Hanchette for her work.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 25, 2022 MINUTES

DRAFT

With no further discussion, motion carried unanimously. All in favor 3:0.

C. Oak Street – Three Rivers Acquisitions LLC

Ms. Hanchette outlined the history of the property purchased by Three Rivers Acquisitions in 2018. The Commissions granted an extension of the 18-month obligation to construct in 2020, which expired in December 2021. Ms. Hanchette reported that Three Rivers Acquisitions has made significant progress and is ready to construct and presented Resolution 2022-04 releasing the Port's buy back clause.

Brad Rogers of Three Rivers Acquisitions stated after numerous roadblocks and issues, we are moving forward with construction and currently waiting on permits.

MOTION: *Commissioner Hohenberg moved to approve Resolution 2022-04, releasing the buy back clause for Three Rivers Acquisition and further authorize Port's Chief Executive Officer to execute all necessary documentation associated with and to take all other action necessary to finalize these transactions; and further ratifies and approves all action by port officers and employees in furtherance hereof; Commissioner Moak seconded.*

PUBLIC COMMENT

No comments were made.

With no further discussion, motion carried unanimously. All in favor 3:0.

PRESENTATIONS

A. 2021 Friend of the Port

Commissioner Novakovich stated today the Port is recognizing Don Britain as an outstanding advocate for Clover Island, Columbia Drive, and the City of Kennewick. Commissioner Novakovich offered comments on Mr. Britain's work with the Port and thanked Mr. Britain for his leadership and read the inscription of the plaque that was delivered earlier:

“Presented to Don Britain in recognition of your stalwart support of Port endeavors; efforts to foster vibrancy within Kennewick's Historic Waterfront District; and outstanding leadership in helping transform Vista Field into an urban town center.”

Mr. Britain thanked Commissioner Novakovich for his comments and thanked the Commission and staff for the award for 2021. Mr. Britain shared his thoughts on the partnership between the Port and the City of Kennewick and how that partnership has helped to better our community.

B. Cable Bridge Lighting Project

Commissioner Novakovich introduced Karen Miller and Kathy Lampson, who will be making a presentation on replacing the lights on the Ed Hendler Bridge/Cable Bridge (*Exhibit C*).

Ms. Miller and Ms. Lampson outlined the history of the bridge and previous lighting projects, which required a plastic plate to be installed over each light, making it labor intensive and expensive. Updating the lighting with energy efficient LED technology would enable the lights

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 25, 2022 MINUTES

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to be easily changed for promotional and artistic opportunities and the reduce the energy consumption.

The Commission thanked Ms. Miller and Ms. Lampson for their presentation and supports the relighting of the Cable Bridge.

RECESS

Commissioner Novakovich called for a recess at 4:06 p.m. until 4:15 p.m.

Commissioner Novakovich reconvened the meeting at 4:15 p.m.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. *Kennewick Waterfront*

1. *Sale of Property*

Ms. Hanchette stated she received a letter of intent from Pipeworks LLC (Bruce family) to purchase 215 East Columbia Drive to build a facility for Swampy's BBQ. Ron Swanby, owner of Swampy's BBQ has been an advocate of Columbia Gardens for a long time and his food truck has been an anchor at the food truck plaza. Ms. Hanchette outlined the details of the property and draft Purchase and Sale Agreement (PSA). Mr. Swanby and the Bruce family would work with Michael Dale, of Meier Architecture and Engineering, as town architect, to review all drawings and collaborate to create a building design consistent with the Port's design standards. Ms. Hanchette stated the Port is working on the Covenants and Restrictions (CCR) for Columbia Gardens and the buyers are comfortable moving forward with the PSA, understanding that the CCR's and Owner's Association are still being developed.

Ron Swanby thanked Ms. Hanchette for her support through this process and he is looking forward to growing his business with the Port and the City.

MOTION: Commissioner Hohenberg moved to approve Resolution 2022-07 authorizing the Port's Chief Executive Officer to execute all necessary documentation associated with the land sale to Pipeworks, LLC and to take all other action necessary to close this transaction; Commissioner Moak seconded.

PUBLIC COMMENT

No comments were made.

With no further discussion, motion carried unanimously. All in favor 3:0.

B. *Vista Field*

1. *Progress and Tasks Status Update*

Mr. Peterson outlined the remaining tasks that need to be completed at Vista Field and policy questions for the Commission to consider (*Exhibit D*).

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JANUARY 25, 2022 MINUTES

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Mr. Peterson inquired the following:

1. Does the current Commission support initially only marketing that portion of the Vista Field improved area south of Vista Field Boulevard (phase 1A)?
2. Are the initial parcel offer prices, that were established by Resolution 2021-20 deemed acceptable to the current Commission?

Commissioner Hohenberg supports the previous commitment of only marketing the portion of the Vista Field improved area south of Vista Field Boulevard. The only caveat he would put on this, is if staff believes there is an opportunity that happens to be 20 feet across the borderline, that they are empowered to do what they need to do, to bring something forward and be the resilient organization that the Port of Kennewick is. As far as pricing, Commissioner Hohenberg leaves that to our in-house experts to do that and bring that forward as well. Commissioner Hohenberg knows that depending on what the market bears, once again, he has a high degree of trust in staff, to bring us what we need.

Commissioner Moak has no changes needed at this time and agrees with Commissioner Hohenberg that sometimes circumstances do change and sometimes we need to look at that.

It is the consensus of the Commission to reaffirm the marketing plan and initial parcel pricing presented by Mr. Peterson.

C. 2022-2023 Commission Committee Assignments

Ms. Scott presented the Commission Committee Representation list and inquired what revisions the Commission would like to make (*Exhibit E*).

Commissioner Novakovich stated perhaps some committees could be eliminated: Local Good Roads, the Historic Downtown Kennewick Partnership (HDKP) Organization Committee, and the Washington Public Ports Association (WPPA) Economic Development Committee. Commissioner Novakovich believes the Benton Franklin Council of Governments (BFCOG) handles transportation issues. Additionally, he does not believe the WPPA Economic Development Committee has ever met. Lastly, Commissioner Novakovich reviewed the HDKP bylaws and there is no provision that states a Port representative should sit on the HDKP Board. Commissioner Novakovich believes having Commissioner Moak on the HDKP Board is a violation of their bylaws. Commissioner Novakovich asked each Commissioner to disclose other board affiliations that are not appointed by the Port Commission Committee Assignments that could be seen as a conflict of interest.

Commissioner Novakovich inquired if Commissioner Hohenberg is willing to accept the following committee assignments: HDKP representation to downtown, the Regional Chamber of Commerce Board, Visit Tri-Cities Board, TRIDEC Board and the TRIDEC Executive Board, and the WPPA Marina Committee.

Commissioner Hohenberg is willing to accept those Committee Assignments outlined by Commissioner Novakovich.

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Commissioner Novakovich will be accepting the following committee assignments: BFCOG Board, the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Board, the Hispanic Chamber of Commerce, the West Richland Chamber of Commerce, the WPPA Board of Trustees, the WPPA Legislative Committee, and the WPPA Marketing Committee. Additionally, Commissioner Novakovich sits on the HAEIFAC Board, HAEIFAC Private Loan Committee, Wallowa Band Nez Perce Trail Homeland Executive Committee, Tamastslitk Trust Board through the CTUIR, Pacific Printing and Industries Board, Printing Industries of America Board, and the Washington State Army Advisory Counsel.

Commissioner Hohenberg serves on three state boards; Washington State Criminal Justice Training Center, Washington Auto Theft Prevention Authority Board, and the Northwest High Intensity Drug Trafficking Area. Those memberships will conclude at the end of February, upon his retirement from the City of Kennewick. Currently, Commissioner Hohenberg serves on the Hapo Community Credit Union Board and the advisory committee of the Boys and Girls Club of Benton and Franklin County.

Commissioner Moak stated in addition to the Port appointed boards, he sits on the Kennewick Housing Authority Board and the Kennewick Kiwanis Club.

Commissioner Novakovich stated if there are no objections, there is the Committee list for 2022-2023.

Commissioner Moak stated his assignments were not reviewed.

Commissioner Novakovich did not assign Commissioner Moak any committees due to the issues of creating a hostile work environment and the SAO management letter and mishandling of former Commissioner Barnes' reimbursement.

Commissioner Moak disagrees with that and any of Commissioner Novakovich's concerns about that have anything to do with the Committee Assignments that he has been assigned to.

Commissioner Novakovich thinks we just agreed on the Committee Assignments and per the Commission Policies and Procedures, there are consequences to not following our policies and procedures, and one of those is sanctions. And sanctions involve taking away Committee Assignments.

Commissioner Moak stated he has not been sanctioned on that.

Commissioner Novakovich believes Commissioner Moak has just been sanctioned.

Commissioner Moak appealed the Ruling of the Chair.

Commissioner Novakovich stated there is an appeal to the Ruling of the Chair and inquired if there is a second.

The Appeal fails for lack of second.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

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D. Commissioner Meetings (formal and informal meetings with groups or individuals)

Commissioners reported on their respective committee meetings.

E. Non-Scheduled Items

Ms. Hanchette reported that Cave B Estate Winery is closing their tasting room at the end of February.

Commissioner Novakovich asked staff to send a letter thanking them for being our first tenant in our new building and wish them future good will.

Mr. Arntzen stated he is making a commitment to the Commission that we will not inundate them with red tape related to Vista Field. Mr. Arntzen will continue to look for appropriate ways to disseminate the information to the Commission regarding the progress at Vista Field.

Commissioner Hohenberg appreciate Mr. Arntzen's update and agrees with his comments. It is nice to have an update from Mr. Peterson and Commissioner Hohenberg is still excited about the possibilities at Vista Field. Commissioner Hohenberg appreciates the feedback and does not like a lot of red tape as well. As we try to get things prepared, as it goes to the private sector, the sooner that we can, and the simpler we can make it, the better off we all are.

Commissioner Novakovich confirmed with Ms. Luke to follow up with an independent counsel for the SAO's comments.

PUBLIC COMMENTS

Ms. Scott read Tom Galioto into the record:

The Fortify plans for the Clover Island Inn sound very promising. However, I am most concerned with the potential for future failure, meaning that Fortify will not achieve their expected revenues from rentals to justify their initial \$20 mil investment and ongoing maintenance/operations costs. I believe that Fortify has NO track record on micro-apartment rentals. This location would provide very small living spaces, very high rental spaces, at a pretty far distance from the major possible market of Hanford workers/visitors. Has Fortify done any detailed study/survey in the Tri-Cities including the public, Hanford employers, other businesses that may use these apartments? Thank you.

No further comments were made.

Commissioner Novakovich anticipates the Executive Session will last approximately 30 minutes, Potential Litigation, per RCW 43.30.110(1)(i) with potential action expected. Commissioner asked the public to notify Port staff if they will return after the executive session so staff can advise if the session concludes early.

RECESS FOR EXECUTIVE SESSION

Commissioner Novakovich recessed the Regular Commission Meeting at 4:51 p.m. and convened the Executive Session at 4:55 p.m. for 30 minutes.

**PORT OF KENNEWICK
REGULAR COMMISSION MEETING**

JANUARY 25, 2022 MINUTES

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Ms. Schumacher extended the Executive Session for 15 minutes at 5:25 p.m.

EXECUTIVE SESSION

A. Potential Litigation per RCW 43.30.110(1)(i)

Commissioner Novakovich adjourned the Executive Session at 5:35 p.m.

Commissioner Novakovich reconvened the Regular Commission Meeting at 5:36 p.m.

Commissioner Novakovich asked Ms. Luke to summarize the action the Commission needs to take.

Ms. Luke stated the Commission previously discussed the pending tort claim from Mr. Arntzen and indicated that it could be resolved. To facilitate discussions regarding potential resolutions and to explore those through the mediation process, additional time is needed. A Tolling Agreement would provide that time to the Port and Mr. Arntzen. Ms. Luke recommended the Port Commission authorize counsel to sign a Tolling Agreement on behalf of the Port and Commissioner Moak, which provides time up until June 1, 2022 for the Port and Mr. Arntzen to explore mediation. Ms. Luke inquired if there are any questions.

MOTION: *Commissioner Hohenberg moved to authorize Port Counsel to execute a Tolling Agreement in the matter of Tim Arntzen's tort claim against the Port and Commissioner Moak, and to take all action necessary in furtherance thereof; Commissioner Moak seconded.*

PUBLIC COMMENT

No comments were made.

With no further discussion, motion carried unanimously. All in favor 3:0.

COMMISSION COMMENTS

No comments were made.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 5:39 p.m.

**PORT OF KENNEWICK
REGULAR COMMISSION MEETING**

JANUARY 25, 2022 MINUTES

DRAFT

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Skip Novakovich, President

Kenneth Hohenberg, Vice President

Thomas Moak, Secretary

PORT OF KENNEWICK

Resolution No. 2022-03

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK APPROVING
A LEASE AGREEMENT WITH CARBITEX LLC***

WHEREAS, the Port of Kennewick (POK) is authorized to enter into certain leases upon such terms as the Port Commission deems proper; and

WHEREAS, a one year lease for 16,600 square feet of office and industrial warehouse space has been negotiated by Port staff with Carbitex LLC; and

WHEREAS, the Port Commission has called a regularly scheduled public meeting with notice of such meeting given as provided by law and such public meeting was held at such time and on said date; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Lease Agreement and find it is in proper form and it is in the Port’s best interest; and

WHEREAS, after consideration of the attached lease agreement, the Port Commission has determined that the lease is proper.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Kennewick approves a one year lease with Carbitex LLC as presented and authorizes the Port’s Chief Executive Officer to execute all documents and agreements on behalf of the Port to complete the transaction as specified above.

BE IT FURTHER RESOLVED that all action by port officers and employees in furtherance hereof is ratified and approved; and further that the port Chief Executive Officer is authorized to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 25th day of January, 2022.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: DocuSigned by:
Skip Novakovich
SKIP NOVAKOVICH, President

By: DocuSigned by:
Kenneth Habenberg
KENNETH HABENBERG, Vice President

By: DocuSigned by:
Thomas Moak
THOMAS MOAK, Secretary

PORT OF KENNEWICK

RESOLUTION No. 2022-04

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AUTHORIZING
THE RELEASE OF BUYBACK CLAUSE FOR 2018 LAND SALE TO
THREE RIVERS ACQUISITIONS LLC**

WHEREAS, the Port commission sold approximately 12.33 acres of the area graphically depicted on “*Exhibit A*” at the Port of Kennewick’s Oak Street Industrial Park, in Kennewick, Washington to Three Rivers Acquisitions LLC (Purchaser) April 24, 2018 for \$375,000; and

WHEREAS, a restriction to the Statutory Warranty Deed recorded June 28, 2019 allows the Port of Kennewick the option to repurchase the property should the Purchaser not develop the property within eighteen months of closing; and

WHEREAS, the Port Commission gave approval of the Purchaser’s request for up to a 12 month extension ending December 31, 2021 by consensus during the October 13, 2020 Commission Meeting; and

WHEREAS, the Port Commission finds that said property is outside the scope of the Port’s current Comprehensive Scheme of Development and releases such repurchase option from said property.

NOW, THEREFORE; BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorize the Port’s Chief Executive Officer to execute all documents and agreements on behalf of the Port to complete the release of the repurchase option as specified above.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of January, 2022.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: DocuSigned by:
Skip Novakovich

SKIP NOVAKOVICH, President

By: DocuSigned by:
Kenneth Hohenberg

KENNETH HOHENBERG, Vice President

By: DocuSigned by:
Thomas Moak

THOMAS MOAK, Secretary

EXHIBIT A



PORT OF KENNEWICK

RESOLUTION No. 2022-05

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AFFIRMING AND RATIFYING
THE LAND SALE POLICY FOR CLOVER ISLAND**

WHEREAS, Fortify Holdings LLC has indicated a desire to purchase the Clover Island Inn and change its use from a hotel to a multi-family residential housing project; and

WHEREAS, Fortify Holdings LLC has requested that the Port Commission sell it the land under the hotel; and

WHEREAS, and the Waterfront Master Plan, completed in June 2021, and adopted by the Port Commission under Resolution 2021-12, indicates that the Port should not sell the land on Clover Island; and

WHEREAS, the Fortify Holdings LLC proposal has raised the larger issue of the Port selling a segment of the publicly owned Clover Island to the private sector; and

WHEREAS, the Port Commission is respectful of, and wishes to heed public input.

NOW, THEREFORE, BE IT RESOLVED that the Port of Kennewick Board of Commissioners hereby affirms and ratifies the policy to not sell any land on Clover Island to any third party, consistent with the Waterfront Master Plan.

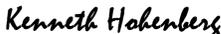
BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby endorses and approves all action by port officers and employees in furtherance hereof; and authorizes the Port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 25th day of January 2022.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: 
0E53A30E1C8E442...

SKIP NOVAKOVICH, President

By: 
89F77EAC8921416...

KENNETH HOHENBERG, Vice President

By: NAY

THOMAS MOAK, Secretary

PORT OF KENNEWICK

RESOLUTION No. 2022-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING A PURCHASE AND SALE AGREEMENT WITH PIPEWORKS LLC

WHEREAS, Pipeworks LLC (Purchaser), has offered to purchase approximately 2,949 square feet of the area graphically depicted on “*Exhibit A*” as 215 E. Columbia Drive at the Port of Kennewick’s Columbia Gardens Wine & Artisan Village in Kennewick, Washington from the Port of Kennewick (Seller) for \$36,863.00 or approximately \$12.50 per square foot; and

WHEREAS, Port staff and the Port attorney have reviewed the proposed Purchase and Sale Agreement and find it is in proper form with potential minor modifications and is in the Port’s best interest; and

WHEREAS, the Port Commission finds that said property is surplus to the Port’s needs and the proposed sale is consistent with all previous Port policies, including its Comprehensive Scheme of Development.

NOW, THEREFORE; BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorizes the Port’s Chief Executive Officer to execute a Purchase and Sale Agreement with Pipeworks LLC and hereby authorizes the Port’s Chief Executive Officer to execute all documents and agreements on behalf of the Port to complete the transaction as specified above.

BE IT FURTHER RESOLVED that the Port Commission declares that said property is surplus to the Port’s needs and the proposed sale as referenced above is consistent with all previous Port policies, including its Comprehensive Scheme of Development.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 25th day of January, 2022.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: DocuSigned by:
Skip Novakovich

SKIP NOVAKOVICH, President

By: DocuSigned by:
Kenneth Hohenberg

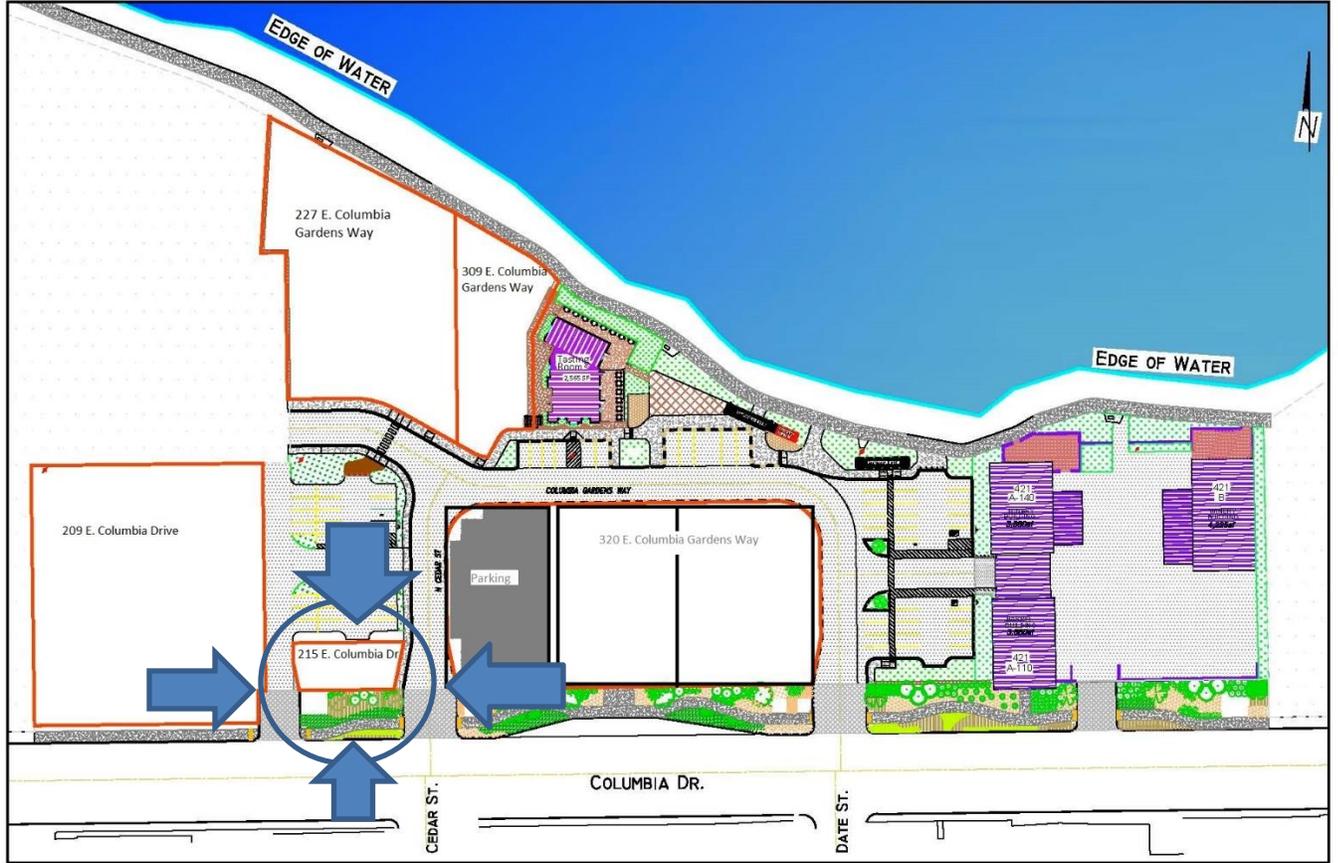
KENNETH HOHENBERG, Vice President

By: DocuSigned by:
Thomas Moak

THOMAS MOAK, Secretary

EXHIBIT A

215 E. Columbia Drive, Kennewick WA 99336





Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Port of Kennewick

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2019 through December 31, 2020 – see draft report.

Recommendations not included in the Audit Reports

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other items significant to our audit objectives. Management letters are referenced, but not included, in the audit report. We noted certain matters that we are communicating in a letter to management related to the reimbursement of a Commissioner's legal fees.

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal>.

Management Representation Letter

We have included a copy of representations requested of management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$11,550 and actual audit costs will approximate that amount.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in 2023 and will cover the following general areas:

- Accountability for Public Resources

The estimated cost for the next audit based on current rates is \$11,850 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal single audit requirements. Federal awards can include grants, loans, and non-cash assistance such as equipment and supplies.

Working Together to Improve Government

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor is designed to offer services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean, peer-to-peer networking and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Kelly Collins, CPA, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit, (360) 260-6411 Tina.Watkins@sao.wa.gov

Ginny Waltman, Audit Manager, (509) 734-7104, Ginny.Waltman@sao.wa.gov

Jose Garcia, Assistant Audit Manager, (509) 581-3969, Jose.Garcia@sao.wa.gov

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Office of the Washington State Auditor
Pat McCarthy

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Accountability Audit Report

Port of Kennewick

For the period January 1, 2019 through December 31, 2020

Published (Inserted by OS)

Report No. 1029722



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your smartphone's camera



**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Port of Kennewick
Kennewick, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Port operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the Port's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Port operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

However, we noted certain matters related to commissioner reimbursement of legal fees that we communicated to Port management and the Board of Commissioners in a letter dated January 19, 2022. We appreciate the Port's commitment to resolving those matters.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Port of Kennewick from January 1, 2019 through December 31, 2020.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Port's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2020 and 2019, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Accounts payable – general disbursements and electronic funds transfers
- Compliance with revenue bond debt covenants
- Payroll – gross wages
- IT security policies, procedures, practices and controls protecting financial systems – patch management

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- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress
- Conflict of interest – expenditure approvals

RELATED REPORTS

Financial

A financial statement audit was performed by a firm of certified public accountants. That firm's report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

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INFORMATION ABOUT THE PORT

The Port of Kennewick was formed in 1915 with the primary mission being to foster economic development. The Port boundaries encompass the cities of Kennewick and West Richland, the portion of Richland located south of the Yakima River and the surrounding areas of Benton County.

The Port is governed by an elected, three-member Board of Commissioners. Commissioners serve staggered, six-year terms. The Port's assets include marina facilities, an airport and multiple industrial parks. For fiscal years 2019 and 2020, the Port had about \$1.3 million in total operating revenues and \$4.3 million in tax revenue each year. The Port had \$2.5 million in operating expenditures each year. The Port has 14 full-time employees.

Contact information related to this report

Address:	Port of Kennewick 350 Clover Island Drive, Suite 200 Kennewick, WA 99336
Contact:	Nick Kooiker, CFO/Auditor
Telephone:	(509) 586-1186
Website:	www.portofkennewick.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Port of Kennewick at <http://portal.sao.wa.gov/ReportSearch>.

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ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

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(564) 999-0950
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- Email:
webmaster@sao.wa.gov



**Office of the Washington State Auditor
Pat McCarthy**

January 19, 2022

Board of Commissioners
Port of Kennewick
Kennewick, Washington

Management Letter

This letter includes a summary of specific matters that we identified in planning and performing our accountability audit of the Port of Kennewick from January 1, 2019 through December 31, 2020. We believe our recommendations will assist you in improving the Port's compliance in these areas.

We will review the status of these matters during our next audit. We have already discussed our comments with and made suggestions for improvements to Port officials and personnel. If you have any further questions, please contact me at (509) 734-7104.

This letter is intended for the information and use of management and the governing body and is not suitable for any other purpose. However, this letter is a matter of public record and its distribution is not limited.

We would also like to take this opportunity to extend our appreciation to your staff for their cooperation and assistance during the audit.

Sincerely,

A handwritten signature in cursive script that reads "Ginny Waltman".

Ginny Waltman, Audit Manager

Attachment

Management Letter
Port of Kennewick
January 1, 2019 through December 31, 2020

Commissioner reimbursement of legal fees

In August 2019, the Port imposed sanctions on one of its Commissioners after an independent investigation found this person's behavior violated the Port's Rules of Policy and Procedure. This Commissioner then pursued arbitration related to the sanctions, incurring legal fees that he paid personally. In 2021, the Commissioner sought reimbursement of the legal fees from the Port.

State law and the Port's Rules of Policy and Procedure allow the Port to provide legal representation to defend a claim or lawsuit filed against Port officials unless they elect to provide their own representation. Because the Commissioner obtained his own representation rather than using a Port-appointed legal counsel, reimbursing the Commissioner's legal fees is not an allowable expense.

In April 2021, two of three Commissioners voted to approve the reimbursement of the Commissioner's legal fees totaling \$49,282.75. One of the two votes approving the reimbursement came from the Commissioner seeking reimbursement. State law does not allow an officer to benefit directly from a contract made through or under the supervision of the officer. The Commissioner seeking reimbursement should not have voted on a matter that directly benefitted him. Instead, the Commissioner should have recused himself from the vote.

We recommend the Port follow its own policy and state law. Further, we recommend the Port conduct additional legal review to determine if any further actions, such as repayment, are necessary or required by law.



Commissioners | Don Barnes | Thomas Moak | Skip Novakovich
350 Clover Island Drive | Suite 200 | Kennewick, WA 99336
509.586.1186 | FAX: 509.582.PORT (7678) | www.PortOfKennewick.org

January 19, 2022

Office of the Washington State Auditor
100 North Morain, Suite 216
Kennewick, WA 99336

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of the Port of Kennewick for the period from January 1, 2019 through December 31, 2020. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

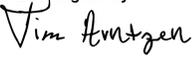
Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. Except as discussed with you, we have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. Except as discussed with you, we have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. Except as reported to you in accordance with RCW 43.09.185, we have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

DocuSigned by:

897EAA4F32B4455...
Tim Arntzen, CEO

DocuSigned by:

DAG096A4B5BD4FB...
Nick Koiker, CFO/Auditor

A \$20 Million Investment in the Port District

Clover Island Inn: Creating a Catalyst for Economic Development

January 2022



Status Update on Fortify and The Clover Island Inn

Status Update

- Fortify plans to close by March 31, 2022 on the Clover Island Inn
- Proposing to purchase the land from the Port of Kennewick in order to invest heavily in building and island
- Due Diligence report has been ordered by Port
- Land appraisal has been ordered by Port
- Proposed Site Plan is complete
- First 3D architectural renderings of Fortify's long term vision for Clover Island Inn available



Fortify plans to purchase the Clover Island Inn regardless of the outcome of the land sale. However, our investment strategy does change dramatically with the purchase of the land:

If Fortify **DOES** purchase the land:

- Major investment to renovate and dramatically enhance entire facility - interior, exterior, and common areas.
- Transformation of existing hotel into high end mixed-use property featuring: short term stays, long term housing (apartments), brand new restaurant, retail spaces, rooftop event venue
- Build a brand new entertainment venue on the island for summer concert series and other events.

If Fortify **DOES NOT** purchase the land:

- Close on purchase of Clover Island Inn.
- Assume lease with Port of Kennewick.
- Maintain existing building as is.
- Operate the building consistently with zoning code and lease terms: as a hotel.
- Minimal additional investment consistent with lease terms.

It is our goal to purchase the land so we can invest and help build the vibrant, fun, clean, safe, and attractive port you desire in your Master Plan.

Renovation Plan and Renderings

Renovation Plan - Update

- Projected Total Investment: \$17 Million - \$20 Million
- Mixed-use property featuring a restaurant, shops, and apartment homes along with other amenities
- Renovations will include complete interior renovations, a new restaurant/bar, SUP/kayak rentals, new pool area, new landscaping, new exterior elements of the building (paint, siding, architectural elements, artwork, etc.), parking lot upgrades, new signage, and more



Increased public access to the river



New riverfront restaurant/bar

New rooftop event space for wedding, reunions, etc.

New fixed concert and public park space

New public riverwalk trail

- TC Journal of Business Article
 - 116 total comments to article post on Facebook (20% / 50% / 30%)
 - 65 total "Likes" compared to 38 "Dislikes"
- Very positive article and comments in Tri-City Herald
 - <https://www.tri-cityherald.com/news/local/article257417442.html>
- **NOTE:** Negative comments are based on incomplete information. We are addressing the concerns and going a step further by including recommendations/solutions in our complete set of plans and will structure the Purchase-Sale-Agreement with the Port to address the pertinent issues.



Addressing Public Feedback

What Kind of Development is this and Who Will be the Renters?

- Our vision is for market rate apartments.
- Targeting a good mix of working professionals (both young and old), retirees, any residents seeking waterfront living.

Improving Public Access

- Improve public access to the building.
- Open the deck, patio, and dock to the public.
- Add walking trails, rooftop event space for banquets and weddings, add a kayak/SUP rental shop (does not currently exist on the island).
- New restaurant/bar.
- Work with the Port to find on-island and off-island parking solutions.

How Will this Help the Island?

- A renovated Clover Island Inn with permanent residents will enhance commercial activity.
- Benefits adjacent businesses (restaurants, breweries, the marina, wine village, etc.).
- Permanent residents = safer neighborhoods.
- Alleviates pressure on the over-stressed housing market.
- Brings in more property tax revenue for the city/county.

Consistent with the Clover Island Master Plan

- **Permanent Residents on Island**
- **Improve the old, outdated Clover Island Inn**
- **Add Permanent Entertainment Venue**
- **An Active Community**
 - Walking paths, kayak/SUP rentals, public access
- **Local Art & Architecture**
- **Drive Economic Activity**
 - New restaurant/bar
 - Kayak/SUP rentals
 - More residents = more commercial activity for the entire port district

The Master Plan: "Reconsider Land Sale Policy"

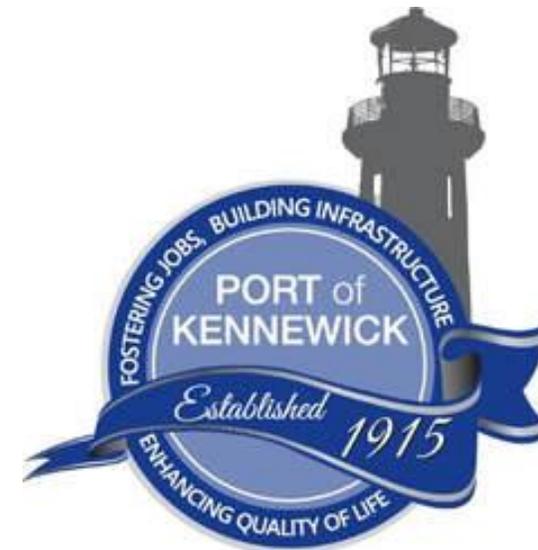
- Page 54 of the Master Plan specifically addresses the land sale issue in section titled "RECONSIDER LAND SALE POLICY"
 - Discusses how developers must be able to buy land in order to acquire financing and realistically be able to invest large amounts of capital resources
 - This section directs the Port to work on long-term leases with favorable terms for developers if the land sale policy is not updated
 - Port is actively marketing other parcels of land for sale
- PROS
 - Attract serious developers to invest in Port District
 - Use sale proceeds to invest across the Port and accomplish Port goals

Working Together

No matter the outcome of the land sale, Fortify will be a partner of the Port and work to further the Master Plan.

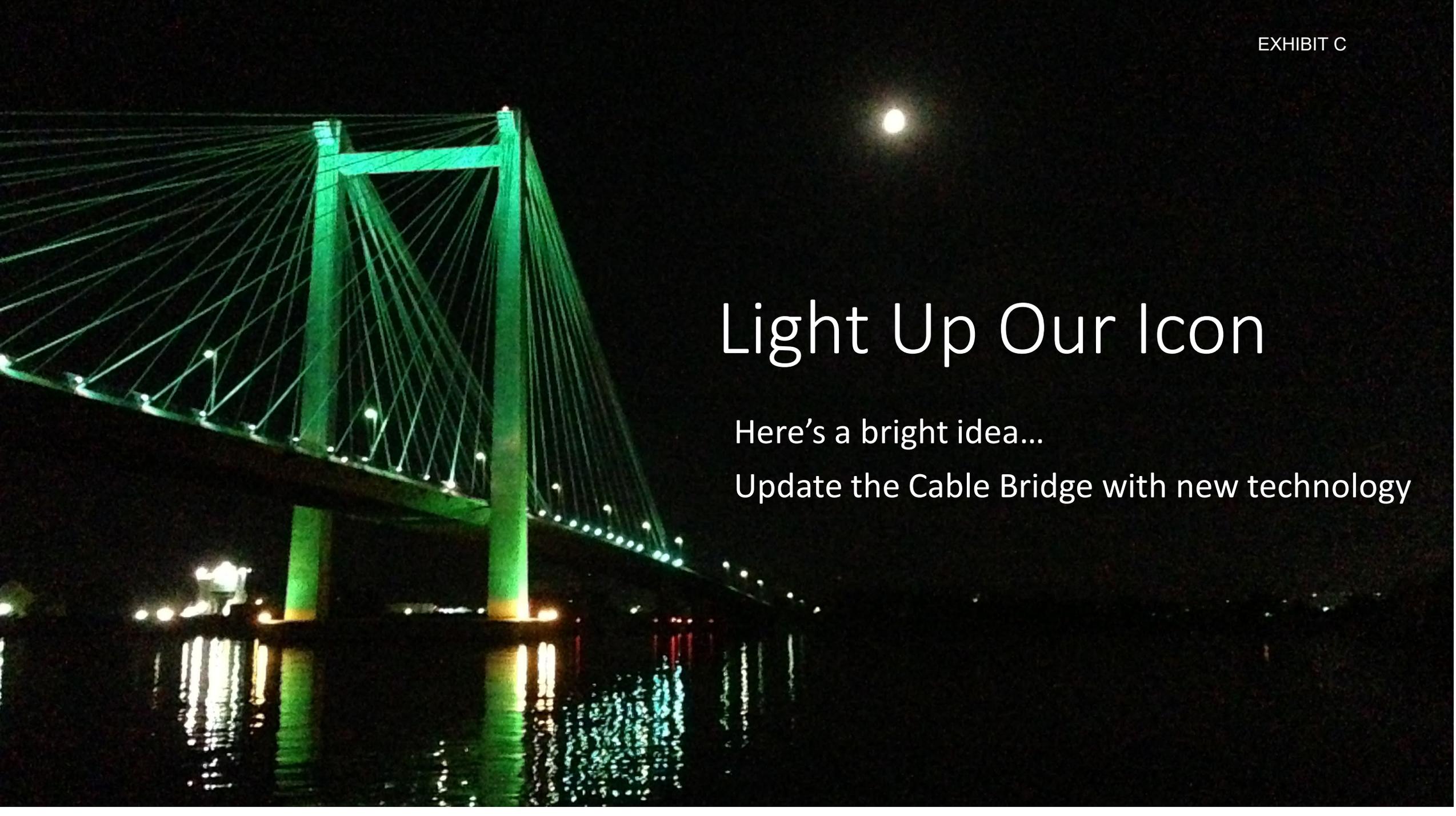
- **GOAL (Plan A): Purchase the land, invest \$20 million, partner with port to execute Master Plan.**
- Plan B: Purchase the Clover Island Inn, seek assignment of lease, and operate in a similar manner as it is today.

Across all communities where Fortify exists, we create partnerships with local stakeholders to advance interests of all parties.



Thank You

Questions / Comments



Light Up Our Icon

Here's a bright idea...

Update the Cable Bridge with new technology

Project Concept



Inspired by other cities who have turned bridges, buildings and arenas into artistic features, this proposal is to install a new, state-of-the art lighting system on the Ed Hendler Pasco/Kennewick cable bridge.

Why...

- Enhance the architectural design.
- Update antiquated lighting with energy efficient LED technology.
- Provide a tourism draw to the Tri-Cities, specifically Clover Island, Osprey Point and the river trails on both sides of the river.
- Highlight Osprey Point, Clover Island and other nearby Port of Pasco and Port of Kennewick projects.
- Connect the two cities visually and esthetically.
- Raise awareness of the value of the Columbia River system.
- Provide a revenue stream for lighting the bridge for special occasions.



The Tilikum Crossing Bridge, located in Portland OR

The dim challenge

The current white spotlights were a nice enhancement to the bridge when installed over 20 years ago, however the old technology limits the lighting capabilities.

Currently, to change the color of the lights, a plastic colored plate must be installed over each light making it labor intensive and expensive.

The bright solution

- A new lighting system with new LED technology will enable the lights to be easily changed for promotional and artistic opportunities.
- The new computer operated system takes minutes to change the lights multiple colors.
- The lights can be changed daily, weekly or monthly. An affordable fee would be charged to help offset the cost of the system.
- The creative ideas are tremendous -
 - Raising awareness for various causes (i.e. pink for breast cancer month)
 - School occasions (i.e. High school homecomings featuring the school colors.
 - Holidays (imagine red, white and blue lights for 4th of July and red, white and green for Cinco de Mayo)
 - Annual Light Festival (like Portland)



Bridge located in Minneapolis lit up in honor of Minnesota National Guard soldiers - MDOT



The Tilikum Crossing Bridge, located in Portland OR



The Lowry Bridge located in Minneapolis, MN

Cost of the project

- Approx. \$xxx.xxx – Includes:
- Life of the lights/upkeep cost
- Annual cost estimate compared to current annual cost
- Ease of operation/very little staff time

Technical Information

- 144 lights are currently on the bridge- one per cable
- Lights life are approx. 8,000 days @ 12 hours a night.
- 5 year warranty
- Useful lifetime - 70% output

PROS and CONS

**Could LED Lighting benefit the TC's?**

Incorporating Light Emitting Diode (LED) bridge lighting can be beneficial to a community. It offers a wide variety of advantages, new opportunities, and some much-needed upgrades. Adding LED lighting could be challenging as it will take a bit of a collaborative process, but the upside that it provides a community is priceless and offers a community a chance to strengthen its identity. It can capture the attention of hundreds and thousands of people and provides an opportunity for the community to still preserve the historic aspect of the structure.

- LED lighting sends a clear message of sustainability using 85% less energy than traditional lighting. At a maximum power consumption, a typical night uses the same amount of energy as two hair dryers being used.
- LED lighting is on the verge of becoming the main component of Li-Fi and may potentially replace Wi-Fi in commercial construction.
- It offers much more than "eye candy" to visitors - it provides added benefits for existing community members.
- San Francisco added LED to their bridges in 2013. This project supported 88 jobs and contributed \$10 million to the city's GDP while boosting the economy by \$97 million.
- Portland's annual Festival of Lights in February brings visitor revenue of >\$2 million during a slow tourist month and engages local artists, schools, and businesses.

Why is LED bridge lighting challenging to implement?

- LED lighting is expensive, invasive, and be a large obstacle for communities to consider.
- Starting roughly at \$2 million dollars, it can take many years for a community to finance.
- Updating a community bridge can provide several logistical challenges.
- Department of Transportation has to carefully analyze traffic patterns to not disrupt traffic flow during the update.
- The bridge spans are connecting two cities and two counties.
- Disruption to traffic below the bridge is also a concern as barge traffic uses below deck lighting to navigate the water at night.

- It will require a local team and the expertise of light designers to combine their expertise to provide a conceptual plan and complete such a project.

However, data points to the cost being worth every penny.

Reduced energy consumption, new jobs, and an increase in our community GDP are positive results of the LED lights illuminating the cable bridge in a dazzling display of vibrant colors.

And... other bridges over the Columbia could also be lit up in the future.



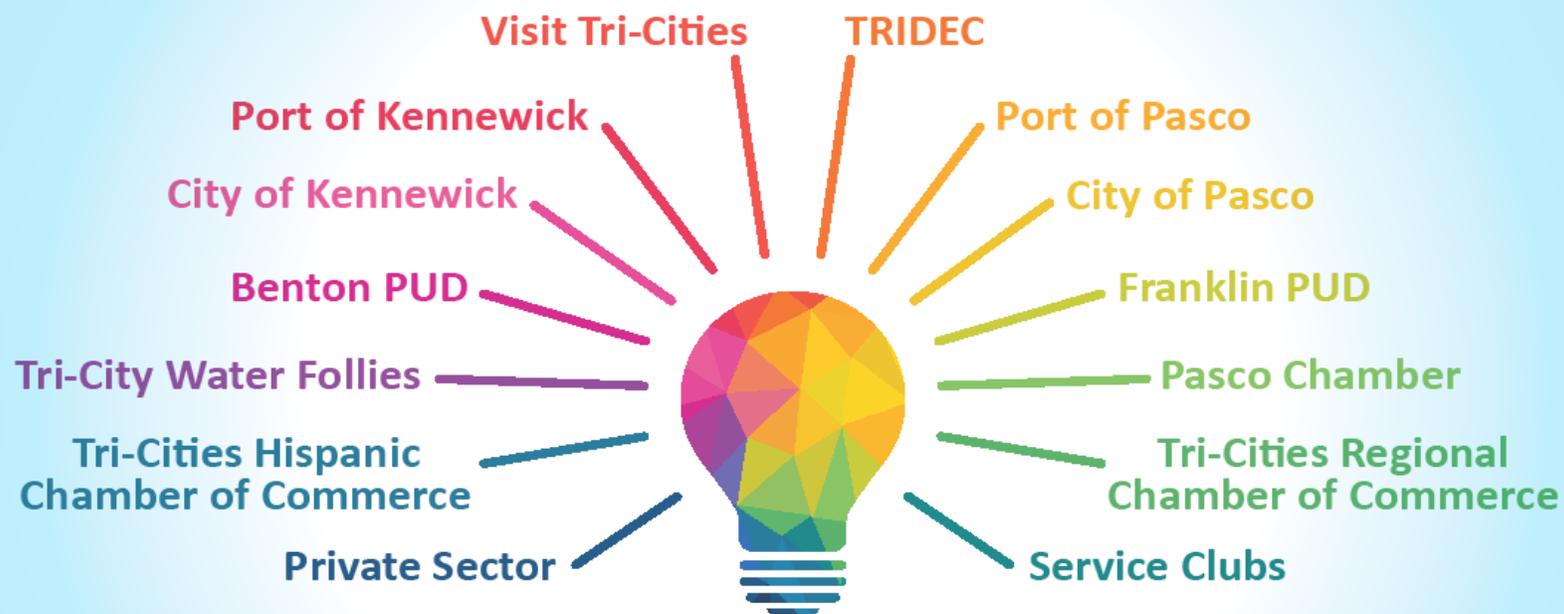
Fundraising

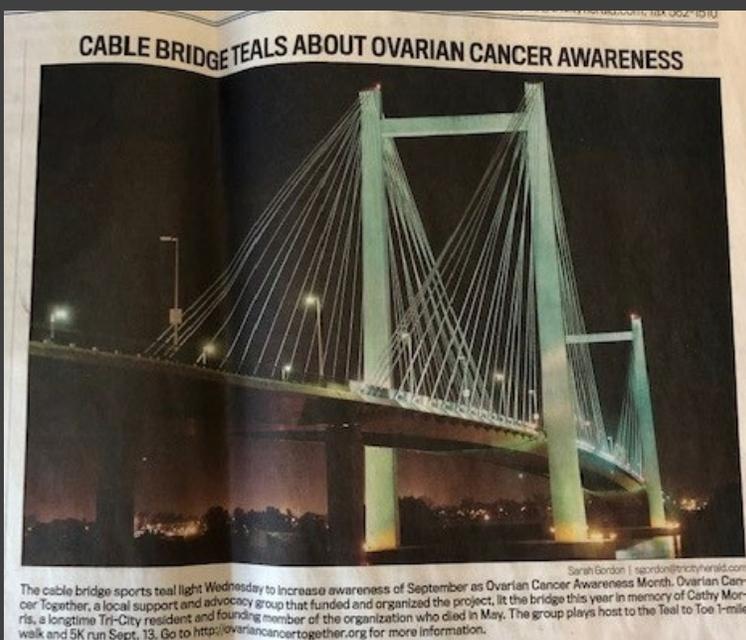
- Representatives from Cities, Counties, Ports, PUDs, local organizations.
- Interested citizens
- Pursue grant opportunities.

Operational responsibilities

- Operation of the lights.
- Determining the fee per day/per month and billing.
- Maintenance of the lights and system.
- Promotion of the lighting projects.
- Possible Annual Light festival featuring the bridge and other lighted structures throughout the community.
- Operations can be set up at nearby office space, perhaps either city or a Port office. Nominal staff time.

Light Up Partners

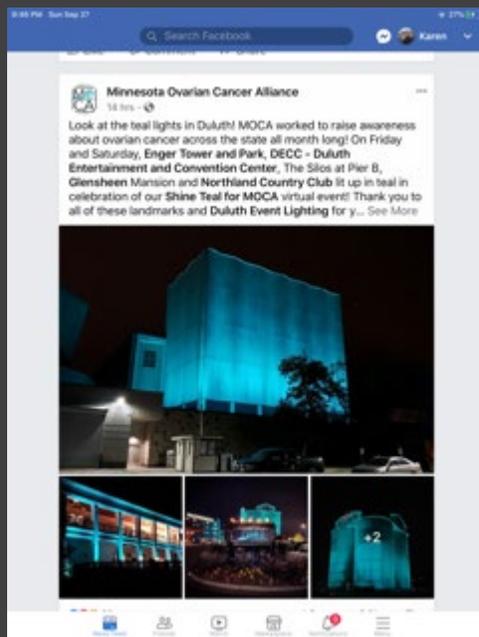




Background

In 2013 Ovarian Cancer Together, a local nonprofit support group, was the first group to pursue changing the bridge lights copying the Minnesota Ovarian Cancer Association who spearheaded lighting a bridge in Minneapolis. The lights were changed to teal-blue for the month of September. The media coverage was tremendous. The cost at the time was \$5,000 and paid for by a business sponsorship and a few generous contributors. Other local organizations have wanted to use the bridge lights to raise awareness for their cause but have been unable to because of the cost and difficulty.

Other cities have installed lighting systems to bridges and buildings including Portland, OR. There are now 14 bridges on the river through Portland that have a colored light system. The annual Portland Light festival was created to highlight the lights on the bridges and is coordinated with businesses located on the river for three nights in February. It has a budget of 1.4 million and 40,000 attendees. The Festival is managed by a separate committee from the operations organization.



Thank you!

For more information:

Memorandum

To: Tim Arntzen, Executive Director
 From: Larry Peterson
 Date: January 25, 2022
 Re: Vista Field Policy Issues & Commission Decisions/Reaffirmations Needed

Together with the numerous staff is completing to bring the Vista Field Redevelopment project to market there is a need for several Commission policy decisions and/or reaffirmations of previous decisions. These policy decisions are proposed to be presented at the next three Commission meetings in a format that would allow for Commission decisions/direction at those meeting. Below is the proposed “agenda” for the next three meetings with details on the decisions.

❖ PROPOSED AGENDA & SCHEDULE OF POLICY ISSUES

January 25, 2022 Meeting

(Commission Reaffirmation sought via Consensus vote)

Initial Marketing Area
 Initial Parcel Offer Prices

FEBRUARY 8, 2022 Meeting

(Commission Reaffirmation sought via Consensus vote)

Joint-Use Parking areas initially provided by the Port {inherent role of the developer}
 Project Reinvestments triggered by initial development {inherent role of the developer}

FEBRUARY 22, 2022 Meeting

(Commission Reaffirmation sought via Consensus vote)

Vista Field Introduction to Governing Documents {helps to explain the regulator pieces}
 Vista Field Declaration of Covenants {applies to entire site, regardless of use}
 Vista Field Declaration of Covenants-Commercial Property {2nd layer for commercial uses}
 Vista Field Association Assessment Structure {actual costs to owners based upon use}
 Vista Field Association Appointment of initial Officers

(Shared with Commission for information but formal approval not required)

Vista Field Association Article of Incorporation {non-subjective, dictated by State law}
 Vista Field Association By-Laws {non-subjective, dictated by State law}

❖ POLICY ISSUES for January 25, 2022 meeting

(Commission Reaffirmation sought via Consensus vote)

Initial Marketing Area

Following years of conceptual discussions about how New Urbanism development differs in numerous aspects from typical development occurring the last 60 years and the importance of placemaking, the issue of “focus efforts” was discussed with the Commission in April 2021. The Commission discussed the strategy of marketing just a portion of the improved properties to focus all activity into a node or center which would help yield that “place” envisioned by all. The impact of clustering the first five or six buildings together rather than spread-out from Deschutes to Grandridge was contemplated. Ultimately the Commission concurred with the cluster approach and directed staff to only market the lands from Deschutes to Vista Field Boulevard in the first phase (known as Phase #1A), which abuts the recently constructed special areas of the stream, bridges and woonerf. Attached is a memo which was shared with the Commission at the April 13, 2021 meeting.

QUESTION: Does the current Commission support initially only marketing that portion of the Vista Field improved area south of Vista Field Boulevard (Phase #1A)?

Initial Parcel Offer Prices

Following discussion at several meetings in summer and fall 2021 the Commission passed Resolution 2021-20 on October 13, 2021 adopting the parcel pricing for Vista Field Phase #1A. This parcel pricing was based upon an appraisal completed in 2021 and established lump sum prices for three types of parcels (Residential detached, Live/Work & Residential Attached aka Townhomes) and a per square foot price from all other parcels. Those prices are identified in Exhibit A of that resolution which is attached to this memo. The prices would be the initial offer prices; the starting point for the Port’s marketing and could be adjusted as dictated by market response. The Commission nor the private sector are bound to these exact prices and the builders could offer less... or more for the parcels... however this resolution helps the private sector understand the Port’s expectations.

QUESTION: Are the initial parcel offer prices established by Resolution 2021-20 deemed to be acceptable to the current Commission?

- - -

Memorandum

To: Tim Arntzen
From: Larry Peterson
Date: April 2, 2021
Re: Vista Field Phase #1A: Initial Marketing Area

OVERVIEW

Port funded horizontal infrastructure improvements (roads, utilities & water feature) to open the core of the redevelopment site for vertical improvements (buildings) have been completed. The recently completed infrastructure improvements are “front end loaded” with major cross site roadways & utilities, a significant amenity of the 850ft water feature and reservations for future public spaces. Phase #1 encompasses a total of 18.3 acres gross with improved City streets, sidewalks, woonerfs, alleys and parking area utilizing 4.9 acres and 2.5 acres for the water feature and future Daybreak Commons. Retaining 2.6 acres for future common parking areas and 1.0 acre for the three (3) corporate hangars yields 7.3 acres of land for vertical improvements.

FOCUS ON VERTICAL IMPROVEMENT POTENTIAL

DPZ recommends placing emphasis on what could be located on those 7 acres rather than “only having 7 acres to sell.” Basic building and land allocations with a presumption of one (1) and two (2) story buildings results in nearly 300,000sf of buildings within Phase #1, which would be more building area than in the entire 30+ acre Spaulding Business Park!

Working with DPZ to refine suggestions about what should be encouraged where, and possibly more importantly, when; has resulted in a recommendation to focus the initial private sector development around the Azure Drive woonerf area. New Urbanism is based upon several principles, a primary principle being the goal of creating a vibrant area through concentrating vertical improvements in a cluster or compact development.

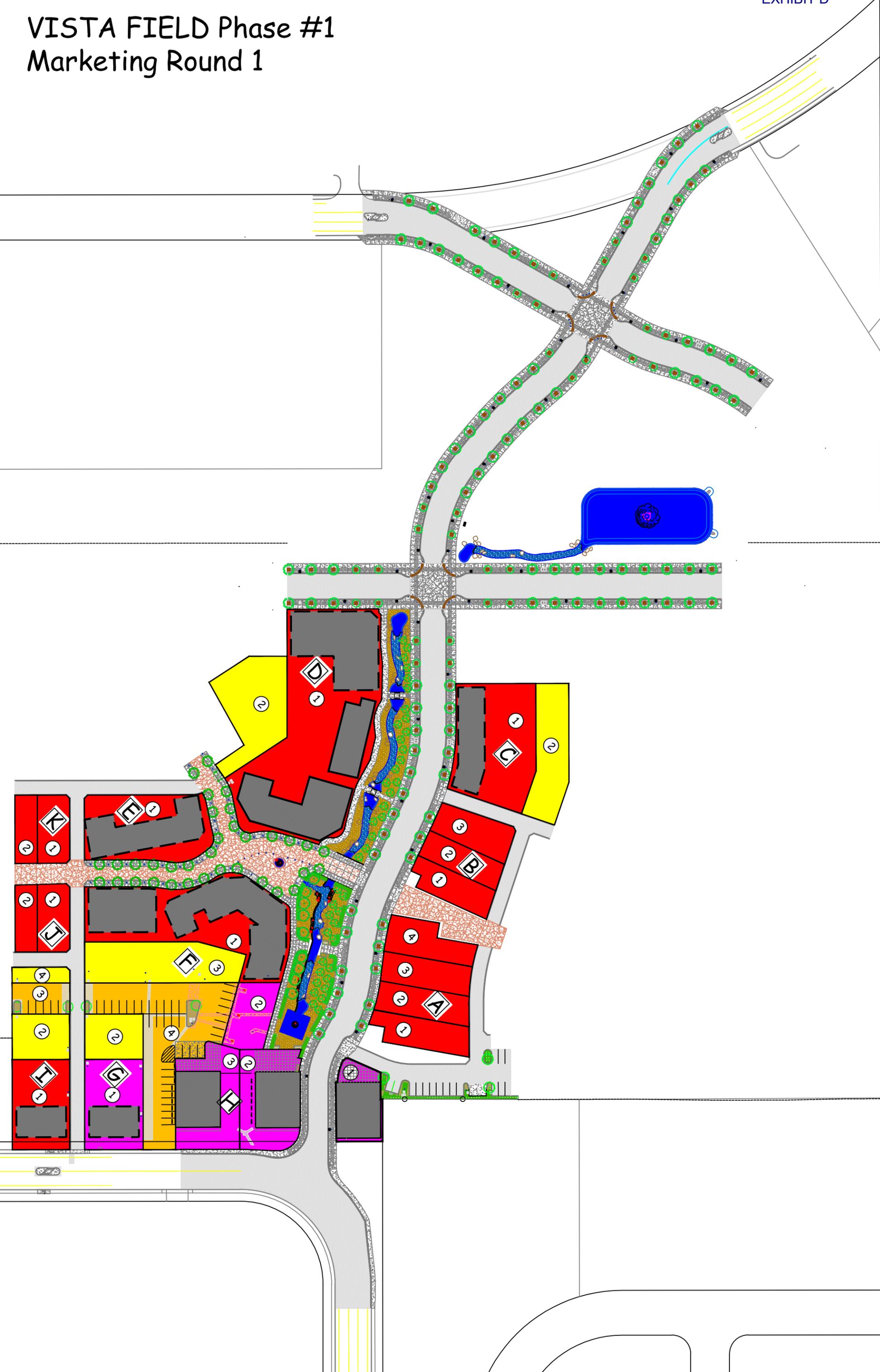
The first attachment is the well-known Vista Field rendering shaded to highlight the Azure Drive node extending from the hangars along Deschutes Avenue to Vista Field Boulevard. Concentrating the marketing, parcel availability and private sector efforts to the central node has the potential to yield over 125,000sf of building improvements, seven (7) live/work units and four (4) single family detached units. **Wouldn't such a nucleus be considered a “great” start for the Vista Field project?** Conversely wouldn't spreading these first projects over the entire site resulting in a more typical scattered/sprawling pattern be considered a lost opportunity?

Also attached is a four-page document consisting of a map and spreadsheet of both the DPZ recommended “Round 1” area and the overall Round 1 & Round 2/all Phase #1 area.

Possibly this information is shared with the Commission at their next meeting and discussion about the DPZ recommended “Round 1” area occurs, without an expectation or ask for a decision.



VISTA FIELD Phase #1 Marketing Round 1



February 24, 2021				Square Footage			Square Footage			Square Footage							
VISTA FIELD PHASE #1 - LAND OFFERED Round 1				TOTAL	OFFER	RETAIN	FOOTPRINT	X	STORIES	=	AREA	AREA	÷	per Stall	=	Spaces	
Block	ID	Street	Use Type	Specifics			BUILDING SIZE			PARKING							
A	1	Crosswind Blvd.	Live Work	Lot 1 (southern)			5,000										
A	2	Crosswind Blvd.	Live Work	Lot 2 (south central)			4,971										
A	3	Crosswind Blvd.	Live Work	Lot 3 (north central)			4,792										
A	4	Crosswind Blvd.	Live Work	Lot 4 (northern)			4,948										
B	1	Crosswind Blvd.	Live Work	Lot 1 (southern)			4,400										
B	2	Crosswind Blvd.	Live Work	Lot 2 (central)			4,142										
B	3	Crosswind Blvd.	Live Work	Lot 3 (northern)			4,922										
C	1	Crosswind Blvd.	Mixed Use	Crosswind Blvd. Frontage			17,127				5,000	2		10,000	10,800	300	36
C	2	Crosswind Blvd.	Parking Lot	PORT Retained Future-Parking Area			8,315								8,400	300	28
D	1	Constellation Way.	Special Use	West of Stream Sidewalk			41,544				22,000	2		44,000	12,500	300	42
D	2	Constellation Way.	Parking Lot	PORT Retained Future-Parking Area			10,910								8,750	350	25
E	1	Azure Dr.	Special Use	Whole Block			14,489				6,950	2		13,900	4,000	300	13
F	1	Azure Dr.	Special Use	Southside			24,317				15,500	2		31,000	1,800	300	6
F	2	Crosswind Blvd.	Pop-Up Retail	PORT Retained Future-Building Pad			5,010				4,800	2		9,600	0	300	0
F	3	Azure Dr.	Parking Lot	PORT Retained Future-Parking Area			11,136								11,100	300	37
F	4	Azure Dr./Deschutes Alley	Parking Lot	PORT Retained EXISTING Parking Area			19,662								19,662	500	39
G	1	Deschutes Alley	Mixed Use	PORT Retained for Hangar Remodel Project			9,463				2,750	1		2,750	4,500	300	15
G	2	Deschutes Alley	Parking Lot	PORT Retained Future-Parking Area			4,753								4,500	300	15
H	1	Crosswind Blvd.	TBD	Shannon Hangar east of Crosswind Blvd.			6,194				4,500	1		4,500	0	300	0
H	2	Crosswind Blvd.	TBD	Musser Hangar B west of Crosswind Blvd.			10,743				4,500	1		4,500	0	300	0
H	3	Deschutes Ave.	TBD	Gaunt Hangar C fronting Deschutes			11,276				4,500	1		4,500	0	300	0
I	1	Deschutes Alley	Mixed Use	Westside of Alley of Alley			9,264				2,750	1		2,750	4,500	300	15
I	2	Deschutes Alley	Parking Lot	PORT Retained Future- Parking Area			4,679								4,500	300	15
I	3	Deschutes Alley	Parking Lot	PORT Retained EXISTING Parking Area			3,210								3,150	525	6
I	4	Deschutes Alley	Parking Lot	PORT Retained Future-Parking Area			1,617								1,500	250	6
J	1	Azure Dr.	SFDU	Southside Lot 1 (eastern)			3,931										
J	2	Azure Dr.	SFDU	Southside Lot 2 (western)			2,676										
K	1	Azure Dr.	SFDU	Northside Lot 1 (eastern)			3,915										
K	2	Azure Dr.	SFDU	Northside Lot 2 (western)			2,745										
NOTES:				TOTAL (Square Feet)			260,151	153,183	106,968	Building Sq Ft 127,500			On-Site Stalls 298				
							6.0	3.5	2.5	<i>(excludes Live/Work & SFDU)</i>			On-Street & Alley B 120				
														TOTAL Parking Stalls 418			

PORT OF KENNEWICK

RESOLUTION 2021-20

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AUTHORIZING
PARCEL PRICING FOR VISTA FIELD PHASE 1A**

WHEREAS, the Board of Commissioners received market data and pricing through the Vista Field Market Study and Analysis report; and

WHEREAS, the Commission has directed staff to add the 3% Art Policy fee to parcel valuations and sell parcels inclusive of the port’s Art Policy.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Port of Kennewick hereby approves and adopts parcel pricing for Vista Field Phase 1A found in Exhibit A.

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratifies and approves all action by port officers and employees in furtherance hereof; and authorizes the port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 12th day of October 2021.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: DocuSigned by:
DN Barnes
7468DE9530724DC...

DON BARNES, President

By: DocuSigned by:
Skip Novakovich
0E53A30E1C8E442...

SKIP NOVAKOVICH, Vice President

By: DocuSigned by:
Thomas Moak
A35176A2D2CD413...

THOMAS MOAK, Secretary

RESOLUTION 2021-20
EXHIBIT A

Parcel Pricing Model:

Urban Mixed Use Zoning Type of Use	Suggested Lot Price	Suggested Price Per Square Foot	Price Inclusive of Port 3% Art Policy
Residential Detached	\$85,000		\$88,000
Live/Work	\$95,000		\$98,000
Residential Attached (Townhomes, Duplex, Patio)	\$100,000		\$103,000
Commercial		\$20.00	\$21.00



**PORT of KENNEWICK
2022-2023 COMMISSION ORGANIZATION REPRESENTATION**

NAME	MEETING SCHEDULE	MEETING TIME	MEETING PLACE	2022-2023 COMMISSIONER REPRESENTING POK	2022-2023 COMMENTS
Benton-Franklin Council of Governments Board of Directors (BOD)	3rd Friday	10:00 AM	Benton Franklin Transit Conference Room	Commissioner Skip Novakovich	Alternate: Commissioner Ken Hohenberg
Confederated Tribes of the Umatilla Indian Reservation (CTUIR)	As Called			Commissioner Skip Novakovich	Alternate: Tim Arntzen
Historic Downtown Kennewick Partnership Board Meeting	4th Friday	5:30 PM	HDKP Conference Room	Commissioner Ken Hohenberg	Alternate: Commissioner Skip Novakovich
Tri-Cities Hispanic Chamber of Commerce (Luncheon)	3rd Tuesday	11:30 AM	Pasco Red Lion	Commissioner Skip Novakovich	Alternate: Commissioner Ken Hohenberg
Tri-City Regional Chamber Board of Directors Meeting	3rd Wednesday every other month	7:00 AM	Tri-Cities Business & Visitor Center Bechtel Board Room	Commissioner Ken Hohenberg	Alternate: Commissioner Skip Novakovich Meets Feb, April, June, August, October, December
Visit Tri-Cities (formerly Tri-Cities Visitor & Convention Bureau) (Full Board Meeting)	4th Wednesday	7:30 AM	Tri-Cities Business & Visitor Center Bechtel Board Room	Commissioner Ken Hohenberg	Alternate: Commissioner Skip Novakovich
TRIDEC Board of Directors Meeting	4th Thursday	4:00 PM	Tri-Cities Business & Visitor Center Bechtel Board Room & Virtually	Commissioner Ken Hohenberg	Alternate: Commissioner Skip Novakovich
TRIDEC Executive Board Meeting	2nd Thursday every other month	4:00 PM	Tri-Cities Business & Visitor Center Bechtel Board Room	Port of Pasco	Tri-Ports Executive Board Rep (Rotates Annually) 2022 - Port of Pasco 2023 - Port of Kennewick 2024 - Port of Benton Meets Feb, April, June, August, October, December
West Richland Area Chamber of Commerce (Luncheon)	1st Wednesday	Noon	The Mayfield Gathering Place	Commissioner Skip Novakovich	



**PORT of KENNEWICK
2022-2023 COMMISSION ORGANIZATION REPRESENTATION**

NAME	MEETING SCHEDULE	MEETING TIME	MEETING PLACE	2022-2023 COMMISSIONER REPRESENTING POK	2022-2023 COMMENTS
WPPA Board of Trustees	As Called			Commissioner Skip Novakovich	Alternate: Tim Arntzen
WPPA Legislative Committee	As Called			Commissioner Skip Novakovich	Alternate: Tim Arntzen
WPPA Marina Committee	As Called			Commissioner Ken Hohenberg	Alternate: Tim Arntzen
WPPA Marketing Committee	As Called			Commissioner Skip Novakovich	Alternate: Tim Arntzen

Non-Port Appointed Committees and/or Boards Commissioners Represent:

Commissioner Skip Novakovich

- HAEIFAC Board
- HAEIFAC Private Loan Committee
- Wallowa Band Nez Perce Trail Homelands Board and Executive Board
- Tamastlikt Trust Board for the CTUIR
- Pacific Printing Industries Board
- Printing Industries of America Board
- Washington State Army Advisory Council

Commissioner Ken Hohenberg

- Washington State Criminal Justice Training Center
- Washington Auto Theft Preventative Board
- Northwest High Intensity Drug Trafficking Area (HIDA)
- HAPO Credit Union Board
- Boys & Girls Club of Benton and Franklin Counties Advisory Committee

Commissioner Tom Moak

- Kennewick Housing Authority
- Kennewick Kiwanis Club



CITY OF KENNEWICK

Partnership Projects & Progress

2.8.2022





**TOGETHER
WE CAN
ACCOMPLISH
MORE**

“Pursue projects with development partners who demonstrate support; i.e. matching funds, political/citizen/taxpayer support, and enthusiasm.” – Port of Kennewick Resolution 2010-41



RURAL COUNTY CAPITAL FUND



The Rural County Capital Fund (“RCCF”) is used by Benton County to support new capital infrastructure projects in the community that specifically contribute to job growth and economic diversification. The RCCF is funded by a Washington State Sales Tax rebate at the rate of 0.09 percent ([RCW 82.14.370](#)), and is not a new or additional tax. The funds are used either by Benton County or disbursed to local government partners in the community for qualified economic development projects that meet statutory requirements as outlined by the Washington State Legislature.

- Columbia Gardens Partnership
\$550K Port/\$550K City
- Clover Island Shoreline
Transformation Project
\$1M City

COLUMBIA DRIVE REVITALIZATION

2009



COLUMBIA DRIVE REVITALIZATION

2022

- Duffy's Pond Restoration
- Walking Trail
- Effluent Treatment
- Wine Village – Private Road
- Public Art
- Streetscape Improvements
- **Catalyst for Private Development!**



COLUMBIA GARDENS WINE & ARTISAN VILLAGE

VIBRANCY

- 4 Tasting Rooms
- 2 Full Production Wineries
- City and Port Partnership for Event Promotion



CLOVER ISLAND SHORELINE RESTORATION



- \$1 Million City Contribution – Rural County Capital Funds

WASHINGTON STREET IMPROVEMENTS



- Traffic Calming Construction
- Additional Pedestrian Crossing
- Vegetation/Beautification
- \$500K Port Contribution



VISTA FIELD & ENTERTAINMENT DISTRICT

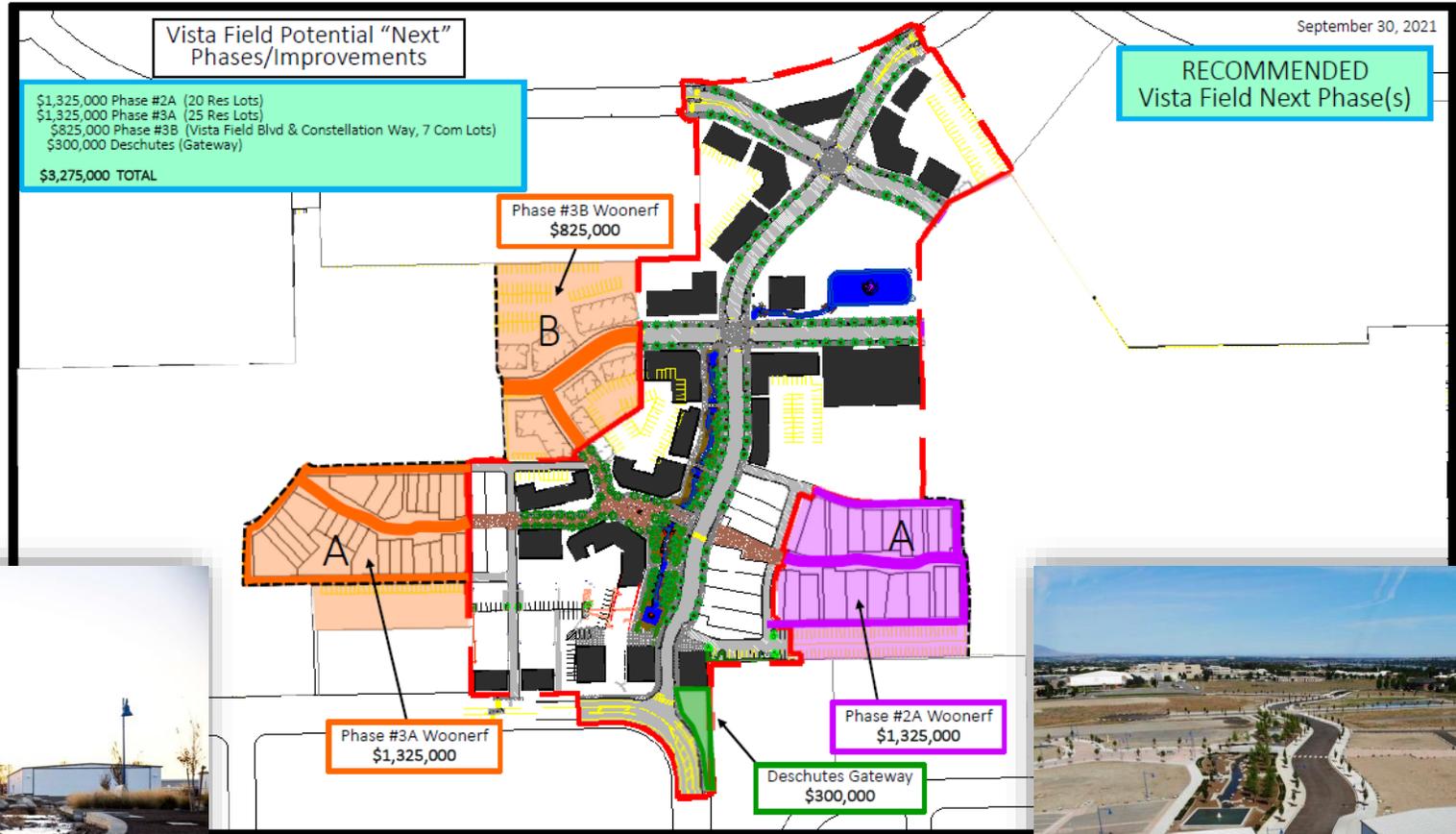
2005-2022

- Decommission of Airport
- Vista Field Redevelopment Master Plan
- Joint Economic Development Agreement
- Re-zoning to Urban Mixed Use
- New Fire Station 3
- Infrastructure Design
- Sewer Line Enhancements



VISTA FIELD

- Catalyst for Private Development
- Potential Art Installation Partnerships





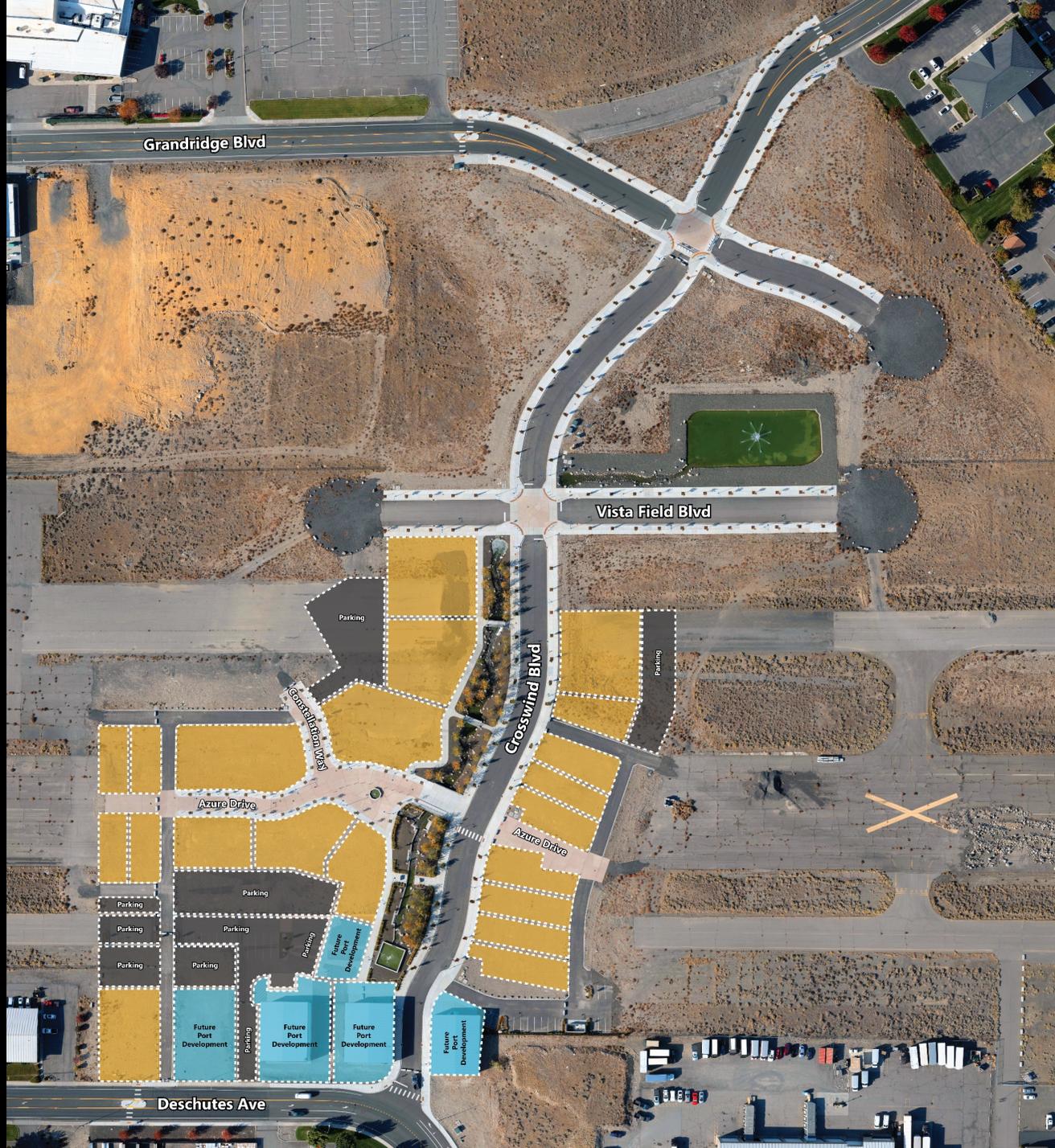
THANK YOU

QUESTIONS?

JG Tippett

Vista Field Renderings







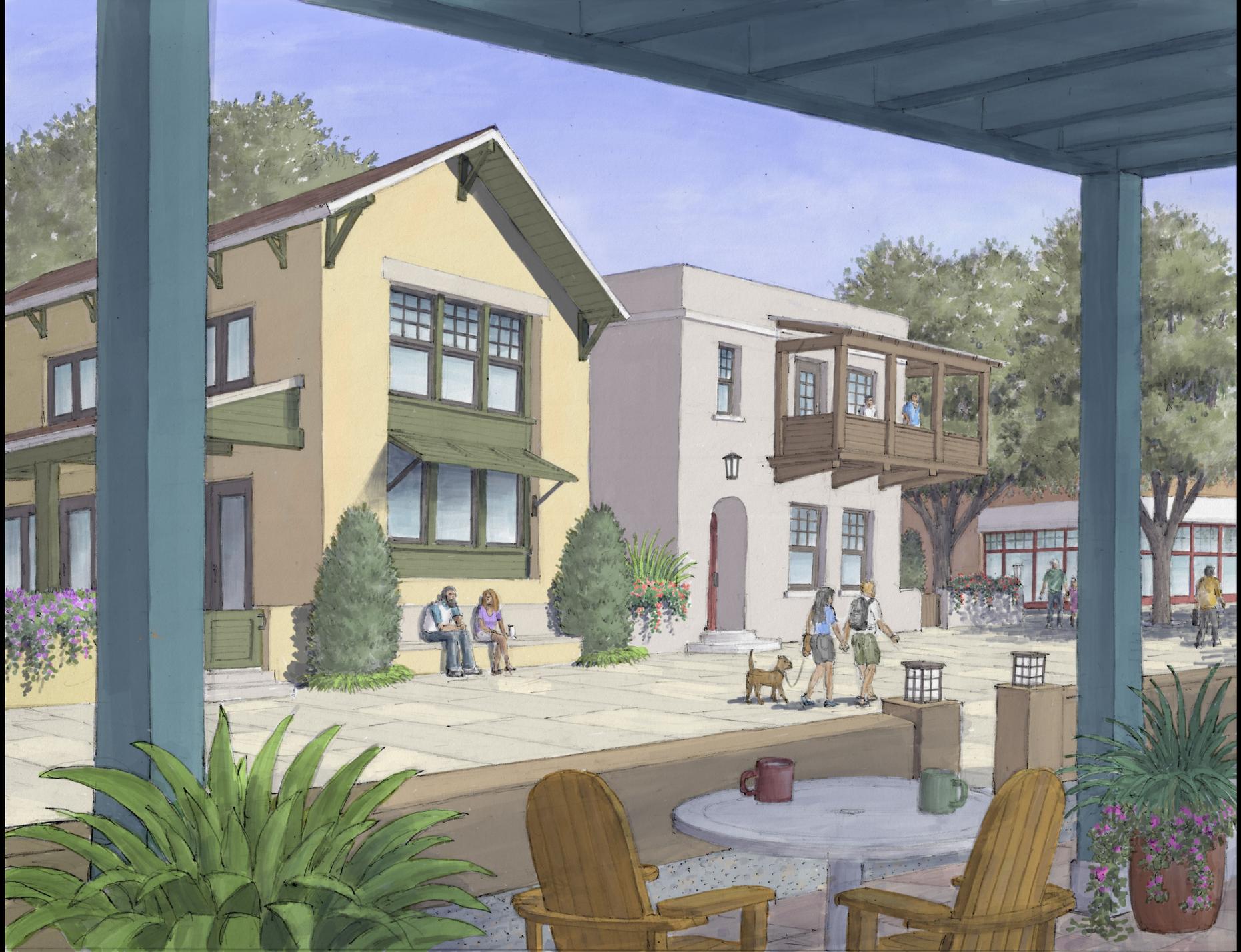
















PORT OF KENNEWICK

Resolution No. 2020-20

**A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS ADOPTING THE 2021-2022 WORK PLAN**

WHEREAS, the Port of Kennewick Commission conducted a Planning Workshop at its Regular Meeting on Tuesday, September 22, 2020, to receive public input and discuss in open session proposed plans and development policies to be undertaken and implemented in calendar years 2021-2022; and

WHEREAS, following input from the public and discussion amongst the Commission, the Commission requested additions and modifications to the Work Plan presented by staff; and

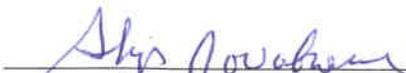
WHEREAS, the requested additions and modifications have been incorporated into the document titled "Port of Kennewick 2021-2022 Work Plan".

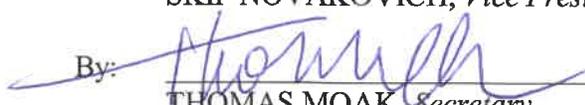
NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby adopts the 2021-2022 Work Plan as attached hereto and identified as "Exhibit A"; and further authorize the port Chief Executive Officer to take all actions necessary to implement this Work Plan.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 13th day of October, 2020.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: 
DON BARNES, *President*

By: 
SKIP NOVAKOVICH, *Vice President*

By: 
THOMAS MOAK, *Secretary*



2021-2022 WORK PLAN

Public Meeting
Port Commission Chambers
October 13, 2020 2:00 p.m.

Approved by Resolution 2020-20
October 13, 2020

350 Clover Island Drive, Suite 200
Kennewick, WA 99336

Tel: (509) 586-1186
Fax: (509) 582-7678

www.PortofKennewick.org

PROSPECTIVE VISION Page 2

ACHIEVEMENTS (October 1, 2018 — September 30, 2020) Page 3

WORK IN PROGRESS Page 5

DISTRICT BOUNDARY MAP..... Page 6

PROPERTY PORTFOLIO

PRIORITY PROJECTS

Vista Field Redevelopment Page 7

Kennewick Historic Waterfront District (Clover Island & Columbia Drive) Page 9

OTHER PROJECTS/PROPERTIES

Oak Street Industrial Park Page 11

Vista Field Industrial Park Page 12

Finley: Hedges / Twin Tracks Industrial Page 13

Plymouth Island Page 14

ADDITIONAL WORK PLAN PROJECTS Page 15

PROSPECTIVE VISION

- **Follow direction established by 2016 Comprehensive Scheme of Development and Harbor Improvements as amended in 2017 and 2019**
- **The Port is an economic development entity focused on redevelopment**
- **Undertake Vista Field Redevelopment**
- **Continue with Kennewick Waterfront District projects: Columbia Drive — Wine & Artisan Village and Clover Island - Shoreline Improvements "1135 Program"**
- **Pursue projects with development partners demonstrating support (match funding, political support and enthusiasm)**
- Pursue fewer projects while selecting projects with the greatest benefit to the community
- Realize & support economic development opportunities with wine, culinary & tourism industry
- Continue to pursue grant funding opportunities
- Remain focused on containing operational expenses
- A strong focus must be placed on successfully running daily Port operations
- Remain solidly focused on the Port's core business and established priorities; not swayed by the oscillating influence of external entities

ACHIEVEMENTS (Oct. 1, 2018—Sept. 30 2020)

PRIORITY PROJECTS

VISTA FIELD REDEVELOPMENT

- Secured \$5,000,000 private placement bond with favorable terms to the Port for Vista Field redevelopment
- Completed design, obtained all permits and bid and awarded Phase #1A infrastructure contract to Total Site Services (\$4,905,0560)
- Substantial completion of Phase #1A infrastructure including roads, utilities and landscaping
- Identified potential members and formalized the “Vista Field Team” and refinement of design and development
- Completed and implemented the Vista Field branding
- Requested and obtained City of Kennewick approval to utilize street names identified through the branding process
- Secured integrity of Vista Field master plan through brokered agreement with the City of Kennewick to ensure Fire Station #3 building and roadway design are complementary to new urbanism principles

KENNEWICK WATERFRONT

AREA-WIDE

- Initiated Waterfront District master planning effort with Makers Urban Design to update and consolidate vision for the Port’s Clover Island and Columbia Drive properties (30% complete)

CLOVER ISLAND

- U.S.A.C.E. 1135 Program design coordination with Corps, plans completed, bidding process schedule for fall 2020
- Negotiated new lease with Cedars to retain that iconic business and ensure vibrancy for Clover Island
- Marina at 100% occupancy

COLUMBIA DRIVE

- Phase #2A loop roadway, utilities, 30-space parking lot & food truck plaza improvements completed
- Phase #2B tasting room building and 24-space parking lot completed
- Secured leases with Gordon Estates and Cave B wineries
- Phase #2C bus shelter and “aspirations” artwork installations completed
- Internal lighting installed in “Rolling Mass” aka the bus shelter
- Orchestrated development and operation of the Columbia Gardens Food Truck cluster (currently 5-6 regular vendors) and installation of shade structure

ACHIEVEMENTS (Oct. 1, 2018—Sept. 30, 2020)

RICHLAND PROJECT

- Executed Interlocal Agreement with City of Richland for Columbia Park Trail “road diet” improvements benefiting the Port’s prior Spaulding Business Park redevelopment effort (\$800,000)

WEST RICHLAND PARK

- Closed 2.00 ac Land Sale (Benton County Fire Protection District #4) - \$10,000
- Closed 92.61 ac Land Sale (City of West Richland) - \$1,800,000

OTHER PROJECTS/PROPERTIES

SOUTHRIDGE

- Closed 8.50 ac Land Sale (Czebotar & Peterson Properties, LLC) - \$1,300,000

OAK STREET INDUSTRIAL PARK

- Closed 12.00 ac Land Sale (Three Rivers Acquisitions, LLC) - \$375,000
- Development Buildings A, B & C at 97% occupancy

FINLEY / HEDGES / TWIN TRACKS INDUSTRIAL

- Renewed lease with Greenbrier Rail Services

DISTRICT WIDE

- Pandemic response and thoughtful, strategic management during global pandemic. Unprecedented times required CEO to manage a complex situation to ensure port is following best practices to keep staff and public safe, and to demonstrate compliance, transparency, and sensitivity by the port as an institution
- Washington State Auditor issued another clean audit report with no findings for the Port of Kennewick
- Complete revision and update of the Port’s website
- Technology enhancements included Just FOIA public records tracking software; as well as new audio-visual equipment and AV Capture All digital meeting software with the renovation of the Commission chambers
- Office improvements: Coordinated a seamless and successful installation of and carpeting for the port offices and commission chambers
- Continued Energy Conservation Efforts by replacing incandescent Clover Island roadway and parking lot lights with LED components
- Asset Maintenance and Improvement efforts included replacement of five rooftop HVAC units at the Oak Street Industrial Development Building A

WORK IN PROGRESS

PRIORITY PROJECTS

- **Remaining functional and productive while protecting the public and employees during the COVID-19 Pandemic**

VISTA FIELD REDEVELOPMENT

- Phase #1A - Final Completion & Closeout Process
- Phase #1A - Coordination with Vista Field Team regarding use, design, marketing and pricing and property owners association formation issues
- Consideration of Deschutes Hanger reuse/identification of optional development

KENNEWICK HISTORIC WATERFRONT DISTRICT AREA-WIDE

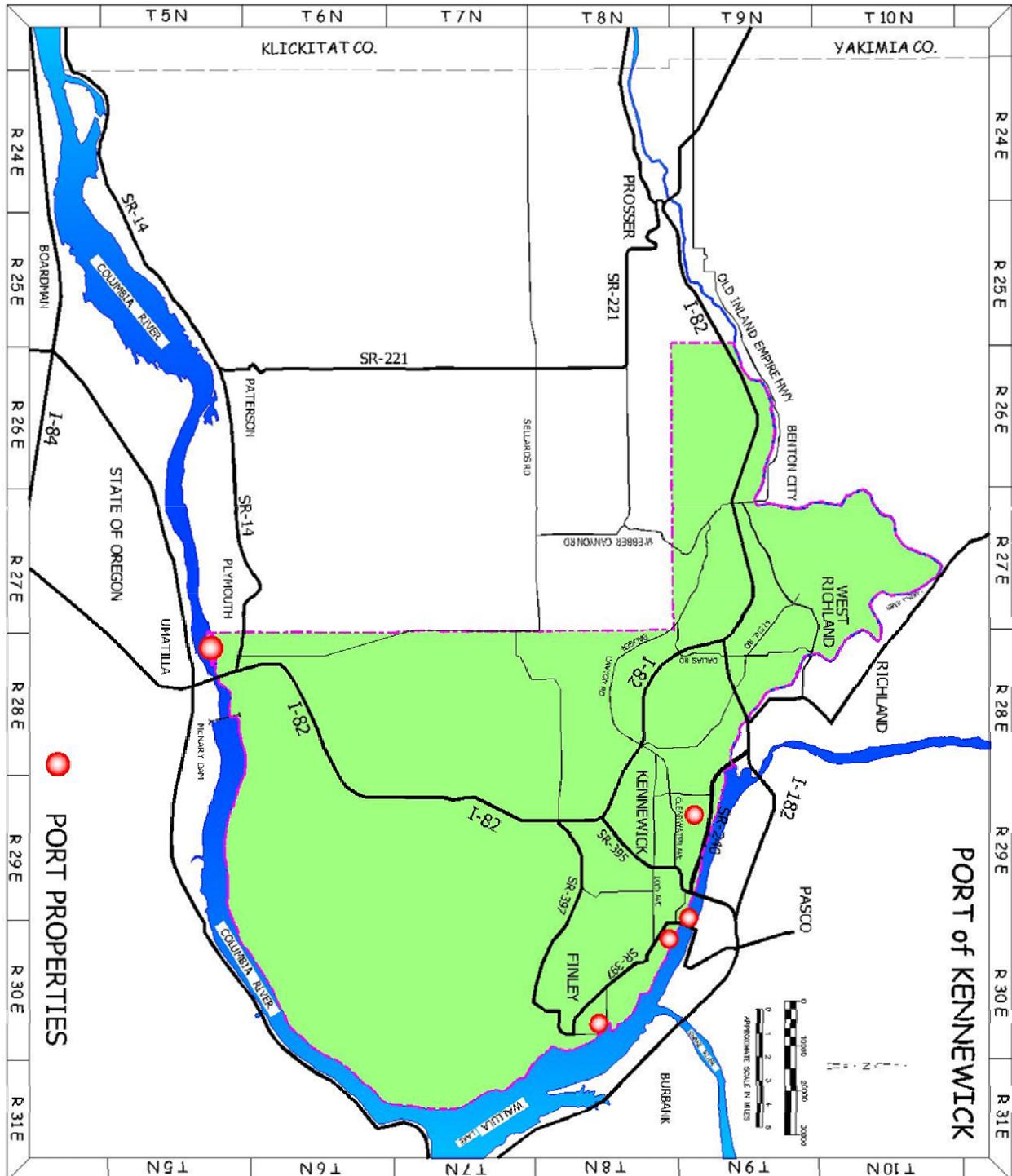
- Historic Waterfront District Master Planning process

CLOVER ISLAND

- U.S.A.C.E. 1135 Program coordination & participation
- RCO grant coordination for shoreline improvements
- Oversight of City of Kennewick RCCF for 1135 project

COLUMBIA DRIVE

- Phase #2D - Bathroom shipping container fabrication and installation
- Food Truck cluster coordination
- Duffy's Pond and tenant enhancement efforts



VISTA FIELD REDEVELOPMENT

- 103± Acres Combined
- Zoning: UMU (Urban Mixed Use)
- Municipal Services Available (Phase #1 infrastructure completed)

STRENGTHS

- Centrally located in the Tri-Cities, surrounded by vibrant commercial district (Columbia Center Mall) and adjacent to the Three Rivers Entertainment District (Toyota Center Coliseum, Three Rivers Convention Center and Tri-Cities Business & Visitor Center)
- Located within “Opportunity Zone” per 2017 Tax Cuts & Jobs Act
- Entitlement secured via 2017 City of Kennewick Development Agreement

CHALLENGES

- * Undertaking massive redevelopment effort while balancing district-wide objectives
- Limited financial resources
- Establishing a new land use and development paradigm in the community

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- Vista Field Redevelopment-Loan Repayment - \$900,000 ®
- Identify scope and funding partners, then initiate a To Be Determined RCCF project (\$3,785,000 RCCF) ®
- Matching funds for roadway adjacent Fire Station #3 - \$125,000
- Vista Field Irrigation Well including connection to existing system - \$250,000
- Vista Field Team (supporting Commission efforts) - \$150,000 ®
- Vista Field Redevelopment-Traffic Mitigation fund - \$100,000 ®
- Vista Field Redevelopment-Property Maintenance Organization fund - \$200,000 ®
- Market properties through RFP process & review proposals through the Collaborative Design Process ®

Existing Contractual Obligation
Support Previously Expressed
 ® **Revenue Generation Potential**



KENNEWICK HISTORIC WATERFRONT DISTRICT

- Clover Island 16 Acres; Columbia Drive 15.32 acres
- Zoning: Clover Island CM (Commercial Marina); Columbia Drive UMU (Urban Mixed Use)
- Municipal Services: water, sewer, electricity, natural gas and wireless coverage

STRENGTHS

- Unique waterfront property with tourism opportunities - lighthouse, gateway, marine, public plazas, shoreline trails, public art amenities & food truck cluster with commercial & recreational opportunities
- Located within “Opportunity Zone” per 2017 Tax Cuts & Jobs Act
- City, County & Port partnership for Columbia Drive Wine & Artisan Village Development

CHALLENGES

- ✱ Balancing focus on both Kennewick waterfront and Vista Field redevelopment priority projects
- Clover Island Shoreline work must be completed before private sector development occurs
- Surrounded by blighted neighborhoods consisting of residential, low-income, commercial-general and light industrial business-use properties

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

OVERALL AREA

- Complete Historic Waterfront District Master Plan - \$50,000** (carry-over from 2019/2020 budget) ®

CLOVER ISLAND

- Shoreline Restoration design assistance & construction matching funds (USACE 1135 Program) - \$1,000,000** ® (Port funds augment \$500,000 RCO grant & \$1,000,000 City of Kennewick)
- **Hold Clover Island properties until completion of USACE shoreline restoration and of Port’s overall waterfront plan**

COLUMBIA DRIVE

- Complete in-water and upland improvements (Phase #2D shipping container bath-room, August 2020 Duffy’s Pond Plan, Kiwanis’ community playground - \$450,000**
- Support City of Kennewick Washington Street enhancements - \$500,000**
- Establish design and marketing expectations based Historic Waterfront Master Plan then market opportunities to the private sector development (sale or lease) ®**

Existing Contractual Obligation
Support Previously Expressed
 ® **Revenue Generation Potential**



OAK STREET INDUSTRIAL PARK

- 62+ Acres
- Zoning: City of Kennewick - IH (Industrial Heavy)
Benton County - LI (Light Industrial)
- Municipal Services: water, sewer and electricity available

STRENGTHS

- Close to SR 397; flat topography; all municipal utilities available to incorporated parcels

CHALLENGES

- ✳ Kennewick Waterfront and Vista Field redevelopment priority projects require most of Port resources
- Poor visibility; no rail access; high ground water; perceived as isolated
- Municipal utilities unavailable to land located in county

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- Continue to actively market Development Buildings A, B, C and D as available for lease [®]
- Ordinary property maintenance activities during 2021-2022 period
- Market for sale all vacant/ag parcels [®]

Existing Contractual Obligation
Support Previously Expressed
[®] Revenue Generation Potential



VISTA FIELD DEVELOPMENT BUILDINGS

- 3.73 acres
- Zoning: City of Kennewick - IL (Industrial Light)
- All municipal services available

STRENGTHS

- Centrally located in the Tri-Cities, surrounded by vibrant commercial district
- VFDF-A Building rehabilitation/remodel work completed September 2016

CHALLENGES

- ✳ Kennewick Waterfront and Vista Field redevelopment priority projects require most of Port resources

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- VFDF buildings A & B exterior and site improvements - \$600,000 ®
- Continue to actively market Development Buildings A & B as available for lease ®

Existing Contractual Obligation
Support Previously Expressed
® **Revenue Generation Potential**



FINLEY (TWIN TRACKS & HEDGES LAGOON)

TWIN TRACKS:

- 113.48 acres
- Zoning: Benton County - HI (Heavy Industrial)
- Utility Services: ground well, electricity and natural gas available

HEDGES LAGOON:

STRENGTHS

- Current dual rail service (Twin Tracks)

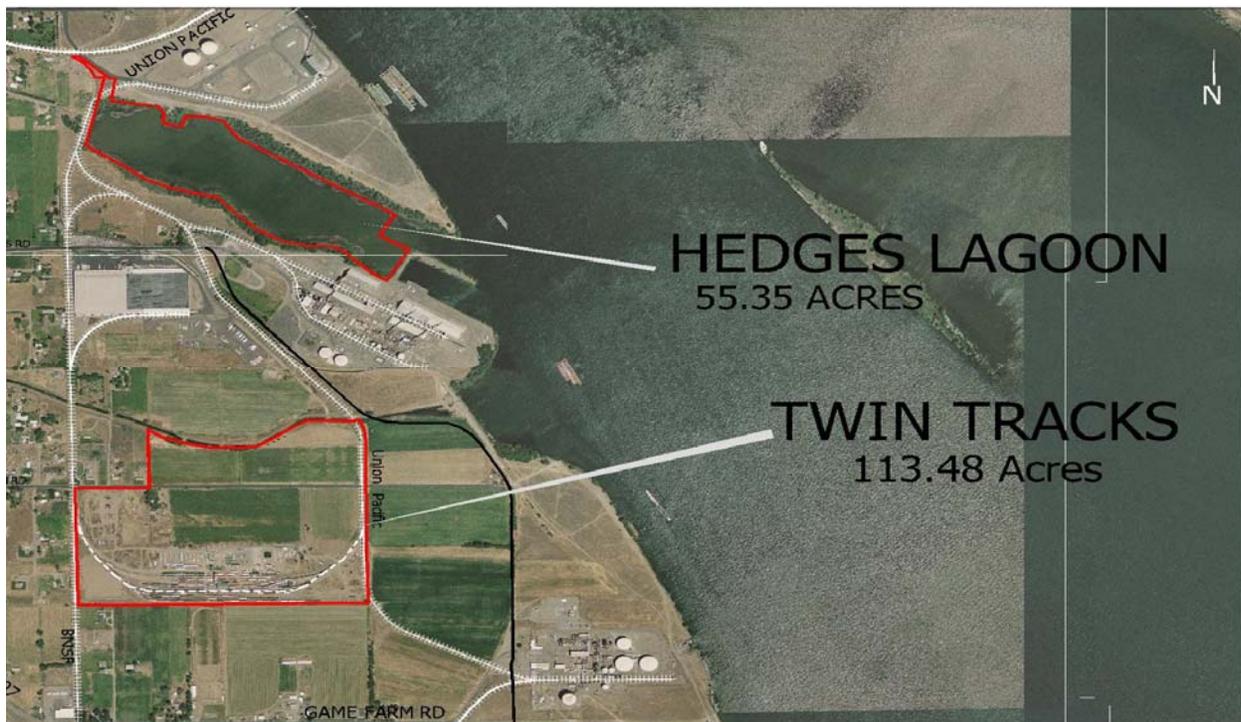
CHALLENGES

- ✳ Kennewick Waterfront and Vista Field redevelopment priority projects require most of Port resources
- No municipal utilities and adjacent to existing & expanding residential (Twin Tracks)

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- Ordinary property maintenance activities during 2021-2022 period
- **Hold Hedges Lagoon as stewards of this land in recognition of the Port's MOU with the CTUIR**

Existing Contractual Obligation
Support Previously Committed
® *Revenue Generation Potential*



PLYMOUTH ISLAND

- 157+ Acres
- Zoning: Benton County - P (Park District) and HI (Heavy Industrial)
- Municipal Services: ground wells and power available

STRENGTHS

- Near Interstate 82 and State Route 14

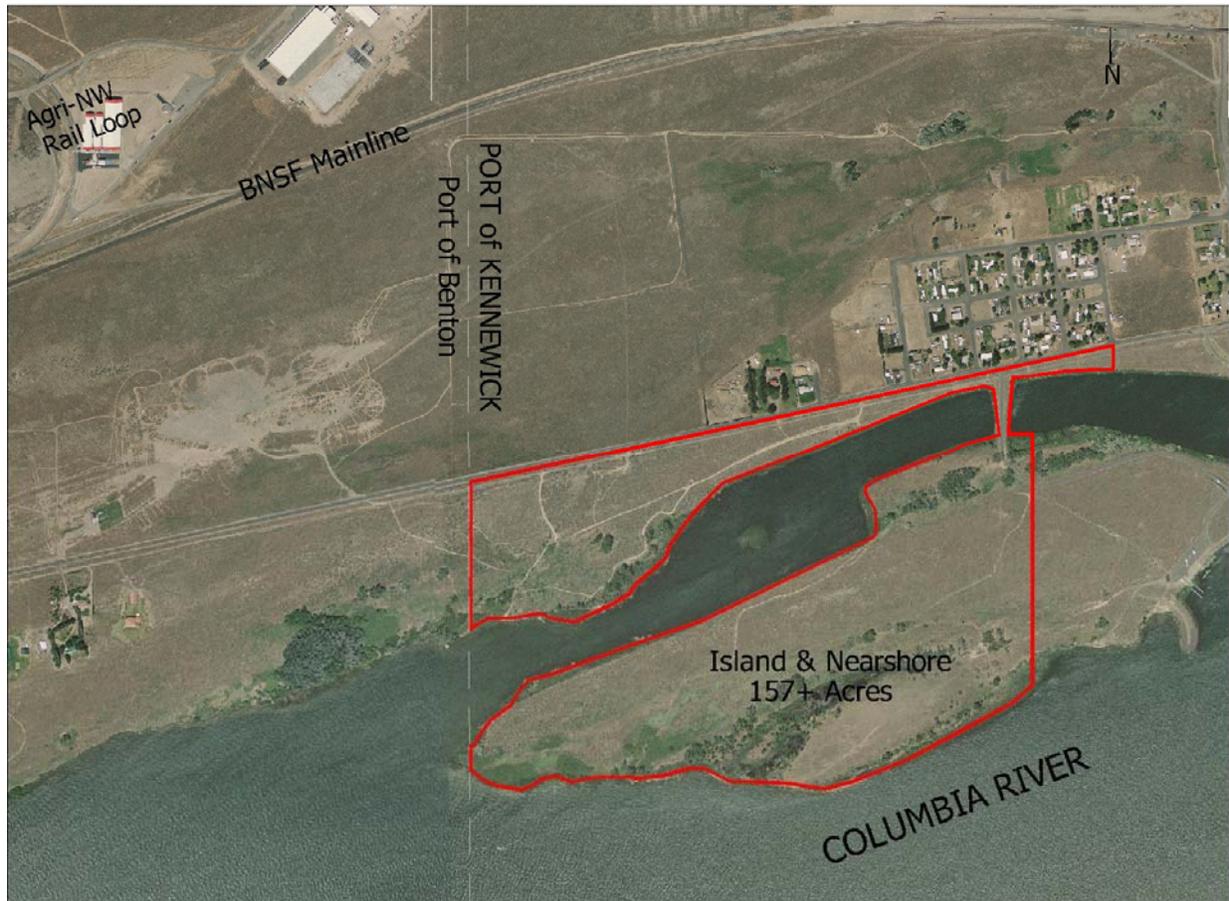
CHALLENGES

- ✳ Kennewick Waterfront and Vista Field redevelopment priority projects require most of Port resources
- Cultural resource protections on island areas and nearshore
- No Municipal Water or Sewer

SUGGESTED WORK & PROPERTY MANAGEMENT PLAN

- Ordinary property maintenance activities during 2021-2022 period
- **Hold as stewards of this land in recognition of the Port's MOU with the CTUIR**

Existing Contractual Obligation
Support Previously Expressed
® **Revenue Generation Potential**



DISTRICT - WIDE WORK PLAN PROJECTS

SUGGESTED WORK PLAN

- Remain focused on the day-to-day efforts to operate a successful Port District
- Complete projects authorized in 2019-2020 Budget
- Pursue grant funding as appropriate** ®
- Support City of Richland's Columbia Park Trail "Road Diet" project (carry-over from 2019/2020 Budget) - \$800,000
- Support City of Richland and Kennewick efforts to extend Center Parkway roadway from Gage Boulevard to Tapteal Drive via Interlocal Agreement - \$400,000
- Port asset replacement program (building upkeep & annual maintenance) - \$500,000** ®
- Opportunity fund for yet to be identified small projects (either Port or outside agency) - \$300,000** ® *[dependent upon project(s) selected]*
- Miscellaneous capital - **\$100,000**
- Pursue water rights transfer from City of West Richland to Benton County (Fairgrounds) and Port properties (Vista Field)
- Due to favorable terms given to the City of West Richland in the Tri-City Raceway land sale, involvement in West Richland will be limited to observations and non-financial support when consistent with Port's sprawl avoidance philosophy
- Continue strengthening governmental relationships with CTUIR
- Continue strengthening governmental relationships with jurisdictional partners: City of Kennewick, City of Richland, City of West Richland, City of Benton City and Benton County

Existing Contractual Obligation
Support Previously Expressed
 ® **Revenue Generation Potential**

2021/2022 Capital Projects

Location	Item	2020 "Carry-Over" Amount	2021-2022 Work Plan Amount	2021-2022 Work Plan Cumulative	TOTALS {2019-2022} by Location
Vista Field	Debt Service (\$5,000,000 construction loan)		\$900,000	\$900,000	\$5,510,000
Vista Field	RCCF Vista Field-To Be Determined Project(s)		\$3,785,000	\$4,685,000	
Vista Field	COK Fire Station #3		\$125,000	\$4,810,000	
Vista Field	Daybreak Commons Well (design & installation)		\$250,000	\$5,060,000	
Vista Field	Vista Field Team (design review assistance)		\$150,000	\$5,210,000	
Vista Field	Traffic Mitigation fund (reserve for future mitigation)		\$100,000	\$5,310,000	
Vista Field	Property Owners Maintenance funds (100% initial responsibility)		\$200,000	\$5,510,000	
Waterfront District	Clover Island Shoreline Improvement (1135 program match)	\$1,250,000	\$1,000,000	\$6,510,000	\$3,250,000
Waterfront District	Historic Waterfront District Master Plan		\$50,000	\$6,560,000	
Waterfront District	Columbia Gardens (shipping container bathroom, Duffy's Pond Plan, Kiwanis' community playground)		\$450,000	\$7,010,000	
Waterfront District	Washington Street (city led improvements)		\$500,000	\$7,510,000	
Oak Street			\$0	\$7,510,000	\$0
VDFD	Buildings A & B (exterior and site improvements)		\$600,000	\$8,110,000	\$600,000
Twin Tracks/Hedges			\$0	\$8,110,000	\$0
Plymouth			\$0	\$8,110,000	\$0
Richland	Columbia Park Trail-Road Diet (city led improvements)	\$800,000			\$1,200,000
Richland	Center Parkway-Roadway Extension (city led improvements)		\$400,000	\$8,510,000	
District-Wide	Opportunity Fund		\$300,000	\$8,810,000	\$900,000
District-Wide	Asset Replacement		\$500,000	\$9,310,000	
District-Wide	Miscellaneous Capital		\$100,000	\$9,410,000	
TOTAL		\$2,050,000	\$9,410,000		\$11,460,000

PORT OF KENNEWICK

HISTORIC WATERFRONT DISTRICT DESIGN STANDARDS

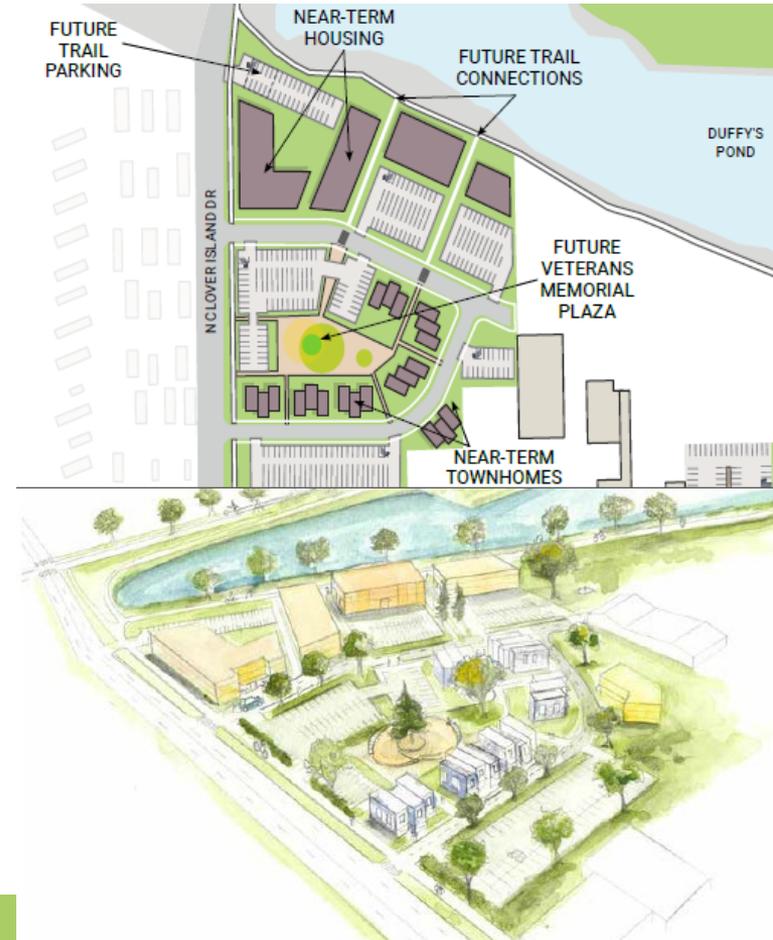


Introduction to Willows and Cable Greens Design Standards

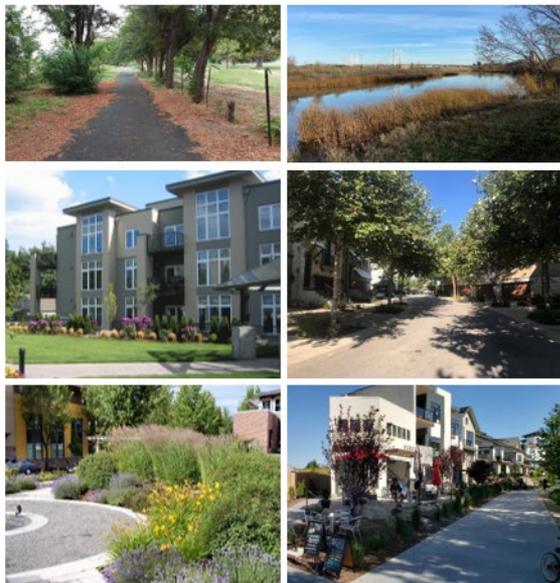
February 8, 2022

Implementing the 2021 Master Plan

- The first phase adopted commercial design standards for Columbia Gardens in September 2021
- This next phase will have similar design standards for The Willows and Cable Greens, but focused on residential uses
- Approach: Treat the guidelines in the master plan (pg. 41-47) as conceptual policy for developing these more specific design standards



Port of Kennewick
**The Willows & Cable Greens
 Design Standards**



DRAFT February 3, 2022

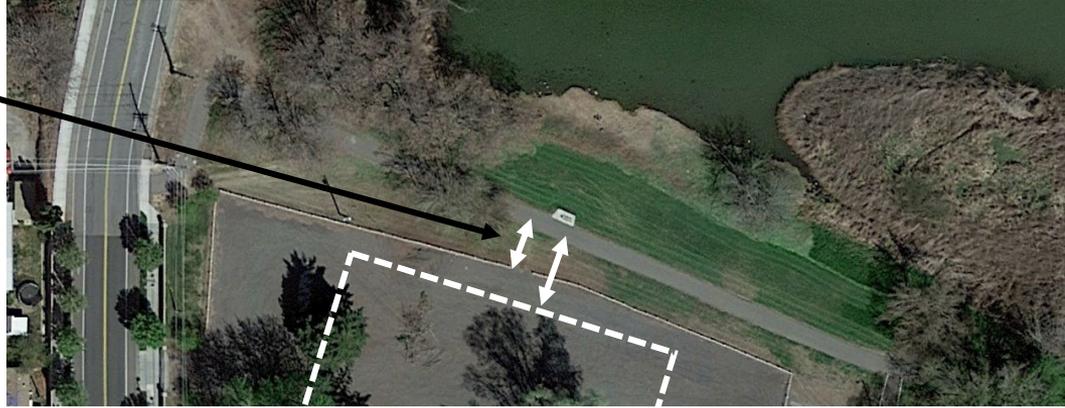
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Duffy's Pond Trail Frontage Standards

Why? Ensure vibrant and pedestrian-friendly design.

- Buildings must be 10-30 feet from the trail
- The setback area must be used as a dining area, patio or deck, play area, landscaping, or similar functions (parking may occupy up to 33% of the trail frontage)
- Maximum building length 160 feet
- Pedestrian connection required
- Wall and fence heights are limited depending on distance from the trail



Residential trail frontage example

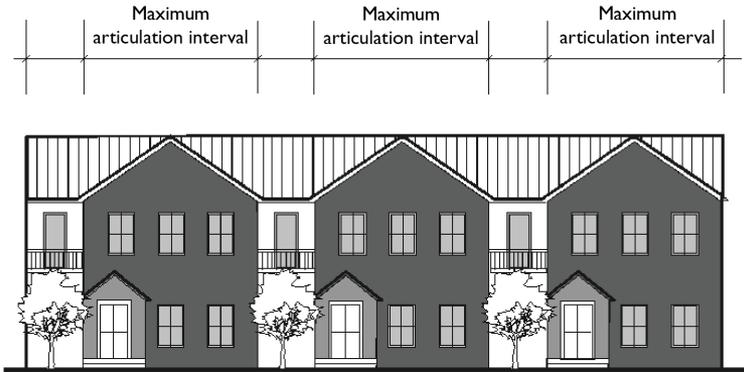


Commercial trail frontage example

Building Massing & Articulation

Why? Reinforce pedestrian-friendly “village” scale

- All buildings must use at least three articulation features at intervals that relate to the location/size of **individual units within the building** (or no more than every **30 feet**)
- Applies to facades facing trails and internal walkways, plazas, internal drives (or streets), and containing primary building entrances.



Articulation feature options:

- Window or entry patterns
- Vertical piers/columns
- Awnings
- Change in roofline
- Change in building material or siding
- Vertical elements such as a trellis or art
- Vertical building modulation
- Other design techniques

Building Entries

Why? Create clear and welcoming building entries

- Commercial, mixed-use, and multifamily buildings. If a primary common building entrance exists, it must be designed as a clearly defined architectural feature and scaled proportional to the building.
- Townhouses. Individual pedestrian entrances must be emphasized over private garages, whether facing the street or an alley. Weather protection over the entry is required.



Apartment building entry example



Individual townhouse entry examples



Building Materials

Why? Reinforce desired character by adding strategic conditions for commonly used materials

Concrete block



- Must not be the primary material
- Must have a mix of texture and colors

Metal



- Must feature corner molding and trim
- Walls with >50% metal must have roof overhang

Stucco



- Traditional stucco is allowed on ground floor
- EIFS (synthetic stucco) limited to upper floors

Cementitious panel



- May cover up to 70% of façade. If dominant, it must integrate a mix of colors and/or textures

Residential Amenity Space

Why? Create usable amenity space that is suitable for leisure or recreational activities

Residential developments are required to provide amenity space equal to a minimum of 125 square feet per new dwelling unit. Multiple types of spaces may be used.

Common outdoor area



Shared roof deck



Private ground-level area



Private balconies

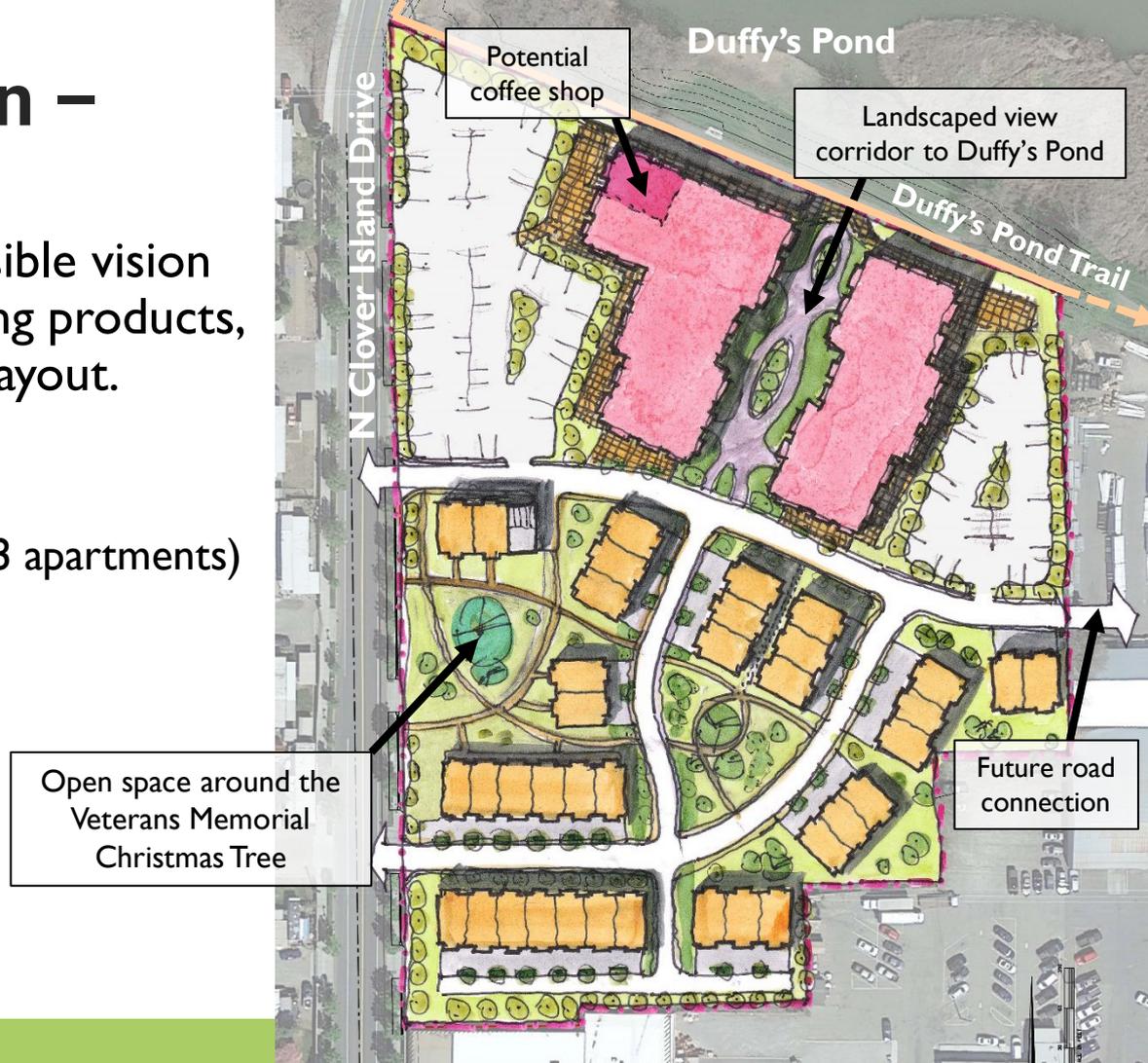


Conceptual Site Plan – The Willows

The sketch illustrates one possible vision for the site with desired housing products, landscape features, and street layout.

Key features in this concept:

- 130 homes (37 townhomes + 93 apartments)
- 1,750 square feet of retail
- Parks/playgrounds
- Trail connections
- Visitor parking



Model Example



Model example of townhomes along internal access road. Note the integration of trees, design of driveways, sidewalks, entries and façade articulation.

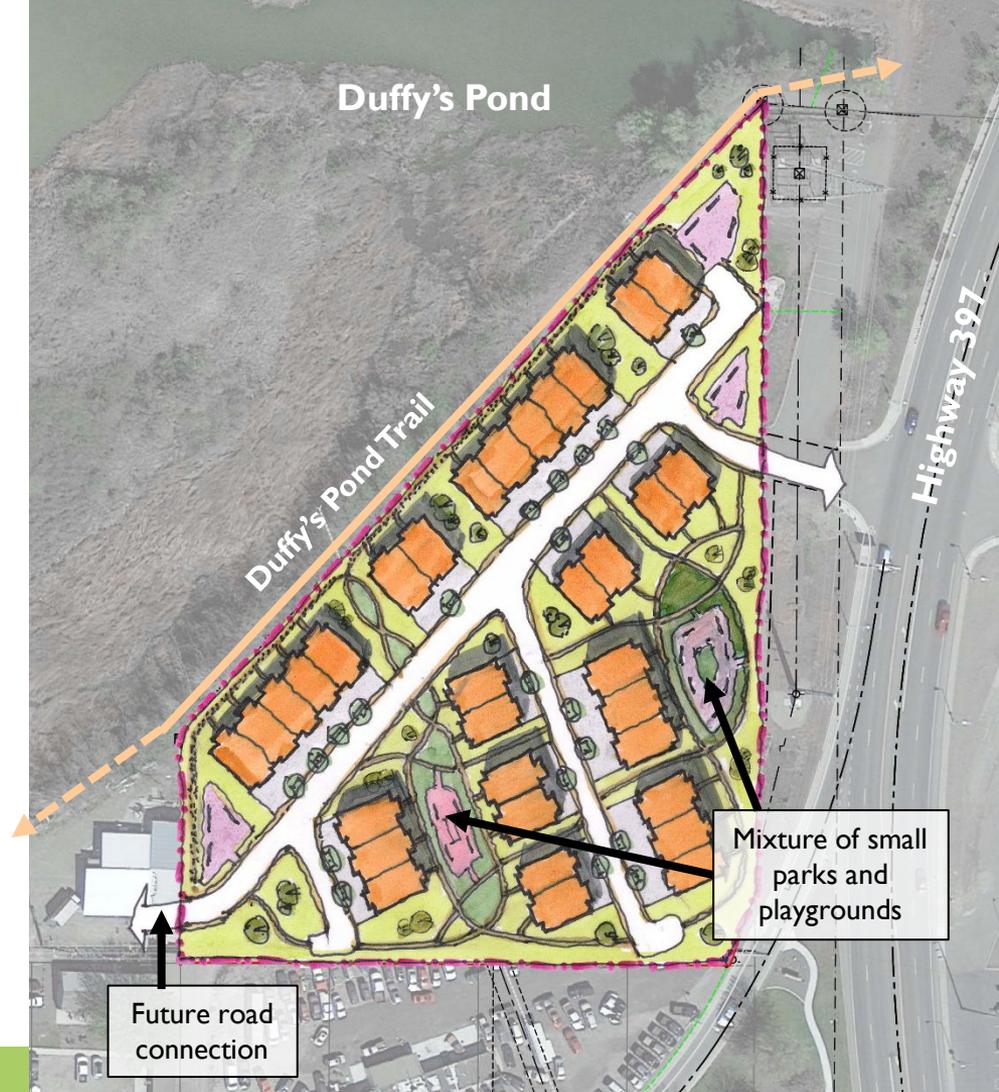


Conceptual Site Plan – Cable Greens

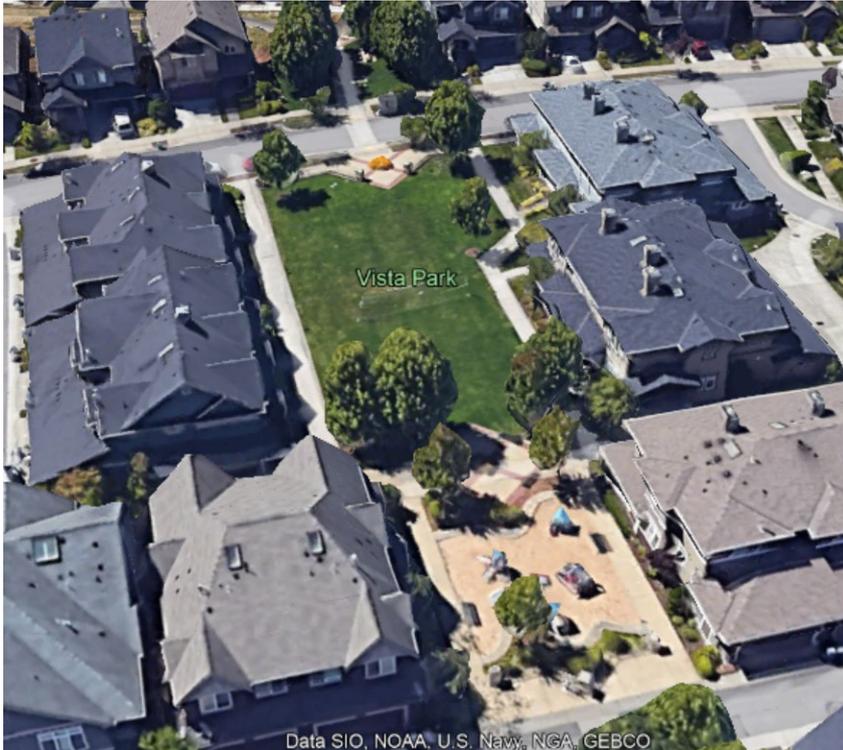
The sketch illustrates one possible vision for the site with desired housing products, landscape features, and street layout.

Key features in this concept:

- 33 homes (all townhomes)
- Parks/playgrounds
- Trail connections



Model Example



Linear shared open space incorporating a children's play area and informal "green".

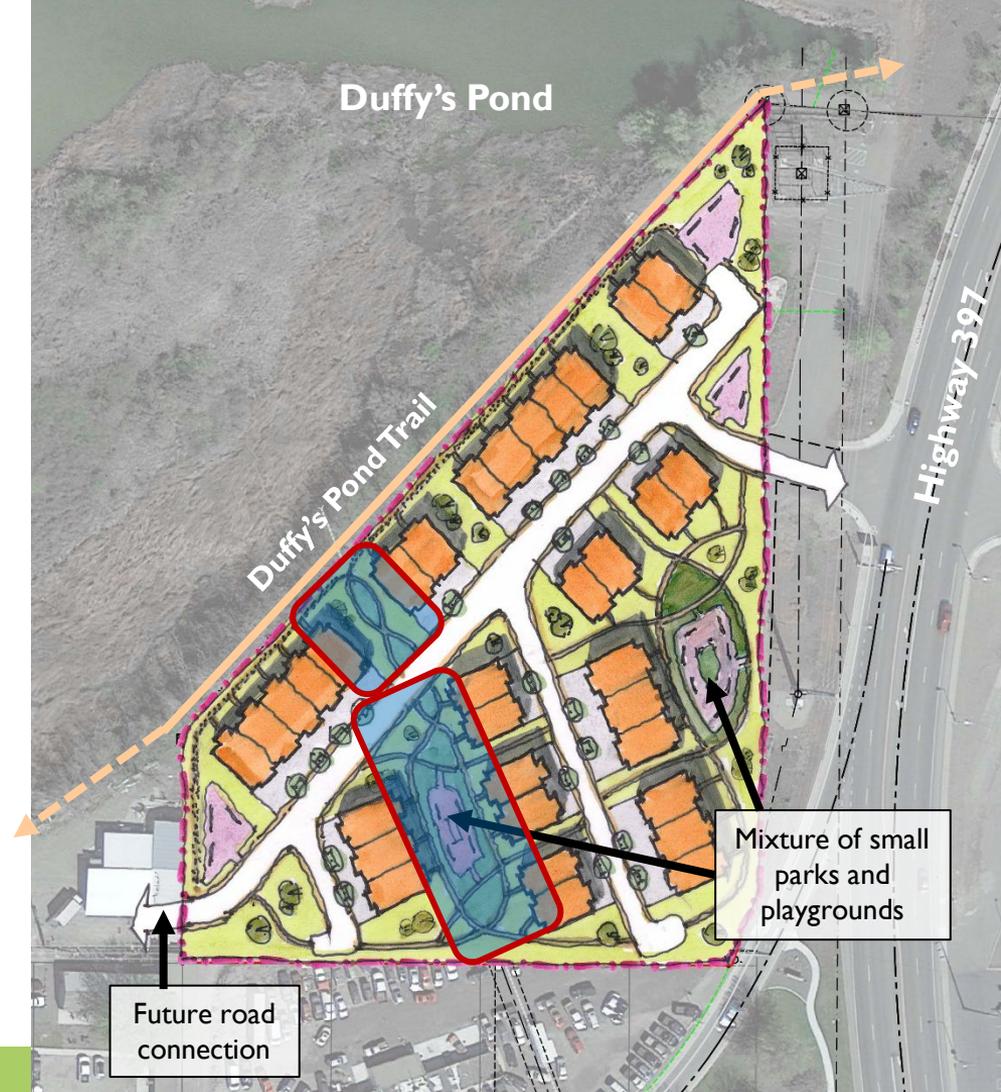


Figure 2.1.A
Duffy's Pond Trail frontage standards.

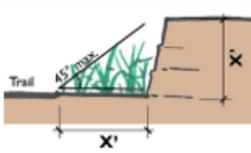
Element	Standards	Examples and Notes
Building placement	Buildings must be setback 10-30' from the trail edge, except greater setbacks are allowed when the setback area complies with the plaza provisions in Standard 2.4.	
Setback use	Landscaping, decks, plazas and patios, dining areas, playgrounds, and other similar uses are encouraged within the trail setback area. Service and trash storage areas are prohibited in the setback area.	
Parking location	Vehicular parking may occupy up to 33% of the trail frontage.	
Fences & retaining walls	Height limits for opaque fences & retaining walls use a 1:1 ratio for their setback from the edge of the trail (for every 1' of setback distance, the maximum height is increased 1'). Deck railings associated with non-residential development must be at least 60% transparent.	
Building use	Refer to permitted uses for the Urban Mixed Use zone, Chapter 18.12 KMC.	



Figure 2.3
Appropriate landscaping examples.



Figure 3.4
Acceptable and unacceptable window design examples.



The window in Image A features 3-inch trim. The windows in Images B-C are recessed by at least two-inches from the façade. Images D and E feature a reveal/recess of less than two-inches, but the contrasting frames and mullions effectively add a sense of depth and richness to the façade. The treatment in Image F does not effectively meet the design criteria.

Thank You!

COMMENTS? QUESTIONS?



AGENDA REPORT

TO: Port Commission

FROM: Larry Peterson, Director of Planning & Development

MEETING DATE: February 8, 2022

AGENDA ITEM: Port of Kennewick: Waterfront District-Willows & Cable Greens Design Standards

I. REFERENCE(S):

Resolution 2022-08

Willows & Cable Greens Design Standards dated February 4, 2022

II. FISCAL IMPACT: N/A

III. DISCUSSION: The Port waterfront district properties known as the Willows, Cable Greens and the Columbia Gardens Urban Wine & Artisan Village are zoned Urban Mixed Use (UMU) by the City of Kennewick. The UMU zoning was specifically crafted to allow great flexibility regarding uses, building dimensions and design. The UMU zoning for Vista Field was established with the understanding the Port would impose additional site and building design criteria. These Design Standards would not replace the UMU zoning but rather function as an additional layer to help assure the new urbanism vision is obtained.

On September 28, 2021 via Resolution 2021-17 the Port adopted Design Standards for the Columbia Gardens Urban Wine & Artisan Village, which MAKERS Architecture & Urban Design helped prepare. Following that adoption staff began working with the MAKERS team to tailor the Columbia Gardens design standards to incorporate characteristics applicable to the Willows and Cable Greens sites, which per the Port's June 2021 Waterfront District Waterfront Master Plan are intended for primarily medium density residential uses with an expectation of mixed uses on a portion of the Willows site. The attached Willows & Cable Greens Design Standards would provide the extra level of design control envisioned when the City granted the flexible UMU zoning.

IV. ACTION REQUESTED OF COMMISSION:

Commission discussion and action to either approve the attached resolution enacting the Willows & Cable Greens Design Standards or discussion and clear direction to staff on changes desired that would likely result in approval as a subsequent Commission meeting.

MOTION: I move approval of Resolution 2022-08 approving and adopting the Willows & Cable Greens Design Standards; and ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.

PORT OF KENNEWICK

RESOLUTION No. 2022-08

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK ADOPTING THE
WILLOWS & CABLE GREENS DESIGN STANDARDS***

WHEREAS, MAKERS Architecture and Urban Design was contracted to assist the Port with preparation of the Design Standards for the Port's waterfront district properties known as the Willows & Cable Greens; and

WHEREAS, MAKERS Architecture and Urban Design prepared the draft Design Standards to complement the City's underlying Urban Mixed Uses (UMU) zoning and the Port's recently adopted Kennewick Historic Waterfront District Master Plan; and

WHEREAS, the Board of Commissioners has reviewed the Willows & Cable Greens Design Standards.

NOW, THEREFORE, BE IT RESOLVED that the Port of Kennewick Board of Commissioners hereby approves and adopts the Willows & Cable Greens Design Standards as prepared and revised by MAKERS Architecture and Urban Design (Exhibit A).

BE IT FURTHER RESOLVED that the Port of Kennewick Board of Commissioners hereby ratify and approve all action by port officers and employees in furtherance hereof; and authorize the port Chief Executive Officer to take all action necessary in furtherance hereof.

ADOPTED by the Board of Commissioners of Port of Kennewick on the 8th day of February 8, 2022.

***PORT of KENNEWICK
BOARD of COMMISSIONERS***

By: _____

SKIP NOVAKOVICH, President

By: _____

KENNETH HOHENBERG, Vice President

By: _____

THOMAS MOAK, Secretary

Port of Kennewick
**The Willows & Cable Greens
Design Standards**



DRAFT February 3, 2022

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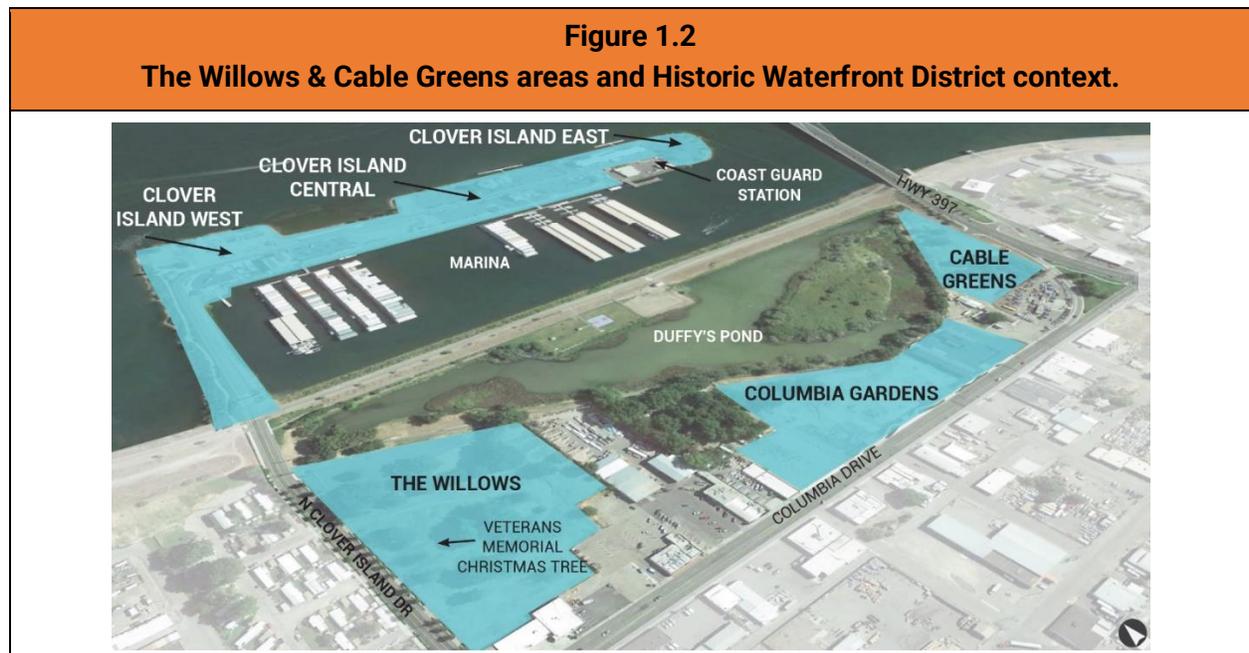
PART 1 – INTRODUCTION

1.1 – Background

These design standards were completed in support of the 2021 Port of Kennewick Historic Waterfront Master Plan and to supplement the City of Kennewick’s zone-based Urban Mixed-Use Design Standards. The Willows comprises approximately 6.6 acres adjacent to North Clover Island Drive and Duffy’s Pond. Cable Greens is a 3.2 acre site and lies to the north of Columbia Gardens, abutting Duffy’s Pond and the Cable Bridge. Whereas the zoning allows for a great variety of uses, the primary use for both areas is anticipated to be residential. Consistent with community goals, these standards will ensure new development on the site is high-quality and creates enjoyable places for employees to work and for customers to visit.

1.2 – Applicability

- A. These standards apply to all new development in the Willows and Cable Greens areas defined in Figure 1.2 below.
- B. Individual design criteria may also have more specific applicability statements.
- C. Relationship the 2021 Historic Waterfront Master Plan: This document implements key design policies from the master plan.
- D. Relationship to Kennewick Municipal Code. These standards were drafted to supplement the existing Urban Mixed-Use Design Standards in Chapter 18.80 of the Kennewick Municipal Code. They provide a greater level of detail and cover design issues not addressed in the code.



1.3 – Intent of the Standards

Thoughtful urban design is a critical strategy for realizing the vision and goals of Willows and Cable Greens. To that end, these standards are intended to:

- A. Provide a high standard for site planning and building design consistent with the goals and policies of the 2021 Historic Waterfront Master Plan.
- B. Provide clear objectives for the planning and design of individual developments.

1.5 – Interpretation

The word “must” is intended to be a mandate. Where the word “should” or “encouraged” is used, it is intended to be a recommendation.

1.6 – Departures

All available departure opportunities for standards are noted within each standard by the capitalized term DEPARTURES. Such departures are voluntary and must only be approved if they meet the intent of individual standard.

1.7 – Definitions

Introduction. All words used in these design standards carry their customary meanings, except for those defined below.

“Articulation” means the giving of emphasis to architectural elements (like windows, balconies, entries, etc.) that create a complementary pattern or rhythm, dividing large buildings into smaller identifiable pieces. See Section 3.1 for articulation provisions.

“Articulation interval” means the measure of articulation, the distance before architectural elements repeat. See Section 3.1 for articulation provisions.

“Blank wall” means a ground floor wall or portion of a ground floor wall as described in Section 3.6 that does not include a transparent window or door.

“Building frontage” refers to the “façade” or street-facing elevation of a building. For buildings not adjacent to a street, it refers to the building elevation(s) that features the primary entrance to the uses within the building. Depending on the context the term is used in, it may also refer to the uses within the building. For example, a “storefront” is a type of building frontage.

“Façade” means the entire street wall of a building extending from the grade of the building to the top of the parapet or eaves and the entire width of the building elevation. For buildings not adjacent to a street, the façade refers to the building elevation containing the main entrance or entrances to the building.

“Internal pathway” refers to any pedestrian path or walkway internal to a development. This includes sidewalks along private streets.

“KMC” means Kennewick Municipal Code.

“Modulation” means stepping forward or backwards a portion of the façade as a means to articulate or add visual interest to the façade.

“Roofline” means the highest edge of the roof or the top of a parapet, whichever establishes the top line of the structure when viewed in a horizontal plane.

“Streetscape” means the space between the buildings on either side of a street that defines its character. The elements of a streetscape include building façades, landscaping (trees, yards, bushes, plantings, etc.), sidewalks, street paving, street furniture (benches, kiosks, trash receptacles, fountains, etc.), signs, awnings, and street lighting.

“Vertical building modulation” means a stepping back or projecting forward vertical walls of a building face, within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure’s continuous exterior walls. Vertical building modulation may be used to meet façade articulation provisions in Standards 3.1.A.

“Weather protection” means a permanent horizontal structure above pedestrian areas such as sidewalks and building entries that protects pedestrians from inclement weather.

1.4 – Illustrative Examples

The site plans following pages are intended to illustrate example site layouts and building types designed consistent with the Master Plan and the Design Standards herein. Keep in mind that there are numerous possible site layouts that could be configured to meet the standards herein. The intent here is to show how all the various design guideline elements can fit together.

The **Willows** site plan includes two three-story apartment buildings oriented towards Duffy’s Pond Trail and central courtyard. Adjacent to the trail and parking area of the building on the left, there is space for a small retail use, such as a coffee shop or deli to serve the district, trail users, and surrounding neighborhood. Townhouses occupy the southern half of the site along tree lined streets. The townhouses are configured to preserve and integrate the large Christmas tree and other trails. Streets are configured to provide access to and through the site and maximize views towards the pond and provide visual interest. A network of sidewalks and trails connect the buildings with the streets, open spaces, and Duffy’s Pond Trail.

The **Cable Greens** site plan features townhouses configured to maximize views of Duffy’s Pond. Internal roadways are configured to serve the townhouses and provide the opportunity for future connections to adjacent properties. Open spaces are configured in centralized areas that also orient towards Duffy’s Pond and Trail.

In both areas, such apartments and townhouse buildings would be configured and designed to create comfortable and attractive human scaled streetscapes with shade trees and attractive landscaping and articulated building facades.

Figure 1.4.A
Illustrative example site plan for the Willows



Figure 1.4.B
Illustrative example site plan for the Cable Greens



PART 2 – SITE PLANNING STANDARDS

2.1 – Frontage Standards

Intent

- To enhance the pedestrian environment and recreational opportunities.
- To promote good visibility between buildings and trails for security for pedestrians and to create a more welcoming and interesting trail and commercial environment.

Relation to Zoning Standards

These provisions go beyond the street frontage design standards in KMC 18.80.040(1).

Design Criteria

A. Duffy’s Pond Trail frontage standards. All development on sites adjacent to the trail must comply with the standards in Table 2.1.A below:

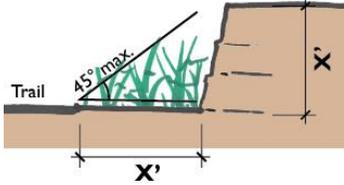
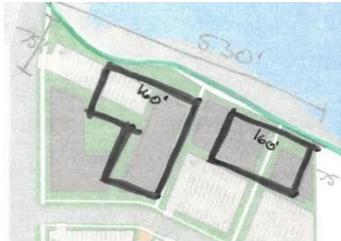
Figure 2.1.A Duffy’s Pond Trail frontage standards.		
Element	Standards	Examples and Notes
Building placement	Buildings must be setback 10-30’ from the trail edge, except greater setbacks are allowed when the setback area complies with the plaza provisions in Standard 2.4.	
Setback use	Landscaping, decks, plazas and patios, dining areas, playgrounds, and other similar uses are encouraged within the trail setback area. Service and trash storage areas are prohibited in the setback area.	
Parking location	Vehicular parking may occupy up to 33% of the trail frontage.	
Fences & retaining walls	Height limits for opaque fences & retaining walls use a 1:1 ratio for their setback from the edge of the trail (for every 1’ of setback distance, the maximum height is increased 1’). Deck railings associated with non-residential development must be at least 60% transparent.	
Building use	Refer to permitted uses for the Urban Mixed Use zone, Chapter 18.12 KMC.	

Figure 2.1.A Duffy's Pond Trail frontage standards.		
Element	Standards	Examples and Notes
Building length	Maximum 160 feet within 75 feet of the trail. DEPARTURES. One building may exceed this dimension provided that other features are successfully integrated to maximize the physical and visual access from central portions of the site to Duffy's Pond.	
Building entrances	For non-residential uses, at least one customer building entry visible and accessible from the trail is required for non-residential uses. For residential uses, at least one pedestrian connection between the trail and each building is required.	
Façade transparency	For non-residential buildings, at least 25% of the building façade facing a trail must be transparent. For residential buildings, generous façade transparency is encouraged, but no minimum percentage is required.	

2.2 – Pedestrian Circulation

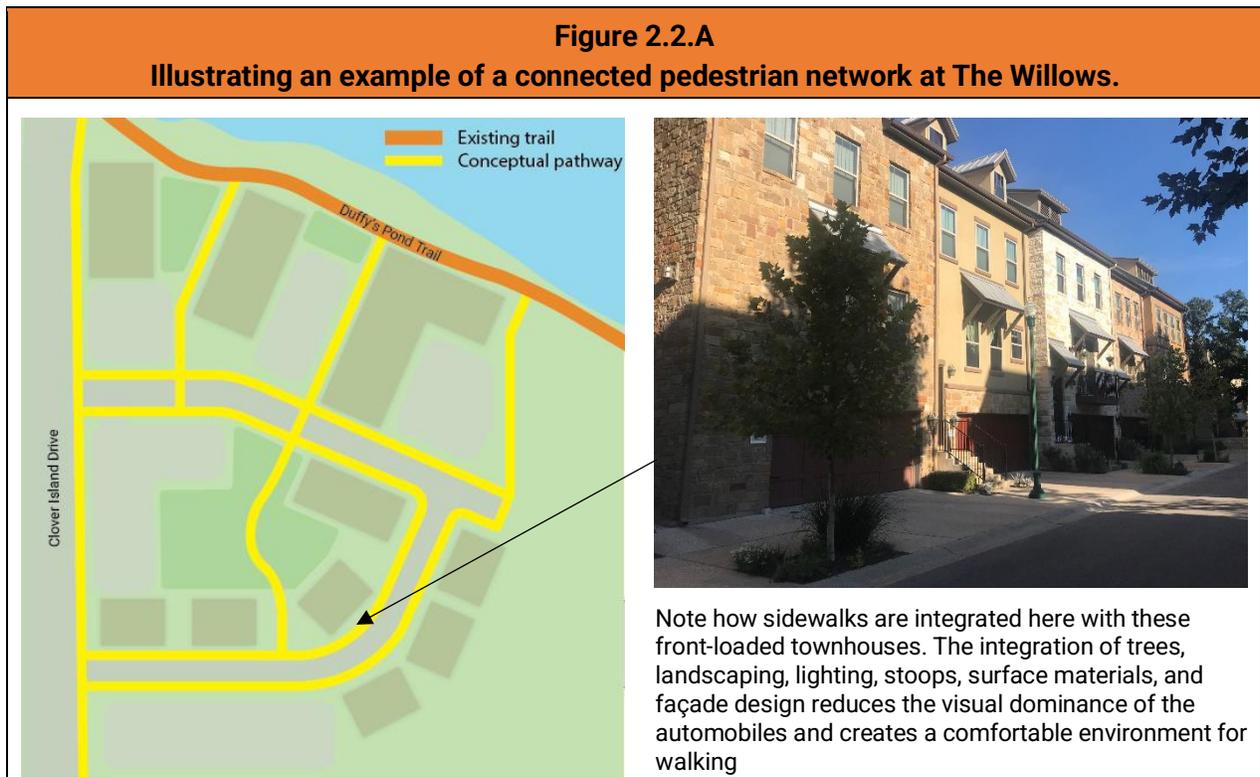
Intent

To improve the pedestrian and bicycling environment by making it easier, safer, and more comfortable to walk or ride among residences, to businesses, to the trail and street sidewalk, to transit stops, through parking lots, to adjacent properties, and connections throughout the city.

Design Criteria

A. General pedestrian connectivity. Developments must provide an integrated and connected pedestrian circulation network that encourages walking. Required connections include:

1. Shared and individual entrances to streets, trails and recreational areas, parking areas, and other pedestrian amenities.
2. Between on-site buildings.
3. To internal pedestrian circulation networks on adjacent sites, when desirable and feasible.



B. Pedestrian facility design. The following are minimum dimensions. Larger dimensions may be appropriate for high-volume facilities and for facilities located adjacent to high-activity land uses.

1. Off-street pathways: Eight feet wide paving.
2. Sidewalks: Five feet wide paving.

2.3 – Landscaping

Intent

- To assist in creating a distinctive design character for the area.
- To promote well-conceived and attractive landscaping that reinforces the architectural and site planning concepts in response to site conditions and context.
- To promote plant materials that are native or compatible to the local shrub-steppe landscape.

Relation to Zoning Standards

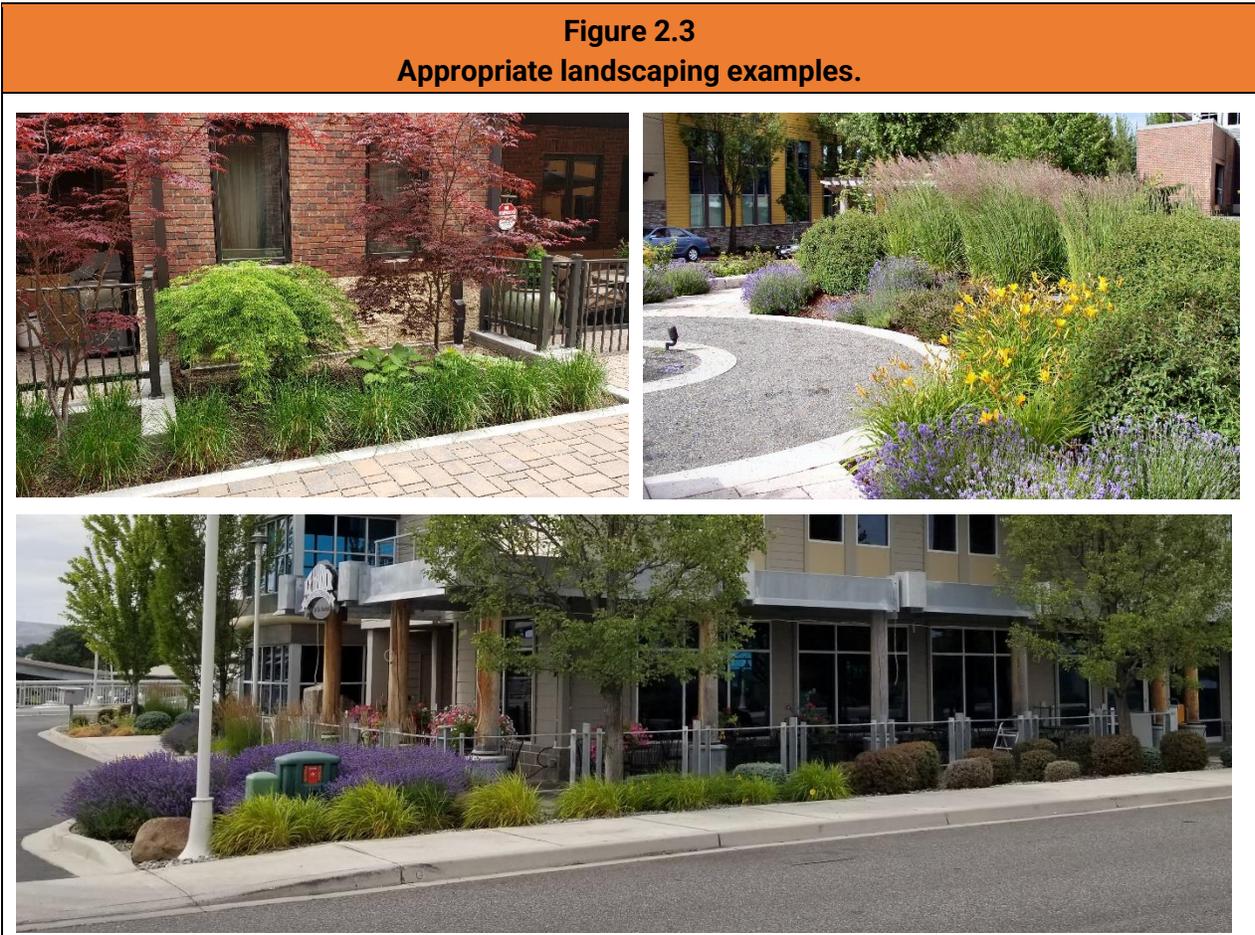
These provisions go beyond the landscaping standards in KMC Chapter 18.21.

Design Criteria

A. General landscaping standards.

1. Landscaped areas must consist of grade level or elevated planting beds featuring a mix of trees, shrubs, ornamental grasses, groundcover, and other vegetation. Landscaped area may not consist only of rocks or gravel.
2. Landscaping materials must include species native to the region or hardy, waterwise, and noninvasive species appropriate in the climatic conditions of the Tri-Cities region (decorative annuals and/or perennials in strategic locations are an exception). Generally acceptable plant materials must be those identified as hardy in Zone 7a as described in the United States Department of Agriculture's Plant Hardiness Zone Map.
3. Installation standards.
 - a. The combination of trees, shrubs, and ornamental grasses must be designed to cover at least 70-percent of the landscaped areas within three years of planting. Exceptions may be made for landscaping around production buildings to comply with applicable health regulations.
 - b. Shrubs, except for ornamental grasses, must be a minimum of one-gallon size at the time of planting. Shrubs and hedges adjacent to walkways and trails must be limited to 42-inches in height at maturity to maintain visibility (exceptions may be made for landscaping adjacent to blank walls).
 - c. Groundcovers must be planted and spaced to result in total coverage of the required landscape area within three years, specifically either four-inch pots at 18 inches on center or one-gallon or greater sized containers at 24 inches on center.
 - d. Mature tree and shrub height and size must be accounted for in the siting and design of landscaped areas.
4. Water conservation design. Water conservation may be achieved by a combination of any of the following techniques:
 - a. Group plants into areas of similar water need.
 - b. Locate plants based on solar orientation, exposure and drainage patterns.
 - c. Amend soil based on existing conditions.

- B. Irrigation standards.** It is required to irrigate landscaping using a spray irrigation system.
- C. Trail corridor and plaza landscaping and design.** Landscaping edging the trail and plaza spaces should be designed to help frame the trail and plaza spaces, soften building and retaining walls, and create a memorable and distinctive design character while maintaining good visibility for safety purposes. This includes a combination of trees, shrubs, ornamental grasses, perennials, and ground covers that comply with the provisions in Standards 2.3.A-B above.



- D. Save/integrate the Christmas Tree into the development and landscape.** Figure 1.4.A illustrates one way to site buildings, view corridors, and pathways to successfully integrate the tree as a character-defining feature of the development. The landscape surrounding the tree should compliment and celebrate the tree.

2.4 – Plazas

Intent

- To provide plaza spaces that attract visitors to commercial areas.
- To enhance the development character and attractiveness of development.

Design Criteria

Where provided, plaza spaces must meet the following criteria in Standards 2.4.A-B.

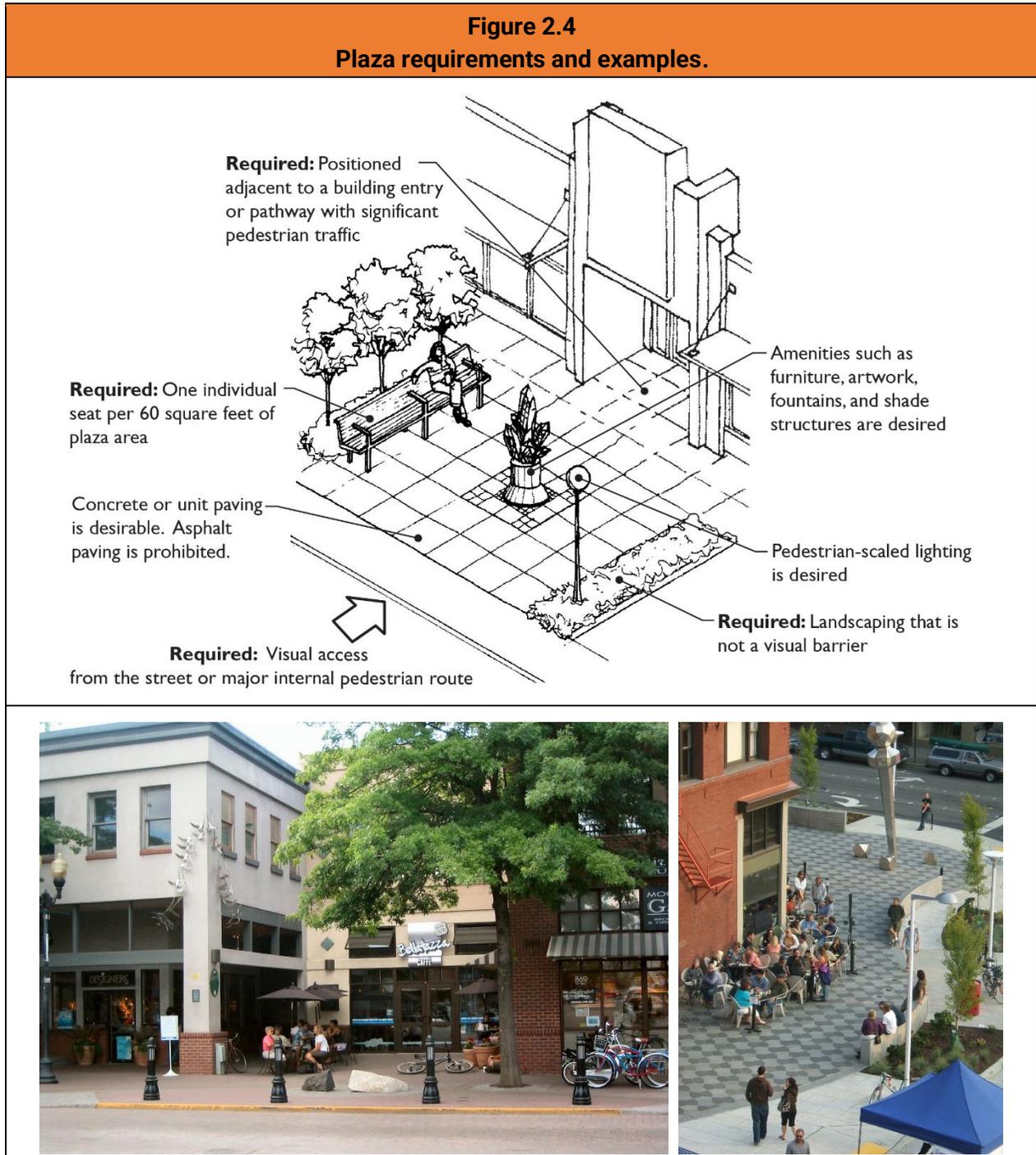
A. Required plaza features.

1. The space must abut a public sidewalk or other major internal pedestrian route and be designed to function as a focal point and gathering spot.
2. The space must be ADA compliant and generally level with the adjacent sidewalk or internal pedestrian route. Steps, ramps, and grade changes may be acceptable, provided the outdoor space is designed to be visually and physically accessible from the adjacent sidewalk or internal pedestrian route and the space meets all other standards herein.
3. The space must feature no dimension less than 15 feet in order to provide functional leisure or recreational activity.
4. The space must be framed on at least one side by buildings that are oriented towards the space (via entries and generous façade transparency).
5. Paved walking surfaces of either concrete or approved unit paving are required. Form-in-place pervious concrete paving is allowed. Gravel surface areas may be allowed for special seating areas.
6. Pedestrian amenities must be integrated into the space. Examples include, but are not limited to, site furniture, artwork, drinking fountains, shade structures kiosks, or other similar features that complement the space and encourage use of the space by a variety of users.
7. At least one individual seat per 60-square feet of plaza area or open space is required. At least 50-percent of the required seating must be built-in seating elements, while moveable seating may be used for the remaining percentage. Two feet of seating area on a bench or ledge at least 16-inches deep at an appropriate seating height qualifies as an individual seat. Reductions of up to 50-percent will be allowed for the integration of specialized open spaces that meet the intent of these standards.
8. Landscaping components that add visual interest and do not act as a visual barrier must be integrated. Such components can include, but are not limited to, trees, planting beds, raised planters, and/or potted plants.

B. Prohibited plaza features.

1. Large expanses of uninterrupted paving or paving without pattern.
2. Asphalt paving.
3. Unscreened service and utility areas or venting of mechanical systems.
4. Adjacent chain-link fences.

5. Adjacent “blank walls” without “blank wall treatment” (see Standard 3.6).
6. Outdoor storage.



2.5 – Service Areas & Utilities

Intent

- To promote thoughtful design of service elements that's integrated into the project's design and mitigates the impacts of those elements on on-site uses and activities and uses abutting the site.
- To provide adequate, durable, well-maintained, and accessible service and equipment areas.

Relation to Zoning Standards

These provisions go beyond the standards in KMC 18.80.040(3)(d) and (4)(k-l).

Design Criteria

A. Location of ground-level service areas and mechanical equipment. Ground-level building service areas and mechanical equipment includes loading docks, trash collection and compactors, dumpster areas, storage tanks, electrical panels, HVAC equipment, and other utility equipment should be located inside buildings. If any such elements are outside the building at ground level, the following location standards apply:

1. Service areas must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent properties.
2. Service areas for multiple users or tenants must be co-located or consolidated to the extent practical.
3. Exterior loading areas for commercial uses must not be located within 20 feet of residential uses.

B. Screening of ground-level service areas and mechanical equipment. Where screening of ground level service areas is required, the following applies:

1. Structural enclosures must be constructed of masonry, heavy-gauge metal, heavy timber, or other decay-resistant material that is also used with the architecture of the main building. Alternative materials other than those used for the main building are permitted if the finishes are similar in color and texture, or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas, or adjacent use, but must be no greater than seven feet tall. The enclosure may use overlapping walls as a screening method.
2. Gates must be made of heavy-gauge, sight-obscuring material.
3. The service area must be paved.
4. The sides and rear of service enclosures must be screened with landscaping at least five feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest. Plants must be arranged with a minimum of 50 percent coverage at time of installation and be able to grow to fully screen or shield the equipment within three years.

DEPARTURES to the above provisions will be considered provided the enclosure and landscaping treatment meet the intent of the standards and add visual interest to site users.

Figure 2.5.B
Acceptable trash screening enclosures.



Both examples use durable and attractive enclosures with trees and shrubs to soften views of the enclosures from the side.

- C. Utility meters, electrical conduit, and other service utility apparatus.** These elements must be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these standards. If such elements are mounted in a location visible from the street, pedestrian pathway, plaza, or trail, they must be screened with vegetation and/or integrated into the building's architecture.

Figure 2.5.C
Acceptable and unacceptable utility meter location and screening examples.



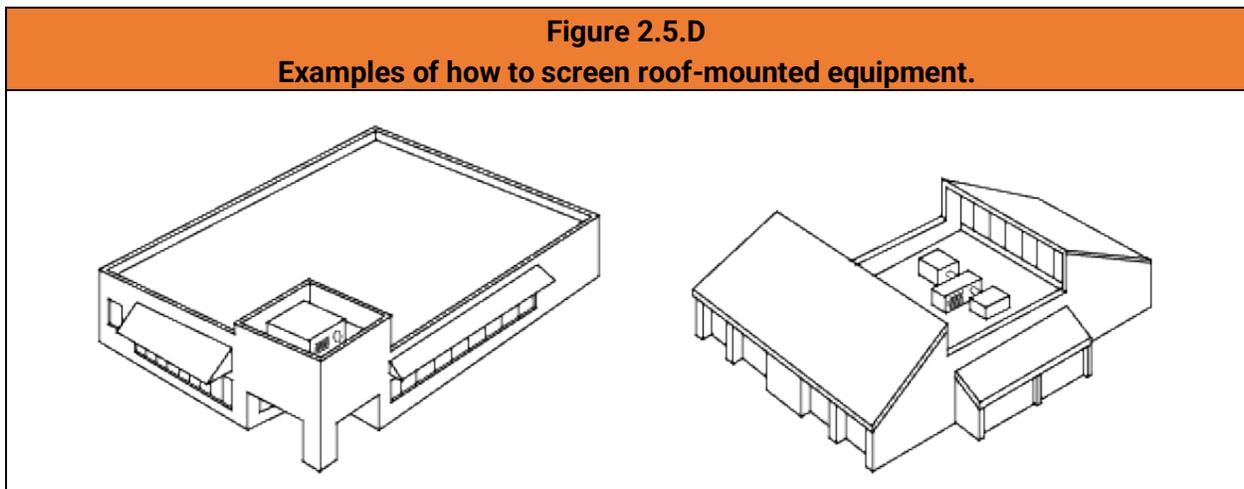
Place utility meters in less visible locations. The left examples is successfully tucked away in a less visible location and screened by vegetation. The right image is poorly executed and would not be permitted in such a visible location; such meters must be coordinated and better integrated with the architecture of the building.

D. Roof-mounted equipment.

1. All rooftop equipment, including air conditioners, heaters, vents, and similar equipment must be fully screened from public view at the ground level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy and photovoltaic systems, and rainwater reuse systems do not require screening.

2. Solar photovoltaic panels must be integrated into the surface of the roof and not expose an independent structure. Panels must be inclined at the same pitch as the roof plane.
3. For other rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. The screening materials must be as high as the equipment being screened.
4. The screening materials must be of material requiring minimal maintenance. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style. Perforated metal is not permitted.
5. Noise producing mechanical equipment such as fans, heat pumps, etc. must be located and/or shielded to minimize sounds and reduce impacts to adjacent residential uses.



2.6 – Residential Amenity Space

Intent

- To create usable amenity space that is suitable for leisure or recreational activities for residents.
- To create amenity space that contributes to the residential setting.

Design Criteria

Residential amenity space meeting the following standards is required for all new multi-family development, residential mixed-use, and townhouse developments.

- A. Amount required.** Applicable developments are required to provide residential amenity space equal to a minimum of 125 square feet per new dwelling unit.

For example, a development with 30 units must provide a minimum of 3,750 square feet of amenity area.

- B. Amenity space types and distribution.** The following table illustrates the types of residential amenity spaces that may be used to meet the requirement in subsection (A) above.

Figure 2.6.B Residential amenity space standards.		
Residential amenity space type	Maximum percentage of required area	Cross-reference to design standards
Common outdoor recreation areas	Up to 100%	Subsection (C)(1)
Shared roof decks	Up to 50%	Subsection (C)(2)
Private ground level open space (applicable only to adjacent dwelling units)	Up to 100%	Subsection (C)(3)
Private balconies (applicable only to adjacent dwelling units)	Up to 25%	Subsection (C)(4)

For example, of the 3,750 square feet of amenity area required for a 30-unit development, up to 50% of the required area (1,875 square feet) may be met by providing a shared roof deck. A larger roof deck area is allowed but the extra area does not further count towards the minimum area.

C. Residential amenity space design standards.

1. Common outdoor recreation areas. Such spaces are internal to a development and accessible to all tenants of a development, but may not be accessible to the general public. Examples include, but are not limited to, include landscaped courtyards, decks, entrance plazas, gardens with walkways, children’s play areas [see subsection (C)(5)], swimming pools, and water features. Common outdoor recreation areas must meet the following design standards:
 - a. The minimum area is 500-square feet. The space must feature dimensions necessary to provide functional leisure or recreational activity. Stairways and service elements located within or on the edge of the space are not included in the recreation area calculations. Bike parking may be included within the area.

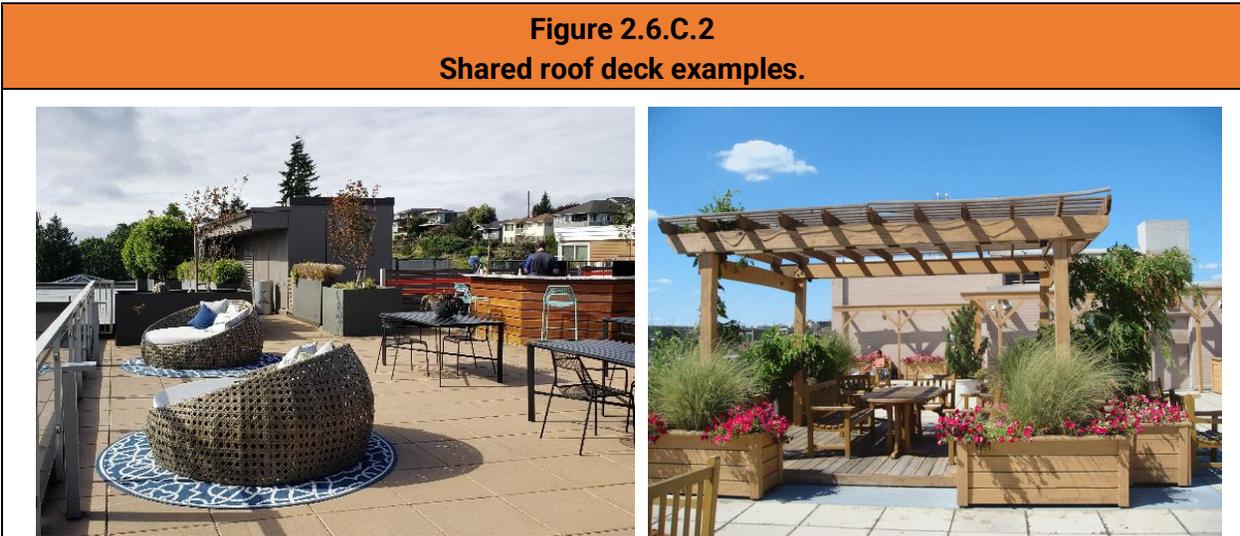
- b. The area must be located in accessible areas that are visible from units within the development.
- c. The area must feature paths, walkable lawns, landscaping, seating, lighting, play structures, sports courts, or other pedestrian amenities to make the area more functional and enjoyable for a range of users.
- d. The area must be separated from ground level windows, streets, vehicular circulation areas, service areas, and parking lots with landscaping, fencing, and/or other acceptable treatments that enhance safety and privacy for both the recreation areas and dwelling units.

DEPARTURES will be considered for the standards above provided they meet the purpose of the standards and fill a recreational need for the residents of the development. The use and design of the space must be integrated with the surrounding site and building features in a manner that is complementary to the development and any adjacent streetscape.



2. Shared roof decks. Such spaces are located on the top of buildings or intermediate levels and are accessible to all residents of the development. Examples of amenities include, but are not limited to, cooking and dining areas, seating areas, gardening areas, water features, children’s play areas [see subsection (C)(5)], and pet play areas. Shared rooftop decks must meet the following design standards:
 - a. Space must feature hard-surfacing and provide amenities that encourage use, such as seating and weather protection elements.
 - b. Space must integrate landscaping elements that enhance the character of the space and encourage its use.
 - c. Space must incorporate features that provide for the safety of residents, such as enclosures, railings, and appropriate lighting levels.

Figure 2.6.C.2
Shared roof deck examples.



3. Private ground level open space. This space is adjacent and directly accessible to the subject unit. Examples include yards, stoops, and porches. Private ground level open space must meet the following design standards:
 - a. The open space must be at least 50-square feet in area, with no dimension less than six feet.
 - b. The space must be enclosed by a fence and/or hedge between 18 and 42 inches in height. Taller privacy fences and/or hedges between units are acceptable.

Figure 2.6.C.3
Private ground level open space examples.



4. Private balconies. This space is adjacent and directly accessible to the subject unit. Private balconies must meet the following design standards:
 - a. Balconies must be at least 36 square feet in area with no dimension less than four feet to qualify as amenity space.
 - b. Private balconies should be at least partially recessed into the building façade.

Figure 2.6.C.4
Private balcony examples.



5. Children's play areas. Any children's play areas integrated as a part of a common outdoor recreation area or shared roof deck must meet all the following design standards (in addition to the design standards listed above):
 - a. The minimum area is 400 square feet.
 - b. Measures necessary to protect children's safety from vehicular traffic must be included, such as low fencing or landscaping to provide a physical barrier around the perimeter.
 - c. Shade and rest areas for supervision must be provided by using deciduous landscaping, architectural elements (including but not limited to pergolas or shelters), or other means.
 - d. Natural, creative play elements should be provided, such as ground slides from one level to another, tricycle tracks, swings hung from arbors or trees, paths that meander and are of varying materials and widths, water that can be manipulated, outdoor rooms made from landscape or rocks, and berms and hills.
 - e. Play areas must be designed for a variety of ages, activities, and motor skills.

Figure 2.6.C.5
Children's play area example.



PART 3 – BUILDING DESIGN STANDARDS

3.1 – Building Massing & Articulation

Intent

To employ façade articulation techniques that reduce the perceived scale of large buildings and add visual interest and a human-scaled pattern.

Relation to Zoning Standards

This standard provides further guidance on meeting the building massing standards in KMC 18.80.040(4)(d).

Design Criteria

A. Façade articulation. Façade articulation is required for building facades and other building elevations facing trails and internal walkways, plazas, internal drives (or streets), and containing primary building entrances.

For commercial and mixed-use buildings, at least three articulation features must be employed at intervals no greater than 30 feet.

For multifamily and townhouse buildings, at least three articulation features must be employed at intervals that related to the location/size of individual units within the building (but no more than every 30 feet).

B. Articulation features to meet the standards of (A) above include:

1. Window patterns and/or entries.
2. Providing vertical building modulation of at least 12-inches in depth if tied to a change in roofline or a change in building material, siding style, or color.
3. Change in roofline with a difference in height, slope or pitch, direction, or shape (such as towers or dormers).
4. Change in building material or siding style.
5. Vertical elements such as a trellis with plants, green wall, or art element.
6. Use of vertical piers/columns (not applicable to residential buildings).
7. Use of awnings or similar weather protection features (not applicable to residential buildings).
8. Other design techniques that effectively break up the massing of structures and add visual interest.

Figure 3.1.B
Articulation examples.

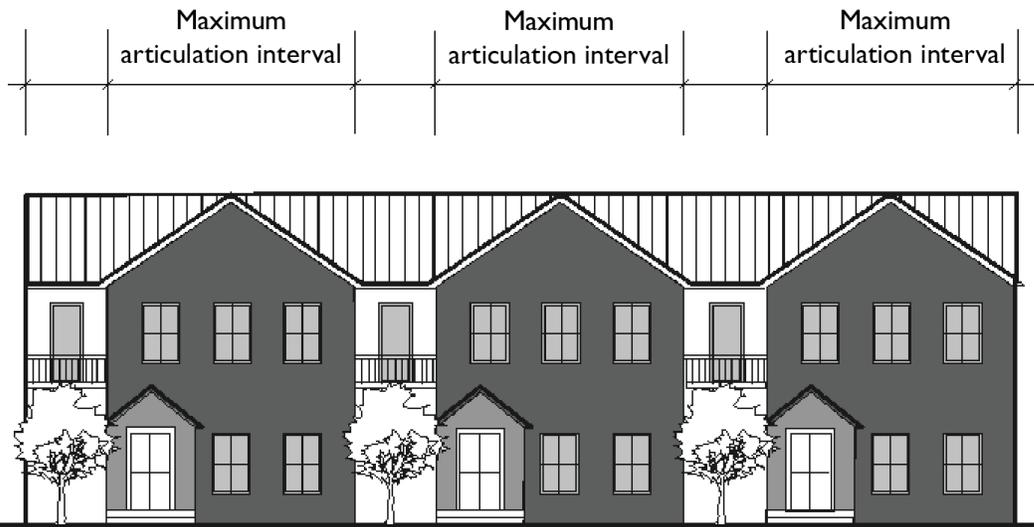


Image A: A townhouse building articulated with modulation, materials changes, window and entry patterns, and roofline changes. Image B: A multifamily building articulated with windows, balconies, materials, and roofline changes. Image C: A townhouse building articulated with windows, rooflines, materials, and color. Image D: A multitenant retail building successfully be articulated with windows, materials, weather protection, vertical building modulation, and roofline changes.

3.2 – Building Entries

Intent

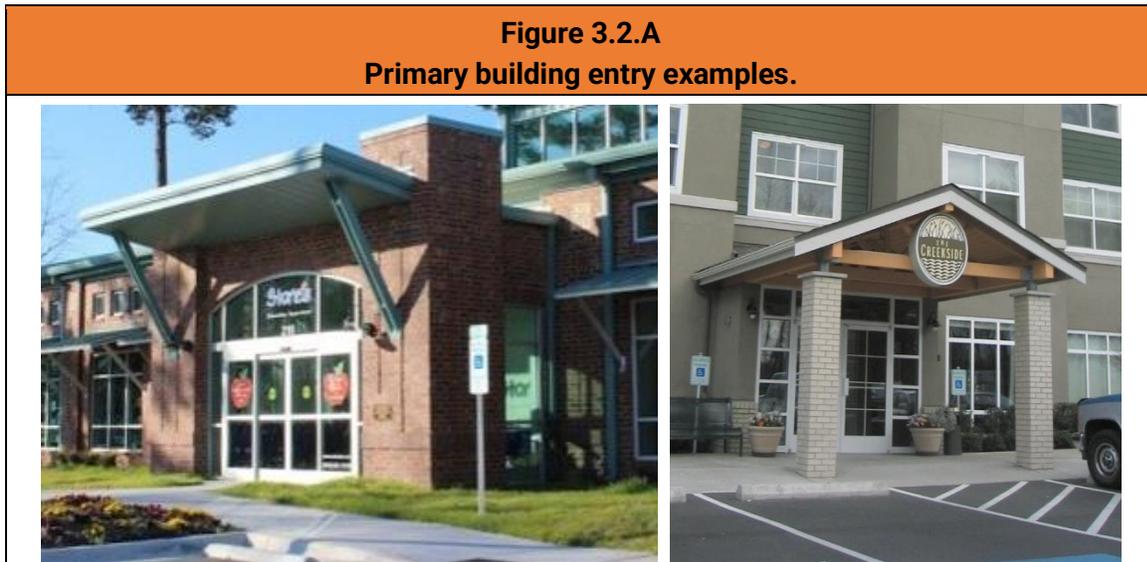
- To create clear and welcoming building entries.
- To visual interest to the street and neighborhood.
- To emphasize pedestrian entrances over garage entries.

Relation to Zoning Standards

These provisions go beyond the building entry standards in KMC 18.80.040(4)(c) and (h).

Design Criteria

A. Commercial, mixed-use, and multifamily buildings. If a primary common building entrance exists, it must be designed as a clearly defined and demarcated standout architectural feature of the building. Such entrances must be easily distinguishable from individual tenant entrances on the building. Such entries must be scaled proportional to the building.



B. Townhouses.

1. Townhouses where the primary pedestrian entrance is along same building elevation as a garage, the pedestrian entrances must be emphasized over private garages by using both of the following measures:
 - a. Enhance entries with a trellis, small porch, stoop, or other architectural features that help to emphasize the pedestrian entry and create a comfortable transitional space between outside and inside the dwelling.
 - b. Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet. DEPARTURES to the minimum dimension down to two feet will be considered provided the design meets the intent of the standards.

2. Townhouses facing a street must include a pedestrian entrance facing the street and a pedestrian pathway to the street. The entry must provide overhead weather protection (minimum three feet by three feet) for a person entering the unit.
3. See also the front-loaded townhouse standards in Section 4.1.

Figure 3.2.B
Townhouse entry examples.



Above left: A landscaped area and trellis to highlight the entry to these townhouses. Right: A stoop with planting areas on both sides, decorative railings, and weather protection over the entry.



Left: No landscaped area or other architectural features mark the townhouse pedestrian entries from this alley. Right: A street-facing townhouse with a covered entry.

3.3 – Building Details

Intent

- To encourage the incorporation of design details and small scale elements into building façades that are attractive at a pedestrian scale.

Relation to Zoning Standards

These provisions go beyond the building details standards in KMC 18.80.040(4)(h).

Design Criteria

A. Façade details. The ground floor of all commercial and mixed-use buildings must be enhanced with appropriate details. This standard applies to building façades facing public streets and building elevations facing parks, trails, and containing primary building entrances. Commercial buildings must employ at least one detail element from each the three categories in Standard 3.3.B for each façade articulation interval (see Standard 3.1.A).

For example, a commercial building with 90-feet of trail frontage with a façade articulated at 25-foot intervals will need to employ a façade detail from each of the three categories below for all four façade segments.

B. Façade detail categories.

1. Window and/or entry treatment:

- a. Display windows divided into a grid of multiple panes.
- b. Transom windows.
- c. Roll-up windows/doors.
- d. Other distinctive window treatment that meets the intent of the standards.
- e. Recessed entry.
- f. Decorative door.
- g. Other decorative or specially designed entry treatment that meets the intent of the standards.

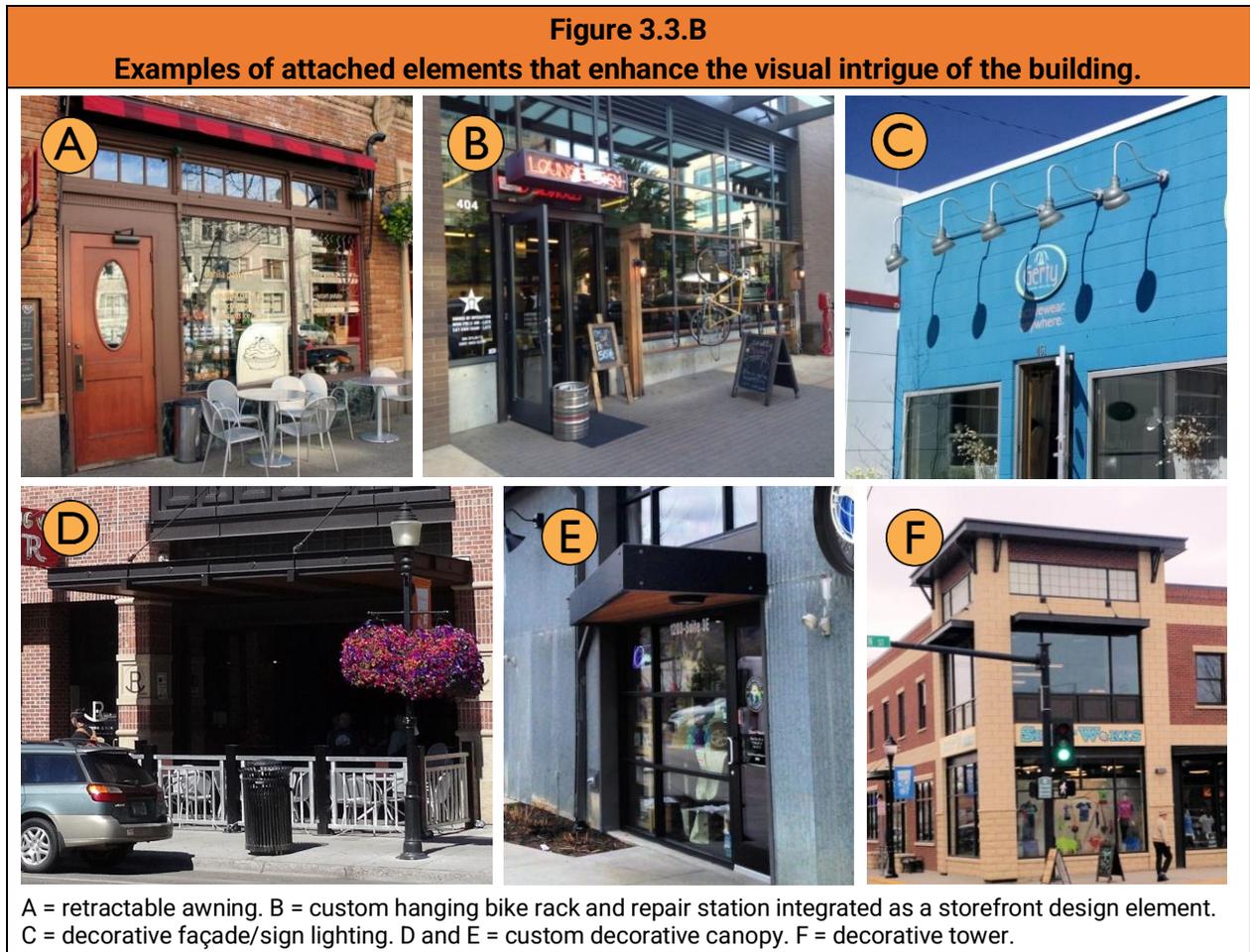
Figure 3.3.A
Examples of decorative or specially designed windows and entries.



A = operable storefront window. B = transom windows. C = operable window with decorative details. D = decorative window shades. E = decorative door. F = recessed entry.

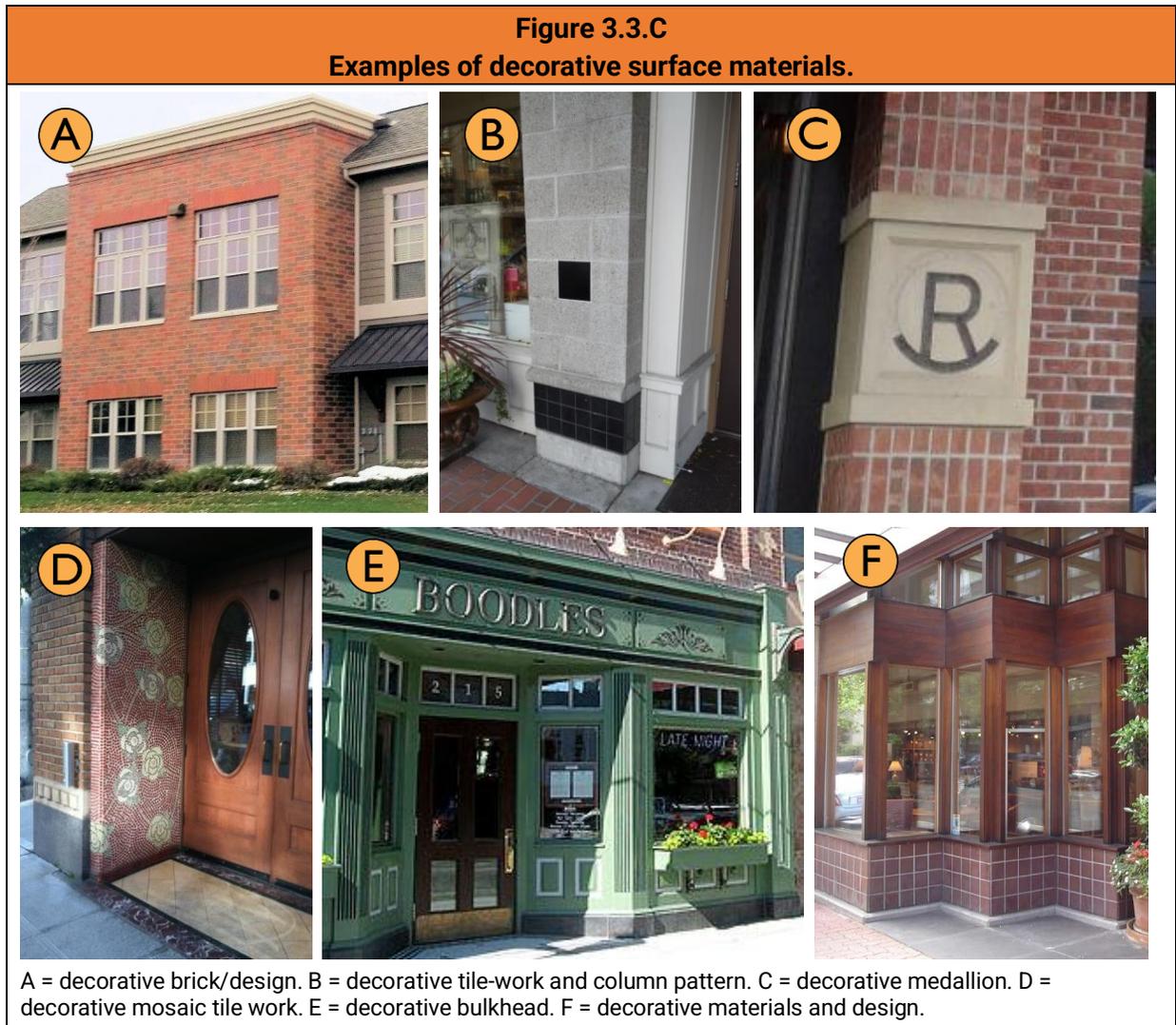
2. Building element, façade attachment, or façade detail:

- a. Custom-designed weather protection element such as a steel canopy, cloth awning, or retractable awning.
- b. Decorative building-mounted light fixtures.
- c. Bay windows, trellises, towers, and similar elements.
- d. Decorative, custom hanging sign(s).
- e. Other details or elements that meet the intent of these standards.



3. Decorative material and artistic elements:

- a. Decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework.
- b. Artwork on building, such as a mural or bas-relief sculpture.
- c. Decorative kick-plate, pilaster, base panel, or another similar feature.
- d. Hand-crafted material, such as special wrought iron or carved wood.
- e. Other details that meet the intent of the standards.



3.4 – Window Design

Intent

- To integrate window design that adds depth, richness, and visual interest to the façade.

Relation to Zoning Standards

These provisions go beyond the window design standards in KMC 18.80.040(4)(g).

Design Criteria

- A. All windows must employ designs that add depth and richness to the building façade. At least one of the following features must be included to meet this requirement:
1. Recess windows at least two-inches from the façade.
 2. Incorporate window trim (at least three-inches wide) around windows.
 3. Incorporate other design treatments that add depth, richness, and visual interest to the façade.
- B. Highly reflective glass must not be used on more than 10-percent of a building façade or other building elevations facing trails and containing primary building entrances.

Figure 3.4
Acceptable and unacceptable window design examples.



The window in Image A features 3-inch trim. The windows in Images B-C are recessed by at least two-inches from the façade. Images D and E feature a reveal/recess of less than two-inches, but the contrasting frames and mullions effectively add a sense of depth and richness to the façade. The treatment in Image F does not effectively meet the design criteria.

3.5 – Materials and Color

Intent

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To place the highest priority in the quality and detailing of materials on the first floor at the pedestrian scale.

Relation to Zoning Standards

These provisions go beyond the building material standards in KMC 18.80.040(4)(b).

Design Criteria

If a development includes concrete block, metal siding, exterior insulation and finish system (EIFS), or cementitious wall board paneling/siding on a building exterior, the conditions set forth in Standards 3.5.A-D below apply. These materials are not required and the use of other exterior materials is encouraged. Standard 3.5.E provides guidance on exterior building colors.

A. Concrete block (also known as concrete masonry unit or CMU).

Concrete block is acceptable on commercial buildings and commercial portions of residential buildings. It must not be used as the primary exterior material and must be integrated with other acceptable materials. It may be used as a contrasting accent material or the primary material when it employs a mixture of colors and/or textures or employs a combination of design details to articulate the building and add visual interest.



B. Metal siding.

Metal siding may be used on all building elevations provided it complies with the following standards:

1. It must feature visible corner molding and trim.
2. Metal siding must be factory finished, with a matte, non-reflective surface.
3. Walls with more than 50 percent metal siding must feature a roof overhang above the wall.

DEPARTURES will be considered provided the material's integration and overall façade composition meets the intent of the standards.



C. Exterior Insulation and Finish System (EIFS).

EIFS may be used when it complies with the following:

1. EIFS must not be used on the ground floor of building elevations. Concrete, masonry, or other highly durable material(s) must be used for the subject ground level building elevations to provide a durable surface where damage is most likely.
2. EIFS must not be the primary cladding material on upper floors and must be integrated with other acceptable materials.
3. EIFS must feature a smooth or sand finish only.
4. EIFS must be trimmed in wood, masonry, or other material and must be sheltered from weather by roof overhangs or other methods.

DEPARTURES will be considered provided the material's integration and overall façade composition meets the intent of the standards.

Figure 3.5.C
Acceptable and unacceptable EIFS examples.

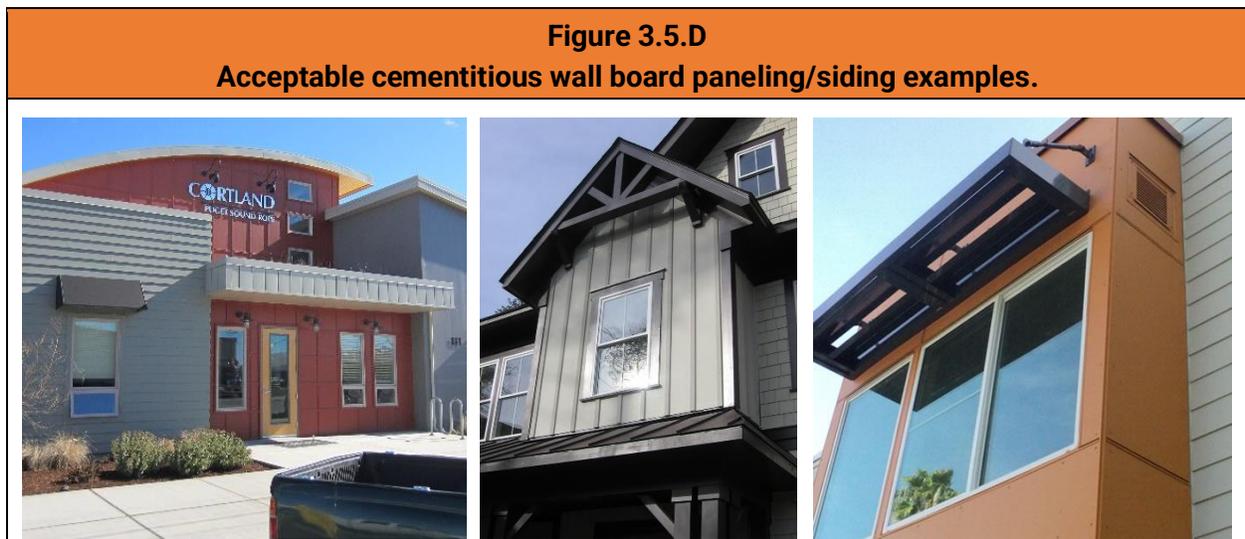


D. Cementitious wall board paneling/siding.

Cementitious wall board paneling/siding may be used provided it meets the following provisions:

1. Cement board paneling/siding may be the dominant exterior material but must be integrated with other acceptable materials (specifically, up to 70-percent of non-window exterior materials may be cement board paneling/siding). Where cement board paneling/siding is the dominant siding material, the design must integrate a mix of colors and/or textures that are articulated consistent with windows, balconies, and modulated building surfaces and are balanced with façade details that add visual interest from the ground level and adjacent buildings.

DEPARTURES will be considered provided the material's integration and overall façade composition meets the intent of the standards.



E. Building color.

1. A variety of colors are encouraged for building facades, trim elements, and roofs.
2. Fluorescent and neon colors may be used sparingly except for accents.
3. Heavy use of grays and whites should be avoided.

Figure 3.5.E
Acceptable examples of vibrant building colors.



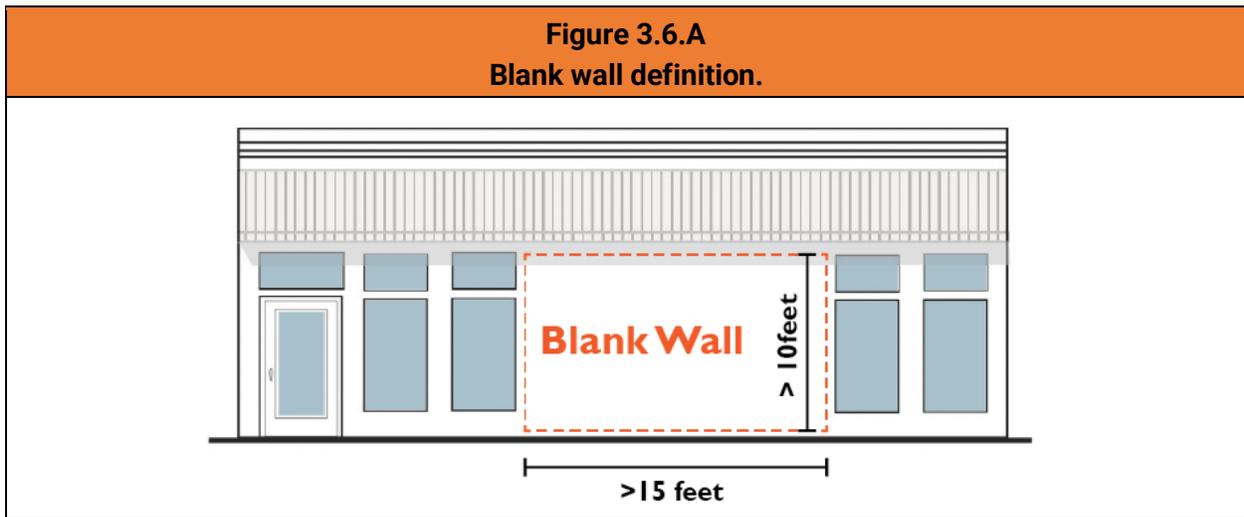
3.6 – Blank Wall Treatment

Intent

- To avoid untreated blank walls.
- To retain and enhance the pedestrian-oriented character of streetscapes.

Design Criteria

- A. Blank wall definition.** A wall (including building façades and retaining walls) is considered a blank wall if it does not include a transparent window or door and has the following dimensions: Over 10 feet in height and a horizontal length greater than 15 feet.



- B. Blank wall treatment standards.** Untreated blank walls adjacent to a public street, plazas, trail, pedestrian pathway, or customer parking lot are prohibited. Methods to treat blank walls on multi-family buildings can include:

1. Landscape planting bed at least five-feet wide, or a raised planter bed at least two-feet high and three-feet wide, in front of the wall. Planting materials must be sufficient to obscure or screen at least 60-percent of the wall's surface within three years.
2. Installing a vertical trellis in front of the wall with climbing vines or plant materials.
3. Installing an artistic mural as approved by the Director.
4. Special building detailing that adds visual interest at a pedestrian scale. Such detailing must use a variety of surfaces; monotonous designs will not meet the intent of the standards.

For large visible blank walls, a variety of treatments may be required to meet the intent of the standards.

DEPARTURES will be considered provided the entire façade composition meets the intent of the standards for the context of the wall (e.g., walls along pathway corridors connecting parking areas to building entries might be granted more flexibility than street facades).

Figure 3.6.B
Blank wall treatment examples.



PART 4 – TOWNHOUSE STANDARDS

4.1 – Front-loaded Townhouses

Front-loaded townhouses are those where the main pedestrian entry is on the same façade as the driveway and garage. The provisions herein supplement the related standards in Section 3.2.B

Intent

- De-emphasize driveways and garages as major visual elements.
- Enhance pedestrian safety.

Design Criteria

- A. Front-loaded townhouse (where the main pedestrian entry is on the same façade as the driveway and garage) buildings are prohibited adjacent to public streets.
- B. Front-loaded townhouses adjacent to a private street must integrate shade trees at a rate of one tree/dwelling unit and placed in planters along the edge of the street.
- C. Front-loaded townhouses featuring private two-car garages must integrate at least three of the following features to help mitigate the visual impact of the driveway and garage doors on the streetscape:
 1. Integrate decorative garage door design or utilize a color darker than that of the rest of the façade (required feature).
 2. Integrate a stoop entry adjacent to the garage.
 3. Integrate a trellis with landscaping projecting over the garage door.
 4. Cantilever the upper floor over the garage by at least four feet.
 5. Cantilever a balcony or deck that projects at least four feet over the garage covering the full width of the garage.
 6. Integrate decorative pavers, colored concrete or other durable surface materials that add visual interest and effectively soften the streetscape.

Figure 4.1
Acceptable front-loaded townhouse examples.



Left: Decorative garage door with dark color; stoop entry; colored concrete surface Right: Stoop entry; decorative garage door; balcony projecting over garage.



Columbia Gardens Wine & Artisan Village Monument & Wayfinding Signage

Especially prepared for
Port of Kennewick Board of Commissioners
February 8, 2022

Considerations

In response to feedback from both citizens and tenants, it became apparent that additional wayfinding signage is needed for the Columbia Gardens Wine & Artisan Village. And while the port previously installed signage on the entry walls, that signage (while great for pedestrians) runs parallel to Columbia Drive and is not readily visible to motorists who are conditioned to viewing signage perpendicular to the street.

As part of the bi-annual goals and objectives, the CEO was tasked with exploring options and considerations to add signage that could support visibility, wayfinding and vibrancy at Columbia Gardens.

In researching options, it was determined that monument-style signage located along Columbia Gardens and smaller internal signage could help attract motorist, bicycle and pedestrian attention and distinguish points of interest within the development.

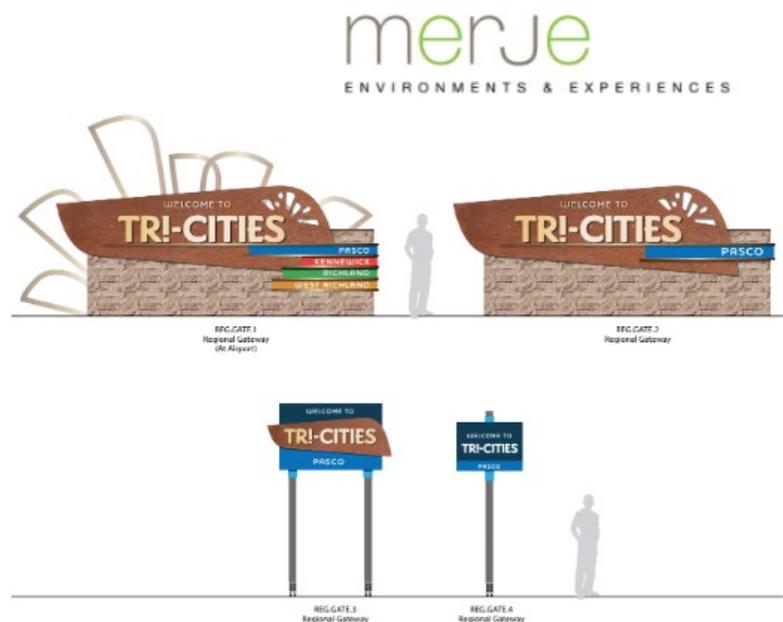


As part of the process, several items were identified as needing to be addressed for the monument and wayfinding signage, including consideration of the community's recent regional signage project; federal, state and local regulations and involvement; waterfront design standards; lighting; and estimated costs. These issues are detailed below, some of which have been addressed. Others will require further resolution before signage can be ordered/installed.

Complementary Design

Regional Wayfinding:

Consideration was given to the regional branding and community-wide wayfinding design effort coordinated and established by TRIDEC, Visit Tri-Cities and the Tri-Cities Regional Chamber of Commerce.



Established City Signage:

Consideration was given to the fact that the City of Kennewick had recently installed monument-style gateway signage at the base of the nearby “Cable Bridge,” which included Port of Kennewick funding. The city also installed smaller points-of-interest wayfinding signage on Clover Island Drive and Columbia Drive. This signage helped establish a benchmark standard for signage within Kennewick’s Historic Waterfront District.



Historic Waterfront District Design Standards: The port’s Board of Commissioners approved design standards for the Historic Waterfront District, and Meier Engineering & Architecture was identified as the waterfront district town architect. Meier was asked to consider the regional branding/wayfinding plan, recent city signage and prepare conceptual signage that would conform to the adopted Waterfront District Design Standards while complementing city signage and the design aesthetic from established investments at the wine village and on Clover Island.

Previous Investments/Architectural Elements: The Meier-designed monument and wayfinding signage complements the city signage and is reminiscent of elements from many of the port’s previous investments in the Historic Waterfront District: the flat silver banding found on the Clover Island gateway arch; the sweeping curves found on the Clover Island gateway arch and on the trellis arch and transit shelter at Columbia Drive; the weathered steel found in the Aspirations, Rollin Mass, Fair Game, Willow Fish Traps at The Gathering Place, and Mother of Reinvention II artworks; and finally, the use of real stone and bright red metal in the city signage and on the port’s two-tenant tasting room building. All those elements combine to create a complementary signage aesthetic for the waterfront district and are reflected well in the monument and wayfinding signage proposed for Columbia Gardens.

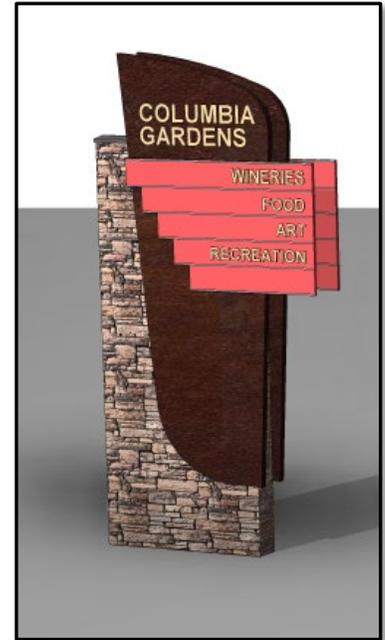


Type of Signage & Locations

Monument Signage: Motorists often travel more than forty miles an hour on Columbia Drive, so the signage must be visible and concise in its messaging. Red is a bright color that is eye-catching and has been accepted by City of Kennewick as their “identifying color” under the regional branding program (Richland uses green and Pasco, blue).

It is also important that signage be clean and not cluttered with too many messages. Thus, it was determined a summary listing of the “points of interest” would be most easily read/understood and most likely to encourage people to explore Columbia Gardens: Wine, Food, Art, Recreation (with space left for future items of interest such as “Shops”).

A 14-foot-tall, real stone, Corten steel and red metal sign is proposed to be installed, with the sign panel perpendicular to Columbia Drive in the city’s landscape easement. This monument-style sign would be double-sided to be viewed from both westbound and eastbound traffic. The look of the monument signage was inspired by and complements the gateway signage already established by City of Kennewick.

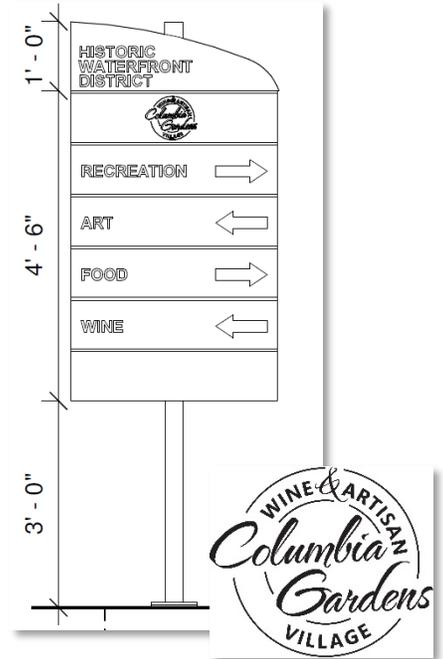


Wayfinding Signage: The Columbia Gardens Wine & Artisan Village Development established an early interior wayfinding aesthetic using black and white blade signs to identify the tasting room tenants. Meier combined the look of the city’s pedestrian wayfinding signage with the blade sign aesthetic and found a way to complement the city’s signage while identifying the wine village as a distinct development.



The port wayfinding signage has a panel and header design similar to the city's but uses square pole(s) instead of round, and the sign panel would be black with white lettering/arrows instead of the city's blue and white. The header section of the sign would be the same red as the city's and would use the words *Historic Waterfront District* to identify the area as part of a distinct neighborhood. The sign panels located at the wine village would also include the Columbia Gardens Wine & Artisan logo to reinforce branding for that location.

Meier designed a series of pedestrian wayfinding signs (*Exhibit A*) for use along the Duffy's Pond trail and the interior landscape areas within the Columbia Gardens Wine & Artisan Village. The idea is that these signs would provide information and guidance to help visitors understand where to go and what to do within the wine and artisan village and encourage visitors to discover Columbia Gardens from the Sacagawea Heritage Trail and The Willows.



Lighting: It will be necessary to provide lighting for the monument sign. As part of the cost estimating for signage, Meier A|E has developed an estimate for extending electrical and lighting the monument signage for visibility at night (*Exhibit B*). Lighting is anticipated to be similar to that found on the city gateway signs at the base of the Cable Bridge and West Clearwater near the Leslie roundabout.

Graffiti Prevention: It will be necessary for all signage, posts and panels to be treated with an anti-graffiti coating to help with the maintenance and longevity of the signs.

Federal, State, City Regulations

Several other critical issues must be addressed before placing wayfinding signage along Duffy's Pond and Columbia Drive.

Landscape Easement: The Port of Kennewick gave City of Kennewick an easement for the landscape improvements along Columbia Drive. Installation of the monument sign will require amending that easement. City of Kennewick Public Works and City of Kennewick legal departments have been asked to review the Interlocal Agreement and landscape easement to help advise port staff on the ability to install the signage on Columbia Drive. A formal request and processing may be required either administratively with staff or through the city council and port commission.

Zoning / Variance / Permit: For the monument sign on Columbia Drive, Meier has designed it at 14 feet tall to ensure visibility and accommodate the required wording and panels. The city zoning limits the height of signage to 13-feet. However, city planning staff have reviewed

preliminary designs and have indicated support for the monument and wayfinding signage. They have indicated the port could apply for an administrative variance of not more than 10% (which, if approved, would accommodate the 14-foot-tall monument sign as designed). Application for the variance can be made concurrently with the permit for construction.

Site Lines/Access/Sidewalk Revision: City codes control where signage can be placed on Columbia Drive to ensure sight lines are maintained and there is not too much visual clutter or diminished access at any intersection. Meier determined the best location for the monument sign would be to the east of the Cedar Street intersection.

Liquor Control Board: There are significant restrictions and rules related to advertising alcohol to the public. Port staff contacted the Washington State Liquor and Cannabis Board (WSLCB) advertising coordinator and port legal counsel researched state RCWs to determine that having words such as “Wine,” “Wineries” or “Tasting Rooms” on an off-premises sign on a city street or park trail will not cause any problems for port tenants or raise any concerns with the WSLCB.

U.S. Army Corps of Engineers / City of Kennewick / Historic & Cultural Resources: The U.S. Army Corps of Engineers owns Duffy’s Pond and levee, which the City of Kennewick manages under a recreational lease. The port gave the city an easement to construct the pedestrian/bike trail along a portion of the port’s land adjacent Duffy’s Pond adjacent to Columbia Gardens, other parts of that trail are on federal land.



While the city and port have an Interlocal Agreement whereby the port maintains the Duffy’s Pond trail, that pathway was constructed by and is part of the city’s parks and recreation system. The city’s Parks Commission and staff will need to be consulted to assist with approvals and permitting for any signage not installed on port land.



Also, any construction near the river that may impact historic properties requires federal and state agencies to consider the effects on historic and cultural resources. The Duffy's Pond trail is on the original Columbia Rivershore (before the levee was constructed). The placement of monument and wayfinding signage will require cultural resources observation per the State Historic Preservation Office and the port's MOU with the Confederated Tribes of the Umatilla Indian Reservation.



Sample Signage – Exhibit A

As the port's town architect, Meier Architecture & Engineering has prepared renderings of potential signage for both the Columbia Gardens monument/point of interest sign and the pedestrian wayfinding signs. Renderings of these signs and their proposed placement within the wine and artisan village, The Willows and Sacagawea Heritage Trail are included in Exhibit A.

Cost Estimates – Exhibit B

Monument Signage: Meier has developed preliminary cost estimates for constructing and installing a monument sign at the Cedar Street intersection, which includes electrical and light fixtures to ensure visibility at night.

Pedestrian Wayfinding Signage: Meier has developed preliminary cost estimates for construction and installation of pedestrian wayfinding signage for the Columbia Gardens interior and at various places on Duffy's Pond trail at Columbia Gardens and The Willows. Additionally, they have suggested a bicycle-scale sign along the Sacagawea Heritage Trail near the Clover Island Gateway Arch.

The cost estimates are included in Exhibit B.

Exhibit A

Meier Architecture & Engineering Monument & Wayfinding Signage Design Drawings

SIGN LEGEND

 TYPE A	1 Type A Monument Sign
 TYPE B	2 Type B Signs
 TYPE C	2 Type C Signs
 TYPE D	2 Type D Signs
 TYPE D	4 Type D1/D2 Signs



Type A Monument Sign at Columbia Drive at Cedar Street.



Type D2 Wayfinding Sign adjacent two-tenant building. SAMPLE ONLY—WORDS AND ARROWS NOT YET DETERMINED



Type D2 Wayfinding Sign at Duffy's Pond Trail access near Food Truck Plaza. SAMPLE ONLY—WORDS AND ARROWS NOT YET DETERMINED



Type C Wayfinding Signs proposed for Courtyard Wall adjacent Duffy's Pond Trail access.



Type B Wayfinding Sign on Clover Island Drive at The Willows. SAMPLE ONLY—WORDS AND ARROWS NOT YET DETERMINED



Type D1 Wayfinding Sign on Sacagawea Heritage Trail at Clover Island Gateway. SAMPLE ONLY—WORDS AND ARROWS NOT YET DETERMINED

Exhibit B

Meier Architecture & Engineering Monument & Wayfinding Signage Preliminary Cost Estimates

SIGN LEGEND

		Each	Total
 TYPE A	1 Type A Monument Sign:	\$97,203	\$97,203
 TYPE B	2 Type B Signs:	\$29,516	\$59,032
 TYPE C	2 Type C Signs:	\$ 4,353	\$ 8,706
 TYPE D	4 Type D1/D2 Signs:	\$23,608	<u>\$94,432</u>
	Total:		<u>\$259,373</u>

Estimated Costs by Site:

Columbia Gardens

1 Type A Monument Sign:	\$ 97,203
2 Type C Signs:	\$ 8,706
3 Type D2 Signs:	<u>\$ 70,824</u>
total:	\$176,733

The Willows

2 Type B Signs:	\$59,032
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Sacagawea Heritage Trail

1 Type D1 Sign:	\$23,608
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Columbia Gardens Monument Sign (TYPE A)



Project No.: 8837
 Project Description: **New Monument Sign at Columbia Gardens**
 Location: **Kennewick, WA**

Title: **Schematic Design Estimate**
 Architect: **Meier Enterprises, Inc.**

Rev 2

CSI Division	Description		
Division 0	General Requirements		\$ 7,781.07
Division 3	Sign - Footing and Slab		\$ 4,618.88
Division 4	Real Stone Veneer Masonry		\$ 3,550.35
Division 5	Structural Steel		\$ 20,916.98
Division 7	Thermal & Moisture & Graffiti Coating		\$ 300.66
Division 10	Specialties		\$ 10,378.14
Division 24	Electrical Systems - Lighting		\$ 3,000.00
Division 31	Earthwork		\$ 5,048.50
Division 32	Site Improvements		\$ 345.62
Subtotal			\$ 55,940.20

	GENERAL CONTRACTOR PROFIT	6%			\$3,356.41
	GENERAL CONTRACTOR OVERHEAD	12.5%			\$6,992.53
	GENERAL CONDITIONS COMPLIANCE	2%			\$1,118.80
	PERCENTAGE OF BUILDING PERMIT COST	ASSUMED \$4.75 PER \$1,000			\$265.72
	INSURANCE, BUILDERS RISK	0.62%			\$346.83
	PERFORMANCE BONDS	1.75%			\$978.95
	Estimated Construction Bid Cost				\$68,999
	SALES TAX	8.6%			\$5,934
	CONTINGENCY	10%			\$6,900
	Pricing March to to Bid Date at 2.025 % per month	22.28%	Assume 11 Months, Bid in January		\$15,370
Total Project Estimated Cost					\$97,203

Columbia Gardens Sign Type B



Project No.: 8837

Title: Schematic Design Estimate Rev 1

Project Description: New Type B Sign at Columbia Gardens

Architect: Meier Enterprises, Inc.

Location: Kennewick, WA

CSI Division

Description

Division 0	General Requirements	\$	2,336.18
Division 3	Sign - Footing and Slab	\$	451.46
Division 5	Steel Fabrications	\$	8,210.31
Division 7	Thermal & Moisture & Powder\Graffiti Coating	\$	191.90
Division 10	Specialties	\$	3,784.32
Division 31	Earthwork	\$	2,524.25
Division 32	Site Improvements	\$	112.86
Subtotal		\$	17,611.28

	GENERAL CONTRACTOR PROFIT	6%		\$1,056.68
	GENERAL CONTRACTOR OVERHEAD	12.5%		\$2,201.41
	GENERAL CONDITIONS COMPLIENCE	2%		\$352.23
	PERCENTAGE OF PERMIT COST	ASSUMED \$4.75 PER \$1,000		\$83.65
	INSURANCE, BUILDERS RISK	0.62%		\$109.19
	PERFORMANCE BONDS	1.75%		\$308.20
	Estimated Construction Bid Cost			\$21,723
	SALES TAX	8.6%		\$1,868
	CONTINGENCY	5%		\$1,086
	Pricing March to to Bid Date at 2.025 % per month	22.28%	Months, Bic	\$4,839
Total Project Estimated Cost				\$29,516

Columbia Gardens Sign Type C



Project No.: 8837

Title: Schematic Design Estimate Rev 1

Project Description: New Type C Sign at Columbia Gardens

Architect: Meier Enterprises, Inc.

Location: Kennewick, WA

CSI Division

Description

CSI Division	Description	
Division 0	General Requirements	\$ 350.00
Division 3	Sign - Footing and Slab	\$ -
Division 5	Steel	\$ 1,630.24
Division 7	Thermal & Moisture & Graffiti Coating	\$ 35.04
Division 10	Specialties	\$ 630.72
Division 31	Earthwork	\$ -
Division 32	Site Improvements	\$ -
Subtotal		\$ 2,646.00

	GENERAL CONTRACTOR PROFIT	6%		\$158.76
	GENERAL CONTRACTOR OVERHEAD	12.5%		\$330.75
	GENERAL CONDITIONS COMPLIENCE	2%		\$52.92
	PERCENTAGE OF PERMIT COST	ASSUMED \$4.75 PER \$1,000		\$12.57
	INSURANCE, BUILDERS RISK	0.62%		\$16.41
	PERFORMANCE BONDS	1.75%		\$46.31
	Estimated Construction Bid Cost			\$3,264
	SALES TAX	8.6%		\$281
	CONTINGENCY	3%		\$82
	Pricing March to to Bid Date at 2.025 % per month	22.28%	Months, Bic	\$727
Total Project Estimated Cost				\$4,353

Columbia Gardens Sign Type D2



Project No.: 8837

Title: Schematic Design Estimate Rev 1

Project Description: New Type D2 Sign at Columbia Gardens

Architect: Meier Enterprises, Inc.

Location: Kennewick, WA

CSI Division

Description

Division 0	General Requirements	\$	2,336.18
Division 3	Sign - Footing and Slab	\$	451.46
Division 5	Steel Fabrications	\$	4,667.73
Division 7	Thermal & Moisture & Powder\Graffiti Coating	\$	209.42
Division 10	Specialties	\$	3,784.32
Division 31	Earthwork	\$	2,524.25
Division 32	Site Improvements	\$	112.86
Subtotal		\$	14,086.22

	GENERAL CONTRACTOR PROFIT	6%		\$845.17
	GENERAL CONTRACTOR OVERHEAD	12.5%		\$1,760.78
	GENERAL CONDITIONS COMPLIENCE	2%		\$281.72
	PERCENTAGE OF PERMIT COST	ASSUMED \$4.75 PER \$1,000		\$66.91
	INSURANCE, BUILDERS RISK	0.62%		\$87.33
	PERFORMANCE BONDS	1.75%		\$246.51
	Estimated Construction Bid Cost			\$17,375
	SALES TAX	8.6%		\$1,494
	CONTINGENCY	5%		\$869
	Pricing March to to Bid Date at 2.025 % per month	22.28%	Months, Bic	\$3,870
Total Project Estimated Cost				\$23,608

Memorandum

To: Tim Arntzen, Executive Director
From: Larry Peterson
Date: February 8, 2022
Re: Vista Field Policy Issues & Commission Decisions/Reaffirmations Needed

Together with the numerous tasks staff is completing to bring the Vista Field Redevelopment project to market, there is a need for several Commission policy decisions and/or reaffirmations of previous decisions. These policy decisions are proposed to be presented at the next three Commission meetings in a format that would allow for Commission decisions/direction at those meetings. Below is the proposed “agenda” for the next three meetings with details on the decisions.

❖ PROPOSED AGENDA & SCHEDULE OF POLICY ISSUES

JANUARY 25, 2022 Meeting

(Commission Reaffirmed via Consensus vote)

- ✓ Initial Marketing Area
- ✓ Initial Parcel Offer Prices

FEBRUARY 8, 2022 Meeting

(Commission Reaffirmation sought via Consensus vote)

Joint-Use Parking areas initially provided by the Port {inherent role of the developer}
Project Reinvestments triggered by initial development {inherent role of the developer}

FEBRUARY 22, 2022 Meeting

(Commission Reaffirmation sought via Consensus vote)

Vista Field Introduction to Governing Documents {helps to explain the regulator pieces}
Vista Field Declaration of Covenants {applies to entire site, regardless of use}
Vista Field Declaration of Covenants-Commercial Property {2nd layer for commercial uses}
Vista Field Association Assessment Structure {actual costs to owners based upon use}
Vista Field Association Appointment of initial Officers

(Shared with Commission for information but formal approval not required)

Vista Field Association Article of Incorporation {non-subjective, dictated by State law}
Vista Field Association By-Laws {non-subjective, dictated by State law}

❖ POLICY ISSUES for February 8, 2022 meeting

(Commission Reaffirmation sought via Consensus vote)

Joint-Use Parking areas initially provided by the Port

The whole concept of new urbanism really involves developing land in the most efficient and productive manner. “Efficient and productive” in this case can be measured in amounts. Amount of building on a particular parcel, amount of revenue a given parcel can generate and possibly most important; amount of activity and vibrancy generated. One way to maximize these “amounts” is through sharing common elements that benefit all and yet avoids duplication by each owner. Vehicle parking consumes the largest portion of land in development typical since the 1960’s.

Joint-Use parking lots are one way to address a basic need without unnecessary duplication. The Vista Field master plan addresses vehicle parking through joint-use parking lots augmented by on-street parking. The on-street parking is/will be established when the main streets are constructed leaving the joint-use parking lots to be completed by the master developer. *{Port is the master developer at Vista Field}*

Due to both logistic and budgetary reasons most of the joint-use parking planned in Phase #1 hasn’t been constructed. Logistically joint-use parking lot construction is sequenced after building construction to avoid damage during that construction process. Financially the joint-use parking lots are intended to be construction with a portion the land sale proceeds obtained from the parcel benefiting from the joint use parking.

Parcel pricing is based upon the premise that smaller lots and buildings will be wholly dependent on parking provided by others. Pricing also contemplated that the larger parcels would prove for some of their parking need on-site and could rely on the remaining need being met by the joint-use parking lots. The Vista Field Property Owners Association establishes a mechanism where all future owners would contribute to the perpetual maintenance of the joint-use parking lots, but these lots need to be constructed by someone/some entity.

Almost without exception the master developer constructs these joint-use parking lots; however, in some instances the developer might accept less for the land if the buyer commits to make common use improvements such as a parking lot. In the Port’s situation, being a municipal corporation, at best this might be perceived as an effort to avoid payment of prevailing wages to construct a common use element and at the other end of the spectrum involve complications far beyond just an audit finding and requirement to pay the wage differences.

QUESTION: Does the Commission concur with the principle that as the “master developer” the Port has the responsibility to construct the joint-use parking improvements?

Project Reinvestments Triggered by Initial Development

This issue encompasses the prior discussion about the Port utilizing land sale proceeds to construct joint-use parking lots but is far broader. Per the master plan, a 2.5 acre central gathering area known as Daybreak Commons needs to be improved. Per the Port/City 10-year development agreement, the Port has financial responsibility for a prorated portion of improvements to intersections negatively impacted by Vista Field traffic. Funding the last 7 phases on the remaining 80-acres will also require significant investment by the master developer.

The Port has selected a pay-as-you-go approach to the Vista Field project which negated the need to adjust {aka raise} taxes. Yes, a \$5M+ loan was obtained, but the Port's strong financial position allowed for structuring repayment with existing revenue streams. The improvements completed in 2019-2020 are effectively "covered" it's a matter of how the planned/expected/future improvements will be funded. Fortunately funding for and construction of these improvements is tethered to land sales, which generate the necessary proceeds. No land sale = no traffic to mitigate and no worry about funding more "product". But land sales will occur, building will arise, additional cars will travel, and additional land will need improvements.

Effectively the horizontal improvements (roads, utilities, open space, transportation elements) could be funded as proceeds from land sales are obtained. There is and will be an expectation of all who buy into Vista Field that a great central open space will be developed where now sagebrush and boulders exists. Funding will likely dictate timing of this improvement. Ideally, Daybreak Commons would be improved before the adjacent parcels are sold, which would result in enhanced land sale revenues to the Port. However, if land sale proceeds are required to make the improvements, there would surely be a great expectation other than those adjacent buyers, that the open space would be completed prior to the private section. Improvements of future phases would be required as the first phase is sold, but again, land sales trigger these future improvements.

Vertical improvements such as remodeling the three corporate hangars on Deschutes Avenue would require funding beyond the embedded within the first phase.

QUESTION: Does the Commission concur with the principle Vista Field land sales proceeds will be directed back into the Vista Field project for both on-site improvements and off-site traffic mitigation commitments?

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AGENDA REPORT

TO: Port Commission

FROM: Amber Hanchette, Director of Real Estate & Operations

MEETING DATE: February 8, 2022

AGENDA ITEM: Temporary Workers

I. REFERENCE(S): Exhibit A – Services Proposal
Resolution 2022-09

II. FISCAL IMPACT: \$100,000.00

III. DISCUSSION:

In mid-March 2020, the coronavirus pandemic forced the Washington State Department of Corrections to recall all local offsite work crews back to the Coyote Ridge facility in Connell, Washington. As the pandemic continued throughout 2021, work crew attendance was sporadic and made workflow planning very challenging.

For many years, the port has contracted with the Washington State Department of Corrections to provide two supervised work crews of 6-8 inmates as supplemental labor to port maintenance and operations. Some of their tasks have included pulling weeds, mowing, picking up garbage, painting, fence building, cleaning off graffiti, cleaning docks, digging, sweeping and various small projects as assigned. The absence of these work crew services has created a significant labor deficit in port operations.

The Port utilized temporary labor for 2021 to make up for a reduced and intermittent schedule from the Washington State Department of Corrections work crew which will continue into 2022.

Presented to the commission today is a \$100,000 contract (Exhibit A) with Express Employment Professionals that will be used for 3-4 temporary laborers working 4-8 hours per day, five days per week on general maintenance and project tasks.

IV. ACTION REQUESTED OF COMMISSION:

Discussion and consideration of Resolution 2022-09.

Motion: *I move approval of Resolution 2022-09 authorizing the Port's Chief Executive Officer to execute all documentation necessary to contract with Express Employment Professionals in order to assist port operations with temporary workers; and further ratifies and approves all action by port officers and employees in furtherance hereof.*

PORT OF KENNEWICK

RESOLUTION No. 2022-09

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AUTHORIZING
A CONTRACT WITH EXPRESS EMPLOYMENT PROFESSIONALS**

WHEREAS, in mid-March 2020 the coronavirus pandemic forced the Washington State Department of Corrections to recall all local offsite work crews back to the Coyote Ridge facility in Connell, Washington leaving a significant deficit in labor within port operations; and

WHEREAS, the Washington State Department of Corrections work crew continues to maintain a significantly reduced and intermittent schedule which may continue into 2022; and

WHEREAS, Express Employment Professionals has been a reliable source for temporary workers to perform maintenance duties at various port properties.

NOW, THEREFORE; BE IT HEREBY RESOLVED that the Board of Commissioners of the Port of Kennewick hereby authorize the Port's Chief Executive Officer to execute a service agreement with Express Employment Professionals for \$100,000.

ADOPTED by the Board of Commissioners of the Port of Kennewick on the 8th day of February 2022.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

By: _____

SKIP NOVAKOVICH, *President*

By: _____

KENNETH HOHENBERG, *Vice President*

By: _____

THOMAS MOAK, *Secretary*