



CITY COUNCIL REGULAR MEETING AGENDA
August 17, 2021 at 6:30 p.m.
City's Website

City Council temporarily designated the location for regular, special and study session meetings to a virtual location until termination of the state of emergency or until rescinded.

The City of Kennewick broadcasts City Council meetings on the City's website at <https://www.go2kennewick.com/CouncilMeetingBroadcasts>. The City will be providing options for citizen comment via Zoom and the City's website (see more information under Visitors on the agenda.)

1. CALL TO ORDER

Roll Call/Pledge of Allegiance/Welcome

HONORS & RECOGNITIONS

- International Overdose Awareness Day
- Retiree Recognition – Aaron Hamel

2. APPROVAL OF AGENDA

3. CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Kennewick City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion.

- a. Minutes of Regular Meeting of August 3, 2021.
- b. (1) Motion to approve Claims Roster - None.
(2) Motion to approve the Claims Roster for the Columbia Park Golf Course Account for June 2021.
(3) Motion to approve the Claims Rosters for the Toyota Center Operations Account for May 2021.
- c. (1) Motion to approve Payroll Roster for July 15, 2021.
(2) Motion to approve Payroll Roster for July 31, 2021.
- d. Motion to authorize the City Manager to sign the Outside Utility Agreement with Hillman Company LLC to provide water and sanitary sewer services.
- e. Motion to set the date of September 7, 2021 for the public hearing on Annexation AZ 21-01 (HFRP, LLC).
- f. Motion to set the date of September 21, 2021 for the public meeting on Notice of Intent for Annexation AZ 21-02 (Columbia Basin Development, LLC).
- g. Motion to accept the recommendation of the Interview Committee and appoint Kenna Ladendorf, Bethany Lee and Stephanie Brock to the Arts Commission.
- h. Motion to accept the recommendation of the Interview Committee and appoint Jennifer Harper and Kendell Millbauer to the Historic Preservation Committee.
- i. Motion to accept the recommendation of the Interview Committee and appoint Veronica Griffith to the Planning Commission.

4. VISITORS

The City asks all members of the public that would like to comment under the Visitors section of the agenda to fill out an online form at <https://www.go2kennewick.com/VisitorsComments> no later than 4:30 p.m. on Monday, August 16th to be included in the Council packet.

Interested parties may also submit written comments to P.O. Box 6108, Kennewick, WA 99336; or e-mail clerkinfo@ci.kennewick.wa.us no later than 4:30 p.m. on Monday, August 16th to be included in the Council packet.

If you wish to comment under the Visitors section during the meeting, please register at https://us02web.zoom.us/webinar/register/WN_4wLclxvBQScEc5c--UV9gg. Registrations must be received by 4:00 p.m. on Tuesday, August 17th.

5. ORDINANCES/RESOLUTIONS

- a. (1) Ordinance 5919: Amending KMC 17.10.260 Platting - Construction of Improvements
- (2) Ordinance 5920: Amending KMC 17.12.055 Binding Site Plans – Construction of Improvements
- (3) Ordinance 5921: Amending KMC 17.13.095 Short Plats - Construction of Improvements
- (4) Ordinance 5922: Amending KMC 14.07.020 Accounts - Application from Outside City Limits
- (5) Ordinance 5923: Amending KMC 14.10 Public Water System Extension
- (6) Ordinance 5924: Amending KMC 14.22.040 Public Sewer System Extension
- b. Ordinance 5925: Change of Zone (COZ) 21-08 from Residential, Low Density (RL) to Public Facility (PF) at 4826 W. Metaline Ave.

6. PUBLIC HEARINGS/MEETINGS

7. NEW BUSINESS

8. UNFINISHED BUSINESS

9. COUNCIL COMMENTS/DISCUSSION

10. EXECUTIVE SESSION – RCW 42.30.110(b) Potential Property Purchase (15 minutes)

11. ADJOURNMENT



Proclamation

WHEREAS, International Overdose Awareness Day was initiated in 2001 by Sally J Finn at The Salvation Army in St Kilda, Melbourne; and

WHEREAS, since 2001, many community members as well as government and non-government organizations have held events to raise awareness and commemorate those who have been lost to drug overdose; and

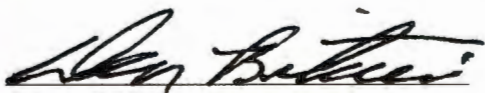
WHEREAS, the campaign raises awareness of overdose, which is one of the world's worst public health crises, and stimulates action and discussion about evidence-based overdose prevention and drug policy; and

WHEREAS, promoting effective strategies, frontline workforce education and public awareness activities have a positive impact on people, health and law enforcement systems, the economy and society; NOW, THEREFORE,

I, DON BRITAIN, Mayor of the City of Kennewick, do hereby proclaim August 31, 2021 in the City of Kennewick as,

INTERNATIONAL OVERDOSE AWARENESS DAY

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 17th day of August 2021.


DON BRITAIN, Mayor

Attest:


TERRI L. WRIGHT, City Clerk



CITY OF KENNEWICK
CITY COUNCIL
Regular Meeting
July 20, 2021

1. CALL TO ORDER

Mayor Don Britain called the meeting to order at 6:30 p.m.

Meeting conducted through an online, virtual meeting platform. Councilmembers and staff joined remotely. City Council temporarily designated the location for regular, special and study session meetings to a virtual location until termination of the state of emergency or until rescinded.

City Council and Staff Present:

Mayor Pro Tem Steve Lee	Anthony Muai	Emily Estes-Cross	Corey Osborn
John Trumbo	Christina Palmer	Ken Hohenberg	
Bill McKay	Lisa Beaton	Chad Michael	
Chuck Torelli	Cary Roe	Evelyn Lusignan	
Jim Millbauer	Terri Wright	Corey Osborn	
Brad Beauchamp	Dan Legard	Bruce Mills	
Mayor Don Britain	Chris Guerrero	Krystal Townsend	

Mayor Britain led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Mr. Torelli moved, seconded by Mayor Pro Tem Lee to approve the Agenda as presented. The motion passed unanimously.

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of Regular Meeting of July 6, 2021.
- b. Motion to approve Claims Roster - None.
- c. Motion to approve Payroll Roster for June 30, 2021.
- d. Motion to authorize the City Manager to sign the Outside Utility Agreement with Eric Mendoza to provide sanitary sewer services.
- e. Motion to authorize the City Manager to sign the Local Agency Agreement Supplement #1 to obligate Right of Way funding for the P2010 Deschutes Street & Columbia Center Blvd project.
- f. Motion to authorize the Mayor to sign the Interlocal Agreement with Benton County and the City of Richland for the 2021 Byrne Justice Assistance Grant (JAG) Program Award.
- g. Motion to cancel the August 3, 2021 City Council meeting.

Mr. Millbauer moved, seconded by Mr. Torelli to approve the Consent Agenda. The motion passed unanimously.

4. VISITORS - None

5. ORDINANCE/RESOLUTIONS - None

6. PUBLIC HEARINGS/MEETINGS -None

7. NEW BUSINESS - None

8. UNFINISHED BUSINESS

9. COUNCIL COMMENTS/DISCUSSION

Council members reported on their respective activities.

10. ADJOURNMENT

Meeting adjourned at 6:54 p.m.

Terri L. Wright, CMC
City Clerk

Council Agenda Coversheet



Agenda Item Number	3.b.(2)	Council Date	08/17/2021
Agenda Item Type	General Business Item		
Subject	Columbia Park Golf Course Account		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

That Council approve the Claims Roster for the Columbia Park Golf Course Account for June 2021.

Motion for Consideration

I move to approve the Claims Roster for the Columbia Park Golf Course Account for June 2021 in the amount of \$49,335.84, comprised of check numbers 2624-2629 in the amount of \$6,171.33 and electronic transfers in the amount of \$43,164.51.

Summary

The first page of the roster is a summary of check and electronic transfer activity, with the following pages presenting more detailed information.

Alternatives

None.

Fiscal Impact

Total \$49,335.84.

Through

Denise Winters
Jul 20, 13:28:28 GMT-0700 2021

Dept Head Approval

Dan Legard
Jul 21, 10:19:20 GMT-0700 2021

City Mgr Approval

Marie Mosley
Aug 12, 09:26:17 GMT-0700 2021

Attachments: Roster

☐ Recording
Required?

COLUMBIA PARK GOLF COURSE FUND

CHECK REGISTER

June 2021

Check Number	Vendor Check Name	Check Date	Amount	Type
2624	COLUMBIA POINT GOLF COURSE	6/24/2021	\$414.35	Check
2625	COURSECO, INC	6/24/2021	\$52.63	Check
2626	KENNEWICK GOLF CORPORATION	6/24/2021	\$4,813.49	Check
2627	NATIONWIDE	6/24/2021	\$712.91	Check
2628	TOTAL E INTEGRATED INC.	6/24/2021	\$137.95	Check
2629	YELP	6/24/2021	\$40.00	Check
ADPTS 1266117	ADP TOTAL SOURCE (AUTOPAY)	6/10/2021	\$4,592.72	EFT
WA DOR 0020735407	DEPARTMENT OF REVENUE	6/25/2021	\$4,802.11	EFT
392035	ACUSHNET	6/11/2021	\$81.67	EFT
392088	OXARC	6/11/2021	\$56.36	EFT
392091	SPIKES GOLF SUPPLIES, INC.	6/11/2021	\$383.93	EFT
392108	PEPSI COLA BOTTLING CO.	6/11/2021	\$558.08	EFT
392114	FAZIO BROS. INC.	6/11/2021	\$1,247.94	EFT
392120	AMERICAN FOOTGOLF LEAGUE	6/11/2021	\$200.00	EFT
392133	BLUE ROOM	6/11/2021	\$88.00	EFT
392892	GOLF SCORECARDS INC	6/17/2021	\$487.69	EFT
392928	SIMPLOT PARTNERS	6/17/2021	\$1,170.71	EFT
393028	TRACER GOLF ACCESSORIES	6/17/2021	\$136.47	EFT
393828	PEPSI COLA BOTTLING CO.	6/24/2021	\$142.13	EFT
394970	ECS NORTHWEST LLC	6/30/2021	\$5,526.19	EFT
394985	PEPSI COLA BOTTLING CO.	6/30/2021	\$58.30	EFT
395010	CO-ENERGY	6/30/2021	\$200.55	EFT
395033	SPARKLING CLEAN WINDOWS, LLC	6/30/2021	\$300.00	EFT
Paid by ACH	BRIDGESTONE GOLF, INC	6/11/2021	\$243.74	EFT
Paid by ACH	CINTAS CORPORATION #608	6/11/2021	\$193.72	EFT
Paid by ACH	COLEMAN OIL COMPANY	6/11/2021	\$705.06	EFT
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	6/11/2021	\$75.70	EFT
Paid by ACH	WESTERN EQUIPMENT	6/11/2021	\$1,194.89	EFT
Paid by ACH	BRIDGESTONE GOLF, INC	6/17/2021	\$2,555.10	EFT
Paid by ACH	R&R PRODUCTS INC	6/17/2021	\$37.83	EFT
Paid by ACH	CINTAS CORPORATION #608	6/30/2021	\$112.08	EFT
Paid by ACH	COLEMAN OIL COMPANY	6/30/2021	\$445.80	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/4/2021	\$7,164.27	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/18/2021	\$7,397.75	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	6/30/2021	\$1,861.78	EFT
Bank Deduction	MERCHANT SERVICES	6/1/2021	\$1,095.65	EFT
Bank Deduction	US Bank	6/14/2021	\$48.29	EFT
			<u>\$49,335.84</u>	

I, Dan Legard, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.



Dan Legard, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 2624-2629	\$	6,171.33
Electronic transfers		43,164.51
Total	\$	<u>49,335.84</u>

Check	Vendor	Date	Amount	Debit	Credit
2624	COLUMBIA POINT GOLF COURSE	6/24/2021		\$414.35	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$414.35
	PURCH	50100-060-244-00	SALARIES	\$192.30	
	PURCH	50100-080-244-00	SALARIES	\$192.30	
	PURCH	48100-050-244-00	COGS - LESSONS	\$29.75	
2625	COURSECO, INC	6/24/2021		\$52.63	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$52.63
	PURCH	51400-080-244-00	MEMBERSHIP DUES	\$52.63	
2626	KENNEWICK GOLF CORPORATION	6/24/2021		\$4,813.49	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$4,813.49
	PURCH	59600-080-244-00	ACCOUNTING FEES	\$1,204.02	
	PURCH	59610-080-244-00	MANAGEMENT FEE	\$3,609.47	
2627	NATIONWIDE	6/24/2021		\$712.91	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$712.91
	PURCH	18400-000-244-00	PREPAID GEN LIABILITY	\$712.91	
2628	TOTAL E INTEGRATED INC.	6/24/2021		\$137.95	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$137.95
	PURCH	51900-050-244-00	CONTRACT SERVICES	\$137.95	
2629	YELP	6/24/2021		\$40.00	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$40.00
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$40.00	
ADPTS 1266117	ADP TOTAL SOURCE (AUTOPAY)	6/10/2021		\$4,592.72	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$4,592.72
	PURCH	50800-050-244-00	HEALTH BENEFITS	\$2,717.19	
	PURCH	50800-060-244-00	HEALTH BENEFITS	\$1,875.53	
WA DOR 0020735407	DEPARTMENT OF REVENUE	6/25/2021		\$4,802.11	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$4,802.11
	PURCH	20300-000-244-00	SALES TAX PAYABLE	\$3,279.17	
	PURCH	91101-000-244-00	OTHER STATE TAXES	\$1,522.94	
392035	ACUSHNET	6/11/2021		\$81.67	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$81.67
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$83.23	
	PURCH	47200-050-244-00	DISCOUNTS EARNED		\$1.56
392088	OXARC	6/11/2021		\$56.36	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$56.36
	PURCH	51800-050-244-00	PROFESSIONAL SERVICES	\$28.18	
	PURCH	51800-050-244-00	PROFESSIONAL SERVICES	\$28.18	
392091	SPIKES GOLF SUPPLIES, INC.	6/11/2021		\$383.93	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$383.93
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$383.93	
392108	PEPSI COLA BOTTLING CO.	6/11/2021		\$558.08	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$558.08
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$139.48	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$418.60	
392114	FAZIO BROS. INC.	6/11/2021		\$1,247.94	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$1,247.94
	PURCH	56200-060-244-00	MATERIALS - SAND (TD GREENS)	\$623.97	
	PURCH	56100-060-244-00	MATERIALS - SAND (BUNKERS)	\$623.97	
392120	AMERICAN FOOTGOLF LEAGUE	6/11/2021		\$200.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$200.00
	PURCH	51400-080-244-00	PROFESSIONAL DUES & FEES	\$200.00	
392133	BLUE ROOM	6/11/2021		\$88.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$88.00
	PURCH	52300-060-244-00	GARBAGE & DEBRIS REMOVAL	\$88.00	
392892	GOLF SCORECARDS INC	6/17/2021		\$487.69	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$487.69
	PURCH	52900-050-244-00	PRINTING	\$487.69	
392928	SIMPLOT PARTNERS	6/17/2021		\$1,170.71	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$1,170.71
	PURCH	57000-060-244-00	CHEMICALS - FERTILIZER	\$1,170.71	
393028	TRACER GOLF ACCESSORIES	6/17/2021		\$136.47	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$136.47
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$136.47	
393828	PEPSI COLA BOTTLING CO.	6/24/2021		\$142.13	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$142.13
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$12.98	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$120.65	
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$8.50	

Check	Vendor	Date	Amount	Debit	Credit
394970	ECS NORTHWEST LLC	6/30/2021		\$5,526.19	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$5,526.19
	PURCH	59400-060-244-00	IRRIGATION OUTSIDE REPAIRS	\$5,526.19	
394985	PEPSI COLA BOTTLING CO.	6/30/2021		\$58.30	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$58.30
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD	\$24.20	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE	\$34.10	
395010	CO-ENERGY	6/30/2021		\$200.55	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$200.55
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	\$150.55	
	PURCH	58300-050-244-00	FUEL & OIL GOLF	\$50.00	
395033	SPARKLING CLEAN WINDOWS, LLC	6/30/2021		\$300.00	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$300.00
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$300.00	
Paid by ACH	BRIDGESTONE GOLF, INC	6/11/2021		\$243.74	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$243.74
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$243.74	
Paid by ACH	CINTAS CORPORATION #608	6/11/2021		\$193.72	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$193.72
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$60.94	
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$132.78	
Paid by ACH	COLEMAN OIL COMPANY	6/11/2021		\$705.06	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$705.06
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	\$582.81	
	PURCH	58300-050-244-00	FUEL & OIL GOLF	\$122.25	
Paid by ACH	GT GOLF SUPPLIES - GLOBAL TOUR GOLF	6/11/2021		\$75.70	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$75.70
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$75.70	
Paid by ACH	WESTERN EQUIPMENT	6/11/2021		\$1,194.89	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$1,194.89
	PURCH	59200-060-244-00	IRRIGATION PIPES & HEADS	\$867.86	
	PURCH	58100-060-244-00	EQUIPMENT PARTS	\$327.03	
Paid by ACH	BRIDGESTONE GOLF, INC	6/17/2021		\$2,555.10	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$2,555.10
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$100.58	
	PURCH	47200-050-244-00	DISCOUNTS EARNED		\$95.48
	PURCH	55400-050-244-00	RANGE BALLS	\$2,550.00	
Paid by ACH	R&R PRODUCTS INC	6/17/2021		\$37.83	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$37.83
	PURCH	55800-060-244-00	OTHER DEPT SUPPLIES	\$37.83	
Paid by ACH	CINTAS CORPORATION #608	6/30/2021		\$112.08	
	PAY	20006-000-244-00	ACCOUNTS PAYABLE - GP		\$112.08
	PURCH	51900-060-244-00	CONTRACT SERVICES	\$31.46	
	PURCH	51900-080-244-00	CONTRACT SERVICES	\$80.62	
Paid by ACH	COLEMAN OIL COMPANY	6/30/2021		\$445.80	
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP		\$445.80
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE	\$384.80	
	PURCH	58300-050-244-00	FUEL & OIL GOLF	\$61.00	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/4/2021		\$7,164.27	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$7,164.27
	PURCH	50100-060-244-00	SALARIES	\$1,551.31	
	PURCH	50200-050-244-00	HOURLY WAGES	\$3,650.74	
	PURCH	50200-060-244-00	HOURLY WAGES	\$1,542.10	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$496.39
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$335.85
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$683.23	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$544.30	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$24.83	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	6/18/2021		\$7,397.75	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$7,397.75
	PURCH	50100-060-244-00	SALARIES	\$1,551.31	
	PURCH	50200-050-244-00	HOURLY WAGES	\$3,901.63	
	PURCH	50200-060-244-00	HOURLY WAGES	\$1,570.79	
	PURCH	50800-050-244-00	HEALTH BENEFITS		\$543.31
	PURCH	50800-060-244-00	HEALTH BENEFITS		\$368.52
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C	\$710.90	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C	\$518.76	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C	\$56.19	

Check	Vendor	Date	Amount	Debit	Credit
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	6/30/2021		\$1,861.78	
	PAY	50000-000-244-00	TEMPORARY ACCT		\$1,861.78
	PURCH	47150-050-244-00	COGS MERCHANDISE	\$492.84	
	PURCH	51350-080-244-00	SAFETY SUPPLIES	\$87.96	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS	\$57.14	
	PURCH	52500-080-244-00	OFFICE SUPPLIES	\$206.81	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS	\$9.25	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING	\$104.82	
	PURCH	55000-060-244-00	GOLF CART PARTS	\$86.58	
	PURCH	55150-050-244-00	GOLF CART SUPPLIES	\$81.33	
	PURCH	55300-050-244-00	RANGE SUPPLIES	\$53.75	
	PURCH	55850-050-244-00	COURSE ACCESSORIES GOLF	\$505.83	
	PURCH	55850-060-244-00	COURSE ACCESSORIES MAINT	\$175.47	
Bank Deduction	MERCHANT SERVICES	6/1/2021		\$1,095.65	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$1,095.65
	PURCH	54000-080-244-00	BANK CHARGES	\$1,095.65	
Bank Deduction	US Bank	6/14/2021		\$48.29	
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank		\$48.29
	PURCH	54000-080-244-00	BANK CHARGES	\$48.29	

Council Agenda Coversheet



Agenda Item Number	3.b.(3)	Council Date	08/17/2021
Agenda Item Type	General Business Item		
Subject	Toyota Center/Arena Accounts		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for May 2021.

Motion for Consideration

I move to approve the Claims Rosters for the Toyota Center Operations Account for May 2021 in the amount of \$128,549.13, comprised of check number 21837-21878 in the amount of \$118,049.83 and electronic transfers in the amount of \$10,499.30. There was no Box Office Account activity in May 2021.

Summary

None.

Alternatives

None.

Fiscal Impact

Total \$128,549.13.

Through

Denise Winters
Jul 20, 13:32:38 GMT-0700 2021

Dept Head Approval

Dan Legard
Jul 21, 10:29:57 GMT-0700 2021

City Mgr Approval

Marie Mosley
Aug 12, 09:29:39 GMT-0700 2021

Attachments: Roster

☐ Recording
Required?

Toyota Center and Toyota Arena
Operations Claims Roster
May 2021

Num	Date	Name	Memo	Account	Paid Amount
21837	05/07/2021	Advanced Protection Services, Inc.		1006.1 · Sterling Operating Account	
P 80140	04/12/2021		Added Virtual Keypad to Rob's Phone	8039 · Security & Fire Alarm System	-48.87
R 128172	04/30/2021		TA-Fire Monitoring 5/1/21-5/31/21	8039 · Security & Fire Alarm System	-46.64
R 128173	04/30/2021		TA-Fire Monitoring 5/1/21-5/31/21	8039 · Security & Fire Alarm System	-84.11
R 128174	04/30/2021		Commercial Fire Monitoring-TC 5/1/21-5/31/21	8039 · Security & Fire Alarm System	-73.79
R 128175	04/30/2021		Temperature Monitoring-TC 5/1/21-5/31/21	8039FB · Sec & Fire Alarm, Food & Bev	-43.39
R 128176	04/30/2021		Vault Monitoring-TC 5/1/21-5/31/21	8039 · Security & Fire Alarm System	-43.39
					<u>-340.19</u>
21838	05/07/2021	Amerigas	0910002962	1006.1 · Sterling Operating Account	
3120907003	04/14/2021		Propane 4/12/21	8033 · Propane	-690.84
					<u>-690.84</u>
21839	05/07/2021	Benton PUD		1006.1 · Sterling Operating Account	
LGS 3/8/21-4/8/21	04/13/2021		Large General Service 3/8/21-4/8/21	8036.3 · Electricity	-16,248.27
SGS 3/8/21-4/8/21	04/13/2021		Sign 3/8/21-4/8/21	8036.3 · Electricity	-378.70
					<u>-16,626.97</u>
21840	05/07/2021	Brashear Electric, Inc.	Fix E-Stop Button outside of Ice Plant	1006.1 · Sterling Operating Account	
35921	04/07/2021		Fix E-Stop Button outside of Ice Plant	8041 · Repairs & Maintenance-Building	-1,110.82
					<u>-1,110.82</u>
21841	05/07/2021	Canon Solutions America (Oce)	BHA806	1006.1 · Sterling Operating Account	
4035896913	04/01/2021		QHMo7777 Maintenance	8007 · Printing & Copiers	-30.79
					<u>-30.79</u>
21842	05/07/2021	Cascade Natural Gas - COL	Gas Charges 3/11/21-7/9/21-TC	1006.1 · Sterling Operating Account	
3/11/21-4/9/21	04/12/2021		Gas Charges 3/11/21-7/9/21-TC	8036.2 · Natural Gas	-1,652.70
					<u>-1,652.70</u>
21843	05/07/2021	Cascade Natural Gas - ICE	Gas Charges 3/11/21-7/9/21-TA	1006.1 · Sterling Operating Account	
3/11-21-4/9/21	04/12/2021		Gas Charges 3/11/21-7/9/21-TA	8036.2 · Natural Gas	-1,908.37
					<u>-1,908.37</u>
21844	05/07/2021	City of Kennewick-Water	Commercial 3" Water 2/21/21-4/21/21	1006.1 · Sterling Operating Account	
2/21/21-4/21/21	04/27/2021		Commercial 3" Water 2/21/21-4/21/21	8036.4 · Water	-3,900.52
					<u>-3,900.52</u>
21845	05/07/2021	Devfuzion		1006.1 · Sterling Operating Account	
16493	04/02/2021		Changes to TC Website	8094 · Outside Services	-262.50
I-16602	04/30/2021		Fiber Install and Fiber Internet	8094 · Outside Services	-1,086.00
W-16603	04/30/2021		Website Hosting April 2021	8094 · Outside Services	-30.00
					<u>-1,378.50</u>
21846	05/07/2021	Eidson, Kori	Refund tickets for missed BWay dinners	1006.1 · Sterling Operating Account	
BWay Dinner	04/09/2021		Refund tickets for missed BWay dinners	3020 · Accrued Accounts Payable	-120.00
					<u>-120.00</u>
21847	05/07/2021	Farmer's Exchange LLC	Link Chain for Zamboni	1006.1 · Sterling Operating Account	
267513	03/19/2021		Link Chain for Zamboni	8042 · Repairs & Maintenance-Equipment	-16.03
					<u>-16.03</u>
21848	05/07/2021	KC Brand	Kettle Corn	1006.1 · Sterling Operating Account	
083	04/03/2021		Kettle Corn	1400.1 · Inventory-Food	-240.00
					<u>-240.00</u>
21849	05/07/2021	Lowe's Commercial Services	Cordless Drills PO#3415	1006.1 · Sterling Operating Account	
16966	04/06/2021		Cordless Drills PO#3415	8016 · Tools & Small Equipment	-286.81
					<u>-286.81</u>

**Toyota Center and Toyota Arena
Operations Claims Roster
May 2021**

Num	Date	Name	Memo	Account	Paid Amount
21850	05/07/2021	Mid Columbia Hockey Officials Association	Games Worked February & March 2021	1006.1 · Sterling Operating Account	
21-002	04/11/2021		Games Worked February & March 2021	8094 · Outside Services	-3,725.00
					-3,725.00
21851	05/07/2021	O'Hair, Chad	Refund Purchase of Dunham Tickets-Paid Cash	1006.1 · Sterling Operating Account	
Dunham Refund	05/05/2021		Refund Purchase of Dunham Tickets-Paid Cash	3020 · Accrued Accounts Payable	-154.50
					-154.50
21852	05/07/2021	Quality Signs	Down Payment for New Toyota Center Sign PO#3422	1006.1 · Sterling Operating Account	
TC Sign-50%	05/05/2021		Down Payment for New Toyota Center Sign PO#3422	8026 · Capital Improvements	-5,480.50
					-5,480.50
21853	05/07/2021	Roto-Rooter	Repairs on Visitor Locker Room Shower	1006.1 · Sterling Operating Account	
21646924	04/12/2021		Repairs on Visitor Locker Room Shower	8041 · Repairs & Maintenance-Building	-689.61
					-689.61
21854	05/07/2021	Spectrum Business	Phone/Internet Service 4/26/21-5/25/21	1006.1 · Sterling Operating Account	
0883924042621	04/26/2021		Phone/Internet Service 4/26/21-5/25/21	8034.3 · Internet	-1,719.98
			Phone/Internet Service 4/26/21-5/25/21	8034.1 · Telephone	-900.85
					-2,620.83
21855	05/07/2021	US Foods	Food Order	1006.1 · Sterling Operating Account	
109811	04/14/2021		Food Order	1400.1 · Inventory-Food	-1,219.40
					-1,219.40
21856	05/07/2021	VenuWorks, Inc.	May 2021 Management Fee	1006.1 · Sterling Operating Account	
17130	05/01/2021		May 2021 Management Fee	8124 · VenuWorks Management Fee	-9,809.04
					-9,809.04
21857	05/07/2021	Weaver Exterminating Service, Inc.		1006.1 · Sterling Operating Account	
LF 1/19 3/31	04/09/2021		Late Fees from 1/19/21 and 3/31/21	8094 · Outside Services	-25.56
584393	04/20/2021		Monthly Rodent/Pest Control-TA	8094 · Outside Services	-127.06
584396	04/20/2021		Monthly Rodent/Pest Control-TC	8094 · Outside Services	-255.21
					-407.83
21858	05/20/2021	Adamson, Janine	LTS April 2021	1006.1 · Sterling Operating Account	
LTS April 2021	04/01/2021		LTS April 2021	8065 · Contracted Labor	-40.00
					-40.00
21859	05/20/2021	Amerigas	0910002962	1006.1 · Sterling Operating Account	
3121604593	04/30/2021		46.0 Propane 4/30/21	8033 · Propane	-280.90
					-280.90
21860	05/20/2021	Annear, John	Refund Rain Tickets	1006.1 · Sterling Operating Account	
Rain Refund	05/20/2021		Refund Rain Tickets	3020 · Accrued Accounts Payable	-77.00
					-77.00
21861	05/20/2021	Benton PUD		1006.1 · Sterling Operating Account	
LGS 4/8/21-5/8/21	05/12/2021		Large General Service 4/8/21-5/8/21	8036.3 · Electricity	-15,792.76
SGS 4/8/21-5/8/21	05/12/2021		Sign 4/8/21-5/8/21	8036.3 · Electricity	-412.05
					-16,204.81
21862	05/20/2021	Berry, Timothy	LTS April 2021	1006.1 · Sterling Operating Account	
LTS April 2021	04/01/2021		LTS April 2021	8065 · Contracted Labor	-105.00
					-105.00
21863	05/20/2021	Bond, Craig	LTS April 2021	1006.1 · Sterling Operating Account	
LTS April 2021	04/01/2021		LTS April 2021	8065 · Contracted Labor	-400.00
					-400.00

**Toyota Center and Toyota Arena
Operations Claims Roster
May 2021**

Num	Date	Name	Memo	Account	Paid Amount
21864	05/20/2021	Bond, Jennifer		1006.1 · Sterling Operating Account	
LTS April 2021	04/01/2021		LTS April 2021	8065 · Contracted Labor	-360.00
LTS Admin April 2021	04/01/2021		LTS Administration Fee April 2021	8065 · Contracted Labor	-1,000.00
					<u>-1,360.00</u>
21865	05/20/2021	Canon Solutions America (Oce)	BHA806	1006.1 · Sterling Operating Account	
4036198110	05/01/2021		QHM07777 Maintenance	8007 · Printing & Copiers	-30.79
					<u>-30.79</u>
21866	05/20/2021	Cascade Natural Gas - COL	General Commercial Service 4/10/21-5/7/21	1006.1 · Sterling Operating Account	
4/10/21-5/7/21	05/10/2021		General Commercial Service 4/10/21-5/7/21	8036.2 · Natural Gas	-989.92
					<u>-989.92</u>
21867	05/20/2021	Cascade Natural Gas - ICE	General Commercial Service 4/10/21-5/7/21	1006.1 · Sterling Operating Account	
4/10/21-5/7/21	05/10/2021		General Commercial Service 4/10/21-5/7/21	8036.2 · Natural Gas	-944.67
					<u>-944.67</u>
21868	05/20/2021	City of Kennewick-MISC		1006.1 · Sterling Operating Account	
014698	03/11/2021		Property and Liability Insurance for TA (Jan1-Dec 31, 2021)	1610 · Prepaid Insurance	-30,000.00
014730	04/09/2021		1st QTR Leasehold Tax	2203 · Leasehold Tax Payable-COK	-1,334.94
014741	04/20/2021		KPD Off Duty Security March 2021	8065 · Contracted Labor	-154.00
					<u>-31,488.94</u>
21869	05/20/2021	Coca-Cola	VOID: Use credit balance	1006.1 · Sterling Operating Account	
					0.00
21870	05/20/2021	Cougar Digital Marketing & Design LLC	Monthly Website Maintenance Plan	1006.1 · Sterling Operating Account	
7895	05/16/2021		Monthly Website Maintenance Plan	8003 · Non-Event Advertising	-149.00
					<u>-149.00</u>
21871	05/20/2021	Daktronics	133692-003	1006.1 · Sterling Operating Account	
6907945	01/01/2021		Onsite technical services 7/14 - 10/14/20	8026 · Capital Improvements	-8,647.28
					<u>-8,647.28</u>
21872	05/20/2021	Grace McNally	LTS April 2021	1006.1 · Sterling Operating Account	
LTS April 2021	04/01/2021		LTS April 2021	8065 · Contracted Labor	-80.00
					<u>-80.00</u>
21873	05/20/2021	Holmes Murphy	Adj for credit applied in error check #21644	1006.1 · Sterling Operating Account	
434699	05/20/2021		Adj for credit applied in error check #21644	1610 · Prepaid Insurance	-189.00
					<u>-189.00</u>
21874	05/20/2021	Jessica Boyd	LTS April 2021	1006.1 · Sterling Operating Account	
LTS April 2021	04/01/2021		LTS April 2021	8065 · Contracted Labor	-45.00
					<u>-45.00</u>
21875	05/20/2021	Mid Columbia Hockey Officials Association	Games Worked-April 2021	1006.1 · Sterling Operating Account	
21-004	05/05/2021		Games Worked-April 2021	8094 · Outside Services	-3,158.00
					<u>-3,158.00</u>
21876	05/20/2021	Morris, Robert	Adult League Refund	1006.1 · Sterling Operating Account	
A League Refund	05/16/2021		Adult League Refund	5148 · Adult Hockey League	-150.00
					<u>-150.00</u>
21877	05/20/2021	Stephens Media Group/Tri Cities		1006.1 · Sterling Operating Account	
MC-121044430	04/30/2021 !:Foreigner		Radio Ads for Foreigner	1633.52 · Foreigner	-459.00
IN-121044433	04/30/2021 !:Foreigner		Radio Ads for Foreigner	1633.52 · Foreigner	-459.00
					<u>-918.00</u>

**Toyota Center and Toyota Arena
Operations Claims Roster
May 2021**

Num	Date	Name	Memo	Account	Paid Amount
21878	05/20/2021	Weaver Exterminating Service, Inc.		1006.1 · Sterling Operating Account	
584759	05/18/2021		Monthly Rodent/Pest Control-TA	8094 · Outside Services	-127.06
584761	05/18/2021		Monthly Rodent/Pest Control-TC	8094 · Outside Services	-255.21
					<u>-382.27</u>
AUTO	05/17/2021	USAePay	CC processing setup for TOYO - Apr 2021	1006.1 · Sterling Operating Account	
			CC processing setup for Center - Apr 2021	8109 · Credit Card Fees	-12.50
			CC processing setup for Arena - Apr 2021	8109 · Credit Card Fees	-12.50
					<u>-25.00</u>
WIRE	05/20/2021	Ticketmaster.	TM refunds requested through 5/20/2021	1006.1 · Sterling Operating Account	
			TM refunds requested through 5/20/2021	3601 · Unearned Revenue-Ticket Sales	-9,657.50
			TM refunds requested through 5/20/2021	3601.10 · Unearned Revenue-Facility Fees	-274.00
					<u>-9,931.50</u>
AUTO	05/31/2021	Ignite Payment Systems	Card processing fees - TOYO Apr 2021	1006.1 · Sterling Operating Account	
			Card processing fees - TOYO Apr 2021	8109 · Credit Card Fees	-55.80
			Card processing fees - ARENA Apr 2021	8109 · Credit Card Fees	-33.45
					<u>-89.25</u>
AUTO	05/31/2021	American Payment Solutions	Credit card processing May 2021	1006.1 · Sterling Operating Account	
			Credit card processing May 2021	8109 · Credit Card Fees	-453.55
					<u>-453.55</u>
Total Paid				\$	128,549.13

I, Dan Legard, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.



Dan Legard, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 21837-21878	\$	118,049.83
Electronic transfers		10,499.30
Total	\$	<u>128,549.13</u>

Exceptions:

Council Agenda Coversheet



Agenda Item Number	3.c.(1)	Council Date	08/17/2021
Agenda Item Type	General Business Item		
Subject	Payroll Roster for PPE 7/15/2021		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

That council approve the Payroll Roster.

Motion for Consideration

I move to approve the Payroll roster for 7/15/2021 in the amount of \$2,651,028.66, comprised of check numbers 75147 through 75163 and direct deposit numbers 193463 through 193932.

Summary

None.

Alternatives

None.

Fiscal Impact

Total \$2,651,028.66.

Through

Dept Head Approval

City Mgr Approval

Dan Legard
Jul 20, 07:59:38 GMT-0700 2021

Marie Mosley
Aug 12, 09:30:41 GMT-0700 2021

Attachments: Payroll Roster

☐ Recording
Required?

August 17, 2021

All Departments:

July 15, 2021

ADMINISTRATIVE TEAM	5,839.78
CITY COUNCIL	4,612.50
CITY MANAGER	12,803.09
CIVIL SERVICE	928.00
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	24,555.97
EMPLOYEE & COMMUNITY RELATIONS	56,586.30
ENGINEERING	56,148.22
FACILITIES & GROUNDS	88,002.21
FINANCE	50,894.80
FIRE	99,994.72
LEGAL SERVICES	23,488.03
MANAGEMENT SERVICES	82,887.81
POLICE	482,419.46
Subtotal General Fund	989,160.89
STREETS	24,084.13
TRAFFIC	20,641.58
Subtotal Street Fund	44,725.71
BI-PIN	10,310.71
BUILDING SAFETY	43,640.36
COMMUNITY DEVELOPMENT	4,422.14
CRIMINAL JUSTICE	64,253.55
EQUIPMENT RENTAL	12,574.75
MEDICAL SERVICES	360,507.84
RISK MANAGEMENT	3,766.39
STORMWATER UTILITY	18,416.84
WATER & SEWER	137,962.97
Subtotal Other Funds	655,855.55
Total Salaries and Wages	1,689,742.15
<u>Benefits:</u>	
Dental Insurance	45,617.80
Industrial Insurance	37,694.76
Life Insurance	4,904.21
Long Term Disability Insurance	5,580.47
Medical Insurance	634,210.02
Medical Retirement Account	3,375.00
Retirement	121,951.18
Social Security (FICA)	98,220.85
Vision Insurance	7,364.88
WA Family Leave	2,367.34
Total Benefits	961,286.51
Grand Total	<u>\$2,651,028.66</u>

I, Dan Legard, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$2,651,028.66 comprised of check numbers 75147 through 75163 and direct deposit numbers 193463 through 193932.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet



Agenda Item Number	3.c.(2)	Council Date	08/17/2021
Agenda Item Type	General Business Item		
Subject	Payroll Roster for PPE 7/31/2021		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

That council approve the Payroll Roster.

Motion for Consideration

I move to approve the Payroll Roster for 7/31/2021 in the amount of \$1,992,778.54 comprised of check numbers 75166 through 75183 and direct deposit numbers 193940 through 194374.

Summary

None.

Alternatives

None.

Fiscal Impact

Total \$1,992,778.54

Through

Dept Head Approval

City Mgr Approval

Dan Legard
Aug 04, 07:48:35 GMT-0700 2021

Marie Mosley
Aug 12, 09:31:52 GMT-0700 2021

Attachments: payroll roster

☐ Recording
Required?

August 17, 2021

All Departments:

July 31, 2021

ADMINISTRATIVE TEAM	6,506.62
CITY COUNCIL	4,612.50
CITY MANAGER	12,803.09
CIVIL SERVICE	1,131.00
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	24,996.36
EMPLOYEE & COMMUNITY RELATIONS	53,533.93
ENGINEERING	51,792.38
FACILITIES & GROUNDS	86,803.27
FINANCE	50,593.51
FIRE	103,530.31
LEGAL SERVICES	23,254.84
MANAGEMENT SERVICES	83,211.33
POLICE	502,414.99
Subtotal General Fund	1,005,184.13
STREETS	25,839.50
TRAFFIC	20,371.47
Subtotal Street Fund	46,210.97
BI-PIN	10,154.83
BUILDING SAFETY	45,737.18
COMMUNITY DEVELOPMENT	4,125.98
CRIMINAL JUSTICE	70,058.44
EQUIPMENT RENTAL	12,393.95
MEDICAL SERVICES	370,433.27
RISK MANAGEMENT	4,304.21
STORMWATER UTILITY	19,414.47
WATER & SEWER	136,395.02
Subtotal Other Funds	673,017.35
Total Salaries and Wages	1,724,412.45
<u>Benefits:</u>	
Industrial Insurance	39,195.02
Medical Retirement Account	3,450.00
Retirement	123,790.31
Social Security (FICA)	99,542.54
WA Family Leave	2,388.22
	268,366.09
Total Benefits	
Grand Total	\$1,992,778.54

I, Dan Legard, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of \$1,992,778.54 comprised of check numbers 75166 through 75183 and direct deposit numbers 193940 through 194374.

Approved for payment:



Dan Legard, Finance Director

Council Agenda Coversheet 	Agenda Item Number	3.d.	Council Date	08/17/2021	Consent Agenda	☒	
	Agenda Item Type	Contract/Agreement/Lease				Ordinance/Reso	☐
	Subject	Outside Utility Agreement - Hillman Company LLC				Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #		Other	☐	
	Project #		Permit #		Quasi-Judicial	☐	
	Department	Public Works					

Recommendation

That City Council authorize the City Manager to sign the Outside Utility Agreement with Hillman Company LLC to provide water and sanitary sewer services.

Motion for Consideration

I move to authorize the City Manager to sign the Outside Utility Agreement with Hillman Company LLC to provide water and sanitary sewer services.

Summary

Hillman Company, LLC owns the property located at 1826 S Gum Street which is located outside the City limits but within the Urban Growth Area. Both domestic water and sanitary sewer services are available for connection adjacent said property. This Outside Utility Agreement will allow connection from 1826 S Gum Street to City of Kennewick domestic water and sanitary sewer upon payment of applicable connection and permit fees.

Per KMC 14.10.040 and 14.22.040 public water and sanitary sewer extensions outside the City limits shall be approved by council.

Alternatives

N/A

Fiscal Impact

N/A

Through	John Cowling Jul 26, 09:59:42 GMT-0700 2021	Attachments: OUA ☐ Recording Required?
Dept Head Approval	Cary Roe Jul 26, 14:37:56 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 09:33:21 GMT-0700 2021	

After Recording, Return to:

City of Kennewick
P.O. Box 6108
Kennewick WA 99336

CITY OF KENNEWICK OUTSIDE UTILITY AGREEMENT

THIS AGREEMENT is made between the City of Kennewick, a municipal corporation, hereinafter referred to as “City,” and the undersigned Owner(s), hereinafter referred to as “Owner.”

Owner Name: Hillman Company LLC

Address: 1826 S Gum St Kennewick WA 99337

Parcel Number: 107802000087000

Legal Description: Section 7 Township 8 North Range 30: Portion Of The Northwest Quarter, Defined As Follows: Beginning 30 Feet West And 15 Feet North Of Center Of Said Section: Thence South 89 Degrees 21' West 245.67 Feet: Thence North 00 Degrees 39' West 177.31 Feet: Thence North 89 Degrees 21' East, 245.67 Feet: Thence South 177.31 Feet To Point Of Beginning:

SECTION 1. DEFINITIONS.

Unless otherwise specifically stated in this Agreement, the following terms shall have the following meanings:

- 1.1 The term “property” shall mean the property as shown in “Exhibit A” which is attached to this Agreement and incorporated by reference. The term shall also mean the individual lots or parcels that occur or are created as a result of the subdivision of the property as shown in “Exhibit A.”
- 1.2 The term “Owner” and “Owners” shall mean any person, corporation, partnership, entity, being, trust, or agency that currently has title, or obtains title or ownership at any time in the future, to the property or properties as shown in “Exhibit A” of this Agreement. The definition of “Owner” as contemplated by this Agreement is intended to include the owner’s heirs, successors, and assigns. The term shall also mean any person, corporation, partnership, entity, being, trust, or agency who purchases or otherwise obtains title to a lot or lots that are created as a result of the subdivision of the property as shown in “Exhibit A.”

SECTION 2. RECITALS.

- 2.1 The City of Kennewick is not legally required to provide water and/or sewer service to property located outside of the Kennewick city limits.
- 2.2 Pursuant to Kennewick Municipal Code (KMC) 14.10.040 and 14.22.040(1), no extensions of the public water system or public sewer system shall be made outside of city limits except by contract approved by City Council.
- 2.3 Paragraph 2 of Resolution 13-28 provides that in exchange for supplying utility services, property owners are to sign an Outside Utility Agreement which conveys to the City the right to petition for annexation or protest any annexation or proposed annexation of the property receiving utility services.
- 2.4 The Outside Utility Agreement signed by the property owner(s) does not result in immediate annexation of the owner’s property, but instead grants the City of Kennewick the authority to act on the property owner’s behalf with regard to the issue of annexation should the property ever become eligible for annexation.

- 2.5 The Outside Utility Agreement does not give the City of Kennewick title to, or an ownership interest in, the property receiving utility services.

SECTION 3. UTILITY SERVICE CONDITIONS.

- 3.1 **Annexation Agreement.** In consideration and as a condition of receiving water and/or sewer service provided by the City of Kennewick, and for not denying a local improvement district as authorized under RCW 35.43.075, Owner agrees that at such time as the City desires to annex the property as shown in “Exhibit A,” Owner shall fully cooperate with and agree to the annexation as follows:
- 3.1.1 Owner has been advised and understands that the City may commence annexation proceedings regarding the property as shown in “Exhibit A” at any time after the property becomes eligible for annexation following the authorization and recording of this Agreement.
- 3.1.2 Whenever so requested, Owner shall sign any letter, notice, petition, or other document initiating, furthering, or accomplishing the annexation of the property as shown in “Exhibit A” to the City.
- 3.1.3 Owner agrees that this document, once signed and recorded, shall be considered a valid petition for annexation of the property as shown in “Exhibit A,” or any portion thereof, subject to any debt or zoning requirements imposed by the City upon such petition.
- 3.1.4 By entering into this Agreement, Owner knowingly, intelligently, and voluntarily waives any right to actively protest annexation of the property receiving utility services, whether annexation be by petition or otherwise.
- 3.1.5 By accepting the terms of this Agreement, Owner grants to the City an irrevocable power of attorney to execute any annexation documents on behalf of the Owner, or as may be necessary to complete the annexation, so long as the City remains a municipal corporation. This power of attorney shall not be affected by the disability of the principal.
- 3.2 **Utility Improvements.** Water and/or sewer service shall not be provided until all applicable utility improvements are constructed, inspected and approved, and meet City standards and specifications. Owner shall pay to the City, when due, all connection charges, capital recovery fees, service fees, local improvement assessments, and any other charges and fees required by law to be paid for the utility services being applied for. Connection to, or extension of, the public utility system will be at Owner’s expense and liability. Further, Owner is required to obtain and record any easements as may be required.
- 3.3 **Change in Development.** Any change in the site development from the approved use or corresponding development plan as provided to the City, that is determined by the City to constitute a significant change in the demand on the utility system, may result in the imposition of additional conditions to this Agreement, or the revocation of this Agreement.
- 3.4 **Fire Protection.** The City’s approval of water service does not guarantee fire protection flow requirements.

SECTION 4. MISCELLANEOUS PROVISIONS.

- 4.1 **Modification.** No modification of this Agreement, with the exception of the conditions imposed by the City pursuant to subsection 3.2 of this Agreement, shall be made unless mutually agreed upon by the parties in writing.

- 4.2 **Severability.** In the event that any term or clause of this Agreement conflicts with applicable law, the conflicting term shall be severed, and such conflict shall not affect the other terms and conditions of this Agreement.
- 4.3 **Costs and Attorney Fees.** In the event that litigation of this Agreement results between the parties hereto, the prevailing party shall be awarded, in addition to other damages allowed by law, its reasonable attorney fees and costs incurred in pursuing such litigation. Further, Owner agrees that, should it be necessary for the City to enforce any of the provisions of this Agreement, Owner shall pay to the City all reasonable attorney fees and costs incurred by the City in enforcing this Agreement.
- 4.4 **Agreement Runs With Land.** The terms and conditions of this Agreement shall constitute covenants running with the land and shall be binding upon the heirs, successors, and assigns of the Owner.
- 4.5 **Community Property.** When the property receiving utility services is community property, Owner acknowledges and agrees that subsequent removal of one spouse's name from the property's title does not void, rescind, or otherwise invalidate this Agreement.
- 4.6 **Recording.** This Agreement shall be recorded immediately upon execution among the land records of the Benton County Auditor. In addition, this Agreement shall be recorded and shall appear on the title of each parcel or lot that is created as a result of the subdivision of the property, if applicable. All recordings of this Agreement shall occur at Owner's expense.
- 4.7 **Breach.** The failure to meet any of the terms or conditions of this Agreement shall constitute a material breach of this Agreement. In the event of a breach, the City may, in addition to any other remedy provided by law, refuse to provide water and/or sewer service to the breaching party or the affected property.
- 4.8 **Release of Claims.** By signing this Agreement, Owner releases the City from any and all lawsuits, claims, causes of action, damages or fees, whether known or unknown, that it may have or may bring against the City as a result of the process for obtaining the water and/or sewer service as contemplated by this Agreement.
- 4.9 **Complete Agreement.** This Agreement represents and contains the entire understanding between Owner and the City with regard to obtaining water and/or sewer services outside of City limits. The parties acknowledge that no other oral or written collateral agreements, understandings, or representations exist outside of this document. Any such prior agreements are specifically terminated.

Owner(s) have been given an opportunity to address any questions and concerns with the attorney of their choosing. By signing below, Owner(s) agree that they have read this Agreement, or have had this Agreement read to them. Further, Owner(s) agree that they understand the terms and conditions of this Agreement, and have chosen to enter into this Agreement in a knowing, intelligent, and voluntary manner.

Dated this 16th day of July, 2021.


Signature of Property Owner
Printed Legal Name: Richard Hoffman

City Manager (Representative)

Signature of Property Owner
Printed Legal Name: _____

(Note: If the Grantor is a corporation or partnership, please attach documentation of authority for signature, i.e. Articles of Incorporation.)

STATE OF WASHINGTON)
) ss.
County of Benton)

On the 16 day of JULY, 2020 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Michael Hillman, to me known to be the individual that executed the within and foregoing instrument and acknowledged said instrument to be their free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



[Signature]
Notary Public in and for the State of Washington,
residing at Prosser. My Com. Exp.: 4-29-24

STATE OF WASHINGTON)
) ss.
County of Benton)

On the ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual that executed the within and foregoing instrument and acknowledged said instrument to be their free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington,
residing at _____, My Com. Exp.: _____.

STATE OF WASHINGTON)
) ss.
County of Benton)

On the ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared **MARIE E. MOSLEY**, to me known to be the City Manager of the City of Kennewick, Washington, the corporation that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute said instrument and that the seal affixed is the corporate seal of the City of Kennewick.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Washington,
residing at _____, My Com. Exp.: _____.

Exhibit A, Map



**LIMITED LIABILITY COMPANY OPERATING AGREEMENT
OF
HILLMAN COMPANY LLC**

This Multi-member LLC Operating Agreement represents HILLMAN COMPANY LLC that was formed in the State of Washington on June 6th 2018, hereinafter known as the "Company".

There are a total of Two (2) Members in the Company known as:

MICHAEL HILLMAN, of 2614 W 32ND CT, KENNEWICK, Washington, 99337 and has 50% percent ownership-interest in the Company;

MARISSA HILLMAN, of 2614 W 32ND CT, KENNEWICK, Washington, 99337 and has 50% percent ownership-interest in the Company;

hereinafter known as the "Member(s)".

WHEREAS the Member(s) desire to create a limited liability company under the laws of the State of Washington and set forth the terms herein of the Company's operation and the relationship between Member(s).

THEREFORE, in consideration of the mutual covenants set forth herein and other valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Member(s) and the Company agree as follows:

1. Name and Principal Place of Business

The name of the Company is HILLMAN COMPANY LLC with a principal place of business at 2614 W 32ND CT, KENNEWICK, Washington, 99337. The mailing address shall be the same address as the principal office location.

2. Registered Agent

The name of the Registered Agent is MICHAEL HILLMAN with a registered office located at 2614 W 32ND CT, KENNEWICK, Washington, 99337 for the service of process as of June 6th 2018. This may change at any time by the Company filing an amendment with the Secretary of State, or respective office, in the State of Washington.

3. Formation

The Company was formed on June 6th 2018, when the Member(s) filed the Articles of Organization with the office of the Secretary of State pursuant to the statutes governing limited liability companies in the State of Washington (the "Statutes").

4. Purpose

The purpose of the Company is to engage in and conduct any and all lawful businesses, activities or functions, and to carry on any other lawful activities in connection with or incidental to the foregoing, as the Member(s) in their discretion shall determine.

5. Term

The term of the Company shall be perpetual, commencing on the filing of the Articles of Organization of the Company, and continuing until terminated under the provisions set forth herein.

6. Member(s) Capital Contributions

Contributions to the Company shall be made by following: two (2) members:

MICHAEL HILLMAN shall be contributing \$100;

MARISSA HILLMAN shall be contributing \$100;

Hereinafter known as the "Contributor(s)".

The Contributor(s) shall have no right to withdraw or reduce their contributions to the capital of the Company until the Company has been terminated unless otherwise set forth herein. The Contributor(s) shall have no right to demand and receive any distribution from the Company in any form other than cash and Member(s) shall not be entitled to interest on their capital contributions to the Company.

The liability of the Contributor(s) for the losses, debts, liabilities and obligations of the Company shall be limited to the amount of the capital contribution plus any distributions paid to such Contributor(s) individually, such as the Contributor's share of any undistributed assets of the Company; and (only to the extent as might be required by applicable law) any amounts previously distributed to such Contributor(s) by the Company.

7. Distributions

For purposes of this Agreement "net profits" and "net losses" mean the profits or losses of the Company resulting from the conduct of the Company's business, after all expenses, including depreciation allowance, incurred in connection with the conduct of its business for which such expenses have been accounted.

The term "Cash Receipts" shall mean all Cash Receipts of the Company from whatever source derived, including without limitation capital contributions made by the Member(s); the proceeds of any sale, exchange, condemnation or other disposition of all or any part of the assets of the Company; the proceeds of any loan to the Company; the proceeds of any mortgage or refinancing of any mortgage on all or any part of the assets of the Company; the proceeds of any insurance policy for fire or other casualty damage payable to the Company; and the proceeds from the liquidation of assets of the Company following termination.

The term "Capital Transactions" shall mean any of the following: the sale of all or any part of the assets of the Company; the refinancing of mortgages or other liabilities of the Company; the receipt of insurance proceeds; and any other receipts or proceeds are attributable to capital.

The "Capital Account" for each Member shall mean the account created and maintained for the Member(s) in accordance with Section 704(b) of the Internal Revenue Code and Treasury Regulation Section 1.704-1(b)(2)(iv).

The term "Members' Percentage Interests" shall mean the percentages set forth with the name of each Member.

During each monthly period the net profits and net losses of the Company (other than from Capital Transactions), and each item of income, gain, loss, deduction or credit entering into the computation thereof, shall be credited or charged, as the case may be, to the capital accounts of each Member in proportion to the Members' Percentage Interests. The net profits of the Company from Capital Transactions shall be allocated in the following order of priority: (a) to offset any negative balance in the capital accounts of the Member(s) in proportion to the amounts of the negative balance in their respective capital accounts, until all negative balances in the capital accounts have been eliminated; then (b) to the Members in proportion to the Members' Percentage Interests. The net losses of the Company from Capital Transactions shall be allocated in the following order of priority: (a) to the extent that the balance in the capital accounts of any Member(s) are in excess of their original contributions, to such Members in proportion to the excess balances until all such excess balances have been reduced to zero; then (b) to the Member(s) in proportion to the Members' Percentage Interests.

The Cash Receipts of the Company shall be applied in the following order of priority: (a) to the payment of interest or amortization on any mortgages on the assets of the Company, amounts due on debts and liabilities of the Company other than those due to any Member(s), costs of the construction of the improvements to the assets of the Company and operating expenses of the Company; (b) to the payment of interest and establishment of cash reserves determined by the Member(s) to be necessary or appropriate, including without limitation, reserves for the operation of the Company's business, construction, repairs, replacements, taxes and contingencies; and (d) to the repayment of any loans made to the Company by any Member(s). Thereafter, the Cash Receipts of the Company shall be distributed among the Members as hereafter provided.

Except as otherwise provided in this Agreement or otherwise required by law, distributions of Cash Receipts of the Company, other than from Capital Transactions, shall be allocated among the Member(s) in proportion to the Members' Percentage Interests.

Except as otherwise provided in this Agreement or otherwise required by law, distributions of Cash Receipts from Capital Transactions shall be allocated in the following order or priority: (a) to the Member(s) in proportion to their respective capital accounts until each Member has received cash distributions equal to any positive balance in their capital account; then (b) to the Member(s) in proportion to the Members' Percentage Interests.

It is the intention of the Member(s) that the allocations under this Agreement shall be deemed to have "substantial economic effect" within the meaning of Section 704 of the Internal Revenue Code and Treas. Reg. Section 1.704-1. Should the provisions of this Agreement be inconsistent with or in conflict with Section 704 of the Code or the Regulations thereunder, then Section 704 of the Code and the Regulations shall be deemed to override the contrary provisions thereof. If Section 704 or the Regulations at any time require that limited liability company operating agreements contain provisions which are not expressly set forth herein, such provisions shall be incorporated into this Agreement by reference and shall be deemed a part of this Agreement to the same extent as though they had been expressly set forth herein.

8. Books, Records and Tax Returns

The Member(s), or their designees, shall maintain complete and accurate records and books of the Company's transactions in accordance with generally accepted accounting principles.

The Company shall furnish each Member, within seventy-five (75) days after the end of each fiscal year, an annual report of the Company including a balance sheet, a profit and loss statement a

capital account statement; and the amount of such Member's share of the Company's income, gain, losses, deductions and other relevant items for federal income tax purposes.

The Member(s) intends that the Company shall be taxed as a S-Corporation in accordance with the provisions of the Internal Revenue Code. The Company shall prepare all Federal, State and local income tax and information returns for the Company, and shall cause such tax and information returns to be timely filed. Within seventy-five (75) days after the end of each fiscal year, the Company shall forward to each person who was a Member during the preceding fiscal year a true copy of the Company's information return filed with the Internal Revenue Service for the preceding fiscal year.

All elections required or permitted to be made by the Company under the Internal Revenue Code, and the designation of a tax matters partner pursuant to Section 6231(a)(7) of the Internal Revenue Code for all purposes permitted or required by the Code, shall be made by the Company by the affirmative vote or consent of Member(s) holding a majority of the Members' Percentage Interests.

Upon request, the Company shall furnish to each Member, a current list of the names and addresses of all of the Member(s) of the Company, and any other persons or entities having any financial interest in the Company.

9. Bank Accounts

All funds of the Company shall be deposited in the Company's name in a bank account or accounts as chosen by the Member(s). Withdrawals from any bank accounts shall be made only in the regular course of business of the Company and shall be made upon such signature or signatures as the Member(s) from time to time may designate.

10. Management of the Company

The business and affairs of the Company shall be conducted and managed by a manager in accordance with this Agreement and the laws of the State of Washington.

Except as expressly provided elsewhere in this Agreement, all decisions respecting the management, operation and control of the business and affairs of the Company and all determinations made in accordance with this Agreement shall be made by a vote of the Members unanimously.

Notwithstanding any other provision of this Agreement, the Members shall not, without the prior authorization of the Members unanimously in favor to sell, exchange, lease, assign or otherwise transfer all or substantially all of the assets of the Company; sell, exchange, lease (other than space leases in the ordinary course of business), assign or transfer the Company's assets; mortgage, pledge or encumber the Company's assets other than is expressly authorized by this Agreement; prepay, refinance, modify, extend or consolidate any existing mortgages or encumbrances; borrow money on behalf of the Company; lend any Company funds or other assets to any person; establish any reserves for working capital repairs, replacements, improvements or any other purpose; confess a Judgment against the Company; settle, compromise or release, discharge or pay any claim, demand or debt, including claims for insurance; approve a merger or consolidation of the Company with or into any other limited liability company, corporation, partnership or other entity; or change the nature or character of the business of the Company.

The Members shall receive such sums for compensation as Members of the Company as may be determined from time to time by the affirmative vote or consent of Members holding a majority of the Members' Percentage Interests.

11. Meetings of Members

The annual meeting of the Members shall be held on the 6th of June (day/month) at the principal office of the Company or at such other time and place as the Members determine, for the purpose of transacting such business as may lawfully come before the meeting. If the day fixed for the annual meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day.

The Members may by resolution prescribe the time and place for the holding of regular meetings and may provide that the adoption of such resolution shall constitute notice of such regular meetings.

Special meetings of the Members, for any purpose or purposes, may be called by any Members (or such other number of Members as the Members from time to time may specify).

Written or electronic notice stating the place, date, and time of the meeting, the means of electronic video screen communication or transmission, if any, and describing the purposes for which the meeting is called, shall be delivered not fewer than ten (10) days and not more than sixty (60) days before the date of the meeting to each Member, by or at the direction of the Manager or the Member(s) calling the meeting, as the case may be.

At any meeting of the Members, the presence of Members holding a majority of the Members' Percentage Interests, as determined from the books of the Company, represented in person or by proxy, shall constitute a quorum for the conduct of the general business of the Company. However, if any particular action by the Company shall require the vote or consent of some other number or percentage of Members pursuant to this Agreement, a quorum for the purpose of taking such action shall require such other number or percentage of Members. If a quorum is not present, the meeting may be adjourned from time to time without further notice, and if a quorum is present at the adjourned meeting any business may be transacted which might have been transacted at the meeting as originally notified. The Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Members to leave less a quorum.

At all meetings of the Members, a Member may vote by proxy executed in writing by the Member or by a duly authorized attorney-in-fact of the Member. Such proxy shall be filed with the Company before or at the time of the meeting.

A Member of the Company who is present at a meeting of the Members at which action on any matter is taken shall be presumed to have assented to the action taken, unless the dissent of such Member shall be entered in the minutes of the meeting or unless such Member shall file a written dissent to such action with the person acting as the secretary of the meeting before the meeting's adjournment. Such right to dissent shall not apply to a Member who voted in favor of such action.

Unless otherwise provided by law, any action required to be taken at a meeting of the Members, or any other action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Members entitled to vote with respect to the subject.

Members of the Company may participate in any meeting of the Members by means of conference telephone or similar communication if all persons participating in such meeting can hear one another for the entire discussion of the matters to be vote upon. Participation in a meeting pursuant to this paragraph shall constitute presence in person at such meeting.

12. Assignment of Interests

Except as otherwise provided in this Agreement, no Member or other person holding interest in the Company may assign, pledge, hypothecate, transfer or otherwise dispose of all or any part of their interest in the Company, including without limitation, the capital, profits or distributions of the Company without the unanimous vote of the Members in each instance.

A Member may assign all or any part of such Member's interest in the allocations and distributions of the Company to any of the following (collectively the "permitted assignees"): any person, corporation, partnership or other entity as to which the Company has permitted to the assignment of such interest in the allocations and distributions of the Company in accordance with Section 14 of this Agreement. An assignment to a permitted assignee shall only entitle the permitted assignee to the allocations and distributions to which the assigned interest is entitled, unless such permitted assignee applies for admission to the Company and is admitted to the Company as a Member in accordance with this Agreement.

The Members agree that a Member may voluntarily withdraw from the Company only with the approval, vote, or consent consisting of a unanimous vote of the Members. Unless the withdrawing member's ownership interest was sold it shall be transferred to the remaining Member(s) in the Company at the same ownership interest percentage ratio that exists at the time of withdrawal. After being removed from the Company the withdrawing Member shall be unequivocally released from any legal or financial liability that is related to the Company unless otherwise agreed upon. An assignment, pledge, hypothecation, transfer or other disposition of all or any part of the interest of a Member in the Company or other person holding any interest in the Company in violation of the provisions hereof shall be null and void for all purposes.

No assignment, transfer or other disposition of all or any part of the interest of any Member permitted under this Agreement shall be binding upon the Company unless and until a duly executed and acknowledged counterpart of such assignment or instrument of transfer, in form and substance satisfactory to the Company, has been delivered to the Company.

No assignment or other disposition of any interest of any Member may be made if such assignment or disposition, alone or when combine with other transactions, would result in the termination of the Company within the meaning of Section 708 of the Internal Revenue Code or under any other relevant section of the Code or any successor statute. No assignment or other disposition of any interest of any Member may be made without an opinion of counsel satisfactory to the Company that such assignment or disposition is subject to an effective registration under, or exempt from the registration requirements of, the applicable Federal and State securities laws. No interest in the Company may be assigned or given to any person below the age of 21 years or to a person who has been adjudged to be insane or incompetent.

Anything herein contained to the contrary, the Company shall be entitled to treat the record holder of the interest of a Member as the absolute owner thereof, and shall incur no liability by reason of distributions made in good faith to such record holder, unless and until there has been delivered to the Company the assignment or other instrument of transfer and such other evidence as may be reasonably required by the Company to establish to the satisfaction of the Company that an interest has been assigned or transferred in accordance with this Agreement.

13. Right of First Refusal

If a Member desires to sell, transfer or otherwise dispose of all or any part of their interest in the Company, such Member (the "Selling Member") shall first offer to sell and convey such interest to the other Members of the Company before selling, transferring or otherwise disposing of such interest to any other person, corporation or other entity. Such offer shall be in writing, shall be given to every other Member, and shall set forth the interest to be sold, the purchase price to be paid, the date on which the closing is to take place (which date shall be not less than thirty nor more than sixty (60) days after the delivery of the offer), the location at which the closing is to take place, and all other material terms and conditions of the sale, transfer or other disposition.

Within fifteen (15) days after the delivery of said offer the other Members shall deliver to the Selling Member a written notice either accepting or rejecting the offer. Failure to deliver said notice within said fifteen (15) days conclusively shall be deemed a rejection of the offer. Any or all of the other Members may elect to accept the offer, and if more than one of the other Members elects to accept the offer, the interest being sold and the purchase price therefore shall be allocated among the Members so accepting the offer in proportion to their Members' Percentage Interests, unless they otherwise agree in writing.

If any or all of the other Members elect to accept the offer, then the closing of title shall be held in accordance with the offer and the Selling Member shall deliver to the other Members who have accepted the offer an assignment of the interest being sold by the Selling Member, and said other Members shall pay the purchase price prescribed in the offer.

If no other Member accepts the offer, or if the Members who have accepted such offer default in their obligations to purchase the interest, then the Selling Member, within one-hundred and twenty (120) days after the delivery of the offer, may sell such interest to any other person or entity at a purchase price which is not less than the purchase price prescribed in the offer and upon the terms and conditions which are substantially the same as the terms and conditions set forth in the offer, provided all other applicable requirements of this Agreement are complied with. An assignment of such interest to a person or entity who is not a Member of the Company shall only entitle such person or entity to the allocations and distributions to which the assigned interest is entitled, unless such person or entity applies for admission to the Company and is admitted to the Company as a Member in accordance with this Agreement.

If the Selling Member does not sell such interest within said one-hundred and twenty (120) days, then the Selling Member may not thereafter sell such interest without again offering such interest to the other Members in accordance with this Agreement.

14. Admission of New Members

The Company may admit new Members (or transferees of any interests of existing Members) into by the purchase of another Member's ownership interest and a vote for adding the new Member consisting of the unanimous vote of the Members in each instance.

As a condition to the admission of a new Member, such Member shall execute and acknowledge such instruments, in form and substance satisfactory to the Company, as the Company may deem necessary or desirable to effectuate such admission and to confirm the agreement of such Member to be bound by all of the terms, covenants and conditions of this Agreement, as the same may have been amended. Such new Member shall pay all reasonable expenses in connection with such admission, including without limitation, reasonable attorneys' fees and the cost of the preparation, filing or publication of any amendment to this Agreement or the Articles of Organization, which the Company may deem necessary or desirable in connection with such admission.

No new Member shall be entitled to any retroactive allocation of income, losses, or expense deductions of the Company. The Company may make pro rata allocations of income, losses or expense deductions to a new Member for that portion of the tax year in which the Member was admitted in accordance with Section 706(d) of the Internal Revenue Code and regulations thereunder.

In no event shall a new Member be admitted to the Company if such admission would be in violation of applicable Federal or State securities laws or would adversely affect the treatment of the Company as a partnership for income tax purposes.

15. Sale of Company

The sale of the Company, either partially or in its entirety, shall only be approved by a unanimous vote of the Members. Any purchase agreement that is presented to the Company shall be reviewed by up to fifteen (15) days by the Members and put up to a vote within a seven (7) day period thereafter. At the option of any Member the vote may be delayed by up to thirty (30) days to review the details of the purchase.

If an agreement to sell the Company is approved by the Members, then all sale proceeds shall first be paid to the debt of the Company unless the Buyer is accepting some or all of the debt as part of the purchase. All remaining proceeds shall be dispersed in relation to each Member's percent ownership-interest in the Company.

16. Withdrawal Events

In the event of the death, retirement, withdrawal, expulsion, or dissolution of a Member, or an event of bankruptcy or insolvency, as hereinafter defined, with respect to a Member, or the occurrence of any other event which terminates the continued membership of a Member in the Company pursuant to the Statutes (each of the foregoing being hereinafter referred to as a "Withdrawal Event"), the Company shall terminate sixty (60) days after notice to the Members of such withdrawal Event unless the business of the Company is continued as hereinafter provided.

Notwithstanding a Withdrawal Event with respect to a Member, the Company shall not terminate, irrespective of applicable law, if within aforesaid sixty day period the remaining Members, by the unanimous vote or consent of the Members (other than the Member who caused the Withdrawal Event), shall elect to continue the business of the Company.

In the event of a Withdrawal Event with respect to a Member, any successor in interest to such Member (including without limitation any executor, administrator, heir, committee, guardian, or other representative or successor) shall not become entitled to any rights or interests of such Member in the Company, other than the allocations and distributions to which such Member is entitled, unless such successor in interest is admitted as a Member in accordance with this Agreement.

An "event of bankruptcy or insolvency" with respect to a Member shall occur if such Member: (1) applies for or consents to the appointment of a receiver, trustee or liquidator of all or a substantial part of their assets; or (2) makes a general assignment for the benefit of creditors; or (3) is adjudicated a bankrupt or an insolvent; or (4) files a voluntary petition in bankruptcy or a petition or an answer seeking an arrangement with creditors or to take advantage of any bankruptcy, insolvency, readjustment of debt or similar law or statute, or an answer admitting the material allegations of a petition filed against them in any bankruptcy, insolvency, readjustment of debt or similar proceedings; or (5) takes any action for the purpose of effecting any of the foregoing; or (6)

an order, judgment or decree shall be entered, with or without the application, approval or consent of such Member, by any court of competent jurisdiction, approving a petition for or appointing a receiver or trustee of all or a substantial part of the assets of such Member, and such order, judgment or decree shall be entered, with or without the application, approval or consent of such Member, by any court of competent jurisdiction, approving a petition for or appointing a receiver or trustee of all or a substantial part of the assets of such Member, and such order, judgment or decree shall continue unstated and in effect for thirty (30) days.

17. Dissolution and Liquidation

The Company shall terminate upon the occurrence of any of the following : (i) the election by the Members to dissolve the Company made by the Members unanimously; (ii) the occurrence of a Withdrawal Event with respect to a Member and the failure of the remaining Members to elect to continue the business of the Company as provided for in this Agreement above; or (iii) any other event which pursuant to this Agreement, as the same may hereafter be amended, shall cause a termination of the Company.

The liquidation of the Company shall be conducted and supervised by a person designated for such purposes by the affirmative vote or consent of Members holding a majority of the Members' Percentage Interests (the "Liquidating Agent"). The Liquidating Agent hereby is authorized and empowered to execute any and all documents and to take any and all actions necessary or desirable to effectuate the dissolution and liquidation of the Company in accordance with this Agreement.

Promptly after the termination of the Company, the Liquidating Agent shall cause to be prepared and furnished to the Members a statement setting forth the assets and liabilities of the Company as of the date of termination. The Liquidating Agent, to the extent practicable, shall liquidate the assets of the Company as promptly as possible, but in an orderly and businesslike manner so as not to involve undue sacrifice.

The proceeds of sale and all other assets of the Company shall be applied and distributed in the following order of priority: (1) to the payment of the expenses of liquidation and the debts and liabilities of the Company, other than debts and liabilities to Members; (2) to the payment of debts and liabilities to Members; (3) to the setting up of any reserves which the Liquidating Agent may deem necessary or desirable for any contingent or unforeseen liabilities or obligations of the Company, which reserves shall be paid over to licensed attorney to hold in escrow for a period of two years for the purpose of payment of any liabilities and obligations, at the expiration of which period the balance of such reserves shall be distributed as provided; (4) to the Members in proportion to their respective capital accounts until each Member has received cash distributions equal to any positive balance in their capital account, in accordance with the rules and requirements of Treas. Reg. Section 1.704-1(b)(2)(ii)(b); and (5) to the Members in proportion to the Members' Percentage Interests.

The liquidation shall be complete within the period required by Treas. Reg. Section 1.704-1(b)(2)(ii)(b).

Upon compliance with the distribution plan, the Members shall no longer be Members, and the Company shall execute, acknowledge and cause to be filed any documents or instruments as may be necessary or appropriate to evidence the dissolution and termination of the Company pursuant to the Statutes.

18. Representation of Members

Each of the Members represents, warrants and agrees that the Member is acquiring the interest in the Company for the Member's own account for investment purposes only and not with a view to the sale or distribution thereof; the Member, if an individual, is of legal age; if the Member is an organization, such organization is duly organized, validly existing and in good standing under the laws of its State of organization and that it has full power and authority to execute this Agreement and perform its obligations hereunder; the execution and performance of this Agreement by the Member does not conflict with, and will not result in any breach of, any law or any order, writ, injunction or decree of any court or governmental authority against or which binds the Member, or of any agreement or instrument to which the Member is a party; and the Member shall not dispose of such interest or any part thereof in any manner which would constitute a violation of the Securities Act of 1933, the Rules and Regulations of the Securities and Exchange Commission, or any applicable laws, rules or regulations of any State or other governmental authorities, as the same may be amended.

19. Certificates Evidencing Membership

Every membership interest in the Company shall be evidenced by a Certificate of Membership issued by the Company. Each Certificate of Membership shall set forth the name of the Member holding the membership interest and the Member's Percentage Interest held by the Member, and shall bear the following legend:

"The membership interest represented by this certificate is subject to, and may not be transferred except in accordance with, the provisions of the Operating Agreement of HILLMAN COMPANY LLC dated effective as of June 6th 2018, as the same from time to time may be amended, a copy of which is on file at the principal office of the Company."

20. Notices

All notices, demands, requests or other communications which any of the parties to this Agreement may desire or be required to give hereunder shall be in writing and shall be deemed to have been properly given if sent by courier or by registered or certified mail, return receipt requested, with postage prepaid, addressed as follows: (a) if to the Company, at the principal place of business of the Company designated by the Company; and (b) if to any Member, to the address of said Member first above written, or to such other address as may be designated by said Member by notice to the Company and the other Members pursuant to this Agreement.

21. Arbitration

Any dispute, controversy or claim arising out of or in connection with this Agreement or any breach or alleged breach hereof shall, upon the request of any party involved, be submitted to, and settled by, arbitration in the city in which the principal place of business of the Company is then located, pursuant to the commercial arbitration rules then in effect of the American Arbitration Association (or at any other time or place or under any other form of arbitration mutually acceptable to the parties involved). Any award rendered shall be final and conclusive upon the parties and a judgment thereon may be entered in a court of competent jurisdiction. The expenses of the arbitration shall be borne equally by the parties to the arbitration, provided that each party shall pay for and bear the cost of its own experts, evidence and attorneys' fees, except that in the discretion of the arbitrator any award may include the attorney's fees of a party if the arbitrator expressly determines that the party against whom such award is entered has caused the dispute, controversy or claim to be submitted to arbitration as a dilatory tactic or in bad faith.

22. Amendments

This Agreement may not be altered, amended, changed, supplemented, waived or modified in any respect or particular unless the same shall be in writing and agreed to by the affirmative vote or consent of Members holding a majority of the Members' Percentage Interests. No amendment may be made to Articles that apply to the financial interest of the Members, except by the vote or consent of all of the Members. No amendment of any provision of this Agreement relating to the voting requirements of the Members on any specific subject shall be made without the affirmative vote or consent of at least the number or percentage of Members required to vote on such subject.

23. Miscellaneous

This Agreement and the rights and liabilities of the parties hereunder shall be governed by and determined in accordance with the laws of the State of Washington. If any provision of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement, which shall remain in full force and effect.

The captions in this Agreement are for convenience only and are not to be considered in construing this Agreement. All pronouns shall be deemed to be the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require. References to a person or persons shall include partnerships, corporations, limited liability companies, unincorporated associations, trusts, estates and other types of entities.

This Agreement, and any amendments hereto may be executed in counterparts all of which taken together shall constitute one agreement.

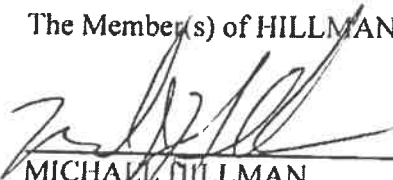
This Agreement sets forth the entire agreement of the parties hereto with respect to the subject matter hereof. It is the intention of the Member(s) that this Agreement shall be the sole agreement of the parties, and, except to the extent a provision of this Agreement provides for the incorporation of federal income tax rules or is expressly prohibited or ineffective under the Statutes, this Agreement shall govern even when inconsistent with, or different from, the provisions of any applicable law or rule. To the extent any provision of this Agreement is prohibited or otherwise ineffective under the Statutes, such provision shall be considered to be ineffective to the smallest degree possible in order to make this Agreement effective under the Statutes.

Subject to the limitations on transferability set forth above, this Agreement shall be binding upon and inure to the benefit of the parties hereto and to their respective heirs, executors, administrators, successors and assigns.

No provision of this Agreement is intended to be for the benefit of or enforceable by any third party.

IN WITNESS WHEREOF, the Member(s) have executed this Agreement on June 6th 2018.

The Member(s) of HILLMAN COMPANY LLC


MICHAEL HILLMAN


MARISSA HILLMAN

Council Agenda Coversheet



Agenda Item Number	3.e.	Council Date	08/17/2021
Agenda Item Type	General Business Item		
Subject	AZ 21-01 (HFRP, LLC)		
Ordinance/Reso #		Contract #	
Project #	AZ 21-01	Permit #	PLN-2021-00780
Department	Planning		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

Staff recommends that the City Council set the date for a public hearing for AZ 21-01 for the Tuesday, September 7, 2021.

Motion for Consideration

I move to set the date of September 7, 2021 for the public hearing on Annexation AZ 21-01 (HFRP, LLC).

Summary

HFRP, LLC has submitted a petition for annexation that includes 6 parcels totaling 325.99 acres. 37.86 acres of public right of way and canal right of way located through and adjacent to the subject parcels has been included for a total of 363.85 acres.

The proposed annexation area is located in the Southridge area of Kennewick generally east of S. Clodfelter Rd. and south of W. 15th Ave.

Alternatives

None recommended

Fiscal Impact

None at this time

Through

Dept Head Approval

City Mgr Approval

Anthony Muai
Aug 06, 12:11:59 GMT-0700 2021

Marie Mosley
Aug 12, 09:34:44 GMT-0700 2021

Attachments: Map

☐ Recording
Required?

Council Agenda Coversheet



Agenda Item Number	3.f.	Council Date	08/17/2021
Agenda Item Type	General Business Item		
Subject	AZ 21-02 - Columbia Basin Dev., LLC Annexation		
Ordinance/Reso #		Contract #	
Project #	AZ 21-02	Permit #	PLN-2021-02690
Department	Planning		

Consent Agenda	☒
Ordinance/Reso	☐
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

Staff recommends that the City Council set the required public meeting for AZ 21-02 for September 21, 2021.

Motion for Consideration

I move to set the date of September 21, 2021 for the required public meeting on Annexation (AZ) 21-0 (Columbia Basin Developers, LLC.)

Summary

On July 26, 2021 a Notice of Intent to Petition for Annexation was received by . The proposed annexation includes one parcel totaling 42.1 acres southeast portion of the Kennewick Urban Growth Area. The parcel is generally located east of S Olympia Street and north of SR 397.

RCW 35A.14.120 requires that the City Council hold a public meeting with the petitioners to determine if the City will accept, reject or geographically modify the proposed annexation boundary, whether it shall require the simultaneous adoption of a proposed zoning regulation and whether it shall require the assumption of all or of any portion of existing city indebtedness by the area to be annexed.

Alternatives

None

Fiscal Impact

None

Through

Steve Donovan
Aug 09, 09:55:07 GMT-0700 2021

Dept Head Approval

Anthony Muai
Aug 09, 10:24:26 GMT-0700 2021

City Mgr Approval

Marie Mosley
Aug 12, 09:36:13 GMT-0700 2021

Attachments: Intent to Petition

☐ Recording
Required?



Community Planning Department

210 West 6th Avenue

Kennewick, WA 99336

Phone: (509) 585-4280

cedinfo@ci.kennewick.wa.us

CITY OF KENNEWICK 60% PETITION METHOD ANNEXATION PROCESS SUMMARY

The basic methods by which cities may now annex territory are: the new petition method and the "old" petition method. The new method of annexation in SSB5409 (now codified in RCW 35.13.410-.460 and RCW 35A.14.420-.450), requires support of property owners representing a majority of the area proposed for annexation and a majority of the voters in the area. The "old" petition method requires approval from owners of property representing a certain percentage of the assessed value of the proposed annexation area and is the most commonly used method.

THE SIXTY PERCENT PETITION ANNEXATION METHOD (OLD PETITION METHOD)

The most frequently used method of annexing unincorporated territory is by petition of the owners of at least 60 percent of the property value in the area, computed according to the assessed valuation of the property for general taxation purposes.

The following outlines the steps and provides information that must be provided during the annexation process:

A. Initiation of the 60 Percent Petition Annexation (RCW 35A.14.120)

Prior to circulating a petition for annexation, the initiating party or parties (the owners of property representing not less than ten percent (10%) of the assessed value of the property for which annexation is sought) must give written notice to the City Council of their intention to commence annexation proceedings.

Written notice shall include the following items:

1. Cover letter;
2. 10% Petition;
3. Map of proposed annexation area; and
4. Legal description of proposed annexation area

B. Meeting with Initiators on the Annexation Proposal (RCW 35A.14.120)

The City Council is to set a date (not later than 60 days after the filing of the notice) for a meeting with the initiating parties to determine:

1. Whether the city will accept, reject, or geographically modify the proposed annexation;

2. Whether it will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330, and RCW 35A.14.340); and
3. Whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed.

If the Council requires the adoption of a proposed zoning regulation and/or the assumption of all or any portion of indebtedness as conditions to annexation, it is to record this action in its minutes.

If the City Council accepts the annexation an **application fee of \$548** is payable to the City at the time the petitions are submitted to Community Planning Department. By accepting the annexation, the Council is authorizing the petitions to be circulated. After the necessary petitions are returned, the Council must take a separate action to approve the annexation and adopt zoning for the properties.

Council acceptance is a condition precedent to circulation of the petition. There is no appeal from the council decision.

C. Contents of Petition (RCW 35A.14.120)

If the City Council accepts the initial annexation proposal, the petition may be drafted and circulated. The petition must:

1. Provide a legal description. An abbreviated legal description will suffice for the initiation proceedings. Prior to approval of any annexation a metes and bounds legal description prepared by a surveyor is required.
2. Be accompanied by a map that outlines the boundaries of the property sought to be annexed.
3. If the council has required the assumption of all or any portion of city indebtedness and/or the adoption of a proposed zoning regulation for the area to be annexed, set forth these facts clearly, together with a quotation of the minute entry of that requirement.
4. Be signed by the owners of not less than 60 percent of the assessed value of the property for which annexation is petitioned. "Owners" eligible to sign are defined in RCW 35A.01.040(9)(a) through (e).
5. Comply with the rules for petitions in RCW 35A.01.040. RCW 35A.14.130.

D. Filing of Petition; Determination of Sufficiency

1. The petition is to be filed with the City Council. RCW 35A.14.120. Although there is no time limit specified in the annexation statutes as to when a petition need be filed with the council after it has begun circulating for signatures, the signatures on a petition are valid only if signed no later than six months prior to the filing date. Any signatures

older than six months are to be stricken from the petition by the officer certifying petition sufficiency. RCW 35A.01.040(8).

2. The petition must be certified as sufficient (i.e., as having valid signatures representing the required 60 percent of property value). Within three working days of the filing of the petition, the officer with whom the petition is filed must transmit the petition to the county assessor, who makes the determination of the sufficiency of the petition. The county officer whose duty it is to determine petition sufficiency must file with the officer receiving the petition for filing a certificate stating the date the determination of sufficiency was begun. The officer determining petition sufficiency must do so "with reasonable promptness." RCW 35A.01.040(4).

E. Hearing on Petition (RCW 35A.14.130)

When a legally sufficient petition is filed, the City Council may consider it and:

1. Fix a date for a public hearing, and
2. Provide notice specifying the time and place of the hearing and inviting interested persons to appear and voice approval or disapproval of the annexation. The notice is to be:
 - a. Published in one or more issues of a newspaper of general circulation in the city; and
 - b. Posted in three public places within the territory proposed for annexation.

There are no statutory requirements concerning the actual hearing, other than to give proponents and opponents an opportunity to speak.

F. Decision (RCW 35A.14.140)

Following the hearing (though not necessarily immediately), the City Council decides whether to approve the annexation. If it decides to approve, it must enact an ordinance to annex the territory. RCW 35A.14.140. It may annex all or any portion of the area proposed for annexation, but may not include any property not described in the annexation petition. *Id.*

Attached is a sample Notice of Intention to commence annexation proceedings, including a petition template.

Should you have further questions please feel free to call (509) 585-4386.

NOTICE OF INTENTION TO COMMENCE ANNEXATION PROCEEDINGS

The Honorable Mayor and City Council
City of Kennewick
210 W. 6th Ave.
Kennewick, WA 99336

Dear Mayor and City Council:

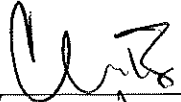
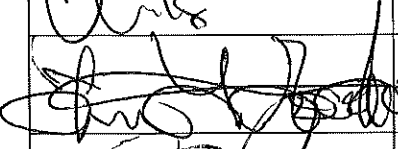
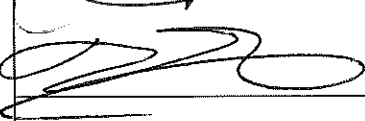
The undersigned, who are the owners of not less than ten percent (10%) of the acreage for which annexation is sought, hereby advise the City Council of the City of Kennewick that it is the desire of the undersigned owners of the following area to commence annexation proceedings:

The property herein referred to is legally described on Exhibit "A" attached hereto and is geographically depicted on a Benton County Assessor's parcel map on Exhibit "B" further attached hereto.

It is requested that the City Council of the City of Kennewick set a date, not later than sixty (60) days after the filing of this request, for a meeting with the undersigned to determine:

1. Whether the City Council will accept, reject, or geographically modify the proposed annexation;
2. Whether the City Council will require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the proposed Comprehensive Plan as adopted by City of Kennewick; and
3. Whether the City Council will require the assumption of all or any portion of indebtedness by the area to be annexed.

This page is one of a group of pages containing identical text material and is intended by the signers of the Notice of Intention to Commence Annexation Proceedings to be presented and considered as one Notice of Intention to Commence Annexation Proceedings and may be filed with other pages containing additional signatures which cumulatively may be considered as a single Notice of Intention to Commence Annexation Proceedings.

Resident/Owner Signature	Printed Name	Address & Tax Parcel Number	Date Signed
	MARCUS T GOODMAN	124894000006000	06/23/2021
	CHARLES A. BARR	" "	6/23/2021
	TIM T. GOODMAN	" "	6/23/2021
	JUSTIN L. GOODMAN	" "	6/23/2021
	DREW T. GOODMAN	" "	6/23/2021

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.



Parcel # / Geo ID	124894000006000
Township	08
Range	29
Neighborhood	530300
Land Size Acres	42.1000
Legal Description	THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER, THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER, ALL IN SECTION 24, TOWNSHIP 8 NORTH RANGE 29, ALL LYING SOUTH OF THE KENNEWICK IRRIGATION DISTRICT MAIN CANAL. PIPELINE RIGHT OF WAY 5-18-65. EASEMENT 12-30-82.
Taxing District	1731

Council Agenda Coversheet	Agenda Item Number	3.g.	Council Date	08/17/2021	Consent Agenda	☒	
	Agenda Item Type	Boards and Commissions				Ordinance/Reso	☐
	Subject	Arts Commission				Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #			Other	☐
	Project #		Permit #			Quasi-Judicial	☐
	Department	City Manager					

Recommendation

Staff recommends the Council make three appointments to the Arts Commission.

Motion for Consideration

I move to accept the recommendation of the Interview Committee and appoint Kenna Ladendorf, Bethany Lee and Stephanie Brock to the Arts Commission.

Summary

The Arts Commission has three openings on their board.

The Council Interview Committee recently conducted interviews and makes the following recommendation to fill the three openings to expire 3/31/25:

Kenna Ladendorf - appoint
Bethany Lee - appoint
Stephanie Brock - appoint

Additional applicants for Arts Commission:

Amanda Stubbs Jessy Strohmeyer
Arianna Francis Robert Di Piazza
Darin Foster Ryan Bennett
Emily Hansen Sergio Gomez
Hayley Hoyt

Attach to this coversheet are all the applicant applications that were not selected to serve at this time on a board or committee.

Alternatives

None

Fiscal Impact

None

Through	Jackie Aman Aug 12, 16:14:37 GMT-0700 2021	Attachments: Brock Lee Ladendorf All Additional Applicants Applications
Dept Head Approval		
City Mgr Approval	Marie Mosley Aug 12, 17:18:19 GMT-0700 2021	

☐ Recording Required?

Boards and Commissions Application

Date Submitted: 6/21/2021

First Name

Stephanie

Last Name

Brock

Date

6/21/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Employed at the City of Pasco as the Customer Service Manager since 2013 and previously employed at WSU Prosser Research Station, WSU TriCities and University of Washington, Tacoma.

What unique qualities or attitude will you bring to this position?

I am interested in art and believe it encourages thought and conversation. I have an open mind to all different types of art. I am also a ceramic artist.

Community Related Activities/Organizational Affiliations

[REDACTED]

Volunteer Experience

3 years at the Kennewick Hospice House.

What interests you about this Board/Commission?

I have lived in Kennewick and have since 2003 and would like to become more active in our community. The arts are something I am passionate about.

Experiences related to position applied for

I have a background in City Government since I am employed by the City of Pasco. I also have background in grants, donations, fundraising, related to my time working for the University of Washington, Tacoma as an Executive Assistant and as the Finance Manager at WSU Prosser and TriCities.

Why are you seeking appointment?

I am interested in the arts and having it available for the public. This appointment would give me the opportunity to make a contribution to our City and perhaps influence our current realities and future outlook on our local art.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

no.

What makes you a good choice for this Board/Commission?

I have an open mind, enjoy culture and art. I have lived in large and small cities and can bring that broad based experience to the Arts Commission. I also have a background in city government.

Personal References

Arlene Custer, local artist and gallery owner of Clay Atelier; [REDACTED]
Ginger Dawn Caldwell, Owner at VIBE Brand Marketing and Vibe Tri-Cities [REDACTED]
Ken Turner, Owner of Turner Pottery and Director at Digipen Institute of Technology [REDACTED] or [REDACTED]

Disclaimer and Electronic Signature Agreement*

By checking the "I Agree" box below, you agree and acknowledge that 1) you understand that this application and supporting documents may be made available for public inspection, including inspection by member of the press and media; 2) your application will not be signed in the sense of a traditional paper document; 3) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 4) you may still be required to provide a traditional signature at a later date.

☒ I Agree

Electronic Signature

Stephanie Brock

Boards and Commissions Application

Date Submitted: 6/17/2021

First Name

Kenna

Last Name

Ladendorf

Date

6/17/2021

Address

[REDACTED]

City

KENNEWICK

State

WA

Zip Code

99338-0034

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Current Assistant Director at The Franklin County Historical Society and Museum. B.A. in Social Sciences with a minor in Anthropology, Professional Certificate from Northwestern University in Museum Studies. I am a resident of the City of Kennewick and was raised in the Tri-Cities.

What unique qualities or attitude will you bring to this position?

My unique education, deep desire to further historic preservation and current work as a young professional are qualities that give me the ability to bridge generations through my love of history. In addition I have worked for non-profits for the last four years and have assisted in the grant writing process.

Community Related Activities/Organizational Affiliations

Member of The VFW Ladies Auxiliary, Order of the Eastern Star Chapter #247, Member of the Chicago Museum Exhibitors Group.

Volunteer Experience

Remote Consultant for the Haitian American Museum of Chicago, Chon-Ji Martial Arts Academy (Richland), Pasco Aviation Museum Volunteer.

What interests you about this Board/Commission?

My interests include but are not limited to the further ethnographic conservation and development of Kennewick history and preservation. As well as the accurate historic representation of cultural contributions made by the residents of Kennewick.

Experiences related to position applied for

Vice Chair of the Benton Franklin Early Learning Alliance and Coalition (2018).

Why are you seeking appointment?

To further support the City of Kennewick and its residents in preserving our areas of historic relevancy.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

On call employment with, City of Richland Library Assistant I.

What makes you a good choice for this Board/Commission?

My passion, education and time as a resident create a unique opportunity for the voice of a young professional to contribute to the commission.

Personal References

Justin Porter [REDACTED] Youth Pastor Director.
Brian Griffin [REDACTED] Entrepreneur.

Disclaimer and Electronic Signature Agreement*

By checking the "I Agree" box below, you agree and acknowledge that 1) you understand that this application and supporting documents may be made available for public inspection, including inspection by member of the press and media; 2) your application will not be signed in the sense of a traditional paper document; 3) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 4) you may still be required to provide a traditional signature at a later date.

☒ I Agree

Electronic Signature

Kenna M Ladendorf

Boards and Commissions Application

Date Submitted: 6/30/2021

First Name

Bethany

Last Name

Lee

Date

6/30/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Currently working for Century 21 Tri-Cities doing Digital Marketing. My background is in Journalism and I've spent my career combining my love for writing, designing and marketing.

What unique qualities or attitude will you bring to this position?

I would hope a fresh perspective of how someone who grew up in the Tri-Cities views our region. A knowledge of our landscape combined with an open mind to new changes and possibilities.

Community Related Activities/Organizational Affiliations

Former:
The Rude Mechanicals Board Member
Tri-Cities Wine Development Council
Young Leaders Society
Multicultural Student Mentor at WSU

Volunteer Experience

I've worked for non-profits where I create volunteer opportunities for the community. My role is mostly facilitating the events, such as golf tournaments, community clean-ups, family-friendly events, etc.

What interests you about this Board/Commission?

I have a genuine respect for art and would love to be involved in the decision-making process of bringing new art to the Tri-Cities landscape. When I see new art popping up throughout our cities, I always want to find out more about the artist, the messaging, the process, and of course, the decision-making that goes into creating it.

Experiences related to position applied for

As I've mentioned before, I've worked for non-profits such as United Way, Northwest Public Radio, and Visit Tri-Cities. I've facilitated board meetings, produced budget requests and enjoy working with the community.

Why are you seeking appointment?

I would love to join the Arts Commission and further my journey of being a part of our community and giving back.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No.

What makes you a good choice for this Board/Commission?

With my reporter background, I have a pulse on what's going on within the Tri-Cities and am always striving to learn more. I admire artists and would love to see more colors, expression and representation throughout our community. I'm open-minded, dedicated, and enjoy a great challenge!

Personal References

Heather Willoughby | [REDACTED]
Summers Miya | [REDACTED]
Heather Kriss | [REDACTED]

Disclaimer and Electronic Signature Agreement*

By checking the "I Agree" box below, you agree and acknowledge that 1) you understand that this application and supporting documents may be made available for public inspection, including inspection by member of the press and media; 2) your application will not be signed in the sense of a traditional paper document; 3) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 4) you may still be required to provide a traditional signature at a later date.

☒ I Agree

Electronic Signature

Bethany S. Lee

Boards and Commissions Application

Date Submitted: 5/27/2021

First Name

Ryan

Last Name

Bennett

Date

5/27/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Insurance Agent, Volunteer with EBCHS Museum, HDKP various committees.

What unique qualities or attitude will you bring to this position?

Background in art. Work with the community.

Community Related Activities/Organizational Affiliations

Urban Sketchers TC

Volunteer Experience

Loads

What interests you about this Board/Commission?

The ability to help determine locations for art in Kennewick.

Experiences related to position applied for

Why are you seeking appointment?

Be more involved.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No.

What makes you a good choice for this Board/Commission?

Personal References

Rohanna Carmichael, Christy Watts.

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☒ I Agree

Electronic Signature

Ryan T Bennett

Print

Boards and Commissions Application - Submission #11240

Date Submitted: 6/20/2021

First Name

April

Last Name

Connors

Date

6/20/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99338

Phone Number

[REDACTED]

Email Address

I am interested in serving on the following Commission

- | | |
|---|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Current - Real Estate Agent - Windermere Group One, Tri-Cities, WA - 21 years
Past - Operations Manager - Voit Development Company, Newport Beach, California - overseeing the operation of a large commercial development company
Legal Assistant - Ogden Murphy Wallace, Seattle, WA - working with City Attorney of Edmonds and Poulsbo - extensive knowledge of drafting City Code
Urban Land Institute Graduate - Commercial Real Estate Development
Washington State University - BA Communications

What unique qualities or attitude will you bring to this position?

April has a Bachelor's Degree in Communications from Washington State University. Her Real Estate experience is vast. Prior to her start in residential Real Estate sales, she served as the Operations Manager for Voit Development Company where she was involved in the development of individual commercial buildings, low rise industrial parks and high rise master planned commercial centers. She has also completed Urban Land Institute's Commercial Real Estate Development School. April is certified as a New Home Construction Specialist. Prior to entering the real estate field April was a Legal Assistant at Ogden Murphy & Wallace in Seattle where they specialized in representing Cities in Towns in Western Washington. April was charged with helping in drafting and maintaining City Codes for both the City of Poulsbo and Edmonds. While with Ogden Murphy Wallace, April assisted in the case US Supreme Court Case City of Edmonds vs. Oxford House.

Community Related Activities/Organizational Affiliations

Current
Member Kadlec Foundation Board
Marketing - Academy of Children's Theatre

Past
PTO - Lincoln Elementary
Chances for Children

Volunteer Experience

Current
Member Kadlec Foundation Board
Marketing - Academy of Children's Theatre

Past
PTO - Lincoln Elementary
Chances for Children

What interests you about this Board/Commission?

I feel I would add a great deal of working knowledge to the Board. I am in the real estate market every day and have a working knowledge of what the community is looking for in terms of housing and commercial activity. I work with clients who are moving in from other areas of the United States and listen to their wants/needs for what is positive about our City and what could be improved.

Experiences related to position applied for

April has a Bachelor's Degree in Communications from Washington State University. Her Real Estate experience is vast. Prior to her start in residential Real Estate sales, she served as the Operations Manager for Voit Development Company where she was involved in the development of individual commercial buildings, low rise industrial parks and high rise master planned commercial centers. She has also completed Urban Land Institute's Commercial Real Estate Development School. April is certified as a New Home Construction Specialist. Prior to entering the real estate field April was a Legal Assistant at Ogden Murphy & Wallace in Seattle where they specialized in representing Cities in Towns in Western Washington. April was charged with helping in drafting and maintaining City Codes for both the City of Poulsbo and Edmonds. While with Ogden Murphy Wallace April assisted in the case US Supreme Court Case City of Edmonds vs. Oxford House.

Why are you seeking appointment?

While I am a busy business person, I truly feel that I have a lot to offer the City in both residential and commercial development activities. With my vast experience in our community and others, I could bring knowledge and ideas to the commission.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

Not to my knowledge.

What makes you a good choice for this Board/Commission?

I was raised in the Tri-Cities, I am community oriented, smart, confident, connected and extremely knowledgeable in this area.

Personal References

Jeff Thompson - Windermere Group One
Reza Kaleel - CEO - Kadlec
Amy Ford - Columbia Park Marina
Rosalie Willers - CPA Porter Kinney
Anne Spilman - Academy of Children's Theatre
Emily Estes-Cross - Kennewick Parks and Recreation

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☒ I Agree

Electronic Signature

First M. Last

Print

Boards and Commissions Application - Submission #11217

Date Submitted: 6/17/2021

First Name

Robert

Last Name

Di Piazza

Date

6/17/2021

Address

[REDACTED]

City

Kennewick

State

Washington

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Owner/Publisher of Hometown Values Savings Magazine and Owner/Photographer of Zinn Photography

What unique qualities or attitude will you bring to this position?

As a 26 year micro Business owner of a professional photography studio as well as a Accredited Master Photographer i feel that i can fulfill the role in either of the open positions.

Community Related Activities/Organizational Affiliations

I have strong ties to the community and a member of both the Pasco Chamber, Board Member and The Tri-City Regional Chamber. Also, a member of the Pasco/Kennewick Rotary Club for 14 years.

Volunteer Experience

I have volunteered for many functions and was a spearhead volunteer for Pet Over Population Prevention for almost 20 years.

What interests you about this Board/Commission?

Preservation of the historic Kennewick is of great community awareness to me. Also as an artist myself for almost 40 years i see the value in both opportunities. Leading the future through the past and visual ecstatic's for all to enjoy..

Experiences related to position applied for

I have served as the President of the Professional Photographers of WA and Chaired many committees including Trician of the Year and several conferences. I was heavily involved in fundraising too.

Why are you seeking appointment?

To give back to the community that keeps us in business.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

I am dedicated once i make a commitment and i have strong leadership skills as well as negotiation abilities.

Personal References

Skip Novakovich , Randy Hayden, Chief Hohenberg and many more.

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☒ I Agree

Electronic Signature

Robert Di Piazza

Boards and Commissions Application

Date Submitted: 6/28/2021

First Name

Darin

Last Name

Foster

Date

6/28/2021

Address

[REDACTED]

City

Kennewick

State

Washington

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☒ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Currently: Stay at home parent. Previously: Main Street Program Coordinator for the City of Hermiston, Disaster Preparedness Coordinator for the Spokane American Red Cross chapter, as well as a few other potentially relevant roles.

What unique qualities or attitude will you bring to this position?

Long time experience working as a volunteer as well as within government organizations. Experience as both a coordinator and a board member. I am upbeat, careful to consider the consequences of decisions, and used to working with an extremely varied range of populations and individuals. I can understand complex ideas or explanations. Lastly, I am fairly easy to get along with, and am generally able to make friends of strangers.

Community Related Activities/Organizational Affiliations

Recently, very few. My wife and I moved to Kennewick in 2017, and right when we were settled and established enough to start getting involved in the community again, Covid hit.

Volunteer Experience

Previous involvement with the American Red Cross, Circle K International, Kiwanis, Lions, and various other organizations going back to about 2010. Held positions ranging from member to president, as well as varying district positions including District Convention Coordinator. Also, two terms as an Americorps.

What interests you about this Board/Commission?

The Historic Preservation and Arts Commission tie heavily to my work with the City of Hermiston, and I was given extensive training on the effects of both on communities. I believe my experience and background would be highly effective in this field, and therefor, my interest.

The planning commission is important to the city as a whole, and as such touches on nearly every aspect of the city. I enjoy taking a birds eye view, and believe I could bring forward looking ideas to the city as a whole.

To the Parks and Rec, I have three young children and two very energetic dogs, all of whom have come with me to many of the parks in kennewick. I highly value having safe and fun outdoor spaces to take my family, and any effort I could make to maintain and expand those spaces would be well spent.

Experiences related to position applied for

Skill wise, I am an experienced group facilitator, being a major aspect of numerous positions I have held. I have coordinated events of a wide range of topics and sizes. My Master's in Public Administration gives me a strong background in understanding processes and policy which is being discussed, and my coordinator experience ensures that I will distinctly understand what work is being asked of those being advised.

Why are you seeking appointment?

I want to get involved and make my community the best it possibly can be. I recognize that the local government has a strong influence in how a city looks, feels, and grows, and I want to be a part of that.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

Nope.

What makes you a good choice for this Board/Commission?

Extensive knowledge and experience in both volunteer and government organizations, a dedication to constant community improvement, and a proud father and husband who thoroughly enjoys living here!

Personal References

Please let me know before reaching out so that I can give them heads up to expect calls

Brian Gibbons - [REDACTED]
Sierra Foster - [REDACTED]
Dustin Shattuck - [REDACTED]

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☒ I Agree

Electronic Signature

Darin Foster

Boards and Commissions Application

Date Submitted: 6/26/2021

First Name

Arianna

Last Name

Francis

Date

6/26/2021

Address

[REDACTED]

City

Kennewick

State

Wa

Zip Code

99338

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Part time self employed freelance artist, full-time homeschool instructor.

What unique qualities or attitude will you bring to this position?

I'm easy going, friendly and flexible. I tend to ask thoughtful questions, and have insightful ideas which lead to fruitful discussions and projects.

Community Related Activities/Organizational Affiliations

I serve since 2019 as an instructor in the American Heritage Girls WA troop 3130 where we participate in a variety of local service projects throughout the year.

Volunteer Experience

I volunteer teach classic art instruction in our community homeschool co-op since fall 2019.

What interests you about this Board/Commission?

I'm interested in being part of public art. I believe that community art invites people to participate in local activities, events and businesses. Bringing beauty to a city increases the desirability of the area, leading to economic growth. I would love to be part of planning or creating public art works.

Experiences related to position applied for

I have created and sold art of various types since 2015 with my first website. I've participated in local events and bizzarres. I create a variety of freelance graphic design work through word of mouth, Facebook, Instagram, and etsy.

Why are you seeking appointment?

I've lived in Kennewick since 2013 and would like to be more involved and become an active member of the community.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

I work well with a team and I appreciate art.

Personal References

Trisha Nelson
Tiffany Zarate

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☒ I Agree

Electronic Signature

Arianna Francis

Boards and Commissions Application

Date Submitted: 6/18/2021

First Name

Sergio

Last Name

Gomez

Date

3/23/1983

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

I am an assistant and a medical office during the day and work as a server at Outback Steakhouse at night. I have been working both jobs continuously for 12 years. I have lived in Kennewick my whole life and would love to see it flourish.

What unique qualities or attitude will you bring to this position?

I am willing to work hard and help and listen to the community and my peers. I am open minded and value the opinions of others.

Community Related Activities/Organizational Affiliations

N/A

Volunteer Experience

N/A

What interests you about this Board/Commission?

I am interested in seeing how our city boards and commissions work.

Experiences related to position applied for

I feel like I have great communication and leadership skills.

Why are you seeking appointment?

I am seeking appointment because I love my city. I want to watch the city and its people grow. I hate when people have nothing nice to say about our city and I want to be part of a team to prove them wrong.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No.

What makes you a good choice for this Board/Commission?

I feel like I can contribute ideas and opinions that will help build our community.

Personal References

Erika Reid: [REDACTED]
Josh Hansen: [REDACTED]
Grant Larson: [REDACTED]

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☒ I Agree

Electronic Signature

Sergio Gomez

Boards and Commissions Application

Date Submitted: 6/25/2021

First Name

Joel

Last Name

Grubbs

Date

6/25/2021

Address

[REDACTED]

City

KENNEWICK

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
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| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Sales manager, parts and service manager, Territory sales and Business development, planning and project management , small business owner (transient coffee company)

What unique qualities or attitude will you bring to this position?

I have a fresh positive, yet practical attitude. I think about all the steps in the process and how it effects everyone, not only short term but long term

Community Related Activities/Organizational Affiliations

Participate in famers markets, jiujitsu community, church volunteer

Volunteer Experience

Event volunteers and production manager for various non profit events. Managed a team of volunteers in local church communities.

What interests you about this Board/Commission?

The ability to help shape and grow the area in which i live in. To be a help to my community in which i have chosen to raise my family in.

Experiences related to position applied for

I have lots of planning inventory planning experience which includes research and trends. I have building experience in all facets, as well as having had worked in real estate.

Why are you seeking appointment?

I want to see the city of Kennewick grow, adapt as well as preserve what makes kennewick great. I think young fresh people with an outside perspective would be great in the commission. This also give me an opportunity to help with the city I have moved my family to and influence it for the better for y kids

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

no

What makes you a good choice for this Board/Commission?

I am young, a business owner, and I have a broad range of experiences that help me. My family is from outside the area originally. This gives me an outside perspective on the growth and change that is happening in the area.

Personal References

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☒ I Agree

Electronic Signature

Joel Grubbs

Boards and Commissions Application

Date Submitted: 6/21/2021

First Name

Emily

Last Name

Hansen

Date

6/21/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99338

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
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| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Currently a public school K-5th Music Teacher and a co-proprietor. Previously had two private piano lesson studios before beginning teaching full time public school.

What unique qualities or attitude will you bring to this position?

A hard worker, trustworthy and honest to a fault, love to research all points of view to find truth, and dependable. Never been one to look for the spotlight, blunt, not a good orator though. What I would bring to this position is a logical mind that looks at every angle and will push back against agendas. I detest socialistic and communistic ideas, fight for civil and individual liberties, ensure that everyone has a truthful voice. A good listener.

Community Related Activities/Organizational Affiliations

As a music teacher, the community related activities I have been involved with have been concerts with students and community music groups both on school grounds and other places in the community. This usually did not leave much time for other affiliations.

Volunteer Experience

Currently am a volunteer Worship Leader and Praise Team coordinator at my church and an appointed Benton County Precinct Officer with the Benton County Republican Party.

What interests you about this Board/Commission?

Lately I have been seeing the necessity of getting involved more in the City where I live. With the lockdowns that did not, and still do not, make sense, closing small businesses while large chain stores could remain open, making us all wear face masks, discrimination against those who can't wear them, pushing experimental vaccines for a virus with over 99% survival rate, all while city officials both appointed and elected seemed to do nothing while our God-given and Constitutionally protected freedoms have been trampled on. Our Lesser Magistrates seemed to do nothing except point fingers and say there was nothing that could be done. We can always Nullify unconstitutional and illegal mandates from a wannabe king who uses government overreach and overblown fear tactics to degrade people.

Experiences related to position applied for

Tired of being lied to by those in supposed authority, want answers, want truth, want human beings to be treated like human beings, working at the ground level to ensure that everyone has a voice, to help stop discrimination of any kind, to ensure that no matter our race or affiliations that we do not play the victim, but we work towards being victors.

Why are you seeking appointment?

To get involved in helping our community.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

None that I can think of.

What makes you a good choice for this Board/Commission?

I am tenacious, and will work hard at whatever is given for me to do in this position, and stand up for the rights of We the People.

Personal References

Jim Mailloux, Pastor - [REDACTED]
Tara Childs, Teacher - [REDACTED]
Mike Vaughn, Retired Mechanic - [REDACTED]

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☒ I Agree

Electronic Signature

Emily M. Hansen

Boards and Commissions Application

Date Submitted: 6/21/2021

First Name

Hayley

Last Name

Hoyt

Date

6/21/2021

Address

[REDACTED]

City

Kennewick

State

Wa

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
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| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Hello! I'm Hayley !

Me in a nut shell !

I got my first degree in design while living in Northern Ireland in 1991. My mother was a florist and she taught me the ways of flowers and the love of OVER decorating. I worked as a store merchandiser for many years on the Oregon coast before starting my own wedding and design business. My event business was called Upper Crust Designs and I did over 200 events one year along the Oregon coast! Yes, I burnt myself out and never wanted to do another wedding for as long as I lived!!!

I was also very involved with theater on the Oregon Coast where I ran a Cabernet theater, dance studio, and lived my best life as a stage and production designer, choreographer, actress, and a playwright. I did all this while owning a fine dining Italian restaurant and raising four kids. 😊😊😊

Fast forward a few years and I attended the Arts Institute for film and production with the emphasis on pre-production and set design. I also continued to my passion for script writing and costume design.

Fast forward again a few more years and here I am in the Tri-Cities, Washington area reviving my design business! My amazing children are all grown and I am excited to continue planning, building, and creating awesome and amazing events. I love using my florist to skills and my nack for creating amazing food designs and using my theater background to transport guests to another reality. Including photo shoots, corporate events, birthday parties, bridal showers, and of course weddings. Heck, if you need a theater production designer and set builder I can do that too!!!

So there you have it folks! 20 years of design experience and floral design under my belt and I can pretty much create anything you can imagine!

Did I mention I worked for Pier 1 for 4 years as a display artist also? And yes, I did buy the entire store 🎉🎉🎉

What unique qualities or attitude will you bring to this position?

Well. I'm not the boring person! 😊

I like to laugh and have fun with people. I'm pretty outgoing and from my musical theater background I've been known to break out in song and dance from time to time . Jazz hands!!!!

Community Related Activities/Organizational Affiliations

While living on the Oregon coast in Brookings oregon, I was on the Parks and recreation commission. I organized many Town and County events including creating the Renaissance fair that I ran for 8 years in Brookings oregon, that is now turned into a huge Pirate festival!

I was also on the Art Walk committee. Where we would promote a monthly walk to all of the galleries and feature artist and musicians in the community.

I was also involved with the first Friday or walks in Ashland Oregon for a few months. Where I helped create and promote different artists and galleries in Ashland Oregon.

Fast forward a few years living in The Dalles Oregon I was shortly on the board for the Civic auditorium restoration. And now that that has been opened my son as followed in my footsteps as a musician and artist and helps with the lighting and music for productions at the Civic. So that's kind of fun 😊

Volunteer Experience

Half of my life has been volunteering 😊

I raised my four teenagers in The Dalles and we were very active in 4-h, I also taught theater and dance camp in Sherman County for 4 years. Putting on productions for the youth.

2 years ago I was the Oregon State talent and music judge in Salem Oregon for 4-h. And that was awesome! I got to spend time with each kid and critique them of their music ability and it was something I really hope to do again in the future.

I talk musical theater and dance for kids for nearly 5 years. Helping to develop children's creativity through music and dance. And then we always ended with a production for the parents to attend. Actually working with kids is my preference and strong point.

What interests you about this Board/Commission?

Now that my four teenagers are grown and living on their own I have more time on my hands. I have been in the Tri-Cities area for almost 7 years now and I just love it here. I have made so many great friends and connections in this community.

I think that Kennewick is lacking in some areas as far as development and getting the word out to people of fun activities. I believe that there should be more promotion in the area to get people more down to downtown and the river front.

I feel that downtown could be so much more! I come from towns that really push the Arts like Brookings Oregon and The Dalles Oregon and Ashland Oregon, and even Walla Walla!

I really feel like Kennewick could do so much more with people that have a passion for art walks, community art, musical venues, and creating a really fun atmosphere in the downtown area and getting the community together each month for a fun night celebrating art!

Experiences related to position applied for

I have been an event planner for over 20 years. I know how to create events at a work together with other people, I know how to promote events, I know how to coordinate with vendors and musicians caterers, and have to create events!

Why are you seeking appointment?

We need more jazz hands in Kennewick!!!!

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

Not that I can think of

What makes you a good choice for this Board/Commission?

I have time to serve my community and make it better ! Let's get Kennewick rocking and promote our artist while giving the community something fun to do!

If we have art walks and fun things going on downtown Kennewick I'm sorry but I've been here for quite a few years I don't hear or see anything of them.

I am a great Facebook and social media promoter everyone in this community should be on the social media pages and getting event notifications. And I don't see much of that going on.

Personal References

Gretl Crawford. Home builder, owner of all about the details

Will McKay. Construction company

Shawn Flinders. Evergreen Federal loans

Micah Valentine. Independent internet and marketing owner

Paula Spencer owner of Spencer Carlson

Katie Carlson owner of Spencer Carlson

Matt McCracken. Former manager at Riggle plumbing

Chris Nordhaus former manager and operator at energy Northwest

Dawn Hickman current attorney

Disclaimer and Electronic Signature Agreement*

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☒ I Agree

Electronic Signature

Hayley M Hoyt

Boards and Commissions Application

Date Submitted: 6/8/2021

First Name

Elizabeth

Last Name

McLaughlin

Date

6/8/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

I am the Executive Director of the Tri-Cities Cancer Center Foundation. I am passionate about community development and enjoy antiquing, historical novels and museums. I have always been interested in serving our city in some way and find this commission to be aligned with my interests and would be a great fit.

What unique qualities or attitude will you bring to this position?

I am positive, organized and curious about the community I live in. I also am a cooperative team player who can work with others, and one of my greatest skills is the ability to build consensus among groups and facilitate strategic planning activities and tough conversations.

Community Related Activities/Organizational Affiliations

Kennewick Kiwanis Club Member
Past Columbia Center Rotary Board Member
Association of Fundraising Professionals Member
Washington Planned Giving Council Member

Volunteer Experience

Lunch Buddies Volunteer
Warrior Sisterhood Volunteer
Alpha Xi Delta Epsilon Zeta Corporation Board Member

What interests you about this Board/Commission?

I have always enjoyed learning more about historical architecture and am interested in supporting the preservation of our communities rich history.

Experiences related to position applied for

No specific hands on experience but I am very experienced working on committees and with a team to produce great things!

Why are you seeking appointment?

I feel strongly that now is the time for me to become more involved in the city I live in and this would be a great opportunity for me to pursue non-partisan public service.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

I am a hard worker, who meets my commitments and works towards excellence. I would love the chance to help this group in anyway I can.

Personal References

Ken Gamboa [REDACTED]
Michael Novakovich [REDACTED]

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☒ I Agree

Electronic Signature

Elizabeth A. McLaughlin

Boards and Commissions Application

Date Submitted: 6/25/2021

First Name

Douglas

Last Name

Perez

Date

6/25/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Property Restoration Contractor Owner in Downtown Kennewick
Kennewick Resident

What unique qualities or attitude will you bring to this position?

I like to be hands on and help out in the community. As a Hispanic business owner in downtown Kennewick I want bring a positive attitude to this community

Community Related Activities/Organizational Affiliations

Casa de Restauracion - 310 W Kennewick Ave
Board member

Volunteer Experience

Currently volunteer at our church (Downtown Kennewick)

What interests you about this Board/Commission?

Living in Kennewick and running our office in downtown Kennewick the downtown area interests myself to see what Kennewick is doing to help residents/businesses

Experiences related to position applied for

NA

Why are you seeking appointment?

Living in Kennewick, running a business downtown I would like to be involved in helping the city grow as I hope for my 3 younger kids to want to live here in the future.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

NA

What makes you a good choice for this Board/Commission?

I think as a young entrepreneur who lives and works in Kennewick I have a passion to see the city grow.

Personal References

Alexia Estrada - [REDACTED]
Latino Community Fund of Washington State

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☒ I Agree

Electronic Signature

Douglas Perez

Boards and Commissions Application

Date Submitted: 6/24/2021

First Name

Jessy

Last Name

Strohmeier

Date

mm/dd/yyyy

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Currently stay at home parent

Former Art and Craft Instructor at North Kansas City Library

Previously worked in book and paper conservation/restoration at Etherington Conservation Services in Greensboro, NC

Former Records Search Clerk at National Archives and Records Administration in St. Louis, MO

Former Anthropology department TA and Librarian at University of Missouri - St. Louis

What unique qualities or attitude will you bring to this position?

I have an avid interest in history and art and a background related to both.

Community Related Activities/Organizational Affiliations

I attend events with the Allied Arts Gallery in Richland.

Volunteer Experience

I volunteer several times a year for various activities at St. Joseph Catholic School.

What interests you about this Board/Commission?

I'd like to be a part of sharing history and art with the community.

Experiences related to position applied for

Bachelor of Arts degree in Anthropology/Archaeology from the University of Missouri - St. Louis

Former Art and Craft instructor

Amateur artist

Archaeological field and research experience

Why are you seeking appointment?

I'd like to become more active in the community and meet more people with similar interests to mine.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

I'm a stay at home Mom with free time on my hands. I constantly study history and art.

Personal References

Carol Smith

Jody Indri

Kristine Roudebush

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☒ I Agree

Electronic Signature

Jessy Strohmeyer

Boards and Commissions Application

Date Submitted: 6/17/2021

First Name

Amanda

Last Name

Stubbs

Date

6/17/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99338

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☒ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

Program Manager at Amazon.com for 12+ years
Bachelors in Project Management

What unique qualities or attitude will you bring to this position?

I am a artist and am passionate about celebrating art in everyday life. By inviting and supporting diverse voices and stories into the world around us through art we become more closely connected to each other and our community.

Community Related Activities/Organizational Affiliations

N/A

Volunteer Experience

Habitat for Humanity
March of Dimes
Red Cross

What interests you about this Board/Commission?

I want to get more involved with our community and celebrating art together. We know that art and community spaces drive down crime and help with community building to grow inclusive safe communities which further foster innovation and education in our youth.

Experiences related to position applied for

I am starting out with this application and have been creating art for decades. I am a registered artist for any open calls for local art as I very much want to contribute and this is another way I would like to apply myself to do so.

Why are you seeking appointment?

Art Commission Board Membership

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

I am dedicated to applying myself to further arts in our community. I will continue to be engaged and increase my engagement whether or not I am selected. It would be a exciting personal experience to be accepted to sit on the board as I can bring a new voice and help uplift others while continuing to be a role model for my daughter and helping our community.

Personal References

Courtney Bauer
Riley Mitchell
Jen Meyer

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☒ I Agree

Electronic Signature

Amanda Stubbs

Boards and Commissions Application

Date Submitted: 6/18/2021

First Name

Christopher

Last Name

Wagar

Date

6/18/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

- Present Position: Assistant Professor - Columbia Basin College (April 2013 - to Present)
- Past Position: Instructional Designer - Columbia Basin College (August 2015 - 2018)
- Past Position: Project Coordinator - World Relief Tri-Cities (December 2013 - August 2015)
- Past Position: Organizational Development Specialist Volunteer - United State Peace Corps (January 2011 - February 2013)

What unique qualities or attitude will you bring to this position?

- I was born and raised in Kennewick, and have a strong affinity to the community. I want to see it thrive, and I believe my career experiences and skills lend themselves well to the planning commission.
- I have served as a Board Member on various non-profits and have been deeply involved in the strategic planning for those organizations.
- I have collaborated with government entities while serving as a United States Peace Corps volunteer.
- I have a strong interest in civic planning and zoning and believe my analytical and research skills will be a benefit to the commission.

Community Related Activities/Organizational Affiliations

- Board Member - Academy of Children's Theater
- Leadership Tri-Cities - Class 22 Member

Volunteer Experience

- Board Member - Academy of Children's Theater
- Past Board Member - ARC of Tri-Cities
- Leadership Tri-Cities Project - worked with TROT
- United State Peace Corps volunteer

What interests you about this Board/Commission?

- I think the planning commission is a key entity in helping our city thrive

Experiences related to position applied for

- Board Member of Academy of Children's Theater -- Executive and Strategic planning
- Board Member of ARC -- Executive and Strategic Planning
- Leadership Tri-Cities -- Becoming deeply knowledgeable of the Tri-Cities and the initiatives being worked on.
- Bachelors Degree in Marketing and Management

Why are you seeking appointment?

- I would like to give back to my community and be involved in making it innovative and economically sound for years to come.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

I think the variety of experiences and skills I bring to the planning commission will be of value to the City. I truly care about seeing Kennewick become economically vibrant well into the future.

Personal References

- Daphne Larios - Dean of Transitional Studies at Columbia Basin College
- Anne Spilman - Executive Director of ACT
- Brent Williams - Class 22 Leadership Tri-Cities class member

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☒ I Agree

Electronic Signature

Christopher R. Wagar

Boards and Commissions Application

Date Submitted: 6/18/2021

First Name

Darwin

Last Name

Walter

Date

6/18/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☐ Arts Commission | ☒ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☒ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Managing Partner of local insurance agency representing personal, commercial, health and Medicare lines of business.
Owner of residential and commercial investment properties.

What unique qualities or attitude will you bring to this position?

Planning, finance, and risk management.

Community Related Activities/Organizational Affiliations

Board member Benton Rental Owners Assoc.

Volunteer Experience

What interests you about this Board/Commission?

Contributing to a sensible growth of Kennewick

Experiences related to position applied for

Ref all of the above

Why are you seeking appointment?

Ref answers above

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

Experience, love for our city's future livability and sustainable growth

Personal References

Larry Peterson
Dr Jon Randall Farrar
Kristine Houston
Stuart Woods

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☒ I Agree

Electronic Signature

Darwin Walter

Council Agenda Coversheet 	Agenda Item Number	3.h.	Council Date	08/17/2021	Consent Agenda	☒
	Agenda Item Type	Boards and Commissions			Ordinance/Reso	☐
	Subject	Historic Preservation Commission			Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	City Manager				

Recommendation

Staff recommends that Council makes two appointments to the Historic Preservation Commission.

Motion for Consideration

I move to accept the recommendation of the Interview Committee and appoint Jennifer Harper and Kendell Millbauer to the Historic Preservation Commission.

Summary

The Historic Preservation has two openings at this time.

The Council Interview Committee recently conducted interviews and makes the following recommendations to fill the two openings on the Historic Preservation Commission.

Appoint Kendell Millbauer term to expire 3/31/25 and appoint Jennifer Harper term to expire 3/31/23 since she will be replacing the unexpired term of Chariss Warner who resigned.

Additional applicants:

Kenna Ladendorf

Darin Foster

Sergio Gomez

Jessy Strohmeyer

Robert Di Piazza

Douglas Perez

Elizabeth McLaughlin

Alternatives

None.

Fiscal Impact

None

Through	Jackie Aman Aug 12, 16:15:30 GMT-0700 2021	Attachments: 
Dept Head Approval		
City Mgr Approval	Marie Mosley Aug 12, 17:19:19 GMT-0700 2021	
		☐ Recording Required?

Boards and Commissions Application

Date Submitted: 6/19/2021

First Name

Jennifer

Last Name

Harper

Date

6/19/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☐ Planning Commission |

Occupational Status and Background

I am a Project Developer for Energy Northwest. I have worked for Energy Northwest since 2008. I work on transportation electrification, demand side management, energy storage, and energy solutions for public utilities. Prior to joining energy northwest, I worked at the Benton County Sheriff's Office as a records specialist, and owned a small coffee shop/restaurant for a short time. I hold a Bachelor of Arts (double major) from Ashford University in Communications and Journalism.

What unique qualities or attitude will you bring to this position?

I have a strong interest in the history of the Tri-Cities and Kennewick. I have lived in Kennewick primarily since 1990, and my family has lived in Kennewick since the early 1950s. My work allows me frequent interaction with the Washington State Department of Archaeology and Historic Preservation, and when I am working with public utilities to install electric vehicle chargers we always focus on the unique aspects of a community in order to bring travelers in and stay for a time while charging their vehicles. I have owned three homes in Kennewick and it is always our mission to learn about the history of the home and incorporate the original vision of the builder into any restorations we make.

Community Related Activities/Organizational Affiliations

Member, East Benton County Historical Society
Member, Mid-Columbia Electric Vehicle Association
Chair, Transportation & Hydrogen Sub-committees, Mid-Columbia Energy Initiative (MCEI)
Communications & Alumni Director, Leadership Tri-Cities
Executive Board, Cleantech Alliance
Chair/President, Drive Electric Washington
Former Board Member, Tri-Cities Research District
Former Board Member, Therapeutic Riding of Tri-Cities
Former Advisory Committee Member, Benton County Accessible Community Advisory Committee

Volunteer Experience

I have been a member of the board of directors for Leadership Tri-Cities for five years and continue to serve as communications and alumni director managing outreach for the organization. Recently we completed a community service project that installed a sensory trail for Therapeutic Riding of Tri-Cities (TROT). I have volunteered with TROT as well for several years as they prepare their annual fundraising event. As a member of Mid-Columbia Electric Vehicle Association, I have organized several "Ride & Drive" events in Kennewick and Richland. Through my role at Energy Northwest, I have represented EN and public utilities throughout the Mid-Columbia and Washington state at various conferences and events.

What interests you about this Board/Commission?

I have always been fascinated with local and regional history and enjoy researching about specific historical locations. I am very interested in preserving local history while still promoting growth in the community. While I am interested in all facets of local history, I also have a strong interest in mid-century architecture. I feel this is a subject that needs more focus, especially as the community grows and homes and businesses from this unique architectural era are being remodeled.

Experiences related to position applied for

All of my experience is directly relatable. I am familiar with the DAHP WISAARD program. I have served on a number of non-profit organization boards, and have some experience participating on local advisory boards. Outside of my restaurant ownership, I have only worked for public agencies (Benton County and Energy Northwest) and understand public agency administration.

Why are you seeking appointment?

I have been interested in applying to the historic preservation commission for several years but wanted to ensure I had the availability. While I am still involved in several other volunteer roles, I know that I can manage my time. I believe this will be very interesting and strengthen my knowledge in the process. My husband and I own a home in downtown Kennewick and want to be more involved in the preservation of our community's history.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No. However, my husband and I are considering applying to the Kennewick Register of Historic Places for our property. In that event I would ensure no conflict exists by abstaining from review if applicable.

What makes you a good choice for this Board/Commission?

I have a strong interest in the history of Kennewick's properties and community members. I spend a lot of time and resources researching local history personally and would like to lend my experience and knowledge to the historic commission.

Personal References

Cynthia MacFarlan, Executive Director, Therapeutic Riding of Tri-Cities, [REDACTED]
David Reeploeg, Vice President for Federal Programs, TRIDEC, 509-735-1000 ext. 242, dreeploeg@tridec.org
Wendy Bailey (friend), [REDACTED], [REDACTED]

Disclaimer and Electronic Signature Agreement*

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☒ I Agree

Electronic Signature

Jennifer L. Harper

Boards and Commissions Application

Date Submitted: 6/29/2021

First Name

Kendell

Last Name

Millbauer

Date

6/29/2021

Address

[REDACTED]

City

Kennewick

State

WA

Zip Code

99336

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|--|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☒ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

I recently left full-time employment to pursue other interests.

Education: BA in History from Whitman College (Walla Walla) with emphasis in American, Russian, Japanese, and Chinese History and a Masters in Teaching from WSU-Tri-Cities with a K-8 Elementary Education endorsement and a 4-12 History and Social Studies endorsement.

Work History: Includes Sales & Marketing Management, Education Instruction, Customer Service Management in the Radio Broadcasting, Not-for-Profit, Education, and Neurodiagnostic industries.

What unique qualities or attitude will you bring to this position?

Listening: The most important part of communication is listening to all view points for understanding, collaboration, and consensus.
Analytics: Ability to read and interpret data and reports.
Collaboration: Working well with others and multiple points of view to identify key issues and negotiate win-win solutions.
Organization: Ability to manage multiple and complex priorities that require strong problem solving and decision making skills.

Community Related Activities/Organizational Affiliations

Bikes for Tikes
United Way of Benton-Franklin Counties
Pacific NW Mustang Club
Mid-Columbia Senior Softball League
Annual Labor Day Picnic

Volunteer Experience

Bikes for Tikes
United Way of Benton-Franklin Counties
Pacific NW Mustang Club
Annual Labor Day Picnic

What interests you about this Board/Commission?

Historic Preservation Commission: I am passionate about history and believe it is important not to forget our past and significant milestones as that as we move forward in the future.
Planning Commission: I moved to Kennewick in 1975, so I have certainly seen enormous growth and change over the last 46 years. I want to collaborate with civic minded individuals to analyze and evaluate the city's growth plan for land utilization to ensure that managed land use meets the needs of all citizens while following municipal and state policies.

Experiences related to position applied for

Whether in my volunteer experiences or in my professional career, the focus has been service to others - and my participation and involvement with these commissions will be no different.

Why are you seeking appointment?

Kennewick is my home and the city's decisions regarding preservation, progress, and development impacts my quality of life. Furthermore, as a city stakeholder I feel compelled to actively participate and give back to my community.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

In the interest of transparency, I am married to Councilman Jim Millbauer.

What makes you a good choice for this Board/Commission?

I am a passionate, energetic, and enthusiastic leader. I am excited for the opportunity to listen, learn, and consider all points of views and thoroughly research the issues, so the best decisions for Kennewick and its citizens can be made.

Personal References

Becky Corral - Cadwell Quality Assurance & Regulatory Affairs Manager

Cell phone number [REDACTED]

Megan Laurion - Cadwell Finance Controller

Cell phone number [REDACTED]

Jon Lobdell - Former Richland School District Principal

Cell phone number [REDACTED]

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☒ I Agree

Electronic Signature

Millbauer

Council Agenda Coversheet 	Agenda Item Number	3.i.	Council Date	08/17/2021	Consent Agenda	☒	
	Agenda Item Type	Boards and Commissions				Ordinance/Reso	☐
	Subject	Planning Commission				Public Mtg / Hrg	☐
	Ordinance/Reso #		Contract #		Other	☐	
	Project #		Permit #		Quasi-Judicial	☐	
	Department	City Manager					

Recommendation

Staff recommends that Council makes an appointment to the Planning Commission.

Motion for Consideration

I move to accept the recommendation of the Interview Committee and appoint Veronica Griffith to the Planning Commission.

Summary

The Planning Commission presently has one opening.

The Council interview Committee recently conducted interviews and makes the following recommendation to fill the opening on the Planning Commission term to expire 3/31/25:

Appoint Veronica Griffith.

Additional applicants:

Darin Foster
Emily Hansen
Sergio Gomez
Douglas Perez
Kendell Millbauer
April Connors
Christopher Wagar
Darwin Walter
Joel Grubbs

Alternatives

None.

Fiscal Impact

None.

Through	Jackie Aman Aug 12, 16:15:09 GMT-0700 2021	Attachments: 
Dept Head Approval		
City Mgr Approval	Marie Mosley Aug 12, 17:20:42 GMT-0700 2021	
		☐ Recording Required?

Boards and Commissions Application

Date Submitted: 6/21/2021

First Name

VERONICA

Last Name

GRIFFITH

Date

6/21/2021

Address

[REDACTED]

City

KENNEWICK

State

WA

Zip Code

99337

Phone Number

[REDACTED]

Email Address

[REDACTED]

I am interested in serving on the following Commission

- | | |
|---|---|
| ☐ Arts Commission | ☐ Kennewick Housing Authority |
| ☐ Block Grant Advisory Committee | ☐ Kennewick Public Facilities District |
| ☐ Civil Service Commission | ☐ Parks & Recreation Commission |
| ☐ Historic Preservation Commission | ☒ Planning Commission |

Occupational Status and Background

Have worked full time as a commercial appraiser for 40+ years of which 15 years was spent as Senior Vice President and Chief Appraiser for Bank One Corporation, prior to its merger with Chase with responsibility for valuation of a \$20 Billion real estate portfolio. A Statement of Qualifications can be provided upon request.

What unique qualities or attitude will you bring to this position?

Wide ranging knowledge of real estate issues; management experience with a staff of 75 persons while working in a banking regulatory environment; qualified as an expert witness for real estate issues in the local and federal courts.

Community Related Activities/Organizational Affiliations

Commissioner Kennewick Housing Authority
Appraisal Institute, MAI designee signifying excellence in commercial appraisal
National Association of Realtors, CCIM designee signifying excellence in commercial brokerage (sales and leasing)
Pacific Northwest Alpaca Association (PNAA) - former President, currently Vice President

Volunteer Experience

Commissioner for the Kennewick Housing Authority for the last 5 years or so
Great deal of volunteer and organizational experience with church related, appraisal related and alpaca industry related events

What interests you about this Board/Commission?

It utilizes all of my real estate related experience; there appears to be quite a bit of conflict between some of the commissioners which I would hope I could help diffuse; I am a problem solver.

Experiences related to position applied for

Work history as an appraiser, developer, real estate broker (sales and leasing). Currently have 3 full time appraisers and 2 part time support staff.

Why are you seeking appointment?

My current term will end in early 2022 and I would like to switch.

To the best of your knowledge, would any conflict of interest be created as a result of your appointment?

No

What makes you a good choice for this Board/Commission?

Previous work, organizational and volunteer experience.

Personal References

The majority of our personal friends are retired small business owners or known through our involvement in the alpaca industry (we raise a small herd of alpacas) or known through Church. All the Commissioners of the Kennewick Housing Authority could be contacted; Amber Hanchette and Larry Peterson at the Port of Kennewick; Diahann Howard and Teresa Hancock, Port of Benton, local municipalities, counties, irrigation districts, financial institutions, are some of my firm's clients. Neil and Shannon Aiello at Columbia Basin Hearing Center are good friends.

Disclaimer and Electronic Signature Agreement*

By checking the "I Agree" box below, you agree and acknowledge that 1) you understand that this application and supporting documents may be made available for public inspection, including inspection by member of the press and media; 2) your application will not be signed in the sense of a traditional paper document; 3) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 4) you may still be required to provide a traditional signature at a later date.

☒ I Agree

Electronic Signature

VERONICA R GRIFFITH

Council Agenda Coversheet 	Agenda Item Number	5.a.(1)	Council Date	08/17/2021	Consent Agenda	☐
	Agenda Item Type	Ordinance			Ordinance/Reso	☒
	Subject	Amend KMC for Plat Construction Requirements			Public Mtg / Hrg	☐
	Ordinance/Reso #	5919	Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	Public Works				

Recommendation

The Planning Commission recommends that the City Council approve the proposed amendments to KMC 17.10.260 - Long Plat Construction Requirements, by adopting Ordinance 5919.

Motion for Consideration

I move to adopt Ordinance 5919.

Summary

Prior to final plat approvals or final binding site plan approvals, certain public rights-of-way improvements and utilities must be constructed. Likewise, certain items may be bonded to assure future completion of improvements. Current KMC sections are not consistent in the treatment of these construction improvements and bonding related to final approvals for long plats, short plats and binding site plans.

The proposed amendments clarify requirements to achieve final plat or final binding site plan approvals, and make the requirements consistent for all plat and binding site plan actions. They also introduce flexibility to encourage paving of streets in warmer weather, while allowing final plat and final binding site plan approval through bonding for pavement. Paving in cold late autumn weather can lessen the service life of asphalt. Other items that may be bonded, rather than completed prior to final plat or final binding site plan approval, include sidewalks, landscaping and similar improvements.

The amendments also introduce identical requirements for long plats, short plats and binding site plans, whereas the existing code has discrepancies between them.

Staff introduced these proposed code amendments during the April 21, 2021 Developers Forum and received favorable comments. The proposed amendments were posted on the City Public Works website and no negative comments were received.

Alternatives

None recommended.

Fiscal Impact

None.

Through	Bruce Mills Aug 11, 07:52:34 GMT-0700 2021	Attachments: ☐ Presentation ☐ Memo ☐ Summary ☐ Minutes ☐ Ordinance-Redline
Dept Head Approval	Bruce Mills Aug 11, 07:52:43 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 17:07:26 GMT-0700 2021	

☐ Recording Required?

CITY OF KENNEWICK
ORDINANCE NO. 5919

AN ORDINANCE RELATING TO SUBDIVISIONS AND AMENDING
SECTION 17.10.260 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 17.10.260 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

17.10.260: - Construction of Improvements.

Prior to final plat approval:

(1) ~~a~~ All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the preliminary plat. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director~~City Engineer~~.

(2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a bond.

When street paving cannot be completed until after October 1st, the Public Works Director may allow for the bonding of asphalt paving, with the conditions that 1) all other utility and street improvements (except sidewalk and landscaping) are completed and accepted by the City; 2) the crushed rock surface of the street will be maintained by the Contractor in a smooth drivable condition until it is paved; 3) all manholes and catch basins will be protected from intrusion of gravel and sediment; 4) all manholes, catch basins, water valves and fire hydrants will be protected and kept accessible; and 5) unpaved streets shall be signed and barricaded as Road Closed – Construction Access Only.

(3) In lieu of ~~required completion of these minor~~ improvements, prior to recording of the plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated or approved by the Public Works Director~~City Engineer~~, including construction inspection costs, but in no case less than \$2,000.00.

(4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director~~City Engineer~~, or upon substitution of another guarantee or approved bond or security.

(5) All streets and other public rights-of-way must be improved within two years after final plat approval, in accord with the approved plans. If, after two years, all ~~improvements~~public rights-of-way are not so improved, the City will cause the ~~improvements~~streets to be ~~provided~~improved in accord with the approved plans, and the

costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

(6) In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.

(7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.

(1)(8) All city utility and street improvements must be approved by the Public Works Director~~City Engineer~~ prior to final inspection and occupancy of any structure within the plat.

(Ord. 5280 Sec. 1, 2010)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5919 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

CITY OF KENNEWICK
ORDINANCE NO. 5919

AN ORDINANCE RELATING TO SUBDIVISIONS AND AMENDING
SECTION 17.10.260 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 17.10.260 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

17.10.260: - Construction of Improvements.

Prior to final plat approval:

- (1) All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the preliminary plat. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director.
- (2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a bond.

When street paving cannot be completed until after October 1st, the Public Works Director may allow for the bonding of asphalt paving, with the conditions that 1) all other utility and street improvements (except sidewalk and landscaping) are completed and accepted by the City; 2) the crushed rock surface of the street will be maintained by the Contractor in a smooth drivable condition until it is paved; 3) all manholes and catch basins will be protected from intrusion of gravel and sediment; 4) all manholes, catch basins, water valves and fire hydrants will be protected and kept accessible; and 5) unpaved streets shall be signed and barricaded as Road Closed – Construction Access Only.

- (3) In lieu of completion of these minor improvements, prior to recording of the plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated or approved by the Public Works Director, including construction inspection costs, but in no case less than \$2,000.00.
- (4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director, or upon substitution of another guarantee or approved bond or security.
- (5) All streets and other public rights-of-way must be improved within two years after final plat approval, in accord with the approved plans. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

- (6) In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.
- (7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.
- (8) All city utility and street improvements must be approved by the Public Works Director prior to final inspection and occupancy of any structure within the plat.

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in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

DEVELOPMENT RELATED CODE AMENDMENTS

City Council Presentation

August 17, 2021

- ▶ **Amendments were introduced at April 21 Developers Forum**
- ▶ **Proposed Code amendments on Public Works website since April 21 – no comments received**
- ▶ **Presented to Planning Commission August 2 – recommended adoption unanimously**
- ▶ **Presented in Council Workshop August 10**

ACTIVITY TO DATE

I. PLATS/BINDING SITE PLANS:

CONSTRUCTION REQUIREMENTS FOR FINAL PLATS & BINDING SITE PLANS



- ▶ Applies consistent policy treatment of construction improvements (prior to final approval) for:
 - ▶ 17.10.260 Long Plats (≥ 10 lots)
 - ▶ 17.12.055 Binding Site Plans
 - ▶ 17.13.095 Short Plats (<10 lots)
- ▶ Allows flexibility to bond for pavement, sidewalks, landscaping and similar improvements
- ▶ Eliminates potential “paper plats”

PROPOSED CHANGES

Requirements for Final Plat Submittals and Approvals

Action	Public Works Items						Planning Items		
	City Utilities Installed	Curb/gutter/gravel completed	Easements Provided	Pavement Completed	As-Builts Approved	Bonding in Place ¹	Geotechnical Certification ²	Landscape Plan ³	Maintenance Agreement ⁴
Submittal of Final Plat for Review	✓								
Schedule for Council Approval		✓	✓						
Signature by Public Works & Planning				✓	✓	✓	✓	✓	✓

Notes

1. Items allowed for bonding: Sidewalks and landscaping, **and paving that can't be completed by October 1**
2. Geotechnical Certification that all grading and compaction was done per geotechnical report and City standards (when required)
3. Landscape Plan for common areas and arterial street frontages (when required)
4. Maintenance Agreement for all common maintained areas (when required)

PROPOSED CHANGES

Staff recommends that the City Council approve the proposed amendments to KMC 17.10.260, 17.12.055 and 17.13.095 – Construction of Improvements

The City Planning Commission voted August 2 to recommend these amendments to the City Council

RECOMMENDATION

A series of three parallel white diagonal lines extending from the bottom right corner towards the center of the slide.

Proposed Ordinance	KMC Section	Summary
5919	17.10.260	Makes final plat construction requirements the same for Long Plats as they are for BSPs and Short Plats. Allows for bonding of sidewalks, landscaping and paving after October 1.
5920	17.12.055	For BSPs, allows for bonding of paving after October 1, along with sidewalks and landscaping.
5921	17.13.095	For Short Plats, allows for bonding of paving after October 1, along with sidewalks and landscaping.
5922	14.07.020	Allows Public Work Director to approve Outside Utility Agreements
5923	14.10.	Clarifies the requirement for water line extensions across entire property frontage when developing.
5924	14.22.040	Clarifies the requirement for sewer line extensions across entire property frontage when developing.

QUESTIONS? (PART 1)

II. WATER/SEWER EXTENSIONS:

FRONTAGE REQUIREMENT & EXTENSIONS OUTSIDE OF CITY

A series of several parallel white lines of varying lengths, slanted diagonally from the bottom left towards the top right, located in the lower right quadrant of the slide.

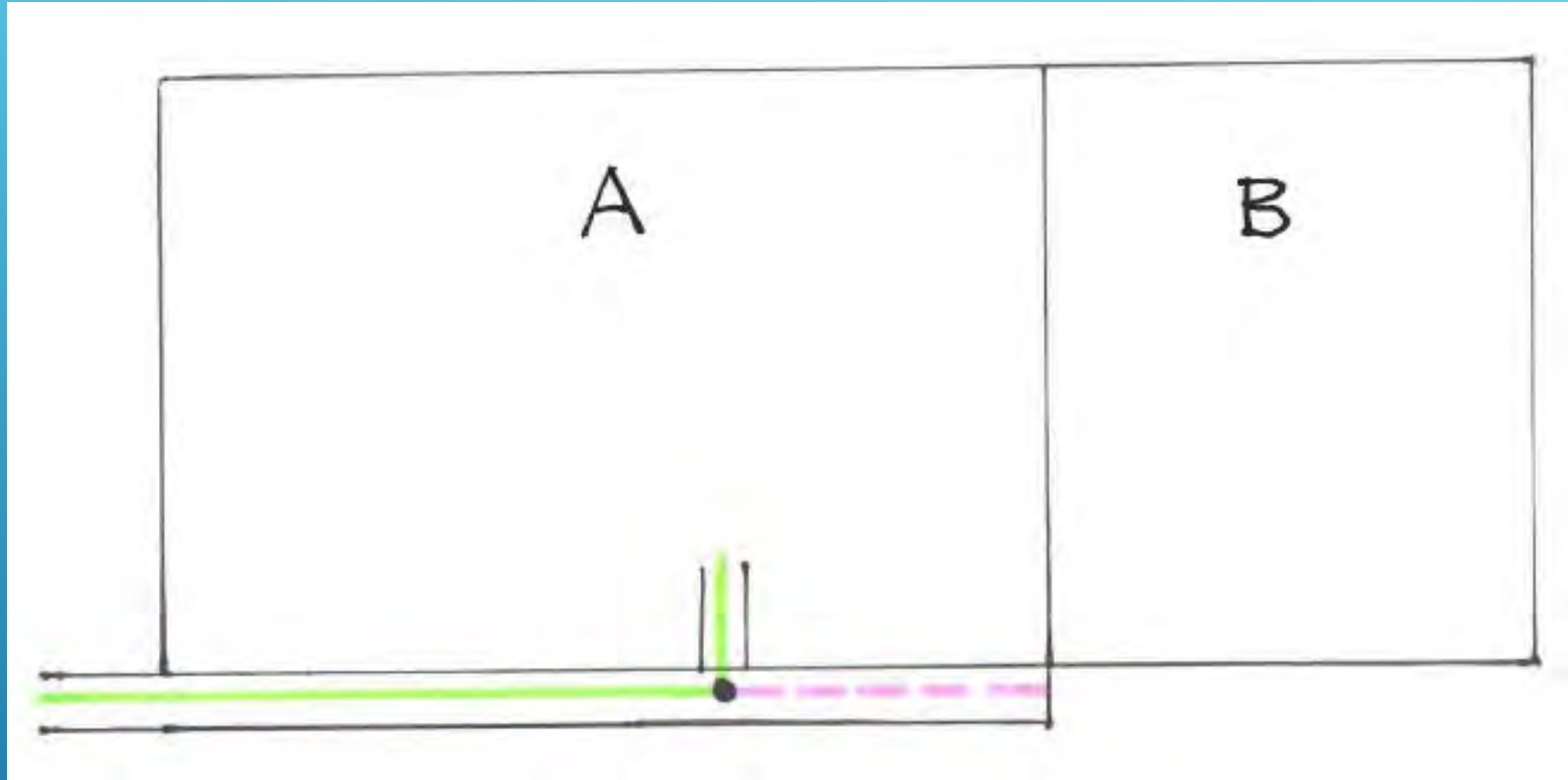
- ▶ Proposed amendments provide:
 - ▶ Consistent treatment of Water & Sewer extensions along property frontages
 - ▶ Encourages future development of adjacent properties
 - ▶ Eliminates damage to new street improvements
 - ▶ Increases efficiency to obtain Outside Utility Agreements in UGA

SUMMARY OF AMENDMENTS



- ▶ **Water and Sewer Extensions required along full property frontage being developed**
- ▶ **Adopt same code language as Richland**
- ▶ **Outside Utility Agreements to extend water and sewer outside of City limits in UGA to be approved by Public Works Director**

PROPOSED CHANGES



EXAMPLE

Staff recommends that the City Council approve the proposed amendments to KMC 14.07.020, 14.10 and 14.22.02 – related to water and sewer extensions

RECOMMENDATION

Several thin, parallel white lines of varying lengths and slopes are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

Proposed Ordinance	KMC Section	Summary
5919	17.10.260	Makes final plat construction requirements the same for Long Plats as they are for BSPs and Short Plats. Allows for bonding of sidewalks, landscaping and paving after October 1.
5920	17.12.055	For BSPs, allows for bonding of paving after October 1, along with sidewalks and landscaping.
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5922	14.07.020	Allows Public Work Director to approve Outside Utility Agreements
5923	14.10.	Clarifies the requirement for water line extensions across entire property frontage when developing.
5924	14.22.040	Clarifies the requirement for sewer line extensions across entire property frontage when developing.

QUESTIONS? (PART 2)

Planning Commission Action Summary
Amend KMC 17.10.260, 17.12.055 and 17.13.095

The Kennewick Planning Commission conducted a public hearing on August 2, 2021 via Zoom meeting. All interested parties were invited to come before the Commission and be heard. After reviewing the staff report and all oral and written facts and opinions, the Commission passed a motion on the proposed amendments to Kennewick Municipal Code 17.10.260, 17.12.055 and 17.13.095, concurring with the findings and conclusions in the staff report and recommend to City Council approval of the proposed KMC amendments.

Findings of Fact

1. The City of Kennewick fulfilled the State Environmental Policy Act requirements by issuing a Determination of Non-significance (DNS) on June 9, 2021.
2. The proposed code amendments provide consistency and flexibility to City subdivision development and approvals.
3. Notice of the proposed code revision (expedited review request) was sent to the Washington State Department of Commerce on May 19, 2021, consistent with the requirements of RCW 36.70A.106.
4. The City received confirmation of expedited review and notice that the City has met the Growth Management Act notice to state agency requirements from the Washington State Department of Commerce on June 2, 2021.

Conclusions of Law

1. The proposed amendments will promote the orderly development and approval of plats and binding site plans by providing consistency and flexibility to the process, saving time and money for both developers and the City.
2. The staff's proposed amendments do not conflict with the goals and policies of the Comprehensive Plan.

The Planning Commission has the authority to make a recommendation to the City Council pursuant to KMC Section 18.48.050.

The motion to recommend approval to City Council passed with a vote of 6 to 0.



Leading the Way

MEMORANDUM

Public Works Department

August 9, 2021

To: City Council

From: Bruce Mills, PE, Deputy Public Works Director

**Subject: STAFF REPORT: Development Related KMC Code Amendments
Proposed Ordinances 5919, 5920, 5921, 5922, 5923 and 5924**

Executive Summary

Staff has received support from the development community and the Planning Commission for the following proposed amendments to Kennewick Municipal Code.

Proposed Ordinance	KMC Section	Summary/Purpose
5919	17.10.260	Makes final plat construction requirements the same for Long Plats as they are for BSPs and Short Plats. Allows for bonding of sidewalks, landscaping and paving after October 1.
5920	17.12.055	For BSPs, allows for bonding of paving after October 1, along with sidewalks and landscaping.
5921	17.13.095	For Short Plats, allows for bonding of paving after October 1, along with sidewalks and landscaping.
5922	14.07.020	Allows Public Work Director to approve Outside Utility Agreements
5923	14.10.	Clarifies the requirement for water line extensions across entire property frontage when developing.
5924	14.22.040	Clarifies the requirement for sewer line extensions across entire property frontage when developing.

Background

The proposed ordinances are broken into two subsets:

1. Construction Requirements for Plats/Binding Site Plans/Short Plats (5919, 5920, 5921)
Inadvertently KMC code has created differing requirements for final approvals of long plats vs. binding site plans and short plats. Current KMC could allow long plats to be approved with no utility or street improvements completed, bonding everything and creating problematic "paper plats" where lots could be sold without the ability to obtain building permits.

PUBLIC WORKS

Ordinances 5919, 5920 and 5921 will create consistent requirements for final approvals for long plats, binding site plans and short plats. All can bond for sidewalks, landscaping and paving after October 1, which will greatly enhance the longevity of our new streets.

2. Requirements for Water Line and Sewer Line Extensions (5922, 5923, 5924)

Currently any requests for water line extensions outside of the City limits needs Public Works approval and then ratification by City Council. Ordinance 5919 proposes that Outside Utility Agreements be approved at the Director of Public Works level, making this process more efficient and timely for the development community.

While current practice is to request that water and sewer lines be extended across the entire frontage of a developing property, KMC does not clearly require it like our sister cities in the Tri-City area do. This creates issues when adjoining properties develop and have to pay the added expense of extending utility lines to their property and then across their property, while frequently damaging newer pavement to accomplish this. Ordinances 5923 and 5924 mirror City of Richland code language to require water and sewer line extensions across the property frontage of developing properties.

Outreach, Feedback and Process

The proposed KMC code amendments were presented to the Developers Forum group on April 21, 2021, where participants were informed the amendments posted on the Public Works web page for review and comment. Only positive feedback has been received. On August 2, these amendments received unanimous approval by the Planning Commission, with a recommendation to forward them to the Council for consideration.

Staff Recommendation

Staff recommends adoption of these code amendments, creating consistency, flexibility and additional efficiency in the development process.

KENNEWICK PLANNING COMMISSION
August 2, 2021
VIRTUAL MEETING MINUTES

CALL TO ORDER

Chairman Morris called the meeting to order at 6:30 p.m.

Chairman Morris led the Pledge of Allegiance.

Chairman Morris made the following statement:

“Tonight’s meeting will be conducted through an online, virtual meeting platform. Planning Commissioners and staff are joining us remotely in order to comply with Governor Inslee’s Proclamation 20.28.4 as it relates to the Open Public Meeting Act during the COVID-19 State of Emergency. Should an individual Planning Commissioner become unexpectedly disconnected from the Webinar, please rejoin the meeting at your first opportunity. The record will reflect your attendance. The meeting will proceed so long as a quorum of Planning Commissioners are present. Please activate your mute button at the bottom of your computer screen when not speaking”.

Community Planning Administrative Assistant Melinda Didier called the roll and found the following logged into the Webinar:

Present: Commissioners James Hempstead, Ken Short, Thomas Helgeson, Anthony Moore, Vice Chairman Clark Stolle, Chairman Victor Morris.

Excused: None

Unexcused: None

Staff Present: Anthony Muai, AICP Interim Planning Director; Steve Donovan, AICP Senior Planner, Matt Halitsky, Planner, Bruce Mills, Deputy Public Works Director, Melinda Didier, Community Planning Administrative Assistant.

Chairman Morris made the following statement:

“Next item is the Approval of the Consent Agenda. All matters listed within the Consent Agenda have been distributed to each member of the Kennewick Planning Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Planning Commission with no separate discussion.”

Commissioner Moore moved to approve the Consent Agenda; Commissioner Helgeson seconded the motion. The motion passed unanimously on a roll call vote.

CONSENT AGENDA

- a. Approval of Agenda
- b. Approval of May 17, 2021 Minutes
- c. Motion to enter Staff Reports into the Record

PUBLIC HEARINGS

Chairman Morris opened the virtual public hearing at 6:36 p.m. for Change of Zone 21-08/PLN-2021-01977, proposing to change the zoning designation for approximately .02 acres located generally at 4826 W. Metaline Avenue from Residential, Low Density (RL) to Public Facility (PF). Applicant is Paul Knutzen, Knutzen Engineering, 5401 Ridgeline Drive #160, Kennewick, WA 99338. Property owner is Rene' and Velina Perez, 4826 W. Metaline Avenue, Kennewick, WA 99336.

Mr. Donovan gave a brief overview of the staff report, and shared a Power Point presentation of the staff report.

Planning Commission questions:

None

Testimony of Applicant/Applicant's Representative:

None

Webinar Participant Comments:

None

Testimony in Favor of the Request:

None

Testimony Neutral/Against the Request:

None

Staff Comments:

None

Public Testimony for COZ 21-08 closed at 6:40 p.m.

Chairman Morris asked for a motion.

Commissioner Moore moved to concur with the findings and conclusions in staff report COZ 21-08 and forward a recommendation to City Council APPROVAL of the request.

Commissioner Helgeson seconded the motion.

Planning Commission Discussion:

None

The motion passed on a unanimous roll call vote.

Chairman Morris opened the virtual public hearing at 6:41 p.m. for Zoning Ordinance Amendment (ZOA) #21-02 proposing to amend KMC Chapters 17.10.260, 17.12.055, and 17.13.095 to provide consistency in construction improvement requirements for final plats/final binding site plans. Applicant is City of Kennewick Deputy Public Works Director Bruce Mills, Public Works Department.

Mr. Mills gave a brief overview of the staff report, and shared a Power Point presentation of the staff report.

Planning Commission questions: How long bonding oversight has been going on; is there flexibility to pave beyond October with a bond; is 2 years completion part of the permit/agreement; during the April Developer's Forum, what were the concerns; how long is the bond good for, does the City keep track of it.

Testimony of Applicant/Applicant's Representative:

None – City of Kennewick is applicant.

Webinar Participant Comments:

None

Testimony in Favor of the Request:

None

Testimony Neutral/Against the Request:

None

Staff Comments:

None

Public Testimony for ZOA 21-02 closed at 6:52 p.m.

Chairman Morris asked for a motion.

Commissioner Moore moved to concur with the findings and conclusions in staff report ZOA 21-02 and forward a recommendation to City Council APPROVAL of the request.

Commissioner Helgeson seconded the motion.

Planning Commission Discussion:

None

The motion passed on a unanimous roll call vote.

OLD BUSINESS:

- a. **City Council Action Updates** – None.

NEW BUSINESS:

- a. 2021 Comprehensive Plan Amendment Review Workshop

Mr. Muai gave a general overview of the twelve Comprehensive Plan Amendments in the 2021 cycle, with August 16th going before the Planning Commission and to the City Council for approval first meeting in October. Mr. Halitsky reviewed CPA 21-01 through CPA 21-05; Mr. Donovan reviewed CPA 21-06 through CPA 21-11; Mr. Muai reviewed CPA 21-12.

REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

None.

ADJOURNMENT:

The meeting adjourned at 7:43 p.m.

Council Agenda Coversheet	Agenda Item Number	5.a.(2)	Council Date	08/17/2021	Consent Agenda	☐
	Agenda Item Type	Ordinance			Ordinance/Reso	☒
	Subject	Amend KMC for BSP Construction Requirements			Public Mtg / Hrg	☐
	Ordinance/Reso #	5920	Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	Public Works				

Recommendation

The Planning Commission recommends that the City Council approve the proposed amendments to KMC 17.12.055 - Binding Site Plan Construction Requirements, by adopting Ordinance 5920.

Motion for Consideration

I move to adopt Ordinance 5920.

Summary

Prior to final plat approvals or final binding site plan approvals, certain public rights-of-way improvements and utilities must be constructed. Likewise, certain items may be bonded to assure future completion of improvements. Current KMC sections are not consistent in the treatment of these construction improvements and bonding related to final approvals for long plats, short plats and binding site plans.

The proposed amendments clarify requirements to achieve final plat or final binding site plan approvals, and make the requirements consistent for all plat and binding site plan actions. They also introduce flexibility to encourage paving of streets in warmer weather, while allowing final plat and final binding site plan approval through bonding for pavement. Paving in cold late autumn weather can lessen the service life of asphalt. Other items that may be bonded, rather than completed prior to final plat or final binding site plan approval, include sidewalks, landscaping and similar improvements.

The amendments also introduce identical requirements for long plats, short plats and binding site plans, whereas the existing code has discrepancies between them.

Staff introduced these proposed code amendments during the April 21, 2021 Developers Forum and received favorable comments. The proposed amendments were posted on the City Public Works website and no negative comments were received.

Alternatives

None recommended.

Fiscal Impact

None.

Through	Bruce Mills Aug 11, 07:54:16 GMT-0700 2021	Attachments: 
Dept Head Approval	Bruce Mills Aug 11, 07:54:19 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 17:08:35 GMT-0700 2021	
		☐ Recording Required?

CITY OF KENNEWICK
ORDINANCE NO. 5920

AN ORDINANCE RELATING TO SUBDIVISIONS AND AMENDING
SECTION 17.12.055 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 17.12.055 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

17.12.055: - Construction of Improvements.

Prior to final binding site plan approval:

- (1) All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the binding site plan. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director.
- (2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a bond.

When street paving cannot be completed until after October 1st, the Public Works Director may allow for the bonding of asphalt paving, with the conditions that 1) all other utility and street improvements (except sidewalk and landscaping) are completed and accepted by the City; 2) the crushed rock surface of the street will be maintained by the Contractor in a smooth drivable condition until it is paved; 3) all manholes and catch basins will be protected from intrusion of gravel and sediment; 4) all manholes, catch basins, water valves and fire hydrants will be protected and kept accessible; and 5) unpaved streets shall be signed and barricaded as Road Closed – Construction Access Only.

- (3) In lieu of completion of these minor improvements, prior to recording of the binding site plan, a bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work multiplied by 125 percent, as estimated or approved by the Public Works Director, including construction inspection costs, but in no case less than \$2,000.00.
- (4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director, or upon substitution of another guarantee or approved bond or security.
- (5) All streets and other public rights-of-way must be improved within two years after binding site plan approval, in accord with the approved plans. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

- (6) In lieu of the bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement multiplied by 125 percent may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.
- (7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.
- (8) All city utility and street improvements must be approved by the Public Works Director prior to issuance of a building permit for any structure within the binding site plan.

(Ord. 5704 Sec. 1, 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5920 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

CITY OF KENNEWICK
ORDINANCE NO. 5920

AN ORDINANCE RELATING TO SUBDIVISIONS AND AMENDING
SECTION 17.12.055 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 17.12.055 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

17.12.055: - Construction of Improvements.

Prior to final binding site plan approval:

- (1) All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the binding site plan. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director.
- (2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a bond.

When street paving cannot be completed until after October 1st, the Public Works Director may allow for the bonding of asphalt paving, with the conditions that 1) all other utility and street improvements (except sidewalk and landscaping) are completed and accepted by the City; 2) the crushed rock surface of the street will be maintained by the Contractor in a smooth drivable condition until it is paved; 3) all manholes and catch basins will be protected from intrusion of gravel and sediment; 4) all manholes, catch basins, water valves and fire hydrants will be protected and kept accessible; and 5) unpaved streets shall be signed and barricaded as Road Closed – Construction Access Only.

- (3) In lieu of completion of these minor improvements, prior to recording of the binding site plan, a bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work multiplied by 125 percent, as estimated or approved by the Public Works Director, including construction inspection costs, but in no case less than \$2,000.00.
- (4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director, or upon substitution of another guarantee or approved bond or security.
- (5) All streets and other public rights-of-way must be improved within two years after binding site plan approval, in accord with the approved plans. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

- (6) In lieu of the bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement multiplied by 125 percent may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.
- (7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.
- (8) All city utility and street improvements must be approved by the Public Works Director prior to issuance of a building permit for any structure within the binding site plan.

(Ord. 5704 Sec. 1, 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5920 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

Council Agenda Coversheet	Agenda Item Number	5.a.(3)	Council Date	08/17/2021	Consent Agenda	☐
	Agenda Item Type	Ordinance			Ordinance/Reso	☒
	Subject	Amend KMC for Short Plat Constr. Requirements			Public Mtg / Hrg	☐
	Ordinance/Reso #	5921	Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	Public Works				

Recommendation

The Planning Commission recommends that the City Council approve the proposed amendments to KMC 17.13.095 - Short Plat Construction Requirements, by adopting Ordinance 5921.

Motion for Consideration

I move to adopt Ordinance 5921.

Summary

Prior to final plat approvals or final binding site plan approvals, certain public rights-of-way improvements and utilities must be constructed. Likewise, certain items may be bonded to assure future completion of improvements. Current KMC sections are not consistent in the treatment of these construction improvements and bonding related to final approvals for long plats, short plats and binding site plans.

The proposed amendments clarify requirements to achieve final plat or final binding site plan approvals, and make the requirements consistent for all plat and binding site plan actions. They also introduce flexibility to encourage paving of streets in warmer weather, while allowing final plat and final binding site plan approval through bonding for pavement. Paving in cold late autumn weather can lessen the service life of asphalt. Other items that may be bonded, rather than completed prior to final plat or final binding site plan approval, include sidewalks, landscaping and similar improvements.

The amendments also introduce identical requirements for long plats, short plats and binding site plans, whereas the existing code has discrepancies between them.

Staff introduced these proposed code amendments during the April 21, 2021 Developers Forum and received favorable comments. The proposed amendments were posted on the City Public Works website and no negative comments were received.

Alternatives

None recommended.

Fiscal Impact

None

Through	Bruce Mills Aug 11, 07:54:55 GMT-0700 2021	Attachments: 
Dept Head Approval	Bruce Mills Aug 11, 07:54:58 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 17:09:41 GMT-0700 2021	
		☐ Recording Required?

CITY OF KENNEWICK
ORDINANCE NO. 5921

AN ORDINANCE RELATING TO SUBDIVISIONS AND AMENDING
SECTION 17.13.095 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 17.13.095 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

17.13.095: - Construction of Improvements.

Prior to final plat approval:

- (1) All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the preliminary plat. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director.
- (2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a plat bond.

When street paving cannot be completed until after October 1st, the Public Works Director may allow for the bonding of asphalt paving, with the conditions that 1) all other utility and street improvements (except sidewalk and landscaping) are completed and accepted by the City; 2) the crushed rock surface of the street will be maintained by the Contractor in a smooth drivable condition until it is paved; 3) all manholes and catch basins will be protected from intrusion of gravel and sediment; 4) all manholes, catch basins, water valves and fire hydrants will be protected and kept accessible; and 5) unpaved streets shall be signed and barricaded as Road Closed – Construction Access Only.

- (3) In lieu of completion of these minor improvements, prior to recording of the short plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated or approved by the Public Works Director, including construction inspection costs, but in no case less than \$2,000.00.
- (4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director, or upon substitution of another guarantee or approved bond or security.
- (5) All streets and other public rights-of-way must be improved within two years after final plat approval, in accord with the approved plans. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

- (6) In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement multiplied by 125 percent may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.
- (7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.
- (8) All city utility and street improvements must be approved by the Public Works Director prior to final inspection and occupancy of any structure within the plat.

(Ord. 5686 Sec. 13, 2016)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5921 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

CITY OF KENNEWICK
ORDINANCE NO. 5921

AN ORDINANCE RELATING TO SUBDIVISIONS AND AMENDING
SECTION 17.13.095 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 17.13.095 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

17.13.095: - Construction of Improvements.

Prior to final plat approval:

- (1) All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the preliminary plat. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director.
- (2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a plat bond.

When street paving cannot be completed until after October 1st, the Public Works Director may allow for the bonding of asphalt paving, with the conditions that 1) all other utility and street improvements (except sidewalk and landscaping) are completed and accepted by the City; 2) the crushed rock surface of the street will be maintained by the Contractor in a smooth drivable condition until it is paved; 3) all manholes and catch basins will be protected from intrusion of gravel and sediment; 4) all manholes, catch basins, water valves and fire hydrants will be protected and kept accessible; and 5) unpaved streets shall be signed and barricaded as Road Closed – Construction Access Only.

- (3) In lieu of completion of these minor improvements, prior to recording of the short plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated or approved by the Public Works Director, including construction inspection costs, but in no case less than \$2,000.00.
- (4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director, or upon substitution of another guarantee or approved bond or security.
- (5) All streets and other public rights-of-way must be improved within two years after final plat approval, in accord with the approved plans. If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

- (6) In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement multiplied by 125 percent may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.
- (7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.
- (8) All city utility and street improvements must be approved by the Public Works Director prior to final inspection and occupancy of any structure within the plat.

(Ord. 5686 Sec. 13, 2016)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5921 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

Council Agenda Coversheet	Agenda Item Number	5.a.(4)	Council Date	08/17/2021	Consent Agenda	☐
	Agenda Item Type	Ordinance			Ordinance/Reso	☒
	Subject	Amend KMC for Outside Water Connections			Public Mtg / Hrg	☐
	Ordinance/Reso #	5922	Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	Public Works				

Recommendation

Recommend that the City Council approve the proposed amendments to KMC 14.07.020 - Application for connections to public water systems outside the City limits, by adopting Ordinance 5922.

Motion for Consideration

I move to adopt Ordinance 5922.

Summary

Currently KMC 14.07.020 requires Council action to approve connections to the City's public water systems for properties outside of the City limits. This approval step typically delays approvals for development applications a few weeks.

The proposed amendment allows these applications to be approved by the Public Works Director, upon the applicant's completion of pre-zone condition per RCW 35A.14.330.

Staff introduced the proposed code amendment during the April 21, 2021 Developers Forum and received favorable comments. The proposed amendments were posted on the City's Public Works website and no negative comments were received.

Staff recommends approval of the amendment, streamlining this application and approval process.

Alternatives

None

Fiscal Impact

None

Through	Bruce Mills Aug 11, 07:55:29 GMT-0700 2021	Attachments: 
Dept Head Approval	Bruce Mills Aug 11, 07:55:32 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 17:11:27 GMT-0700 2021	
		☐ Recording Required?

CITY OF KENNEWICK
ORDINANCE NO. 5922

AN ORDINANCE RELATING TO WATER SYSTEM CONNECTIONS
OUTSIDE CITY LIMITS AND AMENDING SECTION 14.07.020 OF THE
KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 14.07.020 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.07.020: - Application from Outside City Limits.

- (1) The Finance Department, in addition to the application for water service set out above, will require from all applicants residing outside the territorial limits of the City such documents as are deemed necessary to ensure that the property of the applicant, or any person claiming title through him, will be annexed to the City when it becomes reasonably contiguous. In the event that the applicant refuses to execute any document as required or attempts to impair or repudiate any document or agreement executed either by himself or a predecessor in interest, the City's duty to supply services shall cease. In the event that property reasonably contiguous to the City becomes annexed and then removed as the result of a reduction of the City limits (except when initiated by resolution) or when the proposed annexation of an area fails or is held invalid, the City's duty to provide utility service thereto shall cease.
- (2) Developments or groups requesting connections to the public water systems outside the City limits shall be submitted for approval to the Director of Public Works ~~and City Council~~, after completion of pre-zone condition per RCW 35A.14.330.
- (3) Single hookups to the public water system may be allowed with the approval of the Public Works Director.

(Ord. 2609 Sec. 5, 1981; Ord. 2481 Sec. 2(part), 1980; Ord. 2247 Sec. 2, 1979; Ord. 1870 Sec. 1(part), 1975; Ord. 843. Sec. 5(part), 1955)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this
17th day of August, 2021, and signed in authentication of its passage this 17th day of August,
2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5922 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

CITY OF KENNEWICK
ORDINANCE NO. 5922

AN ORDINANCE RELATING TO WATER SYSTEM CONNECTIONS
OUTSIDE CITY LIMITS AND AMENDING SECTION 14.07.020 OF THE
KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 14.07.020 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.07.020: - Application from Outside City Limits.

- (1) The Finance Department, in addition to the application for water service set out above, will require from all applicants residing outside the territorial limits of the City such documents as are deemed necessary to ensure that the property of the applicant, or any person claiming title through him, will be annexed to the City when it becomes reasonably contiguous. In the event that the applicant refuses to execute any document as required or attempts to impair or repudiate any document or agreement executed either by himself or a predecessor in interest, the City's duty to supply services shall cease. In the event that property reasonably contiguous to the City becomes annexed and then removed as the result of a reduction of the City limits (except when initiated by resolution) or when the proposed annexation of an area fails or is held invalid, the City's duty to provide utility service thereto shall cease.
- (2) Developments or groups requesting connections to the public water systems outside the City limits shall be submitted for approval to the Director of Public Works, after completion of pre-zone condition per RCW 35A.14.330.
- (3) Single hookups to the public water system may be allowed with the approval of the Public Works Director.

(Ord. 2609 Sec. 5, 1981; Ord. 2481 Sec. 2(part), 1980; Ord. 2247 Sec. 2, 1979; Ord. 1870 Sec. 1(part), 1975; Ord. 843. Sec. 5(part), 1955)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this
17th day of August, 2021, and signed in authentication of its passage this 17th day of August,
2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5922 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

Council Agenda Coversheet 	Agenda Item Number	5.a.(5)	Council Date	08/17/2021	Consent Agenda	☐
	Agenda Item Type	Ordinance			Ordinance/Reso	☒
	Subject	Amend KMC for Public Water System Extensions			Public Mtg / Hrg	☐
	Ordinance/Reso #	5923	Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	Public Works				

Recommendation

Recommend that the City Council approve the proposed amendments to KMC 14.10 - Public Water System Extension, by adopting Ordinance 5923.

Motion for Consideration

I move to adopt Ordinance 5923.

Summary

Current KMC 14.10 does not specifically require that the public water system be extended along the whole frontage of properties as they develop. This leads to situations where other property owners must tear up new streets and extend water to their property and then across their property, at great expense.

The proposed amendment requires the extension of domestic water lines along the whole frontage of properties as they develop. The amendment mirrors City of Richland code.

Staff introduced the proposed code amendment during the April 21, 2021 Developers Forum and received favorable comments. The proposed amendments were posted on the City's Public Works website and no negative comments were received.

Staff recommends approval of the code amendment.

Alternatives

None

Fiscal Impact

None

Through	Bruce Mills Aug 11, 07:56:29 GMT-0700 2021	Attachments: 
Dept Head Approval	Bruce Mills Aug 11, 07:56:32 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 17:13:02 GMT-0700 2021	
		☐ Recording Required?

CITY OF KENNEWICK
ORDINANCE NO. 5923

AN ORDINANCE RELATING TO PUBLIC WATER SYSTEM EXTENSIONS
AND AMENDING SECTION 14.10 OF THE KENNEWICK MUNICIPAL
CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 14.10 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.10: - PUBLIC WATER SYSTEM EXTENSION

~~14.10.010: — General.~~

~~Extensions to the water systems within the City limits shall be made only upon proper petition to the Director and all proposed extensions must conform to the adopted master plan, as amended, and all proposed extensions of water mains must conform to an overall program for a grid system, with provisions made for extensions or looping for circulation where at all possible. The Director shall have the right to reject such petitions or enter into a contract with the petitioners under such conditions as the Director may elect and not in conflict with the ultimate goals of the master plan.~~

~~(Ord. 2481 Sec. 2(part), 1980)~~

~~14.10.020: — Requested Extensions — City Constructed.~~

- ~~(1) — A water main extension will be constructed at the expense of the property owners or developers affected at the rate of cost plus current overhead, for not larger than an eight-inch water main. The City reserves the right to enlarge the main at City expenses, the City to pay the difference in costs over an eight-inch size; unless the development requires a larger main. All such charges shall be secured to the City in such manner as the City Manager requires.~~
- ~~(2) — All individuals contracting with the City of Kennewick for water main extension shall pay, in addition to the construction costs of the main, a general area charge for all property fronting the improvement.~~
- ~~(3) — The City may subcontract the extensions of water mains if, in its opinion, it will be in the best interest of the City and would expedite the installation where the time elements must be considered.~~

~~(Ord. 2481 Sec. 2(part), 1980; Ord. 1537 Sec. 1(part), 1971; Ord. 843 Sec. 6(part), 1955)~~

~~14.10.030: Requested Extensions—Developer Constructed.~~

- ~~(1) All proposed water main extensions to service private developments shall be reviewed and approval obtained from the Director prior to payment of applicable service, frontage, and area charges and prior to conveyance of necessary utility easements to the City. The City reserves the right to enlarge the main at City expense, unless the development should require a larger main.~~
- ~~(2) All conditions shall be satisfactory and to the approval of the City before said connection is made.~~

~~(Ord. 2481 Sec. 2(part), 1980) 14.10.040: Water Main Extensions Outside the City Limits.~~

~~Extensions of water mains will not be made outside the City limits except by contract approved by the City Council. (Ref. Section 14.07.020(2), (3)). Consideration of such extensions will not be made by the City Council until all requirements for a pre-zone have been completed per RCW 35A.14.330.~~

~~(Ord. 2481 Sec. 2(part), 1980)~~

14.10.010: Approval of Water System Extensions.

All extensions of the domestic water system within the City limits shall be as approved by the Public Works Director. Extensions of water mains will not be made outside the City limits except as approved by the Public Works Director. Consideration of such extensions will not be made until all requirements for a pre-zone have been completed per RCW 35A.14.330.

14.10.020 Responsibility for Costs of Extensions.

Water system extensions, including but not limited to mains, hydrants, service lines, meter setters, meter boxes, pumps, reservoirs, and extensions to adjacent property boundaries shall be made at the expense of the proposing and benefiting property owner(s); provided, that the City may elect to participate in that portion of a water system extension larger than required to serve the benefiting property in order to provide for future requirements. The costs of the water system extension(s) are in addition to any and all costs provided for otherwise in the Kennewick Municipal Code.

14.10.030 Specifications for Extensions.

All installations of water system extensions shall have the approval of the Public Works Director, and shall be in compliance with the most recent edition of the City's water system plan, Washington State Department of Health design standards, and the recommendations of the National Board of Fire Underwriters and the American Water Works Association Standards for water systems. All extensions must conform to an overall program for a grid system, with provisions made for extensions or looping for circulation where at all possible. In addition, extensions shall pass through or around the benefiting property owners' property to adjacent property boundaries as required by the Public Works Director to effect the orderly and efficient extension of the City's domestic water system. In determining whether to require extension of a water main to an adjacent property boundary, the Public Works Director shall consider land

topography, pressure zones, availability of public rights-of-way and easements, and the long-term cost of maintenance and operation of the public water system.

14.10.040 Ownership of Water System Extensions.

All water system extensions (except services on private property) shall be installed in dedicated public streets, alleys or right-of-way, or in tracts which grant to the City rights at least equal to the right it would enjoy in dedicated streets, alleys or right-of-way and shall become the property of the City at the time of its acceptance by the City.

14.10.050: - Size—Compliance with Standards.

(1) No water mains smaller than six inches in diameter may be installed unless there exists no reasonable possibility for the water main to be extended, no hydrants will be connected to said water main, and at no point in the installed water main will have a static pressure below 40 pounds per square inch and a residual pressure of 30 pounds per square inch at the applicable fire flow requirements as specified by the City Fire Marshall.

~~(2) All water main installations must be in compliance with the recommendations of the National Board of Fire Underwriters and the American Water Works Standards of Water Main Extensions.~~

(Ord. 2481 Sec. 2(part), 1980; Ord. 2055 Sec. 1, 1977; Ord. 1793 Sec 9, 1974; Ord. 1537 Sec 1(part), 1971; Ord. 843 Sec. 6(part), 1955)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5923 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

CITY OF KENNEWICK
ORDINANCE NO. 5923

AN ORDINANCE RELATING TO PUBLIC WATER SYSTEM EXTENSIONS
AND AMENDING SECTION 14.10 OF THE KENNEWICK MUNICIPAL
CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 14.10 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.10: - PUBLIC WATER SYSTEM EXTENSION

14.10.010: Approval of Water System Extensions.

All extensions of the domestic water system within the City limits shall be as approved by the Public Works Director. Extensions of water mains will not be made outside the City limits except as approved by the Public Works Director. Consideration of such extensions will not be made until all requirements for a pre-zone have been completed per RCW 35A.14.330.

14.10.020 Responsibility for Costs of Extensions.

Water system extensions, including but not limited to mains, hydrants, service lines, meter setters, meter boxes, pumps, reservoirs, and extensions to adjacent property boundaries shall be made at the expense of the proposing and benefiting property owner(s); provided, that the City may elect to participate in that portion of a water system extension larger than required to serve the benefiting property in order to provide for future requirements. The costs of the water system extension(s) are in addition to any and all costs provided for otherwise in the Kennewick Municipal Code.

14.10.030 Specifications for Extensions.

All installations of water system extensions shall have the approval of the Public Works Director, and shall be in compliance with the most recent edition of the City's water system plan, Washington State Department of Health design standards, and the recommendations of the National Board of Fire Underwriters and the American Water Works Association Standards for water systems. All extensions must conform to an overall program for a grid system, with provisions made for extensions or looping for circulation where at all possible. In addition, extensions shall pass through or around the benefiting property owners' property to adjacent property boundaries as required by the Public Works Director to effect the orderly and efficient extension of the City's domestic water system. In determining whether to require extension of a water main to an adjacent property boundary, the Public Works Director shall consider land topography, pressure zones, availability of public rights-of-way and easements, and the long-term cost of maintenance and operation of the public water system.

14.10.040 Ownership of Water System Extensions.

All water system extensions (except services on private property) shall be installed in dedicated public streets, alleys or right-of-way, or in tracts which grant to the City rights at least equal to the right it would enjoy in dedicated streets, alleys or right-of-way and shall become the property of the City at the time of its acceptance by the City.

14.10.050: - Size—Compliance with Standards.

No water mains smaller than six inches in diameter may be installed unless there exists no reasonable possibility for the water main to be extended, no hydrants will be connected to said water main, and at no point in the installed water main will have a static pressure below 40 pounds per square inch and a residual pressure of 30 pounds per square inch at the applicable fire flow requirements as specified by the City Fire Marshall.

(Ord. 2481 Sec. 2(part), 1980; Ord. 2055 Sec. 1, 1977; Ord. 1793 Sec 9, 1974; Ord. 1537 Sec 1(part), 1971; Ord. 843 Sec. 6(part), 1955)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5923 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

Council Agenda Coversheet 	Agenda Item Number	5.a.(6)	Council Date	08/17/2021	Consent Agenda	☐
	Agenda Item Type	Ordinance			Ordinance/Reso	☒
	Subject	Amend KMC for Public Sewer System Extensions			Public Mtg / Hrg	☐
	Ordinance/Reso #	5924	Contract #		Other	☐
	Project #		Permit #		Quasi-Judicial	☐
	Department	Public Works				

Recommendation

Recommend that the City Council approve the proposed amendments to KMC 14.22.040 - Public Sewer System Extensions, by adopting Ordinance 5924.

Motion for Consideration

I move to adopt Ordinance 5924.

Summary

Current KMC 14.22.040 does not specifically require that the public sewer system be extended along the whole frontage of properties as they develop. This leads to situations where other property owners must tear up new streets and extend sewer to their property and then across their property, at great expense.

The proposed amendment requires the extension of sewer system lines along the whole frontage of properties as they develop. The amendment mirrors City of Richland code.

Staff introduced the proposed code amendment during the April 21, 2021 Developers Forum and received favorable comments. The proposed amendments were posted on the City's Public Works website and no negative comments were received.

Staff recommends approval of the code amendment.

Alternatives

None

Fiscal Impact

None

Through	Bruce Mills Aug 11, 07:57:51 GMT-0700 2021	Attachments: 
Dept Head Approval	Bruce Mills Aug 11, 07:57:53 GMT-0700 2021	
City Mgr Approval	Marie Mosley Aug 12, 17:14:06 GMT-0700 2021	

☐ Recording Required?

CITY OF KENNEWICK
ORDINANCE NO. 5924

AN ORDINANCE RELATING TO PUBLIC SEWER SYSTEM EXTENSIONS
AND AMENDING SECTION 14.22.040 OF THE KENNEWICK MUNICIPAL
CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 14.22.040 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.22.040: - Public Sewer System Extensions.

- ~~(1) Extensions to the sewer interceptors and collection systems shall be made only upon proper petition to the Director and all proposed extensions must conform to the adopted facilities plan, as amended, and must have provisions made for extensions and future connections where at all possible, to avoid unnecessary street damage. The Director shall have the right to reject such petitions or enter into contract with the petitioners and under such conditions as the Director may elect, not in conflict with the ultimate goals of the facilities plan as amended. No extensions of the public sewer system shall be made outside of the city limits except by contract approved by the City Council.~~
- ~~(2) The City may subcontract the construction of extensions if, in the opinion of the City Council, it will be to the best interest of the City or would expedite the installation where the time element must be considered.~~
- ~~(Ord. 2480 Sec. 4, 1980; Ord. 2172 Sec. 1(part), 1978; Ord. 1975 Sec. 1, 1976; Ord. 1919 Sec. 2(part), 1976)~~

(1) Approval of Sewer System Extensions.

All extensions of the sewer system within the City limits and Urban Growth Area shall be as approved by the Public Works Director.

(2) Responsibility for Costs of Extensions.

Sewer system extensions, including but not limited to mains, laterals, sewer lift stations, side sewers, and extensions to adjacent property boundaries shall be made at the expense of the proposing and benefiting property owner(s); provided, that the City may elect to participate in that portion of a sewer system extension larger than required to serve the benefiting property in order to provide for future requirements. The costs of the sewer system extension(s) are in addition to any and all costs provided for otherwise in the Kennewick Municipal Code.

(3) Specifications for Extensions.

All installations of sewer system extensions shall have the approval of the Public Works Director and shall be in compliance with available standards for sewer systems, including the most recent version of the City's adopted facility plan and the Washington State Department of Ecology Criteria for Sewage Works Design. In addition, extensions shall pass through the benefiting property owners' property to adjacent property boundaries as required by the Public Works Director to effect the orderly and efficient extension of the City's sewer system. In determining whether to require extension of a sewer pipeline to an adjacent property boundary the Public Works Director shall consider land topography, availability of public rights-of-way and easements, and the long-term cost of maintenance and operation of the public sewer system.

(4) Ownership of Sewer System Extensions.

All sewer system extensions (except services on private property) shall be installed in dedicated public streets, alleys or right-of-way, or in tracts which grant to the City rights at least equal to the right it would enjoy in dedicated streets, alleys or right-of-way and shall become the property of the City at the time of its acceptance by the City.

(Ord. 2480 Sec. 4, 1980; Ord. 2172 Sec. 1(part), 1978; Ord. 1975 Sec. 1, 1976; Ord. 1919 Sec. 2(part), 1976)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5924 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

CITY OF KENNEWICK
ORDINANCE NO. 5924

AN ORDINANCE RELATING TO PUBLIC SEWER SYSTEM EXTENSIONS
AND AMENDING SECTION 14.22.040 OF THE KENNEWICK MUNICIPAL
CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 14.22.040 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

14.22.040: - Public Sewer System Extensions.

(1) Approval of Sewer System Extensions.

All extensions of the sewer system within the City limits and Urban Growth Area shall
be as approved by the Public Works Director.

(2) Responsibility for Costs of Extensions.

Sewer system extensions, including but not limited to mains, laterals, sewer lift stations,
side sewers, and extensions to adjacent property boundaries shall be made at the expense
of the proposing and benefiting property owner(s); provided, that the City may elect to
participate in that portion of a sewer system extension larger than required to serve the
benefiting property in order to provide for future requirements. The costs of the sewer
system extension(s) are in addition to any and all costs provided for otherwise in the
Kennewick Municipal Code.

(3) Specifications for Extensions.

All installations of sewer system extensions shall have the approval of the Public Works
Director and shall be in compliance with available standards for sewer systems, including
the most recent version of the City's adopted facility plan and the Washington State
Department of Ecology Criteria for Sewage Works Design. In addition, extensions shall
pass through the benefiting property owners' property to adjacent property boundaries as
required by the Public Works Director to effect the orderly and efficient extension of the
City's sewer system. In determining whether to require extension of a sewer pipeline to
an adjacent property boundary the Public Works Director shall consider land topography,
availability of public rights-of-way and easements, and the long-term cost of maintenance
and operation of the public sewer system.

(4) Ownership of Sewer System Extensions.

All sewer system extensions (except services on private property) shall be installed in dedicated public streets, alleys or right-of-way, or in tracts which grant to the City rights at least equal to the right it would enjoy in dedicated streets, alleys or right-of-way and shall become the property of the City at the time of its acceptance by the City.

(Ord. 2480 Sec. 4, 1980; Ord. 2172 Sec. 1(part), 1978; Ord. 1975 Sec. 1, 1976; Ord. 1919 Sec. 2(part), 1976)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5924 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

Approved as to Form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION_____

Council Agenda Coversheet



Agenda Item Number	5.b.	Council Date	08/17/2021
Agenda Item Type	Ordinance		
Subject	Change of Zone from RL to PF		
Ordinance/Reso #	5925	Contract #	
Project #	COZ 21-08	Permit #	PLN-2021-01977
Department	Planning		

Consent Agenda	☐
Ordinance/Reso	☒
Public Mtg / Hrg	☐
Other	☐
Quasi-Judicial	☐

Recommendation

The Planning Commission recommends that City Council concur with the findings and conclusions contained in the staff report for COZ 21-08 by adopting Ordinance 5925.

Motion for Consideration

I move to adopt Ordinance 5925.

Summary

Knutzen Engineering, c/o Paul Knutzen, has applied to change the zoning district of .02 acre portion of a lot, from Residential, Low Density (RL) to Public Facility (PF). The PF zone is an implementing zoning district of the Public Facility Comprehensive Plan Land Use Designation. The requested Change of Zone is a follow-up land use action to the comprehensive plan amendment that Council approved for the site in February 2021.

The subject property is located at 4826 W Metaline Avenue and it is adjacent to properties zoned PF and RL zoned properties.

The Planning Commission held a public hearing to review the proposal on August 2, 2021. At the hearing, staff presented an overview of the staff report. No testimony was provided by the applicant or members of the public. The Planning Commission voted 6 to 0 to recommend approval of COZ 21-08 to City Council.

Alternatives

None Recommended.

Fiscal Impact

None

Through	Steve Donovan Aug 09, 09:55:49 GMT-0700 2021
Dept Head Approval	Anthony Muai Aug 09, 10:55:22 GMT-0700 2021
City Mgr Approval	Marie Mosley Aug 12, 10:16:37 GMT-0700 2021

Attachments:

Presentation
Minutes
PC Action Summary
Staff Report
Ordinance

☐ Recording
Required?

CITY OF KENNEWICK
ORDINANCE NO. 5925

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK LOCATED 4826 W METALINE AVENUE FROM RESIDENTIAL, LOW DENSITY (RL) TO PUBLIC FACILITY (PF) (COZ 21-08, KNUTZEN ENGINEERING, C/O PAUL KNUTZEN)

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 3001, as amended, the zoning ordinance of the City of Kennewick and the accompanying zoning map of the City of Kennewick being part of said ordinance shall be and hereby is changed from Residential, Low Density (RL) to Public Facility (PF) for the real property described as follows:

THAT PORTION OF LOT 1, SHORT PLAT 2791, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUDITOR'S FILE NO. 2004-005828, RECORDS OF BENTON COUNTY, WASHINGTON LYING WESTERLY OF THE SOUTHERLY PROJECTION OF THE EAST LINE OF THAT PARCEL CONVEYED TO THE KENNEWICK SCHOOL DISTRICT #17 IN QUIT CLAIM DEED RECORDED UNDER AUDITOR'S FILE NO. 2016-005352 AS DEPICTED ON SURVEY 4730, RECORDED UNDER AUDITOR'S FILE NO. 2016-009373.

CONTAINING 681 SQUARE FEET, MORE OR LESS.

Section 2. The City Council finds the amendments described in Section 1 above are in conformance with the Comprehensive Plan of the City.

Section 3. Severability Clause. If any provision of this amendatory ordinance or its application to any persons or circumstances is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.

Section 4. The Responsible Official for the State Environmental Policy Act has determined that the proposal will not have a probable significant adverse impact on the quality of the environment.

Section 5. This ordinance shall be in full force and effect five (5) days from and after its approval, passage and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 17th day of August, 2021, and signed in authentication of its passage this 17th day of August, 2021.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5925 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 18th day of
August, 2021.

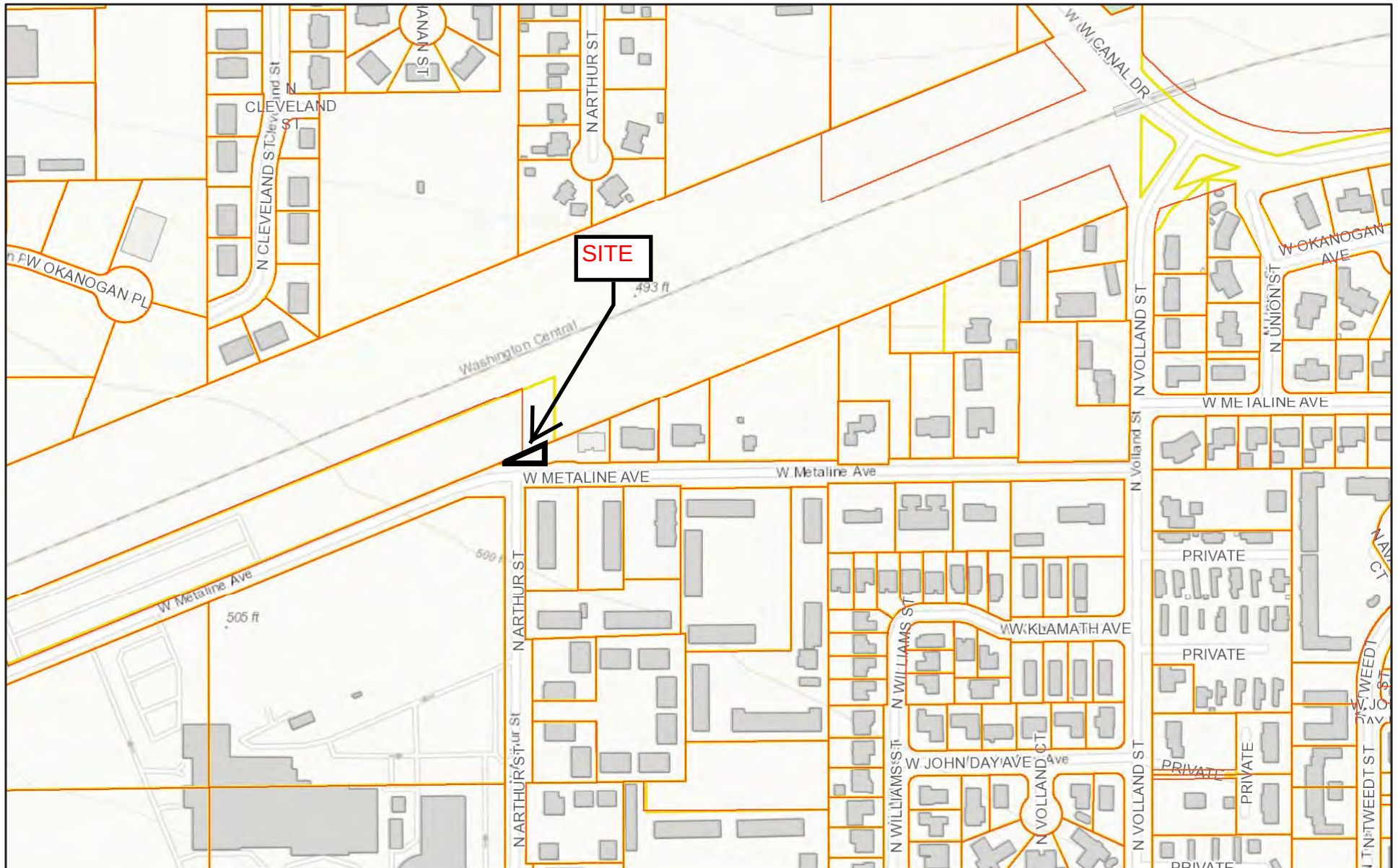
Approved as to form:

LISA BEATON, City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____

Vicinity Map



August 5, 2021

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

CountyParcelLayer **SurveyAddressPoint**

StreetName

● <all other values>

Apartment

 Building Condo Mobile Home

Parcel



1 inch = 300 feet

0 0.0275 0.055 0.11 mi

0 0.0425 0.085 0.17 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

ArcGIS WebApp Builder
City of Kennewick

City Council Meeting

CHANGE of ZONE COZ 21-08

AUGUST 17, 2021





Application Summary



Applicant: Knutzen Engineering , c/o Paul Knutzen

Owner: René and Velina Perez

Proposal: Rezone .02 acres from Residential, Low Density (RL) to Public Facility (PF)

Comprehensive Plan Designation: Public Facility

Location: 4826 W Metaline Avenue

100



Zoning Map



Property History

- ▶ The City annexed the site on April 15, 1975, by adopting Ordinance 1802. On August 21, 2001 the City adopted Ordinance 3986, which established the current zoning district.
- ▶ The city changed the site's land use designation as part of the 2020 Comprehensive Plan Amendment Cycle.

Permitted Uses

The PF and the RL zones allow for many of the same types of uses. The PF zone does not allow any type residence, but does allow some large public facilities that are not permitted in the RL zone.

Change of Zone Findings

KMC 18.51.070(2)

- (a) The proposed amendment conforms with the comprehensive plan.
- (b) Promotes the public necessity, convenience and general welfare.
- (c) The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands which are deemed unacceptable by the City.
- (d) The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.
- (e) Single Family Residential zoned properties only; Property is adjacent and contiguous (which shall include corner touches and property located across a public right-of-way) to property of the same proposed zoning classification or higher zoning classification.

Hearing Summary

- ▶ The Planning Commission held the public hearing for the proposed Change of Zone on August 2, 2021.
- ▶ No testimony from the applicant or the public was provided at the hearing.

Recommendation

The Planning Commission recommends approval of COZ 21-08.



COMMUNITY PLANNING DEPARTMENT

STAFF REPORT AND RECOMMENDATION TO THE PLANNING COMMISSION

FILE No: COZ 21-08/PLN-2021-01977

Staff Report Date: July 12, 2021

Hearing Date & Location: July 19, 2021, Virtual Hearing

Report Prepared By: Steve Donovan, AICP
Senior Planner

Report Reviewed By: Anthony Muai, AICP
Planning Manager

Summary Recommendation: The City of Kennewick Planning Staff RECOMMENDS APPROVAL of Change of Zone 21-08.

Summary of Proposal: A Change of Zone from Residential, Low Density to Public Facility (PF) for .02 acres.

Proposal Location: 4826 W Metaline Avenue

Legal Description: THAT PORTION OF LOT 1, SHORT PLAT 2791, ACCORDING TO THE SURVEY THEREOF RECORDED UNDER AUFITOR'S FILE NO. 2004-005828, REOCRDS OF BENTON COUNTY, WASHINGTON LYING WESTERLY OF THE SOUTHERLY PROJECTION OF THE EAST LINE OF THAT PARCEL CONVEYED TO THE KENNEWICK SCHOOL DISTRICT #17 IN QUIT CLAIM DEED RECORDED UNDER AUDITOR'S FILE NO. 2016-005352 AS DEPICTED ON SURVEY4730, RECORDED UNDER AUDITOR'S FILE NO. 2016-009373.

CONTAINING 681 SQUARE FEET, MORE OR LESS.

Property Owner: René and Velina Perez
4826 W Metaline Avenue
Kennewick, WA 99336

Applicant: Knutzen Engineering
c/o Paul Knutzen
5401 Ridgeline Drive
Kennewick, WA 99338

Regulatory Controls:

1. Comprehensive Plan – Land Use
2. KMC Title 4 – Administrative Procedures
3. KMC Title 18 – Zoning
4. Washington State Environmental Policy Act

COZ Key Application Processing Dates:

Pre-Application/Feasibility Meeting	N/A
Application Submittal	June 4, 2021
Determination of Completeness Issued	June 4, 2021
Notice of Application Posted	June 8, 2021
SEPA Threshold Determination Issued	June 29, 2021
Property Posting Sign for SEPA Determination	June 29, 2021
SEPA Appeal Period	July 14, 2021
Date of Mailed Notice of Public Hearing	July 2, 2021
Property Posting Sign for Public Hearing	July 2, 2021
Date of Published Notice of Public Hearing	July 4, 2021

Exhibits:

1. Staff Report
2. Application/Supplemental Information
3. Vicinity Map
4. Comprehensive Plan Map
5. Zoning Map
6. Notice of Mailing
7. SEPA DNS Adoption

Zoning adjacent to the site:

North: Industrial, Light (IL)

East: Residential, Low Density (RL)

South: Residential, Medium Density (RM)

West: Public Facility (PF)

Applicable Goals and Policies of the Comprehensive Plan:

Essential Public Facilities Goals and Policies:

Goal 2: The location of Essential Public Facilities shall be compatible with the land use plan and policies.

Policy 3: Essential public facilities should be equitably located throughout the City, county and state. No jurisdiction should absorb a disproportionate share.

Kennewick Municipal Code Findings:

The following findings shall be met in order to approve a change of zone:

KMC 18.51.070(2): Findings:

Findings Required. In order to amend the zoning map, the City Council must find that:

- a. The proposed amendment conforms with the comprehensive plan; and
Staff Response: The proposed Change of Zone conforms to the comprehensive plan because the PF zoning district is an implementing zoning district of the site's current Public Facility Land Use Designation.
- b. Promotes the public necessity, convenience and general welfare; and

Staff Response: The proposed Change of Zone will allow the Kennewick School District to design and utilize a safer and more efficient ingress and egress point to the revised Kamiakin High School parking lot.

- c. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City; and
Staff Response: The proposed Change of Zone will not impose additional burdens on public facilities. Future development will be required to meet applicable levels of service.
- d. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan; and
Staff Response: The proposed amendment will establish a zoning district that complies with Comprehensive Plan. The PF zone is an implementing zone of the site's Public Facility Land Use Designation.
- e. Single Family Residential zoned properties only; Property is adjacent and contiguous (which shall include corner touches and property located across a public right-of-way) to property of the same proposed zoning classification or higher zoning classification.
Staff Response: The finding is not applicable; the proposed zoning district is not a single-family residential zone.

Public Comments:

The public submitted no comments.

Agency Comments:

No agency comments were submitted.

Staff Analysis of Proposal & Discussion:

The City annexed the site on April 15, 1975 via Ordinance 1802. On August 21, 2001, the City adopted Ordinance 3986, which established the current zoning of RL for the site as part of an area-wide rezone. The City approved the amendment to change the site's land use designation from Low Density Residential to Public Facility during the City's 2020 Comprehensive Plan Amendment Cycle.

The proposed Change of Zone (COZ 21-08), is a request to change the zoning district for .02-acres of a .26-acre lot located at 4826 W Metaline Avenue, from RL to PF. Pursuant to Table 1 of the Comprehensive Plan, the PF zoning district is an implementing zoning district of the Public Facility Land Use Designation. RCW 36.70A, Growth Management Act, requires that a City's development regulations implement its comprehensive plan.

Per KMC 18.03.040(21) the purpose of PF zoning district is as follows:

PF - The purpose of the PF district is to provide areas for public and quasi-public facilities, publicly owned or controlled parks and recreation facilities, and governmental buildings and facilities.

Pursuant to Kennewick Municipal Code 18.03.060, the applicant will be required to complete a boundary line adjustment soon after approval of the proposed Change of Zone. The property lines must match the zone boundary so the property will not have more than one zoning district on it.

Future development of the entire site will be limited to only the permitted uses of the PF zoning district. Development will be subject to meeting applicable concurrency

requirements, which include utility and street improvements. The applicant stated that the property will be used as an access point to the redesigned Kamiakin High School Parking Lot.

The proposed findings meet the requirements of KMC 18.51.070(2).

Findings:

1. The applicant is Knutzen Engineering, c/o Paul Knutzen, 5401 Ridgeline Drive, Suite 160, Kennewick, WA 99338.
2. The property owner is René and Velina Perez, 4826 W Metaline Avenue, Kennewick, WA 99336.
3. The proposed change of zone is located at 4826 W Metaline Avenue. Parcel Numbers: 1-3399-101-2791-001.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Public Facility.
5. The City changed the land use designation for the site on February 16, 2021 as part of the 2020 Comprehensive Plan Amendment Cycle.
6. The request is to change the zoning from Residential, Low Density to Public Facility.
7. The Public Facility Zoning District is an implementing zone of the Public Facility Comprehensive Plan Land Use Map Designation.
8. On June 4, 2021, the application was submitted and declared complete for processing.
9. The application was routed for review to City Departments and outside agencies for comment on June 6, 2021.
10. Access to the site is via W Metaline Avenue.
11. The Environmental Determination of Non-Significance, ED 20-07/PLN-2020-00693, was adopted on June 29, 2021.
12. The Property Posting sign for the public hearing was posted on site July 2, 2021.
13. Notice of the public hearing for this application was published in the Tri-City Herald on July 4, 2021. Notices were also mailed to property owners within 300 feet of the site on July 2, 2021.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Conclusions:

1. Approval will implement the Comprehensive Plan Land Use Designation of Public Facility.
2. Approval will not result in an increase of adverse environmental impacts.

3. Approval will implement Essential Public Facilities Goals and Policies Land Use Goal 2 of the City of Kennewick Comprehensive Plan.
4. Approval will result in the promotion of public necessity, convenience and/or general welfare.
5. The proposed Change of Zone complies with KMC 18.51.070(2).

Recommendation:

Staff has reviewed the application and recommends that the Planning Commission concur with the findings and conclusions contained in staff report COZ 21-08 and recommend approval to City Council.

Motion:

I move that the Planning Commission concur with the findings and conclusions in staff report COZ 21-08 and recommend approval of the request to City Council.

CITY OF KENNEWICK
COMMUNITY PLANNING & DEVELOPMENT SERVICES
APPLICATION (general form)

PROJECT # _____ - _____ PLN- _____ - _____ FEE \$ _____

Please completely fill out this form and return it to Community Planning & Development Services, PO Box 6108, Kennewick, WA 99336, along with the application fee (see fee schedule). Attach a copy of the checklist for the land use application you are submitting. The application submittal must contain all of the information requested on the checklist in order to be processed. **Incomplete applications will not be accepted.**

Check one of the following for the type of application you are submitting:

Site Plan Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Binding Site Plan ☐

Short Plat ☐ Conditional Use ☐ Other Change of Zone _____

Environmental Determination PLN- _____ - _____ Pre Application Meeting PLN- _____ - _____

Applicant: Knutzen Engineering, Paul Knutzen

Address: 5401 Ridgeline Dr, Suite 160, Kennewick WA 99338

Telephone: (509) 222-0959 Cell Phone: _____ Fax: _____ E-mail paul@knutzenengineering.com

Property Owner (if other than applicant): Kennewick School District, Dustin Fisk

Address: 5501 W Metaline Ave, Kennewick WA 99336

Telephone: (509) 222-7024 Cell Phone: _____ E-mail dustin.fisk@ksd.org

SITE INFORMATION

Parcel No. 133991012791001 Acres 0.02 Zoning: RL

Address of property: 4826 W Metaline Ave, Kennewick WA 99336

Number of Existing Parking Spaces 0 Number of Proposed (New) Parking Spaces 0

Present use of property Undeveloped Lot

Size of existing structure: 0 sq. ft. Size of Proposed addition/New structure: 0 sq. ft.

Height of building: N/A Cubic feet of excavation: N/A Cost of new construction N/A

Benton County Assessor Market Improvement Value: _____

Description of Project: A change of zone from Residential Low Density (RL) to Public Facility (PF).

I, the undersigned, do hereby certify that, to the best of my knowledge, the information provided above is true and correct.

Applicant's Signature _____

Date: 06/04/2021

Signature of owner or owner's authorized representative _____

6/4/21
Velina Pz 6/4/21

Change-of-Zone Supplemental Information

The following questions will be reviewed by both the Planning Commission and City Council as a means of assisting in their consideration of change-of-zone requests. Use additional pages if necessary.

1. Does the public necessity, convenience, and general welfare require the adoption of the proposed amendment? Please explain:

Yes it does. The school district owns the small parcel of Low Density Residential (RL) which is adjacent to parcels currently being used as Kamiakin High School. Part of a new driveway for a new parking lot is proposed for the parcel as part of the Kamiakin High School Modernization. This amendment will allow the Kennewick School District to utilize the property to its maximum potential to serve the public by providing efficient land use, including parking and traffic circulation.

2. Are there sites presently available on the market which are correctly zoned for the proposed use? Are these sites within a 1/2 mile of the proposed site? Within 1 mile of the proposed site? If yes, please indicate the general location of the site(s) and the reasons why these sites are not proposed to be utilized:

No, this is the only site adjacent to the existing school that would function for the desired purpose. The location offers parking and traffic circulation advantages because it would allow a new driveway to be constructed adjacent to an existing intersection.

3. Is the proposed amendment consistent with the existing land use pattern in the area? Please explain

Yes, it is directly connected to land already being used as Kamiakin High School. It is also in agreement with the City of Kennewick Comprehensive Plan.

4. Are the existing uses, in the area, in conformance with the area's zoning classification? If no, please explain the differences:

The site is currently undeveloped and not being used. Existing uses in the area include public facility usage of the high school as well as residential usage of nearby homes. The uses do not currently conflict with the current zoning of the parcel. However, as the high school expands, the parcel would better serve as public facility in order to provide for better traffic circulation.

5. Will the proposed amendment create an isolated district, or introduce a more intense land use to the area? Please explain.

No, the amendment will not change current uses in the general area.

6. Does the existing zoning prohibit reasonable use of the property? Please explain.

The current zoning does not allow for the construction of public facilities on the property, which is the desired use.

7. Will any residential character, in the immediate area, be adversely affected by the proposed amendment? If yes or maybe, please explain:

No, the proposed amendment will not have any adverse effect on any residential character.

8. Will property values in the vicinity be changed by the proposed amendment? If yes or maybe, please explain:

The proposed amendment is not expected to significantly affect property values.

9. Will approval of the proposed amendment set a precedent for other similar proposals or uses? Will this deter the use, improvement or development of adjacent property in accordance with the existing Zoning Districts? Please explain:

No, this will not set any precedent for other proposals. It will not change the appearance or usage of the general area.

10. Will the proposed amendment encourage more private investments which will be beneficial to the redevelopment of a deteriorated area? Please explain:

The improved traffic flow at the beginning and end of the school day could appeal to current owners and residents and the nearby houses and apartments. However, it is not expected to cause significant benefits to any area.

11. Will the proposed amendment combat any economic segregation and allow greater choice in the market? Please explain.

No, this is not expected.

12. Will the proposed amendment create conflict between potential land uses and transportation patterns? Or safety concerns? Please explain:

No. The amendment will have no effect on potential land uses, and will only help to improve transportation patterns. The change will enable a second driveway to be built to the proposed parking lot, at the location of an existing intersection. This would allow for more efficient traffic circulation which could improve traffic safety.

Site Map

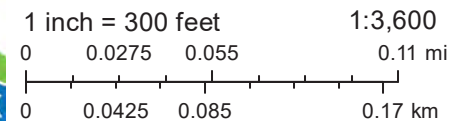
Exhibit 3



July 28, 2020

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

CountyParcelLayer	WaterMainline	Apartment	Mobile Home
SewerMainline	SurveyAddressPoint	Building	Parcel
StreetName	<all other values>	Condo	



Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

ArcGIS WebApp Builder
City of Kennewick

Comprehensive Plan Map

Exhibit 4



July 6, 2021

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

CountyParcelLayer **SurveyAddressPoint**

StreetName

<all other values>

Apartment

Building

Condo

Mobile Home

Parcel



1 inch = 300 feet

0 0.0275 0.055 0.11 mi

0 0.0425 0.085 0.17 km

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus

ArcGIS WebApp Builder
City of Kennewick

Zoning Map

Exhibit 5



July 2, 2021

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

CountyParcelLayer **SurveyCityLimits**

StreetName



SV_CI_KENNEWICK_10



SV_CI_RICHLAND_10



SV_CI_COUNTY_10



SurveyUrbanGrowthBoundary

SurveyParcelZoningLabel

SurveyParcelIDLabel



1 inch = 80 feet

0 0.0075 0.015 0.03 mi

0 0.01 0.02 0.04 km

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus

ArcGIS WebApp Builder
City of Kennewick



NOTICE OF MAILING

I, Steve Donovan, on July 2, 2021
mailed 8 copies of Notice of Public Hearing
for COZ 21-08/PLN-2021-01977
to all property owners within 300 feet of the proposal
as shown on the attached list.


Signature

Exhibit 6

37

KENNEWICK SCHOOL DISTRICT
1000 4TH AVENUE
KENNEWICK, WA 99336

37

KENNEWICK SCHOOL DISTRICT
1001 W 4TH AVENUE
KENNEWICK, WA 99336

37

ANATOLIY & HAYDRAOVA OLENA
SHABAK
4814 W METALINE AVENUE
KENNEWICK, WA 99336

37

VLADIMAR & GALINA ROLEDER
4802 W METALINE AVENUE
KENNEWICK, WA 99336

37

WOODLAND GREEN, LLC
412 NW 5TH AVENUE, SUITE 200
PORTLAND, OR 97209

37

KAMIAKIN LIMITED PARTNERSHIP
412 NW 5TH AVENUE, SUITE 200
PORTLAND, OR 97209

37

PEREZ VELINA M & RENE A
4826 W METALINE AVENUE
KENNEWICK, WA 99336

37

KENNEWICK SCHOOL DISTRICT
C/O DUSTIN FISK
5501 W METALINE AVENUE
KENNEWICK, WA 99336

KENNEWICK PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

July 19, 2021 at 6:30 p.m.

The Kennewick Planning Commission will hold a Public Hearing on Monday, July 19, 2021, remotely at 6:30 p.m. or as soon as possible thereafter, to receive public comment/testimony on the below Change of Zone. Staff will be presenting analysis and the Planning Commission will make a recommendation to the City Council on the item. In response to the COVID-19 emergency, the hearing will be conducted online. To participate in the hearing use the link found at <https://www.go2kennewick.com/598/Planning-Commission>.

Project# COZ 21-08 – Knutzen Engineering submitted a Change of Zone from Residential, Low Density to Public Facility for .02 acres. The proposal is located at 4826 W Metaline Avenue. See site map on back.

Questions or written comments may be addressed to Steve Donovan and submitted to steve.donovan@ci.kennewick.wa.us or mailed to PO Box 6108, Kennewick, WA 99336.

The City of Kennewick welcomes full participation in public meeting by all citizens. No qualified individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at this public hearing, please contact Steve Donovan at (509) 585-4361 or TDD (509) 585-4425 or through the Washington Relay Service Center TTY at #711 at least ten days prior to the date of the meeting to make arrangements for special needs.

Site Map

Exhibit 6



July 28, 2020

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

CountyParcelLayer	WaterMainline	Apartment	Mobile Home
SewerMainline	SurveyAddressPoint	Building	Parcel
StreetName	<all other values>	Condo	



1 inch = 300 feet

1:3,600

0 0.0275 0.055 0.11 mi

0 0.0425 0.085 0.17 km

Sources: Esri, HERE, Garmin, Intermap, increment P Corp.,

ArcGIS WebApp Builder
City of Kennewick



Development Services Division
Community Planning
210 W 6th Ave
Kennewick, WA 99336

**STATE ENVIRONMENTAL POLICY ACT
DETERMINATION OF NONSIGNIFICANCE
ADOPTION of EXISTING DOCUMENT**

June 29, 2021

Lead Agency: City of Kennewick

Agency Contact: Steve Donovan, Steve.Donovan@ci.kennewick.wa.us, 509-585-4361

Agency File Number: COZ 21-08/PLN-2021-01977

Description of proposal: To change the zoning of a .02-acre site from Residential, Low Density to Public Facility.

Location of proposal: Parcel Number 1-3399-101-2791-001, located at 4826 W Metaline Avenue.

Name, phone, e-mail of Applicant/Proponent: Knutzen Engineering, c/o Nathan Machiela, 509-222-0959 nathan@knutzenengineering.com

Title of document being adopted: Determination of No-Significance, ED 20-07/PLN-2020-00693

Date adopted document was prepared: August 5, 2020

Description of document (or portion thereof) being adopted: The City of Kennewick issued the Determination of Non-Significance for a comprehensive plan amendment land use amendment to change the land use designation from Low Density Residential to Public Facility. The determination was not appealed.

The adopted document is available at: Attached

We have identified and adopted this document as being appropriate for this proposal after independent review. The document[s] meet[s] our environmental review needs for the current proposal and will accompany the proposal to the decision maker[s].

City of Kennewick has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This determination is based on the following findings and conclusions:

All documentation submitted for the Determination of Non-Significance, ED 20-07/PLN-2020-00693, listed the applicant's intentions to rezone the property to Public Facility. Future development of the site will require additional environmental review.

This DNS is issued under WAC 197-11-340(2) and no comment period is required.

Responsible Official:

Exhibit 7

Gregory McCormick, AICP

210 W 6th Avenue

Kennewick, WA 99336

(509)-585-4463

Gregory.McCormick@ci.kennewick.wa.us

Signature



Date

June 29, 2021

Appeal process: An appeal of this determination must be submitted to the Community Planning Department within fourteen (14) calendar days after the date issued and no later than 5 p.m. This appeal must be written and make specific factual objections to the City's threshold determination. Appeals shall be conducted in conformance with Section 4.12.090(9) of the Kennewick Municipal Code and the required fees pursuant to the City's adopted Fee Schedule shall be paid at time of appeal submittal.

Planning Commission Action Summary
COZ 21-08 – Knutzen Engineering

The Kennewick Planning Commission conducted a virtual public hearing on August 2, 2021. All interested parties were notified to come before the Commission and be heard. After reviewing the staff report and all oral and written facts and opinions, the Commission passed a motion on the proposed Change of Zone, concurring with the findings and conclusions in the staff report COZ 21-08 and recommends to City Council approval of the proposed Change of Zone contained in the staff report.

Findings of Fact

1. The applicant is Knutzen Engineering, c/o Paul Knutzen, 5401 Ridgeline Drive, Suite 160, Kennewick, WA 99338.
2. The property owner is René and Velina Perez, 4826 W Metaline Avenue, Kennewick, WA 99336.
3. The proposed change of zone is located at 4826 W Metaline Avenue. Parcel Numbers: 1-3399-101-2791-001.
4. The City's Comprehensive Plan Land Use Designation for the subject property is Public Facility.
5. The City changed the land use designation for the site on February 16, 2021 as part of the 2020 Comprehensive Plan Amendment Cycle.
6. The request is to change the zoning from Residential, Low Density to Public Facility.
7. The Public Facility Zoning District is an implementing zone of the Public Facility Comprehensive Plan Land Use Map Designation.
8. On June 4, 2021, the application was submitted and declared complete for processing.
9. The application was routed for review to City Departments and outside agencies for comment on June 6, 2021.
10. Access to the site is via W Metaline Avenue.
11. The Environmental Determination of Non-Significance, ED 20-07/PLN-2020-00693, was adopted on June 29, 2021.
12. The Property Posting sign for the public hearing was posted on site July 2, 2021.
13. Notice of the public hearing for this application was published in the Tri-City Herald on July 4, 2021. Notices were also mailed to property owners within 300 feet of the site on July 2, 2021.
14. The proposed amendment conforms to the comprehensive plan.
15. The proposed amendment promotes the public necessity, convenience and general welfare.
16. The proposed amendment does not impose a burden upon public facilities beyond their capacity to serve or reduce such services to lands, which are deemed unacceptable by the City.
17. The proposed amendment is consistent with all applicable provisions of the Kennewick Municipal Code, including those adopted by reference from the Comprehensive Plan.

Conclusions of Law

1. Approval will implement the Comprehensive Plan Land Use Designation of Public Facility.
2. Approval will not result in an increase of adverse environmental impacts.
3. Approval will implement Essential Public Facilities Goals and Policies Land Use Goal 2 of the City of Kennewick Comprehensive Plan.
4. Approval will result in the promotion of public necessity, convenience and/or general welfare.
5. The proposed Change of Zone complies with KMC 18.51.070(2).

The motion to recommend approval to City Council passed with a vote of 6 to 0.

KENNEWICK PLANNING COMMISSION
August 2, 2021
VIRTUAL MEETING MINUTES

CALL TO ORDER

Chairman Morris called the meeting to order at 6:30 p.m.

Chairman Morris led the Pledge of Allegiance.

Chairman Morris made the following statement:

“Tonight’s meeting will be conducted through an online, virtual meeting platform. Planning Commissioners and staff are joining us remotely in order to comply with Governor Inslee’s Proclamation 20.28.4 as it relates to the Open Public Meeting Act during the COVID-19 State of Emergency. Should an individual Planning Commissioner become unexpectedly disconnected from the Webinar, please rejoin the meeting at your first opportunity. The record will reflect your attendance. The meeting will proceed so long as a quorum of Planning Commissioners are present. Please activate your mute button at the bottom of your computer screen when not speaking”.

Community Planning Administrative Assistant Melinda Didier called the roll and found the following logged into the Webinar:

Present: Commissioners James Hempstead, Ken Short, Thomas Helgeson, Anthony Moore, Vice Chairman Clark Stolle, Chairman Victor Morris.

Excused: None

Unexcused: None

Staff Present: Anthony Muai, Interim AICP Planning Director; Steve Donovan, AICP Senior Planner, Matt Halitsky, Planner, Bruce Mills, Deputy Public Works Director, Melinda Didier, Community Planning Administrative Assistant.

Chairman Morris made the following statement:

“Next item is the Approval of the Consent Agenda. All matters listed within the Consent Agenda have been distributed to each member of the Kennewick Planning Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Planning Commission with no separate discussion.”

Commissioner Moore moved to approve the Consent Agenda; Commissioner Helgeson seconded the motion. The motion passed unanimously on a roll call vote.

CONSENT AGENDA

- a. Approval of Agenda
- b. Approval of May 17, 2021 Minutes
- c. Motion to enter Staff Reports into the Record

PUBLIC HEARINGS

Chairman Morris opened the virtual public hearing at 6:36 p.m. for Change of Zone 21-08/PLN-2021-01977, proposing to change the zoning designation for approximately .02 acres located generally at 4826 W. Metaline Avenue from Residential, Low Density (RL) to Public Facility (PF). Applicant is Paul Knutzen, Knutzen Engineering, 5401 Ridgeline Drive #160, Kennewick, WA 99338. Property owner is Rene' and Velina Perez, 4826 W. Metaline Avenue, Kennewick, WA 99336.

Mr. Donovan gave a brief overview of the staff report, and shared a Power Point presentation of the staff report.

Planning Commission questions:

None

Testimony of Applicant/Applicant's Representative:

None

Webinar Participant Comments:

None

Testimony in Favor of the Request:

None

Testimony Neutral/Against the Request:

None

Staff Comments:

None

Public Testimony for COZ 21-08 closed at 6:40 p.m.

Chairman Morris asked for a motion.

Commissioner Moore moved to concur with the findings and conclusions in staff report COZ 21-08 and forward a recommendation to City Council APPROVAL of the request.

Commissioner Helgeson seconded the motion.

Planning Commission Discussion:

None

The motion passed on a unanimous roll call vote.

Chairman Morris opened the virtual public hearing at 6:41 p.m. for Zoning Ordinance Amendment (ZOA) #21-02 proposing to amend KMC Chapters 17.10.260, 17.12.055, and 17.13.095 to provide consistency in construction improvement requirements for final plats/final binding site plans. Applicant is City of Kennewick Deputy Public Works Director Bruce Mills, Public Works Department.

Mr. Mills gave a brief overview of the staff report, and shared a Power Point presentation of the staff report.

Planning Commission questions: How long bonding oversight has been going on; is there flexibility to pave beyond October with a bond; is 2 years completion part of the permit/agreement; during the April Developer's Forum, what were the concerns; how long is the bond good for, does the City keep track of it.

Testimony of Applicant/Applicant's Representative:

None – City of Kennewick is applicant.

Webinar Participant Comments:

None

Testimony in Favor of the Request:

None

Testimony Neutral/Against the Request:

None

Staff Comments:

None

Public Testimony for ZOA 21-02 closed at 6:52 p.m.

Chairman Morris asked for a motion.

Commissioner Moore moved to concur with the findings and conclusions in staff report ZOA 21-02 and forward a recommendation to City Council APPROVAL of the request.

Commissioner Helgeson seconded the motion.

Planning Commission Discussion:

None

The motion passed on a unanimous roll call vote.

OLD BUSINESS:

- a. **City Council Action Updates** – None.

NEW BUSINESS:

- a. 2021 Comprehensive Plan Amendment Review Workshop

Mr. Muai gave a general overview of the twelve Comprehensive Plan Amendments in the 2021 cycle, with August 16th going before the Planning Commission and to the City Council for approval first meeting in October. Mr. Halitsky reviewed CPA 21-01 through CPA 21-05; Mr. Donovan reviewed CPA 21-06 through CPA 21-11; Mr. Muai reviewed CPA 21-12.

REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

None.

ADJOURNMENT:

The meeting adjourned at 7:43 p.m.



City Council Meeting Schedule August 2021

City Council temporarily designated the location for regular, special and study session meetings to a virtual location until termination of the state of emergency or until rescinded. The City broadcasts City Council meetings on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

August 3, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING - Cancelled
NATIONAL NIGHT OUT

August 10, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Development Related Code Amendments
2. Transportation System Overview
3. Workplace Safety Update

August 17, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

August 24, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Columbia Park Events Review
2. AMI Update
3. CCB/Deschutes Intersection Update

August 31, 2021

Tuesday, 6:30 p.m.

NO MEETING SCHEDULED

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio and Video Taped



City Council Meeting Schedule September 2021

City Council temporarily designated the location for regular, special and study session meetings to a virtual location until termination of the state of emergency or until rescinded. The City broadcasts City Council meetings on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

September 7, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 14, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Comp Plan Amendment Review
2. Cross-Functional Teams Update

September 21, 2021

Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

September 28, 2021

Tuesday, 6:30 p.m.

WORKSHOP MEETING (the workshop meeting will be done via Zoom and broadcast on the City's website <https://www.go2kennewick.com/CouncilMeetingBroadcasts>)

1. Micromobility Update
2. Event Administration Update
3. Redistricting Update

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.

Please be advised that all Kennewick City Council Meetings are Audio and Video Taped

September 2021
Updated 08/10/21