

Monday, June 3, 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/82163326630>

Or you may call this number to listen: 1-669-900-9128 ID# 821 6332 6630 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items

Subject :	1.01 Call To Order
Meeting :	Jun 3, 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 :	Jun 3, 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 : Jun 3, 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 June 3, 2024

Meeting : Jun 3, 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 agenda for June 3, 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 May 6, 2024

Meeting : Jun 3, 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 May 6, 2024.

File Attachments

[2024-5-6_EDTEC_Meeting_Minutes_Draft_BoardDocs® Plus.pdf \(757 KB\)](#)

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 Excusing the Absence of Commission Member Congleton

Meeting : Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)

Category : 2. Consent Agenda

Type : Action (Consent)

Recommended Action : Motion to excuse the absence of Commission Member Congleton.

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 : 2.04 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.

Meeting :	Jun 3, 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 Martin Airfield Area Study - Mr. Ben Hoppe (JUB Engineers)
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	3. Guest Presentations
Type :	Discussion, Information

Public Content

Historical Perspective:

In November 2023 Tarragon requested annexation and was granted this via City Council.

Information for Consideration:

The majority of this study (80%) is paid for by State Community Economic Revitalization Board Grant Dollars. This study will call out improvements needed to city utility systems to serve the development.

File Attachments

[A-MartinAirfieldCERBStudy_4152024.pdf \(899 KB\)](#)
[GrantManagement_CommunityDevelopment_CERBMartinAirfield_RFQ.pdf \(159 KB\)](#)
[MartinAirfieldAreaPlanningStudy_2024_JUB.pdf \(6,254 KB\)](#)

Subject :	3.02 Park Plan Survey - Mr. Rizzitiello
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	3. Guest Presentations

Type :

Discussion, Information

Public Content

Historical Perspective:

Municipal park plans expire every six years. Ours will expire the end of this year.

Information for Consideration:

A active park system plan is needed to go after State Recreation Conservation Office (RCO) grant funding. Survey is out now. Please share and fill out.

File Attachments

[30-23-077-CollegePlaceCity-Flyer \(2\).pdf \(466 KB\)](#)

[UpdatedPostcards-05-20-24-NoBleed \(1\).pdf \(29.086 KB\)](#)

Subject :	3.03 FY 2024 Community Events - Mrs. St Clair
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	3. Guest Presentations
Type :	Discussion, Information

Public Content

Information for Consideration:

College Place Farmers and Artisan Market

The College Place Farmers and Artisan Market opening day was 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.cywa.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. The June 22nd movie is "Wish" and the July 13th movie will be "Ghostbusters". 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.

File Attachments

- [2024_Upcoming_Events.pdf \(7,042 KB\)](#)
- [2024 CPFM Poster.pdf \(8,112 KB\)](#)
- [2024_CPFM_Vendor_Handbook.pdf \(1,304 KB\)](#)
- [2024_CPFM_Vendor_Application_Fillable.pdf \(355 KB\)](#)
- [SNAP MM Sign English.pdf \(145 KB\)](#)
- [SNAP MM Sign Spanish.pdf \(150 KB\)](#)
- [2024_Currency_Sheet.pdf \(392 KB\)](#)
- [2024_Freedom_Festival_Vendor_Application_Fillable.pdf \(649 KB\)](#)
- [2024_City_Event_Sponsorship_Packet_Fillable.pdf \(18,870 KB\)](#)

4. Action Agenda

Subject :	4.01 Price Development - Mr. Rizzitiello
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	4. Action Agenda
Type :	Action
Preferred Date :	Jun 03, 2024
Absolute Date :	Jun 03, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$1,400,000.00
Budgeted :	No
Budget Source :	State Transportation Improvement Board Urban Arterial Program (UAP) Economic Development Band Grant
Recommended Action :	Motion to recommend intersection design treatment to City Council.

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 :	4.02 Conceptual Roundabout - State Route 125 & College Avenue/Aufte - Mr. Rizzitiello
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	4. Action Agenda
Type :	Action
Preferred Date :	Jun 03, 2024
Absolute Date :	Jun 03, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$4,062,546.00
Budgeted :	No
Budget Source :	State Freight Mobility Board Grant, Congressional Directed Spending, WSDOT
Recommended Action :	Motion to recommend intersection design treatment to City Council.

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

[Conceptual Plan.pdf \(1.872 KB\)](#)

[SR125&College RAB Budget Estimate 4-10-2024.pdf \(62 KB\)](#)

[SR125&CollegeAve_Concept 4-8-2024_Reduced.pdf \(964 KB\)](#)

5. Staff Reports

Subject :	5.01 Coalla Creative District - Mr. Rizzitiello
Meeting :	Jun 3, 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 Cities of Walla Walla, College Place, Downtown Walla Walla Foundation, and ArtWalla have been going after a Creative District since 2022.

Information for Consideration:

We received a letter in early May 2024 that we are the first dual municipal Creative District in the State. Now is the heavy lifting. We are creating a joint task force for the Creative District. We will be receiving pass through grant dollars from ArtsWa for projects across the district. We also have to go through the launch checklist.

File Attachments

[CoWalla-Certification-letter.pdf \(154 KB\)](#)

[Res_No_23-076_Creative_District_with_Map_2023-12-12.pdf \(4.575 KB\)](#)

[Creative District Launch Checklist.pdf \(82 KB\)](#)

[Creative District Strategic Plan Draft.pdf \(111 KB\)](#)

Subject :	5.02 June 2024 Development Activity - Mr. Rizzitiello
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person & Electronic)
Category :	5. Staff Reports
Type :	Discussion, Information

File Attachments

[DevelopmentTrackSheet_June2024.pdf \(141 KB\)](#)

6. Closing Items

Subject :	6.01 Next Meeting: July 1, 2024
Meeting :	Jun 3, 2024 - College Place Economic Development, Tourism, and Events Commission- - Hybrid (In-Person &

Category :	Electronic)
Type :	6. Closing Items
	Information

Public Content

Information for Consideration:

The next regularly scheduled meeting is July 1, 2024 at 5:00 PM.

Subject :	6.02 Conclude
Meeting :	Jun 3, 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, May 6, 2024)

Generated by Sherri St Clair on Monday, May 6, 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 (arrived at 5:27 PM); Kelli Leen; Chloe Congleton; 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:

MEMBERS ABSENT: Doug Case

Procedural: 1.03 Public Comment - None

2. Consent Agenda

Action (Consent): 2.01 Approve Agenda for May 6, 2024

Action (Consent), Minutes: 2.02 Approve Minutes from February 5, 2024

Action (Consent): 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.

Commission Member Leen made a motion to approve the consent agenda. Second by Member Peck and the motion passed 4-0.

3. Guest Presentations

Information: 3.01 Update on Community Events -

Ms. St. Clair informed the Commission of the upcoming community events which included the Spring Block Party, College Place Farmers Market, College Place Freedom Festival, and Movies in the Park. In addition, Ms. St. Clair informed the Commission that the City has sponsorship and volunteer opportunities.

4. Action Agenda

Action: 4.01 Proposed Industrial Property Tax Exemption Program -

Mr. Rizzitiello informed the Commission that the City is eligible to provide an industrial property tax exemption for improvements to businesses so long as the businesses meet the requirements. The requirements to qualify for the exemption include providing at least 25 new family living wage jobs, constructing a minimum of 10,000 square feet of manufacturing improvements, and have an improvement value of at least \$800,000. Mr. Rizzitiello outlined areas in the City that would support light industrial businesses.

Commission Member Alen made a motion to recommend to City Council creating of a targeted urban area industrial property tax exemption program. Second by Member Peck and the motion passed 5-0.

5. Staff Reports**Discussion, Information: 5.01 Downtown College Place Parking Lots -**

Mr. Rizzitiello presented the student created downtown parking lot presentation which includes multiple site options. The site options include a piece of land north of 26 N. College Ave, 401 S. College Avenue, SW 6th Street and S. College Ave, and 424 S. College Ave. Mr. Rizzitiello provided information on the potential parking lot sites.

Discussion ensued.

Discussion, Information: 5.02 ELDA WA CCP LLC Development -

Mr. Rizzitiello informed the Commission that a hotel and convention center is interested in developing a piece of property on Myra Road and Whitman Drive. Mr. Rizzitiello informed the Commission that the developers wanted a right-in right-out on Myra Rd for freight. However, Myra Rd. is owned by the City of Walla Walla and the right-in right-out design is not an option. Therefore, Mr. Rizzitiello presented a roundabout design on Whitman Dr. that would connect to the back entrance of Home Depot. Mr. Rizzitiello informed the Commission that roundabouts are much more expensive than a right-in right-out and there is an opportunity for economic development grant funds.

Discussion ensued.

Discussion, Information: 5.03 Conceptual Plan SR 125 & College -

Mr. Rizzitiello informed the Commission that there is development activity on the south side of town and due to multiple factors, the City has designed a roundabout system that connects SR 125 to South College Avenue. This would allow access to neighboring roads as well. Mr. Rizzitiello informed the Commission that Washington State has a freight grant program that accepts applications every twelve years. Mr. Rizzitiello informed the Commission that it is important that the City applies for the program before the application window expires. Mr. Rizzitiello presented development plans for South College Ave near SR 125.

Discussion, Information: 5.04 May 2024 Development Update -

Mr. Rizzitiello presented the May 2024 Development Update outlining commercial, industrial, and residential developments throughout the City of College Place.

6. Closing Items**Information: 6.01 Next Meeting: June 3, 2024****Procedural: 6.02 Conclude**

Commission Member Leen made a motion to conclude the meeting at 5:52 PM. Second by Member Congleton 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 May 6, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.



J-U-B ENGINEERS, Inc.

AGREEMENT FOR PROFESSIONAL SERVICES

J-U-B Project No.: 30-24-031
J-U-B Project Manager: Hoppe

This Agreement entered into and effective this 15th day of April 2024, between City of College Place, hereinafter referred to as the "CLIENT" and J-U-B ENGINEERS, Inc., an Idaho corporation, hereinafter referred to as "J-U-B".

WITNESSETH:

WHEREAS the CLIENT intends to: perform a planning study for the Martin Airfield Area hereinafter referred to as the "Project". The Services to be performed by J-U-B are hereinafter referred to as the "Services."

NOW, THEREFORE, the CLIENT and J-U-B, in consideration of their mutual covenants herein, agree as set forth below:

CLIENT INFORMATION AND RESPONSIBILITIES

The CLIENT will provide to J-U-B all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards, rules and laws which CLIENT or others will require to be included in the drawings and specifications, and upon which J-U-B can rely for completeness and accuracy.

The CLIENT will furnish to J-U-B all data, documents, and other items in CLIENT's possession, or reasonably obtainable by CLIENT, including, without limitation: 1) borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; 2) appropriate professional interpretations of all of the foregoing; 3) environmental assessment and impact statements; 4) surveys of record, property descriptions, zoning, deeds and other land use restrictions, rules and laws; and 5) other special data or consultations, all of which J-U-B may use and rely upon in performing Services under this Agreement.

The CLIENT will obtain, arrange and pay for all advertisements for bids, permits and licenses, and similar fees and charges required by authorities, and provide all land, easements, rights-of-ways and access necessary for J-U-B's Services and the Project.

In addition, the CLIENT will furnish to J-U-B those items described in **Attachment 1**.

PROJECT REPRESENTATIVES

The CLIENT and J-U-B hereby designate their authorized representatives to act on their behalf with respect to the Services and responsibilities under this Agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project and Services on behalf of their respective parties, except as expressly limited herein. These representatives are not authorized to alter or modify the TERMS AND CONDITIONS of this Agreement.

For the CLIENT:

1.	Name	<u>Mike Rizzitiello, City Administrator</u>	Work telephone	<u>509-394-8506</u>
	Address	<u>625 South College Avenue</u>	Home/cell phone	<u>509-520-9091</u>
		<u>College Place, WA 99324</u>	FAX telephone	<u>509-525-5352</u>
			E-mail address	<u>MRizzitiello@cpwa.us</u>

For J-U-B:

1.	Name	<u>Ben Hoppe</u>	Work telephone	<u>509-783-2144</u>
	Address	<u>3611 S Zintel Way</u>	Cell phone	
		<u>Kennewick, WA 99336</u>	FAX telephone	
			E-mail address	<u>bhoppe@jub.com</u>

In the event any changes are made to the authorized representatives or other information listed above, the CLIENT and J-U-B agree to furnish each other timely, written notice of such changes.

SERVICES TO BE PERFORMED BY J-U-B ("Services")

J-U-B will perform the Services described in **Attachment 1** in a manner consistent with the applicable standard of care. J-U-B's services shall be limited to those expressly set forth therein, and J-U-B shall have no other obligations, duties, or responsibilities for the Project except as provided in this Agreement.

SCHEDULE OF SERVICES TO BE PERFORMED

J-U-B will perform said Services in accordance with the schedule described in **Attachment 1** in a manner consistent with the applicable standard of care. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the CLIENT or for delays or other causes beyond J-U-B's control.

BASIS OF FEE

The CLIENT will pay J-U-B for their Services and reimbursable expenses as described in **Attachment 1**. A ten percent administrative fee will be applied to sub-consultant invoices.

Other work that J-U-B performs in relation to the Project at the written request or acquiescence of the CLIENT, which are not defined as Services, shall be considered "Additional Services" and subject to the express terms and conditions of this Agreement. Unless otherwise agreed, the CLIENT will pay J-U-B for Additional Services on a time and materials basis. Resetting of survey and/or construction stakes shall constitute Additional Services.

File Folder Title: \\jub.com\central\Clients\WA\CollegePlaceCity\Projects\30-24-031_MartinAirfieldStudy

Remarks: _____

The Notice to Proceed, by the CLIENT, verbal or written, or execution of the Agreement shall constitute acceptance of the terms of this Agreement. THE TERMS AND CONDITIONS ON PAGES 3 AND 4, INCLUDING RISK ALLOCATION, ARE PART OF THIS AGREEMENT. THE CLIENT AGREES TO SAID TERMS AND CONDITIONS FOR ALL SERVICES AND ADDITIONAL SERVICES. Special Provisions that modify these TERMS AND CONDITIONS, if any, are included in Attachment 2. All other modifications to these terms and conditions must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. These parties represent and acknowledge that they have authority to execute this Agreement.

CLIENT:
City of College Place

NAME
625 South College Avenue

STREET
College Place, WA 99324

CITY / STATE / ZIP CODE

BY (Signature)
Michael Rizzitiello, City Administrator

NAME / TITLE

BY (Signature)

ADDITIONAL NAME / TITLE

J-U-B ENGINEERS, Inc.:
3611 S Zintel Way

STREET
Kennewick, WA 99336

CITY / STATE / ZIP CODE

BY (Signature)
Ben Hoppe, P.E., Assistant Area Manager

NAME / TITLE

*Applicable
Attachments or
Exhibits to this
Agreement are
indicated as
marked.*

- ☒ **Attachment 1** – Scope of Services, Schedule, and Basis of Fee
- ☐ **Attachment 2** – Special Provisions
- ☐ **Standard Exhibit A** – Construction Phase Services

REV: 4/23

DISTRIBUTION: Accounting; Project File; CLIENT

J-U-B ENGINEERS, Inc.

TERMS AND CONDITIONS

GENERAL

All J-U-B Services shall be covered by this Agreement. The Services will be performed in accordance with the care and skill ordinarily used by members of the subject profession practicing under like circumstances at the same time and in the same locality. **J-U-B MAKES NO WARRANTY EITHER EXPRESS OR IMPLIED ON BEHALF OF IT OR OTHERS.** Nothing herein shall create a fiduciary duty between the parties.

The CLIENT acknowledges and agrees that requirements governing the Project may be ambiguous and otherwise subject to various and possibly contradictory interpretations and J-U-B is, therefore, only responsible to use its reasonable professional efforts and judgment to interpret such requirements. Accordingly, CLIENT should prepare and plan for clarifications or modifications which may impact both the cost and schedule of the Project.

J-U-B shall not be responsible for acts or omissions of any other party involved in the Project, including but not limited to the following: the failure of CLIENT or a third party to follow J-U-B's recommendations; the means, methods, techniques, sequences or procedures of construction; safety programs and precautions selected by third parties; compliance by CLIENT or third parties with laws, rules, regulations, ordinances, codes, orders or authority; and delays caused by CLIENT or third parties. CLIENT, therefore, releases and shall indemnify, defend and hold J-U-B harmless from the acts, errors, or omissions of CLIENT or third parties involved in the Project.

J-U-B shall not be required to execute any documents, no matter by whom requested, that would result in J-U-B's having to certify, guarantee or warrant the existence of conditions. CLIENT acknowledges that subsurface conditions can vary widely between adjacent samples and test points, and therefore J-U-B makes no warranty or other representation regarding soil investigations and characterization of subsurface conditions for the Project.

Any sales tax or other tax on the Services rendered under this Agreement, additional costs due to changes in regulation, and fees for credit card payment transactions shall be paid by the CLIENT.

CLIENT grants J-U-B and its subsidiaries the unrestricted right to take, use, and publish images, or edited images, of the project site and workers for J-U-B's purposes including, but not limited to, website, intranet, and marketing. This right shall survive the termination of this Agreement.

REUSE OF DOCUMENTS

Documents that may be relied upon by CLIENT as instruments of service under this Agreement are limited to the printed copies (also known as hard copies) that are signed or sealed by J-U-B (including non-vector PDF facsimiles thereof). All printed materials or other communication or information ("Documents") that may be prepared or furnished by J-U-B pursuant to this Agreement are instruments of service with respect to the Project. J-U-B grants CLIENT a limited license to use the Documents on the Project subject to receipt by J-U-B of full payment for all Services related to preparation of the Documents.

Although CLIENT may make and retain copies of Documents for reference, J-U-B shall retain all common law, statutory and other reserved rights, including the copyright thereto, and the same shall not be reused on this Project or any other Project without J-U-B's prior written consent. Submission or distribution of Documents to meet regulatory or permitting requirements, or for similar purposes, in connection with the Project, including but not limited to distribution to contractors or subcontractors for the performance of their work, is not to be construed as publication adversely affecting the reserved rights of J-U-B.

Any reuse without written consent by J-U-B, or without verification or adoption by J-U-B for the specific purpose intended by the reuse, will be at CLIENT's sole risk and without liability or legal exposure to J-U-B. The CLIENT shall release, defend, indemnify, and hold J-U-B harmless from any claims, damages, actions or causes of action, losses, and expenses, including reasonable attorneys' and expert fees, arising out of or resulting from such reuse.

CONSTRUCTION PHASE SERVICES

It is understood and agreed that J-U-B does not have control over, and neither the professional activities of J-U-B nor the presence of J-U-B at the Project Site shall give, J-U-B control over contractor(s) work nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s)

furnishing and performing their work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s), nor assume responsibility of contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and CLIENT agrees that this intent shall be set forth in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B, and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be made additional insureds under the general contractor's policies of general liability insurance.

If **Standard Exhibit A – Construction Phase Services** is attached, the additional terms contained therein apply to this Agreement.

OPINIONS OF COST AND PROJECT FINANCIAL INFORMATION

CLIENT understands that J-U-B has no control over the cost of labor, materials, equipment or services furnished by others, the contractor(s)' methods of determining prices, nor bidding or market conditions. J-U-B's opinions of probable Project costs and construction, if any, are to be made on the basis of J-U-B's experience, and represent J-U-B's best judgment as a professional engineer, familiar with the construction industry.

CLIENT understands and acknowledges that J-U-B cannot and does not guarantee that proposals, bids or actual Project or construction costs will not vary from opinions of probable cost prepared by J-U-B. J-U-B's Services to modify the Project to bring the construction costs within any limitation established by the CLIENT will be considered Additional Services and paid for as such by the CLIENT in accordance with the terms herein.

CLIENT agrees that J-U-B is not acting as a financial advisor to the CLIENT and does not owe CLIENT or any third party a fiduciary duty pursuant to Section 15B of the Exchange Act with respect to J-U-B's professional Services. J-U-B will not give advice or make specific recommendations regarding municipal securities or investments and is therefore exempt from registration with the SEC under the municipal advisors rule. CLIENT agrees to retain a registered financial municipal advisor as appropriate for Project financing and implementation.

TIMES OF PAYMENTS

J-U-B shall submit monthly statements for Services rendered and for expenses incurred, which statements are due on presentation. CLIENT shall make prompt monthly payments. If CLIENT fails to make any payment in full within thirty (30) days after receipt of J-U-B's statement, the amounts due J-U-B will accrue interest at the rate of 1% per month from said thirtieth day or at the maximum interest rate allowed by law, whichever is less.

If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, J-U-B may suspend performance of Services upon five (5) days' notice to the CLIENT. J-U-B shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of the Agreement by the CLIENT. Upon cure of breach or payment in full by the CLIENT within thirty (30) days of the date breach occurred or payment is due, J-U-B shall resume Services under the Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension, plus any other reasonable time and expense necessary for J-U-B to resume performance. If the CLIENT fails to make payment as provided herein and cure any other breach of this Agreement within thirty (30) days after suspension of Services, such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by J-U-B.

CLIENT shall promptly review J-U-B's invoices and shall notify J-U-B in writing of any dispute with said invoice, or portion thereof, within thirty (30) days of receipt. Failure to provide notice to J-U-B of any dispute as required herein shall constitute a waiver of any such dispute. CLIENT shall pay all undisputed portions of such invoice as required by this Agreement. Client shall not withhold any payment or portion thereof as an offset to any current or prospective claim.

TERMINATION

The obligation to provide further Services under the Agreement may be terminated by either party upon thirty (30) days' written notice. If this Agreement is terminated by either party, J-U-B will be paid for Services and Additional Services rendered and for expenses incurred. In addition to any other remedies at law or equity, if the Agreement is terminated by

the CLIENT for reasons other than J-U-B's material breach of this Agreement, or is terminated by J-U-B for CLIENT's material breach of this Agreement, J-U-B shall be paid a termination fee which shall include: the cost and expense J-U-B incurs in withdrawing its labor and resources from the Project, the costs and expense incurred by J-U-B to obtain and engage in a new Project with the labor and resources withdrawn from the Project, and the lost profit on the remainder of the work.

RISK ALLOCATION

In recognition and equitable allocation of relative risks and benefits of the Project, CLIENT limits the total aggregate liability of J-U-B and its employees and consultants, whether in tort or in contract, for any cause of action, as follows: 1) for insured liabilities, to the amount of insurance then available to fund any settlement, award, or verdict, or 2) if no such insurance coverage is held or available with respect to the cause of action, twenty five thousand dollars (\$25,000.00) or one hundred percent (100%) of the fee paid to J-U-B under this Agreement, whichever is less. J-U-B carries professional liability insurance and will provide a certificate of insurance at the request of the CLIENT. For purposes of this section, attorney fees, expert fees and other costs incurred by J-U-B, its employees, consultants, insurance carriers in the defense of such claim shall be included in calculating the total aggregate liability.

The CLIENT agrees that J-U-B is not responsible for damages arising directly or indirectly from any delays for causes beyond J-U-B's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; emergencies or acts of God; failure of any government agency or other third party to act in a timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by J-U-B to perform its Services in an orderly and efficient manner, J-U-B shall be entitled to an equitable adjustment in schedule and compensation.

Notwithstanding any other provision contained within this Agreement, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverage held by either party to this Agreement. The CLIENT further agrees that, to the fullest extent permitted by law, no shareholder, officer, director, or employee of J-U-B shall have personal liability under this Agreement, or for any matter in connection with the professional services provided in connection with the Project.

Neither CLIENT nor J-U-B shall be responsible for incidental, indirect, or consequential damages.

HAZARDOUS WASTE, ASBESTOS, AND TOXIC MATERIALS

The CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless J-U-B, its officers, employees, successors, partners, heirs and assigns (collectively, J-U-B) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project location, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of J-U-B.

RIGHT OF ENTRY

The CLIENT shall provide J-U-B adequate and timely access to all property reasonably necessary to the performance of J-U-B and its subconsultant's services. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which, or compensation for, is expressly disclaimed by J-U-B. Any such costs incurred are CLIENT's sole responsibility.

MEDIATION BEFORE LITIGATION

Any and all disputes arising out of or related to the Agreement, except for the payment of J-U-B's fees, shall be submitted to nonbinding mediation before a mutually-acceptable mediator as a condition precedent to litigation or other binding adjudicative procedure unless the parties mutually agree otherwise. The CLIENT further agrees to include a similar mediation provision in all agreements with independent contractors, consultants, subcontractors, subconsultants, suppliers and fabricators on the Project, thereby providing for mediation as the primary method for dispute resolution among all the parties involved in the Project. In the event the parties are unable to agree on a mediator, said mediator shall be appointed by a court of competent jurisdiction or, if not possible, the American Arbitration Association. If a dispute relates to, or is the subject

of a lien arising out of J-U-B's Services, J-U-B or its subconsultants may proceed in accordance with applicable law to comply with the lien notice and filing deadlines prior to submission of the matter by mediation.

LIMITATION PERIODS

For statutes of limitation or repose purposes, any and all CLIENT claims shall be deemed to have accrued no later than the date of substantial completion of J-U-B's Services.

LEGAL FEES

For any action arising out of or relating to this Agreement, the Services, or the Project, each party shall bear its own attorneys fees and costs.

SURVIVAL

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

EXTENT OF AGREEMENT

In entering into this Agreement, neither party has relied upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of the other party except for those expressly contained in this Agreement. CLIENT shall include a similar provision in its contracts with any contractor, subcontractor, or consultant stating that any such contractor, subcontractor, or consultant is not relying upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of J-U-B when entering into its agreement with CLIENT.

This Agreement represents the entire and integrated agreement between the CLIENT and J-U-B and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both CLIENT and J-U-B.

In the event any provision herein or portion thereof is invalid or unenforceable, the remaining provisions shall remain valid and enforceable. Waiver or a breach of any provision is not a waiver of a subsequent breach of the same of any other provision.

SUCCESSORS AND ASSIGNS

Neither party shall assign, sublet, or transfer any rights or interest (including, without limitation, moneys that are due or may become due) or claims under this Agreement without the prior, express, written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated in any written consent to an assignment, no assignment will release the assignor from any obligations under this Agreement.

No third party beneficiary rights are intended or created under this Agreement, nor does this Agreement create any cause of action in favor of any third party hereto. J-U-B's Services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against J-U-B because of this Agreement or the performance or nonperformance of Services hereunder. In the event of such third party claim, CLIENT agrees to indemnify and hold J-U-B harmless from the same. The CLIENT agrees to require a similar provision in all contracts with contractors, subcontractors, consultants, vendors and other entities involved in the Project to carry out the intent of this provision to make express to third parties that they are not third party beneficiaries.

CONTROLLING LAW, JURISDICTION, AND VENUE

This Agreement shall be interpreted and enforced in and according to the laws of the state in which the Project is primarily located. Venue of any dispute resolution process arising out of or related to this Agreement shall be in the state in which the Project is primarily located and subject to the exclusive jurisdiction of said state.

CYBER INSURANCE

CLIENT shall maintain and submit proof of Cyber-Liability insurance coverage with limits no less than \$2M to cover claims, damages, or costs resulting from or related to a cybersecurity incident involving CLIENT's systems that affects J-U-B including, but not limited to, costs incurred by J-U-B resulting from said incident. Whether or not covered by CLIENT's insurance, CLIENT shall indemnify, defend, and hold J-U-B harmless from any claims, damages, or costs related to any cybersecurity incident.



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: Martin Airfield Area Planning Study

CLIENT: City of College Place

J-U-B PROJECT NUMBER: 30-24-031

ATTACHMENT TO:

☒ **AGREEMENT DATED: 4/15/2024**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City of College Place intends to study approximately 240 acres of property in the vicinity of Martin Airfield for the purpose of industrial development.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 010: Project Management

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
5. Communicate and coordinate subconsultant activities under J-U-B, if necessary.
6. Regularly monitor project status, budget and schedule.
7. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
8. Provide a monthly invoice including budget status.
9. Provide ongoing document handling and filing.

B. Task 020: Kickoff Meeting

A very important component of this effort will be the communication between City staff and the J-U-B Team helping us understand the major issues and concerns with this project, and how you would like it implemented.

We propose to hold a project kick-off meeting with the J-U-B Team, appropriate City staff, and other key stakeholders at the beginning of the project. This will help establish unity and focus which will lead to better end results. In this meeting we will accomplish the following:

1. Allow introductions between key City, J-U-B staff and stakeholders to build solid communication pathways over the entire project.
2. Review the key elements of the project and communicate expectation and schedules.

3. Communicate the importance of team member involvement and support throughout the project.
4. Discuss the overall vision of the project.
5. Discuss potential constraints that would hinder the success of the project.
6. Discuss potential opportunities that would enhance the project.
7. Identify follow-up meetings with key individuals, if necessary.

After the kick-off meeting the J-U-B Team will review the initial Scope of Work and identify if any specific changes are needed.

C. Task 030: Economic Feasibility

1. For this task, J-U-B will:
 - a. Interview key stakeholders to gather and review pertinent project background data.
 - b. Assess the locational characteristics of the site relative to industrial market.
 - c. Perform Market analysis for site
 - d. Perform Job Benefit Analysis
 - e. Evaluate the overall City of College Place area economic outlook for industrial real estate development.
 - f. Conduct interviews with selected key persons in the College Place catchment area knowledgeable of demand potentials by various industrial uses (e.g. complementary agricultural processing/supplier needs, light manufacturing, warehouse distribution, flex space, etc.).
 - g. Identify and evaluate potentially competing sites and corresponding industrial uses.
 - h. Analyze which target industries may locate at the site.
 - i. Recommend specific companies that should be targeted prospective tenants.
 - j. Forecast the economic impacts to the City of College Place if the site is fully tenanted with the prescribed potential industrial users.
 - k. Recommend a project marketing strategy for the site.
 - l. Prepare a corresponding Economic Feasibility Analysis and marketing strategy for the site.

D. Task 040: Site Analysis

1. For this task, J-U-B will:
 - a. Prepare base maps for the site.
 - b. Review any significant physical impediments to development on the site.
 - c. Perform an airspace analysis. Martin Airfield provides a unique development opportunity for this site – but it also presents some constraints regarding the ability to construct at particular elevations, or for certain uses. We will evaluate the physical airspace surface limitations and make recommendations for development at various locations surrounding the airfield.
 - d. Prepare a draft conceptual site plan which will include roadway access and building layouts. The intent would be to identify a concept to allow maximum site flexibility, including utility stubs and easements, etc.
 - e. Prepare a conceptual utility plan (of the selected lot configuration) which will show the proposed size and locations of the proposed water services to each of the proposed lots.

E. Task 050: Infrastructure Analysis

1. For this task, J-U-B will perform:
 - a. Transportation Analysis – Collect existing conditions traffic data, evaluate trip generation rates, determine roadway cross-section needs including turn lanes and traffic control. Prepare cost estimates for the internal roadway and proposed off-site improvements needed.
 - b. Water - Review the existing Water System Plan and determine the ability to serve the site with domestic water and review impacts to water system facilities owned by the City of College Place based upon build-out of the site. Information will be collected to layout and master plan the domestic water system to serve the development at build-out conditions.
 - c. Sewer – Review any impacts to offsite sanitary sewer collection system and wastewater treatment facilities owned by the City based upon build-out of the site.

- d. Stormwater – Identify storm water collection options to serve the development. It is assumed that post-development flows will be limited to a peak flow equivalent to that of existing conditions. No review of the impacts to offsite storm facilities will be performed. The necessary storm water detention/retention facilities will be located and sized per local standards.
- e. Irrigation – Identify irrigation requirement and providers for the proposed industrial site.
- f. Electrical – Coordinate with the appropriate electrical utility provider to identify the main infrastructure requirements to serve the Industrial Area.
- g. Telecommunications – Coordinate with the appropriate telecommunications utility providers to identify the main infrastructure requirements to serve the Industrial Area.
- h. Natural Gas – Coordinate with the appropriate natural gas providers to identify the main infrastructure requirements to serve the Industrial Area.
- i. Figures - Develop figures for each utility to show the main infrastructure required to serve each site.
- j. Cost Estimates - J-U-B will prepare site development costs for each site including building, grading, stormwater and detention facilities, and water and sewer services, as well as coordinate site electrical, telecommunications and natural gas costs. These estimates will help the City determine infrastructure costs for the development. Cost Estimates will also include off site infrastructure improvements needed to bring infrastructure to the site.

F. Task 060: Final Plan and Documentation

- 1. For this task, J-U-B will:
 - a. Prepare a layout plan for the site.
 - b. Prepare a final report including data from site, infrastructure, and economic evaluations.
 - c. Include all pertinent supporting data in appendices.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
 - 1. City of College Place Comprehensive Plan and Land Use Map
 - 2. City of College Place Zoning Code and Zoning Map
 - 3. City of College Place Capital Facilities Plan
 - 4. Utility data from providers
 - 5. City of College Place 6-year Transportation Improvement Plan
 - 6. City of College Place Water System Plan
 - 7. GIS and aerial data available
 - 8. Other surveys or studies pertinent to the site
 - 9. Any available documents that delineate competitive industrial sites in the College Place or Walla Walla County area.
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
 - 1. Design Phase Services
 - 2. Detailed environmental evaluation and mitigation.
 - 3. Additional Planning Services not specifically included in this scope.

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
 - 1. For Time and Materials fees:

- a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.

B. Period of Services

1. If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing rates and/or Fee will be computed based on remaining scope amount times the specific rate increase.
 2. If the period of service for the Tasks identified above is extended beyond 6 months or if the Project has stop/start iterations, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments, extended duration of project management and administrative services, and/or costs related to stop/start cycles including necessary monitoring and communication efforts during inactive periods.
- C. CLIENT acknowledges that J-U-B's schedule commitments outlined in Part 4 are subject to the standard of care and J-U-B will not be responsible for delays beyond our direct control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
010	Project Management	Lump Sum	\$8,000	Concurrent with work progress
020	Kick-off Meeting	Lump Sum	\$2,600	Within 3 weeks of notice to proceed
030	Economic Feasibility	Lump Sum	\$24,500	Approximately 4 months after executed contract, notice to proceed, and receipt of all required data
040	Site Analysis	Lump Sum	\$38,400	Approximately 5 months after executed contract, notice to proceed, and receipt of all required data
050	Infrastructure Analysis	Lump Sum	\$35,200	Approximately 1 month after completion of Task 040, Site Analysis
060	Final Plan and Documentation	Lump Sum	\$15,600	Approximately 1 month after completion of all other tasks, anticipated no later than December 2024.
Total:			\$124,300	

- E. Electronic deliverables provided to the CLIENT as part of the work described within this Attachment are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com

For internal J-U-B use only:

PROJECT LOCATION (STATE): WA

TYPE OF WORK: City

R&D: No

GROUP: Planning

PROJECT DESCRIPTION(S):

1. Planning (P05)
2. Municipal/Utility Engineering (203)



Request for Qualifications:

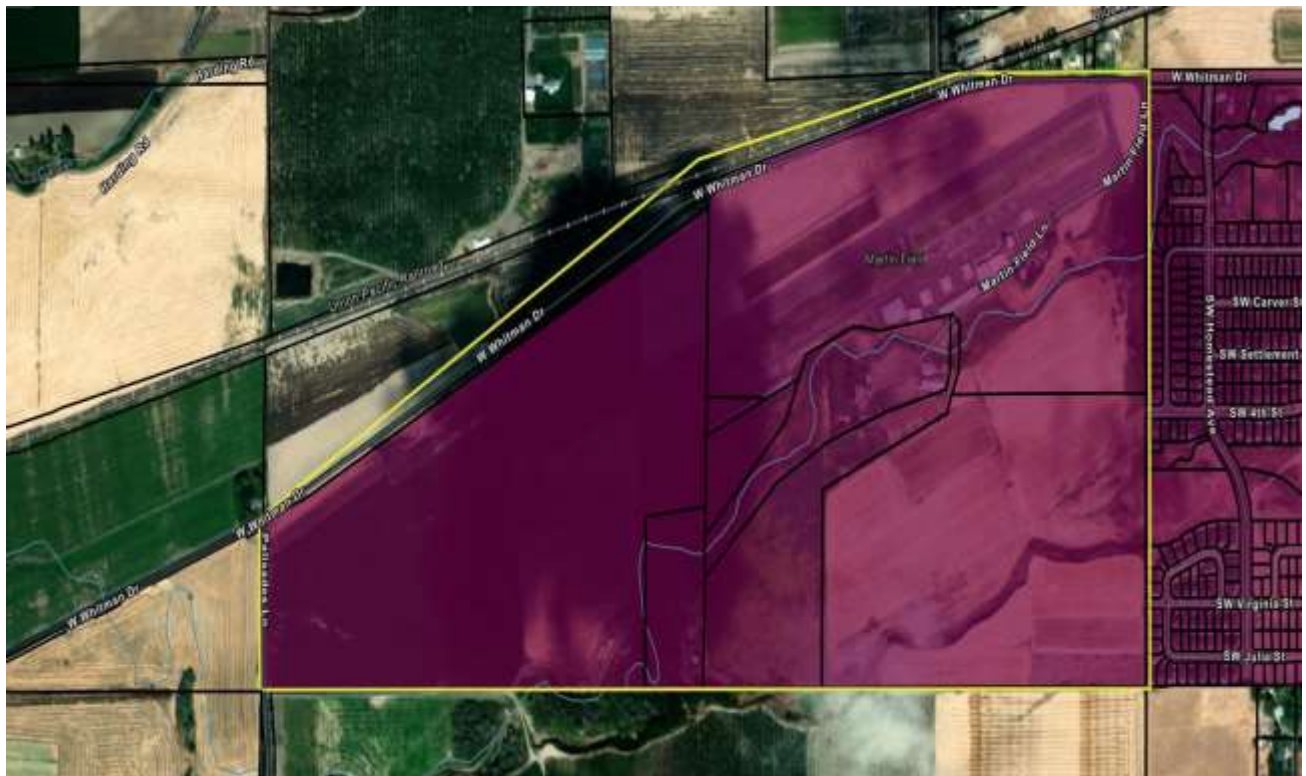
Martin Airfield Area Planning Study

**Date of Release: Monday, February 26th, 2024
at 4 PM**

Due Date: Fri, March 15th, 2024 at 4 PM

Introduction

The City of College Place is home to 9,900 people and Walla Walla University. College Place lies within the greater Walla Walla Valley which is home to about 75,000 residents, a hospital, Whitman College, and Walla Walla Community College. Target industries of the region include food processing, medical, wine, and tourism. The City of College Place only has three acres of active light industrial land. About 240 acres of property has the potential for light industrial/aerospace use bordered by Whitman Drive to the north, Hampton Lane to the west, Homestead Acres Subdivision to the east, and a bluff to the south. The general premise of this study is to do a preliminary engineering analysis from a transportation, broadband, water, wastewater, and storm prospective pertaining to the site. Additionally, site appropriateness, area infrastructure analysis, market analysis, and estimation of funding needed for public facility improvements needs to be identified.



Scope of Work

1. Preliminary engineering analysis pertaining to transportation, water, wastewater, broadband, and storm systems needed to serve a prospective development.
2. Alternate land and traffic control configuration
3. Traffic data acquisition
4. Market analysis for site
5. Marketing strategy
6. Location analysis
7. Estimation of funding needed for public facility improvements
8. Job benefit data analysis
9. All other requirements mandated by the Community Economic Revitalization Board (CERB) Planning Study grant program in Appendix 1.

Additional Information:

1. City of College Place Comprehensive Plan:
https://www.cpwa.us/departments/planning/comprehensive_plan.php
2. Walla Walla County Comprehensive Economic Development Strategy (CEDS):
<https://www.portwallawalla.com/business/economic-development/economic-development-plan>
3. Walla Walla MPO Regional Plan: <https://www.vmpo.org/long-range-transportation-plan.html>

Budget

A maximum budget of \$125,000 for this project.

Deliverables

1. Preliminary engineering assessment and strategy of transportation, water, wastewater, and storm systems needed to serve prospective development.
2. Minimum requirements for CERB planning study (appendix 1)
3. Economic feasibility
4. Environmental and cultural constraints and amenities

4. Utility availability and access (needs/options/mitigation)

Submittal Instructions

Responses to this Request for Qualifications should include:

- Firm/team information including, but not limited to, scope of capabilities, applicable resources, key personnel assignments, potential sub-consultants, qualifications and experience.
- Relevant experience with three similar projects (especially with CERB planning grants) including project description, web link, client name and contact information, exact responsibility of consultant on project, and whether experience is firm experience or individual experience.
- Your approach to the project while demonstrating a strong understanding of it, including any creative ideas for how to structure the work to accomplish the scope and deliverables described above.
- Proposed table of contents for the final report
- A detailed scope of work including task descriptions, deliverables, and target dates for delivery
- Project budget including individual team members' names, hourly rates, time allocated by task, and the total hours anticipated to complete the project; and a project schedule including a statement that the project can be completed within 10 months from start date.

Questions

Questions about the RFQ must be submitted by March 11th, 2024 addressed to Mike Rizzitiello, City Administrator: mrizzitiello@cpwa.us. Replies to all submitted questions will be posted on city website for bids by March 12th, 2024.

Submittals are due Friday, March 15th, 2024 at 4:00 pm PST

Submittals

Submittals must be transmitted in pdf format by email to Mike Rizzitiello, City Administrator at mrizzitiello@cpwa.us located at College Place City Hall: 625 S. College Avenue, College Place, Washington, 99324.

Selection Process

Written proposals will be reviewed by a team including City staff involved in community and economic development, public works, and natural resource management. The selection team reserves the right to contact references and request clarification of information submitted or additional information from any proponent.

Criteria for Selection

- Credentials and experience of professional and support staff (30%)
- Innovative and energetic approach to undertaking the scope of work (25%)
- Organization/Communication skills (25%)
- Completeness and quality of proposal (20%)

Notification

Notification to all proponents should be complete by March 29th, 2024 at 4:00 PM PST

Provisions

1. The City assumes no contractual obligations by issuing the RFQ, or by accepting and evaluating consultant responses.
2. The City reserves the right to accept or reject any or all responses, or parts of proposals, and to waive any minor irregularities.
3. Any costs incurred by the consultant in the preparation of a proposal will be borne solely by the consultant and the proposal will become the property of the City.
4. The City reserves the right to amend the RFQ at any time prior to final consultant selection by transmittal of an addendum to all registered parties by March 12th, 2024.
5. The City reserves the right to accept the proposal it considers most responsive, qualified, and in the City's best interest.
6. Successful applicant must demonstrate that they as well as any subcontractors are not disbarred Federally or at the State Level.

STATEMENT OF QUALIFICATIONS FOR:
**THE CITY OF COLLEGE PLACE
MARTIN AIRFIELD AREA
PLANNING STUDY**



J-U-B FAMILY OF COMPANIES



THE
LANGDON
GROUP



J-U-B ENGINEERS, INC.



GATEWAY
MAPPING
INC.



HELPING EACH OTHER
CREATE BETTER COMMUNITIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

March 15, 2024

Mike Rizzitiello
City Administrator
625 South College Avenue
College Place, WA 99324

RE: MARTIN AIRFIELD AREA PLANNING STUDY – STATEMENT OF QUALIFICATIONS

Dear Mr. Rizzitiello and Selection Committee,

J-U-B is excited for the opportunity to continue assisting the City of College Place through this unique planning study to evaluate the feasibility of the Martin Airfield area for development. Over the last several years, we've been proud to support the City with several planning, engineering, funding, and GIS projects. We believe our intimate knowledge of City infrastructure, the trust and relationship we've established with your staff, and our experience with several similar Community and Economic Revitalization Board planning studies make J-U-B the best team for this project.

We have assembled a team of professionals who will be familiar to you, with experience in land use planning, transportation, water, wastewater, other utilities, and market analysis. The Project Manager, Ben Hoppe, PE, has specific and recent experience leading this same group through similar planning studies, including those with CERB funding and sites uniquely located near airports. This team works together regularly and is extremely knowledgeable and efficient.

Through previous infrastructure evaluations surrounding Martin Airfield, we have already gathered a significant amount of data and analysis that will be useful for this study. Moreover, we've retained Alivia Metts of The Metts Group as a sub-consultant to build on the preliminary economic analysis performed for the site in 2021 through the Flex Light Industrial Feasibility Study. These advanced efforts will allow our team to hit the ground running, and allow the City to maximize the project budget into a higher level of planning detail.

The following Statement of Qualifications will tell you more about our team, experience, and approach to making this study successful. We're passionate about this study because of its potential to create a significant economic benefit to the community. Thank you for considering our qualifications. We look forward to the opportunity to work with you!

Sincerely,

J-U-B ENGINEERS, Inc.

Ben Hoppe, PE, Project Manager
bhoppe@jub.com
(509) 783-2144

Alex Fazzari, PE, Area Manager
afazzari@jub.com
(509) 947-3004

FIRM EXPERIENCE

J-U-B ENGINEERS, Inc. is a full-service engineering firm specializing in **land use planning and analysis, land development, transportation, aviation, broadband, water/wastewater**, environmental, structural, construction, surveying, hydraulics, and irrigation. J-U-B strives for success by helping each other create better communities. We reach communities from Washington to Colorado and work with many different municipalities, agencies and other interested organizations. Our range of expertise is broad, yet our focus is local.

Our project and client experience is extensive and diverse. J-U-B has successfully completed numerous projects for our Eastern Washington and Eastern Oregon clients in everything from master and capital facilities plans, broadband, road and highway projects, transportation planning and analysis, bridges, commercial and industrial storm drainage improvements, residential development, parks and recreational facilities, water and sewer facility design, land surveying, airport improvements, industrial process water treatment, irrigation systems and agricultural.

Included on the next few pages are several project examples that demonstrate both our expertise in the requested areas identified in your RFQ and our knowledge of the City of College Place. J-U-B has worked on several wastewater, water, stormwater, and general planning projects for the city over the past few years, giving you - the City - a great advantage in choosing us to do this work. Because of our existing knowledge of your utilities, we will be able to better utilize your budget and focus our efforts on additional areas like transportation and site analysis.

J-U-B has recently worked on the following projects for the City of College Place:

- » Site Master Planning and Infrastructure Studies
- » Capital Facilities Planning and Analysis
- » Site Feasibility Studies
- » Transportation Planning and Analysis
- » Surveying (Boundary and Topographic Surveys, Plat, and Binding Site Plan Surveys)
- » Civil Engineering (storm drainage, sanitary sewer systems)
- » Grant Assistance (preparation of grant applications and late-comers fee agreements/ calculations)
- » Economic Study (teamed with sub-consultant sub-consultant Metts Group – Alivia Metts)
- » Land Development Design (Industrial, Commercial, Residential and Institutional)



HELPING EACH OTHER CREATE BETTER COMMUNITIES.

PROJECT TEAM

Over the years, J-U-B has completed many Community and Economic Revitalization Board (CERB) Planning Studies. We have created a specialized team that has worked together on CERB Planning Studies and multiple other Master Plans and Capital Facility Plans. Working together has made us more efficient and has allowed us to develop a better understanding each other's roles in the process of planning and executing your project.

	Flex Light Industrial Building Study	South College Place Planning Study	AIM Center Master Plan	Bowers Field Airport Business Park Study	Miles-Smith Industrial Park Study	Midvale Industrial Park Study	Reimann Industrial Center	Red Mountain UGA Study	Connell Industrial & Feasibility Study
Ben Hoppe, PE			x	x	x	x	x		
Alex Fazzari, PE	x	x	x			x	x	x	x
Darral Moore, PE	x		x	x		x	x	x	x
Ben Haws, PE		x	x	x	x	x	x	x	x
Justin Baerlocher, AICP	x	x	x		x	x	x	x	x
Elizabeth Smith	x		x	x		x	x		
Travis Marden, PE		x	x	x	x	x	x	x	
Spencer Montgomery		x	x	x		x	x	x	x
Alivia Metts	x	x		x	x	x	x		

J-U-B TEAM



Ben Hoppe, PE | Project Manager

BS, CIVIL ENGINEERING | WA: 46995, OR: 88029PE | KENNEWICK, WA

Ben is the Assistant Area Manager in our Kennewick Office, working regularly with a diverse team of experts on a wide range of planning studies. He has 20 years of experience in transportation and aviation engineering, and complements J-U-B's Aviation Services Group by working with various small airport clients throughout Central and Eastern Washington. Ben maintains an excellent working relationship with local agencies, contractors, and other members of the community. He is the current Chair of the Washington Airport Management Association (WAMA) Legislative Committee and is also active in several other professional organizations, including the Washington Public Ports Association (WPPA), American Council of Engineering Companies (ACEC), and the American Society of Civil Engineers (ASCE). Ben has a passion for advancing infrastructure initiatives within our communities.



Alex Fazzari, PE | Principal-In-Charge / Area Manager

BS, CIVIL ENGINEERING | WA: 42280 | KENNEWICK, WA

Alex Fazzari has over 22 years of planning, design, and construction experience in a variety of private and public works projects. Alex specializes in water and wastewater utility support and project management. His experience includes planning, permitting, funding, and design review for a number of communities, agencies, and private companies throughout Eastern Washington and Oregon. His areas of expertise include potable water, sanitary sewer, industrial wastewater, irrigation, and stormwater management.



Darral Moore, PE | Stormwater/Land Development

BS, CIVIL ENGINEERING TECHNOLOGY | WA: 37991 | KENNEWICK, WA

Darral has over 29 years of engineering experience, specializing in land development for industrial, commercial, residential, and institutional developments. Extensive engineering experience includes land use planning and entitlements, land use permitting, long and short plat development and permitting, site feasibility analysis, site layout planning, stormwater master planning, stormwater modeling/analysis, stormwater permitting and system design, domestic water and sanitary sewer analysis and design, earthwork modeling/analysis and design, and transportation engineering and studies.



Ben Haws, PE | Sewer/Water Analysis

MS, CIVIL ENGINEERING | WA: 47661, OR: 95925PE | KENNEWICK, WA

Ben is the Water Resources Group Manager for the Kennewick Office—where he leads a team of eight PE's, three EIT's, and two CAD Designers. With 15 years of experience, Ben specializes in water, stormwater, irrigation and wastewater planning, modeling, design, and construction. His background includes various municipal and private engineering efforts including capital facility plans, comprehensive sewer system plans, comprehensive water system plans, water transmission design, water storage tanks, wastewater lagoons, sewer pipe design, water wells, pump stations, and sewer lift stations. Ben has a broad-based skill set for managing water related projects. Ben's experience with HEC-RAS, HEC-HMS, InfoSWMM, WaterCAD, and clear concise technical writing will bring economical solutions to water management needs.



Justin Baerlocher, AICP | Planner

BA, URBAN AND REGIONAL PLANNING | KENNEWICK, WA

Justin has over 18 years of experience in land use and transportation planning. He also has experience in preparing feasibility studies, master plans and capital facilities plans. **Most recently, Justin assisted in the project management of the Flex Light Industrial Study, South College Place Planning Study, Bruce Siding Industrial Master Plan, and Miles Smith Industrial Feasibility Plan.**



Elizabeth Smith | Planner

BA, URBAN AND REGIONAL PLANNING | KENNEWICK, WA

Elizabeth has 4 years of experience and knowledge in land use, transportation, tribal, and environmental planning, with an emphasis on multi-agency coordination, development review, and feasibility studies. **Elizabeth recently worked on the Flex Light Industrial Study and South College Place Planning Study.**



Travis Marden, PE | Transportation Engineer

BS, CIVIL ENGINEER | WA: 39882, CO: 47327, ID: 17078 | KENNEWICK, WA

Travis has over 26 years of engineering experience in a wide range of transportation, utility, and development projects. He specializes in urban street design, single and multi-lane roundabout projects, bridge replacement projects, transportation studies, and federal aid highway projects. His hands on expertise also includes county roadway/highway design, right-of-way acquisition, illumination, railroad crossing and industrial projects, and roadway safety improvement projects. Travis is very experienced in design details, plans, specifications, cost estimation for both local and federally funded projects. He also has extensive experience with the SEPA and NEPA environmental permitting processes, and FHWA right-of-way acquisition procedures and requirements. He manages numerous complex projects with challenging schedules, unique stakeholder perspectives/concerns and technical issues.



Spencer Montgomery | Transportation Planner

MS, URBAN AND REGIONAL PLANNING | KENNEWICK, WA

Spencer has over 30 years of transportation planning experience. In addition to multi-modal transportation plans, Spencer's experience includes: environmental assessments, traffic impact analysis, feasibility studies, management systems, alignment studies, corridor studies, safety analysis, and public involvement. He has worked on many types of transportation plans including: cities, sub-area plans, regional multi-county plans, airports, trail plans, etc. Public involvement and identification of stakeholder issues and client specific goals are always key to the success of such studies and Spencer is a firm believer in communication to achieve client satisfaction. This experience and philosophy gives him the skills necessary to be an effective team leader.



Lexie Conley | Environmental Specialist

MS, ENVIRONMENTAL STUDIES | SPOKANE, WA

Lexie has over five years of experience in environmental services, her biological and wildlife fieldwork background includes conducting protocol endangered wildlife and plant species surveys, biological resource surveys, wetland delineations, water resource assessments, and nesting bird surveys. She has prepared environmental assessments, environmental evaluations, biological assessments, and joint permit applications.

SUB-CONSULTANTS

J-U-B determines the need for sub-consultant on a project by project basis. Once a project is defined, we will contract with the appropriate sub-consultant that will give the City the best results, while at the same time, keeping them within budget. For your project we have chosen to use The Metts Group to assist with the economic analysis and marketing plan.



Alivia Metts | Economist

BA, ECONOMICS | COEUR D'ALENE, ID

THE METTS GROUP was founded by Alivia Metts. She is an economist with over a decade of experience in helping communities thrive. Her insightful economic and demographic analyses guide decision makers in economic and commercial development as well as transportation and environmental planning. Alivia's economist services include market feasibility assessments, demographic analysis, economic impact assessments, labor market analysis and delivery and housing market analysis. Alivia has worked in both the public and private sectors prior to forming The Metts Group. Alivia's unique approach of conducting local and regional interviews of existing industries allows her to provide detailed results of specific industrial and commercial users who could be contacted or marketed for the site. **Most recently she was part of the J-U-B team for the Flex Light Industrial Study and the South College Place Planning Study.**

RELEVANT EXPERIENCE

The following are three recently completed projects which are similar to the Martin Airfield Area Planning Study. Funding for each of these projects was from Washington State CERB and the final product conformed to the minimum threshold criteria established by CERB.

AIM Center Industrial Master Plan | Port of Pasco, WA (2023)

STEPHEN MCFADDEN, DIRECTOR OF ECONOMIC DEVELOPMENT AND MARKETING; (509) 537-0524;
SMCFADDEN@PORTOFPASCO.ORG



J-U-B met a nearly impossible deadline to complete the Tri-Cities Airport Aerospace Innovation and Manufacturing (AIM) Center Master Plan for the Port of Pasco, WA. J-U-B prepared 1,100 page document outlining the viability of development of the 460-acre site on the airport. Our team evaluated traffic, cultural resources, geotechnical considerations, water, sewer, electrical, grading, zoning, environmental compliance, and FAA airspace—all within a period of less than four months!

This plan is the first step to attracting industry such as electric and hydrogen-powered aircraft, private space exploration, vertical take-off and landing vehicles, autonomous flight systems, and uncrewed aerial vehicles. The client was impressed with the master plan and appreciative of J-U-B's help.

Flex Light-Industrial Building Planning Study | City of College Place, WA (2020)

MIKE RIZZITIELLO, CITY ADMINISTRATOR; (509) 394-8506; MRIZZITIELLO@CPWA.US



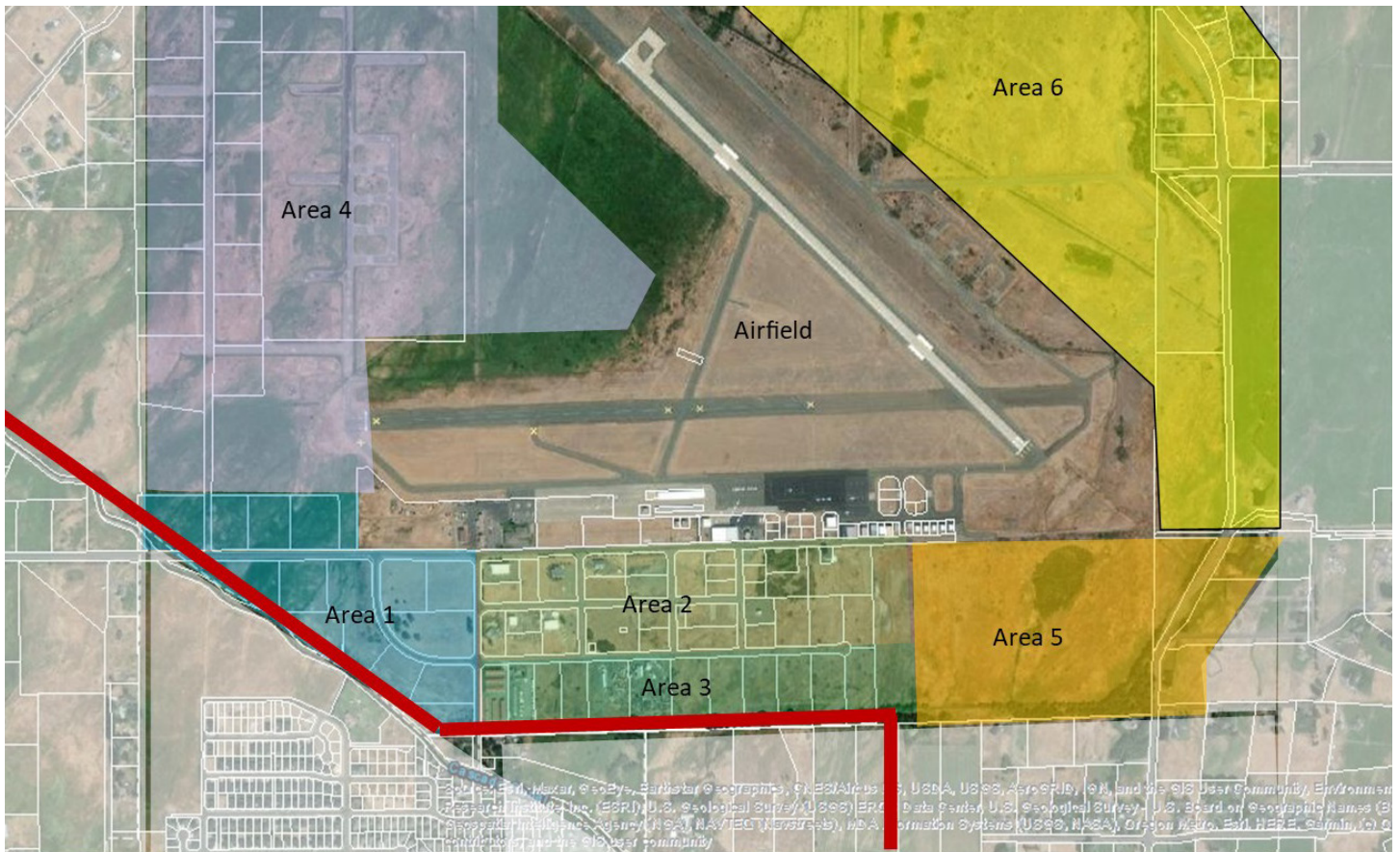
In 2020, J-U-B, The Metts Group, and Design West Architects teamed together to assist the City of College Place with the preparation of a Planning Study which evaluated three light industrial sites for a future City-Owned Flex Light-Industrial Building. The City desires to expand the amount of light industrial land available for development and market the many food processing, medical, wine, and tourism industries interested in locating to the area. Specifically, the industries looking for industrial sites prefer a pre-constructed building rather than a greenfield site. The general premise of this study consisted of the following:

- » Analyze the infrastructure and public facilities needed for future development.
- » Identify the most cost-effective site to develop.
- » Complete engineering analysis identifying potential impacts of land use to public facilities.
- » Prepare supporting engineering cost estimates.
- » Prepare economic analysis for the College Place and Walla Walla area.
- » Identify potential industrial uses for the site.
- » Develop conceptual site layouts and building floor plan compatible for flexible work space.

Specific for your project, one of the three sites evaluated during the preliminary site and economic analysis phase included the western portion of the Martin Airfield site. This information has given us valuable information on infrastructure needs and potential development opportunities available.

Bowers Field Airport Business Park Study | Kittitas County, WA (2024)

MARK COOK, DIRECTOR OF PUBLIC WORKS; (509) 962-7523; MARK.COOK@CO.KITTITAS.WA.US



Kittitas County, as owner and operator of the Bowers Field Airport in Ellensburg, hired J-U-B Engineers, Inc. to evaluate the feasibility of development of up to 850 acres of land surrounding the Airport. J-U-B drafted a successful CERB Planning Grant application to include a detailed review of the existing property, including survey, infrastructure inventory, economic/market feasibility, environmental constraints, conceptual site plans, utility/infrastructure analysis, and a heavy public involvement component to garner feedback from the community and stakeholders.

This Airport site is unique in that it is home to the Central Washington University Department of Aviation, allowing students to take advantage of facilities and a fleet of 19 aircraft in their educational pursuit of a career in aeronautics. As such, representatives from the University were heavily involved in the planning process.

This ongoing master plan will ultimately prioritize areas for development and identify which locations are best suited for various uses such as commercial or industrial.

PROJECT UNDERSTANDING AND APPROACH

Organization and Communication

Planning efforts require robust and ongoing coordination. Since a mostly undeveloped site starts with an idea and vision, it's important to continually share thoughts and feedback to ensure the goals of the study are accomplished. For this reason, we make a point to allocate time to communicate regularly with our internal team and with the client directly.

- » This starts with a kickoff meeting to truly understand objectives. We'll ask about your goals, concerns, and what makes the project successful in your mind.
- » Throughout the project, regular progress meetings will ensure our internal team is on track, and that we are on schedule to deliver at milestones consistent with your expectations.
- » We report to you on scope, schedule, and budget a minimum of once per month. This allows us to communicate our progress, along with any concerns so they can be rectified early in the process.

Keeping a continuous loop of communication, both internally with our team and externally with the City, helps our effort remain focused and organized. The project team is able to progress smoothly with a clear understanding of the planning study objectives. The result is an efficient and comprehensive product for the City to use as an effective tool to plan development.

Project Approach

Our project approach is consistent with the multiple other CERB Planning Studies we have prepared in recent years. We believe we have prepared a proven approach and process that will help us keep on schedule while also addressing your needs. In addition, members of the project team have also worked on the infrastructure and economic analysis from the both the South College Place Planning Study and Flex-Light Industrial Planning Study, which will

provide us with a head start when it comes to identifying potential industries and site users as well as preparing the infrastructure analysis for the site.

A successful planning document will identify the characteristics of the site in relation to the needs of the industries which the City would like to attract. This typically involves an evaluation of:

- » **Site Characteristics** - What is unique to the site? What are the limitations? What can your site offer?
- » **Targeted Industries** - What kind of industry does the City want to attract? Why?
- » **Industry Interests** - What do those industries need? Ample space? Certain utilities? Transportation?



This study will evaluate each of these components in detail to determine what improvements or other action is needed to prepare the site for development. The intersection of these three elements is the key to preparing a site to cater toward industries which best benefit the City's interests.

Martin Airfield Site Characteristics	Targeted Industries	Industry Interests
Private Airport	Food Processing	Access
Roadway Access	Medical	Workforce
Ample Land (240 Acres)	Wine	Land
Utilities (existing/future)	Tourism	Water/Sewer/Power/Broadband

Through this evaluation, we will address the CERB planning study requirements and position the City for the implementation of infrastructure expansion through additional funding sources. This will include a site and infrastructure evaluation, marketing strategy, evaluation of needs, specific coordination with target industries, and all other components of CERB's outlined requirements. Additional detail can be found in the scope of work. This work will ensure your planning study is comprehensive and actionable.



Project Understanding

Through recent work we have conducted in the area and familiarity with College Place, our team has a strong understanding of the site, its benefits, and limitations. It is our understanding that the City of College Place currently has a short supply of light industrial land with only three active acres of light industrial land. The City would like to target food processing, medical, wine and tourism industries. The purpose of this project is to perform preliminary engineering analysis of transportation, broadband, water, wastewater, and storm, as well as economic/market analysis for the purpose of development.

Based on our previous work in this area, the following is a summary of our evaluation of the site conditions:

SITE OVERVIEW

In 2019, J-U-B prepared an analysis of future development costs of Martin Airfield. As a result, it was identified that this site will require further evaluation of the following potential development restrictions:

- » Airport building height and land use compatibility requirements.
- » Critical areas and shallow ground water located along Doan's Creek.
- » There are existing riparian areas located along Doan Creek near the Martin Airfield site. As a result, the critical areas ordinance maps recommend a 75-ft buffer along Doan Creek.

- » The soils for the majority (89.8%) of the site is described as UmA – Umapine silt loam.

ROAD

The Martin Airfield Site is bound by W Whitman Dr to the north and Hampton Ln to the west. Whitman Dr is a Rural Minor Collector, owned and operated by the County. Hampton Ln is a private road. Whitman Dr is a 40-foot wide street with 5-foot shoulders on each side. Direct access to the site is anticipated to be via Whitman Dr. Further analysis to determine impacts of development to Whitman Dr and the surrounding area is needed.

WATER

This site is located within of the City's water service area, but is currently not served by water. We are currently designing an elevated water tank that is being upsized to serve this development. It is anticipated the extension of a looped 16-inch water main to the site would be required for development of this site.

SEWER

This site is located within the city sewer service area, but is not currently served by sewer. This would result in a need to extended services if development occurred. Due to the location of the site, it is anticipated that a lift station and forcemain would be required to be able to provide sewer service to this site. The General Sewer Plan has identified approximate locations for these facilities.

STORMWATER

All land-disturbing activities, new development and redevelopment unless otherwise exempted in accordance with CPMC Section 13.86.030 shall be required to comply with the standards, procedures and requirements set forth by this chapter and the current:

- » City of College Place Standard Plans and Specifications as adopted by council resolution
- » Stormwater Management Manual for Eastern Washington (SWMMEW).

It is anticipated that all stormwater will be required to be retained and treated on each site. CPMC Section 13.86 includes additional details.

ELECTRICITY

- » Columbia Rural Electric Association (Columbia REA) provides power to this site with underground, 3-phase available. This site is located off of an express feed on the south side of Whitman Dr that can provide ample power to future development.
- » Pacific Power can be provided service with both single-phase and 3-phase.

TELECOMMUNICATIONS

Century Link can provide telephone, cable, and high speed internet to the sites. Internet speeds for each site are capable of providing 30M downstream and 1.5M upstream

NATURAL GAS

Gas service in the area is provided by Cascade Natural Gas Corporation (CNGC). Gas service is available to the airport site but servicing could be expensive. An evaluation of potential users would be beneficial in determining the viability and usefulness of providing natural gas.

These elements will all be further evaluated, along with a comprehensive economic study to determine how the characteristics of the site best align with the needs of the industries the City hopes to attract.

DETAILED SCOPE OF WORK

Based on our experience with similar projects and knowledge of the specific components of the Martin Airfield Area site, we anticipate the following tasks:

TASK 1 – KICKOFF MEETING

The J-U-B Team understands the importance of good communication between our team and City staff, which will help clarify major issues and concerns and how the City would like changes implemented.

We propose to hold a project kick-off meeting with the J-U-B Team, appropriate City staff, and other key stakeholders at the beginning of the project. This will help establish unity and focus which will lead to better end results. In this meeting we will accomplish the following:

- » Allow introductions between key City, J-U-B staff and stakeholders to build solid communication pathways over the entire project.
- » Review the key elements of the project and communicate expectation and schedules.
- » Communicate the importance of team member involvement and support throughout the project.
- » Discuss the overall vision of the project.
- » Discuss potential constraints that would hinder the success of the project.
- » Discuss potential opportunities that would enhance the project.
- » Identify follow-up meetings with key individuals, if necessary.

After the kick-off meeting, the J-U-B Team will review the initial Scope of Work and identify if any specific changes are needed.



TASK 2 – ECONOMIC FEASIBILITY

The overall goal of the Economic Feasibility Study component is to analyze economically feasible industrial uses for the proposed site. This task will be vital in the future phases of the project. The economic analysis will allow us to identify key industries who may be interested in this site. This information will be used later in the project to identify lot size and configuration, infrastructure needs, and wastewater treatment options.

Tasks will include:

1. Interview key stakeholders to gather and review pertinent project background data.
2. Assess the locational characteristics of the site relative to industrial market.
3. Perform Market analysis for site
4. Perform Job Benefit Analysis
5. Evaluate the overall City of College Place area economic outlook for industrial real estate development.
6. Conduct interviews with selected key persons in the College Place catchment area knowledgeable of demand potentials by various industrial uses (e.g. complementary agricultural processing/supplier needs, light manufacturing, warehouse distribution, flex space, etc.).

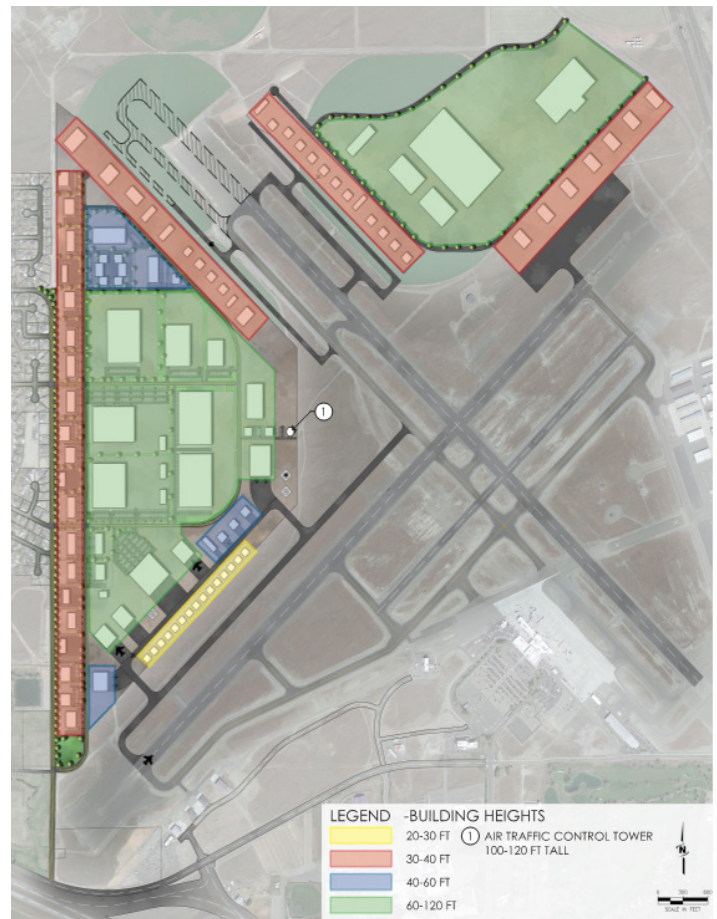
7. Identify and evaluate potentially competing sites and corresponding industrial uses.
8. Analyze which target industries may locate at the site.
9. Recommend specific companies that should be targeted prospective tenants.
10. Forecast the economic impacts to the City of College Place if the site is fully tenanted with the prescribed potential industrial users.
11. Recommend a project marketing strategy for the site.
12. Prepare a corresponding Economic Feasibility Analysis and marketing strategy for the site.

TASK 3 – SITE ANALYSIS

The purpose of this task is to prepare a conceptual site analysis and layout to determine the developability of the site. The results of the economic analysis (Task 2) will identify specific types of users looking for property within the area and their site needs including access and lot size.

Tasks will include:

1. Prepare base maps for the site.
2. Review any significant physical or environmental impediments to development on the site.
3. Perform an airspace analysis. Martin Airfield provides a unique development opportunity for this site – but it also presents some constraints regarding the ability to construct at particular elevations, or for certain uses. We will evaluate the physical airspace surface limitations and make recommendations for development at various locations surrounding the airfield.
4. Prepare conceptual site plans which will include roadway access and building layouts. The intent would be to identify concepts that allow maximum site flexibility, including utility stubs and easements, etc.
5. Prepare a conceptual utility plan (of the selected lot configuration) which will show the proposed size and locations of the proposed water services to each of the proposed lots.



Tri-Cities Airport Aerospace Industrial & Manufacturing (AIM) Center Master Plan

TASK 4 – INFRASTRUCTURE ANALYSIS

The purpose of the Infrastructure Analysis component is to evaluate on and off-site infrastructure available to the site. As a result of the Site Analysis, this task will provide more in-depth analysis of the Infrastructure to serve each site.

Tasks will include:

1. **Transportation Analysis** – Collect existing conditions traffic data, evaluate trip generation rates, determine roadway cross-section needs including turn lanes and traffic control. Prepare cost estimates for the internal roadway and proposed off-site improvements needed.
2. **Water** - Review the existing Water System Plan and determine the ability to serve the site with domestic water and review impacts to water system facilities owned by the City of College Place based upon build-out of the site. Information will be collected to layout and master plan the domestic water system to serve the development at build-out conditions.

3. **Sewer** – Review any impacts to offsite sanitary sewer collection system and wastewater treatment facilities owned by the City based upon build-out of the site.
4. **Stormwater** – Identify storm water collection options to serve the development. It is assumed that post- development flows will be limited to a peak flow equivalent to that of existing conditions. No review of the impacts to offsite storm facilities will be performed. The necessary storm water detention/retention facilities will be located and sized per local standards.
5. **Irrigation** – Identify irrigation requirement and providers for the proposed industrial site.
6. **Electrical** – Coordinate with the appropriate electrical utility provider to identify the main infrastructure requirements to serve the Industrial Area.
7. **Broadband** – Coordinate with the appropriate broadband providers to identify the main infrastructure requirements needed.
8. **Natural Gas** – Coordinate with the appropriate natural gas providers to identify the main infrastructure requirements to serve the Industrial Area.
9. **Figures** - Develop figures for each utility to show the main infrastructure required to serve each site.
10. **Cost Estimates** - J-U-B will prepare site development costs for the site including grading, stormwater and detention facilities, and water and sewer services, as well as coordinate site electrical, telecommunications and natural gas costs. These estimates will help the City determine infrastructure costs for the development. Cost Estimates will also include off site infrastructure improvements needed to bring infrastructure to the site.

TASK 5 – PROJECT COORDINATION AND FINAL PLAN DOCUMENTATION

After the economic analysis is completed, a preferred land use plan alternative is selected, and the infrastructure analysis is compiled, a final plan can be prepared. However, prior to the preparation of the final plan the project team will hold at least two meetings with City staff to review the status of the project. Largely, the agenda for these meeting will be to review the outcome of the economic analysis, review the site layout plans and discuss the outcome of the infrastructure an analysis.

It is intended that the final plan would include the preparation of the Economic and Feasibility Plan into one document including proposed land use designations, lot layouts, circulation, environmentally sensitive areas and utility/roadway access.

If needed, J-U-B will present the findings and recommendations of the study to the City Council or Planning Commission.



PROPOSED TABLE OF CONTENTS

Section 1. Introduction

- 1.1. Background
- 1.2. Purpose of the Plan
- 1.3. Planning Process
- 1.4. Existing Property Description
- 1.5. Land Use and Zoning
- 1.6. Environmental
- 1.7. Current Land Uses

Section 2. Stakeholder Involvement

Section 3. Economic Analysis

Section 4. Existing Conditions

- 4.1. Transportation
- 4.2. Sanitary Sewer Service
- 4.3. Potable Water Service
- 4.4. Surface and Storm Water Management
- 4.5. Other Governmental Services

Section 5. Parcel Conceptual Layout

Section 6. Transportation Facilities

- 6.1. Planned Internal Roadway Network
- 6.2. Airport – Martin Field
- 6.3. Off Site Roadway Evaluation

Section 7. Utility Requirements

- 7.1. Sanitary Sewer Service
- 7.2. Potable Water Service
- 7.3. Surface and Storm Water Management
- 7.4. Other Governmental Services

Section 8. Earthwork

- 8.1. Grading

Section 9. Infrastructure Costs and Funding Sources

- 9.1. Revenue Sources
- 9.2. Development Costs

PROJECT BUDGET AND SCHEDULE

We have shared the project scope of work with all of our team members and have secured their 100% commitment to this project. J-U-B has recently wrapped up several large projects so the timing could not be better. **The schedule below shows how we would propose to have this project complete within the required 10 months from the start date.** In fact, we believe we will be able to complete the project well in advance of this deadline. We are committed to completing your project on time and within budget. Please note that the proposed schedule may be adjusted as a result of the kickoff meeting. In addition, the schedule does not address potential delays related to agency review, funding guidelines, etc. Budget and hourly rates can be found on the following page.

PROJECT SCHEDULE

Task/Subtask Name	April	May	June	July	August	Sept	Oct	Nov	Dec
Project Start/Kickoff Meeting									
Economic Feasibility									
Site Analysis									
Infrastructure Analysis									
Project Coord/Final Plan									

PROJECT BUDGET CONFIDENTIAL

The following is a man-hour estimate for each team member by task as well as the proposed cost. We believe we will be able execute the scope of work identified within your proposed budget of \$125,000. In fact, there might even be some options to modify the scope and tasks to extend your budget even further.

	Ben Hoppe Program Manager	Alex Fazzari Senior Program Manager	Justin Baerlocher Senior GIS Analyst	Elizabeth Smith Planner	Ben Haws Lead Program Manager	Travis Marden Program Manager	Spencer Montgomery Lead Planner Discipline	Daral Moore Senior Program Manager	Sub- consultant Expenses	Total Number of Staff Hours	Total Proposed Fee
Project Start/ Kick-Off Meeting	4	4	4	0	0	0	0	0	\$0	12	\$2,600
Economic Feasibility	2	0	8	8	0	0	0	0	\$22,000	18	\$25,100
Site Analysis	2	0	16	20	40	40	40	20	\$0	178	\$38,800
Infrastructure Analysis	2	0	8	8	40	40	40	20	\$0	158	\$35,600
Project Coord/ Final Plan	40	2	16	40	4	4	4	4	\$0	114	\$22,200
Total Hours	50	6	52	76	84	84	84	44		480	480
Total Costs	\$11,500	\$1,500	\$9,300	\$11,300	\$20,200	\$19,200	\$18,500	\$11,000	\$22,000		\$124,300

J-U-B ENGINEERS INC. 2024 RATE TABLE

Labor Category	Hourly Rate
Program Manager	\$229
Program Manager - Senior	\$250
GIS Analysis - Senior	\$178
Planner	\$149
Program Manager - Lead	\$240
Planner - Discipline Lead	\$220



PARKS

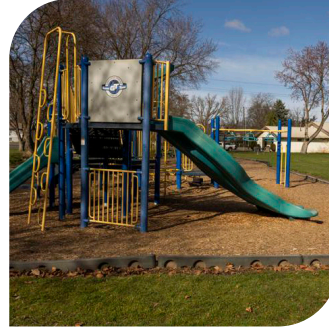
Encuesta de Parques

OPEN SPACE

Espacios Abiertos

RECREATION SURVEY

y Recreación



WE NEED YOUR INPUT! *necesitamos su aporte*

The City of College Place is preparing an update to its existing Parks Open Space and Recreation Plan. Your input will aid the City in its present and future planning efforts for public park facilities.

La ciudad de College Place está preparando una actualización de su Plan de Parques, Espacios Abiertos y Recreación. Su opinión ayudará a la ciudad en sus esfuerzos de planificación presentes y futuros para las instalaciones de parques públicos.

DATE? *Fecha?*

May 18 - June 16

18 de mayo - 16 de junio

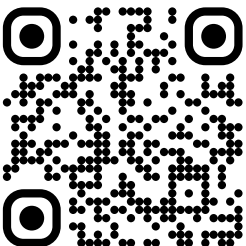
QUESTIONS? *Preguntas?*



509-394-8524



JRickard@cpwa.us



Access the online survey by scanning the QR code or go to
<https://arcg.is/1TjiKX0>

*Acceda a la encuesta en línea por escaneando el código QR o vaya
a <https://arcg.is/1TjiK0>*

City of College Place Parks, Open Space & Recreation Survey

Encuesta de Parques, Espacios Abiertos y Recreación



We need your input!

necesitamos su aporte!

May 18 - June 16

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The City of College Place is preparing an update to its existing Parks Open Space and Recreation Plan. Your input will aid the City in its present and future planning efforts for public park facilities.

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College Place City
625 S College Ave
College Place, WA 99324

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QUESTIONS? Preguntas?

 509-394-8524

 JRickard@cpwa.us





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





2024 College Place Farmers Market Vendor Handbook

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Product Regulations	Pg. 19
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***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



Sustainable**Living**Center



holiday
by ATRIA
SENIOR LIVING

PARK PLAZA





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

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:



SNAP Market Match hace que conseguir productos frescos y locales sea muy fácil



Pregunte en su mercado local cuál es el monto diario de bonificación.
Consulte la lista de los mercados agrícolas adheridos en:
doh.wa.gov/SNAPMarketMatch

Así funciona:



Vaya a la tienda de información del mercado agrícola.



Pase su tarjeta EBT por el importe que quiera gastar en el mercado.



Iguale la cantidad de dólares de su EBT con SNAP Market Match.



Compre alimentos frescos, semillas y plántines.

Canjee los dólares de SNAP Market Match por:



frutas



verduras



hierbas



hongos



semillas y plantas comestibles

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



2024 Vendor Application

Sunday, June 30th from 6:00—10:00 PM at
College Place High School – 1755 S College Avenue

(Note: space is limited, not all applications guaranteed)

PRINT OR TYPE CLEARLY— COMPLETE ALL SECTIONS

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

*Valid business license is required in order to sell taxable items at Freedom Festival.

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

There is no electricity available at this venue. Quiet, personal generators are permitted.

VENDOR FEES

Vendor Fees are due by June 28th, 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	☐

PAYMENT INFORMATION

How would you like your invoice?

☐Email

☐Mail

After you receive your invoice, you can pay online, in person, by mail, or call us at 509-529-1200. Checks can be made out to City of College Place.

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**



FESTIVAL POLICIES AND REGULATIONS

- Once your application is approved, you will receive an invoice for Vendor Fee. Payment is due before event day.
- Returning vendors and CPFM Membership Vendors will receive first priority in considering space availability.
- Set up can begin as early as 3:00 PM and MUST be complete no later than 5:45 PM. All vendor vehicles must be out of the event area no later than 5:30 PM.
- Vendors must remain open for business during the entire 6:00 to 10:00 event time. No early breakdowns.
- Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner. Each vendor is responsible for keeping their booth space and display fixtures clean during the Event and for complete clean-up of their space at the close of the Event. This includes hauling away any trash that is generated in or around the booth and cleaning up any product debris left on the ground.
- All vendors who wish to erect canopies (including umbrellas) at the Event are required to have their canopies sufficiently and safely anchored to the ground with **a minimum of 25lbs 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 who fails to properly anchor their canopy must take down and stow their canopy and sell without it.
- Track restrooms will be open, and additional sink units will be located in the vendor area.
- Detailed set up instructions will be provided the Wednesday before the event weekend.
- Food service permits/exemptions are required per the Walla Walla County Health Department. Contact health@co.walla-walla.wa.us for questions.
- Event staff collects data such as number of attendees, vendors, sales, etc. Vendors are required to complete confidential, anonymous sales reports due at the end of the event.

I hereby release and forever discharge the City of College Place, Washington, College Place School District, 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 Freedom Festival. 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 stand 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. Payment to vend at Freedom Festival is final. No refunds. Please check with the Walla Walla County Department of Health pertaining to prepared food regulations.

Signature _____ Date _____

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

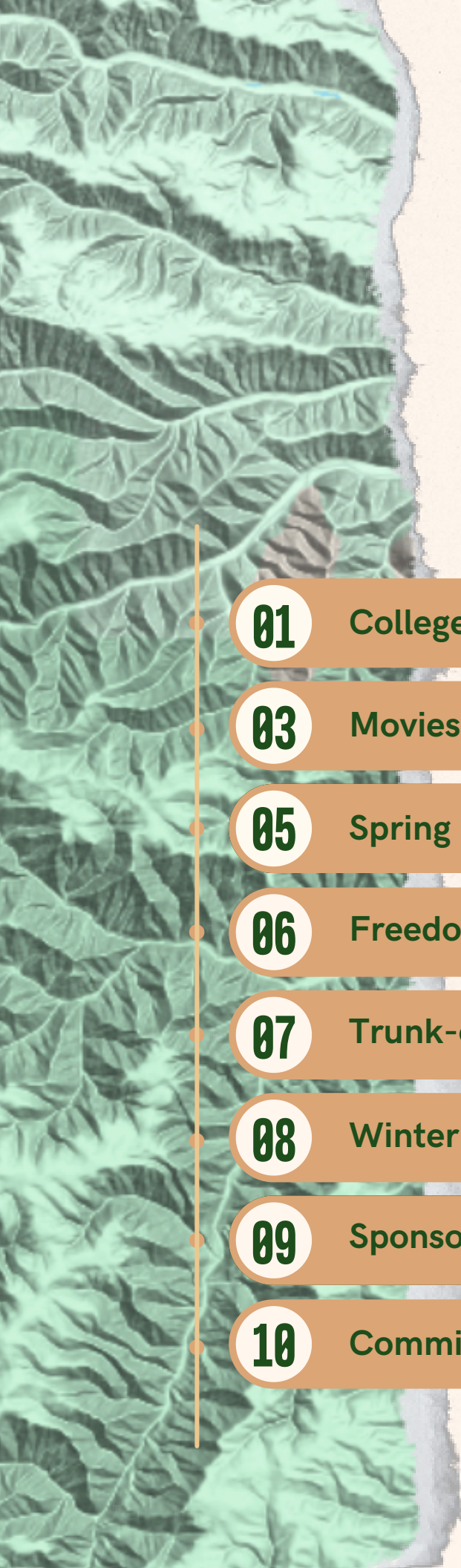
OCTOBER
31

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

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Freedom Festival

07

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08

Winter Fest and Lighted Parade

09

Sponsorship Packages

10

Committment Form



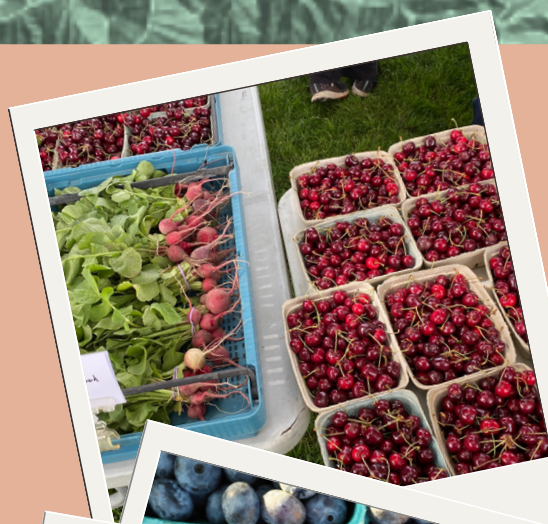
THURSDAYS 4-7PM
KIWANIS PARK
ON SE 3RD STREET
MAY 30 - SEPTEMBER 26



**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)



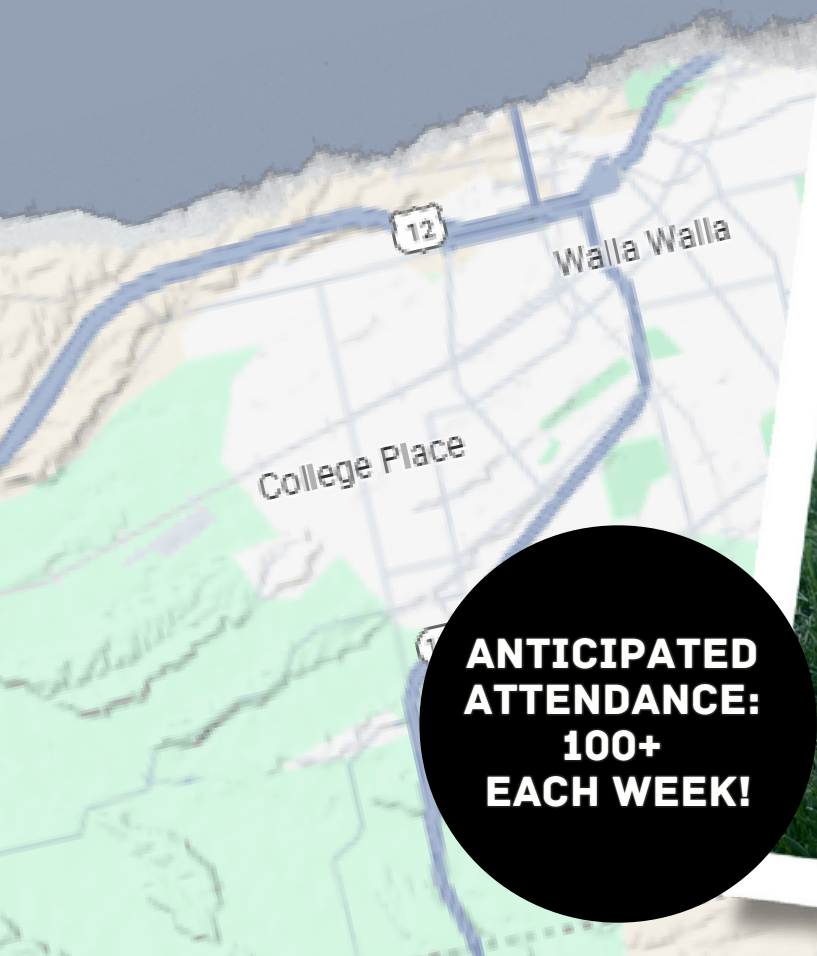
***Coordinate with manager to discuss your activity ideas!**

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 text "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 poster.

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 Independance 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.

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								
Traffic circle construction								
Fast food pre lease								
Fast food break ground								
Grocery break ground								
A&E/center pre lease								
Center apartment pre lease								
Center construction								
A&E pre lease conference								
Conference construction								
NOTE: CHART DOES NOT Show permit,bid times								

START

PHASED

10,000 SQ FT PHASED

MULTIPLE

Hotel

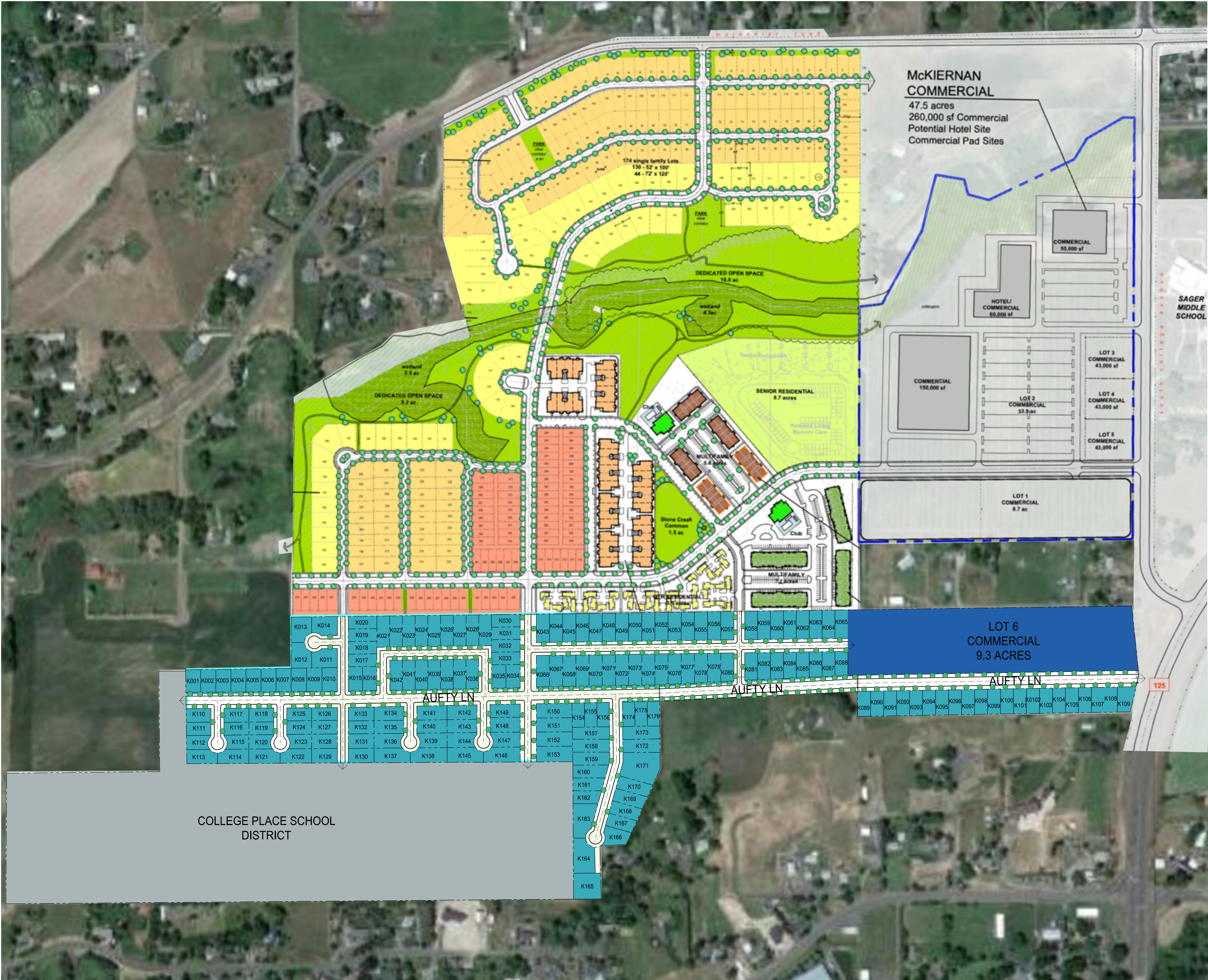
LOCK OFF

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





[illegible]



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

SITE PLAN



Plot Date: 4/8/2024 4:53 PM Plotted By: Dakota Wilson
Date Created: 4/8/2024 JUB.COM\CENTRAL\CLIENTS\WA\COLLEGEPLACE\CITY\PROJECTS\30-20-075_2020_ONCALL\DESIGN-066 - COLLEGE AND SR125 ROUNDABOUT CONCEPT\CAO\MODEL\30-20-075-066_C-SP_SHIFTED.DWG





J-U-B ENGINEERS, INC.

J-U-B ENGINEERS, INC.

3611 S. Zintel Way
Kennewick, WA 99337

Phone: 509.783.2144
www.jub.com

PRELIMINARY
PLANS

NOT FOR
CONSTRUCTION

REUSE OF DRAWINGS

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NO.	REVISION	BY	DATE
##	##	##	##
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COLLEGE AVE AND SR125 ROUNDABOUT CONCEPT
CITY OF COLLEGE PLACE

ROUNDABOUT CONCEPT
COLLEGE AVE AND SR125

FILE : 30-20-075-066_C-SP_SHIFTED

JUB PROJ. # : 30-20-075

DRAWN BY: DJW

DESIGN BY: DJW

CHECKED BY: TM

ONE INCH

AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY

LAST UPDATED: 4/8/2024

DRAWING:
1

SHEET: 1 OF 1



May 13, 2024

Elizabeth Rowden
Program Director
ArtWalla
PO Box 2192
Walla Walla WA 99362

Dear Ms. Rowden:

We are pleased to let you know that the ArtWalla's application for the Co(W)alla Creative District certification has been approved. Our review panel thought your application outlined the joint creative district's appeal well. Based on their recommendation, our board of commissioners voted to ratify your District's approval. Congratulations on becoming the newest Creative District in Washington State!

We are excited to begin this process with your community and are looking forward to supporting your success.

Best regards,

Annette M. Roth
Community Development Manager
Washington State Arts Commission
711 Capital Way South, Suite 600
Olympia, WA 98504
(360) 252-9982

Cc: Karen Hanan, Executive Director



City of College Place, Washington
RESOLUTION NO. 23-076

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING AUTHORIZING CITY ADMINISTRATOR TO WORK WITH ARTWALLA & PARTNERS ON FORMATION OF THE COALLA (COLLEGE PLACE-WALLA WALLA) CREATIVE DISTRICT.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, RCW 43.46.105 authorizes local governments to designate a Creative District within its territorial boundaries, subject to certification by the Washington State Arts Commission; and

Whereas, a Creative District is geographically defined area where art, culture, social, and economic activity takes place and where cultural facilities, creative industries, and arts-related businesses are a vibrant hub for the community; and

Whereas, the benefits of a state-certified Creative District include; promoting the City and Greater Walla Walla Valley's unique identity and values; increasing tourism; growing creative industry jobs and career opportunities; being able to pursue grant opportunities related to the creative industry; preserving and improving historic community assets; and enhancing the City's livability; and

Whereas, the City's Cultural & Business District, Downtown Walla Walla, and surrounding areas contain a strong concentration of the Walla Walla Valley's cultural assets, businesses and activities; and

Whereas, the Washington State Certified Creative District Program aligns with the goals of the City's Economic Development Element of the Comprehensive Plan;

Whereas, both communities filed a formal letter of intent on November 9th, 2023 and were invited by ArtsWA to submit a formal application with amended Creative District boundaries by January 12th, 2024;

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

Section 1. Creative District Boundaries. That the area shown in the updated map attached as Exhibit A, which encompasses the City of College Place & City of Walla Walla's Cultural and Business District and surrounding areas, is hereby designated as the Coalla Creative District

(College Place – Walla Walla), subject to the certification by the Washington State Arts Commission.

Section 2. Creative District Application. That the Administration is authorized to partner with the City of Walla Walla, Downtown Walla Walla Foundation, ArtWalla, and other partners to petition the Washington State Arts Commission for certification of the Creative District and to execute on behalf of the City of College Place any documents necessary for state certification of the Creative District.

Section 3. Creative District Promotion. That the Creative District shall promote the exploration of and participation in the creative economy and arts and cultural experiences unique to the Walla Walla Valley (comprising College Place & Walla Walla) community and that business and property owners within the Creative District are encouraged to involve themselves and participate in the full development of the Creative District.

Section 4. Creative District Participation. That administration is authorized to direct staff to actively support and cooperate with the Creative District Steering Committee to develop, maintain, and encourage the economic and arts and culture activities in the Creative District.

Section 5. Administrative Support. The City designates Artwalla as the Administrative Agent for the Coalla Creative District.

Section 5. Clerical Corrections. The City Clerk is authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

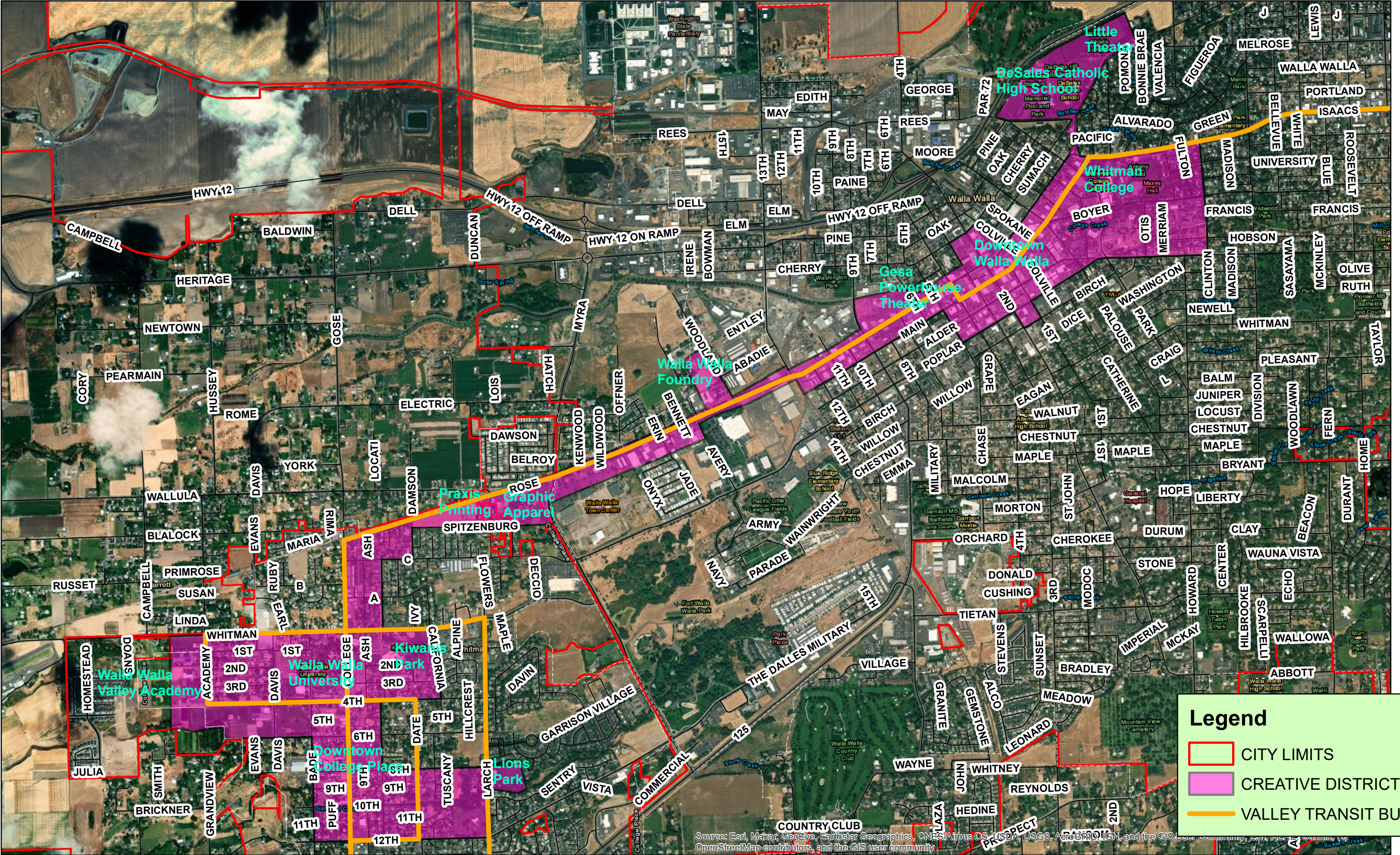
Section 6. Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 12th day of December, 2023.

DocuSigned by:
Norma L. Hernández
E7C117EE7FEC409...
Norma L. Hernández, Mayor

Attest:
DocuSigned by:
Sherri St. Clair
1F0CE5D2E0F846A...
Sherri St. Clair
City Clerk

Proposed COALLA Creative District



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

[illegible]

Co(W)alla Creative District – 3 Yr Strategic Plan

Draft Vision: Arts are always included, and people are always included in the arts.

Draft Mission: The arts connect, celebrate, support, and bring vitality to our community and economy.

Draft Values: Social Innovation, Empathy, Joy, Inclusion, Relationships, Community, Serendipity

The below strategic plan includes needs and opportunities within the Co(W)alla Creative District that were initially identified by the application Planning Team. It is not intended to be comprehensive and may change post-designation as a permanent working committee is formed.

	2024	2025	2026
Goal 1: Develop a sustainable organization with diverse revenue streams.	Form working committee under ArtWalla umbrella and develop charter of work.	Begin developing on-going operational budget, including needs around staffing, space, and programming needs.	Begin exploring future of creative district working group, including new member recruitment, potential stand-alone nonprofit, and future staffing needs.
Goal 2: Engage our community with collective involvement and continued buy-in	Research and identify potential revenue streams for general operations, including grants, fundraisers, and event sponsorships.	Develop and implement fundraising plan to meet operational needs.	Maintain annual event and identify other potential events for community engagement, both as creators and spectators.
Goal 3: Support, develop, and grow our College Place and Walla Walla Creative Economy	Raise awareness of new creative district designation through participation in community events	Seek grant-funding for additional public art installations, with an initial focus in College Place.	Explore creating grant-funding, revolving loan fund, and other funding opportunities to support new and growing creative businesses.
	Build upon 2023 community outreach to promote the new designation and its potential benefits to additional stakeholders, including strengthening relationships with local tribe and Spanish-speaking population.	Hold inaugural cross-community arts-related event	
	Begin development of signature annual event.	Develop wayfinding and other signage to create unique identity for creative district	
	Promote, map, and support existing businesses that are part of the current creative economy.	Identify potential spaces for artist housing and live/work spaces.	
	Meet with creatives to identify gaps and opportunities to support their development.	Develop programming to address gaps and opportunities in creative business support.	
	Identify potential spaces for creative incubators and potential barriers (zoning, financial, etc) to creatives accessing them.	Begin construction of additional maker spaces and creative incubators within creative district.	

		2024	2025
Goal 1: Develop a sustainable organization with diverse revenue streams.		Form working committee under ArtWalla umbrella and develop charter of work.	Begin developing on-going operational budget, including needs around staffing, space, and programming needs.
Goal 2: Engage our community with collective involvement and continued buy-in		Research and identify potential revenue streams for general operations, including grants, fundraisers, and event sponsorships.	Develop and implement fundraising plan to meet operational needs.
Goal 3: Support, develop, and grow our College Place and Walla Walla Creative Economy		Raise awareness of new creative district designation through participation in community events	Seek grant-funding for additional public art installations, with initial focus in College Place
		Build upon 2023 community outreach to promote the new designation and its potential benefits to additional stakeholders, including strengthening relationships with local tribe and Spanish-speaking population.	Hold inaugural cross-community arts-related event
		Begin development of signature annual event.	Develop wayfinding and creative signage to create unique identity for creative district
		Promote, map, and support existing businesses that are part of the current creative economy.	Identify potential spaces for artist housing and live/work spaces.
		Meet with creatives to identify gaps and opportunities to support their development.	Develop programming to address gaps and opportunities in creative business support
		Identify potential spaces for creative incubators and potential barriers (zoning, financial, etc) to creatives accessing them.	Begin construction of additional maker spaces and creative incubators within creative district.

City of College Place: Development Activity - June 2024

Project Name	Use	Location	Status	Lead Generated
Commercial/Industrial				
Jersey Mike's	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. - June 2024 Filed Sign Permit.	ICSC Las Vegas
Project Beyond	Gas Station & Food Mart	Rose Corridor or Meadowbrook	- June 2024 Met at Retail Convention. Interested in serving community.	ICSC Las Vegas
Project Tom	Car Wash	Meadowbrook	- June 2024 Interested in Meadowbrook sites.	ICSC Las Vegas
Project Murph	Gas Station	Meadowbrook	- June 2024 Interested in establishing gas station in outlot of Walmart.	ICSC Las Vegas

Project Boise	Grocer	Myra Rd	- June 2024 Interested in establishing a facility either at 12th Myra or Garrison Myra. Will start due diligence.	ICSC Las Vegas
Project Palouse	Commercial Developer	South College Avenue	- June 2024 Interested in partnering with Lakeside and buying properties along South College (south of Mojonner)	ICSC Las Vegas
Project Cobble	Hotel	Whitman & Myra	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. - June 2024 Providing city with materials to go after State	ICSC Las Vegas
Project Hammer	Big Box Hardware	South College Avenue	- June 2024 Big Box hardware store interested in serving area.	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. - June 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. - June 2024 Tied to Project Cobble.	Property Owner.
Project DE	Brunch Restaurant	Meadowbrook	- June 2024 Interested in serving market.	ICSC Las Vegas
Project Q	Fast Food Restaurant	WWU Area	- November 2023 National mexican fast food franchise is looking at entering area adjacent to WWU Campus. - June 2024 No Update	WWU Contact
Project Y	Grocer	Whitman & Myra	- December 2023 option for regional grocer at play. - June 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. - June 2024 No Change.	ICSC Las Vegas
Project Bed	Hotel	Meadowbrook or Near University	- June 2024 National hotel brand looking at putting medium end extended stay chain in City.	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. - June 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. - June2024 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. - June 2024 Will start to develop wise size once done with Avery Estates in WW.	Hayden Homes has owned property for the last decade.
Dawson Cottages	6 cottages	Birch between 4th and 6th	- June 2024 Developing cottages.	Ben Dawson
NW Residential	20 Apartments	SW Oakwood Pl off of SW 6th	- June 2024 Going through entitlement process.	NW Residential Properties

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. - June 2024 Getting last minute additional financing to make reality.	Port of Walla Walla was approached by Farran Group about property and was directed to Bob Price and the City.
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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. - June 2024 Buildings are being built.	Property owner.
Lakeside/College Holdings Development	Single & Multi-Family	197 Mojonner Rd	- June 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. - June 2024 Still working on site infrastructure.	Property developer.

VESPR	Mixed-Use	8th & College	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. - June 2024 Leasing, Certificate of Occupancy issued.	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. - June 2024 Getting close to grading.	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. - June 2024 Getting ready to record plat.	Developer