

Monday, May 6, 2024

College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)

5:00 PM

In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/84272120495>

Or you may call this number to listen: 1-669-900-9128 ID# 842 7212 0495 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items

Subject :	1.01 Call To Order
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Type :	Information

Public Content

Voting Members

Position 1 - Tracy Warner - term expires 12/31/2026

Position 2 - Kelli Leen - term expires 12/31/2024

Position 3 - Doug Case - term expires 12/31/2026

Position 4 - Chloe Congleton -term expires 12/31/2024

Position 5 - Allison Peck - term expires 12/31/2026 - Vice Chair

Position 6 - Bruce Morehead - term ends 12/31/2024 - Chair

Ex-Officio - Arlene Alen - WW Valley Chamber of Commerce Representative

Advisory Members

Mike Rizzitiello-City Administrator

Brian Carleton-Finance Director

Sherri St. Clair- City Clerk

Subject : 1.03 Public Comment

Meeting : May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)

Category : 1. Opening Items

Type : Procedural

Public Content

Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to make recommendations to the City Council.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: Note that there are deadlines for written comments to be included in the meeting documents.

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. Consent Agenda

Subject : 2.01 Approve Agenda for May 6, 2024

Meeting : May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)

Category : 2. Consent Agenda

Type : Action (Consent)

Recommended Action : Motion to approve the agenda for May 6, 2024.

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject : 2.02 Approve Minutes from February 5, 2024

Meeting : May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)

Category : 2. Consent Agenda

Type : Action (Consent), Minutes

Recommended Action : Motion to approve minutes from February 5, 2024.

File Attachments

[2024-2-5_EDTEC_Meeting_Minutes_Draft_BoardDocs® Plus.pdf \(761 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject : 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing items for approval of the Commission by a single motion. Typically the items listed under the consent agenda are the minutes from previous meetings and the agenda for the current meeting. Documentation concerning these items has been provided to all Commission Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission Member.

Meeting : May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)

Category : 2. Consent Agenda

Type : Action (Consent)

Recommended Action : Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Guest Presentations

Subject : 3.01 Update on Community Events - Mrs. St. Clair

Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	3. Guest Presentations
Type :	Information

Public Content

Information for Consideration:

Spring Block Party

The City's Spring Block Party will take place on May 19, 2024 from 1:00 PM to 6:00 PM on South College Avenue between 4th Street and Whitman Drive. This event will feature 50+ vendors, live entertainment, and activities for the kids. The City will be accepting vendor applications for this event until May 12, 2024. For vendor applications, please visit: https://www.cpwa.us/residents/events/block_party.php

College Place Farmers and Artisan Market

The College Place Farmers and Artisan Market opening day is May 30, 2024. Due to construction at Lions Park, the College Place Farmers Market will be held in Kiwanis Park located at SE 3rd Street next to Davis Elementary School for the 2024 season. The season starts May 30, 2024 and runs through September 26, 2024 on Thursday's from 4:00 PM to 7:00 PM. Come to the Market every Thursday and enjoy live music, farm fresh produce, and support local small businesses. The Market will also feature special event/activities days. The Walla Walla County Health Department will be hosting the Kids Club again this year so bring your kids to sign up and they will receive a free \$2 Kids Club Cash to shop for fresh produce every market day. The College Place Farmers Market also accepts SNAP EBT. Customers can use their EBT card at the City booth to purchase SNAP tokens to spend at the market, and in addition to the tokens, customers can receive up to \$25 in SNAP Market Match per day. Market Match can be used to purchase fresh produce such as fruit, vegetables, herbs, mushrooms, seeds, and edible plants. Furthermore, approved vendors also accept WIC and Senior Farmers Market Nutrition Program (SFMNP) funds. The College Place Farmers Market will be accepting applications all season long. Membership applications will be accepted through June 30, 2024. For vendor applications, please visit: https://www.cpwa.us/residents/events/farmers_and_artisans_market.php

College Place Freedom Festival

The College Place Freedom Festival will be on Sunday June 30, 2024 from 6:00 PM to 10:00 PM at the College Place High School Campus located at 1755 S. College Avenue. This event will feature many vendors, live music by the Diego Ramiro Band, and a Columbia REA sponsored firework show at 10:00 PM. Vendor applications will be available soon. Here is the link to the College Place Freedom Festival page: https://www.cpwa.us/residents/events/freedom_festival.php.

Movies in the Park

This year's Movies in the Park schedule is June 22nd, July 13th, August 3rd, and August 24th. All movies will be shown at Kiwanis Park at sundown. Here is the link to the Movies in the Park event page:https://www.cpwa.us/residents/events/movies_in_the_park.php.

Sponsorships

If you would like to get involved in sponsoring City events, there are several different sponsorship opportunities available from sponsoring a Movies in the Park movie to a day activity at the College Place Farmers Market. For more information and the 2024 sponsorship brochure, please visit:https://www.cpwa.us/residents/events/sponsorship_packages.php.

Volunteers

If you would like to get involved by volunteering to help with City events, please visit<https://www.cpwa.us/residents/volunteer.php>.

File Attachments

- [2024 Upcoming Events.pdf \(7,042 KB\)](#)
- [2024 CPFM Poster.pdf \(8,112 KB\)](#)
- [2024 Block Party Flyer 1.pdf \(13,145 KB\)](#)
- [2024 Block Party Vendor Application Fillable.pdf \(340 KB\)](#)
- [2024 CPFM Vendor Handbook.pdf \(1,304 KB\)](#)
- [2024 CPFM Vendor Application Fillable.pdf \(355 KB\)](#)
- [2024 City Event Sponsorship Packet Fillable.pdf \(18,870 KB\)](#)
- [SNAP MM Sign English.pdf \(145 KB\)](#)
- [2023 Currency Info Sheet.pdf \(392 KB\)](#)

4. Action Agenda

Subject :	4.01 Proposed Industrial Property Tax Exemption Program - Mr. Rizzitiello
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	4. Action Agenda
Type :	Action
Preferred Date :	May 06, 2024
Absolute Date :	May 06, 2024
Fiscal Impact :	Yes
Budgeted :	No
Recommended Action :	Motion to recommend to City Council creating of a targeted urban area industrial property tax exemption program.

Public Content

Historical Perspective:

Historically, the City had only 3.65 acres of Light Industrial Land. This land is the Whitman & Evans Light Industrial site. With the annexation of Martin Airfield, about another 24 acres is Light Industrial that is located between the active runway and Whitman Drive.

Information for Consideration:

The State allows cities in Targeted Urban Areas to create a ten year industrial property tax exemption for family wage jobs. Up until 2021, this program was only allowed for Snohomish County communities per RCW. In 2021 this program was reformed where any community could offer this for light industrial uses on undeveloped or underutilized light industrial areas where the minimum is 10,000 square feet with an improvement value of at least \$800,000, create at least twenty five family living wage jobs (defined as \$23 an hour or more), and participate in state apprenticeship programming.

File Attachments

- [2021_JLARC_LegislativeChanges.pdf \(219 KB\)](#)
- [ArlingtonWA_IndustrialPropertyTaxExemption.pdf \(562 KB\)](#)
- [Draft_CPCode_IndustrialPropertyTaxExemption'.pdf \(135 KB\)](#)
- [GIS_EconomicDevelopment_ProposedTUAIndustrialMap.pdf \(3,632 KB\)](#)
- [LakeStevens_IndustrialExemptionOrdinance2.pdf \(133 KB\)](#)
- [Pasco_IndustrialTaxExemption.pdf \(568 KB\)](#)
- [RCW 84.25-TUA.url \(0 KB\)](#)
- [Richland TUA Article.url \(0 KB\)](#)
- [Richland_AgendaBill_IndustrialPropertyTaxExemption.pdf \(70 KB\)](#)
- [Richland_TargetedUrbanArea_Industrial_PropertyTaxExemption.pdf \(1,296 KB\)](#)
- [SessionLaw_1386.SL.pdf \(112 KB\)](#)

5. Staff Reports

Subject :	5.01 Downtown College Place Parking Lots - Mr. Rizzitiello
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	5. Staff Reports
Type :	Discussion, Information

Public Content

Historical Perspective:

A big issue with encouraging investment along the Downtown College Avenue corridor is parking. Developments should be accompanied with parking but weird shape of lots doesn't allow it which stymies investment.

Information for Consideration:

The City included \$1.9 million in the Downtown/Stone Creek TIF to acquire and construct parking lots to support Downtown investment. The attached slides showcase top sites. Also, attached is a draft lease we will present to the University for consideration. The big issue with the University properties is they will only consider a outright lease. Not a purchase.

File Attachments

- [College Avenue Parking Lots - Slides.pdf \(813 KB\)](#)
- [College Avenue Parking Lots.pdf \(442 KB\)](#)
- [criteria and results.pdf \(205 KB\)](#)
- [Parking Lot Lease with WWU.pdf \(184 KB\)](#)

Subject :	5.02 ELDA WA CCP LLC Development - Mr. Rizzitiello
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	5. Staff Reports
Type :	Discussion, Information

Public Content

Historical Perspective:

The City put in Whitman Drive from Larch to Myra in 2004. The City has struggled for years to get commercial development on the site due to a number of issues.

Information for Consideration:

Bob Price (agent) and Marcus Deleo-Fullard (Property Owner) have a deal in the hopper for a large hotel/convention center with supporting retail/restaurants. The deal is hinged on getting a roundabout constructed on Whitman Drive. The development could have also happened with the City of Walla Walla allowing the developer to install a right-in, right-out for freight further south on Myra Rd (City of Walla Walla) owns Myra Rd right-of-way from Rose Street to State Route 125 but they refuse to. So this is an option. We will work with the property owner to submit a State of Washington Transportation IMprovement Board UAP grant to cover some costs.

File Attachments

- [SCP-124032117260.pdf \(778 KB\)](#)
- [WhitmanDr-HomeDepot-RndabtConcept--140IncribedDia--02APRIL2024.pdf \(110 KB\)](#)
- [WhitmanDr-RndabtConcept-Overlay1-140IncribedDia--16APRIL2024.pdf \(477 KB\)](#)
- [WhitmanDr-RndabtConcept-Overlay2-140IncribedDia--16APRIL2024.pdf \(4.017 KB\)](#)

Subject :	5.03 Conceptual Plan SR 125 & College - Mr. Rizzitiello
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	5. Staff Reports
Type :	Discussion, Information

Public Content

Historical Perspective:

The State of Washington Department of Transportation (WSDOT) has had a long-term plan to eventually convert all intersections along State Route 125 into roundabouts.

Information for Consideration:

The State Route 125 & College Avenue & Aufte intersections are rising to importance due to impending development to the west. We want to get input from folks as this is early level conceptual design. The City is working with the State Freight Mobility Board to get it programmed into their work plan over the next decade.

File Attachments

[SR125&College RAB Budget Estimate 4-10-2024.pdf \(62 KB\)](#)
[SR125&CollegeAve_Concept 4-8-2024_Reduced.pdf \(964 KB\)](#)
[Conceptual Plan.pdf \(1,872 KB\)](#)

Subject :	5.04 May 2024 Development Update - Mr. Rizzitiello
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	5. Staff Reports
Type :	Discussion, Information

File Attachments

[DevelopmentTrackSheet_May2024.pdf \(130 KB\)](#)

6. Closing Items

Subject :	6.01 Next Meeting: June 3, 2024
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	6. Closing Items
Type :	Information
Subject :	6.02 Conclude
Meeting :	May 6, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	6. Closing Items
Type :	Procedural

College Place Economic Development, Tourism, and Events Commission - Hybrid (In-Person & Electronic) (Monday, February 5, 2024)

Generated by Sherri St Clair on Monday, February 5, 2024

1. Opening Items

Procedural: 1.01 Call To Order

Chair Morehead called the meeting to order at 5:00 PM.

Information: 1.02 Roll Call

PRESENT:

Commission Members	Tracy Warner; Kelli Leen; Allison Peck; Bruce Morehead
Ex- Officio	Arlene Alen - Walla Walla Valley Chamber of Commerce City Administrator, Michael Rizzitiello
Staff	Finance Director, Brian Carleton; City Clerk, Sherri St. Clair

Also Present:

MEMBERS EXCUSED:

Doug Case

MEMBERS ABSENT:

Chloe Congleton

Procedural: 1.03 Public Comment - None

2. Consent Agenda

Action (Consent): 2.01 Approve Agenda for February 5, 2024

Action (Consent), Minutes: 2.02 Approve Minutes from January 8, 2024

Action (Consent), 2.03 Excuse the Absence of Commission Member Case

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing items for approval of the Commission by a single motion. Typically the items listed under the consent agenda are the minutes from previous meetings and the agenda for the current meeting. Documentation concerning these items has been provided to all Commission Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission Member.

Commission Member Leen made a motion to approve the consent agenda. Second by Member Warner and the motion passed 4-0. Clerk note: Commissioner Alen raised hand on Zoom but did not voice her vote.

3. Guest Presentations - None

4. Action Agenda

Action: 4.01 Economic Development Fliers for FY 2024 -

Mr. Rizzitiello presented the Economic Development Fliers for FY 2024. Mr. Rizzitiello provided an overview of data found within the Economic Development fliers.

Commission Member Alen made a motion to recommend FY 2024 Economic Development Fliers and Material to City Council. Second by Member Peck and the motion passed 4-0. Clerk note: Commissioner Morehead did not vote.

5. Staff Reports

Information: 5.01 FY 2024 Community Events -

Ms. St. Clair provided an overview of the College Place 2024 Events Schedule which included the City Block Party, College Place Farmers Market, Movies in the Park, the College Place Freedom Festival, Trunk or Treat, and Winterfest.

Information: 5.02 Draft Master Development Agreement Template -

Mr. Rizzitiello informed the Commission that the City is anticipated multiple large future developments. The City's Attorney has been working on creating a standardized development agreement. Mr. Rizzitiello noted that the Development Agreement Template will be on the March agenda as an action item for recommendation to the City Council.

Information: 5.03 Sales Tax Sharing Agreement -

Mr. Rizzitiello informed the Commission that House Bill 2428 would allow cities to adopt interlocal agreements to share sales tax on big box retailers that meet specific size requirements. If the bill passes, the City of College Place and Walla Walla could negotiate an interlocal agreement for tax sharing which would benefit both cities in the event that a big box retailer opened up in either city.

Discussion ensued.

Information: 5.04 Draft Industrial Property Tax Exemption Proposal -

Mr. Rizzitiello informed the Commission that there is an tax incentive program offered in which industrial areas of at least 10,000 square feet that have an improvement value of at least \$800,000, create at least 25 family living wages of \$23 an hour or more, and participate in state apprenticeship programming.

Discussion: 5.05 Visit Walla Walla Regional Tourism Strategy -

Mr. Rizzitiello informed the Commission that Visit Walla Walla received a tourism grant to develop a vision, roadmap, promotions, and some various projects. Visit Walla Walla has created a 10-year Community Vision. Mr. Rizzitiello noted commission members and City involvement in the Visit Walla Walla regional tourism strategy.

Information: 5.06 February 2024 Development Update -

Mr. Rizzitiello presented the February 2024 Development Update summarizing the current status of the City's Commercial and Industrial developments as well as residential developments.

Discussion ensued.

6. Closing Items

Information: 6.01 Next Meeting: March 4, 2024

Procedural: 6.02 Conclude

Commission Member Leen made a motion to conclude the meeting at 5:35 PM. Second by Member Alen and, with no objections, the meeting concluded.

Approved:

Bruce Morehead - Chair

Attest:

Sherri St. Clair – City Clerk

The foregoing minutes are the official record of the Economic Development, Tourism, and Events Commission meeting that occurred February 5, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.



CITY OF COLLEGE PLACE

More information at
WWW.CPWA.US



Upcoming Events

Spring and Summer Fun in College Place!



**Thursdays
4-7PM**

Kiwanis Park
on SE 3rd Street
OPENING DAY: MAY 30TH!



**Sunday May 19th
1-6PM**

South College Avenue
4th Street to Whitman Drive



**Sunday, June 30th
6-10PM**

College Place High School
1755 S College Ave



**Saturdays
June 22nd July 13th
August 3rd August 24th**

Kiwanis Park
on SE 3rd Street
Movies start at sundown



College Place

FARMERS MARKET

Thursdays 4-7PM
Kiwanis Park
on SE 3rd Street

OPENING DAY: MAY 30TH!

Scan for
more info





Spring

BLOCK PARTY

COLLEGE PLACE, WA

SUNDAY MAY 19TH, 2024

1:00-6:00PM

**SOUTH COLLEGE AVENUE
4TH STREET TO WHITMAN DRIVE**



Vendor
Application

FAMILY FUN | FOOD | MUSIC



areid@cpwa.us

509.394.8511





2024 Spring Block Party Vendor Application

Sunday, May 19th 1-6 PM
College Avenue,
Between 4th St. and Whitman Dr.

VENDOR INFORMATION

Business/Organization Name: _____

Point of Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone # : _____

Phone # on event day, if different: _____

U.B.I. # (Business License) _____ ☐ NA

*You must have a valid business license in order to sell taxable items at Block Party

Provide a description of your booth and what you plan to sell or do for activity:

There is not electricity available at this venue. If your participation relies on access to electricity and you are unable to provide your own power source, please reach out to the Events

Coordinator: areid@cpwa.us

Please complete all pages of this form and email to **areid@cpwa.us** or drop-off/mail to: **City of College Place, 625 S. College Ave, College Place, WA. 99324**

VENDOR FEES

Vendor Fees are due before May 17th, 2024

Interested in selling at the College Place Farmers Market and becoming a CPFM Member Vendor?
Reach out to the Market Manager at cpfm@cpwa.us.

Vendor Fee:		
CPFM MEMBER Standard Booth (10' x 10')	\$10.00	☐
CPFM MEMBER Oversized Booth (10' x 20')	\$15.00	☐
Standard Booth (10' x 10')	\$20.00	☐
Oversized Booth (10' x 20')	\$30.00	☐
Non-Profit or Youth Vendor (10' x 10')	\$5	☐
Non-Profit or Youth Vendor (10' x 20')	\$10	☐
WWU Student Group (Provide school email)	\$0	☐

PAYMENT INFORMATION

How would you like to pay?

- ☐ Check Enclosed or Mailed (Payable to City of College Place)
- ☐ Email Invoice - Includes Online Payment Option
- ☐ Mail Invoice - Includes Online Payment Option
- ☐ Credit/Debit Card Via phone (Call 509-394-8510)
- ☐ Other:

I hereby release and forever discharge the City of College Place, Washington, Walla Walla University, and all volunteers from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the College Place Spring Block Party. All of the aforementioned entities shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect of the vendor, or any of their guests. Vendors assume all liability for booth and products sold. By signing this application form applicant agrees to abide by all policies and rules, and all amended policies and rules for individual events, set forth in this application. Please check with the Walla Walla County Department of Health pertaining to prepared food regulations.

I hereby grant the City of College Place permission to publish my name, Business/Organization's name, and likeness in any City of College Place publication for promoting and advertising the event. I hereby grant permission to be photographed, voluntarily and without compensation, by the City of College Place, understanding that the same, along with my name, is intended for publication by print, television, video, motion picture, and social media.

☐ I have read and agree to the Event Policies and Guidelines

Signature _____ Date _____

EVENT POLICIES AND GUIDELINES

Set-Up

Set up can begin as early as 11:00 AM and MUST be complete no later than 12:45 PM. All vendor vehicles must be out of the event area and parked in a designated lot no later than 12:30 PM. Best practice is to unload at your designated spot, park your vehicle, then set-up in order to avoid traffic congestion.

Take-Down

Take down can begin at 6:00PM. Vendors must remain open for business during the entire 1:00 to 6:00 PM event time. No early breakdowns. Best practice is to break-down, then bring in your vehicle to load up to avoid traffic congestion.

Booth Space

Booth assignments will be made based upon the needs of the event. Returning vendors and CPFM Member Vendors will receive first priority in considering space availability.

Vendors are required to maintain their individual space in a clean, safe, and sanitary manner. Each vendor is responsible for complete clean-up of their space at the close of the Event, including hauling away any trash that is generated in or around the booth and cleaning up any product debris left on the ground.

Canopies

All vendors who wish to erect canopies (highly recommended), including umbrellas, at the Event are required to have their canopies sufficiently and safely anchored to the ground with a minimum of 25 lbs per leg, from the time the canopy is put up to the time it is taken down. Vendors must supply their own weights. Any vendor unable to properly anchor their canopy will not be allowed to use the canopy.

Amenities

Walla Walla University restrooms will be open, see map for locations, and additional hand washing stations will be located in the food vendor area.

Detailed set up and parking instructions and maps will be provided the Friday before the event.

Alcohol

In partnership with Walla Walla University, Spring Block Party is an Alcohol-Free Event.

Licenses and Permits

Vendors are responsible for obtaining their food handlers certification, business license, Health Department permits, ect. And should have copies with them at the event. Contact the Washington State Department of Health for food service related questions.



2024 College Place Farmers Market Vendor Handbook

Contents

Market Overview	Pg. 2
Who Can Sell What	Pg. 3
Vendor Fees and Membership	Pg. 5
Market Policies and Guidelines	Pg. 7
Licenses, Permits & Special Requirements	Pg. 12
Currencies	Pg. 14
Vendor Checklists	Pg. 18
Product Regulations	Pg. 19
Sponsorships	Pg. 22

***Please read this handbook carefully before signing your application.
Keep this copy for your records. Failure to observe these policies may result in
charges or termination of your application/permit to sell***

College Place Farmers and Artisan Market

The College Place Farmers and Artisan Market (CPFM) is a community farmers market in the beautiful City of College Place, WA. While fostering a communal space to celebrate our diverse and region, the goals of the Farmers Markets are to provide an outlet for local farming families to directly sell their locally grown products and to provide farm-fresh food for consumers.

Market Manager

Athen Reid

cpfm@cpwa.us

Office: 509-394-8511

Market Cell: 509-386-4394

Market Location

The 2024 CPFM is located at the College Place Kiwanis Park on SE 3rd Street.

Mailing Address

College Place City Hall

625 S College Avenue.

College Place, WA 99324

Market Schedule

Every Thursday from 4pm-7pm beginning May 30th, 2024. The last market day is September 26th, 2024. There is no market July 4th, 2024.

Accommodations

If you require any ADA accommodations or have concerns about accessibility, please contact the Market Manager.

Operations

CPFM is a program of the City of College Place. Market operations are managed by the Market Manager and staff. The Market Manager has the responsibility of interpreting and enforcing CPFM Rules and Policies and has the authority to grant exceptions on a case-by-case basis.

Washington State Farmers Market Association (WSFMA)

The College Place Farmers and Artisan Market is a member of the Washington State Farmers Market Association. WSFMA is a 501(c)3 nonprofit organization working with over 110 member farmers markets to bring local, healthy food to communities and direct sales to farmers, artisans and other small businesses throughout Washington. We're here to share the know-how, training, and peer support farmers markets need to thrive. WSFMA strives to support and promote vibrant and sustainable farmers markets in Washington State through member services, education, and advocacy. The CPFM Policies and guidelines are structured in conjunction with the ROOTS Guidelines of the WSFMA.

Find more information on WSFMA at <https://wafarmersmarkets.org>

Who Can Sell What at the Market

CPFM reserves the right to prohibit anyone from selling or any product from being sold.

See Page 17 for full definitions and regulations.

- **Producers:** Farmers, Processors, Produce Resellers
- **Prepared food vendors:** Made and eaten at market
- **Artisans/crafters**



What is NOT allowed at CPFM?

Member Markets are not allowed to have the following vendors selling in their market, unless said vendor falls within an 'Exception'. These items are restricted from being sold in a WSFMA Market because the products are either not produced, processed, or created in Washington State by the vendor. However, vendors who are not allowed to sell at WSFMA Markets are allowed to sponsor market events/activities, as long as they are not selling or taking orders to sell.

- No Commercial or Imported Items
- No Second Hand Items (Exception: vendors who take a second hand item and recycle that item into a new use)
- No Out-of-State Processing, except boarder counties
- No Franchises
- No Non-Owner Operated Businesses

Goods & Services Encouraged at the Market

Artisan Foods	Dairy & Eggs	Fibers
Flowers & Plants	Fruits & Berries	Grains
Herbs	Meat, Fish & Fowl	Nuts & Seeds
Specialty Products	Vegetables	Handcrafted Products

Who is otherwise allowed to have a booth at CPFM?

- Non-profit/ community/ government organizations
- Sponsors. (See Page XXXX)

Non-Profits

Non-Profit Organizations are allowed to have a booth at the market on a limited basis, to provide information to residents about their organization and services. The organization must complete a vendor application stating the intention of the booth. The Market Manager will schedule each approved non-profit booth in a manner to offer fair opportunity for others, while limiting this type of booth to no more than two or three per market day.

Youth Entrepreneur

CPFMM offers a discounted daily booth rate to youth entrepreneurs. Youth entrepreneurs must follow the same guidelines as the adult vendor population. Youth Vendors shall adhere to the following:

- Be the grower or producer of items for sale
- Complete Vendor Application Form
- Actively sell their goods and items without the assistance of a parent and/or chaperone where possible.
- Have an adult chaperone present at the Market or be supervised by a parent and/or guardian.
- Follow all state and county licensing and permitting policies. (Business, food worker, etc)

Parents/Guardians: Review the current Vendor Handbook with your interested youth vendor(s). This Handbook generally applies to Youth Vendors. Adults, chaperones, guardians, and/or other family members in attendance with a Youth Vendor shall also abide by this Handbook and subsequent policies, especially in decorum and etiquette. By signing the registration form, youth vendors and their parents agree to CPFMM policies as set forth by the City of College Place.

VENDOR FEES AND APPLICATION

DEADLINE: Applications not received by April 30th, 2024 will incur a \$15 late application fee and be considered on a first come basis and in relation to the needs of the Market. Membership application closes June 30th, 2024.

Membership fees and late fees are non-refundable

In the event of market cancellation, pre-paid daily fees will be returned.

In the event of a vendor cancellation, the pre-paid daily fee will be returned *only* if notified by 5PM the Tuesday before a Market Thursday. Special circumstances are at the discretion of the market manager.

Membership Vendors:

Vendors who commit to attendance at a ***minimum*** of 8 planned market dates can become a member vendor and receive member benefits! At least 8 dates must be selected at time of application. Membership fee is \$50.00 annually. (Note: The annual membership fee will be dedicated to marketing promotion of the CPFM and Member Vendors.)

Member benefits include:

- Reserved booth space – Booth preference and reserved space each day selected on vendor application. *(If you should choose to attend a date not originally planned, the Market Manager will make every effort to place you in the same location; however, we are unable to guarantee locations for those additional dates.)*
- Reduced daily and electrical fees
- 50% discount on vendor fees for ALL City events.
- Dedicated Social Media Post and Social Media Interactions

Non-Member (Daily) Market Vendors:

Vendors unable to commit to attendance of at least 8 market dates are not eligible for member rates. Daily booth fees may be paid each Market day, or be pre-paid. You do not have to select dates to pre-pay.

Absences

All vendors must notify the Market Manager no later than Tuesday at 5:00 pm if they are going to be absent that Thursday market day. *Failure to notify Market Manager within the specified time will result in the forfeiture of your pre-paid fees for that day.*

Market Cancellation

In the event of severe weather/heat, or official weather advisory for College Place, the Market will be cancelled for that week. Daily vendor fees for that day will be returned if pre-paid.

MEMBER VENDOR FEES:

Annual Membership Fee	Amount
2024 CPMF Member	\$50.00
Booth Fee – Per Day:	
Standard Booth (10' x 10')	\$10.00
Oversized Booth (10' x 20')	\$15.00
Additions:	
Standard Electrical (2 outlets)	\$5.00
Oversized Electrical (30 or 50 AMP (limited availability)	\$7.00
Late Fee – Application received after April 30th, 2024 (one-time fee)	\$15.00

NON-MEMBER VENDOR DAILY FEES

Booth Fee – Per Day:	
Standard Booth (10' x 10')	\$20.00
Oversized Booth (10' x 20')	\$30.00
Youth (<18) Vendor Booth (10' x 10')	\$5.00
Non-Profit Booth (10' x 10')	\$5.00
Additions:	
Standard Electrical (2 outlets)	\$7.00
Oversized Electrical (30 or 50 AMP (limited availability)	\$10.00
Late Fee – Application received after April 30th, 2024 (one-time fee)	\$15.00

MARKET POLICIES + GUIDELINES

Setup

2:00 PM to 3:45 PM. Vehicles must be out of the market area by 3:30PM. Booths must be set up and ready to sell at 3:45 PM. Vendors arriving after 3:30PM may be turned away. Vendors are to unload their vehicle and park *before* setting up, as to not create extra vehicle traffic in the market space.

Clean-up

7:00PM-8:00PM. Vendors will load up unsold merchandise; clean area/space/stall used, and vacate the Farmers Market site within one (1) hour after the Market is closed. Any exceptions must be cleared with the Market Manager.

Vendor Vehicles and Loading/Unloading

It is best practice to unload at your designated spot and then park your vehicle *before* setting up. This minimizes traffic/congestion in the market area during set-up. All vehicles must be off of the grass and outside of the vendor area by 3:30PM, unless otherwise cleared by the market manager (e.g. ADA accommodation, vehicular display, etc)

Vendors are required to stay until closing unless they have received permission from the Market Manager 48 hours in *advance*. Vendors who sell-out early must post a sign letting customers know they have sold-out and should not leave their booths and possessions unattended.

Electrical

Standard electrical connections and some 30 and 50 amp connections are available for an additional fee. **(Supply is limited.)** Please note electrical requirement on application. (Electric supply is not guaranteed. Acquiring a quiet, personal generator is suggested)

Equipment

Vendors are responsible for providing their own tables, shade structures, displays, and everything within the space. The City of College Place does not have equipment for rent. Producer vehicles, tables, displays, and overhead shades must be stable, maintained and used in a safe manner.

Tables and displays must have smooth edges, remain stable when loaded with product, and free of hazards (Nails, staples, splinters)

Shade and Canopies must be tied down or weighted. All vendors who wish to erect canopies on the Farmers Market site are required to have their canopies sufficiently and safely weighted (25+lbs per leg) to the ground from the time their canopy is put up to the time it is taken down. Tarp poles must not obstruct traffic flow and care must be taken when setting up or taking down displays. Legs must be firmly locked into place on the shades. Any vendor who fails to properly weight their canopy legs will not be allowed to sell at the Farmers Market on that market day, unless that vendor chooses to take down and stow their canopy.

Insurance

The City of College Place does not insure the contents of the vendor booths. See page 14 for more information on insurance.

Signage

All vendors must post a sign identifying the name of the farm/business represented and where it is located. Signs should not be smaller than 24" wide by 8" high. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a first offense warning. The second offense will result in a \$10 fine.

Pricing Signage

Produce and other allowable Market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard. This should include if items are sold individually, in specific quantities, by weight, etc.

Vendor Music

Vendors may play individual music in their booth space, but should be aware of the volume and your neighbor's ability to transact business without any audio interference. *Vendor music must not interfere with the live music performance at the market.*

Space Assignment

The Market Manager will give priority to vendors based on membership status, tenure, product type(s), and those in good standing the previous season.

- Non-Member Vendors are assigned at the discretion of the Market Manager. Assignments are made in attempt to balance the needs of the market, i.e. supplying customers with a complete, competitive selection of produce available in season, with the needs of new vendors applying to CPFM without overloading the market with particular products.
- Market Assignments are based on:
 - i) Available space in the market
 - ii) The need for a specific product and the ability to produce it
 - iii) Booth space requested.
 - iv) Vendor performance at the market including:
 - (1) Good product quality, display and signage
 - (2) Ability to follow CPFM rules and Market Manager's directions at market. (i.e. punctuality, clean up at end of day, prompt notification when canceling, etc.)
- Market fees are to be paid in full and on time in order to remain in good standing.

Note: We will try our best to satisfy participants' booth requests. We will do our best to give returning, long- time vendors room to expand without closing the market to new vendors.

Sales Reporting

Vendors are required to turn in sales reports for each market day.

Reports may be placed in the sales report folders at the Market Information Booth or sent directly to the Market Manager at cpfm@cpwa.us or by phone/text at 509-386-4394. Reports are due the day of the market and must be submitted no later than the following **Friday**. **Your reported figures are anonymous and confidential.**

CPFM has a responsibility to the City to track gross market sales. Each Market participant is expected to cooperate with sales monitoring activity by Market management. Reported gross sales figures are strictly

confidential. They are used only by CPFM to determine the Market's OVERALL success and comply with USDA reporting requirements for SNAP/EBT eligibility. Your reported figures are anonymous and confidential via a numbering system. They are totaled with all other vendor sales to provide a bottom line for the Market.

Absences

Vendors must notify the Market Manager no later than Tuesday at 5:00 pm if they are going to be absent that Thursday market day. *Failure to notify Market Manager within the specified time will result in the forfeiture of any pre-paid fees for that day.*

Courtesy/Conduct

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language, behavior or conduct considered to be harmful to the normal operation of the Market will be grounds for termination of vendor's permit to sell. Illicit activities that take place at the Market or any other Market will be grounds for immediate expulsion from the Market.

Smoking:

Smoking is not allowed within 25 feet of vendor sales areas, on school grounds, or within a City Park.

Children:

Vendors need to keep a watchful eye on their children at all times during the Market day. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a guardian with them. The Market cannot take responsibility for their safety or whereabouts.

Sampling

Special Health Department guidelines and regulations must be followed by vendors for food demonstration and sampling. Please consult with the Walla Walla County Health Department regarding these regulations.

Quality of Products

CPFM is a not wholesale market or an outlet for excess produce from large producers. The market was established to provide a space for local family farms to sell their produce, processed foods, and baked goods to the community at retail pricing. CPFM reserves the right to establish a minimum pricing policy in order to protect the sales of participating farmers. Vendors are expected to bring quality produce to market. Seconds or “culls” are not allowed.

Pricing

Pricing of goods sold at the Market is the responsibility of the individual vendor. Vendors are expected to sell their goods at retail pricing. Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. Vendors that sell their produce at a reduced rate - below fair retail rate - will be regarded as dumping their products. The first violation will result in a verbal and/or written notice from the Market Manager. The second violation will result in a \$50 fine. The third violation will result in dismissal from the market for the remainder of the year.

Scales

Scales must be in good working order and certified annually by the WA State Department of Agriculture, Weights and Measures Division. Said certification may be requested to be seen by the Market Manager. In addition, vendors using a scale at point of sale while at the market must also have a small scale endorsement listed on their WA business license. More information is available [here](#).

Licensing and Permits

It is the responsibility of the vendor to ensure they are in full compliance with required licenses and permits needed for their business. See the following section: Licenses, Permits, and Special Requirements,

Market Cancellation

In the event of severe weather/heat, or official weather advisory for College Place, the Market will be cancelled for that week. Pre-paid daily vendor fees for that day will be returned or transferred to a different date.

LICENSES, PERMITS AND SPECIAL REQUIREMENTS

Taxes:

Retail sales taxes and Business and Occupation taxes are the responsibility of the individual vendor. Vendors who are required by law to have a Washington State Master Business License Number must supply this number on their application to sell at the Market.

Insurance:

CPFM is not responsible for loss of property, damage, or injury occurring in or caused by materials within vendor booth space

- a) **Vehicles:** All vendors must show proof of current automobile insurance for vehicles used within your vendor space.
- b) **Liability:** Vendors are encouraged, but not required, to carry their own general liability insurance for booth space and its contents.

Permits and Licenses

All vendors shall provide at the time of application copies of any permits and licenses applicable to the sale of their products. These will include the vendor's Washington State tax number, and where applicable, the Washington State Nursery License, Washington State Dept. of Agriculture Food Processors License, Certification for Organically Grown Produce, Grade A Dairy Permits, Pesticide Applicator's License or Department of Fisheries Wholesale License. When applicable, sellers of plants, bulbs or seeds for planting must have a Nursery License, available from the Washington State Department of Agriculture.

Organic Products

If a product is labeled "organic," it must be certified as required by Federal Law. Please provide a copy to the market manager. Verbal or written declarations of organic status not certified or verified, will result in termination of vendor's application/permit to sell. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Processed Foods

Must be licensed by the Department of Agriculture as a Food Processor. These foods include dried fruits, herbs, teas, baked goods, cider, preserves, salsas, and salad dressings. Beekeepers who process their own honey do not need a Food Processor's license.

Labeling

Processed foods, including honey, have Washington State labeling requirements. Labels on processed foods must meet State requirements and include 1) The name of the product 2) Company name 3) Address (if not found in the phonebook) 4) Net weight on bottom 1/3 of label and 5) Ingredients listed in decreasing order of predominance.

Scales

Scales must be in good working order and certified annually by the WA State Department of Agriculture, Weights and Measures Division. Said certification may be requested to be seen by the Market Manager. In addition, vendors using a scale at point of sale while at the market must also have a small scale endorsement listed on their WA business license. More information is available [here](#).

Food Handler's Permits

All prepared foods and baked goods vendors must have a current Walla Walla County Health Department Food Handler's Permit.

DO I NEED A BUSINESS LICENSE?

Visit <https://dor.wa.gov/taxes-rates/retail-sales-tax#WhatExemp> for more details on what is considered taxable and/or exempt.

Register with the Department of Revenue and get a business license if you meet any of the following conditions:

- Your business requires [city](#) and [state](#) endorsements.
- You are doing business using a name other than your full name legal name.

- You plan to [hire employees](#) within the next 90 days.
- You sell a product or provide a service that requires the [collection of sales tax](#).
- Your gross income is \$12,000 per year or more.
- Your business is required to pay [taxes or fees](#) to the Department of Revenue.
- You are a buyer or processor of specialty wood products.
- Your business meets [Nexus threshold](#) reporting requirements.

What items are considered taxable?

Prepared food and non-food items that are considered tangible property (e.g. housewares, flowers, crafted items, woodwork, clothing, smoothies, hot food, jewelry, etc)

What is considered tax exempt?

The tax levied by RCW [82.08.020](#) does not apply to sales of food and food ingredients. "Food and food ingredients" means substances, whether in liquid, concentrated, solid, frozen, dried, or dehydrated form, that are sold for ingestion or chewing by humans and are consumed for their taste or nutritional value. "Food and food ingredients" does not include alcoholic beverages.

CURRENCIES

Cash

Cash is the most reliable form of payment! Make sure to have small bills for change.

Debit/Credit Card

Debit & Credit Cards are a popular form of payment. It is the vendor's responsibility to accept card payment and obtain the technology to do so.

Personal Check

It is up to the vendor to accept personal checks as payment or not.

FOOD ACCESS CURRENCIES

The College Place Farmers & Artisan Market (CPFM) accepts Supplemental Nutrition Assistance Program (SNAP-EBT, or food stamps) and participates in the SNAP Market Match program to match customers' EBT funds. Our goal, with you as partners, is to provide an additional revenue source for vendors while offering fresh, local foods to low-income families who receive these benefits. The CPFM also accepts Kids Cash distributed by the Walla Walla County Department of Community Health.

For program consistency and clarity for customers, CPFM requires that *all* vendors with eligible products participate in the SNAP, SNAP Market Match, and Kids Club Cash programs, and sign the corresponding agreement. **Here's how it works:**

Each applicable vendor will be supplied with a market bank bag containing an invoice at the beginning of each market day, and signs to tell shoppers which Food Access Currencies they accept.

1. As customers pay with SNAP tokens and SNAP Market Match bucks throughout the day, keep them in this bag. **Do not give change for purchases made with tokens or SNAP Market Match bucks.**
2. At the end of the market, count the SNAP tokens and SNAP Market Match, and fill out the supplied invoice. Indicate the number of SNAP tokens and the number of SNAP Market Match separately.
3. Bring the invoice and the bag with SNAP tokens and SNAP Market Match to the Market Manager's booth. We will confirm the SNAP token and SNAP Market Match counts, sign the invoice, and give you the vendor copy for your records.
4. The invoice will be submitted to the City of College Place Finance Department, where it will be processed for reimbursement. Reimbursements are issued by the Accounts Payable Department through EFT (Direct deposit). In order to receive payment, each vendor must have completed a "W-9" form and "Nvoice Pay Direct Deposit Form. If you have not completed this form or are unsure, please contact the Farmers Market Manager

SNAP and SNAP Market Match:

1. Customers purchase SNAP tokens at the Information booth with their SNAP-EBT card;

2. SNAP tokens are in \$1 increments; SNAP Market Match Bucks are in \$1 increments;
3. For every \$1 in SNAP tokens purchased, customers will receive a \$1 SNAP Market Match certificate (direct match) up to \$30;
4. Customers spend the \$1 SNAP tokens and \$1 SNAP Market Match like cash to purchase eligible food products. SNAP Market Match can only be used to purchase fresh fruits and vegetables, mushrooms, fresh herbs, edible plant starts, and frozen, canned, or dried produce with no added fats, salts, or sugars. SNAP tokens can be used to purchase any foods that are NOT ready-to-eat and NOT hot food items.

Kids Club Cash

Kids Cash is distributed by the Walla Walla County Department of Community Health. Kids Cash is distributed in \$2 increments. Kids may use this currency to purchase fruit, vegetables, herbs, mushrooms, and vegetables starts. Do not give change for purchases made with Kids Cash.

Farmers Market Nutrition Program (FMNP)

There are 2 FMNP programs: WIC and Senior. These benefits are like debit card payment, except the vendor accepts it via scanning the shopper's QR code. It is the responsibility of the vendor to complete the FMNP Grower Application in order to accept FMNP. I highly encourage enrolling in this program as many CPFM shoppers use it!

Use **SNAP Tokens** on These Items ONLY:

	FRUIT	VEGETABLES/ HERBS	PLANTS THAT GROW FOOD	FOOD SEEDS	BREAD	DAIRY
						
	BAKED GOODS 	JAMS & JELLIES 	SYRUP & HONEY 	MEAT/FISH/ POULTRY 	NUTS 	MUSHROOMS 

Use **SNAP Market Match Dollars** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS	MUSHROOMS	PLANTS THAT GROW FOOD	FOOD SEEDS
					

Use **WIC FMNP** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS
		

Use **Senior FMNP** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS	HONEY
			

Use **Kids Cash** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS	MUSHROOMS	PLANTS THAT GROW FOOD
				

No Change given for any currencies

PRE-SEASON VENDOR CHECKLIST

- ✓ Submit Vendor Application, Permit to Sell, and fees by April 30th, 2024 (Late Fee begins May 1st)
- ✓ Submit copy of insurances to Market Manager (MM) if applicable (Vehicle, liability, etc.) by opening day.
- ✓ Acquire/renew special permits and licenses if applicable by opening day (Business license, scale, food workers, egg/nursery/dairy, etc.) and submit copies to Market Manager by opening day.
- ✓ Complete Food Access Currencies form if you accept SNAP/EBT, SNAP Market Match, WIC Farmers Market Nutrition Program (FMNP), Senior FMNP, or Kids Cash.
- ✓ Complete W-9 tax form and Nvoice Pay Direct Deposit form for Food Access Currency reimbursement. 2023 forms are still valid if on file.
- ✓ Gather appropriate equipment (Tables, canopies, canopy weights, displays, signage)
- ✓ Have cash prepared for change and/or machines ready to accept cards.

MARKET DAY VENDOR CHECKLIST

On Market day, use this checklist to help remind you of some of the basic market operation rules and policies. All rules previously listed also apply.

- ✓ Set up where assigned by the Market Manager
- ✓ Unload and remove vehicle **before** 3:30PM
- ✓ Park in assigned vendor area to allow adequate parking for customers
- ✓ Ensure booth presentation and signage is clean, clear, and visible
 - Signage includes the name and location of the business
 - All product prices are posted
 - Product claims are truthful/verified
- ✓ Any scales used are certified and “legal for trade”
- ✓ Maintain Booth
 - Do not leave booth unattended
 - Keep space in safe, clean and sanitary manner
 - Keep products and displays within booth confines
 - Children are to be supervised at all times

- ✓ **25+ lbs. canopy weights on each leg** if a canopy is used
- ✓ Vendor conducts themselves in a courteous manner, including not smoking
- ✓ Clean up space between 7pm and 8pm. No earlier than 7pm.
- ✓ Complete sales report and turn in to Market Manager at end of market or via text/email by the following Friday at Noon.

PRODUCT REGULATIONS

Products not covered under these guidelines will be given individual consideration by the Market Manager. All vendors must obtain any required licenses and/or permits required by the State of Washington and Walla Walla County Health Department.

1. Fresh Farm Products:

- a) Includes fresh fruits and vegetables, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, meats and fish. Also included in this category are fresh flowers, nursery stock, and plants. CPFM will allow the sale of Controlled Atmosphere (CA) or cold stored fruit and vegetables. The grower is responsible for full disclosure to the consumer using proper signage indicating that their product is not from that growing season.
- b) All fresh farm products must be grown or produced in Washington State or counties which border the state. All products must be grown or produced by the seller. Farmers must be able to prove they grow the products on land they own or lease. Vendor must be an active owner and operator of the farming operation and may not be operating the business under a franchise agreement. Only vendors selling as farmers may sell Fresh Farm Products from this category
- c) In compliance with The Food Safety Modernization Act (FSMA), Vendors must display the business street address (or P.O. Box), of the farm where the produce was grown. (e.g. employee apparel, signage, packaging, business cards, receipts, etc)
- d) The vendor must propagate all plants and flowers from seed, cuttings or plugs, bulbs or plant division. All finished products offered for sale must have been grown by the vendor and have been under the vendor's control for a minimum of sixty (60) days.
- e) The vendor's application for a permit to sell shall state what is grown by vendor and what products will be sold at the Farmers Market. Any producer who sells produce that is not his or her own production while claiming that it is will be permanently expelled from the Market.

2. Value-added Farm Foods:

- a) Includes preserves, jams and jellies, cider, syrups, salsas, smoked meats or fish, dried fruit, flours, and salad dressings.

- b) All value added farm foods must be made from products/ingredients, *a majority of which are grown and produced by the seller*. Value added farm foods must be produced by the vendor from raw ingredients. Vendors in this category must have personally cooked, canned, baked, preserved, or otherwise treated the product they sell. All processed foods must have the proper permits and licenses required by the State of Washington, City of College Place and Walla Walla County Health Department and made in accordance to their specifications. Vendors must be an active owner and operator of the operation and may not be operating the business under a franchise agreement.
- c) The vendor's application for a permit to sell shall state what is grown by the vendor and what products the vendor will sell at the Farmers Market.

3. Hand-Crafted Products:

- a) Crafters are persons or entities who craft with their own hands the products they offer for sale. To qualify as a crafter, a majority of the tools and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter.
- b) Crafters should incorporate materials produced in Washington as much as possible. Crafters must create their craft products in Washington, or in counties which border the State of Washington.

4. Processed Foods:

- a) Processors are persons or entities offering fresh food products (such as meats, seafood*, ciders, baked goods, jams, etc.) that have added value to their product through some sort of "hands-on" processing (e.g., hand filleted fish, smoked or butchered meats, handmade candies, etc.). Includes juices, wines, preserved foods, jams, pastries, pasta, granola, cookies, muffins, breads, pies, and related take-home desserts, not prepared on site.
- b) Processed foods must be produced by the vendor from raw ingredients. Vendors in this category are those who have cooked, baked, or otherwise treated the product they sell. No commercially prepared dough mixes, crusts, shells, or fillings are allowed. It is expected that the vendor will use raw ingredients that are grown in Washington, as appropriate for the product, and when possible, use products from the farmers market.
- c) All processed foods must have the proper permits and licenses required by the City of College Place, Walla Walla County Health Dept. and/ or the Washington State Dept. of Agriculture.
- d) Vendor must be an active owner/operator of the business and may not be operating under a franchise agreement. The vendor's application for a permit to sell shall state what is grown/processed or prepared by vendor, and what the vendor will sell at the Farmers Market.

* In the case of Seafood vendors, product must originate from the greater Pacific Northwest, which includes Washington, Oregon, Alaska, and British Columbia.

5. Prepared Foods:

- a) Consists of freshly made foods available for sale and immediate consumption on-site.
- b) Vendor must be active owner/operator of the business and may not be operating under a franchise agreement.
- c) When selecting prepared food vendors, priority will be given to vendors preparing food from raw ingredients and using ingredients grown and/or produced in Washington State and by participating market farmers. Vendor must have all required state, county and local food permits. The application for a permit to sell shall state what is grown/processed or prepared by the vendor and what will be sold at the Farmers Market.

6. Sale of Alcoholic Beverages

- a) The Washington State Farmers Market Association (WSFMA) passed its own rules governing the sale of alcoholic beverages at its member markets. WSFMA member guidelines state that “Alcoholic beverages must be made entirely from ingredients grown in Washington or from grapes grown in a recognized Washington appellation, except for certain additives required for processing, but which cannot be produced in the State of Washington, not amounting to more than 4% of the total volume of the beverage.”
- b) Wineries and breweries must obtain approval from the Washington State Liquor Control Board prior to selling at the CPFM. For information on selling Washington wine at farmers markets in Washington State, please visit the Washington State Liquor Control Board at <http://liq.wa.gov>.
- c) Wineries and breweries must provide proof of Commercial General Liability Insurance (minimum \$1million per occurrence & \$2million general aggregate) and list CPFM as additional insured.

7. Other:

- a) Vendors selling goods that do not fit into any of the above categories. These applications will be considered on an individual basis. Limit of one vendor per type/category of non-hand crafted items. Note that imported or secondhand items (unless recycled into a new use), and those who have entered into an agreement or received a license to sell a company's products and/or use a company's packaging, logo, ingredients, and/or marketing tools under that license or any franchise agreement are not allowed.

SPONSORSHIPS



2024 CPFM Sponsorship Packages

Sponsorship Benefit	Full Season Sponsor \$2,000	1 Month Sponsor \$500+	Activity * Sponsor	Day Sponsor \$100+
Recognition during Market	Entire Season	Entire Month	Day of	Day of
Join us with a special reserved market space! (Sponsor provides canopy/table)	Entire Season	Entire Month	Day of	Day of
Your name/logo featured in Weekly CPFM Social Media	Entire Season	Entire Month	Day of	Day of
End of Season Recognition in the College Place Utilities Newsletter	✓	✓	✓	✓
Personal Shout-out on digital reader board at City Hall	Entire Season	Entire Month		
Your name/logo on Market Fliers	✓			
Your banner hung at Market (Sponsor provides banner)	✓			

*Coordinate with manager to discuss your activity ideas!

THANK YOU, 2023 CPFM SPONSORS!

BAKER



BOYER



ELSOM ROOFING, INC
"Your Roofing & Gutter Specialist"
(509) 525-9477



WILLIAMS
TEAM HOMES
CLAIRE ENGAN





CPFM 2024 VENDOR APPLICATION PACKET

The College Place Farmers and Artisan Market (CPFM) is a community farmers market located in Kiwanis Park on SE 3rd Street in College Place, WA on Thursdays from 4PM to 7PM: May 30th – September 26th, 2024. The goals of the CPFM are to provide an outlet for Washington State's farming families to directly sell their farm products, to provide farm-fresh food and handmade goods to consumers, and to offer gathering space to celebrate and engage with the community.

This packet includes:
"Application for Permit to Sell"
"Vendor Fee Form"

Please return your completed "Application for Permit to Sell" form and your completed Daily Vendor Fee Form on or before April 30th, 2024 in person, via mail or email to:

College Place Farmers Market Manager
625 South College Avenue
College Place, WA. 99324
Email to: cpfm@cpwa.us

The City of College Place is committed to helping improve the health and wellbeing of our community by promoting healthy environments and events! We have also seen that community members are interested in having healthy food and beverage options. As a vendor at the Farmers Market, we encourage you to add or substitute healthy options.

Here are a few ideas:

- Consider offering smaller or half-size portions of sweet treats and desserts.
- Consider having product nutrition facts readily available to customers.
- Serve products made with organic ingredients, whole grains, and fresh fruits and vegetables.
- Offer dietary restriction friendly items (e.g. Gluten-free, Vegan, Lactose-free, etc)

2024 COLLEGE PLACE FARMERS MARKET APPLICATION FOR PERMIT TO SELL

A \$15 Late Fee will apply to applications turned in after April 30th, 2024

VENDOR INFORMATION

Business Name: _____

Point of Contact: _____

U.B.I. #(Business License) _____ ☐ NA
You must have a valid business license in order to sell taxable items at CPFM

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone # : _____

Phone # during Market Days: _____

☐ Check here If You have Liability Insurance. Please include a copy with CPFM as additional insured.

Please provide a brief description of your business and product(s) you sell.*

*This is the information that would be used in a brochure, on the website, or in a news article. If you need more space, please feel free to attach a sheet.

_____ Please Initial to Authorize Release of the description above.

_____ Please Initial – I have read the 2024 CPFM Handbook

VENDOR CATEGORY: Indicate the category that your products will be sold under.
Select all that apply.

☐ A. Fresh farm products

☐ B. Value added farm foods

☐ C. Hand Crafted Products

☐ D. Processed Foods

☐ E. Prepared Foods

☐ F. Other _____
Subject to Approval

2024 CPFM VENDOR FORM

DEADLINE: Applications/membership fees not received by April 30, 2024 will incur a \$15 late application fee and be considered on a first come basis and in relation to the needs of the Market.

CPFM Membership is optional. To qualify for Membership, vendor must commit to a minimum of 8 market dates, selected below. Membership applications are not accepted after June 30th, 2024
Member benefits include discounted daily rates (50%), discounted electrical fees, reserved space, discounted vendor rates for all City events (50%), inclusion in CPFM Marketing.

Membership Fees are non-refundable - Pre-paid booth & electric fees may be transferred to another date or refunded if market is cancelled due to inclement weather.

All vendors must notify the Market Manager no later than Tuesday at 5:00 pm if they are going to be absent that Thursday market day. Failure to notify Market Manager within the specified time will result in the forfeiture of your pre-paid fees for that day.

2024 Market Dates: Select each day you commit to: These can be estimates and are not binding

☐ I commit to sell at every market day

May	☐ 5/30				
June	☐ 6/6	☐ 6/13	☐ 6/20	☐ 6/27	
July	No CPFM 7/4	☐ 7/11	☐ 7/18	☐ 7/25	
August	☐ 8/1	☐ 8/8	☐ 8/15	☐ 8/22	☐ 8/29
September	☐ 9/5	☐ 9/12	☐ 9/19	☐ 9/26	

Vendor Fees:

There are 17 scheduled market days in the 2024 season.
You can pre-pay your daily fees and electricity, or pay at the market each day.

Annual Membership Fee	Amount	Qty	Total
2024 CPFM Membership Fee (one time fee)	\$50.00		
Daily Fee – Per Day:			
MEMBER Standard Booth (10' x 10')	\$10.00		
MEMBER Oversized Booth (10' x 20')	\$15.00		
Standard Booth (10' x 10')	\$20.00		
Oversized Booth (10' x 20')	\$30.00		
Youth/Non-Profit Booth (10'x10')	\$5.00		
Additions:			
MEMBER Standard Electrical (2 outlets)	\$5.00		
MEMBER Oversized Electrical (30 or 50 AMP (limited availability)	\$7.00		
Standard Electrical (2 outlets)	\$7.00		
MEMBER Oversized Electrical (30 or 50 AMP (limited availability)	\$10.00		
Late Fee – Application received after April 30th, 2024 (one-time fee)	\$15.00		
Total:			

Payment Information

Membership Fee is due with Application.

How would you like your invoice?

☐ Email

☐ Mail

After you receive your invoice, you can pay online or call us at 509-394-1200.

Checks can be made out to City of College Place.

I have read the 2024 CPFM Handbook and understand the rules and regulations applicable to being a vendor with the College Place Farmers Market. - I agree to the terms listed in the rules and regulations. - I understand that incomplete applications will be returned and not accepted. *I hereby release and forever discharge the City of College Place, Washington, College Place*

Farmers Market, and all volunteers from any responsibility, personal liability, claims, loss or damage arising out of, or in conjunction with my participation in the College Place Farmers Market. All of the aforementioned entities shall be held harmless from and against any and all liabilities, suits, claims, damages, injuries and actions, theft, costs and expenses of any kind or nature of anyone whatsoever relating to premises due to or arising out of any act, negligence, or neglect of the vendor, or any of their guests. Vendors assume all liability for booth and products sold. By signing this application form, the applicant agrees to abide by all policies and rules, and all amended policies and rules for individual events, set forth in this application.

Please check with the Walla Walla County Department of Health pertaining to prepared food regulations.

I hereby grant the City of College Place permission to publish my name, Business/Organization's name, and likeness in any City of College Place publication for promoting and advertising the event. I hereby grant permission to be photographed, voluntarily and without compensation, by the City of College Place, understanding that the same, along with my name, is intended for publication by print, television, video, motion picture, and social media.

Signature _____

Date: _____

Thank you for your interest in College Place Farmers and Artisan Market. For more information, contact the Market Manager at 509-394-8511, stop by College Place City Hall, or email cpfm@cpwa.us



Optional: Complete and keep this copy for your records

May	☐ 5/30			
June	☐ 6/6	☐ 6/13	☐ 6/20	☐ 6/27
July	No CPFM 7/4	☐ 7/11	☐ 7/18	☐ 7/25
August	☐ 8/1	☐ 8/8	☐ 8/15	☐ 8/22 ☐ 8/29
September	☐ 9/5	☐ 9/12	☐ 9/19	☐ 9/26

2024 Community Events Sponsorship Catalog



Let's Grow Together

The City of College strives toward building our community connections through free, family friendly events. These events are designed to bring our diverse citizens together and build a sense of togetherness and pride within our City.

These events would not be possible without the support and partnership of local businesses and organizations like you. You are invited to collaborate with us and promote your organization or business in conjunction with the City of College Place events.

This sponsorship packet includes many exciting events planned for our entire community to enjoy. By taking advantage of the sponsorship opportunities, your business will be able to maximize exposure to citizens of College Place and the surrounding valley. Our combined success yields engaged citizens, strong families, and healthy communities. Please join us in this venture!



**BRAND
EXPOSURE**



**COMMUNITY
CONNECTIONS**



**CUSTOMER
ENGAGEMENT**

MAY
19

SPRING BLOCK PARTY



FARMERS AND
ARTISAN MARKET
THURSDAYS

MAY 30 - SEPTEMBER 26
4-7PM



JUNE
30

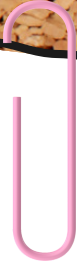
FREEDOM FESTIVAL

MOVIES IN
THE PARK

JUNE 22
JULY 13
AUGUST 3
AUGUST 24

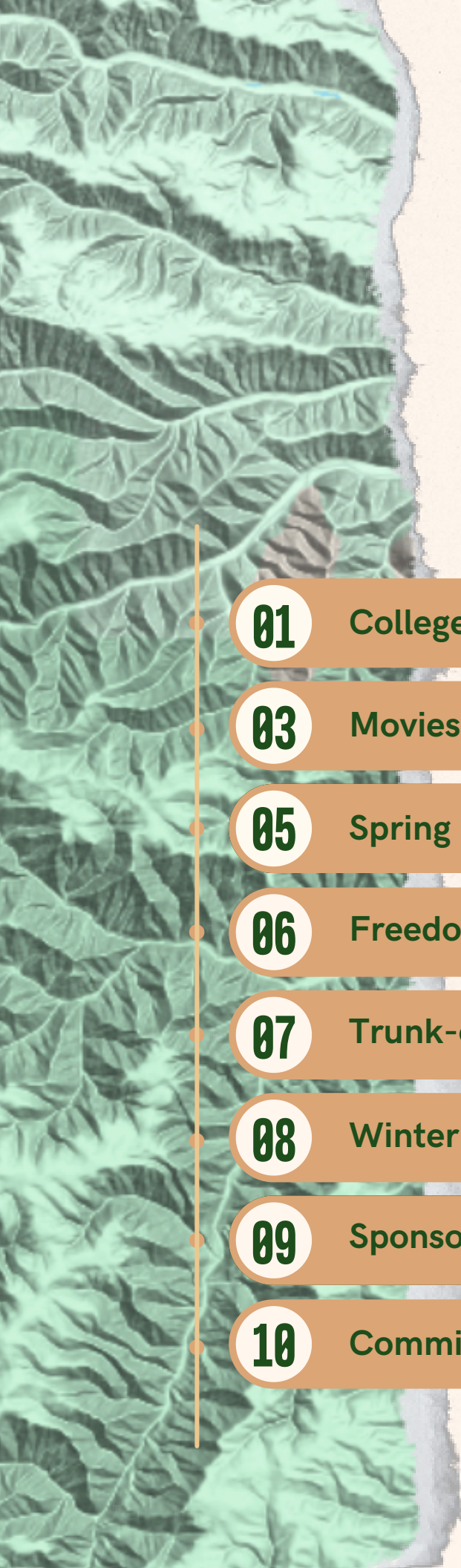
OCTOBER
31

TRUNK-OR-TREAT



DECEMBER
5

WINTER FEST AND
LIGHTED PARADE



CONTENT

01

College Place Farmers Market

03

Movies in the Park

05

Spring Block Party

06

Freedom Festival

07

Trunk-or-Treat

08

Winter Fest and Lighted Parade

09

Sponsorship Packages

10

Committment Form



THURSDAYS 4-7PM
KIWANIS PARK
ON SE 3RD STREET
MAY 30 - SEPTEMBER 26



**Follow
CPFM!**

Hundreds of community members shop the College Place Farmers Market each week for the fresh food, local produce, handmade goods, and the live entertainment.

Your sponsorships helps diversify our market, promote food accessibility, and host safe, family friendly activities!





2024 CPFM Sponsorship Packages

Sponsorship Benefit

**Full Season
Sponsor
\$2,000**

**1 Month
Sponsor
\$500+**

**Activity*
Sponsor**

**Day
Sponsor
\$100+**

Recognition during Market

Entire
Season

Entire
Month

Day of

Day of

Join us with a special
reserved market space!
(Sponsor provides canopy/table)

Entire
Season

Entire
Month

Day of

Day of

Your name/logo featured in
Weekly CPFM Social Media

Entire
Season

Entire
Month

Day of

Day of

End of Season Recognition in
the College Place Utilities
Newsletter



Personal Shout-out on
digital reader board at City
Hall

Entire
Season

Entire
Month

Your name/logo on Market
Fliers



Your banner hung at Market
(Sponsor provides banner)



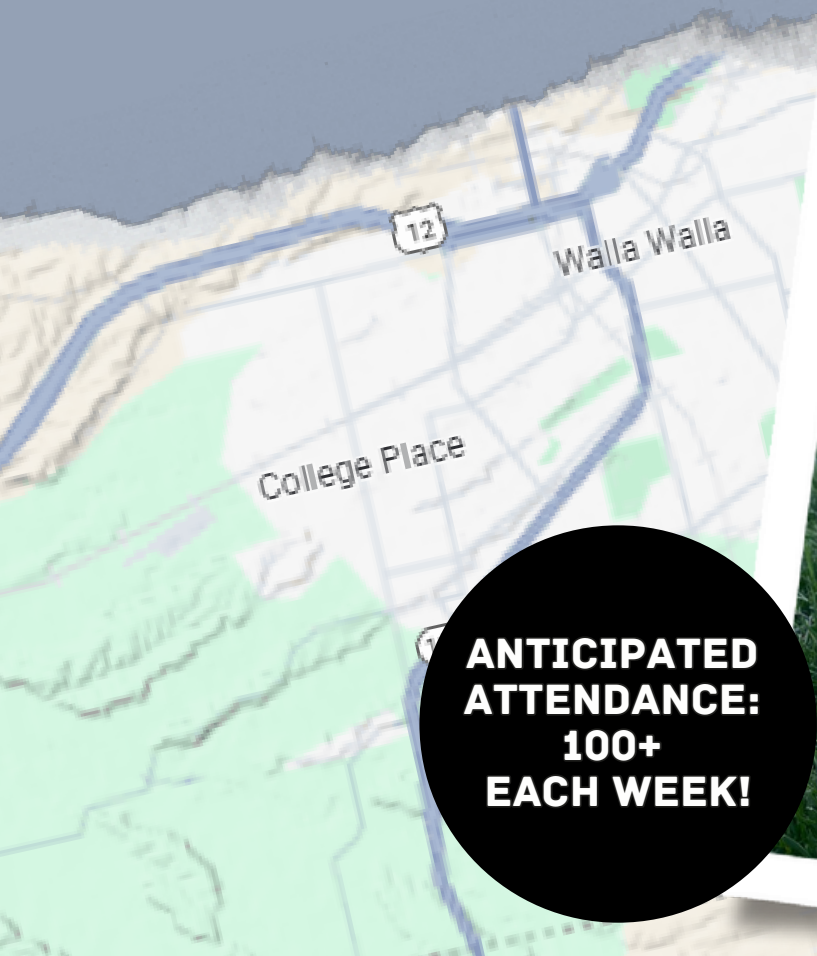
***Coordinate with manager to discuss your activity ideas!**

Movies in the Park!

Featuring: YOU!

KIWANIS PARK AT SUNDOWN

**JUNE 22 JULY 13
AUGUST 3 AUGUST 24**



**ANTICIPATED
ATTENDANCE:
100+
EACH WEEK!**



Sponsorship Levels

SPONSOR BENEFITS

INDIVIDUAL SHOUTOUT ON CITY HALL READER BOARD AND SOCIAL MEDIA PAGES

YOUR NAME/LOGO ON EVENT MARKETING

YOU CHOOSE THE MOVIE!

JOIN US WITH A RESERVED BOOTH SPACE ON MOVIE NIGHT!
(SPONSOR PROVIDES CANOPY/TABLE)

YOUR NAME/ BANNER DISPLAYED AT MOVIE NIGHT!
(SPONSOR PROVIDES BANNER)

Season Title Sponsor
\$2,000



ALL 4 MOVIES!

ALL 4 MOVIES!

ALL 4 MOVIES!

ALL 4 MOVIES!

Single Movie Sponsor
\$500

1 MOVIE

1 MOVIE

1 MOVIE

1 MOVIE

Single Popcorn Sponsor
\$300

1 MOVIE

1 MOVIE

A map of College Place, WA, showing the city's layout with streets and landmarks. The map is overlaid with a green watercolor wash. The title 'Spring BLOCK PARTY' is prominently displayed in the center, with 'COLLEGE PLACE, WA' below it. The map includes labels for Lowden, Walla Walla, College Place, Langdon, Stateline, Ferndale, and Sunnyside. Highway markers for 12, 125, and 332 are also visible.

Spring **BLOCK PARTY**

COLLEGE PLACE, WA

A cluster of pink roses with green leaves and small orange buds, positioned on the left side of the text box.

Be a part of the newest
event in College Place!

An afternoon of
multicultural fun in the sun
for the whole community!
South College Avenue is
lined with vendors,
activities, food, and live
entertainment! This isn't
your average
neighborhood block party.





College Place **FREEDOM FESTIVAL**

College Place High School
Sunday, June 30th, 2024
6-10PM

Anticipated
Attendance:
2,000+

Celebrate Independence Day with the whole family at the College Place Freedom Festival on June 30th. An evening of food, local vendors, live concert, and Kid Zone activities! Your sponsorship helps the Freedom Festival become bigger and better each year!

College Place **TRUNK - OR - TREAT**



3-6PM
Thursday, October 31
City Hall Parking Lot
625 S College Ave

This is one SWEET event!
Princesses and superheroes
flock to gather treats from the
decorated trunks of community
partners! Your sponsorship
fosters a safe, family friendly
night to be remembered!
Anticipated Attendance: 3,000+

Winter Fest



& LIGHTED PARADE

**4-7PM
THURSDAY,
DECEMBER 5TH**

**Winter Fest
Bazaar,
Carolers, Santa
Meet & Greet,
Lighted Parade,
and Fireworks!**



Milton-Freewater

City Event Sponsorship Packages

Spring Block Party, Freedom Festival,
Trunk-or-Treat, and Winter Fest

Sponsorship Benefits

Title
Sponsor
\$5,000+

Diamond
Sponsor
\$2,500+

Platinum
Sponsor
\$1,000+

Gold
Sponsor
\$500+

End of Season Recognition in
the College Place Utilities
Newsletter. (3,600+ recipients)



Sponsor Recognition from
Entertainment Stage



Your Name, Logo, and Website
Link on the City's Events Site



Your Banner Hung at Event
(Sponsor provides banner)



Join us with a special reserved
booth space!
(Sponsor provides canopy/table)



Individual Shout-out on City
Social Media Pages (5)
(7,000+ followers)



Individual Shout-out on digital
reader board at City Hall



Invitation to Speak on Stage
During event



Your Name/Logo Featured on Event
Marketing



VIP Reserved Parking at Event





CITY OF COLLEGE PLACE

2024 EVENT SPONSORSHIP COMMITMENT

Company Name _____

Point of Contact _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

Event(s) for Sponsorship
(Example: "Freedom Festival")

Sponsorship Amount
(Example: \$2,500)

	Total:

Notes:

Payment Information

Method of Payment

- ☐ Check Enclosed (Payable to City of College Place)
- ☐ Email Invoice - Includes Online Payment Option
- ☐ Mail Invoice - Includes Online Payment Option
- ☐ Credit/Debit Card Via phone (Call 509-394-8510)
- ☐ Other:

Authorized Signature for Sponsor

Date

Printed Name and Title

Authorized Signature for City of College Place

Date

Printed Name and Title

Please return completed form to the Events Coordinator at areid@cpwa.us
or to College Place City Hall:

College Place Events
625 S College Ave.
College Place, WA 99324

**For more information contact the Events Coordinator at
areid@cpwa.us or 509-394-8511**

The City of College Place agrees to provide benefits corresponding to the level of sponsorship. The sponsor agrees to release, indemnify, defend, and hold harmless the City of College Place, its elected and appointed officials, agents, employees and volunteers, from any and all claims, losses, damages, or injuries caused by or resulting from the sponsor's acts or omissions, except for any portion caused by the City of College Place's sole negligence. College Place does not guarantee any benefit or profit to the sponsor or any person who participates or partakes in the City of College Place events.

SNAP Market Match Makes Getting Fresh and Local Produce a SNAP!



Check with your local market for their daily match amount.

Find a list of participating farmers markets at:
doh.wa.gov/SNAPMarketMatch

Here's how it works:



Go to the farmers market information tent.



Swipe your EBT card for the amount you want to spend at the market.



Match your EBT dollars with SNAP Market Match.



Shop for fresh produce, seeds, and plant starts.

Redeem SNAP Market Match dollars for:



Eligible Foods – SNAP, SNAP Market Match, WIC/Senior FMNP, & Kids Cash.



Use **SNAP Tokens** on These Items ONLY:

	FRUIT	VEGETABLES/ HERBS	PLANTS THAT GROW FOOD	FOOD SEEDS	BREAD	DAIRY
	BAKED GOODS 	JAMS & JELLIES 	SYRUP & HONEY 	MEAT/FISH/ POULTRY 	NUTS 	MUSHROOMS

Use **SNAP Market Match Dollars** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS	MUSHROOMS	PLANTS THAT GROW FOOD	FOOD SEEDS

Use **WIC FMNP** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS

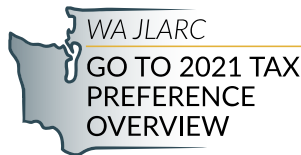
Use **Senior FMNP** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS	HONEY

Use **Kids Cash** on These Items ONLY:

	FRESH FRUIT	FRESH VEGETABLES/ HERBS	MUSHROOMS	PLANTS THAT GROW FOOD

No Change given for any currencies


[Executive Summary](#)
[Review Details](#)
[Recommendations & Responses](#)
[More](#)
[Contact](#)

REVIEW DETAILS

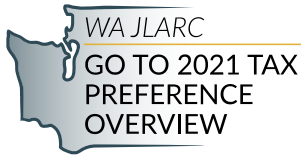
Addendum A

2021 Legislative Changes

2021 Legislature made changes to chapter 84.25 RCW

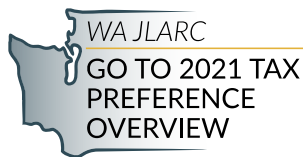
The following table details JLARC staff analysis of changes made in 2021 legislation ([Engrossed House Bill 1386](#)) to the local property tax preference provided in chapter 84.25 RCW (Targeted Urban Area Construction). These changes are effective July 25, 2021.

Statute prior to 7/25/2021	Changes effective 7/25/2021, per EHB 1386
A qualifying city must: • Be located in a county with a population between 700,000 and 800,000. • Have a population of at least 18,000. • Be located east or north of the largest city in the county.	All population and location qualification criteria removed. Any city or town in Washington may use the preference if all other requirements are met.
“Family living wage job” is defined as a job with an average wage of \$18 or more an hour, working 2,080 hours per year on the subject site.	“Family living wage job” is defined as a job that offers health care benefits with an average wage of \$23 an hour or more, working 2,080 hours per year on the subject site.
“Industrial/manufacturing facilities” are defined, in part, for uses categorized as "division D:	“Industrial/manufacturing facilities” are defined, in part, for uses categorized as either “division D: manufacturing” or “division E:


[Executive Summary](#)
[Review Details](#)
[Recommendations & Responses](#)
[More](#)
[Contact](#)

The preference expires to new applicants December 31, 2022.	The preference expires to new applicants December 31, 2030.
Each project must create a minimum of 25 new family living wage jobs at the subject site as a result of the new construction within one year of building occupancy.	Each project must create a minimum 25 new family living wage jobs at the subject site as a result of the new construction within one year of building occupancy. Priority must be given to applications that meet the following labor specifications during construction and the ongoing business operations: • Compensate workers at the prevailing wage rates as determined by the Department of Labor & Industries. • Buy from and contract with women-owned, minority-owned, or veteran-owned businesses. • Buy from and contract with businesses with a history of complying with federal and state wage and hour laws and regulations. • Use state-registered apprenticeship programs. • Give preferred entry for workers living in the area where construction occurs. • Maintain certain labor standards for workers employed primarily at the facility after construction, including production, maintenance, and operational employees.
	Details steps for cities to follow if they discover that a facility maintains fewer than 25 family living wage jobs after the local property tax exemption has been filed. These include loss of exemption for the facility and the owner being billed for the additional property tax that would have been due.

[< Previous](#)
[Next >](#)



[Executive Summary](#)

[Review Details](#)

[Recommendations & Responses](#)

[More](#)

[Contact](#)

ORDINANCE NO. 2016-008

AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON
ADOPTING PROVISIONS RELATING TO TAX INCENTIVES IN TARGETED AREAS
FOR NEW CONSTRUCTION OF INDUSTRIAL OR MANUFACTURING FACILITIES
CREATING FAMILY LIVING WAGE JOBS

WHEREAS, the City of Arlington has been granted the authority to create tax incentives in targeted areas for new construction of industrial or manufacturing facilities creating family living wage jobs as a result of Senate Bill 5761 (Chapter 9, 2015 Laws 1st Special Session) and RCW 84.25; and

WHEREAS, the City Council previously passed Resolution No. 2016-005 which notified the public of its intent to create targeted areas in support of this authority, which resolution scheduled a public hearing for May 2, 2016; and

WHEREAS, the City Council conducted a public hearing on May 2, 2016; and

WHEREAS, the City Council wishes to create tax incentives to support construction that will create new family living wage jobs;

NOW, THEREFORE, the City Council of the City of Arlington do hereby ordain as follows:

Section 1. A new chapter 3.98 of the Arlington Municipal Code (AMC) is hereby created, to read as follows:

Chapter 3.98 – Property Tax Exemption

3.98.100	Purpose
3.98.110	Applicability
3.98.120	Definitions
3.98.130	Exemption Created
3.98.140	General Requirements
3.98.150	Application
3.98.160	Approval Criteria
3.98.170	Approval/Denial
3.98.180	Application Fee
3.98.190	Additional Requirements
3.98.200	Reporting
3.98.210	Continuance and Discontinuance

3.98.100 Purpose. It is the purpose of this chapter to encourage new manufacturing and industrial uses on undeveloped or underutilized lands zoned for industrial and manufacturing uses within the city through tax incentive, thereby increasing employment opportunities for family living wage jobs.

3.98.110 Applicability. All undeveloped or underutilized properties within the city's Light Industrial and General Industrial zones shall be eligible to receive an ad valorem tax exemption as allowed by Senate Bill 5761 (Chapter 9, 2015 Laws 1st Special Session) and RCW 84.25 for the value of new construction of industrial/manufacturing facilities.

3.98.120 Definitions. The definitions in this section shall apply to this chapter unless the context clearly requires otherwise:

- (1) "Administrative Authority" means the Department of Community and Economic Development.
- (2) "City" means the City of Arlington.
- (3) "Designee" means the Director of Community and Economic Development.
- (4) "Director" means the Director of Community and Economic Development.
- (5) "Family living wage job" means a job with a wage that is sufficient for raising a family. A family living wage job shall have an average wage of eighteen dollars an hour or more, working two thousand eighty hours per year on the subject site, as adjusted annually for inflation by the consumer price index.
- (6) "Governing Authority" means the Arlington City Council.
- (7) "Industrial/manufacturing facilities" means building improvements that are ten thousand square feet or larger, representing a minimum improvement valuation of eight hundred thousand dollars (\$800,000.00) for uses categorized as "division D: manufacturing" by the United States Department of Labor in the Occupation Safety and Health Administration's standard industrial classification manual.
- (8) "Lands zoned for industrial and manufacturing uses" means lands in the City zoned as of December 31, 2014, for an industrial or manufacturing use consistent with the City's Comprehensive Plan where the lands are designated for industry.
- (9) "Owner" means the property owner of record.
- (10) "Targeted area" means an area of undeveloped lands zoned for industrial and manufacturing uses in the City that is located with or contiguous to an innovation partnership zone, foreign trade zone, or EB-5

regional center, and designated for possible exemption under the provisions of this chapter.

(11) “Undeveloped or underutilized” means that there are no existing building improvements on the property or portions of the property targeted for new or expanded industrial or manufacturing uses.

3.98.130 Exemption Created

(a) The value of new construction of industrial/manufacturing facilities qualifying under this chapter is exempt from property taxation under this title, as provided in this section. The value of new construction of industrial/manufacturing facilities is exempt from taxation for properties for which an application for a certificate of tax exemption is submitted under this chapter before December 31, 2022. The value is exempt under this section for ten successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate.

(b) The exemption provided in this section does not include the value of land or nonindustrial/manufacturing-related improvements not qualifying under this chapter.

(c) The exemption provided in this section is in addition to any other exemptions, deferrals, credits, grants, or other tax incentives provided by law.

(d) This chapter does not apply to state levies or increases in assessed valuation made by the assessor on non-qualifying portions of buildings and value of land nor to increases made by lawful order of a county board of equalization, the department of revenue, or a county, to a class of property throughout the county or specific area of the county to achieve the uniformity of assessment or appraisal required by law.

(e) This exemption does not apply to any county property taxes unless the governing body of the county adopts a resolution and notifies the governing authority of its intent to allow the property to be exempted from county property taxes.

(f) At the conclusion of the exemption period, the new industrial/manufacturing facilities cost shall be considered as new construction for the purposes of chapter 84.55 RCW.

3.98.140 General requirements. An owner of property making application under this chapter shall meet the following requirements:

(a) The new construction of industrial/manufacturing facilities shall be located on land zoned for industrial and manufacturing uses, undeveloped or underutilized, and as provided in section 6 of Senate Bill 5761 (Chapter 9, 2015 Laws 1st Special Session), designated by the city as a targeted area;

(b) The new construction of industrial/manufacturing facilities shall

meet all construction and development regulations of the city;

(c) The new construction of industrial/manufacturing facilities shall be completed within three years from the date of approval of the application; and

(d) The applicant shall enter into a contract with the city approved by the Director of Community & Economic Development, under which the applicant has agreed to the implementation of the development on terms and conditions satisfactory to the administrative authority.

3.98.150 Application. An owner of property seeking an exemption under this chapter shall apply to the city on the application form adopted by the governing authority. The application shall contain the following:

A. Information setting forth the grounds supporting the requested exemption, including information indicated on the application form or in the guidelines;

B. A description of the project and site plan, and other information requested;

C. A statement of the expected number of new family living wage jobs to be created;

D. A statement that the applicant is aware of the potential tax liability involved when the property ceases to be eligible for the incentive provided under this chapter; and

E. A statement that the applicant would not have built in this location but for the availability of the tax exemption under this chapter;

F. The applicant shall verify the application by oath or affirmation; and

G. The application shall be accompanied by the application fee required under this chapter. The Director may permit the applicant to revise an application before final action by the Department of Community and Economic Development.

3.98.160 Approval criteria. The duly authorized administrative authority of the city may approve the application if it finds that:

(1) A minimum of twenty-five new family living wage jobs will be created on the subject site as a result of new construction of manufacturing/industrial facilities within one year of building occupancy;

(2) The proposed project is, or will be, at the time of completion, in conformance with all local plans and regulations that apply at the time the application is approved; and

(3) The criteria of this chapter have been satisfied.

3.98.170 Approval/Denial.

(a) The Director shall approve or deny an application filed under this

chapter within ninety days after receipt of the application.

(b) If the application is approved, the city shall issue the owner of the property a conditional certificate of acceptance of tax exemption. The certificate shall contain a statement by the Director that the property has complied with the required criteria of this chapter.

(c) If the application is denied, the Director shall state in writing the reasons for denial and send the notice to the applicant at the applicant's last known address within ten days of the denial.

(d) Upon denial by the Director, an applicant may appeal the denial to the city's governing authority within thirty days after receipt of the denial. The appeal before the city's governing authority shall be based upon the record made before the city with the burden of proof on the applicant to show that there was no substantial evidence to support the city's decision. The decision of the city in denying or approving the application is final.

3.98.180 Application fee. An administrative application fee of \$500.00 (five hundred dollars) plus the required county assessor fee shall be paid at the time the application for limited exemption is filed. If the application is approved, the city shall pay the application fee to the county assessor for deposit in the county current expense fund, after first deducting that portion of the fee attributable to its own administrative costs in processing the application and administering the tax exemption program. If the application is denied, the city may retain that portion of the application fee attributable to its own administrative costs and refund the balance to the applicant.

3.98.190 Additional requirements.

(a) Upon completion of the new construction of a manufacturing/industrial facility for which an application for an exemption under this chapter has been approved and issued a certificate of occupancy, the owner shall file with the city the following:

(1) A description of the work that has been completed and a statement that the new construction on the owner's property qualify the property for a partial exemption under this chapter;

(2) A statement of the new family living wage jobs to be offered as a result of the new construction of manufacturing/industrial facilities; and

(3) A statement that the work has been completed within three years of the issuance of the conditional certificate of tax exemption.

(b) Within thirty days after receipt of the statements required under subsection (a) of this section, the city shall determine whether the work completed and the jobs to be offered are consistent with the application and the contract approved by the city and whether the application is

qualified for a tax exemption under this chapter.

(c) If the criteria of this chapter have been satisfied and the owner's property is qualified for a tax exemption under this chapter, the city shall file the certificate of tax exemption with the county assessor within ten days of the expiration of the thirty-day period provided under subsection (b) of this section.

(d) The city shall notify the applicant that a certificate of tax exemption is denied if the city determines that:

(1) The work was not completed within three years of the application date;

(2) The work was not constructed consistent with the application or other applicable requirements;

(3) The jobs to be offered are not consistent with the application and criteria of this chapter; or

(4) The owner's property is otherwise not qualified for an exemption under this chapter.

(e) If the city finds that the work was not completed within the required time period due to circumstances beyond the control of the owner and that the owner has been acting and could reasonably be expected to act in good faith and with due diligence, the Director may extend the deadline for completion of the work for a period not to exceed twenty-four consecutive months.

(f) The owner may appeal a decision by the city to deny a certificate of tax exemption in superior court under RCW 34.05.510 through 34.05.598, if the appeal is filed within thirty days of notification by the city to the owner of the exemption denial.

3.98.200 Reporting.

(a) Thirty days after the anniversary of the date of the certificate of tax exemption and each year for the tax exemption period, the owner of the new industrial/manufacturing facilities shall file with the Administrative Authority an annual report indicating the following:

(1) A statement of the family living wage jobs at the facility as of the anniversary date;

(2) A certification by the owner that the property has not changed use;

(3) A description of changes or improvements constructed after issuance of the certificate of tax exemption; and

(4) Any additional information requested by the city.

(b) The City shall report annually by December 31st of each year, beginning in 2016, to the Department of Commerce. The report shall include the following information:

(1) The number of tax exemption certificates granted;

(2) The total number and type of new manufacturing/industrial

facilities constructed;

(3) The number of family living wage jobs resulting from the new manufacturing/industrial facilities; and

(4) The value of the tax exemption for each project receiving a tax exemption and the total value of tax exemptions granted.

3.98.210 Continuance and discontinuance.

(a) If the value of improvements have been exempted under this chapter, the improvements continue to be exempted for the applicable period under this chapter so long as they are not converted to another use and continue to satisfy all applicable conditions including, but not limited to, zoning, land use, building, and family wage job creation.

(b) If an owner voluntarily opts to discontinue compliance with the requirements of this chapter, the owner shall notify the assessor within sixty days of the change in use or intended discontinuance.

(c) If, after a certificate of tax exemption has been filed with the county assessor, the city discovers that a portion of the property is changed or will be changed to disqualify the owner for exemption eligibility under this chapter, the tax exemption shall be canceled and the following occurs:

(1) Additional real property tax shall be imposed on the value of the non-qualifying improvements in the amount that would be imposed if an exemption had not been available under this chapter, plus a penalty equal to twenty percent of the additional value. This additional tax is calculated based upon the difference between the property tax paid and the property tax that would have been paid if it had included the value of the non-qualifying improvements dated back to the date that the improvements were converted to a non-qualifying use;

(2) The tax shall include interest upon the amounts of the additional tax at the same statutory rate charged on delinquent property taxes from the dates on which the additional tax could have been paid without penalty if the improvements had been assessed at a value without regard to this chapter; and

(3) The additional tax owed together with interest and penalty becomes a lien on the property and attaches at the time the property or portion of the property is removed from the qualifying use under this chapter or the amenities no longer meet the applicable requirements for exemption under this chapter. A lien under this section has priority to, and shall be fully paid and satisfied before, a recognizance, mortgage, judgment, debt, obligation, or responsibility to or with which the property may become charged or liable. The lien may be foreclosed upon expiration of the same period after delinquency and in the same

manner provided by law for foreclosure of liens for delinquent real property taxes. An additional tax unpaid on its due date is delinquent. From the date of delinquency until paid, interest shall be charged at the same rate applied by law to delinquent property taxes.

(d) Upon a determination that a tax exemption is to be terminated for a reason stated in this section, the Director shall notify the record owner of the property as shown by the tax rolls by mail, return receipt requested, of the determination to terminate the exemption. The owner may appeal the determination to the city, within thirty days by filing a notice of appeal with the city, which notice shall specify the factual and legal basis on which the determination of termination is alleged to be erroneous. At an appeal hearing, all affected parties may be heard and all competent evidence received. After the hearing, the governing authority shall either affirm, modify, or repeal the decision of termination of exemption based on the evidence received. An aggrieved party may appeal the decision of the governing authority to the superior court as provided in RCW 34.05.510 through 34.05.598.

(e) Upon determination by the city to terminate an exemption, the county officials having possession of the assessment and tax rolls shall correct the rolls in the manner provided for omitted property under RCW 84.40.080. The county assessor shall make such a valuation of the property and improvements as is necessary to permit the correction of the rolls. The value of the new industrial/manufacturing facilities added to the rolls is considered new construction for the purposes of chapter 84.40 RCW. The owner may appeal the valuation to the county board of equalization as provided in chapter 84.40 RCW. If there has been a failure to comply with this chapter, the property shall be listed as an omitted assessment for assessment years beginning January 1st of the calendar year in which the noncompliance first occurred, but the listing as an omitted assessment may not be for a period more than three calendar years preceding the year in which the failure to comply was discovered.

Section 2. Severability. If any provision, section, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 3. Effective Date. This ordinance shall be effective five days from its adoption and publication as required by law.

PASSED BY the City Council and APPROVED by the Mayor this 2nd day of May, 2016.

CITY OF ARLINGTON


Barbara Tolbert, Mayor

Attest:


Kristin Banfield, City Clerk

Approved as to form:


Steven J. Peiffle
City Attorney

CERTIFICATION OF ORDINANCE

I, Kristin Banfield, being the duly appointed and acting Clerk of the City of Arlington, Washington, a municipal corporation, do hereby certify that the following Ordinance No. 2016-008 was approved at the May 2, 2016 City Council meeting.

ORDINANCE NO. 2016-008

“AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON,
ADOPTING PROVISIONS RELATING TO TAX INCENTIVES IN
TARGETED AREAS FOR NEW CONSTRUCTION OF INDUSTRIAL
OR MANUFACTURING FACILITIES CREATING FAMILY LIVING
WAGE JOBS”

A true and correct copy of the original ordinance is attached.

Dated this 9th day of May, 2016.




Kristin Banfield
City Clerk for the City of Arlington

SUMMARY OF ORDINANCE ADOPTION

You are hereby notified that on May 2, 2016, the City Council of the City of Arlington, Washington, did adopt Ordinance No. 2016-008 entitled,

“AN ORDINANCE OF THE CITY OF ARLINGTON, WASHINGTON,
ADOPTING PROVISIONS RELATING TO TAX INCENTIVES IN
TARGETED AREAS FOR NEW CONSTRUCTION OF INDUSTRIAL
OR MANUFACTURING FACILITIES CREATING FAMILY LIVING
WAGE JOBS”

This ordinance is effective five days from passage and publication, except as otherwise specified in the ordinance.

The full text of the ordinance is available to interested persons and will be mailed upon request.

A handwritten signature in black ink, reading "Kristin Banfield". The signature is fluid and cursive, with the first name "Kristin" and last name "Banfield" clearly distinguishable.

Kristin Banfield
City Clerk
City of Arlington

Chapter 3.48

INDUSTRIAL/MANUFACTURING PROPERTY TAX EXEMPTION

Sections:

- 3.48.010 Findings
- 3.48.020 Affected Areas
- 3.48.025 Adoption by Reference
- 3.48.030 Definitions
- 3.48.040 Application and Fees
- 3.48.050 Certificate of Tax Exemption, Approval, Denial, Termination, and Appeal

3.48.010 Findings.

There are insufficient family living wage jobs, as those jobs are defined by RCW 84.25.030, for College Place's wage earning population. It is the purpose of this chapter to encourage new manufacturing and industrial uses on undeveloped and underutilized lands zoned for industrial and manufacturing uses in the area identified in this chapter.

3.48.020 Affected Areas.

Underdeveloped or underutilized lands zoned for industrial/manufacturing uses located in the Light Industrial zoning district in the community are eligible for this incentive for qualifying projects.

3.48.025 Adoption by Reference.¹

Chapter 84.25 RCW as currently enacted or subsequently amended is hereby adopted by reference.

3.48.030 Definitions.

The following definitions shall apply to this chapter:

"Authorized representative" or "duly authorized representative" means the Community Development Director--also referenced herein as "Director" or designee.

"City" means the City of College Place.

3.48.040 Application and Fees.

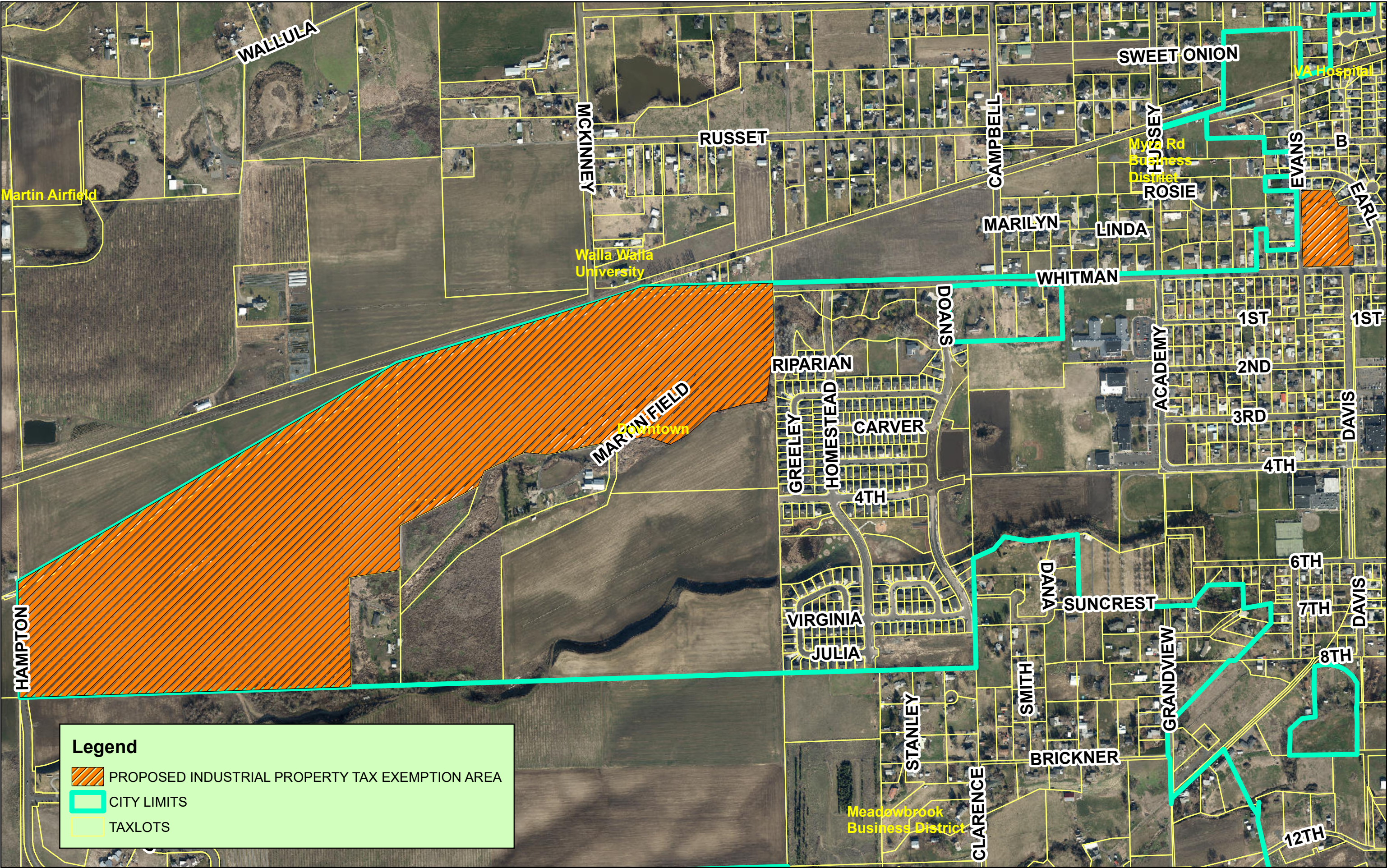
- (a) An owner of property seeking a tax exemption under this chapter shall submit an application to the Community Development Director or designee prior to the application for any building permit for the project. The application shall be on a form established by the Director, along with the required fees.
- (b) The initial application fees to the City shall be \$500.00 plus any amount required by the County Assessor in administering this chapter. If the application is approved, the City shall pay the application fee to the County Assessor for deposit in the County current expense fund, after first deducting that portion of the fee attributable to the City's administrative costs in processing the application. If the application shall result in a denial by the City, the City shall retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant.

3.48.050 Certificate of Tax Exemption, Approval, Denial, Termination, and Appeal.

- (a) The Community Development Director or designee shall make the determination whether a holder of a conditional acceptance of tax exemption qualifies for a certificate of tax exemption upon the completion of the new construction of a manufacturing/industrial facility and a certificate of occupancy issued. The Director shall also review each certificate of tax exemption annually for compliance with this chapter.
- (b) If the Director determines that the property is not qualified for an exemption under this chapter or that it no longer meets the criteria of this chapter for eligibility for a tax exemption, he or she shall notify the owner of the property, as shown in the assessor's records, of the determination to deny or terminate the tax exemption. The notification shall be by certified mail, return receipt requested, and by regular first class mail. A recognized courier service may be substituted for first class mail. A copy shall also be sent to the Walla Walla County Assessor.

- (c) The owner may appeal the determination by filing a written notice of appeal specifying the factual and legal basis on which the determination of termination is alleged to be erroneous. Such appeal must be served on the City Clerk within 30 days of the date the notice was placed in the mail.
- (d) The Hearing Examiner of the City shall hold a hearing within 30 days of the notice of appeal. The parties may be heard at the hearing and the Hearing Examiner may use the procedures set forth in Chapter 34.05 RCW to control the conduct of the hearing and admission of evidence.
- (e) The Hearing Examiner shall issue a decision affirming, modifying, or repealing the determination of termination based on the evidence admitted at the hearing. A copy of the decision shall be served on the owner within 30 days of the hearing by certified mail, return receipt requested, and by regular first class mail. A recognized courier service may be substituted for first class mail. A copy shall also be sent to the Walla Walla County Assessor.
- (f) An aggrieved party may appeal the decision of the Hearing Examiner to the Walla Walla County Superior Court as provided in RCW 34.05.510 through 34.05.598.

PROPOSED INDUSTRIAL PROPERTY TAX EXEMPTION AREA



Chapter 3.70

INDUSTRIAL/MANUFACTURING PROPERTY TAX EXEMPTION

Sections:

- 3.70.010 Findings
- 3.70.020 Affected Areas
- 3.70.025 Adoption by Reference
- 3.70.030 Definitions
- 3.70.040 Application and Fees
- 3.70.050 Certificate of Tax Exemption, Approval, Denial, Termination, and Appeal

3.70.010 Findings.

There are insufficient family living wage jobs, as those jobs are defined by RCW 84.25.030, for Lake Stevens's wage earning population. It is the purpose of this chapter to encourage new manufacturing and industrial uses on undeveloped and underutilized lands zoned for industrial and manufacturing uses in the area identified in this chapter. (Ord. 962, Sec. 2 (Exh. A), 2016)

3.70.020 Affected Areas.

Underdeveloped or underutilized lands zoned for industrial/manufacturing uses located in the Light Industrial and General Industrial zoning districts, in the Hartford area, along with the Business District zoning district, in the 20th Street SE Corridor, are eligible for this incentive for qualifying projects. (Ord. 962, Sec. 2 (Exh. A), 2016)

3.70.025 Adoption by Reference.¹

Chapter 84.25 RCW as currently enacted or subsequently amended is hereby adopted by reference. (Ord. 962, Sec. 2 (Exh. A), 2016)

3.70.030 Definitions.

The following definitions shall apply to this chapter:

"Authorized representative" or "duly authorized representative" means the Community Development Director--also referenced herein as "Director" or designee.

"City" means the City of Lake Stevens. (Ord. 962, Sec. 2 (Exh. A), 2016)

3.70.040 Application and Fees.

(a) An owner of property seeking a tax exemption under this chapter shall submit an application to the Community Development Director or designee prior to the application for any building permit for the project. The application shall be on a form established by the Director, along with the required fees.

(b) The initial application fees to the City shall be \$500.00 plus any amount required by the County Assessor in administering this chapter. If the application is approved, the City shall pay the application fee to the County Assessor for deposit in the County current expense fund, after first deducting that portion of the fee attributable to the City's administrative costs in processing the application. If the application shall result in a denial by the City, the City shall retain that portion of the fee attributable to its own administrative costs and refund the balance to the applicant. (Ord. 962, Sec. 2 (Exh. A), 2016)

3.70.050 Certificate of Tax Exemption, Approval, Denial, Termination, and Appeal.

(a) The Community Development Director or designee shall make the determination whether a holder of a conditional acceptance of tax exemption qualifies for a certificate of tax exemption upon the completion of the new construction of a manufacturing/industrial facility and a certificate of occupancy issued. The Director shall also review each certificate of tax exemption annually for compliance with this chapter.

(b) If the Director determines that the property is not qualified for an exemption under this chapter or that it no longer meets the criteria of this chapter for eligibility for a tax exemption, he or she shall notify the owner of the property, as shown in the assessor's records, of the determination to deny or terminate the tax exemption. The

notification shall be by certified mail, return receipt requested, and by regular first class mail. A recognized courier service may be substituted for first class mail. A copy shall also be sent to the Snohomish County Assessor.

(c) The owner may appeal the determination by filing a written notice of appeal specifying the factual and legal basis on which the determination of termination is alleged to be erroneous. Such appeal must be served on the City Clerk within 30 days of the date the notice was placed in the mail.

(d) The Hearing Examiner of the City shall hold a hearing within 30 days of the notice of appeal. The parties may be heard at the hearing and the Hearing Examiner may use the procedures set forth in Chapter 34.05 RCW to control the conduct of the hearing and admission of evidence.

(e) The Hearing Examiner shall issue a decision affirming, modifying, or repealing the determination of termination based on the evidence admitted at the hearing. A copy of the decision shall be served on the owner within 30 days of the hearing by certified mail, return receipt requested, and by regular first class mail. A recognized courier service may be substituted for first class mail. A copy shall also be sent to the Snohomish County Assessor.

(f) An aggrieved party may appeal the decision of the Hearing Examiner to the Snohomish County Superior Court as provided in RCW 34.05.510 through 34.05.598. (Ord. 962, Sec. 2 (Exh. A), 2016)

¹ Code reviser's note: Ord. 962 adds these provisions as Section 3.70.020. The section has been renumbered to avoid duplication of numbering.

AGENDA REPORT

FOR: City Council April 17, 2024
TO: Adam Lincoln, City Manager City Council Regular Meeting: 4/22/24
FROM: Richa Sigdel, Deputy City Manager
City Manager
SUBJECT: Targeted Urban Area Tax Exemption Program (10 minutes)

I. REFERENCE(S):

Presentation

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Presentation from Port of Pasco Director of Economic Development and Marketing Stephen McFadden

III. FISCAL IMPACT:

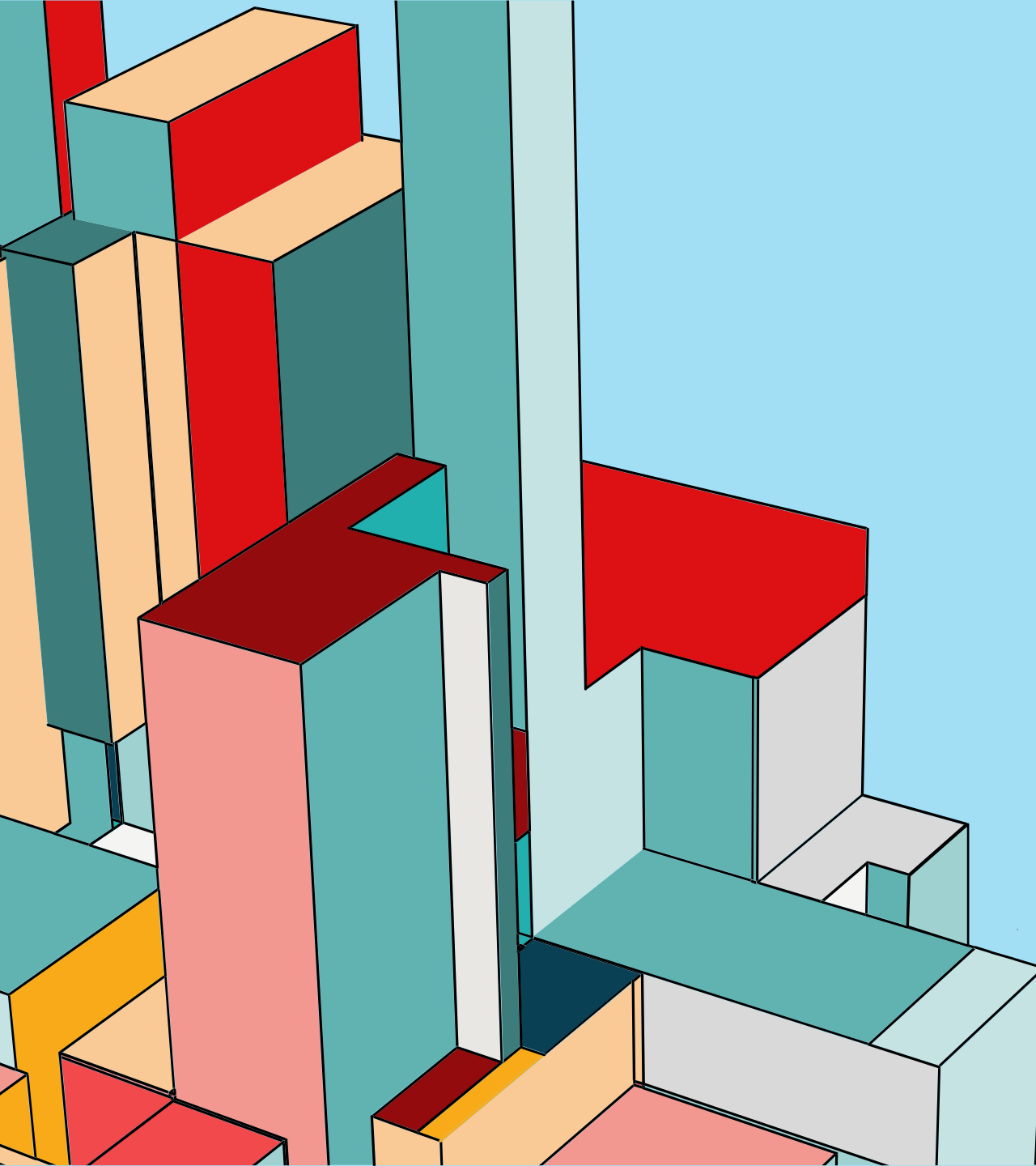
None

IV. HISTORY AND FACTS BRIEF:

Targeted Urban Areas (TUA's) are a new recruitment, retention, and expansion tool available in Washington per Chapter 84.25 of the Revised Code of Washington. It allows cities and counties to offer certain exemptions from property taxes for the value of new construction of industrial and manufacturing facilities in qualifying designated geographic areas for up to ten years.

V. DISCUSSION:

Stephen McFadden, the Director of Economic Development and Marketing at the Port of Pasco, will discuss the Targeted Urban Area Tax Exemption Program. This presentation reflects the collaborative efforts between the Port of Pasco and the City of Pasco, where Stephen McFadden plays a pivotal role in fostering economic development for the city.



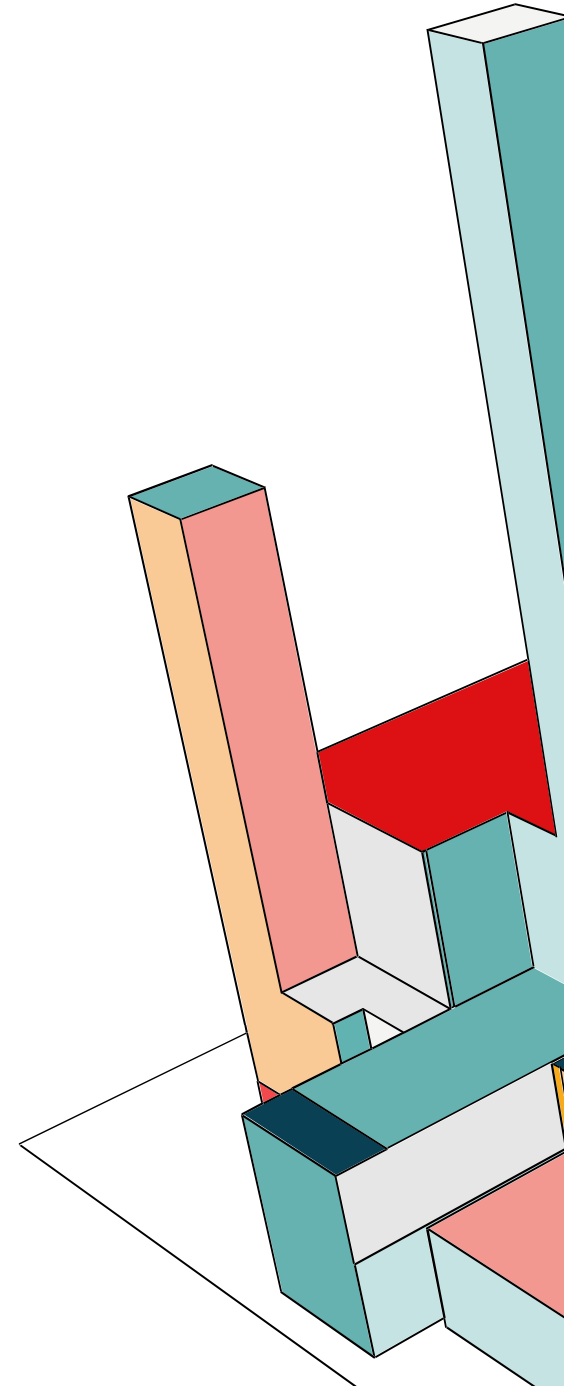
TARGETED URBAN AREA PROPERTY TAX EXEMPTION

Pasco City Council
Monday, April 22

Prepared by Stephen McFadden
Port of Pasco, Director
of Economic Development

AGENDA

- Introduction
- The Value of State Incentives for Economic Development
- Chapter 84.25 RCW (2021 amendment)
- Program Overview
- City of Richland's Approach



INTRODUCTION

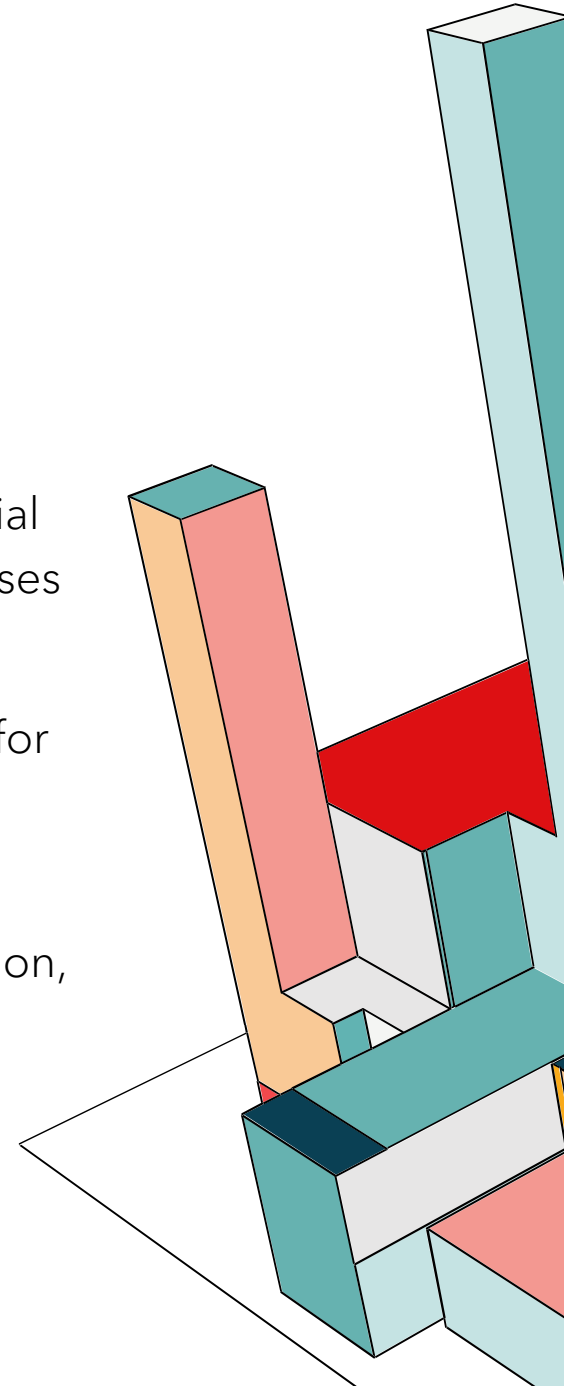
Chapter 84.25 RCW Targeted Urban Areas Exemption was amended in 2021 by the Washington State Legislature, becoming effective on July 1, 2022.

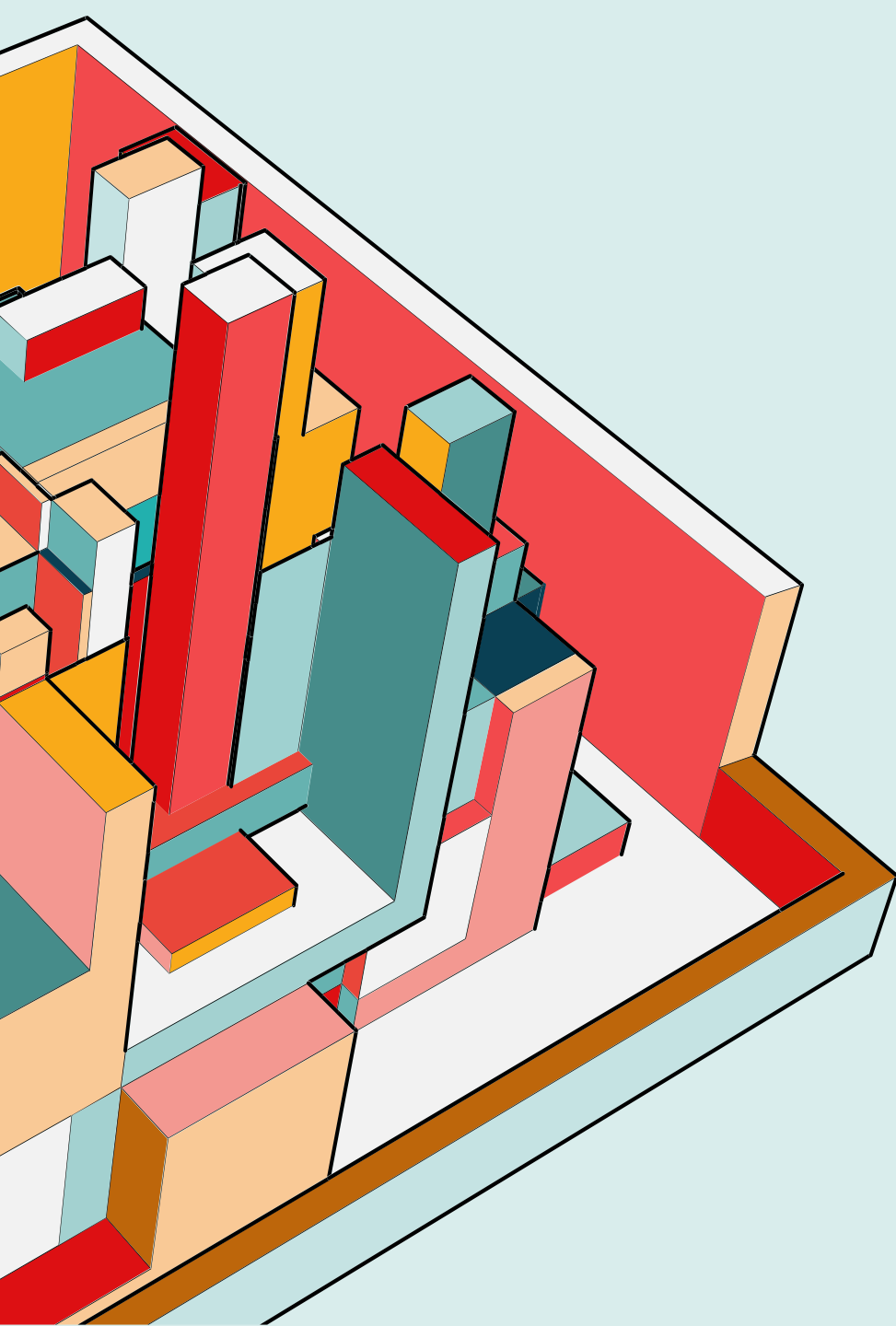
Purpose: “It is the purpose of this chapter to encourage new manufacturing and industrial uses on undeveloped and underutilized lands zoned for industrial and manufacturing uses in Targeted Urban Areas.”

The program allows cities and counties to offer certain exemptions from property taxes for the value of the new construction of manufacturing facilities. The exemption does not include the value of the land or non-manufacturing related improvements.

City of Richland was the first in the state to implement the Targeted Urban Area Exemption, with adoption in early 2023.

Benton County followed Richland’s lead, adopting the same Targeted Urban Area boundary.





TOP 10 STATES FOR BUSINESS INCENTIVE PROGRAMS

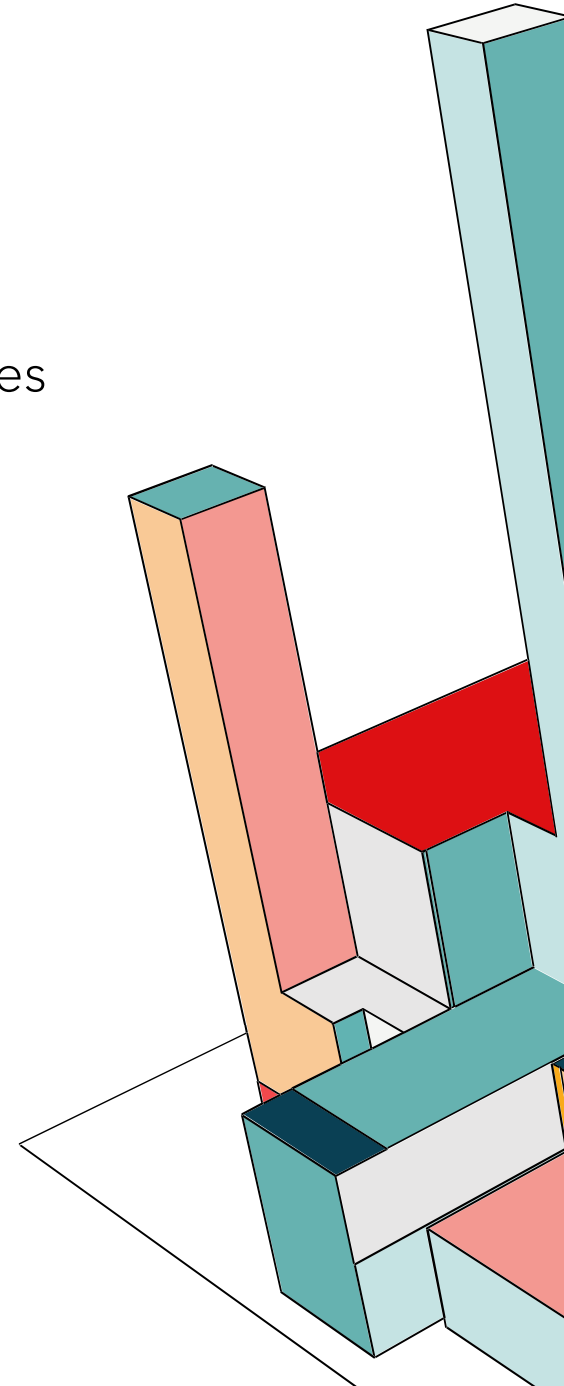
(Washington's Competitors)

- | | |
|-------------------|-------------------|
| 1. Georgia | 6. North Carolina |
| 2. South Carolina | 7. Alabama |
| 3. Ohio | 8. Virginia |
| 4. Indiana | 9. Arkansas |
| 5. Tennessee | 10. Mississippi |

SOURCE: Area Development Magazine's 2023 Top States for Doing Business

WHY WASHINGTON ISN'T ON THE TOP 10 LIST?

- Washington State's Constitution is restrictive when it comes to recruitment, retention and expansion incentives for manufacturers.
- Good News: The Legislature has taken some action that establishes incentives
 - Food Processing
 - B&O Tax deductions & some exemptions
 - General Manufacturing
 - Sales and Use Tax exemptions
 - Renewable Energy
 - Sales & Use Tax exemptions
 - Reduced B&O Tax rates
- Governor's Strategic Reserve Fund – Cash incentive typically \$100,000 to \$350,000 for large job creation projects considering other states.
- TUA – the newest legislative effort – is a potential game changer.

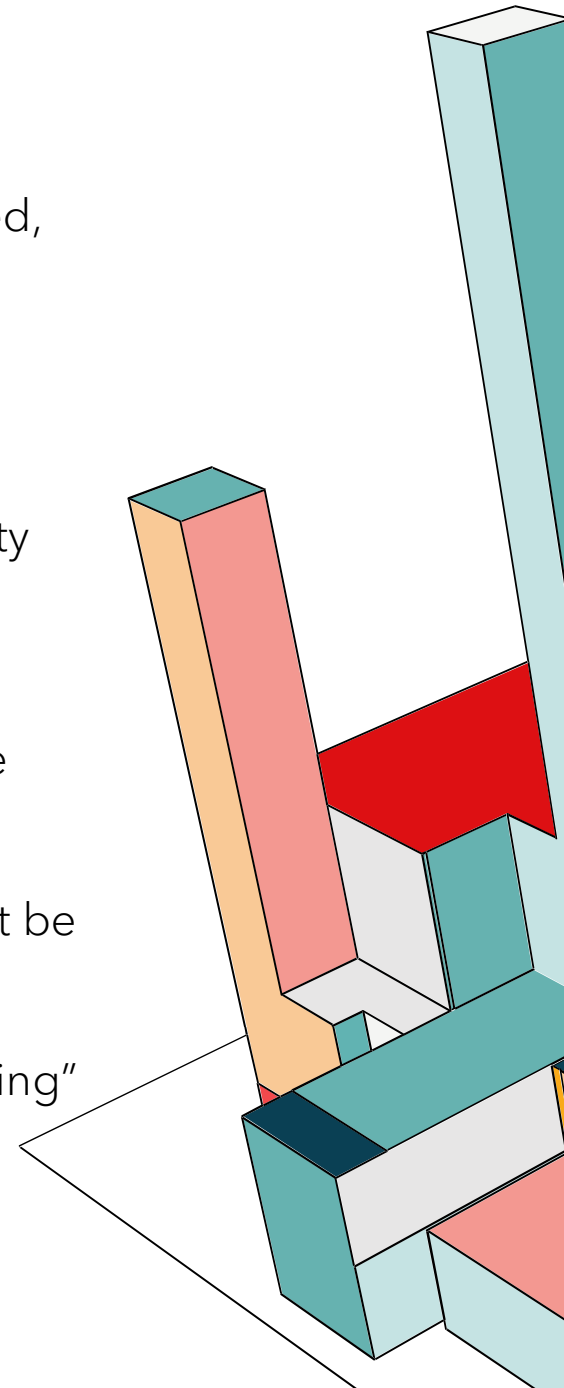


84.25 RCW: TARGET URBAN AREA PROPERTY TAX EXEMPTION LEVELS THE PLAYING FIELD

- The law allows cities to establish a Targeted Urban Area that encompasses its undeveloped, industrial-zoned lands. Counties can also opt to adopt TUA. Idaho has offered a similar incentive for several years.

Companies, to qualify, must meet the following criteria:

- “Certify” it wouldn’t build in Washington state (Pasco) but for the availability of the property tax exemption.
- “Certify” the project will create a minimum of 25 new Family Living Wage Jobs with an average wage of \$23/hour or more, working 2,080 hours per year on site, with health care benefits.
- Construct a minimum of 10,000 square feet of manufacturing improvements. Project must be a new building, not an addition.
- Minimum improvement value is \$800,000 for uses categorized as “division D: Manufacturing” or “division E: Transportation” by the United States Department of Labor.

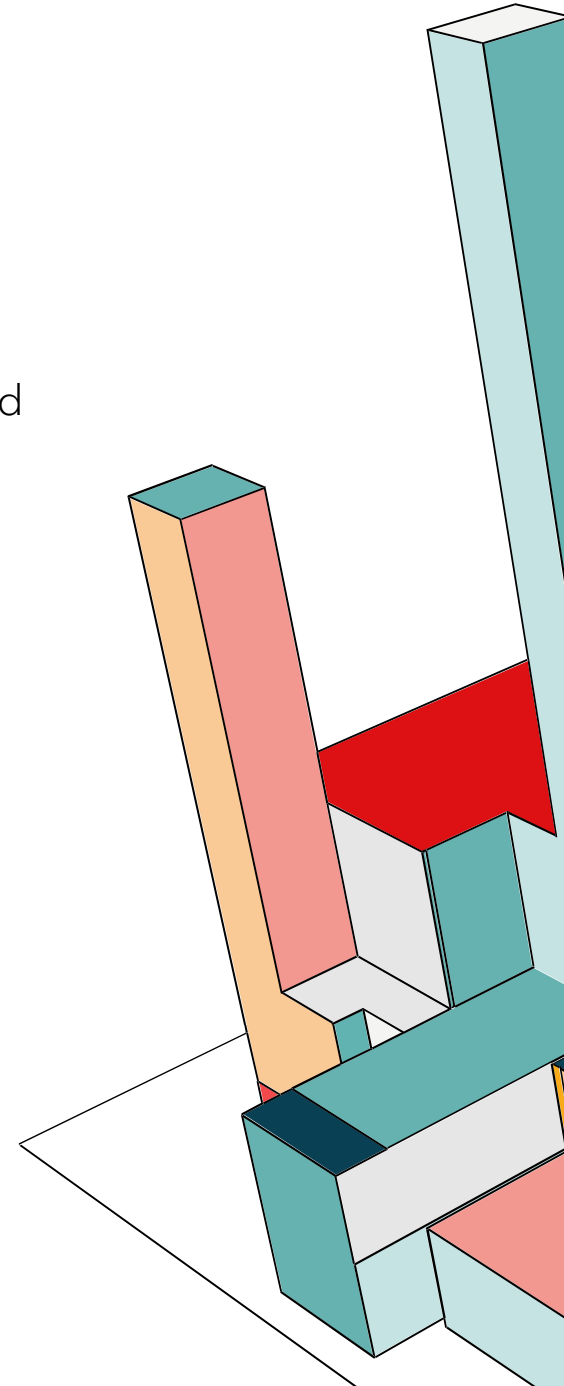


BENEFIT TO MANUFACTURERS

- The value of the new construction of manufacturing facilities is exempt from property taxation.
 - The value is exempt for 10 successive years.
 - The exemption does not include value of the land or non-industrial/manufacturing related improvements (administrative offices).
 - The exemption does not apply to county property taxes unless the county adopts a resolution to allow it.

BENEFIT TO COMMUNITIES

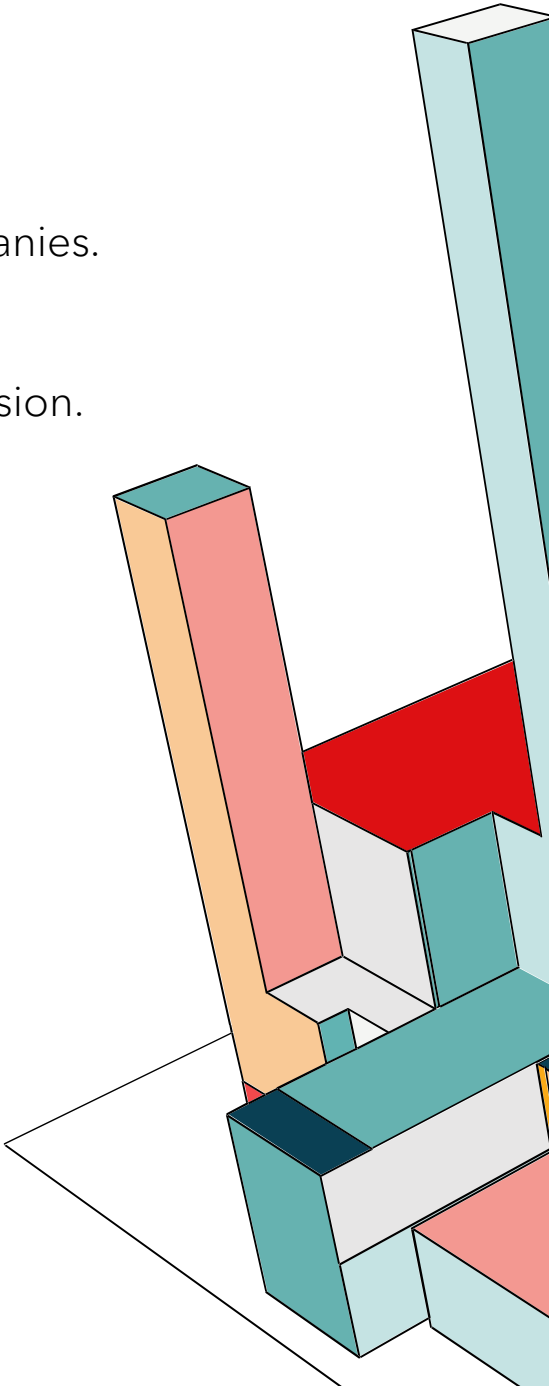
- New Family Living Wage jobs \$23/hour or more
- Significant private investment
- Construction sales tax revenue
- Future increased property tax revenue
- No loss of existing revenues



CITY OF RICHLAND EXAMPLE:

- This slide demonstrates Richland’s success in attracting both expansion projects and new companies.
- The 10-year Tax Exemption column is an **estimate**.
- Projects apply for the exemption, which must be approved by the city council or county commission.

TUA Project Tracking	Application Date	Project Value	Bldg. Sq. Footage	No. of New Jobs	10-year Exemption Estimate
ATI (expansion)	Oct. 2023	\$111,095,000	49,000	93	\$2,244,119
Framatome Phase 1	Feb. 2024	\$39,000,000	13,459	20	\$694,200
Framatome Phase 2	Feb. 2024	\$335,000,000	189,000	200	\$5,963,000
Atlas Agro	April 2024	\$1,100,000,00	518,864	158	\$19,580,000
Cenate	Pending			258	\$0
	TOTALS	\$1,585,095,000	770,323	729	\$28,481,319



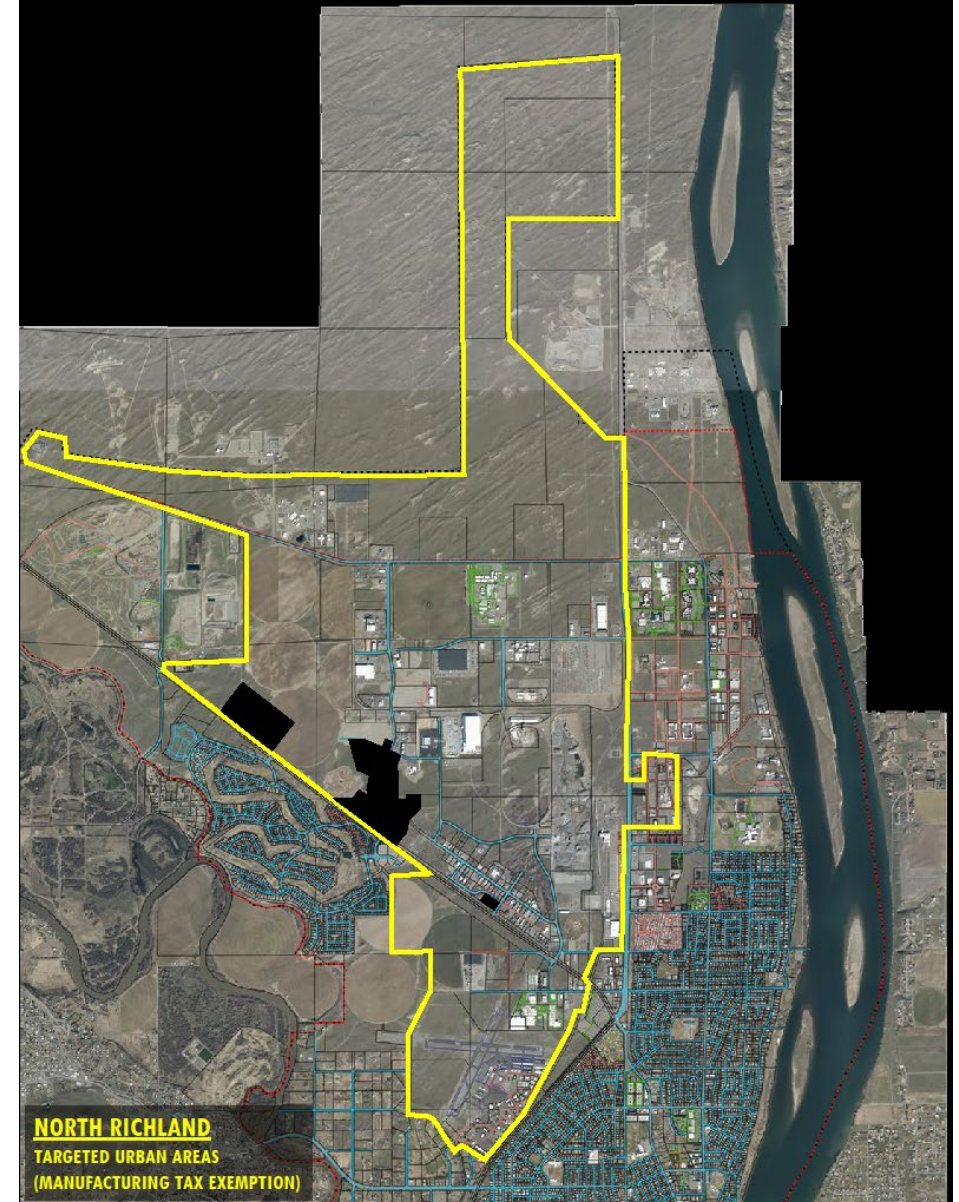
HORN RAPIDS TRIANGLE TARGETED URBAN AREA

Richland's boundary map captures most of its available industrial land, which is substantial.

Pasco could elect to follow suit, identifying a TUA including Big Pasco Industrial Center, Tri-Cities Airport, PSC, and undeveloped land currently zoned industrial.

Supporting Materials:

- Provided is Richland's documents, including:
 - 84.25 RCW, which defines the implementation process.
 - TUA Council Fact Sheet
 - Richland Application
 - 1-Page Marketing Fact Sheet
 - TUA application process and timeline



QUESTIONS?

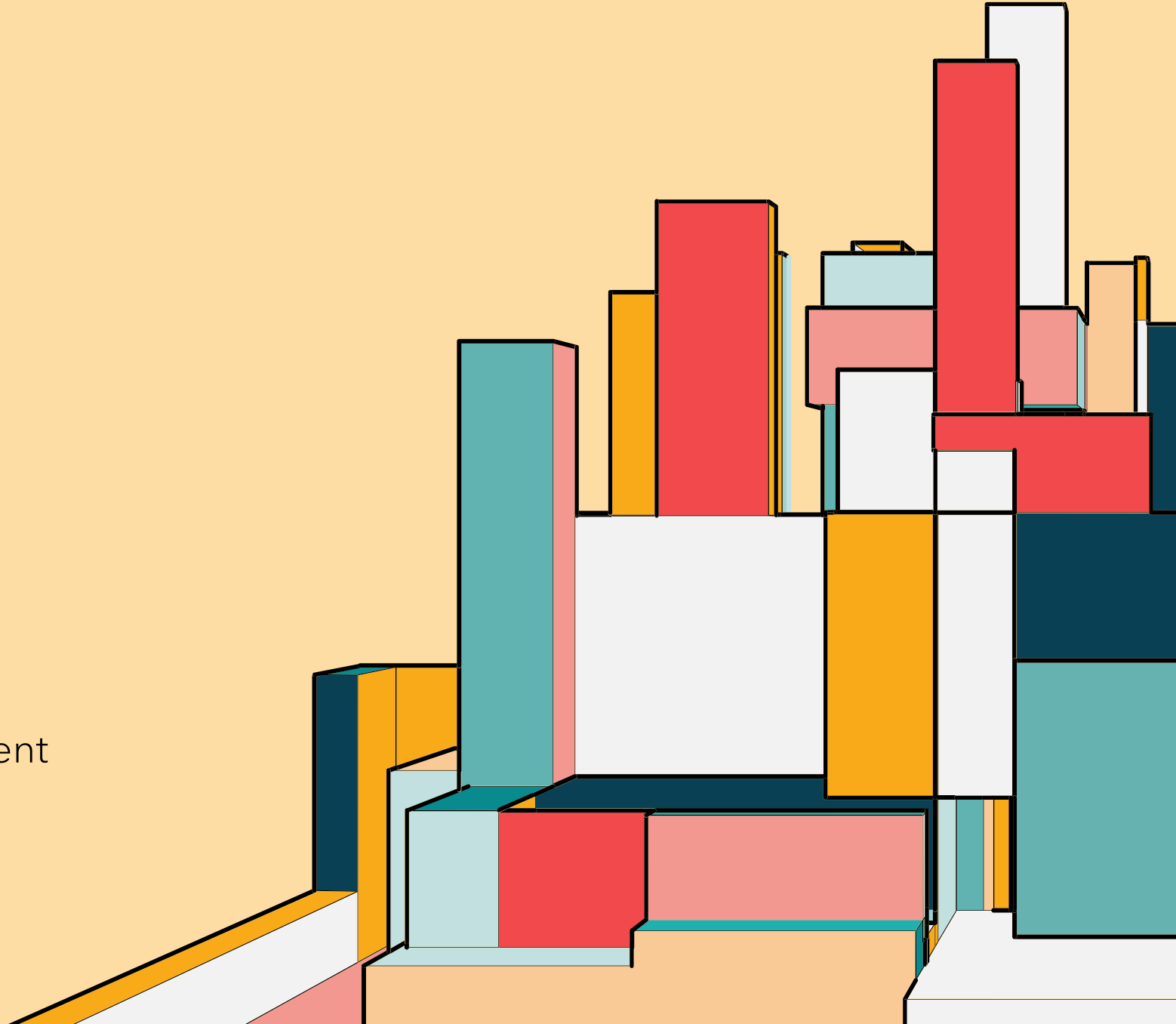
THANK YOU

Stephen McFadden

Port of Pasco

Director of Economic Development

smcfadden@portofpasco.org





RCWs > Title 84 > Chapter 84.25

Print

Chapter Listing

Chapter 84.25 RCW

TARGETED URBAN AREAS—EXEMPTION

Sections

HTML	PDF	84.25.010	Findings.
HTML	PDF	84.25.020	Purpose.
HTML	PDF	84.25.030	Definitions.
HTML	PDF	84.25.040	Exemption—New construction of industrial/manufacturing facilities.
HTML	PDF	84.25.050	Application requirements for property owner.
HTML	PDF	84.25.060	Targeted area designation requirements.
HTML	PDF	84.25.070	Exemption application procedures.
HTML	PDF	84.25.080	Application approval—City governing authority review requirements.
HTML	PDF	84.25.090	Application—City governing authority approval or denial—Appeals.
HTML	PDF	84.25.100	Application fee.
HTML	PDF	84.25.110	Certificate of tax exemption—Requirements.
HTML	PDF	84.25.120	Annual report.
HTML	PDF	84.25.130	Improvements.
HTML	PDF	84.25.140	Application—2015 1st sp.s. c 9.

Findings.

The legislature finds that:

- (1) Many cities have planned under the growth management act, chapter **36.70A** RCW, and designated and zoned lands for industrial and manufacturing use;
- (2) The industrial and manufacturing industries provide family living wage jobs;
- (3) In the current economic climate the creation of additional family living wage jobs is essential;
- (4) It is critical that Washington state promote its continued strength in the fields of aerospace, technology, biomedical, and other industries that will provide family-wage job growth; and
- (5) Planning for industrial and manufacturing use is inadequate to attract new industry and manufacturing and an incentive should be created to stimulate the development of new industrial and manufacturing uses in the existing inventory of lands zoned for industrial and manufacturing use in targeted urban areas through a tax incentive as provided by this chapter.

[**2015 1st sp.s. c 9 s 1.**]

PDF

RCW 84.25.020

Purpose.

It is the purpose of this chapter to encourage new manufacturing and industrial uses on undeveloped or underutilized lands zoned for industrial and manufacturing uses in targeted urban areas, thereby increasing employment opportunities for family living wage jobs. Cities that plan under the growth management act meeting the criteria of this chapter where the governing authority of the affected city has found there is insufficient family living wage jobs for its wage earning population may designate a portion of the city's industrial and manufacturing zoned and undeveloped land to receive an ad valorem tax exemption for the value of new construction of industrial/manufacturing facilities within the designated area.

[**2015 1st sp.s. c 9 s 2.**]

PDF

RCW 84.25.030

Definitions.

*** CHANGE IN 2026 *** (SEE **1210-S.SL**) ***

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

- (1) "City" means any city or town.
- (2) "Family living wage job" means a job that offers health care benefits with a wage that is sufficient for raising a family. A family living wage job must have an average wage of \$23 an hour or more, working 2,080 hours per year on the subject site, as adjusted annually for inflation by the consumer price index. The family living wage may be increased by the local authority based on regional factors and wage

conditions.

(3) "Governing authority" means the local legislative authority of a city or county having jurisdiction over the property for which an exemption may be applied for under this chapter.

(4) "Growth management act" means chapter **36.70A** RCW.

(5) "Industrial/manufacturing facilities" means building improvements that are 10,000 square feet or larger, representing a minimum improvement valuation of \$800,000 for uses categorized as "division D: manufacturing" or "division E: transportation (major groups 40-42, 45, or 47-48)" by the United States department of labor in the occupation safety and health administration's standard industrial classification manual, provided, a city may limit the tax exemption to manufacturing uses.

(6) "Lands zoned for industrial and manufacturing uses" means lands in a city zoned for an industrial or manufacturing use consistent with the city's comprehensive plan where the lands are designated for industry.

(7) "Owner" means the property owner of record.

(8) "Targeted area" means an area of undeveloped lands zoned for industrial and manufacturing uses in the city that is located within or contiguous to an innovation partnership zone, foreign trade zone, or EB-5 regional center, and designated for possible exemption under the provisions of this chapter.

(9) "Undeveloped or underutilized" means that there are no existing building improvements on the portions of the property targeted for new or expanded industrial or manufacturing uses.

[**2022 c 172 s 1**; **2021 c 218 s 1**; **2015 1st sp.s. c 9 s 3**.]

NOTES:

Effective date—2022 c 172: See note following RCW **82.04.294**.

PDF

RCW 84.25.040

Exemption—New construction of industrial/manufacturing facilities.

(1)(a) The value of new construction of industrial/manufacturing facilities qualifying under this chapter is exempt from property taxation under this title, as provided in this section. The value of new construction of industrial/manufacturing facilities is exempt from taxation for properties for which an application for a certificate of tax exemption is submitted under this chapter before December 31, 2030. The value is exempt under this section for 10 successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate.

(b) The exemption provided in this section does not include the value of land or nonindustrial/manufacturing-related improvements not qualifying under this chapter.

(2) The exemption provided in this section is in addition to any other exemptions, deferrals, credits, grants, or other tax incentives provided by law.

(3) This chapter does not apply to state levies or increases in assessed valuation made by the assessor on nonqualifying portions of buildings and value of land nor to increases made by lawful order of a county board of equalization, the department of revenue, or a county, to a class of property throughout the county or specific area of the county to achieve the uniformity of assessment or appraisal required by law.

(4) This exemption does not apply to any county property taxes unless the governing body of the county adopts a resolution and notifies the governing authority of its intent to allow the property to be exempted from county property taxes.

(5) At the conclusion of the exemption period, the new industrial/manufacturing facilities cost must be considered as new construction for the purposes of chapter **84.55** RCW.

[**2021 c 218 s 2**; **2015 1st sp.s. c 9 s 4**.]

PDF **RCW 84.25.050**

Application requirements for property owner.

An owner of property making application under this chapter must meet the following requirements:

(1) The new construction of industrial/manufacturing facilities must be located on land zoned for industrial and manufacturing uses, undeveloped or underutilized, and as provided in RCW **84.25.060**, designated by the city as a targeted area;

(2) The new construction of industrial/manufacturing facilities must meet all construction and development regulations of the city;

(3) The new construction of industrial/manufacturing facilities must be completed within three years from the date of approval of the application; and

(4) The applicant must enter into a contract with the city approved by the city governing authority under which the applicant has agreed to the implementation of the development on terms and conditions satisfactory to the governing authority.

[**2021 c 218 s 3**; **2015 1st sp.s. c 9 s 5**.]

PDF **RCW 84.25.060**

Targeted area designation requirements.

(1) The following criteria must be met before an area may be designated as a targeted area:

(a) The area must be lands zoned for industrial and manufacturing uses; and

(b) The city must have determined that the targeting of the area, as evaluated by the governing authority, will assist in the new construction of industrial/manufacturing facilities that will provide employment for family living wage jobs.

(2) For the purpose of designating a targeted area, the governing authority may adopt a resolution of intention to so designate an area as generally described in the resolution. The resolution must state the time and place of a hearing to be held by the governing authority to consider the designation of the area and may include such other information pertaining to the designation of the area as the governing authority determines to be appropriate to apprise the public of the action intended.

(3) The governing authority must give notice of a hearing held under this chapter by publication of the notice once each week for two consecutive weeks, not less than seven days, nor more than thirty days before the date of the hearing in a paper having a general circulation in the city where the proposed

targeted area is located. The notice must state the time, date, place, and purpose of the hearing and generally identify the area proposed to be designated as a targeted area.

(4) Following the hearing or a continuance of the hearing, and subject to the limit on targeted areas, the governing authority may designate all or a portion of the area described in the resolution of intent as a targeted area if it finds, in its sole discretion, that the criteria in subsection (1) of this section have been met.

[2015 1st sp.s. c 9 s 6.]

PDF

RCW 84.25.070

Exemption application procedures.

An owner of property seeking an exemption under this chapter must complete the following procedures:

- (1) The owner must apply to the city on forms adopted by the governing authority. The application must contain the following:
 - (a) Information setting forth the grounds supporting the requested exemption including information indicated on the application form or in the guidelines;
 - (b) A description of the project and site plan, and other information requested;
 - (c) A statement of the expected number of new family living wage jobs to be created;
 - (d) A statement that the applicant is aware of the potential tax liability involved when the property ceases to be eligible for the incentive provided under this chapter; and
 - (e) A statement that the applicant would not have built in this location but for the availability of the tax exemption under this chapter;
 - (2) The applicant must verify the application by oath or affirmation; and
 - (3) The application must be accompanied by the application fee, if any, required under this chapter.
- The governing authority may permit the applicant to revise an application before final action by the governing authority.

[2015 1st sp.s. c 9 s 7.]

PDF

RCW 84.25.080

Application approval—City governing authority review requirements.

- (1) The city governing authority may approve the application if it finds that:
 - (a) A minimum of 25 new family living wage jobs will be created on the subject site as a result of new construction of industrial/manufacturing facilities within one year of building occupancy;
 - (b) The proposed project is, or will be, at the time of completion, in conformance with all local plans and regulations that apply at the time the application is approved; and
 - (c) The criteria of this chapter have been satisfied.
- (2) Priority must be given to applications that meet the following labor specifications during the new

construction and ongoing business of industrial/manufacturing facilities:

- (a) Compensate workers at prevailing wage rates as determined by the department of labor and industries;
 - (b) Procure from, and contract with, women-owned, minority-owned, or veteran-owned businesses;
 - (c) Procure from, and contract with, entities that have a history of complying with federal and state wage and hour laws and regulations;
 - (d) Include apprenticeship utilization from state-registered apprenticeship programs;
 - (e) Provide for preferred entry for workers living in the area where the project is being constructed;
- and
- (f) Maintain certain labor standards for workers employed primarily at the facility after construction, including production, maintenance, and operational employees.

[**2021 c 218 s 4**; **2015 1st sp.s. c 9 s 8**.]

PDF

RCW 84.25.090

Application—City governing authority approval or denial—Appeals.

(1) The city governing authority must approve or deny an application filed under this chapter within ninety days after receipt of the application.

(2) If the application is approved, the city must issue the owner of the property a conditional certificate of acceptance of tax exemption. The certificate must contain a statement by a duly authorized administrative official of the governing authority that the property has complied with the required criteria of this chapter.

(3) If the application is denied by the city, the city must state in writing the reasons for denial and send the notice to the applicant at the applicant's last known address within ten days of the denial.

(4) Upon denial by the city, an applicant may appeal the denial to the city's governing authority within thirty days after receipt of the denial. The appeal before the city's governing authority must be based upon the record made before the city with the burden of proof on the applicant to show that there was no substantial evidence to support the city's decision. The decision of the city in denying or approving the application is final.

[**2021 c 218 s 5**; **2015 1st sp.s. c 9 s 9**.]

PDF

RCW 84.25.100

Application fee.

The governing authority may establish an application fee. This fee may not exceed an amount determined to be required to cover the cost to be incurred by the governing authority and the assessor in administering this chapter. The application fee must be paid at the time the application for limited exemption is filed. If the application is approved, the governing authority of the city must pay the application fee to the county assessor for deposit in the county current expense fund, after first deducting that portion

of the fee attributable to its own administrative costs in processing the application. If the application is denied, the city's governing authority may retain that portion of the application fee attributable to its own administrative costs and refund the balance to the applicant.

[2015 1st sp.s. c 9 s 10.]

PDF

RCW 84.25.110

Certificate of tax exemption—Requirements.

*** CHANGE IN 2026 *** (SEE 1210-S.SL) ***

(1) Upon completion of the new construction of a manufacturing/industrial [industrial/manufacturing] facility for which an application for an exemption under this chapter has been approved and issued a certificate of occupancy, the owner must file with the city the following:

- (a) A description of the work that has been completed and a statement that the new construction on the owner's property qualify the property for a partial exemption under this chapter;
- (b) A statement of the new family living wage jobs to be offered as a result of the new construction of manufacturing/industrial [industrial/manufacturing] facilities; and
- (c) A statement that the work has been completed within three years of the issuance of the conditional certificate of tax exemption.

(2) Within thirty days after receipt of the statements required under subsection (1) of this section, the city must determine whether the work completed and the jobs to be offered are consistent with the application and the contract approved by the city and whether the application is qualified for a tax exemption under this chapter.

(3) If the criteria of this chapter have been satisfied and the owner's property is qualified for a tax exemption under this chapter, the city must file the certificate of tax exemption with the county assessor within ten days of the expiration of the thirty-day period provided under subsection (2) of this section.

(4) The city must notify the applicant that a certificate of tax exemption is denied if the city determines that:

- (a) The work was not completed within three years of the application date;
- (b) The work was not constructed consistent with the application or other applicable requirements;
- (c) The jobs to be offered are not consistent with the application and criteria of this chapter; or
- (d) The owner's property is otherwise not qualified for an exemption under this chapter.

(5) If the city finds that the work was not completed within the required time period due to circumstances beyond the control of the owner and that the owner has been acting and could reasonably be expected to act in good faith and with due diligence, the governing authority or the city official authorized by the governing authority may extend the deadline for completion of the work for a period not to exceed twenty-four consecutive months.

(6) The city's governing authority may enact an ordinance to provide a process for an owner to appeal a decision by the city that the owner is not entitled to a certificate of tax exemption to the city. The owner may appeal a decision by the city to deny a certificate of tax exemption in superior court under RCW 34.05.510 through 34.05.598, if the appeal is filed within thirty days of notification by the city to the owner of the exemption denial.

[2015 1st sp.s. c 9 s 11.]

PDF

RCW 84.25.120

Annual report.

(1) Thirty days after the anniversary of the date of the certificate of tax exemption and each year for the tax exemption period, the owner of the new industrial/manufacturing facilities must file with a designated authorized representative of the city an annual report indicating the following:

- (a) A statement of the family living wage jobs at the facility as of the anniversary date;
- (b) A certification by the owner that the property has not changed use;
- (c) A description of changes or improvements constructed after issuance of the certificate of tax exemption; and
- (d) Any additional information requested by the city.

(2) A city that issues a certificate of tax exemption under this chapter must report annually by December 31st of each year, beginning in 2013, to the department of commerce. The report must include the following information:

- (a) The number of tax exemption certificates granted;
- (b) The total number and type of new manufacturing/industrial [industrial/manufacturing] facilities constructed;
- (c) The number of family living wage jobs resulting from the new manufacturing/industrial [industrial/manufacturing] facilities; and
- (d) The value of the tax exemption for each project receiving a tax exemption and the total value of tax exemptions granted.

[2015 1st sp.s. c 9 s 12.]

PDF

RCW 84.25.130

Improvements.

(1) If the value of improvements have been exempted under this chapter, the improvements continue to be exempted for the applicable period under this chapter so long as they are not converted to another use and continue to satisfy all applicable conditions including, but not limited to, zoning, land use, building, and family-wage job creation.

(2) If an owner voluntarily opts to discontinue compliance with the requirements of this chapter, the owner must notify the assessor within 60 days of the change in use or intended discontinuance.

(3) If, after a certificate of tax exemption has been filed with the county assessor, the city discovers that a portion of the property is changed or will be changed to disqualify the owner for exemption eligibility under this chapter, the tax exemption must be canceled and the following occurs:

- (a) Additional real property tax must be imposed on the value of the nonqualifying improvements in the amount that would be imposed if an exemption had not been available under this chapter, plus a penalty equal to 20 percent of the additional value. This additional tax is calculated based upon the difference between the property tax paid and the property tax that would have been paid if it had included the value of the nonqualifying improvements dated back to the date that the improvements were converted

to a nonqualifying use;

(b) The tax must include interest upon the amounts of the additional tax at the same statutory rate charged on delinquent property taxes from the dates on which the additional tax could have been paid without penalty if the improvements had been assessed at a value without regard to this chapter; and

(c) The additional tax owed together with interest and penalty becomes a lien on the property and attaches at the time the property or portion of the property is removed from the qualifying use under this chapter or the amenities no longer meet the applicable requirements for exemption under this chapter. A lien under this section has priority to, and must be fully paid and satisfied before, a recognizance, mortgage, judgment, debt, obligation, or responsibility to or with which the property may become charged or liable. The lien may be foreclosed upon expiration of the same period after delinquency and in the same manner provided by law for foreclosure of liens for delinquent real property taxes. An additional tax unpaid on its due date is delinquent. From the date of delinquency until paid, interest must be charged at the same rate applied by law to delinquent property taxes.

(4) If, after a certificate of tax exemption has been filed with the county assessor, the city discovers that the facility maintains fewer than 25 family living wage jobs, the owner is considered ineligible for the exemption under this chapter, and the following must occur:

(a) The tax exemption must be canceled; and

(b) Additional real property tax must be imposed in the amount that would be imposed if an exemption had not been available under this chapter, dated back to the date that the facility last maintained a minimum of 25 family living wage jobs.

(5) Upon a determination that a tax exemption is to be terminated for a reason stated in this section, the city's governing authority must notify the record owner of the property as shown by the tax rolls by mail, return receipt requested, of the determination to terminate the exemption. The owner may appeal the determination to the city, within 30 days by filing a notice of appeal with the city, which notice must specify the factual and legal basis on which the determination of termination is alleged to be erroneous. At an appeal hearing, all affected parties may be heard and all competent evidence received. After the hearing, the deciding body or officer must either affirm, modify, or repeal the decision of termination of exemption based on the evidence received. An aggrieved party may appeal the decision of the deciding body or officer to the superior court as provided in RCW **34.05.510** through **34.05.598**.

(6) Upon determination by the city to terminate an exemption, the county officials having possession of the assessment and tax rolls must correct the rolls in the manner provided for omitted property under RCW **84.40.080**. The county assessor must make such a valuation of the property and improvements as is necessary to permit the correction of the rolls. The value of the new industrial/manufacturing facilities added to the rolls is considered new construction for the purposes of chapter **84.40** RCW. The owner may appeal the valuation to the county board of equalization as provided in chapter **84.40** RCW. If there has been a failure to comply with this chapter, the property must be listed as an omitted assessment for assessment years beginning January 1st of the calendar year in which the noncompliance first occurred, but the listing as an omitted assessment may not be for a period more than three calendar years preceding the year in which the failure to comply was discovered.

[**2021 c 218 s 6**; **2015 1st sp.s. c 9 s 13**.]

PDF

RCW 84.25.140

Application—2015 1st sp.s. c 9.

This act applies to taxes levied for collection in 2016 and thereafter.

[2015 1st sp.s. c 9 s 14.]

Legislative questions or comments

Call the Legislative Hotline

1-800-562-6000

TTY for deaf/hard of hearing: 1-800-833-6388

[Learn more about the Legislative Hotline](#)

[Studies, audits, and reports](#)

[Performance audits](#)

[Actuarial reporting](#)

[Transportation studies and reports](#)

[Reports from outside organizations](#)

[Investigation reports](#)

[Accessibility](#)

[Jobs](#)

[Public records requests](#)

[Site help](#)

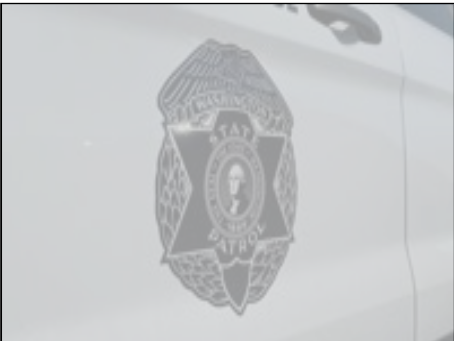
[Contact us](#)

[Email updates \(GovDelivery\)](#)

Richland adopted new Targeted Urban Area Tax Exemption

Morgan Huff - Apple Valley News Now Jul 19, 2023 Updated Jul 19, 2023

MORE INFORMATION



Washington State Patrol searching for clues in hit and run crash in Toppenish

TOPPENISH, Wash. - The Washington State Patrol is asking for witnesses to come forward in a hit and run crash that left a pedestrian hurt.

Boardman man's body recovered from Columbia River

Body pulled from the Columbia River by Rock Island Dam



RICHLAND, Wash. -- The Washington State Legislature adopted a new program in the Spring of 2022 that has found success in Richland's Horn Rapids Industrial Area when ATI Inc.'s application for Targeted

Urban Area (TUA) tax exemption was approved by the city council on Tuesday.

The program encourages manufacturers to build or expand to urban areas in Washington State.

To qualify, the value of the project must be \$800,000 or more and create more than 25 jobs that are paid above the state designated living wage.

The tax exemption includes the City's portion of property tax on improvements for up to 10 years while the company will still pay the property tax on the land and existing improvements.

Karl Dye, President and CEO of the Tri-City Development Council (TRIDEC) is excited to have this state program and to see it succeed in Richland, "This not only helps the City, but it helps our entire region be competitive on a national scale with the recruitment of manufacturing jobs," states Karl.

ATI, a specialty materials company, already has a facility in the Horn Rapids area and was seeking a way to expands its manufacturing operations.

With the new incentive program, ATI is planning to double its Richland operations, investing in state of the art assets to produce aerospace and defense grade titanium.

"Twenty-five years after the Richland facility was first commissioned, it's exciting to expand our presence there," said Board Chair and Chief Executive Officer Bob Wetherbee. "We appreciate the region's strong support and are honored to be the City of Richland's first recipient of the Manufacturing Property Tax Exemption."



NEWS

Downtown Association of Yakima endorses new parking plan pitched by business owners
By Emily Goodell



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/2/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 2 - Financial Sustainability

Strategic Priority 3 - Focused Development

Subject:

Resolution No. 2024-04, Approving a Targeted Urban Area Application Submitted by Framatome for Phase One

Department/Office
Development Services

Ordinance/Resolution Number:
2024-04

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2024-04, accepting Framatome's Phase I TUA application and authorizing the City Manager to sign and execute a 10-year property tax abatement agreement with Framatome for Richland's portion of property tax in a form consistent with Chapter 84.25 RCW and approved by the City Attorney and City Manager.

Summary:

On January 17, 2023, Richland City Council adopted Resolution No. 2023-10 to create a Targeted Urban Area (TUA) in the City of Richland. The TUA, located in north Richland, is a zone where the City may offer 10-year property tax abatement to certain new industrial projects that create living wage jobs as defined by the State of Washington. The TUA program is authorized by Chapter 84.25 RCW.

A property tax exemption is available to businesses located within the designated area operating specific Manufacturing/Industrial uses as identified in the Standard Industrial Class (SIC) List D (manufacturing) or E (transportation). These codes are determined by the Interdepartmental Committee on Industrial Statistics of the Central Statistical Board of the United States. The exemption applies to building improvements made on undeveloped or underdeveloped property with a minimum improvement valuation of \$800,000 that will create at least 25 living wage jobs. The exemption does not apply to land value or pre-existing improvements.

Framatome's Richland operation is an existing nuclear fuel manufacturing facility that produces uranium dioxide (UO₂) powder, pellets, fuel rods and fuel assemblies. Framatome is proposing a Phase I project at its Richland site located at 2455 Horn Rapids Road to repurpose an existing building on its 155-acre property for the manufacturing of nuclear fuel for advanced reactors. The project will add 15,852 square feet of improvements. Phase I of the project will create 20 new jobs, and an additional 200 jobs in Phase 2, that will meet or exceed the State's living wage definition. The project is valued at \$39 million. Framatome's Phase I expansion supports the City's plans to attract advanced manufacturing to north Richland.

The proposed 10-year property tax exemption on the value of the new improvements provides an attractive incentive for Richland to compete nationally with other cities to attract new manufacturing and industrial jobs to the area.

Staff recommends adoption of Resolution No. 2024-04.

Fiscal Impact: The estimated impact of the Phase I project over the ten (10) year exemption period is \$700,000 in waived property tax revenue. This number is based on 2024 levy rates.

Attachments:

1. Resolution No. 2024-04
2. Parcel ID and Site Map - Framatome (Phase I)

RESOLUTION NO. 2024-04

A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON, APPROVING AN APPLICATION FROM FRAMATOME FOR PROPERTY TAX EXEMPTION UNDER THE CITY'S TARGETED URBAN AREA EXEMPTION PROGRAM FOR PHASE 1 OF FRAMATOME'S PROJECT.

WHEREAS, the City of Richland encourages construction of new industrial/manufacturing facilities on undeveloped or underutilized land in the City that will provide family-wage job growth; and

WHEREAS, the City has, pursuant to the authority granted by Chapter 84.25 RCW, adopted a Targeted Urban Area (TUA) for undeveloped or underutilized industrial lands in the Horn Rapids Industrial Park; and

WHEREAS, on January 17, 2023, by the adoption of Resolution No. 2023-10, Richland City Council authorized a program whereby industrial property owners may qualify for a Certificate of Property Tax Exemption for Industrial Manufacturing Uses, certifying to the Benton County Assessor and Benton County Treasurer that the applicant is eligible to receive a property tax exemption for new industrial facilities constructed on undeveloped lands; and

WHEREAS, Framatome has applied for a property tax exemption for the value of its Phase 1 construction of a new industrial manufacturing facility on their property located at 2101 Horn Rapids Road within Richland's TUA; and

WHEREAS, on November 7, 2023, Framatome submitted to the City a completed application for the TUA property tax exemption, outlining the development of new industrial facilities including size and cost, and the intended number of new positions created that will be paid a minimum living wage of \$23 per hour as a result of the construction of the new industrial facilities; and

WHEREAS, the new improvements to the industrial facilities on Framatome's property satisfy the requirements for a TUA Property Tax Exemption Certificate; and

WHEREAS, pursuant to Chapter 84.25 RCW, the City has 90 days, or until February 25, 2024, to present Framatome with a Certificate of Tax Exemption Agreement and issue a TUA Property Tax Exemption Certificate.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the Property Tax Exemption Application for Industrial Manufacturing Uses submitted by Framatome for Phase 1 of their project, attached hereto as **Exhibit A**, is hereby approved.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute a Certificate of Tax Exemption Agreement with Framatome for Phase 1 of their project, consistent with

the requirements of Chapter 84.25 RCW, granting a 10-year property tax abatement for Richland's portion of property tax.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 2nd day of January, 2024.

Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



PROPERTY TAX EXEMPTION APPLICATION
FOR INDUSTRIAL/MANUFACTURING USES
(CHAPTER 84.25 RCW)

ALL SECTIONS MUST BE COMPLETED

EXHIBIT A

FOR AGENCY USE		Date:	Application #	FEE: \$500 *****	
EDR	TR	A	11-27-2023	TUA10-11212023	Credit Card #
					Exp. Date 11/26 CVV 928
PROPERTY INFORMATION					
Project Name		Project Eagle Phase I			
Ownership Company		Framatome			
Site Address		2101 Horn Rapids Road	Tax Parcel ID Number	11508300000100	
MAIN CONTACT					
Applicant Name		Thomas Galioto			
Address		2101 Horn Rapids Road			
City, State, Zip		Richland, WA, 99354			
Work Phone		509-375-8699	Mobile Phone	509-531-4456	
Email		tom.galioto@framatome.com			
PROJECT INFORMATION					
Standard Industrial Class (SIC)		SIC – D: Manufacturing #		SIC – E: Transportation #	
Division D: Manufacturing		2819			
Project Description (Attach additional pages, if needed)		see attached			
Project Cost \$ 39,000,000		Industrial/Manufacturing Uses Only \$ 39,000,000		Total Building Costs \$ 39,000,000	
Square Footage of Existing Building 15,852		Proposed Exemption Square Footage (new buildings only) 13,459		Total Building Square Footage (upon completion) 15,852	

EMPLOYEE INFORMATION

1. Will the business offer healthcare benefits?

☒ Yes ☐ No
2. How many permanent, full-time (2,080 hours/year) positions will be created?

20
3. How many of the new positions created will be paid a minimum living wage of \$23/hour or more?

100%
4. Will the business compensate workers at prevailing wage rates?

☐ Yes ☒ No
5. Will the business procure from/ contract with women-owned, minority-owned, or veteran-owned businesses?

☒ Yes ☐ No
6. Will the business procure from/contract with entities with a history of federal and state wage and hour law and regulation compliance?

☒ Yes ☐ No
7. Will the business use apprenticeships from state-regulated apprenticeship programs?

☒ Yes ☐ No
8. Will the business provide for preferred entry for workers living in the area where the project is constructed?

☒ Yes ☐ No
9. Will the business maintain certain labor standards for workers employed primarily at the facility after construction is complete, including production, maintenance, and operational employees?

☒ Yes ☐ No
10. Is the subject parcel located within the boundary of the City's established Targeted Urban Area?

☒ Yes ☐ No

EXEMPTION CERTIFICATIONS	
☒	I understand the potential tax liability involved when the property ceases to be eligible for the incentive provided under Chapter 84.25 RCW.
☒	The project meets the industrial/manufacturing requirements described in Chapter 84.25 RCW.
☒	There are no existing building improvements on the portion of the property targeted for the tax exemption.
☒	I understand that the new construction of industrial/manufacturing facilities must meet all of the City of Richland's construction and development regulations.
☒	I understand that this waiver pertains only to the City's portion of property taxes related to the building improvements. The improved valuation of the land and the taxing authority of other jurisdictions is not a part of this tax incentive program.
☒	I understand that I will be required to enter into and abide by an agreement with the City of Richland to implement the program requirements of Chapter 84.25 RCW.
☒	I understand that construction of the industrial/manufacturing facility must be completed in three (3) years from the date the application is approved.
☒	I understand that the value of new construction of industrial/manufacturing facilities is exempt under RCW 84.25 for ten (10) consecutive years beginning January 1st of the year immediately following the calendar year of issuance of a certificate of tax exemption. I further understand there are no extensions of this 10-year timeframe.
☒	I understand that the City of Richland's decision regarding the tax exemption is final.
☒	I understand that the City will require certification of project completion.
☒	I understand the requirement to annually report, for the duration of the exemption, the number of jobs created.
☒	I certify that this project would not have been built in Richland but for the availability of the tax exemption.

ACKNOWLEDGEMENT

My signature below certifies that I am the property owner or legal agent of the property owner with lawful authority to submit this application. My acknowledgment of the Exemption Certifications above indicates my understanding thereof.

I declare under penalty of perjury under the law of the state of Washington that the foregoing is true and correct.

Signed this 21st day of November, 2023 in Richland, WA.
(city) (state)

Printed Name: Thomas Michael Galioto

Signature:

esigned via SeamlessDocs.com

Thomas Michael Galioto

Key: 918a4c15-408f4119-8a93-105d7726d31

If your application is approved, the City will issue a conditional certificate of acceptance of the tax exemption within ninety (90) days after receipt of the application. The certificate will contain a statement by a duly authorized administrative official of the City of Richland that the property has complied with the requirements of Chapter 84.25 RCW.

Denied applications may be appealed to the Richland City Council within thirty (30) days of the denial. The appeal must be based on the existing record. The applicant bears the burden to prove that the City's decision was not supported by substantial evidence. The Richland City Council's decision on appeal is final.

CERTIFICATION OF ENROLLMENT

ENGROSSED HOUSE BILL 1386

Chapter 218, Laws of 2021

67th Legislature
2021 Regular Session

TARGETED URBAN AREA PROPERTY TAX EXEMPTION—MODIFICATION

EFFECTIVE DATE: July 25, 2021

Passed by the House March 2, 2021
Yeas 97 Nays 0

LAURIE JINKINS

**Speaker of the House of
Representatives**

Passed by the Senate April 21, 2021
Yeas 47 Nays 2

DENNY HECK

President of the Senate

Approved May 10, 2021 3:14 PM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED HOUSE BILL 1386** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

May 10, 2021

**Secretary of State
State of Washington**

ENGROSSED HOUSE BILL 1386

Passed Legislature - 2021 Regular Session

State of Washington

67th Legislature

2021 Regular Session

By Representatives Wicks, Dolan, Lovick, Sells, Berg, and Hackney

Read first time 01/26/21. Referred to Committee on Finance.

1 AN ACT Relating to modifying the property tax exemption for the
2 value of new construction of industrial/manufacturing facilities in
3 targeted urban areas; and amending RCW 84.25.030, 84.25.040,
4 84.25.050, 84.25.080, 84.25.090, and 84.25.130.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6 **Sec. 1.** RCW 84.25.030 and 2015 1st sp.s. c 9 s 3 are each
7 amended to read as follows:

8 The definitions in this section apply throughout this chapter
9 unless the context clearly requires otherwise.

10 (1) "City" means any city (~~((that: (a) Has a population of at~~
11 ~~least eighteen thousand; and (b) is north or east of the largest city~~
12 ~~in the county in which the city is located and such county has a~~
13 ~~population of at least seven hundred thousand, but less than eight~~
14 ~~hundred thousand))~~ or town.

15 (2) "Family living wage job" means a job that offers health care
16 benefits with a wage that is sufficient for raising a family. A
17 family living wage job must have an average wage of ~~((eighteen~~
18 ~~dollars))~~ \$23 an hour or more, working ~~((two thousand eighty))~~ 2,080
19 hours per year on the subject site, as adjusted annually for
20 inflation by the consumer price index. The family living wage may be

increased by the local authority based on regional factors and wage conditions.

(3) "Governing authority" means the local legislative authority of a city or county having jurisdiction over the property for which an exemption may be applied for under this chapter.

(4) "Growth management act" means chapter 36.70A RCW.

(5) "Industrial/manufacturing facilities" means building improvements that are (~~ten thousand~~) 10,000 square feet or larger, representing a minimum improvement valuation of (~~eight hundred thousand dollars~~) \$800,000 for uses categorized as "division D: manufacturing" or "division E: transportation (major groups 40-42, 45, or 47-48)" by the United States department of labor in the occupation safety and health administration's standard industrial classification manual, provided, a city may limit the tax exemption to manufacturing uses.

(6) "Lands zoned for industrial and manufacturing uses" means lands in a city zoned as of December 31, 2014, for an industrial or manufacturing use consistent with the city's comprehensive plan where the lands are designated for industry.

(7) "Owner" means the property owner of record.

(8) "Targeted area" means an area of undeveloped lands zoned for industrial and manufacturing uses in the city that is located within or contiguous to an innovation partnership zone, foreign trade zone, or EB-5 regional center, and designated for possible exemption under the provisions of this chapter.

(9) "Undeveloped or underutilized" means that there are no existing building improvements on the (~~property or~~) portions of the property targeted for new or expanded industrial or manufacturing uses.

Sec. 2. RCW 84.25.040 and 2015 1st sp.s. c 9 s 4 are each amended to read as follows:

(1)(a) The value of new construction of industrial/manufacturing facilities qualifying under this chapter is exempt from property taxation under this title, as provided in this section. The value of new construction of industrial/manufacturing facilities is exempt from taxation for properties for which an application for a certificate of tax exemption is submitted under this chapter before December 31, (~~2022~~) 2030. The value is exempt under this section for (~~ten~~) 10 successive years beginning January 1st of the year

1 immediately following the calendar year of issuance of the
2 certificate.

3 (b) The exemption provided in this section does not include the
4 value of land or nonindustrial/manufacturing-related improvements not
5 qualifying under this chapter.

6 (2) The exemption provided in this section is in addition to any
7 other exemptions, deferrals, credits, grants, or other tax incentives
8 provided by law.

9 (3) This chapter does not apply to state levies or increases in
10 assessed valuation made by the assessor on nonqualifying portions of
11 buildings and value of land nor to increases made by lawful order of
12 a county board of equalization, the department of revenue, or a
13 county, to a class of property throughout the county or specific area
14 of the county to achieve the uniformity of assessment or appraisal
15 required by law.

16 (4) This exemption does not apply to any county property taxes
17 unless the governing body of the county adopts a resolution and
18 notifies the governing authority of its intent to allow the property
19 to be exempted from county property taxes.

20 (5) At the conclusion of the exemption period, the new
21 industrial/manufacturing facilities cost must be considered as new
22 construction for the purposes of chapter 84.55 RCW.

23 **Sec. 3.** RCW 84.25.050 and 2015 1st sp.s. c 9 s 5 are each
24 amended to read as follows:

25 An owner of property making application under this chapter must
26 meet the following requirements:

27 (1) The new construction of industrial/manufacturing facilities
28 must be located on land zoned for industrial and manufacturing uses,
29 undeveloped or underutilized, and as provided in RCW 84.25.060,
30 designated by the city as a targeted area;

31 (2) The new construction of industrial/manufacturing facilities
32 must meet all construction and development regulations of the city;

33 (3) The new construction of industrial/manufacturing facilities
34 must be completed within three years from the date of approval of the
35 application; and

36 (4) The applicant must enter into a contract with the city
37 approved by the city governing authority(~~((, or an administrative~~
38 ~~official or commission authorized by the governing authority,))~~) under
39 which the applicant has agreed to the implementation of the

development on terms and conditions satisfactory to the governing authority.

Sec. 4. RCW 84.25.080 and 2015 1st sp.s. c 9 s 8 are each amended to read as follows:

(1) The ~~((duly authorized administrative official or committee of the))~~ city governing authority may approve the application if it finds that:

((~~(1)~~)) (a) A minimum of ~~((twenty-five))~~ 25 new family living wage jobs will be created on the subject site as a result of new construction of ~~((manufacturing/industrial——[industrial/manufacturing]))~~ industrial/manufacturing facilities within one year of building occupancy;

((~~(2)~~)) (b) The proposed project is, or will be, at the time of completion, in conformance with all local plans and regulations that apply at the time the application is approved; and

((~~(3)~~)) (c) The criteria of this chapter have been satisfied.

(2) Priority must be given to applications that meet the following labor specifications during the new construction and ongoing business of industrial/manufacturing facilities:

(a) Compensate workers at prevailing wage rates as determined by the department of labor and industries;

(b) Procure from, and contract with, women-owned, minority-owned, or veteran-owned businesses;

(c) Procure from, and contract with, entities that have a history of complying with federal and state wage and hour laws and regulations;

(d) Include apprenticeship utilization from state-registered apprenticeship programs;

(e) Provide for preferred entry for workers living in the area where the project is being constructed; and

(f) Maintain certain labor standards for workers employed primarily at the facility after construction, including production, maintenance, and operational employees.

Sec. 5. RCW 84.25.090 and 2015 1st sp.s. c 9 s 9 are each amended to read as follows:

(1) The city governing authority ~~((or——its——authorized representative))~~ must approve or deny an application filed under this chapter within ninety days after receipt of the application.

1 (2) If the application is approved, the city must issue the owner
2 of the property a conditional certificate of acceptance of tax
3 exemption. The certificate must contain a statement by a duly
4 authorized administrative official of the governing authority that
5 the property has complied with the required criteria of this chapter.

6 (3) If the application is denied by the city, the city must state
7 in writing the reasons for denial and send the notice to the
8 applicant at the applicant's last known address within ten days of
9 the denial.

10 (4) Upon denial by the city, an applicant may appeal the denial
11 to the city's governing authority within thirty days after receipt of
12 the denial. The appeal before the city's governing authority must be
13 based upon the record made before the city with the burden of proof
14 on the applicant to show that there was no substantial evidence to
15 support the city's decision. The decision of the city in denying or
16 approving the application is final.

17 **Sec. 6.** RCW 84.25.130 and 2015 1st sp.s. c 9 s 13 are each
18 amended to read as follows:

19 (1) If the value of improvements have been exempted under this
20 chapter, the improvements continue to be exempted for the applicable
21 period under this chapter so long as they are not converted to
22 another use and continue to satisfy all applicable conditions
23 including, but not limited to, zoning, land use, building, and
24 family-wage job creation.

25 (2) If an owner voluntarily opts to discontinue compliance with
26 the requirements of this chapter, the owner must notify the assessor
27 within ((~~sixty~~)) 60 days of the change in use or intended
28 discontinuance.

29 (3) If, after a certificate of tax exemption has been filed with
30 the county assessor, the city discovers that a portion of the
31 property is changed or will be changed to disqualify the owner for
32 exemption eligibility under this chapter, the tax exemption must be
33 canceled and the following occurs:

34 (a) Additional real property tax must be imposed on the value of
35 the nonqualifying improvements in the amount that would be imposed if
36 an exemption had not been available under this chapter, plus a
37 penalty equal to ((~~twenty~~)) 20 percent of the additional value. This
38 additional tax is calculated based upon the difference between the
39 property tax paid and the property tax that would have been paid if

1 it had included the value of the nonqualifying improvements dated
2 back to the date that the improvements were converted to a
3 nonqualifying use;

4 (b) The tax must include interest upon the amounts of the
5 additional tax at the same statutory rate charged on delinquent
6 property taxes from the dates on which the additional tax could have
7 been paid without penalty if the improvements had been assessed at a
8 value without regard to this chapter; and

9 (c) The additional tax owed together with interest and penalty
10 becomes a lien on the property and attaches at the time the property
11 or portion of the property is removed from the qualifying use under
12 this chapter or the amenities no longer meet the applicable
13 requirements for exemption under this chapter. A lien under this
14 section has priority to, and must be fully paid and satisfied before,
15 a recognizance, mortgage, judgment, debt, obligation, or
16 responsibility to or with which the property may become charged or
17 liable. The lien may be foreclosed upon expiration of the same period
18 after delinquency and in the same manner provided by law for
19 foreclosure of liens for delinquent real property taxes. An
20 additional tax unpaid on its due date is delinquent. From the date of
21 delinquency until paid, interest must be charged at the same rate
22 applied by law to delinquent property taxes.

23 (4) If, after a certificate of tax exemption has been filed with
24 the county assessor, the city discovers that the facility maintains
25 fewer than 25 family living wage jobs, the owner is considered
26 ineligible for the exemption under this chapter, and the following
27 must occur:

28 (a) The tax exemption must be canceled; and

29 (b) Additional real property tax must be imposed in the amount
30 that would be imposed if an exemption had not been available under
31 this chapter, dated back to the date that the facility last
32 maintained a minimum of 25 family living wage jobs.

33 (5) Upon a determination that a tax exemption is to be terminated
34 for a reason stated in this section, the city's governing authority
35 must notify the record owner of the property as shown by the tax
36 rolls by mail, return receipt requested, of the determination to
37 terminate the exemption. The owner may appeal the determination to
38 the city, within ((thirty)) 30 days by filing a notice of appeal with
39 the city, which notice must specify the factual and legal basis on
40 which the determination of termination is alleged to be erroneous. At

1 an appeal hearing, all affected parties may be heard and all
2 competent evidence received. After the hearing, the deciding body or
3 officer must either affirm, modify, or repeal the decision of
4 termination of exemption based on the evidence received. An aggrieved
5 party may appeal the decision of the deciding body or officer to the
6 superior court as provided in RCW 34.05.510 through 34.05.598.

7 ~~((5))~~ (6) Upon determination by the city to terminate an
8 exemption, the county officials having possession of the assessment
9 and tax rolls must correct the rolls in the manner provided for
10 omitted property under RCW 84.40.080. The county assessor must make
11 such a valuation of the property and improvements as is necessary to
12 permit the correction of the rolls. The value of the new industrial/
13 manufacturing facilities added to the rolls is considered new
14 construction for the purposes of chapter 84.40 RCW. The owner may
15 appeal the valuation to the county board of equalization as provided
16 in chapter 84.40 RCW. If there has been a failure to comply with this
17 chapter, the property must be listed as an omitted assessment for
18 assessment years beginning January 1st of the calendar year in which
19 the noncompliance first occurred, but the listing as an omitted
20 assessment may not be for a period more than three calendar years
21 preceding the year in which the failure to comply was discovered.

Passed by the House March 2, 2021.

Passed by the Senate April 21, 2021.

Approved by the Governor May 10, 2021.

Filed in Office of Secretary of State May 10, 2021.

--- END ---

An aerial, high-angle photograph of a large parking lot. The lot is filled with numerous cars of various colors and models, parked in neat rows. The perspective is from directly above, showing the layout of the parking spaces and the arrangement of the vehicles. The lighting is even, and the overall tone is somewhat muted, giving it a professional, documentary feel.

College Avenue Parking Lots

Technical Advisor: Professor Williams

Prepared by: Luafata Voigt

Recap

Objective: To increase available parking for College Avenue businesses

Method: Identify appropriate properties and develop preliminary designs for grant applications

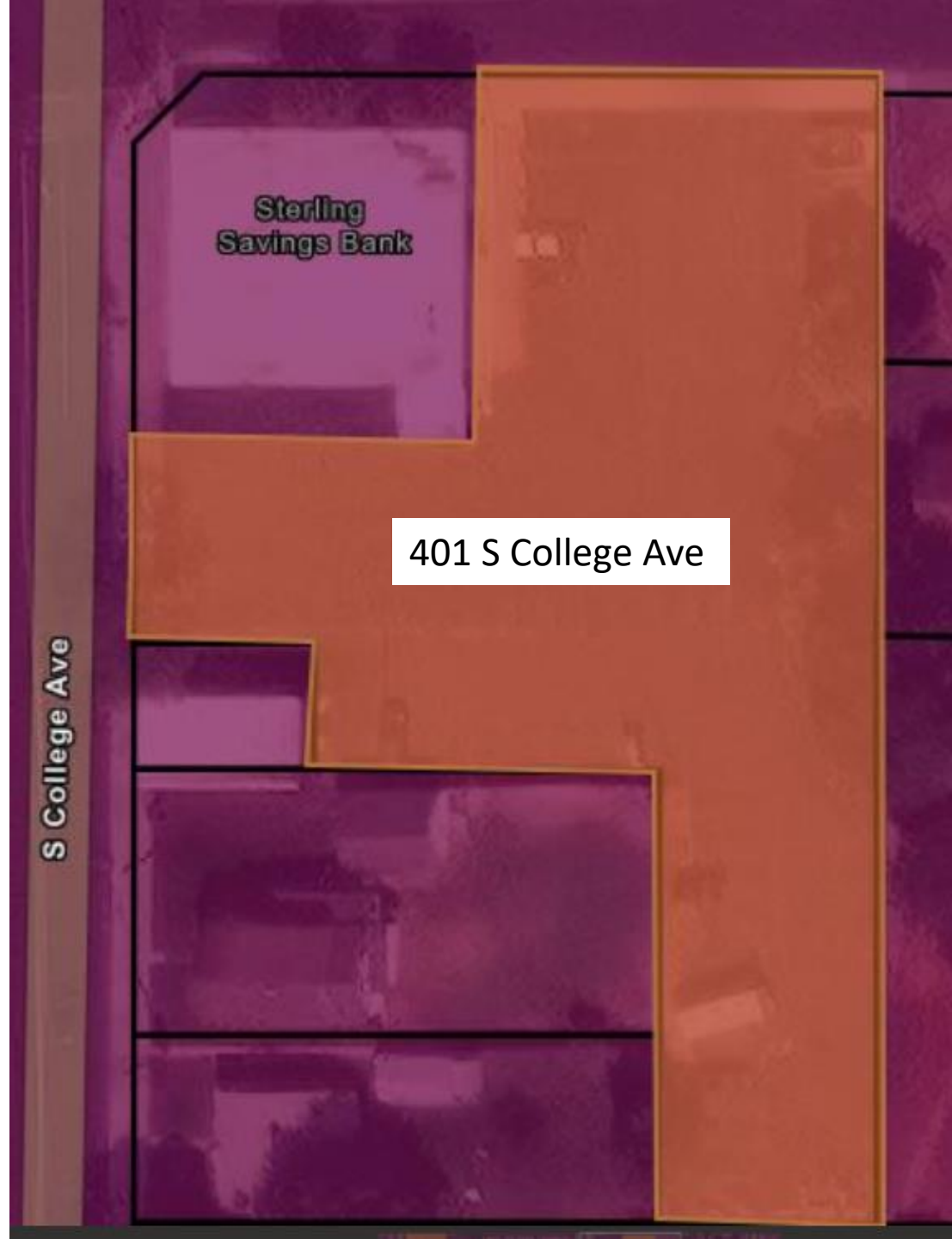
Criteria	Scoring	Weight/Importance
Current Use	1 = low volume bldg 3 = vacant bldg 5 = empty	15%
Near businesses	1 = low (0-1 businesses) 3 = moderate (2) 5 = high (3+)	15%
Accessibility	1 = difficult access/many conflict points 3 = moderate access 5 = easy access/driveway possible	10%
Trees	1 = high 3 = moderate 5 = low	10%
Streams	1 = high 3 = moderate 5 = low	15%
Traffic Level/Near Intersections	1 = low 3 = moderate 5 = high	10%
Size and Space	1 = < 0.1 acre 3 = 0.1 < # < 1 acre 5 = $\geq$ 1 acre	20%
Cut and Fill	1 = high quantities 3 = moderate 5 = low	5%
	Total weight =	100%

*This criteria is subject to change

Site Choices

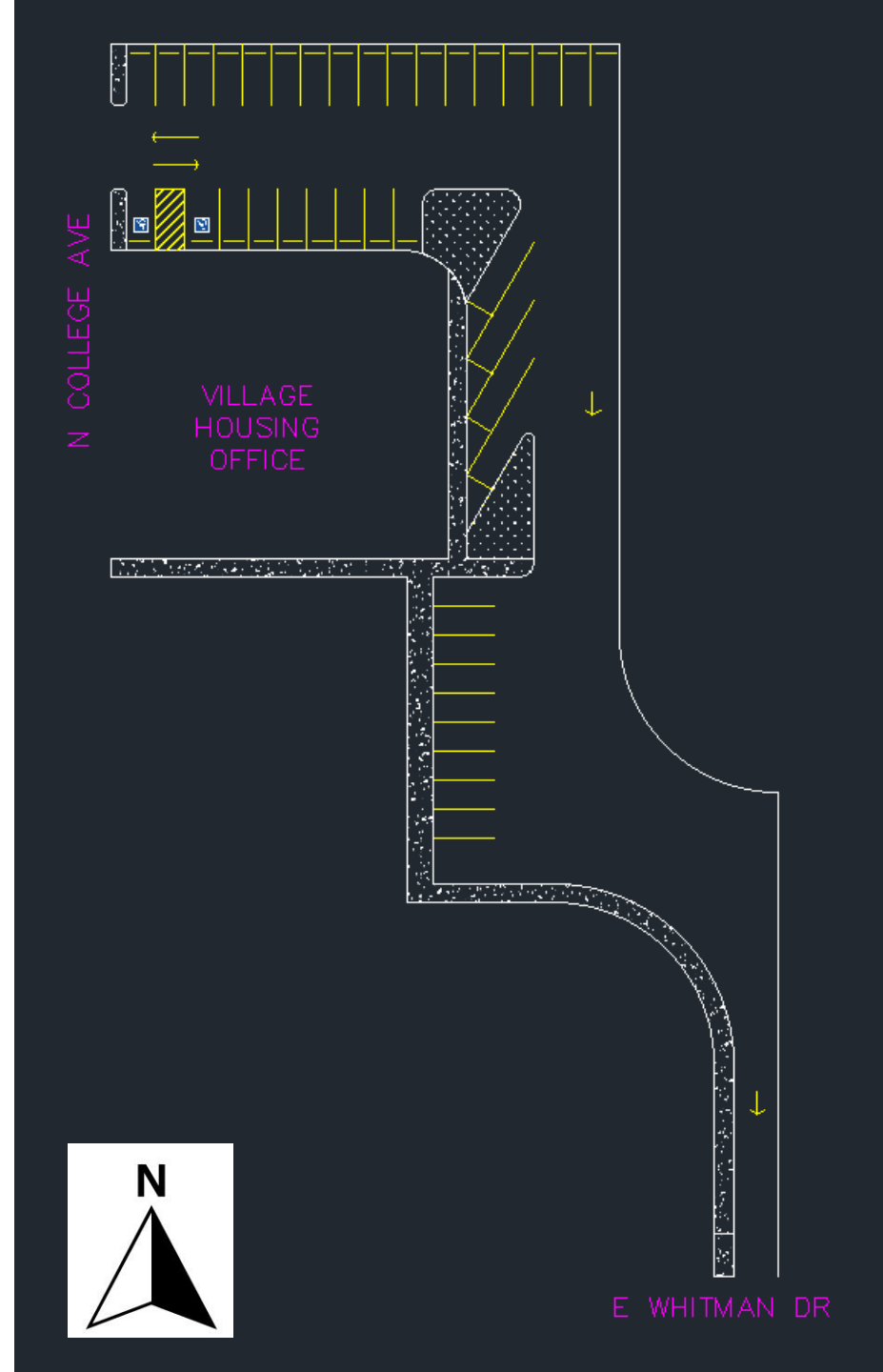
- 1) APN: 350725330061 (north of 26 N College Avenue)
- 2) 401 S College Avenue
- 3) SW 6th St and S College Avenue
- 4) 424 S College Avenue





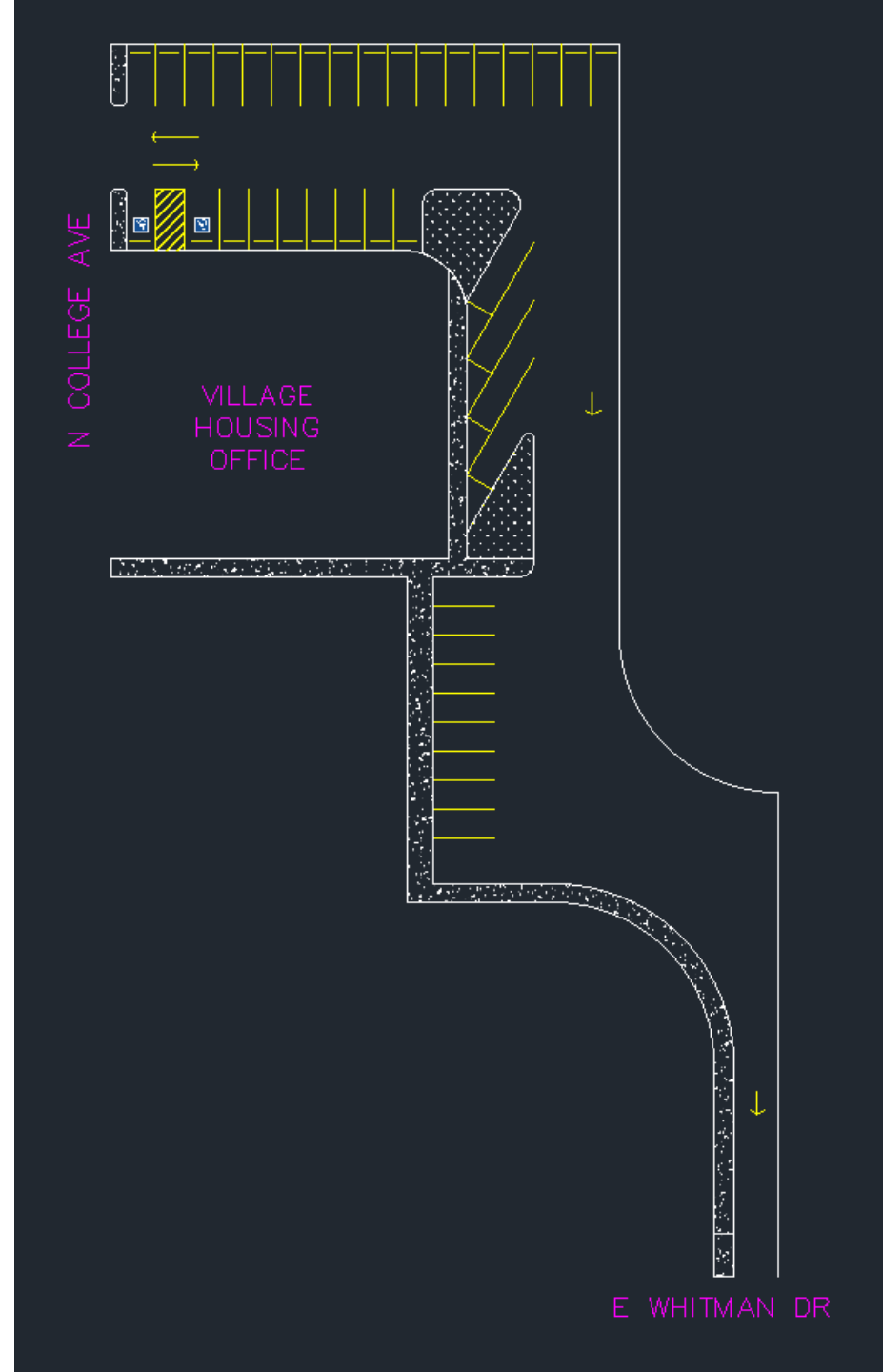
North Property Lot Layout

- 38 parking stalls, 2 accessible parking spaces (40 total)
 - Perpendicular: 19 ft long, 9 ft wide
 - Accessible (standard): 19 ft long, 9 ft wide
 - Accessible (van): 19 ft long, 11 ft wide
 - Angled (60°): 21 ft long, 9 ft wide
- Concrete sidewalk: 8 ft and 6 ft wide
- South exit width: 14 ft
- Wheel stops are 3 ft from end of parking stall
- Entrances and exits adequate for passenger car



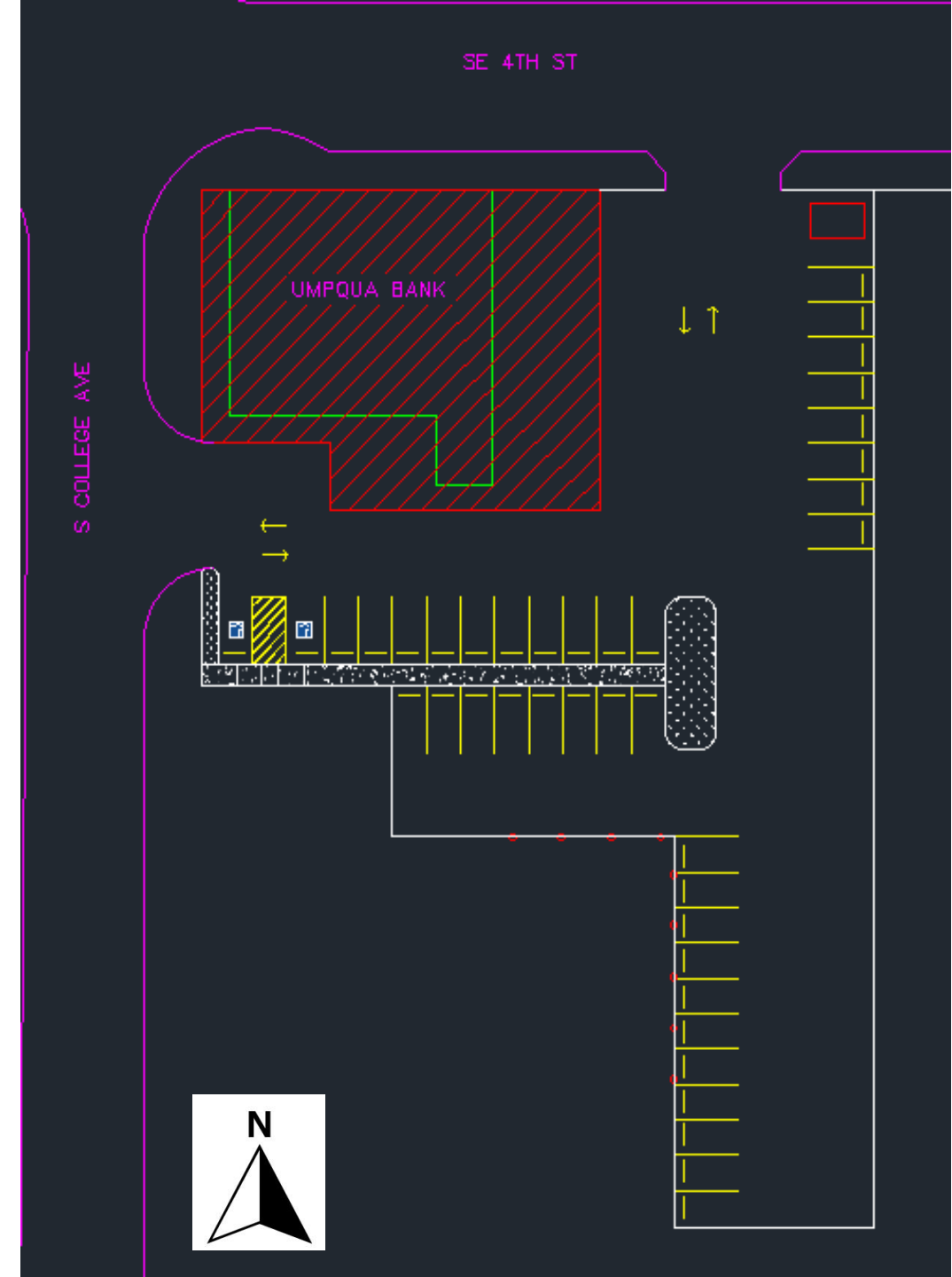


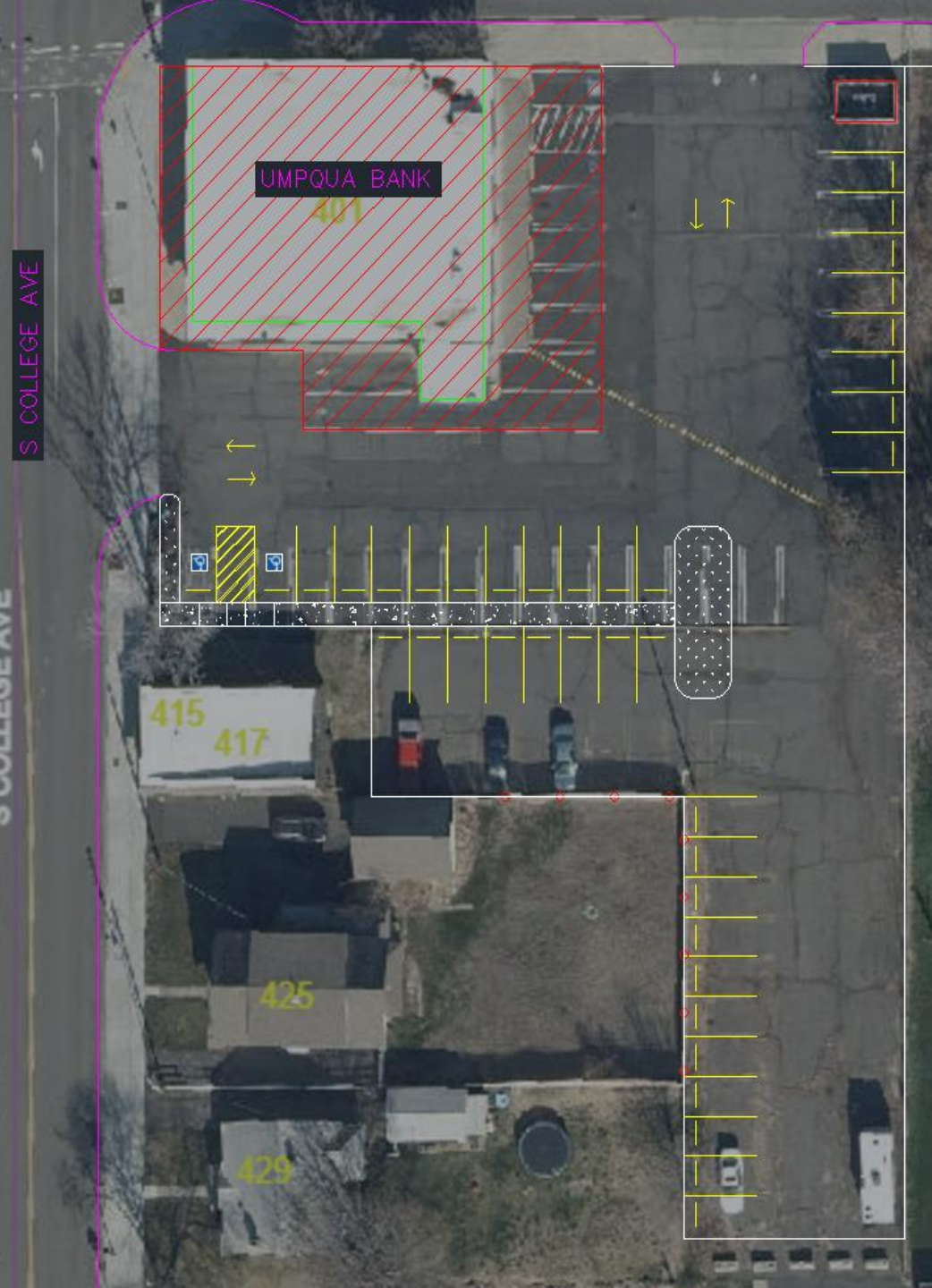
North Property Drawings



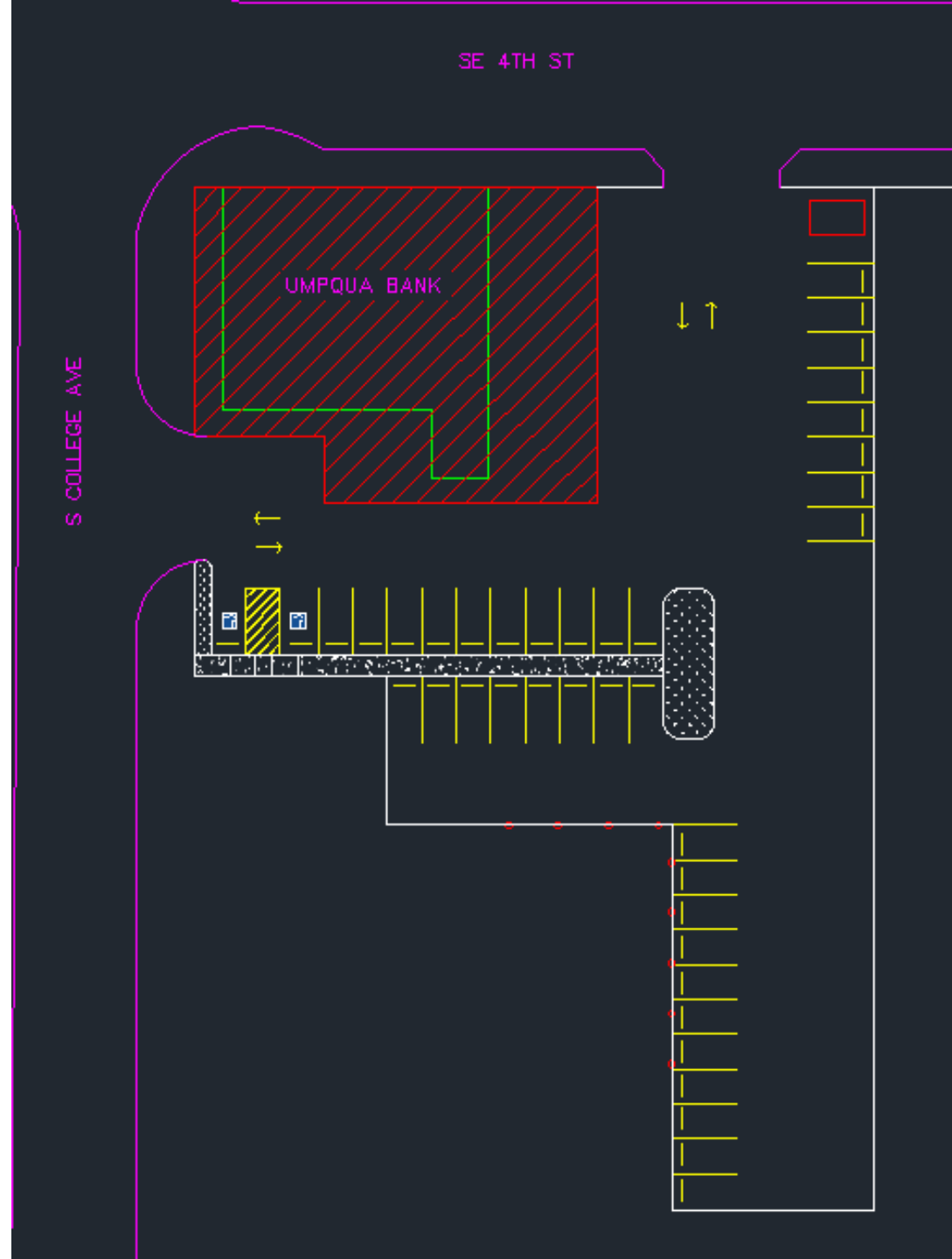
401 S Lot Layout

- 37 parking stalls, 2 accessible parking spaces (39 total)
 - Perpendicular: 19 ft long, 10 ft wide
 - Accessible (standard): 19 ft long, 10 ft wide
 - Accessible (van): 19 ft long, 11 ft wide
- Concrete sidewalk: 6 ft wide
- Existing ingresses and egresses adequate for passenger car





401 S Drawings



Timeline

- Completed
- Ongoing

Fall Quarter	Winter Quarter	Spring Quarter
Meet with client	Finalize criteria	Stormwater design
Preliminary site choices	Meet with client	Pavement design
Review applicable codes and standards	Choose lots for preliminary design	Cost analysis
Develop criteria	Lot layout and geometry	
	ADA compliance	

Questions?

Links

- <https://cocp.maps.arcgis.com/apps/webappviewer/index.html?id=86f9039347fa48749100523105fc84bb>
- <https://cms6.revize.com/revize/collegeplace/COCP%20SPECIFICATION%20NS%204-10-2023.pdf>
- https://library.municode.com/wa/college_place/codes/municipal_code.
- <https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/manuals/design-manual>.
- <https://www.access-board.gov/ada/guides/chapter-5-parking/>
- <https://wsdot.wa.gov/publications/manuals/fulltext/m22-01/1340.pdf>

College Avenue Parking Lots

Prepared by: Luafata Voigt

Advisor: Professor Williams

February 23, 2024

Introduction

College Avenue has become the main street corridor for businesses, residential living, and Walla Walla University. Though many consider this area to be residential, businesses have developed along this street over the years causing a change in the social dynamics. To accommodate the businesses, the City of College Place has provided public parking on the street. However, as more businesses develop, public parking becomes a concern. To mitigate problems with traffic flow and organized parking, this project proposes to add public parking lots along College Avenue.

College Avenue Map

A map showing College Avenue is in Appendix A. All properties along College Avenue were considered for this project except the Walla Walla University campus from Whitman Drive to 4th Street. Properties that were less than 0.2 acres excluding buildings were discarded (see properties highlighted red in Appendix A) to lessen the number of parcels we needed to rate according to the following criteria.

Criteria

The criteria is based on current use, size, location, accessibility, and environmental impacts. In terms of current use, an empty parcel rates higher than one with buildings on it. We also want the size and the location of the public parking lots to be convenient for the public. Furthermore, the parking lots should be easy to access where conflict locations between pedestrians and vehicles are minimal. The environmental impacts are mainly considering existing trees and streams. Generally, we want properties that have less trees and streams passing through. Unlike streams, trees can be replaced which is why streams have a higher weighting in the criteria provided below.

Criteria	Scoring	Weight/Importance	Notes
Current Use	1 = low volume bldg 3 = vacant bldg 5 = empty	15%	
Near businesses	1 = low (0-1 businesses) 3 = moderate (2) 5 = high (3+)	15%	
Accessibility	1 = difficult access/many 4 conflict points 3 = moderate access 5 = easy access/driveway possible	10%	Also ties into traffic levels so weight will be the same
Trees	1 = high 3 = moderate 5 = low	10%	
Streams	1 = high 3 = moderate 5 = low	15%	
Traffic Level/Near Intersections	1 = low 3 = moderate 5 = high	10%	
Size and Space	1 = < 0.1 acres 3 = 0.1 < # < 1 acre 5 = <u>≥</u> 1 acre	20%	
Cut and Fill	1 = high quantities 3 = moderate 5 = low	5%	
	Total weight =	100%	

*This criteria is subject to change

Results

912 S College Avenue was less than 0.2 acres but was still rated as requested by the client. After rating the remaining properties, those with a percentage less than 70% were omitted (see properties highlighted yellow in Appendix A). The total number of properties left was 24. The 24 properties were then ordered from the highest to lowest ranking, which is provided in Appendix B, and the top five were chosen (highlighted green in Appendix A). See below for results.

- Property 1: No address, APN: 350725330061
- Property 2: 424 S College Avenue
- Property 3: 1021 S College Avenue
- Property 4: 912 S College Avenue
- Property 5: 401 S College Avenue

Others

424 S College Avenue is one of the top five properties chosen. However, there was further discussion about this property and whether it would be possible to turn it into a temporary micro park for Walla Walla college students.

Appendix

Appendix A – College Avenue Map



Figure 1. Rose St to Whitman Dr

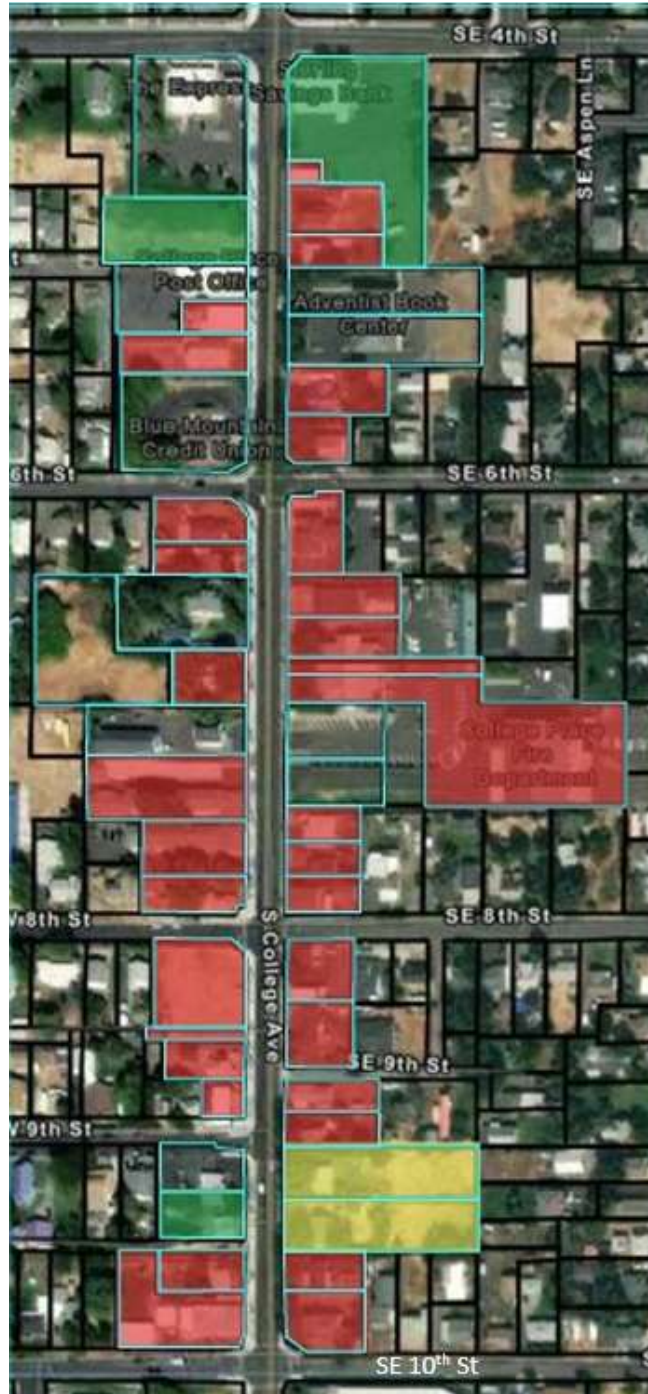


Figure 2. 4th to 10th St



Figure 3. 10th to Lamperti Ln

Appendix B – Criteria and Results

Rose to Whitman Dr		4th to 10th St.		10 St. to Lampert Ln
350726523836	*near NE Rose St.	508 S COLLEGE AVE		1006 S COLLEGE AVE
317 N COLLEGE AVE		512 S COLLEGE AVE		1012 S COLLEGE AVE
223 N COLLEGE AVE		606 S COLLEGE AVE		1020 S COLLEGE AVE
219 N COLLEGE AVE		610 S COLLEGE AVE		1028 S COLLEGE AVE
215 N COLLEGE AVE		628 S COLLEGE AVE		1100 S COLLEGE AVE
205 N COLLEGE AVE		710 S COLLEGE AVE		1110 S COLLEGE AVE
350726523972	*across Hallmark Apts	718 S COLLEGE AVE		1206 S COLLEGE AVE
109 N COLLEGE AVE		728 S COLLEGE AVE		6 SW 13TH ST
105 N COLLEGE AVE		806 S COLLEGE AVE		7 SW 13TH ST
59 N COLLEGE AVE		350735602523	*next to new apts	1302 S COLLEGE AVE
53 N COLLEGE AVE		822 S COLLEGE AVE		1410 S COLLEGE AVE
37 N COLLEGE AVE		826 S COLLEGE AVE		1420 S COLLEGE AVE
27 N COLLEGE AVE		912 S COLLEGE AVE	*override	12 SE SUNNY DR
17 N COLLEGE AVE		918 S COLLEGE AVE		1417 - 01425 S COLLEGE AVE
11 N COLLEGE AVE		928 S COLLEGE AVE		1409 S COLLEGE AVE
6 N COLLEGE AVE		925 S COLLEGE AVE		1309 S COLLEGE AVE
26 N COLLEGE AVE		917 S COLLEGE AVE		1229 S COLLEGE AVE
44 N COLLEGE AVE		905 S COLLEGE AVE		1219 S COLLEGE AVE
46 N COLLEGE AVE		901 S COLLEGE AVE		1205 S COLLEGE AVE
56 N COLLEGE AVE		817 S COLLEGE AVE		1015 S COLLEGE AVE
100 N COLLEGE AVE		803 S COLLEGE AVE		
102 N COLLEGE AVE		729 S COLLEGE AVE		
110 N COLLEGE AVE		725 S COLLEGE AVE		
116 N COLLEGE AVE		721 S COLLEGE AVE		
220 N COLLEGE AVE		625 S COLLEGE AVE		
236 N COLLEGE AVE		350736600509	*Town Hall	
304 N COLLEGE AVE		621 S COLLEGE AVE		
308 N COLLEGE AVE		615 S COLLEGE AVE		
316 N COLLEGE AVE		603 S COLLEGE AVE		
322 N COLLEGE AVE		525 S COLLEGE AVE		
		517 S COLLEGE AVE		
		429 S COLLEGE AVE		
		425 S COLLEGE AVE		
		415 S COLLEGE AVE		

Table 1. Properties that were less than 0.2 acres excluding buildings

	Current Use	Near Businesses	Accessibility	Trees	Streams	Traffic Level	Size and Space	Cut and Fill	Total	Percent
Rose to Whitman Dr										
228 N	4	4	5	4	5	5	5	5	26	66
APN: 350725330061	5	5	5	5	5	5	5	3	38	95
350726523936	5	1	5	5	5	5	5	3	34	85
27 N	1	1	5	5	5	5	5	3	30	75
46 N	4	4	4	5	5	5	5	5	24	60
211 N	3	1	5	3	5	5	5	3	30	75
225 N	4	4	5	5	5	5	5	5	26	66
228 N	4	4	5	4	5	5	5	5	26	66
229 N	4	4	4	4	5	5	5	5	22	55
225 N	4	4	4	5	4	5	5	5	26	60
4th St to 10th										
406 S	1	5	5	5	5	5	5	3	34	85
424 S	5	5	5	5	5	5	5	3	38	95
500 S	1	5	1	5	5	5	5	3	30	75
520 S	1	5	5	3	5	5	5	3	32	80
616 S	1	5	1	3	5	5	5	3	28	70
SW 6th	5	5	3	3	5	5	5	5	36	90
706 S	1	5	3	5	5	5	5	3	32	80
912 S	5	5	5	3	5	5	5	3	36	90
900 S	1	5	5	5	5	5	5	3	34	85
946 S	4	5	4	5	5	5	5	5	26	66
999 S	4	5	4	5	5	5	5	5	26	66
625 S	5	5	5	5	5	5	5	3	38	95
707 S	5	5	5	5	5	5	5	3	38	95
509 S	1	5	3	3	5	5	5	3	30	75
505 S	1	5	3	3	5	5	5	3	30	75
401 S	1	5	5	5	5	5	5	5	36	90
10th to Lamperti Ln										
1124 S	1	5	5	5	5	5	5	3	30	75
1424 S	4	4	5	5	5	5	5	5	26	66
350735440128	5	1	3	1	5	5	5	3	28	70
4680 S	4	4	5	4	5	5	5	5	24	60
4676 S	4	4	5	4	5	5	5	5	24	60
1205 S	1	3	5	5	5	5	5	3	30	75
1117 S	1	5	5	5	5	5	5	5	36	90
1021 S	5	3	5	5	5	5	5	5	38	95
1005 S	1	3	3	5	3	5	5	3	28	70
*if less than 70%, omit total properties left = 24 top 5 choices are highlighted										

Table 2. Scoring of properties from North to South

	Current Use	Near Businesses	Accessibility	Trees	Streams	Traffic Level	Size and Space	Cut and Fill	Total	Percent
APN: 350725330061	5	5	5	5	5	5	3	5	38	95
424 S	5	5	5	5	5	5	3	5	38	95
625 S	5	5	5	5	5	5	3	5	38	95
707 S	5	5	5	5	5	5	3	5	38	95
1021 S	5	3	5	5	5	5	5	5	38	95
SW 6th	5	5	3	3	5	5	5	5	36	90
1117 S	1	5	5	5	5	5	5	5	36	90
912 S	5	5	5	3	5	5	3	5	36	90
401 S	1	5	5	5	5	5	5	5	36	90
406 S	1	5	5	5	5	5	3	5	34	85
900 S	1	5	5	5	5	5	3	5	34	85
350726523936	5	1	5	5	5	5	3	5	34	85
520 S	1	5	5	3	5	5	3	5	32	80
706 S	1	5	3	5	5	5	3	5	32	80
500 S	1	5	1	5	5	5	3	5	30	75
27 N	1	1	5	5	5	5	3	5	30	75
211 N	3	1	5	3	5	5	3	5	30	75
509 S	1	5	3	3	5	5	3	5	30	75
505 S	1	5	3	3	5	5	3	5	30	75
1124 S	1	5	5	5	5	5	3	1	30	75
1205 S	1	3	5	5	5	5	3	3	30	75
616 S	1	5	1	3	5	5	3	5	28	70
1005 S	1	3	3	5	3	5	3	5	28	70
350735440128	5	1	3	1	5	5	5	3	28	70
828 N	4	4	5	4	5	5	5	5	26	65
918 S	4	5	4	5	5	5	5	5	26	65
286 N	4	4	5	5	5	5	5	5	26	65
808 N	4	4	5	4	5	5	5	5	26	65
999 S	4	5	4	5	5	5	5	5	26	65
1424 S	4	4	5	5	5	5	5	5	26	65
46 N	4	4	4	5	5	5	5	5	24	60
1680 S	4	4	5	4	5	5	5	4	24	60
1676 S	4	4	5	4	5	5	5	4	24	60
809 N	4	4	4	4	5	5	5	5	22	55
825 N	4	4	4	5	4	5	5	5	22	55
*if less than 70%, omit total properties left = top 5 choices are highlighted				24						

Table 3. Scoring of properties from highest to lowest

Rose to Whitman Dr
350726523836
317 N COLLEGE AVE
223 N COLLEGE AVE
219 N COLLEGE AVE
215 N COLLEGE AVE
205 N COLLEGE AVE
350726523972
109 N COLLEGE AVE
105 N COLLEGE AVE
59 N COLLEGE AVE
53 N COLLEGE AVE
37 N COLLEGE AVE
27 N COLLEGE AVE
17 N COLLEGE AVE
11 N COLLEGE AVE
6 N COLLEGE AVE
26 N COLLEGE AVE
44 N COLLEGE AVE
46 N COLLEGE AVE
56 N COLLEGE AVE
100 N COLLEGE AVE
102 N COLLEGE AVE
110 N COLLEGE AVE
116 N COLLEGE AVE
220 N COLLEGE AVE
236 N COLLEGE AVE
304 N COLLEGE AVE
308 N COLLEGE AVE
316 N COLLEGE AVE
322 N COLLEGE AVE

*near NE Rose St.

*across Hallmark Apts

4th to 10th St.
508 S COLLEGE AVE
512 S COLLEGE AVE
606 S COLLEGE AVE
610 S COLLEGE AVE
628 S COLLEGE AVE
710 S COLLEGE AVE
718 S COLLEGE AVE
728 S COLLEGE AVE
806 S COLLEGE AVE
350735602523
822 S COLLEGE AVE
826 S COLLEGE AVE
912 S COLLEGE AVE
918 S COLLEGE AVE
928 S COLLEGE AVE
925 S COLLEGE AVE
917 S COLLEGE AVE
905 S COLLEGE AVE
901 S COLLEGE AVE
817 S COLLEGE AVE
803 S COLLEGE AVE
729 S COLLEGE AVE
725 S COLLEGE AVE
721 S COLLEGE AVE
625 S COLLEGE AVE
350736600509
621 S COLLEGE AVE
615 S COLLEGE AVE
603 S COLLEGE AVE
525 S COLLEGE AVE
517 S COLLEGE AVE
429 S COLLEGE AVE
425 S COLLEGE AVE
415 S COLLEGE AVE

*next to new apts

*override

*Town Hall

10 St. to Lamperti Ln
1006 S COLLEGE AVE
1012 S COLLEGE AVE
1020 S COLLEGE AVE
1028 S COLLEGE AVE
1100 S COLLEGE AVE
1110 S COLLEGE AVE
1206 S COLLEGE AVE
6 SW 13TH ST
7 SW 13TH ST
1302 S COLLEGE AVE
1410 S COLLEGE AVE
1420 S COLLEGE AVE
12 SE SUNNY DR
1417 - 01425 S COLLEGE AVE
1409 S COLLEGE AVE
1309 S COLLEGE AVE
1229 S COLLEGE AVE
1219 S COLLEGE AVE
1205 S COLLEGE AVE
1015 S COLLEGE AVE

	Current Use	Near Businesses	Accessibility	Trees	Streams	Traffic Level	Size and Space	Cut and Fill	Total	Percent
Rose to Whitman Dr										
328 N	1	1	5	1	5	5	3	5	26	65
APN: 350725330061	5	5	5	5	5	5	3	5	38	95
350726523936	5	1	5	5	5	5	3	5	34	85
27 N	1	1	5	5	5	5	3	5	30	75
45 N	1	1	1	3	5	5	3	5	24	60
211 N	3	1	5	3	5	5	3	5	30	75
235 N	1	1	3	3	5	5	3	5	26	65
303 N	1	1	3	1	5	5	5	5	26	65
309 N	1	1	1	1	5	5	3	5	22	55
325 N	1	1	1	3	1	5	3	5	20	50
4th St to 10th										
406 S	1	5	5	5	5	5	3	5	34	85
424 S	5	5	5	5	5	5	3	5	38	95
500 S	1	5	1	5	5	5	3	5	30	75
520 S	1	5	5	3	5	5	3	5	32	80
616 S	1	5	1	3	5	5	3	5	28	70
SW 6th	5	5	3	3	5	5	5	5	36	90
706 S	1	5	3	5	5	5	3	5	32	80
912 S	5	5	5	3	5	5	3	5	36	90
900 S	1	5	5	5	5	5	3	5	34	85
915 S	1	3	1	3	5	5	3	5	26	65
909 S	1	3	1	3	5	5	3	5	26	65
625 S	5	5	5	5	5	5	3	5	38	95
707 S	5	5	5	5	5	5	3	5	38	95
509 S	1	5	3	3	5	5	3	5	30	75
505 S	1	5	3	3	5	5	3	5	30	75
401 S	1	5	5	5	5	5	5	5	36	90
10th to Lamperti Ln										
1124 S	1	5	5	5	5	5	3	1	30	75
1424 S	1	1	5	3	5	5	3	3	26	65
350735440128	5	1	3	1	5	5	5	3	28	70
1580 S	1	1	5	1	5	5	5	1	24	60
1575 S	1	1	5	1	5	5	5	1	24	60
1205 S	1	3	5	5	5	5	3	3	30	75
1117 S	1	5	5	5	5	5	5	5	36	90
1021 S	5	3	5	5	5	5	5	5	38	95
1005 S	1	3	3	5	3	5	3	5	28	70

*if less than 70%, omit

total properties left =

24

top 5 choices are highlighted

	Current Use	Near Businesses	Accessibility	Trees	Streams	Traffic Level	Size and Space	Cut and Fill	Total	Percent
APN: 350725330061	5	5	5	5	5	5	3	5	38	95
424 S	5	5	5	5	5	5	3	5	38	95
625 S	5	5	5	5	5	5	3	5	38	95
707 S	5	5	5	5	5	5	3	5	38	95
1021 S	5	3	5	5	5	5	5	5	38	95
SW 6th	5	5	3	3	5	5	5	5	36	90
1117 S	1	5	5	5	5	5	5	5	36	90
912 S	5	5	5	3	5	5	3	5	36	90
401 S	1	5	5	5	5	5	5	5	36	90
406 S	1	5	5	5	5	5	3	5	34	85
900 S	1	5	5	5	5	5	3	5	34	85
350726523936	5	1	5	5	5	5	3	5	34	85
520 S	1	5	5	3	5	5	3	5	32	80
706 S	1	5	3	5	5	5	3	5	32	80
500 S	1	5	1	5	5	5	3	5	30	75
27 N	1	1	5	5	5	5	3	5	30	75
211 N	3	1	5	3	5	5	3	5	30	75
509 S	1	5	3	3	5	5	3	5	30	75
505 S	1	5	3	3	5	5	3	5	30	75
1124 S	1	5	5	5	5	5	3	1	30	75
1205 S	1	3	5	5	5	5	3	3	30	75
616 S	1	5	1	3	5	5	3	5	28	70
1005 S	1	3	3	5	3	5	3	5	28	70
350735440128	5	1	3	1	5	5	5	3	28	70
328 N	1	1	5	1	5	5	3	5	26	65
915 S	1	3	1	3	5	5	3	5	26	65
235 N	1	1	3	3	5	5	3	5	26	65
303 N	1	1	3	1	5	5	5	5	26	65
909 S	1	3	1	3	5	5	3	5	26	65
1424 S	1	1	5	3	5	5	3	3	26	65
45 N	1	1	1	3	5	5	3	5	24	60
1580 S	1	1	5	1	5	5	5	1	24	60
1575 S	1	1	5	1	5	5	5	1	24	60
309 N	1	1	1	1	5	5	3	5	22	55
325 N	1	1	1	3	1	5	3	5	20	50

*if less than 70%, omit
total properties left =
top 5 choices are highlighted

AGREEMENT TO LEASE PARKING LOT by and between the CITY OF COLLEGE PLACE
AND WALLA WALLA UNIVERSITY.

This AGREEMENT is entered into by and between CITY OF COLLEGE PLACE, a non-charter code city governed by Revised Code of Washington Title 35A, (CITY) AND WALLA WALLA UNIVERSITY, private, nonprofit corporation formed under the laws of Washington State, (WWU).

Whereas, the CITY has the authority pursuant to Title 35A of the Revised Code of Washington (RCW) and RCW §§ 35.42.200, 35.86.010 and 35.86A.120 to own or lease, and to operate off-street parking facilities; and

Whereas, the lack of public parking in the CITY's downtown area has and is reasonably likely to continue to thwart private development in downtown area due to legally required parking spaces associated with private development and due to the deterrent of members of the public not being able to find a parking to patronize downtown businesses;

Whereas, the CITY passed Ordinance No. 23-007, codified in Chapter 3.20 College Place Municipal Code (CPMC), establishing the Downtown College Place Tax Increment Area, (TIA), identifying the public improvements to be financed by the allocation of property tax revenues generated from the increased assessed valuation of properties improved by development within the TIA; and

Whereas, the CITY has identified "Downtown Parking Lot(s)" as public improvements to be financed by the allocation of property tax revenues generated within the TIA; and

Whereas, the CITY has identified real property within the CITY's downtown area which may be utilized to provide for public parking improvement; and

Whereas, the CITY has identified real property owned by WWU and currently used as WWU student, professor, staff, and visitor parking as a cost-effective option for developing CITY provided public parking;

Whereas, WWU has a surplus of parking space considering the WWU's use of its parking facilities and desires to partner with the CITY to improve WWU parking facilities and to allow members of the public to use the parking facilities;

Now Therefore, the Parties agree as follows:

1. Parking Lot. WWU owns, operates, and maintains real property and structures, more particularly described in Exhibit A hereto, which is incorporated herein, (Parking Lot), which is adequate and available for parking of vehicles **[bikes/scooters/ebikes??]**.
2. Lease. WWU will make available and lease to the CITY the Parking Lot for the general public to use for parking of vehicles and access to downtown and nearby locations.

3. Term. This Lease will commence upon the execution by both Parties and shall remain in effect unless terminated pursuant to this Agreement, for 50 years.
4. Renewal. This Lease will automatically renew for an additional 10 years unless terminated pursuant to this Agreement.
5. Improvements.
 - a. The CITY intends to make the following improvements to the Parking Lot and adjacent CITY right of ways:
 - b. WWU agrees and consents to the CITY making these improvements to the Parking Lot.
 - c. Ownership:
 - i. The CITY shall, throughout the term of this Agreement, own any and all improvements made and upon termination of this Agreement, the CITY shall retain ownership of the following improvements:
 - ii. Upon termination of this Agreement, WWU shall own the following improvements:
 - d. Additional Improvements. For improvements not identified herein, the Parties agree to amend this Agreement to allow for additional improvements and to designate ownership thereof. No Party shall unreasonably withhold consent and agreement to additional improvements. If the Parties cannot agree on ownership of additional improvements, the Party which makes the improvements shall own said improvements throughout the term of the Agreement and upon termination of the Agreement.
 - e. WWU specifically agrees to allowing the CITY to develop the Parking Lot for use other than parking of vehicles so long as at least 75% of the vehicle parking space is retained for parking.
 - f. include said improvements. All improvements made in addition to those identified herein shall be All improvements, to include shall be the property of the CITY, regardless of whether they are fixtures
6. Maintenance. The CITY shall maintain the Parking Lot in good and usable order. The CITY shall be sole determiner of appropriate maintenance of the Parking Lot.
7. Operation.

- a. The CITY shall have the sole right to regulate and use the Parking Lot.
 - b. The CITY shall call for bids and negotiate as required pursuant to RCW 35.86A.120. If the CITY fails to receive a satisfactory bid and is unable to satisfactorily negotiate with a private operator within a reasonable time, the CITY may operate the Parking Lot for a period not to exceed 3 years, at which time, it shall readvertise for bids to operate the Parking Lot.
 - c. Should the applicable Washington state code be repealed, revised, amended, or recodified, the Parties agree to implement any mandatory requirements applicable to the operation of the Parking Lot.
8. Rate. The CITY agrees to pay WWU the following for the use of the Parking Lot pursuant to this Agreement:

[dollar amount by month, year, additional 10 year renewal period]

9. Rules. WWU agrees to comply with any and all policies and rules established by the CITY directly or through a third-party operator regarding use of the Parking Facility, and WWU shall require all students, faculty, staff, and visitors of WWU to comply with all applicable policies and rules. The CITY shall provide prompt written notice of establishment or modification of policies and rules. WWU agrees to work with the CITY to ensure use of the Parking Facility by WWU students, faculty, staff, and visitors abide by the Parking Facility policies and rules.
10. WWU representation. WWU, by execution of this Agreement represents and warrants that, as of the date of signature below:
 - a. The Parking Facility is owned solely by WWU, and no other person or entity has any interest whatsoever in the Parking Facility;
 - b. The Parking Facility is in compliance with all applicable federal, state , and local laws, regulations and ordinances, including zoning, land use, building codes and environmental regulations and any permits or license required;
 - c. The Parking Facility is free from any material defects;
 - d. The Parking Facility is not affected by any pending legal proceedings or administrative actions of any kind or character adversely affecting the Parking Facility or WWU's interest therein, including any condemnation or eminent domain proceedings or any reassessments or special assessments or penalties or

interest with respect to the Parking Facility or any other assessment applicable to the Property;

- e. The Parking Facility has not been the subject of any written notice from any city, county, state or other government authority of any violation of any statute, ordinance, regulation, or administrative or judicial order or holding, whether or not appearing in public records;
- f. The Parking Facility has not been the subject of any notice that the Property is in violation of any federal, state and/or local laws, ordinances and regulations with respect to hazardous or toxic substances or industrial hygiene;
- g. The Parking Facility is not encumbered by any lease, license, or other occupancy or use agreements granting any party rights to possess or use the Property in part or in whole;
- h. The Parking Facility is not the subject of any maintenance or service agreements;
- i. The Parking Facility is not an asset or property the subject of any filing under the Federal Bankruptcy Law or any federal or state insolvency laws or laws for composition of indebtedness or for the reorganization of WWU; WU received any other assessment applicable to the
- j. The Parking Facility is appropriate for the intended use described in this Agreement;
- k. The Parking Facility is free from any material defects;
- l. The Parking Facility is free from natural and man-made hazards, including but not limited to underground tanks, lead pipes, lead paint, asbestos, radon gas and the like.

11. Termination. In addition to other termination provisions in this Agreement:

- a. Either Party may terminate this Agreement by providing the other Party with 180 days written notice.
- b. The CITY may immediately terminate this Agreement if, in the sole determination of the CITY, there exists an imminent or substantial threat to public welfare, health or safety. In such case, the CITY shall be responsible for payment of its use up to the date of termination.

12. Breach.

- a. By WWU. Should WWU breach any term or condition of this Agreement, the CITY shall notify, in writing, WWU of the breach and request compliance with this Agreement. If WWU fails to remedy the breach within 30 days, or longer if agreed to in writing by the CITY, the CITY shall not be required to pay the applicable rate to WWU for as long as the breach remains. In addition, the CITY may, when possible, remedy the breach on behalf of WWU and in such case, the cost of remedying the breach shall be borne by WWU and the CITY may elect to deduct from the amount(s) due to WWU to satisfy the cost of remedying the breach, or the CITY can elect to demand immediate reimbursement for the cost to remedy the breach and WWU shall remit payment to the CITY within 30 days of notice of demand for payment. The calculation of the cost to remedy any breach shall be actual costs, plus any allowable fees as governed by the CITY's adopted fees schedule in effect at the time of the remedy and shall include administrative and third-party fees. Should the Agreement terminate prior to WWU satisfying any amounts owed to the CITY for the breach, the total amount shall become due and owing immediately.
- b. By the CITY. Should the CITY breach any term or condition of this Agreement, WWU shall notify, in writing, the CITY of the breach and request compliance with this Agreement. If the CITY fails to remedy the breach within 30 days of written notice of the breach, WWU shall have the right to immediately terminate this Agreement, except that, should the CITY determine that remedying the breach will take longer than 30 days, the CITY shall request a reasonable extension of the time to remedy along with a detailed explanation of the remedy to support the stated time frame for completion. WWU shall grant the CITY the reasonably necessary time to remedy any breach. Should the CITY fail to remedy the breach within the timeframe allowed by this Agreement, WWU may immediately terminate this Agreement.

13. Interruption in Use.

- a. Routine/expected. The Parties understand that, from time to time, for various reasons, the Parking Facility may not be operable in whole or in part. For example, during routine maintenance. Such reasonable times shall not be cause for terminating this Agreement and shall not result in any reduction in rate or payment to WWU.
- b. CITY or CITY sponsored events. The CITY may use the Parking Facility for purposes other than parking of vehicles and access to downtown.
- c. Caused by WWU. Should WWU cause the Parking Facility to be inoperable, in whole or in part, for a period of 24-hours or more, the CITY shall reduce the rate

paid to WWU in a pro rata share for each day the Parking Facility is inoperable. To calculate the reduction, any inoperable time after the first 24-hour period shall result in a one day reduction in rate and any time after each subsequent 24-hour period shall result in corresponding day(s) reduction in rate.

- d. Caused by CITY. Should the CITY cause the Parking Facility to be inoperable, in whole or in part, for a period of 24-hours or more, the CITY shall continue to pay to WWU the regular rate.
- e. Cause by Third-Party. Should the Parking Facility become inoperable in whole or in part, not caused by either Party, the CITY can either continue to pay WWU pursuant to section 8 herein, may request WWU renegotiate this Agreement, or may terminate this Agreement. Any termination shall be effective 30 days after notice of intent to terminate pursuant to this section.
- f. Latent
- g. Notice. Should either Party have knowledge that the Parking Facility will or may become inoperable in whole or in part, said Party shall notify the other as soon as reasonable possible. Should either Party become aware that the Parking Facility is inoperable in whole or in part, said Party shall notify the other as soon as reasonable possible.

14. Compliance with Law. Both Parties shall comply with all applicable laws, rules and regulations.

15. Funding. Nothing in this Agreement requires the CITY to appropriate future funding and should any funds appropriated at the time of execution of this Agreement be, at the sole discretion of the CITY not expended pursuant to this Agreement, the CITY is not required to expend said funds and the CITY shall only be responsible to compensate WWU for actual use of the Parking Facility up to the date of notice by CITY to WWU of reduction or elimination of funding.

16. Insurance.

- a. WWU. WWU shall maintain premise liability insurance for the Parking Facility as follows:
- b. CITY. CITY, as of the date of signature, has liability insurance with Washington Cities Insurance Authority, a municipal risk pool authorized under Chapters 48.62 and 39.34 RCW and Washington Administrative Code 200.100.010 with limits of the insurance are \$20,000,000 per occurrence, with WCIA self-insuring for the first \$4,000,000 of each loss. WCIA can and will provide WWU with an evidence

of coverage letter upon request. The CITY's participation in WCIA, a self-insured, governmental risk pool shall satisfy the insurance conditions of this Agreement.

17. Indemnification.

- a. LFN shall defend, indemnify, and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement except for injuries and damages caused by the sole negligence of the CITY.
- b. The CITY shall defend, indemnify, and hold LFN, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of LFN.
- c. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of WWU and CITY, its officers, officials, employees, and volunteers, WWU's liability hereunder shall be only to the extent of WWU's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes WWU's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

18. Entire Agreement. This Agreement contains the entire agreement among the Parties related to the subject matter described in this Agreement and supersedes any prior contracts or agreements between the Parties.

19. Waiver. No officer, employee, agent or other individual acting on behalf of either Party has the power, right or authority to waive any of the conditions or provisions of this Agreement. A waiver in one instance shall not be held to be a waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law, shall be taken and construed as cumulative, and in addition to every other remedy provided herein or by law. Failure of either Party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other Party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

20. Notices. Whenever this Agreement requires that a notice be given by one Party to another Party, each such notice shall be given in writing. All notices shall be addressed to such Party at the address of such Party as the Party has provided to the other Party.

All notices, requests, demands, approvals and other communications which are required to be given, or may be given, from one Party to the other Party under this Agreement shall be deemed to have been duly given, received and effective: (i) if personally delivered, on the date of delivery; (ii) in the case of a notice sent by mail, when actually received by the addressee; and (iii) the business day immediately following the day it is sent, if sent for next day delivery to a domestic address by a nationally- recognized overnight courier or delivery service.

21. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its conflicts of law principles and venue of any action shall be in the Walla Walla Superior Court for the State of Washington.
22. Successors and Assigns. This Agreement shall be binding upon the Parties and their respective successors and permitted assigns and shall inure to the benefit of the Parties and, except as otherwise provided in this Agreement, their respective successors and permitted assigns. Any assignment by either Party is void.
23. Severability. In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement and other application thereof shall not in any way be affected or impaired thereby.
24. No Third Party Benefit. No provision of this Agreement is intended to, nor will it be construed to, create any benefit to any third-party or provide any rights or benefits to any person or entity other than the CITY and WWU. No duty is created to any third-party.
25. Cost and Attorney Fees. The prevailing party in any litigation or arbitration arising out of this Agreement shall be entitled to its attorney's fees and costs of such litigation (including expert witness fees).
26. Anti-kickback. No officer or employee of CITY, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in this Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from any person with an interest in this Agreement.

27. Relationship of the Parties. It is understood, agreed and declared WWU, including its employees, interns, representatives, contractors, and volunteers, are not employees, volunteers, interns, representatives, or agents of CITY, that WWU performs no service for or on behalf of the CITY. The CITY has no right to control the particular manner, method, and means in which WWU acts or fails to act and any acts or inactions are solely within the discretion of WWU. Any and all employees, volunteers, and interns and contractors who provide equipment, product, supplies, and the like or provide services in connection or associated with this Agreement shall be deemed employees solely of WWU. WWU shall be solely responsible for the conduct and actions of all employees, interns, contractors, and volunteers of WWU under this Agreement and any liability that may attach thereto.
28. Delays/Force Majeure. Neither Party is liable or responsible to the other Party and neither Party shall be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement when such failure or delay is caused by or results from causes beyond the reasonable control of the affected Party, including but not limited to fire, floods, embargoes, war, acts of war, insurrections, riots, strikes, lockouts or other significant labor disturbances, pandemics, declared emergencies, or acts of God; provided, however, that the Party so affected shall use reasonable efforts to avoid or remove such causes of nonperformance, and shall continue to perform whenever such causes are removed. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure.
29. Memorandum of Lease/Recording. The CITY shall cause a Memorandum of Lease in substantially the same form as attached Exhibit B to be filed with the Walla Walla County Auditor to record on the real property records. CITY shall bear the cost for the recording. Upon termination of this Agreement, the CITY shall cause the Memorandum of Lease to be removed from encumbering the real property of the Parking Facility.

CITY OF COLLEGE PLACE

WALLA WALLA UNIVERSITY

Norma Hernandez, Mayor

ELDA WA CP LLC

March 21, 2024

Michael Rizzitiello
City Administrator
City of College Place
625 S College Avenue
College Place, WA 99324

DELIVERY BY EMAIL TO: MRIZZITIELLO@CPWA.US

RE: Traffic Circle

Dear Mr. Rizzitiello:

I enclose our anticipated timeline for the approved Myra & Whitman mixed use project.

Currently in process on the development site is the apartment project, following which, we are just about to enter a formal agreement with Cobblestone Hotels for the construction of a hotel property.

Additionally, JUB has completed a bid for the engineering plan for utilities and we are planning for construction to be bid and scheduled by Q4 of 2024, which will open up the site for further retail, office, and mixed use for which we have been receiving ever increasing interest.

Sincerely,



Marcus Fullard-Leo
President of FL Management Corporation
Manager

cc. r.price (email)

Enc.

Table 1

	Q 2/3 24	Q 4/ q1 25	Q2/q3 25	Q4/ q1 26	Q2/q3 26	Q4/ q1 27	Q2/q3 27	Q4/ q1 28
Hotel P&S ag								
Traffic circle app.								
Option land purchase .5 ac								
Utilities JUB contract util								
Utilities break ground and loop road								
HOTEL AND LOCK OFF MODEL BREAK GROUND			 HOTEL	 LOCK OFF				
Traffic circle construction								
Fast food pre lease								
Fast food break ground			 MULTIPLE					
Grocery break ground								
A&E/center pre lease								
Center apartment pre lease								
Center construction					 15,000 SQ FT PHASED			
A&E pre lease conference								
Conference construction								
NOTE: CHART DOES NOT Show permit,bid times								
	 START			 PHASED				

WHITMAN DR & HOME DEPOT ROUNDABOUT CONCEPTS
04/02/2024

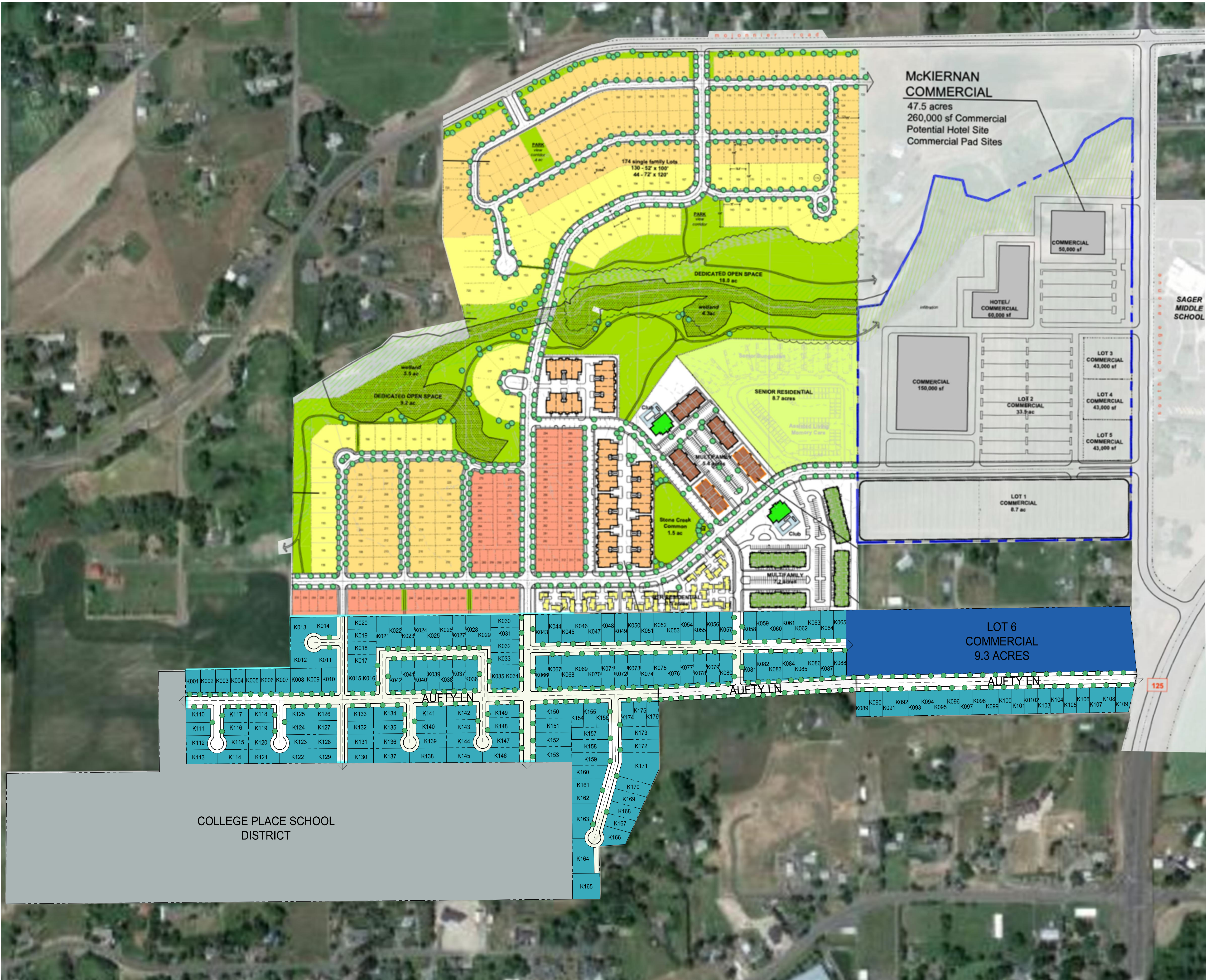




The site plan illustrates a commercial development layout. Key features include:

- Streets:** E. WHITMAN DR. (top), NE MYRA RD. (right), and an unnamed street on the left.
- Buildings and Uses:**
 - Medical:** Two large rectangular buildings on the left, each labeled "MEDICAL ±18,500 SQ. FT. (PER STORY) 2 LEVELS OF PARKING WITH 2 LEVELS OF MEDICAL ABOVE MAX HEIGHT 50- FEET".
 - Retail A-1:** A rectangular building labeled "RETAIL A-1 (1 STORY) ±7,805 SQ. FT.".
 - Mixed-Use A-2:** A rectangular building labeled "MIXED-USE A-2 (3 STORY) ±3,800 SQ. FT. (PER STORY) ONE STORY RETAIL TWO STORIES RESIDENTIAL".
 - Retail C:** A rectangular building labeled "RETAIL C (1 STORY) ±3,555 SQ. FT.".
 - Mixed-Use B:** A rectangular building labeled "MIXED-USE RETAIL B (3 STORY) ±13,551 SQ. FT. (PER STORY)".
 - One Story Retail Two Stories Residential:** Several buildings of this type are scattered throughout the plan.
 - Mixed-Use D:** A rectangular building labeled "MIXED-USE RETAIL D (3 STORY) ±11,159 SQ. FT. (PER STORY)".
 - Retail E:** A rectangular building labeled "RETAIL E ±4,200 SQ. FT. (1 STORY)".
 - Retail F:** A rectangular building labeled "RETAIL F ±4,900 SQ. FT. (1 STORY)".
 - Retail G:** A rectangular building labeled "RETAIL G ±4,900 SQ. FT. (1 STORY)".
 - Mixed-Use H:** A rectangular building labeled "MIXED-USE RETAIL H (3 STORY) ±6,680 SQ. FT. (PER STORY)".
 - Mixed-Use J:** A rectangular building labeled "MIXED-USE RETAIL J (3 STORY) ±2,720 SQ. FT. (PER STORY)".
 - Mixed-Use L:** A rectangular building labeled "MIXED-USE RETAIL L (3 STORY) ±6,138 SQ. FT. (PER STORY)".
 - Mixed-Use K:** A rectangular building labeled "MIXED-USE RETAIL K (3 STORY) ±9,311 SQ. FT. (PER STORY)".
 - Grocery:** A building at the bottom right labeled "GROCERY ±24,884 SQ. FT. (PER STORY)".
- Parking:** Numerous parking lots and spaces are shown, some with dimensions like 50.00', 24.00', 12.00', 17.85', 7.00', 20.00', 19.00', 50.00', 30.00', 17.00', 15.00', 12.00', 10.00', 9.00', 8.00', 7.00', 6.00', 5.00', 4.00', 3.00', 2.00', 1.00', 0.50', 0.25', 0.125', 0.0625', 0.03125', 0.015625', 0.0078125', 0.00390625', 0.001953125', 0.0009765625', 0.00048828125', 0.000244140625', 0.0001220703125', 0.00006103515625', 0.000030517578125', 0.0000152587890625', 0.00000762939453125', 0.000003814697265625', 0.0000019073486328125', 0.00000095367431640625', 0.000000476837158203125', 0.0000002384185791015625', 0.00000011920928955078125', 0.000000059604644775390625', 0.0000000298023223876953125', 0.00000001490116119384765625', 0.000000007450580596923828125', 0.0000000037252902984619140625', 0.00000000186264514923095703125', 0.000000000931322574615478515625', 0.0000000004656612873077392578125', 0.00000000023283064365386962890625', 0.000000000116415321826934814453125', 0.0000000000582076609134674072265625', 0.00000000002910383045673370361328125', 0.000000000014551915228366851806640625', 0.0000000000072759576141834259033203125', 0.00000000000363797880709171295166015625', 0.000000000001818989403545856475830078125', 0.0000000000009094947017729282379150390625', 0.00000000000045474735088646411895751953125', 0.000000000000227373675443232059478759765625', 0.0000000000001136868377216160297393798828125', 0.00000000000005684341886080801486968994140625', 0.000000000000028421709430404007434844970703125', 0.0000000000000142108547152020037174224853515625', 0.00000000000000710542735760100185871124267578125', 0.000000000000003552713678800500929355621337890625', 0.0000000000000017763568394002504646778106689453125', 0.00000000000000088817841970012523223890533447265625', 0.000000000000000444089209850062616119452667236328125', 0.0000000000000002220446049250313080597263336181640625', 0.00000000000000011102230246251565402986316680908203125', 0.000000000000000055511151231257827014931583404541015625', 0.0000000000000000277555756156289135074657917022705078125', 0.00000000000000001387778780781445675373289585113525390625', 0.000000000000000006938893903907228376866447925567626953125', 0.0000000000000000034694469519536141884332239627838134765625', 0.00000000000000000173472347597680709421661198139190673828125', 0.000000000000000000867361737988403547108305990695953369140625', 0.0000000000000000004336808689942017735541529953479766845703125', 0.00000000000000000021684043449710088677707649767398834228515625', 0.000000000000000000108420217248550443388538248836994171142578125', 0.0000000000000000000542101086242752216942691244184970855712890625', 0.00000000000000000002710505431213761084713456220924854278564453125', 0.000000000000000000013552527156068805423567281104624271428272265625', 0.0000000000000000000067762635780344027117836405523121357141361328125', 0.00000000000000000000338813178901720135589182027615606785706806640625', 0.000000000000000000001694065894508600677945910138078033928534033203125', 0.0000000000000000000008470329472543003389729550690390169642670166015625', 0.00000000000000000000042351647362715016948647753451950848213350830078125', 0.000000000000000000000211758236813575084743238767259754241066754150390625', 0.0000000000000000000001058791184067875423716193836298771205333770751953125', 0.00000000000000000000005293955920339377118580969181493856026668853759765625', 0.000000000000000000000026469779601696885592904845907469280133344268798828125', 0.0000000000000





SITE INFORMATION

SITE AREA	58.8 ACRES
PUBLIC R.O.W.	15.1 ACRES
SINGLE FAMILY UNITS	176
COMMERCIAL LOT 6	9.3 ACRES

PROPOSED DEVELOPMENT
KONEN VILLAGE AT
STONE CREEK

COLLEGE PLACE, WA 99324

SET
CONSTRUCTION
SET

DATE 01.25.2024

SCALE VARIES
(SEE DRAWING LABEL OR SCALE)

SHEET

SITE PLAN

SHEET NUMBER

A0.0

City of College Place: Development Activity - May 2024

Project Name	Use	Location	Status	Lead Generated
Commercial/Industrial				
Project Inspire	Fast Food Restaurant	Meadowbrook	- Sept 2023 Another fast food sandwich tenant will go in space next to Chipotle. - Dec 2023 Awaiting building permit app. - May 2024 Getting building plan submittals.	ICSC Las Vegas
Project Cobble	Hotel	Whitman & Myra	- November 2023 Hotelier working out development agreement with property owner. Still trying to hammer out road access. - February 2024 Still working out development agreement. - May 2024 Purchase and Sale agreement in place. Dependent upon roundabout.	ICSC Las Vegas
Project Bullseye	Big Box	Whitman & Myra	- November 2023 Option purchased on site by a big box retailer. - March 2024 Option agreement exists. - May 2024 Tied to project Cobble and its success.	ICSC Las Vegas
Project OPH	Breakfast Restaurant	Whitman & Myra	- November 2023 Option for breakfast restaurant. Dependent upon hotel. - March 2024 Signed agreement based on hotel coming in adjacent. - May 2024 Tied to Project Cobble.	Property Owner.

Project Q	Fast Food Restaurant	WWU Area	- November 2023 National mexican fast food franchise is looking at entering area adjacent to WWU Campus. - May 2024 No Update	WWU Contact
Project Y	Grocer	Whitman & Myra	- December 2023 option for regional grocer at play. - May 2024 Is going to Board of Company for site approval.	Cold Call
Project MP	Hotel	Meadowbrook	- December 2023 National hotel brand looking at going adjacent to HopThief. Should have plans turned in by Summer. - May 2024 No Change.	ICSC Las Vegas
Project FM	Medium sized grocery and general merchandise store.	College Avenue, across from College Place High School.	- Jan 2019 This site is shortlisted with another site at end of Myra Rd in Walla Walla. User would like to open up by 2021/2022. -Dec 2022 Awaiting if Feds will approve merger of Kroger/Safeway. Will have impact on viability of this deal. - May 2024 Continue monitoring progress of Lakeside development before making decision.	ICSC Las Vegas
Project Flight	Aerospace	Martin Airfield	- Nov 2023 Project is now annexed into the City. Working with property owner on future planning. - Dec 2023 No Update. - May 2024 Working with developer via State CERB Grant for infrastructure planning.	Property owner.

Residential				
Homestead Subdivision Phase 3C, 3D, and 3E.	Residential subdivision constructed by Hayden Homes.	Homestead and Doans Street south of Fourth Street.	- December 2021 Reviewing plans for wise size. - April 2022 No change. - October 2022 Planning to break ground this Fall. - Dec 2022 Wise size development got moved to next Spring. - May 2024 Will start to develop wise size once done with Avery Estates in WW.	Hayden Homes has owned property for the last decade.
Villages at Fort Walla Walla	180 multi-family apartment units.	South side of Whitman Drive/Deccion intersection.	- Jan 2019 Plan submittal is being reviewed by development staff. Spring 2019 construction. - Nov 2022 Revizing development plans. Likely will develop in 2023. - Feb 2023 Developer paid us bill due. Will turn in new, different plans. Likely will petition for MFTE. - May 2023 Continue going through permitting. Getting near end. - Dec 2023 Grading underway. Planned for full groundbreaking in March. - February 2024 Processing MFTE Form. - May 2024 Supposed to break ground this month on forms for buildings.	Port of Walla Walla was approached by Farran Group about property and was directed to Bob Price and the City.

Sirmon Development	Multi-family apartments.	942 NE Spitzenburg St	- Jan 2019 Plan submittal is being reviewed by development staff. - April 2021 Awaiting final engineering drawings. - Dec 2022 Project appears to be on ice for now. Tad asked about vesting rights. - Feb 2024 Talked to developer. Expecting dirt to be turned this year. - May 2024 Buildings are being built.	Property owner.
Lakeside/College Holdings Development	Single & Multi-Family	197 Mojonner Rd	- March 2024 Expecting Master Planned Development application is planned for July 2024. Engineering on East-West Rd has started.	Property owner.
Villages at Garrison Creek Phase 11 and 13	Single Family	Villages at Garrison Creek development.	- December 2021 Received submittal for 72 lot single family in vacant middle donut hole to finish up development. - Sept 2023 Engineer for developer is working on site issues. - Dec 2023 Expecting infrastructure to go in soon. - May 2024 Infrastructure being installed.	Property developer.

VESPR	Mixed-Use	8th & College	- February 2022 Still in due diligence. - April 2022 Developer out of Prosser closed on property. Plans to construct mixed-use building. - December 2022 Incentive granted. Going through final permitting. Expected to break ground early 2023. - Feb 2023 Expecting to break ground by Q2. - May 2023 Broke ground. Plumbing and foundation is in. - June 2023 Foundation is in. - Nov 2023 Construction Continues. - May 2024 Should be complete in Q2 2024.	Property owner.
Deer Meadows Subdivision	Townhome	SW 12th	- December 2021 Developer Jeff Kelly out of Tri Cities is planning townhomes for site purchased from Marc Maiuri - Sept 2022 SEPA out now. 13 lot subdivision proposed by Jeff Kelly out of Pasco. - October 2022 Hearing Examiner meeting held. - December 2022 Going through final entitlements. - February 2023 Planning for a Summer start. - May 2024 Have turned in plans for grading permits.	Developer

Martin Airfield/Tarrgon Development	Airfield Update, Flex Facilities, Residential	West Whitman Drive	- Feb 2024 Project is now annexed into the City. Working with property owner on future planning. - May 2024 Martin Airfield study is starting.	Developer
Salerno Estates	Single Family Homes	359 SW 12th	- May 2023 Had public comment period for this development. 8 homes on approximately half acres. Reviewing comments and finalizing conditions of approval. - June 2023 Site plans approved. Past appeal period. - Dec 2023 Working with developer on issues. - Feb 2024 Infrastructure plans getting turned in. - March 2024 Expecting construction to start soon. - May 2024 Working on site utilities.	Developer