



PORT OF KENNEWICK REGULAR COMMISSION MEETING

AUGUST 24, 2021 MINUTES

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

Commission President Commissioner Don Barnes called the Regular Commission Meeting to order at 2:00 p.m. via GoToMeeting Teleconference.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

Board Members: Commissioner Don Barnes, President (via telephone)
Skip Novakovich, Vice-President (via telephone)
Thomas Moak, Secretary (via telephone)

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

PLEDGE OF ALLEGIANCE

Commissioner Barnes led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. ***Approval of Direct Deposit and E-Payments Dated August 17, 2021***
Direct Deposit and E-Payments totaling \$66,970.21
- B. ***Approval of Warrant Register Dated August 24, 2021***
Expense Fund Voucher Number 103125 through 103155 for a grand total of \$56,651.71
- C. ***Approval of Regular Commission Meeting Minutes August 10, 2021***

MOTION: Commissioner Barnes moved to remove Item B from the Consent Agenda for further clarification; Commissioner Moak seconded.

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Discussion:

Commissioner Moak inquired where Commissioner Barnes would like to place Item B for discussion.

AMENDED MOTION: *Commissioner Barnes moved to amend the main motion to remove Item B from the Consent Agenda and place it immediately following the Consent Agenda; Commissioner Moak seconded. With no further discussion, amended motion carried unanimously. All in favor 3:0.*

With no further discussion, the motion has been moved and seconded and amended, to remove Item B from the Consent Agenda and place immediately following the Consent Agenda; With no further discussion, motion carried unanimously. All in favor 3:0.

MOTION: *Commissioner Novakovich moved to approve the Revised Consent Agenda, Items A and C; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

Commissioner Barnes asked Mr. Kooiker for clarification for the warrant for legal services for Williams, Kastner and Gibbs with the description of legal services for long term care research.

Mr. Kooiker stated the Port obtained special legal guidance for the proposed Washington State long term care tax act, which requires all employers to withhold .58% for long term care. Every employer is subject to the state tax and there are many agencies and ports dealing with the implementation of this long term care act.

MOTION: *Commissioner Barnes moved to Approve Item B of the Consent Agenda; Commissioner Moak seconded. With no further discussion, amended motion carried unanimously. All in favor 3:0.*

PRESENTATION

A. *Quarterly Finance Update*

Mr. Kooiker presented the quarterly financial update. (*Exhibit A*)

Commissioner Moak inquired if the Port received the remaining funds from the sale of the Racetrack to the City of West Richland.

Mr. Kooiker stated yes, the Port received the remaining funds in December of 2020.

Commissioner Barnes inquired how much cash on hand the Port had at the end of March 2021.

Mr. Kooiker stated approximately \$13,000,000.

EMERGENCY DELEGATION UPDATE

Mr. Arntzen and Ms. Hanchette stated there is nothing to report.

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REPORTS, COMMENTS AND DISCUSSION ITEMS

A. *Vista Field*

1. *Design Standards*

Mr. Peterson stated the design standards and regulations will provide clear expectations to the Commission, citizens, and the development community regarding what is deemed acceptable at Vista Field. Mr. Peterson introduced Lizz Plater Zyberk of DPZ Co-Design who will present the elements of the design standards and regulations.

Ms. Plater-Zyberk stated the Urban Mixed-Use zoning (UMU) will help bring in character and specific identity to the development. Ms. Plater-Zyberk shared the final design standards and regulations for Vista Field. (*Exhibit B*)

Commission and staff discussion ensued regarding the design standards documents and regulations.

Mr. Peterson stated staff and DPZ will make some revisions to the document for continuity; and will share them with the City for their review and possible comments as directed by the Commission. Mr. Peterson anticipates bringing back the revised document for possible adoption in September.

2. *Property Owners Association*

Mr. Peterson briefed the Commission on the history of the Property Owners Association (POA) at Vista Field and introduced Ben Floyd of White Bluffs Consulting, who has been working on the POA with Doris Goldstein.

Mr. Floyd outlined the POA commercial and general association working documents and presented a proposed timeline for staff and Commission review.

B. *Columbia Gardens*

1. *Design Standards, MAKERS*

Mr. Peterson introduced Bob Bengford and Beth Batchelder of MAKERS, who are presenting the working design standards for Columbia Gardens.

Mr. Bengford outlined the proposed design standards and regulations for Columbia Gardens. (*Exhibit C*)

Commissioners Moak and Barnes would like to see the color palate expanded.

RECESS

Commissioner Barnes called for a recess at 3:55 p.m. for 3 minutes.

Commissioner Barnes reconvened the Regular Commission meeting at 3:59 p.m.

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2. *Property/Neighborhood Association-Policy Decisions*

Mr. Peterson presented two scenarios for the POA at Columbia Gardens: equal assessments and allocations, or assessments based upon building size and use. (*Exhibit D*) In both scenarios, the Port pays dues for the first five years, as an incubation period for new businesses and an investment in the neighborhood.

Commissioner Moak prefers the assessments based upon building size and use and believes everyone should pay a share. Commissioner Moak inquired if a business should pay a prorated fee in case the business vacates the property before the five-year period is up.

Commissioner Novakovich believes Columbia Gardens is an incubator facility and is hesitant to assess fees, especially now. Commissioner Novakovich inquired if the current tenants were informed that they would eventually pay maintenance fees. Commissioner Novakovich believes it is wrong for the Port to assess maintenance costs and believes the Port will lose tenants and have trouble attracting tenants. Commissioner Novakovich likes the five-year pause and stated Commissioner Moak's point is well taken about businesses leaving early before the assessment begins.

Commissioner Barnes prefers the assessments based upon building size and use and likes the idea of a five-year transition period. Commissioner Barnes believes it is important to communicate to the tenants that there are expenses associated with the maintenance and operations of these buildings. If a tenant is paying under a gross lease, then there is a portion of the rent proceeds that are being used for maintenance fees. Under this new scenario, communication with the tenants is vital and lease terms should be more specific.

3. *Washington State Department of Transportation (DOT) Signage*

Ms. Bader Inglema has been working with the Department of Transportation on the potential addition of blue hospitality signage on the highways. Ms. Bader Inglema stated the Port is not allowed to add the Columbia Gardens logo to the state highway signs; however, businesses can use the words "at Columbia Gardens." Businesses must meet certain criteria established by the DOT, which includes being open consistently for five days a week, which includes either a Saturday or Sunday, for six hours a day. Ms. Bader Inglema will continue to work with the interested businesses regarding signage.

C. *Formal Approval of CEO's Goal #5 (Waterfront Master Plan) of the CEO's 2019/20 Goals and Objectives; and Goal #4 (Acceptance of 1135 Application) of the CEO's 2021/22 Goals and Objectives; Resolution 2021-14*

Mr. Kooiker presented Resolution 2021-14 for Commission consideration, formalizing the CEO goals and objectives. Mr. Kooiker stated exhibit A of Resolution was updated March 9, 2021.

PUBLIC COMMENT

No comments were made.

MOTION: Commissioner Novakovich moved to approve Resolution 2021-14, accepting as complete goal #5 of the CEO's 2019/20 Goals and Objectives, and goal #4 of the CEO's 2021/22 Goals and

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Objectives; Commissioner Moak seconded.

Discussion:

Commissioner Moak stated these were two large projects that the Port has been working on for several years and to have them complete, from the manager's standpoint, is good to get those done.

Commissioner Barnes prefers to address the completion of the goals and objectives at one time during the year. It is clear that these goals have been completed; however, he prefers to see them once a year.

Commissioner Moak inquired if there was a reason goals and objectives are approved in a piecemeal manner, rather than all at once, for example, when setting new goals or working through the CEO's evaluation.

Mr. Arntzen stated it has been standard procedure to bring goals to the Commission as they are accomplished, which has been the custom and practice and he does not see a reason to change it now to simply delay it. A practical reason to approve goals when they are completed is if staff saves all the completed goals until the end of the year, what with the performance review and other end of year business we have, it can get a bit confusing. Another reason to approve the goals closer to the time of the accomplishment is that it is fresh in our recollection of the tasks that have been completed. Mr. Arntzen thinks there are several good reasons to try and not let them stack up and accumulate, and then be taken down many months after the accomplishment has been completed. Mr. Arntzen strongly requests that they be approved at this time.

Commissioner Barnes has sat on the Commission since 2012 and did not recall that we did this on a piecemeal basis; however, he did not research and does not have a reason to question Mr. Arntzen. Commissioner Barnes recalled that it was an annual set of goals and objectives in 2012 and after that, it moved to a biennial budget and set of goals and objectives.

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

D. Governance Audit Update

Mr. Arntzen briefly updated the Commission that Jim Darling has been working on the Governance Audit scope of work. Mr. Darling has been managing the transparent process and Mr. Arntzen has received very little information, by design. Mr. Arntzen has limited, firsthand knowledge of the process, other than the Commission, staff, and a few outside third parties have been interviewed by Mr. Darling. Mr. Arntzen stated Mr. Darling will present an update on the scope to the Commission at the September 14, 2021 Regular Commission Meeting.

Commissioner Barnes stated it more than met his expectations because he did not know Mr. Darling was trying to get on the Agenda for September 14, 2021 for a presentation and a follow up on September 28, 2021. Commissioner Barnes stated this has been very useful and thanked Mr. Arntzen for providing a timeline.

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E. Potential Property Purchase, Available Funding Options and Listing Agreement

Mr. Arntzen stated if the Port was looking to purchase property for \$1,000,000 or less, we would look at submitting an application for Rural County Capital Funding (RCCF) through Benton County. Mr. Arntzen stated by using the RCCF funding, the property would have to meet certain County requirements. Another potential funding source could be the monies received from the recent Oak Street/Verbena Auction last month or utilize some funding from the opportunity fund.

Mr. Kooiker stated at that price point, there are many funding options to purchase property.

Commissioner Moak inquired if the Port were to apply for RCCF funding to purchase property, what is the time frame for Benton County to process the application.

Mr. Arntzen believes the Port would make an offer, subject to a financing contingency. Ms. Bader Inglima would craft the application and move as quickly as possible. Mr. Arntzen stated there are no guarantees to RCCF funding, therefore, it would be appropriate to look at a backup source of funding.

Commissioner Barnes inquired if there is a listing agreement, as referenced on the Agenda.

Mr. Arntzen stated that was an oversight on his part and if there is a point that the Port requires a realtor, he would like to bring a listing agreement forward for Commission review.

Additional discussion commenced regarding a potential buyers agent to assist negotiations.

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

Commissioners reported on their respective committee meetings.

Commissioner Barnes received an invitation from the Kiwanis Club of Kennewick to speak to them in November. Commissioner Barnes disclosed that the invite came from Commissioner Moak, who is the coordinator of speakers for the Club.

G. Non-Scheduled Items

Mr. Arntzen spoke with the Kiwanis Club of Kennewick and reported that they found the potential project manager acceptable. Mr. Arntzen will start the contract process with the consultant, who will work on the Kiwanis playground project.

Commissioner Moak inquired if the Department of Corrections work crew is back.

Ms. Hanchette stated there has been one work crew working sporadically over the past few months. The Port is still utilizing Express Personnel for temporary labor.

Commissioner Novakovich stated Commissioner Barnes has mentioned the need to increase the staffing level at the Port of Kennewick and inquired if the CEO had any comments.

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Mr. Arntzen stated he hires staff if it is provided for in the budget. In the current two-year budget, there was a provision for maintenance personnel. Mr. Arntzen stated the Port contracted with Express Personnel, rather than hire staff. Additionally, we have been working on a significant staff realignment, primarily in response to the enhanced activities at Vista Field. We have implemented some of those changes, but we are still in the process of implementing the remaining changes. Mr. Arntzen stated our two-year work plan approved by Commission tries to balance projects with available staffing level. Adding new projects to the Work Plan, which sometimes occurs, requires a reallocation of staffing and funding. The better the Port is at adhering to the Work Plan, the better we are at allocating staff. The Work Plan does speak to this and reminds us to stay solidly focused on the Port's core business and established priorities. Mr. Arntzen believes the Commission is proud, despite Covid, of how we have continued to maintain our core business activities, as set forth by the Commission and the Work Plan. Mr. Arntzen stated we try to balance the projects in the Work Plan with available staffing; however, sometimes things come up and we utilize contractors to assist us with those projects. Contracting out is a useful tool to use for a variable workload, rather than hiring an employee, which requires a long-term commitment with salary and benefits. If the Port seems lean, that is by design and we have a conservative Budget Philosophy that requires Mr. Arntzen to maintain a balanced budget and reduce costs, while maintaining an acceptable level of service. Additionally, the policy also acknowledges the Port's limited staff and financial resources, which he is bound to follow. With the available funding for the two-year budget, we try to balance the capital projects that people like versus the daily operations. The more you put into one, the less there is for other. The Port has always operated lean and if the Commission believes we need to staff up, Mr. Arntzen would diligently follow any Commission directive. Mr. Arntzen appreciates Commissioner Barnes questions and Commissioner Novakovich giving him the opportunity to respond.

Commissioner Barnes believes we are talking out of both sides of our mouths and stated on this Agenda, there is a discussion to purchase property; however, that is not in the Work Plan. Additionally, the Port has had proposed items on the Agenda that have nothing to do with the Port District. Commissioner Barnes is concerned about the pace of play and the amount of time it takes for the Port to get projects going and how easily distracted the Port is, for example, an anonymous citizen complaint, which took two years and significantly slowed things at Vista Field. The Port made the decisions to close Vista Field in April of 2013 and yet, over eight years later, this is where we are at. Commissioner Barnes stated everything Mr. Arntzen said regarding the Work Plan and Budget and staffing plan is correct. Commissioner Barnes is expressing his concern for what he is seeing right now, he is seeing a constituency that is frustrated by the progress at Vista Field. We are a small organization, but Commissioner Barnes believes it is his job to speak up and say things that seem to be obvious. Commissioner Barnes does not believe the workload will be diminishing and feels that we are already behind the curve and struggling to keep up. Commissioner Barnes is concerned about the staffing levels and does not believe we have adequately addressed it and he would like to see it brought up again, evaluated, and reviewed. Commissioner Barnes believes we could be doing more, at this time we do not have legal descriptions for property, we are not ready to sale, we do not have a POA in place, and the same things can be said for Columbia Gardens. Commissioner Barnes is voicing that concern.

PUBLIC COMMENTS

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No comments were made.

COMMISSION COMMENTS

No comments were made.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 5:12 p.m.

APPROVED:

PORT of KENNEWICK BOARD of COMMISSIONERS

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DN Barnes

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Don Barnes, President

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Skip Novakovich

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Skip Novakovich, Vice President

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Thomas Moak

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Thomas Moak, Secretary

PORT OF KENNEWICK

Resolution No. 2021-14

**A RESOLUTION OF THE PORT OF KENNEWICK
BOARD OF COMMISSIONERS FORMALIZING COMPLETION OF
GOAL #5 OF CEO'S 2019/20 GOALS AND OBJECTIVES and
GOAL #4 OF CEO'S 2021/22 GOALS AND OBJECTIVES**

WHEREAS, the Commission approved goals and objectives for the Port CEO, attached as Exhibit "A" and last modified on March 9th, 2021; and

WHEREAS, the Chief Executive Officer presented the Waterfront Master Plan for Commission consideration and approval on June 22, 2021, thus completing Goal #5 of the CEO's 2019/20 Goals and Objectives; and

WHEREAS, the Commission approved Resolution 2021-12 adopting the Waterfront Master Plan on June 22nd, 2021; and

WHEREAS, an update regarding the 1135 Project was presented to the Port Commission on May 11th, 2021 reporting that the Port's CEO and the Walla Walla Army Corps of Engineers Commander signed the Cost Share Agreement. The Commission authorized Warrant #102897 in the amount of \$1,654,000 for the Port's matching funds to commence construction of the Clover Island 1135 shoreline rehabilitation project. At the August 10th, 2021 Commission Meeting, it was reported the project was awarded and will begin August 25th, 2021; thus completing Goal #4 of the CEO's 2021/22 Goals and Objectives; and

WHEREAS, the Commission desires to formally accept as complete Goal #5 of the CEO's 2019/20 Goals and Objectives and Goal #4 of the CEO's 2021/22 Goals and Objectives related to these items.

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby accepts as complete Goal #5 of the CEO's 2019/20 Goals and Objectives, and Goal #4 of the CEO's 2021/22 Goals and Objectives.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 24th day of August, 2021.

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

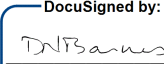
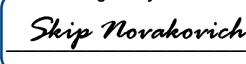
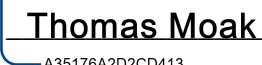
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Exhibit "A"

CEO 2021/22 Goals & Objectives (including update on 2019/20 ongoing goals)					
DATE: March 9, 2021					
GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
2019/2020 Goals and Objectives Carryover					
Vista Field	2019/20 GOAL	Completion of Phase 1A construction.	Considered complete when presented to Commission for substantial completion	95% Complete	Anticipate Commission acceptance before end of 2020.
	1				
Vista Field	2019/20 GOAL	Sell one parcel or obtain one ground lease (does not include Arts Center Task Force).	Considered complete when presented to Commission.	25% complete	Unattainable until the Port has recorded lots to sell. Completion scheduled in Fall 2020. However, the Port has had substantial interest from developers.
	2				
Clover Island	2019/20 GOAL	Present for Commission consideration of the Waterfront master plan.	Considered complete when presented to Commission.	30% complete	Estimated completion in Spring 2021.
	5				
2021/2022 Goals and Objectives					
Port Administration	2021/22 GOAL	Prepare "Back to Work" plan for Port staff in relation to the COVID-19 pandemic.	Considered complete when presented to Commission.		
	1				
Vista Field	2021/22 GOAL	Develop a Vista Hangar analysis to include lean renovation options (with RCCF partnership funds) and viability/potential for selling on a ground lease.	Considered complete when presented to Commission.		By consensus Commission approved this as a goal on 9/8/2020
	2				
Vista Field	2021/22 GOAL	Implement the Vista Field "Team Approach", including cost estimates and proposed plan forward for the Port.	Considered complete when presented to Commission.		
	3				
Kennewick Waterfront	2021/22 GOAL	Finalize execution agreements as necessary to commence construction of Clover Island 1135 shoreline rehabilitation project.	Considered complete when presented to Commission.		
	4				
Kennewick Waterfront	2021/22 GOAL	Implement the identified Duffy's Pond tenant-improvements and algae mitigation plan.	Considered complete when presented to Commission.		
	5				
Kennewick Waterfront	2021/22 GOAL	Prepare a report discussing the likelihood, feasibility of, and costs for Columbia Gardens Wine & Artisan Village wayfinding signage and the children's playground partnership project on the historic waterfront.	Considered complete when presented to Commission.		
	6				

Exhibit "A"

GOAL & OBJECTIVE		TACTICAL STEPS	ACTION	STATUS (checkmark = Completed)	COMMENTS
Districtwide	2021/22 GOAL	Prepare a report which evaluates maintenance facility needs and possible alternatives.	Considered complete when presented to Commission.		
	7				
Districtwide	2021/22 GOAL	Prepare a COVID-19 economic-impact outlook analysis, which obtains professional data, advice, and other indicators regarding potential economic and business impacts to the Port.	Considered complete when presented to Commission.		By consensus Commission approved this as a goal on 9/8/2020
	8				
Districtwide	2021/22 GOAL	Complete Laserfiche training and implementation of procedures related to documentation, filing, paperless review, digital signature, and internal document workflow processing.	Considered complete when presented to Commission.		
	9				
Port Administration	2021/22 GOAL	Complete Governance Audit as a top priority project as directed by the Commission on 2/9/2021	Considered complete when presented to Commission.		
	10				

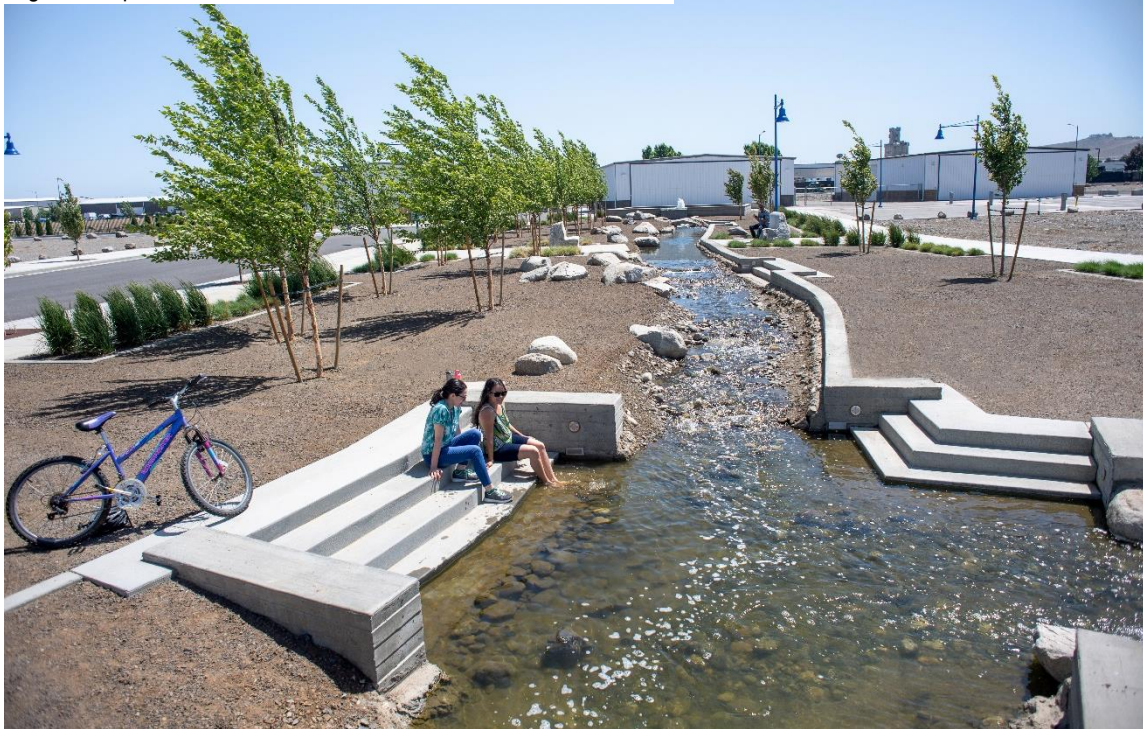
Port of Kennewick

Quarterly Budget Update – 1st QTR 2021

Managing Resources & Accountability

by Nick Kooiker, CFO/Auditor





Operating Division

Revenue & Expenses

EXHIBIT A



Revenues:
\$354,156

- Benchmark of 12.5%
- Marina right on track with budget
- Property management division slightly higher than benchmark



Expenses:
\$690,721

- Benchmark of 12.5%
- Overall, under benchmark for first quarter
- Vista Field Maintenance Costs
- Shoreline Maintenance Costs



Non-Operating Division

Revenue & Expenses

EXHIBIT A



Revenues:
\$4,674,556

- 12.5% Benchmark
- 2021 property taxes already booked
- Gain on sale from Verbena auction will be recognized here
- RCCF



Expenses:
\$256,845

- 12.5% Benchmark
- Sale costs from auction

Capital Projects 2021/2022

EXHIBIT A

Item	Budget	Expended	Remaining
Vista Field Loan Repayment	\$900,000	\$0	\$900,000
TBD Vista Field RCCF Project	\$3,785,000	\$30,080	\$3,754,920
Vista Field Fire Station (City of Kennewick)	\$125,000	\$0	\$125,000
Vista Field Well	\$250,000	\$0	\$250,000
Vista Field "Team"	\$150,000	\$0	\$150,000
Vista Field Traffic Impact Fund/Central Park	\$100,000	\$0	\$100,000
VF Owners' Association Fund	\$200,000	\$7,137	\$192,863
VFDF A & B Exterior Improvements	\$600,000	\$0	\$600,000



Capital Projects 2021/2022

Item	Budget	Expended	Remaining
Shoreline Construction	\$2,250,000	\$1,770	\$2,248,230
Clover Island Master Plan	\$50,000	\$52,875	(\$2,875)
Columbia Drive & Duffy's Pond	\$450,000	\$3,911	\$446,089
City of Kennewick Partnership	\$500,000	\$0	\$500,000
City of Richland / Island View Infrastructure	\$800,000	\$0	\$800,000
City of Richland Center Parkway	\$400,000	\$0	\$400,000
Opportunity Fund	\$300,000	\$15,000	\$285,000
Port Buildings (Asset Replacement Program)	\$500,000	\$9,783	\$490,217
Miscellaneous Capital	\$100,000	\$5,618	\$94,382





Thank You

Nick Kooiker, CFO/Auditor
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PORT OF KENNEWICK

Financial Highlights

UNAUDITED & IN DRAFT FORM - ACCRUAL BASIS OF ACCOUNTING

Jan 1, 2021 through March 31, 2021

Financial Highlight Summary				
* Benchmarks	13%	Revenues	13%	Expenses
* Ending Cash/Investments	\$	12,998,452		
* Cash Restricted by Commission	\$	2,500,000		
* Accounts, Notes, & Taxes Receivable	\$	4,124,203		
* Total Assets	\$	71,471,618		
* Total Liabilities (not including OPEB or Pension)	\$	1,123,509		

DESCRIPTION	2021 & 2022 BUDGET	2021 ACTUAL	2022 ACTUAL	2021/2022 Actual Total	UNDER BUDGET (OVER)	% Reached To Date
OPERATING REVENUES						
Marine Division	\$ 574,975	\$ 75,321	\$ -	\$ 75,321	499,654	13%
Property Management Division	\$ 1,873,868	\$ 278,835	\$ -	\$ 278,835	1,595,033	15%
Total Operating Revenues	\$ 2,448,843	\$ 354,156	\$ -	\$ 354,156	2,094,687	14%
OPERATING EXPENSES						
Marine Division	\$ 695,747	\$ 101,458	\$ -	\$ 101,458	594,289	15%
Property Management Division	\$ 3,156,972	\$ 241,979	\$ -	\$ 241,979	2,914,993	8%
Corporate Division	\$ 3,215,296	\$ 347,284	\$ -	\$ 347,284	2,868,012	11%
Total Operating Expenses	\$ 7,068,015	\$ 690,721	\$ -	\$ 690,721	6,377,294	10%
OPERATING PROFIT (LOSS)	\$ (4,619,172)	\$ (336,566)	\$ -	\$ (336,566)		
NON-OPERATING REVENUES						
Real Estate Division - Gain (Loss) on Sale of Assets	\$ 500,000	\$ -	\$ -	\$ -	500,000	0%
Economic Development & Planning Division Grants, Loan & Insurance Proceeds	\$ 5,220,000	\$ 121,057	\$ -	\$ 121,057	5,098,943	2%
Ad Valorem Tax	\$ 8,826,724	\$ 4,524,590	\$ -	\$ 4,524,590	4,302,134	51%
Other Non-Operating Revenues	\$ -	\$ -	\$ -	\$ -	0	
Interest Income	\$ -	\$ 28,909	\$ -	\$ 28,909	(28,909)	-
Total Non-Operating Revenues	\$ 14,546,724	\$ 4,674,556	\$ -	\$ 4,674,556	9,872,168	32%
NON-OPERATING EXPENSES						
Real Estate Division	\$ 59,945	\$ 8,975	\$ -	\$ 8,975	50,970	15%
Economic Development & Planning Division	\$ 498,525	\$ 36,510	\$ -	\$ 36,510	462,015	7%
Public, Governmental Relations, and Other Non-Operating Cost	\$ 3,303,837	\$ 208,321	\$ -	\$ 208,321	3,095,516	6%
Vista Field Ongoing Closure & Decommissioning Cost	\$ -	\$ 3,039	\$ -	\$ 3,039	(3,039)	#DIV/0!
Total Non-Operating Expenses	\$ 3,862,307	\$ 256,845	\$ -	\$ 256,845	3,605,462	7%
Operating & Non-Operating Revenues Over Expenses (Under Expenses)	\$ 6,065,245	\$ 4,081,145	\$ -	\$ 4,081,145		
CAPITAL EXPENDITURES	\$ 12,663,955	\$ 180,015	\$ -	\$ 180,015	12,483,940	1%

Notes are integral to the financial highlights

NOTES

These above numbers are unaudited, subject to change and in draft form. Final version of these numbers will be compiled on accrual basis of accounting which is required to be reported in a Annual Report and completed by May 31, 2021 as per Washington State Auditor's Office and State Law. The final version of the Port's Annual Report will be audited by an accredited CPA firm or the Washington State Auditor's Office for accuracy and released to the public. Therefore, these numbers should only be used for internal purposes for benchmarking and making daily management decisions.

1) Accrual accounting requires Ad Valorem Taxes to be recorded when levied, therefore, entire levy amount is reported in above revenues regardless when actual cash is received.



VISTA FIELD DESIGN REGULATIONS

DRAFT August 19, 2021

DPZ
CODESIGN

Michael Mehaffy, Structura Naturalis, Inc
Laurence Qamar, Qamar and Associates

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VISTA FIELD DESIGN REGULATIONS

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VISTA FIELD DESIGN REGULATIONS

INTRODUCTION

A. GENERAL

The intent of the Vista Field Regulations is to produce a visual identity for the new community that emerges from the location, climate and history of its site. The Regulations guide the implementation of a Master Plan that invites walking in a safe, comfortable and interesting public realm of shared spaces created by the streets and buildings of Vista Field.

The goal of the Master Plan and Design Regulations is to enable a community of connectedness, with a visible welcoming of a diversity of people and activities. Workplace, retail and entertainment, and housing for a variety of ages and incomes, are all in close proximity, with appealing shared spaces and gathering places. Buildings designed individually to contribute to a harmonious whole, reflect the desired balance of individual interest and shared benefit of a healthy society.

Other goals include sustainability and climate resilience, in consideration of the health of natural systems and human well-being. This is reflected in a master plan and building types intended to reduce dependence on non-renewable resources: a compact, mixed-use pedestrian friendly plan to reduce automobile dependence for daily activities, buildings scaled to allow cross-ventilation, and construction materials and methods specified for longevity in a dry climate.

The economic goals include the balancing of investment and return in the creation of a thriving new neighborhood that benefits the community at large as well as the developer. The context encourages a modest beginning, allowing assessment of the initiating experience, with the expectation that the quality and predictability demanded by the guidelines will ensure growth in value with every new building that is added.

The interface between the private properties and the public realm is a determining component of the community's physical character. Perceived in the streets and squares, and in views established for public benefit, this harmony in the public realm is the aim of the urban, architecture, landscape, and thoroughfare regulations that follow.

B. LIST OF REGULATIONS

The design regulations for Vista Field consist of six components to be used in conjunction with each other to implement the community vision:

Regulating Plan: a map showing the various lot types, Building Types, location and form of public spaces, including streets and squares.

Building Types: graphic design instructions for each Building Type, corresponding to the Urban Reg-

ulations.

Urban Regulations: text that regulates those aspects of buildings which affect the public realm, guiding building placement, configuration, uses, and parking.

Architectural Regulations: text that specifies the materials and configurations permitted for walls, roofs, openings, and other building elements, intended to produce visual compatibility among disparate building types, and promote a unique identity for the community. These regulations relate to the vernacular building traditions of the region, thus inheriting a suitable response to the climate.

Landscape Regulations: text that specifies materials and configuration of site improvements, separated into those pertaining to public areas and to private lots, reflecting the overall site goals of creating an ecosystem harmonious with the region, and developing a unified character for the new community with a forestation that is coordinated with the urban fabric.

Thoroughfare Regulations: text that guides the quality of the pedestrian experience in the streets, alleys, and pedestrian passages than organize community mobility.

C. TERMINOLOGY

1. Addressing the quality and character of buildings, landscape and public spaces of Vista Field, the relatively high degree of specificity in these regulations will ensure that investments in homes and businesses are supported by consistent and predictable development. The highest quality of design and construction is desired. Poorly proportioned or executed details are unacceptable.
2. Provisions of all the regulations are activated by “shall” when required; “should” when recommended; and “may” when optional.
3. Properties and improvements are expected to conform to the Vista Field Design Regulations and the design intention of the Regulations and the Regulating Plan, and may take precedence over the “letter” of the Regulations.
4. Exceptions to these Regulations may be granted on the basis of architectural merit, site conditions and/or other extenuating or unusual circumstance.
5. The Town Architect (TA) may determine that a certain lot or portions thereof may be held to Principal Frontage (streets and public spaces) standards if it is highly and easily visible from the public realm, even if it does not meet the definition of Principal Frontage.
6. Where a material is specified, it is that material that is specified not others that may resemble it. For example, “wood” means “wood”, not wood chips pressed and glued together, or recycled plastic melted and molded to resemble wood. Materials other than those specified in this document may be approved by the TA.
7. Where previously approved materials have since been prohibited or are no longer permitted, the previously approved material may be used for repairs.

D. AUTHORITY

For the Vista Field development, the Design Regulating shall take precedence over other typical standards. In matters of health and safety, the City of Kennewick, State of Washington and national regulations shall take precedence.

The City of Kennewick, WA Code of Ordinances Mixed-Use Design Standards District that includes standards for street frontage, blocks, site design, and building design, shall prevail in case of difference. These Urban and Architectural Standards may be legally binding by contract with the Vista Field Community Association as a condition of the purchase of property within the community.

E. ADMINISTRATION

The Vista Field Town Architect (TA) shall administer these regulations, and all the approvals required by these regulations. Exceptions to these guidelines may be approved by the Town Architect.. Each exception should be considered unique and shall not set a precedent for future exceptions. A specific description of each deviation shall be clearly recorded in writing prior to the start of construction.

A sampling of forms to assist in administration may be found in the Design Review Procedure at the end of this document.

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2. DEFINITIONS

All capitalized words in the Design Regulations shall be interpreted as defined below.

Alley: a thoroughfare, or access easement, designated to be a secondary means of vehicular access to the rear or side of properties; an Alley may connect to a vehicular driveway located to the rear of lots providing access to outbuildings, service areas and parking, and may contain utility easements.

Awning: a fixed or movable shading structure, cantilevered or otherwise entirely supported from a building, used to protect outdoor spaces from sun, rain, and other natural conditions. Awnings are typically used to cover outdoor seating for restaurants and cafes.

Blade Sign: a sign made from rigid material mounted perpendicular to a building wall with one side attached or supported by a device extending from a building wall.

Block: the aggregate of private lots, passages, and rear alleys, circumscribed by thoroughfares.

Build-to Line: a line on the Regulating Plan at which the building Facade is required to be placed.

Building Height: the vertical extent of a building measured in feet or stories. Building Height shall be measured from the sidewalk or if there is no sidewalk from the street pavement at the front of the building, at the centerline of the lot width. Building Height shall be measured to the highest point of the roof for flat roofs; to the midpoint between the eaves and the highest point of the roof for pitched roofs.

Building Type: the categorization of a building according to its location on the master plan and its relationship to public space such as the street it faces.

Civic: the term defining organizations dedicated primarily to community benefit through the arts, culture, education, recreation, government, transport, and municipal parking.

Civic Building: a building operated by an organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking, or other community benefit public use.

Civic Space: an outdoor area dedicated for public use and operated by a Civic organization or by the Vista Field Property Owners Association.

Configuration: the form of a building or a building component based on its relation to the overall building and adjacent public space.

Disposition: the placement of a building on its lot.

Elevation: an exterior wall of a building not facing a Frontage. See: Facade.

Floor Elevation: the height of a floor level.

Encroachment: any building element that breaks the plane of a vertical or horizontal regulatory limit, extending into a setback, or into the public frontage.

Exception: a ruling that would permit a practice that is not consistent with a specific provision of this Code, but that is justified by its intent.

Facade: the exterior wall of a building facing a Frontage Line. See Elevation.

Flag Lane: an auto accessway shared by two to six residential lots.

Frontage: the area between a building facade and the vehicular lanes, inclusive of its built and planted components. Frontage is divided into Private Frontage and Public Frontage which are defined below.

Frontage Line: a lot line bordering a public frontage. Facades facing frontage lines define the public realm and are therefore more regulated than the elevations facing other lot lines. Lots at intersections have two Frontage Lines.

Lot: a parcel of land accommodating a building or buildings of unified design.

Lot Coverage: the percentage of Lot area that may be covered by building.

Lot Line: the boundary that legally and geometrically demarcates a Lot.

Lot Width: the length of the principal Frontage Line of a Lot.

Natural Preserve: Land reserved permanently to be without building.

Outbuilding: an accessory building, usually located toward the rear or the front of the same Lot as a Principal Building; connected to or separated from the Principal Building.

Parking Lot or Area: A designated space for auto access and arrival, with or without access to a garage, usually detailed as a pedestrian space with garden landscaping and pavement.

Pedestrian Passage: a right-of-way with pedestrian access only.

Porch: An exterior roofed space attached to a Principal Building.

Principal Building: the main building on a lot, usually located to face and be entered from a street.

Principal Frontage: the Private Frontage designated to bear the address and principal entrance to the building, and the measure of minimum lot width.

Private Frontage: the privately held layer between the Frontage Line and the Principal Building Facade.

Public Frontage: the area between the pavement of the vehicular lanes and the Frontage Line.

Regulating Plan: a map or set of maps that shows general areas of Building Type zones, Civic zones, thoroughfares, special districts if any, and special requirements if any, of areas subject to, or potentially subject to, regulation by the Guidelines.

Setback: the area of a lot measured from the Lot Line to a building Facade or Elevation that is maintained clear of permanent structures, with the exception of Encroachments.

Shared Driveway: see Flag Lane.

Shopfront: that part of a building that is designed for potential retail use.

Sidewalk: the paved or graveled section of the public frontage dedicated exclusively to pedestrian activity.

Story: a habitable level within a building, excluding an attic or raised basement.

Streetscreen: a freestanding wall built along the Frontage Line, or coplanar with the Facade.

Terminated Vista: a location visible at the axial conclusion of a street or other public space.

Turning Radius: the curved edge of a thoroughfare at an intersection, measured at the inside edge of the vehicular tracking. The smaller the turning radius, the smaller the pedestrian crossing distance and the more slowly the vehicle is forced to make the turn.

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3. REGULATING PLAN AND BUILDING TYPES

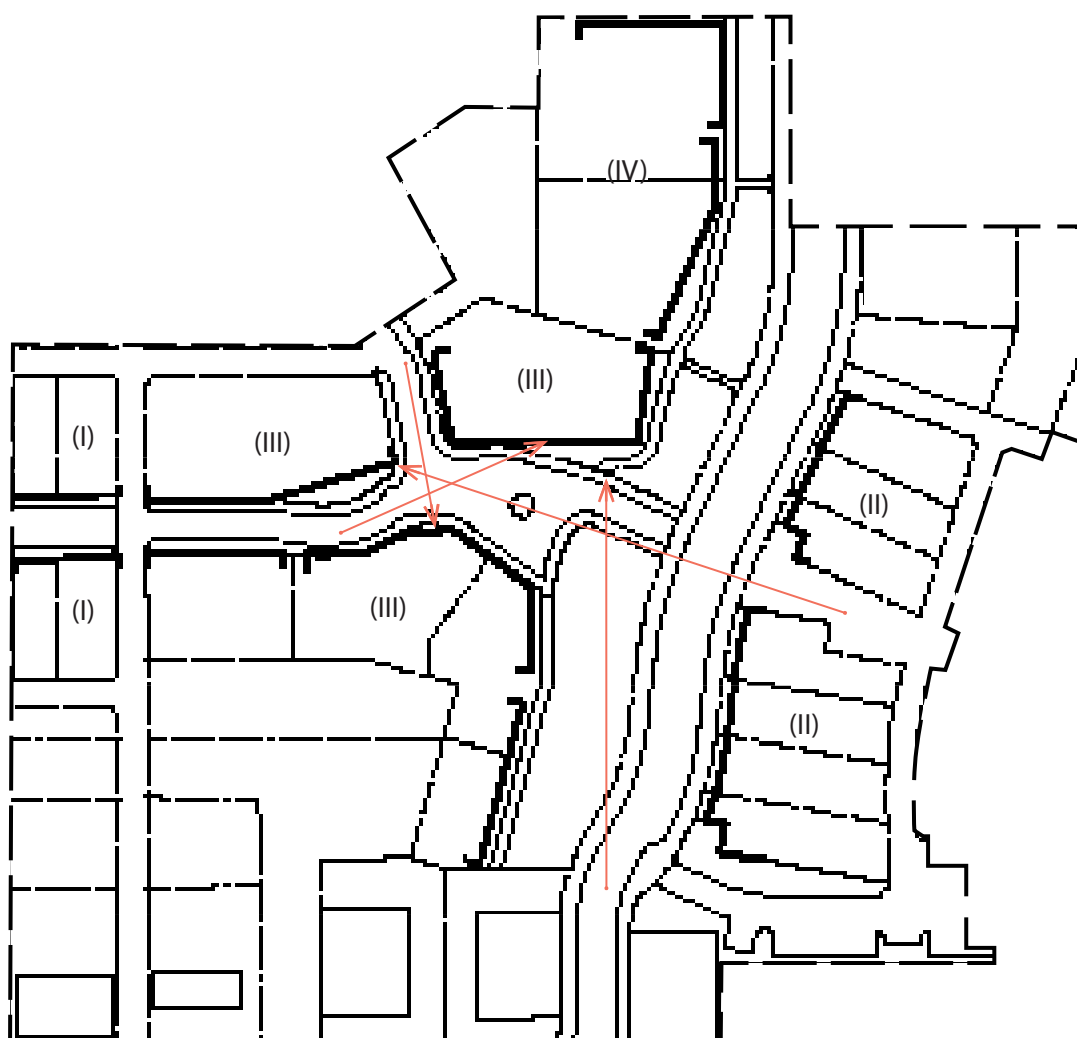
Vista Field Phase One has four Building Types:

Type I: Residential: two stories, single family houses, townhouses, cottage courts, and small apartment houses.

Type II: Live Work: two to three stories, with individual identity, business space at ground level, and residential use behind and above.

Type III: Mixed Use: two to three stories, with restaurant, retail, and service space below, and commercial or residential uses above.

Type IV: Main Street: one to two stories, welcoming a variety of business and residential uses.



Regulating Plan

Vista Field Phase 1

- Phase 1 Boundary
- Build-To-Line
- ← Terminated Vistas

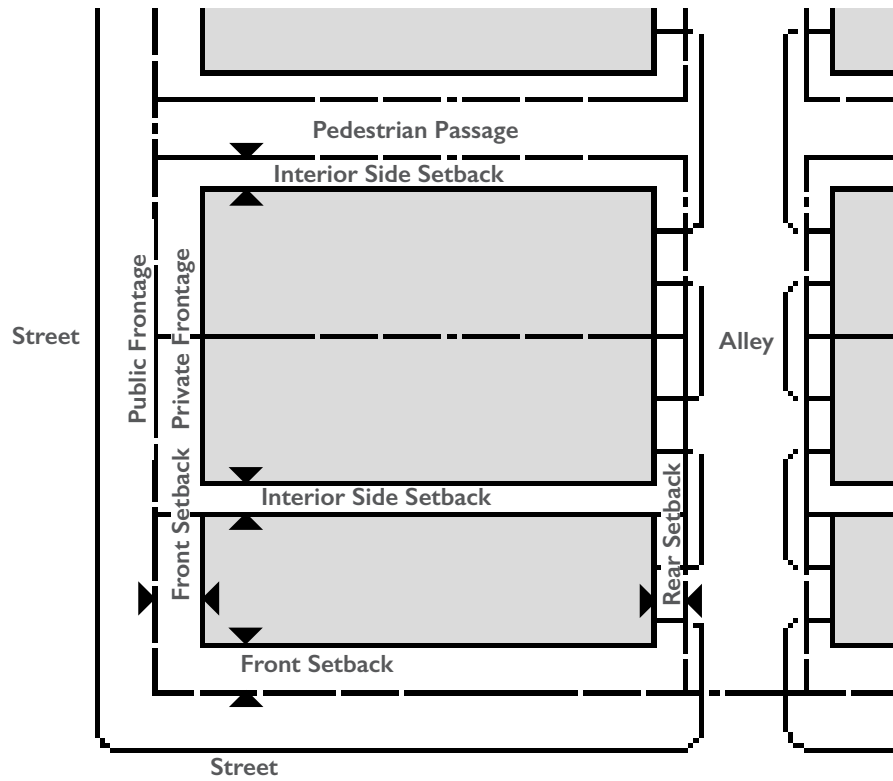
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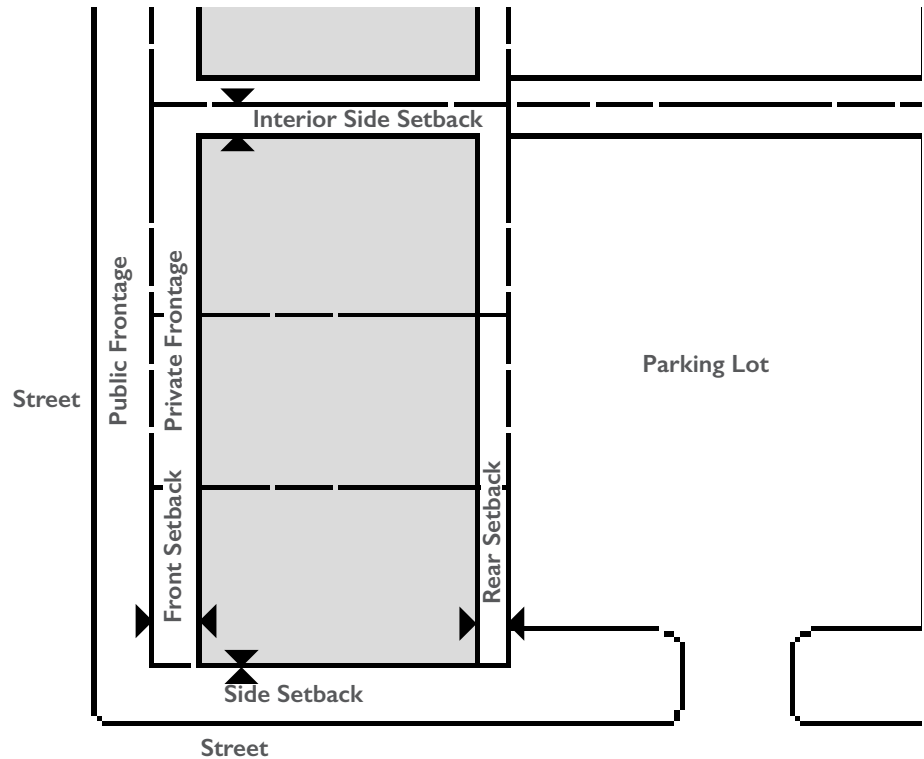


LOT TYPE DIAGRAMS

Building Types I & II



Building Types III & IV



BUILDING TYPE I: RESIDENTIAL

Type I Residential allows single family houses, townhouses, cottage courts and small apartment buildings on a single platted lot with alley-accessed parking.

Use:	Residential		
Lot width:	20’ minimum, 100’ maximum		
Lot depth:	50’ minimum, 100’ maximum		
Lot area:	1,000 sf minimum, 5,000 sf maximum		
Building setbacks:	Front:	Build-to Line at 8’, 50% of Lot width minimum	
	Sides:	0’ interior side, and 5’ minimum end unit side, including at pedestrian passage	
	Rear:	5’ minimum	
Building height:	35’ maximum (3 stories above basement level) Basement shall not extend above street elevation.		
Parking:	Alley access, garage or parking pad		

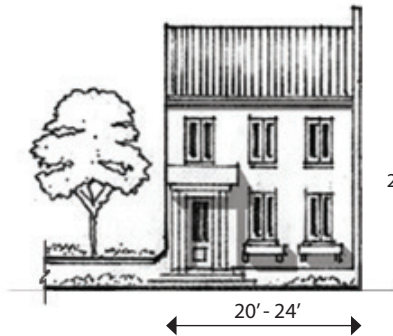
Additional Regulations:

1. Build-to Lines for individual buildings shall be according to the Regulating Plan.
2. Porches, stoops, and lightwells for basement windows may encroach into front setback, and end unit side setback, up to 50%. Balconies and bay windows may encroach into the front, end unit side, and rear setback up to 50%.
3. Walls and fences shall be required on internal side property lines, shall not encroach on front and rear setbacks, and shall be a maximum height of 6’.



BUILDING TYPE I: RESIDENTIAL

Illustrative Elevations



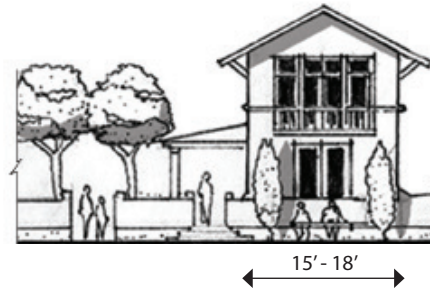
TYPE I
A
20' lot width min.
0' side setback



TYPE I
E
30' lot width min.
0' side setback



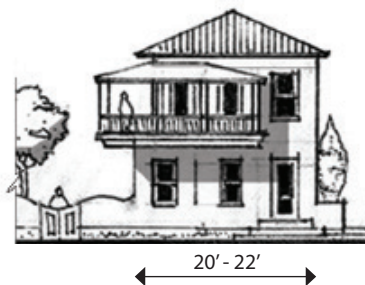
TYPE I
B
20' lot width min.
0' side setback



TYPE I
F
35' lot width min.
5' side setback min.
both sides



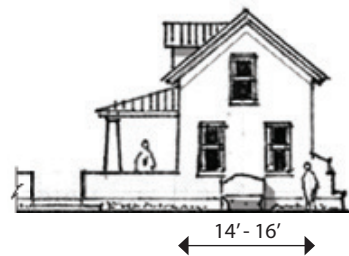
TYPE I
C
25' lot width min.
0' side setback



TYPE I
G
35' lot width min.
5' side setback min.
both sides



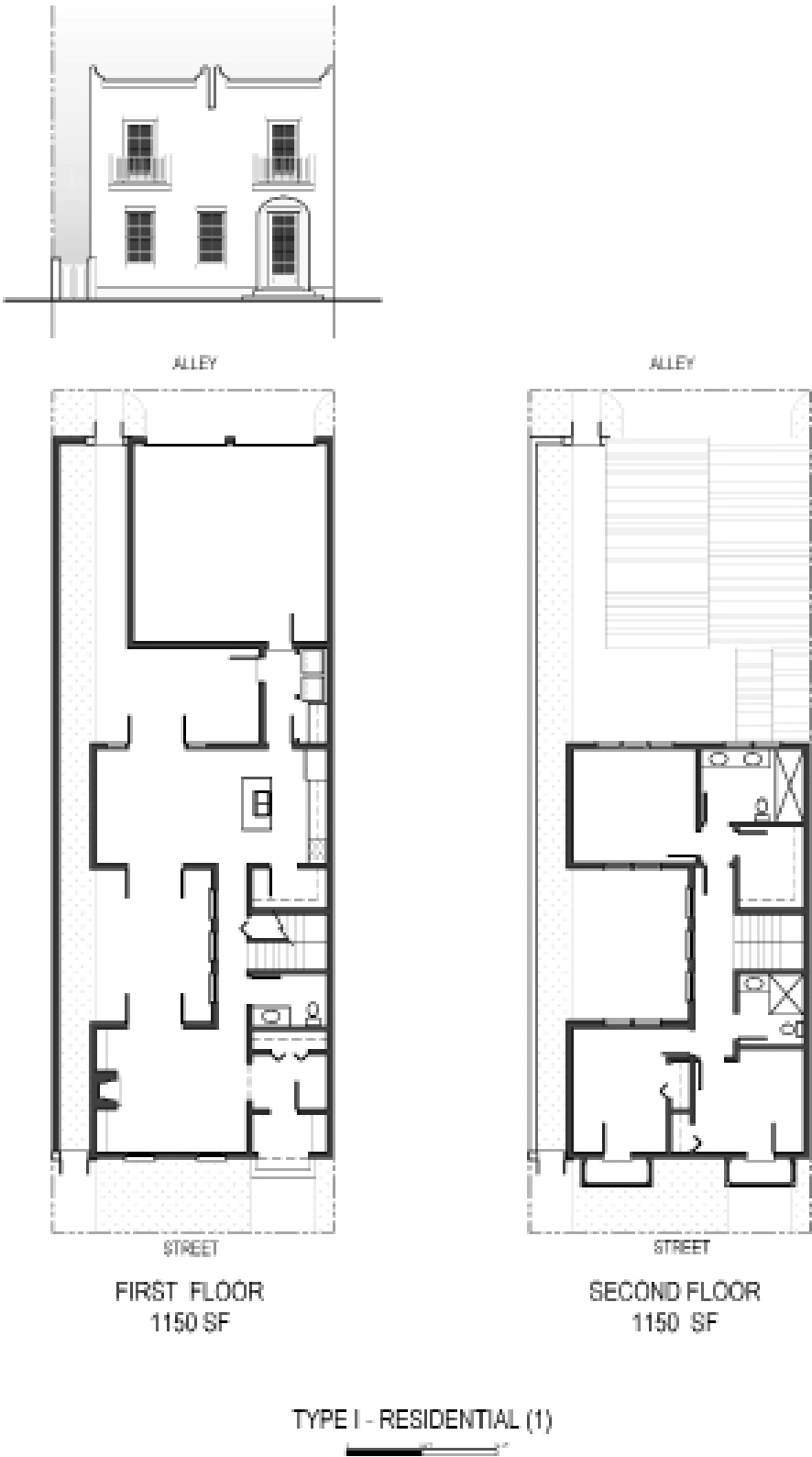
TYPE I
D
30' lot width min.
0' side setback



TYPE I
H
35' lot width min.
5' side setback min.
both sides

BUILDING TYPE I: RESIDENTIAL

Illustrative Plan



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BUILDING TYPE II: LIVE WORK

Type II Live-Work Building allows residential and commercial uses of a small scale on a single plat-
ted lot, with alley-accessed parking. This type serves as a transitional type between commercial and
residential uses. It is intended to facilitate working at home, and to encourage incubation of new
businesses.

Use:	Residential, commercial		
Lot width:	25' minimum, 50' maximum		
Lot depth:	50' minimum, 100' maximum		
Lot area:	1,250' sf minimum, 5,000' sf maximum		
Building setbacks:	Front:	Build-to Line at 8', 50% minimum of Lot width	
	Sides:	0' interior side, and 5' minimum end unit side, including at pedestrian passage	
	Rear:	5' minimum	
Building height:	35' maximum (3 stories above basement level) Basement shall not extend above street elevation		
Parking:	Alley access, garage or parking pad		

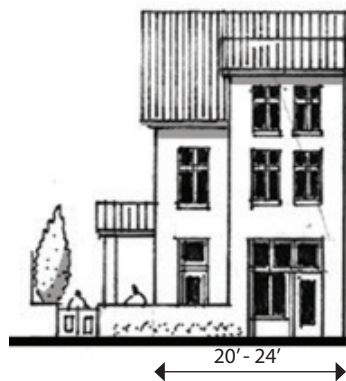
Additional Regulations:

1. Build-to Lines for individual buildings shall be according to the Regulating Plan.
2. Porches, stoops, and light wells for basement windows may encroach into front setback and end unit side setback, up to 50%. Balconies and bay windows may encroach into the front, end unit side, and rear setback up to 50%.
3. Walls and fences shall be required on side internal property lines, shall not encroach on front and rear setbacks, and shall be maximum height of 6'.

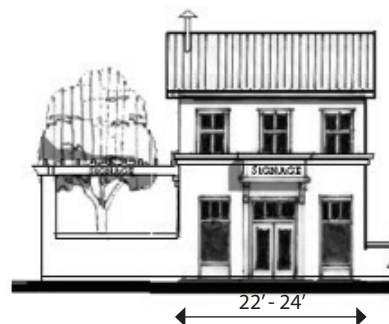


BUILDING TYPE II: LIVE WORK

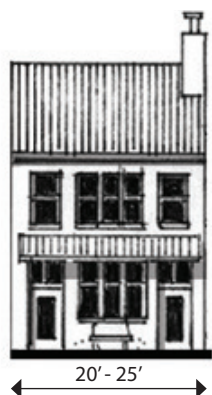
Illustrative Elevations



TYPE II
A
30' lot width min.
0' side setback



TYPE II
E
30' lot width min.
0' side setback



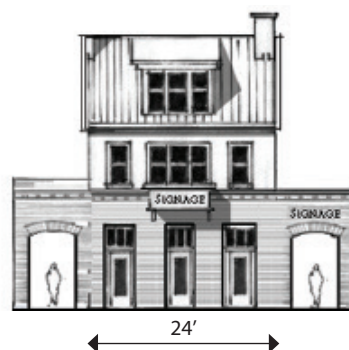
TYPE II
B
25' lot width min.
0' side setback



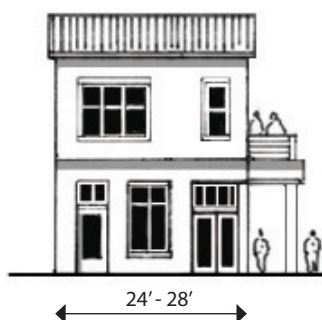
TYPE II
F
30' lot width min.
0' side setback



TYPE II
C
25' lot width min.
0' side setback



TYPE II
G
40' lot width min.
0' side setback



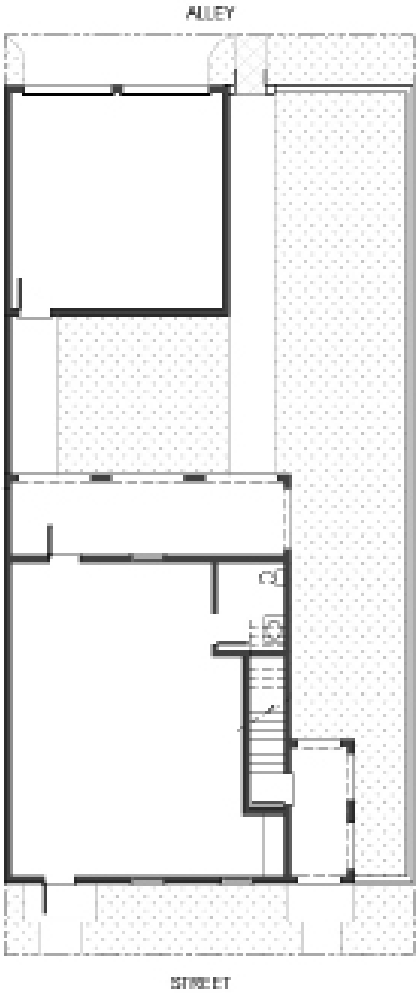
TYPE II
D
30' lot width min.
0' side setback



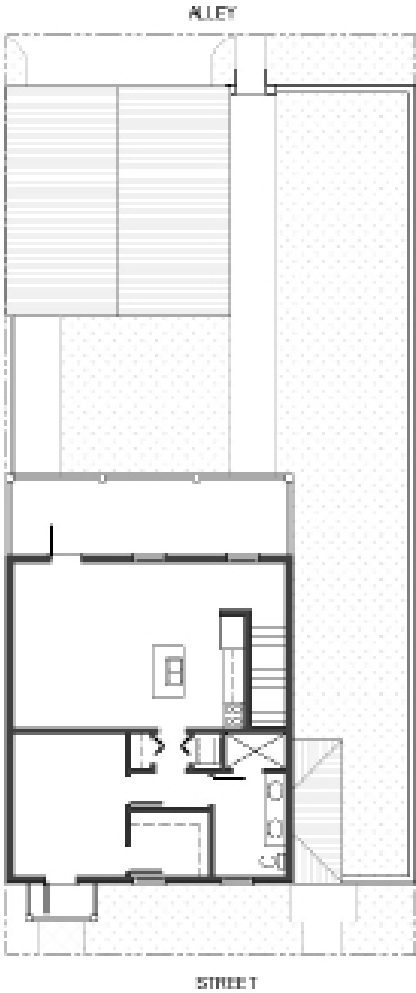
TYPE II
H
30' lot width min.
0' side setback

BUILDING TYPE II: LIVE WORK

Illustrative Plans



FIRST FLOOR
1350 SF



SECOND FLOOR
1315 SF

TYPE II : LIVE WORK (1)

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BUILDING TYPE III: MIXED USE

Type III Mixed Use allows a flexible arrangement of commercial and residential uses with alley access or shared lot parking.

Use:	Retail, office, services, and residential		
Lot width:	20' minimum, 150' maximum		
Lot depth:	50' minimum, 10,000' maximum		
Lot area:	1,000' sf minimum, 15,000' sf maximum		
Building setbacks:	Front:	0' or Build-to Line at 8' according to Regulating Plan	
	Sides:	0'	
	Rear:	5' minimum	
Building height:	45' maximum (2 stories minimum and 3 stories maximum above basement level Minimum first floor finished height 14' Basement shall not extend above sidewalk elevation		
Parking:	Rear access shared parking lot as per Regulating Plan.		

Additional Regulations:

1. Adjacent to residential Type I, a ground floor residential use with at-grade ADA level entry is acceptable.
2. Build-to Lines for individual buildings shall be according to the Regulating Plan.
3. Balconies and bay windows may encroach into the front, side, and rear setback up to 50%.
4. Retractable awnings may encroach into setbacks and beyond front property line, by approval of the TA.



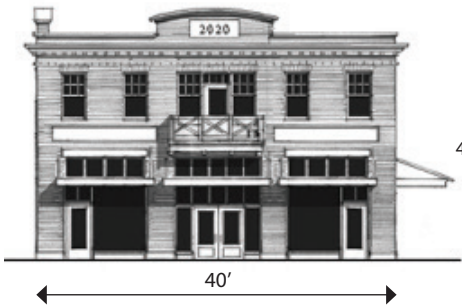
BUILDING TYPE III: MIXED USE
Illustrative Elevations



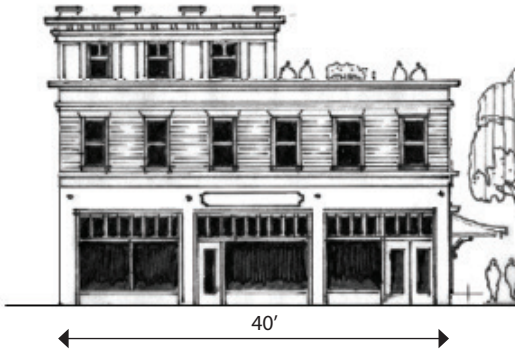
TYPE III
A
30' lot width min.
0' side setback



TYPE III
D
40' lot width min.
0' side setback min.



TYPE III
B
40' lot width min.
0' side setback



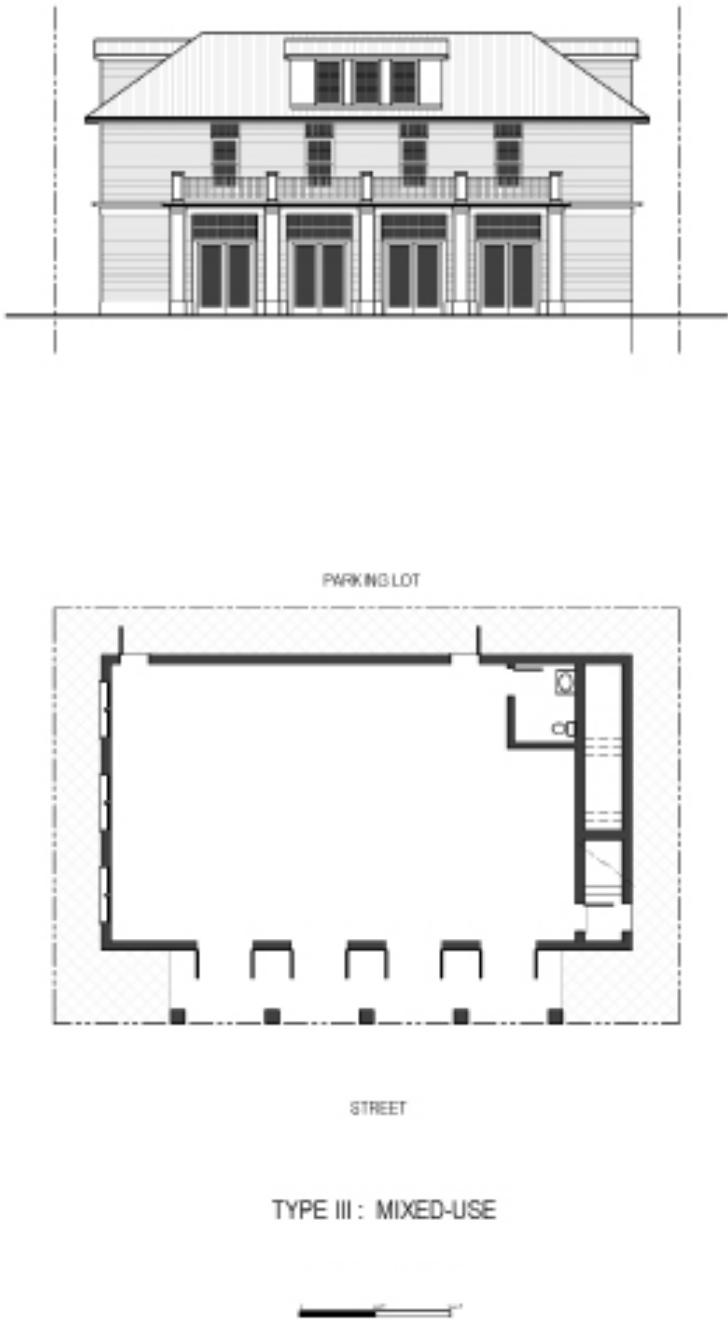
TYPE III
E
40' lot width min.
0' side setback min.



TYPE III
C
45' lot width min.
5' side setback min.

BUILDING TYPE III: MIXED USE

Illustrative Plan



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BUILDING TYPE IV: MAIN STREET

Type IV Main Street allows retail use at ground level with or without upper story commercial and residential uses in a single structure, with alley access or shared lot parking.

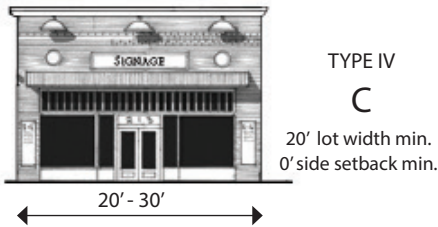
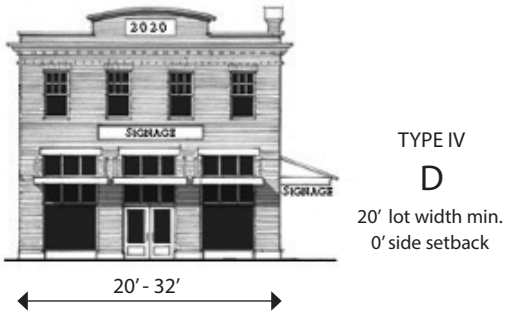
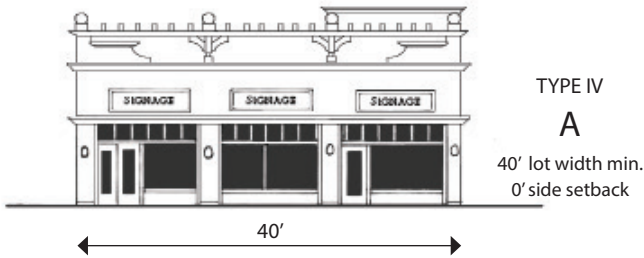
- Use:** First floor retail, office and services
Second floor office, services, and residential
- Lot width:** 20' minimum, 100' maximum
- Lot depth:** 50' minimum, 100' maximum
- Lot area:** 1,000' sf minimum, 10,000' sf maximum
- Building setbacks:** Front: 0' or Build-to Line at 8' according to Regulating Plan
Sides: 0'
Rear: 5' minimum
- Building height:** 35' maximum (2 stories above basement level)
Minimum first floor finished height 14'
Basement shall not extend above sidewalk elevation.
- Parking:** Rear access shared parking lot as per Regulating Plan

Additional Regulations:

1. Adjacent to residential Type I, a ground floor residential use with at-grade ADA level entry is acceptable.
2. Build-to Lines for individual buildings shall be according to the Regulating Plan-.
3. Balconies and bay windows may encroach into the front, side, and rear setback up to 50%.
4. Retractable awnings may encroach into setbacks and beyond front property line, by approval of the TA.

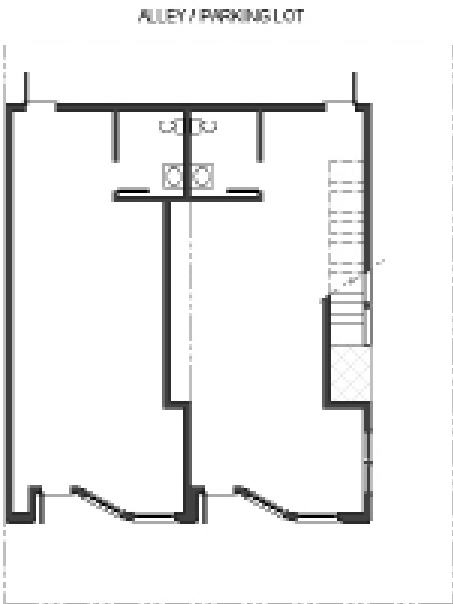
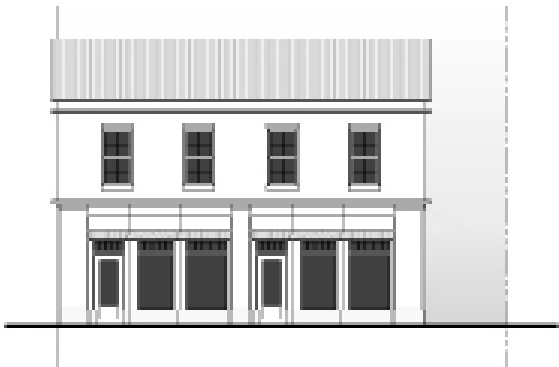


BUILDING TYPE IV: MAIN STREET
Illustrative Elevations



BUILDING TYPE IV: MAIN STREET

Illustrative Plans



FIRST FLOOR
1350 SF



SECOND FLOOR
1315 SF

TYPE IV : MAIN STREET (1)



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4. URBAN REGULATIONS

A. GENERAL

The Urban Regulations apply to all Building Types, unless otherwise stated below, and are coordinated with the requirements of the specific Building Types. The Urban Regulations are organized by these categories:

- A. General
- B. Building Placement
- C. Building Configuration
- D. Building Use
- E. Parking and Driveway Standards

B. BUILDING PLACEMENT

1. Platted lots shall be dimensioned according to Building Types.
2. Civic Buildings are not regulated, but shall develop their site plans in conjunction with the TA.
3. Buildings and all building elements shall be placed in relation to their Lot lines, Setbacks, Build-to Lines, and Frontage Lines according to the Regulating Plan and the Building Types.
4. Lot lines that coincide with a right-of-way or public space are designated Frontage Lines.
5. In the case of adjacent Building Type difference, Setbacks may be adjusted by approval of TA.
6. Setbacks shall be measured perpendicular to the property line of the Lot; at curved property lines (as at a street), the measure shall be taken perpendicular to the tangent at the centerline of the Lot.
7. One Principal Building, and in certain Types, one Outbuilding or multiple buildings, may be built on each lot as shown in Building Types.
8. Buildings shall be placed on Lots with attention to view corridors and Terminated Vistas of the Master Plan.
9. Facades shall be built parallel to the Principal Frontage Line of a straight line and parallel to the chord if broken or curved. Elevations may deviate from the trajectory of Lot Lines.
10. Buildings shall have their principal pedestrian entrances on a Frontage Line.
11. Lots facing two streets shall be considered to have two Frontages, in regard to Setbacks, attachments, and other details, for the purposes of these Regulations. Thus, corner buildings have two fronts, two Facades, one back, and one side.
12. Lots with Alley or Flag Lane access shall restrict auto access to the Alley or Flag Lane, and shall not have auto access from adjacent streets.
13. A building Façade shall be designed to recognize its focus as a Terminated Vista. Driveways and service areas shall not be permitted at Vista Terminations.

14. Lots with Pedestrian Passage access only shall treat the Passage side as the Lot Frontage.
15. Streetscreens shall be aligned with the building Façade.
16. Alleys shall be screened from street view by walls or landscape extending from buildings along the Frontage. When alleys intersect at other than 90 degrees, buildings shall align, to avoid exposing to the street the parking or garage entry behind an extended building.
17. Lots with Alley access shall provide a space for pedestrians to pass from the Building to the Alley without having to go through the garage
18. Encroachments into Setbacks and beyond the Build-to Line shall be according to Building Types.
19. All outdoor storage, trash containers, electrical, plumbing, mechanical and communications equipment, tanks, generators, utility meters, clotheslines, satellite dishes, play equipment, hot tubs, permanent grilles, firewood (except on porches), and the like shall be permitted only behind the front façade, at enclosed rear and side yards and shall conform to required Setbacks; or on roofs concealed by parapet walls; and shall be concealed from view from Frontages and adjacent yards. Trash containers shall be enclosed to prevent animal access.
20. Loading docks and service areas shall be concealed from street and sidewalk views. When Alley or rear parking lot access is not available, service areas at a frontage concealed from public view by a Street Screen may be permitted by approval of TA.
21. Trash containers in Types III and IV shall be concealed from street view, located within a permanent enclosure, and accessed from an Alley or rear parking lot.
22. Basketball hoops, croquet courts, and gardens (including vegetable gardens) may be permitted in front yards by approval of TA.
23. The following outbuildings and landscape constructions may be permitted by approval of TA, and shall adhere to the Vista Field Regulations: garages, workshops, guest houses, artisan studios, garden pavilions, greenhouses, storage sheds, gazebos, trellises, swimming pools and pool houses. Swimming pools and hot tubs shall maintain a low profile and shall be screened from surrounding lots and street views.

C. BUILDING CONFIGURATION

1. Each Building shall have a clearly indicated front entry that is visible and accessible from a street or Flag Lane.
2. Building rooflines shall be simple, with a maximum of two gables per building facing the street, and a maximum of six exterior corners, exclusive of attachments facing the street.
3. Building Heights shall be as shown in Building Types.
4. Chimneys, stairwells, trellises, and other portions of a structure up to 215 sf in area, may be allowed to exceed maximum building height by an additional story.

5. Porches shall be a minimum of 7' deep.
6. Balconies that cantilever shall be maximum 3' deep.
7. Mechanical equipment on a roof shall be enclosed by a parapet of the minimum height necessary to conceal it from any public view.
8. All Building and deck crawl spaces shall be enclosed and screened from public view.

D. BUILDING USE

1. Buildings shall conform to the uses described in Building Types. Uses that do not conform to the requirements shall require approval of TA.
2. Temporary exterior commercial uses, seating, dining and displays in shopfront setbacks may be permitted by approval of TA.

E. PARKING AND DRIVEWAY STANDARDS

1. Required off-street parking placement shall be according to Building Type.
2. Required parking quantities shall be as per Kennewick, WA Code of Ordinances Off-Street Parking Regulations.
3. Parking shall be accessed by Alley or in a Parking Lot at the rear of a Lot, and may be unsheltered or in a garage or carport.
4. Parking lots shall be masked from the Frontage by a Liner Building or Street Screen.
5. Where a driveway crosses a sidewalk, any elevation change or slope shall occur within the Lot to maintain a sidewalk without uneven slopes.
6. Shared parking lots shall have a minimum of one bicycle rack space for every 20 vehicular parking spaces.

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5. ARCHITECTURE REGULATIONS

A. GENERAL

1. The Architecture Regulations are organized by these categories:
 - A. General
 - B. Walls - Materials
 - C. Walls - Configuration and Technique
 - D. Elements and Attachments - Materials
 - E. Elements and Attachments - Configuration and Technique
 - F. Roofs and Eaves - Materials
 - G. Roofs and Eaves - Configuration and Technique
 - H. Openings - Materials
 - I. Openings - Configuration and Technique
 - J. Colors
 - K. Lighting
 - L. Signs
2. The goal of the Architecture Regulations is the achievement of a unique architectural identity for Vista Field through a balance of uniformity and variety. A suitable response to the climate and geography can be learned from the vernacular traditions. Inspiration and lessons can be taken from historical regional buildings, including High Desert, Agrarian Vernacular, Bungalow and Craftsman, Spanish Revival, Neo-Classical and Mission styles. Historical styles when employed should strive to be exemplary of the origins. The use of limited materials, focused on those locally sourced, and a defined color palette, provide a background of uniformity for variations in form. Constraints on form seek to produce building design of the highest quality, avoiding clichés and kitsch, in support of the urban and environmental goals and community identity.
3. All materials shall be subject to approval by TA.
4. All dimensions may be considered nominal.
5. Materials and their details and applications for the individual units or other portions of a multi-unit building shall be consistent.

B. WALLS – MATERIALS

1. Foundation and pier materials shall be concrete, stone or brick. Block with light coating of stucco for exposed foundation walls may be permitted by approval of TA.
2. Wall materials and columns above foundation walls and piers shall be stone, concrete, stucco, tile, brick, metal, cementitious boarding, wood, and composition wood.
3. Shingles shall be smooth cut sawn cedar, 4" to 6" to the weather, sealed with oil or stain only. Coarse variety may be permitted by approval of TA. Single panels are prohibited.

4. Horizontal lap and ship lap siding shall be: smooth face clear redwood or western red cedar, 4" to 6" to the weather, painted or sealed and stained; or composition siding smooth side only, Hardie, Hardie Artisan or Boral, 4 to 6" to the weather, painted or prefinished.
5. Board and batten shall be clear redwood, western red cedar, or composition panel smooth face only, with 2x3 battens, 16" o.c. maximum, painted or sealed and stained. Application shall initiate batten at the centerline of each wall plane.
6. Brick shall be laid in a horizontal running bond pattern with mortar joints no greater than 3/8", shall have minimal color variation, and shall not be painted.
7. Stone shall be natural rock, should be of the region, and shall be individual stones 8" minimum average; laid dry-stack or mortared, uniform in style ranging from coursed ashlar to uncoursed rubble; and shall appear to be weight bearing and not applied.
8. Concrete shall be architectural cast-in-place or board form.
9. Metal shall be brass, bronze, wrought iron, galvanized, stainless or enameled steel or marine-grade aluminum, and shall be permitted only by approval of TA.
10. Nails, screws, fasteners, hinges exposed to the elements shall be galvanized or stainless steel.
11. Mailboxes, newspaper boxes, flower boxes, lettering and numbering shall not be plastic or vinyl.

C. WALLS – CONFIGURATION AND TECHNIQUE

1. All Elevations of a single building shall maintain a uniform level of quality in materials and detailing.
2. Facades should be designed to emulate traditional width to height proportions such as the golden section, square and double square; and with tri-partite assemblies: base, middle, and top; and center and edges.
3. Wall cladding shall be of two materials maximum; and shall be in two configurations of the material maximum.
4. Materials changes shall be along a horizontal line and not along a vertical or diagonal line, typically at a floor line, gable or water-table, and shall place the heavier material below the lighter, expressing a continuous transfer of building loads from the roof to the foundation. Foundations shall appear to carry the weight of the building.
5. Decorative shingles may be permitted by approval of TA.
6. Trim such as corner boards, framing for openings and fascia, shall be no less than 1 1/4".
7. Wood posts shall be 6" minimum in width or depth, chamfered at the corners, and with spacing of traditional proportions.

8. Siding spacing shall butt into corner boards and openings trim. Siding shall not extend in front of trim.
9. Façade stone or brick shall return onto the adjacent side wall 8" to 12".
10. Foundation piers of masonry or concrete shall be 12" in width and 8" in depth minimum. Foundation walls and piers shall be exposed a maximum of 8". Above 8" an architectural finish shall be required. Exposed crawlspace shall be a maximum 18" above grade.
11. Porch openings shall be vertical in proportion.
12. Porch columns shall be brought to grade as masonry piers or masonry foundation walls. Piers shall have openings framed and filled with wood or brick lattice. Wood skirts covering piers are prohibited.
13. Stone or pre-cast lintels shall extend horizontally beyond the opening spanned a dimension equal to the height of the lintel. Brick soldier lintels shall extend a minimum of one brick beyond the opening.
14. Lintels and sills should generally align to create a harmonious facade. When used, window sills should receive more emphasis than lintels, since the lintel already casts a shadow line. The window sill should extend beyond the window opening and surrounding trim a maximum of 2" and shall be detailed with a drip to prevent wall staining.
15. Arches shall be permitted only in masonry or stucco wall surfaces. Keystones shall be centered on the arch and have sides radial to the arch.
16. Metal columns shall be steel and shall be round in section and of a minimum 6" diameter.

D. ELEMENTS AND ATTACHMENTS – MATERIALS

1. Bay windows, porches and balconies shall be made of the wall materials, or they may be made of wood, painted or sealed and stained to match the building wall materials; or metal finished to match other metal of the building including windows and doors.
2. Awnings shall be made of structural building materials such as metal, wood, glass or concrete, and shall have visible architectural support, such as brackets, integral to the awning design. Awnings made of canvas or synthetic woven material resembling canvas may be permitted by approval of TA.
3. Glazing shall be clear glass. Reflective glass is prohibited. Frosted, etched, and other decorative glass may be permitted by approval of TA.
4. Porch and deck floors shall be wood or concrete; brick, stone and composite decking may be allowed by approval of TA.

5. Front entrance porch steps and stoops shall be stone, brick or concrete, and shall be faced on all exposed sides with stone, brick or concrete. Secondary porch steps and stoops may be permitted in wood or composite wood by approval of TA.
6. Balcony, porch, deck and stair railings shall be of a single material in wood or composite simulated wood. Metal railings may be permitted by approval of TA.
7. Pergolas and trellises shall be made of wood, metal or vinyl; trellis wire shall be stainless steel held by 6" stand-offs.
8. Window air-conditioners are prohibited. Wall air-conditioners facing an alley or parking lot may be allowed by approval of the TA.

E. ELEMENTS AND ATTACHMENTS - CONFIGURATION AND TECHNIQUE

1. Awnings shall be sloping rectangles with a free-hanging drip edge, without side or bottom soffit panels, and shall be of a solid color to match the wall color or trim or a dark accent color. Half-dome and plastic awnings are prohibited.
2. Awnings for Types III and IV shall be a minimum of 36 inches wide, shall have a maximum slope of 1:3 from the building to the edge, shall be at height minimum 9' above the pedestrian, and shall not extend closer than two feet to the edge of the adjacent street curb. All awnings shall be integral to the overall design of the storefront and shall respect vertical column and window spacing. Awnings shall be at least nine feet high from the adjacent sidewalk.
3. Bay windows shall cantilever 2 feet maximum, and shall be supported by knee-braces, or other architectural support. Bay windows may be supported by foundation walls.
4. Balconies shall cantilever 3 feet maximum, and shall be supported with brackets or other architectural support.
5. Chimneys shall have a foundation at grade, and for height shall replicate wood-burning standards. Chimney top flues shall be metal or tile. Horizontal flues may be permitted by approval of the TA, and shall not face a street or other public space frontage. Metal flues shall be painted the color of the roof, flat black or left natural.
6. Wood railings shall be clear cedar, 2x2 minimum pickets. Railings shall have top and bottom rails; top rails shall be eased for handling comfort and bottom rails shall have a vertical section. Railings 1x4 minimum flat face to façade with ½" gaps maximum may be permitted by approval of TA. Top and bottom rails shall be centered on the pickets.
7. Metal railings may be permitted by approval of TA.
8. Flagpoles less than 6' long may be mounted at an angle to porch columns or posts and building walls.

F. ROOFS AND EAVES - MATERIALS

1. Pitched roofs cladding shall be slate, terra cotta tile, metal or asphalt shingles.
2. Metal roof cladding shall be prefinished standing seam, galvalume or zincalume; pre-finished corrugated; or unfinished copper; with roof attachments to match main roof.
3. Asphalt shingles shall be multi-ply architectural in a single color.
4. Flat roof surfaces may be reflective roofing, wood decked, and concrete, ceramic or terra cotta tiled.
5. Green (vegetated) roofs may be permitted by approval of TA.
6. Gutters and downspouts shall be copper, steel or anodized/natural finish aluminum. Copper-anodized aluminum is prohibited.
7. Flashing shall be copper, lead or anodized aluminum.
8. Copper roofs, flashing, gutters and downspouts shall be allowed to age naturally and shall not be painted or sealed.
9. Roof penetrations such as vents, attic ventilators, turbines, and flues, shall be painted to match the color of the roof or flat black, except those made of metal may be left natural.
10. Splash blocks shall be stone, brick, concrete or gravel.

G. ROOFS AND EAVES - CONFIGURATION AND TECHNIQUE

1. Roofs shall be simple and symmetrically gabled or hipped, or flat. Two roof types maximum per building, one primary and one secondary, shall be the allowed.
2. Primary roofs shall be gable end or hip. Primary single shed roofs (roofs that pitch in one direction) are prohibited.
3. Secondary roofs shall be hip, gabled; or flat with a parapet to conceal slopes and equipment.
4. Primary roof pitch shall be between 6:12 and 14:12. Secondary roof pitch may be shallower by approval of TA.
5. Roof slope breaks may be permitted at 25% maximum of overall width of roof by approval of TA.
6. Shed roofs shall be permitted when the ridge is attached to an exterior wall of a building and shall have a pitch between 2:12 and 4:12.

7. Eaves shall cantilever 2 feet maximum. Gable end eaves shall cantilever 2 ½ feet maximum.
8. Exposed soffits shall have rafter tails maximum 2x6, with 1x4 or 1x6 tongue-in-groove, or ACX plywood. Gable end rake rafters and fascia shall be minimum 2x8.
9. Enclosed soffits shall be 1x4 tongue-in-groove, skip sheathing with a ½" gap, or stucco.
10. Brackets shall be 4x6 vertical, 6x6 horizontal, 4x6 strut.
11. Gutters shall be ½ round, J-style, or box and shall be the same profile on any one building.
12. Downspouts shall be round or square on a stand-off pin and shall be placed by approval of TA. Rain chains and barrels may be permitted by approval of TA. In the absence of gutters, gravel shall be placed at the dripline.
13. Dormers shall be habitable, roofed with a symmetrical gable, hip, or shed, and placed minimum 3' from side building walls.
14. Skylights shall be flat in profile. Skylights, vent stacks and other roof applications and protrusions shall be placed on roofs facing away from streets.
15. Solar tiles and solar panels may be permitted by approval of TA, and shall be integrated into the surface of the roof and shall not expose an independent structure. Roofs should be designed to accommodate panels; panels applied to an unrelated roof design shall be prohibited as shall be stair-stepping rectangular patterns.
16. Turbines may be permitted by approval of TA.
17. Flat roofs shall be surrounded by a parapet wall tall enough to conceal any roof-top equipment, and no less than 1' above the roof deck. The parapet may be interrupted by drainage scuppers.

H. OPENINGS - MATERIALS

1. Windows shall be made of wood, aluminum clad wood, fiberglass, vinyl, Westeck true-divided grid vinyl, or steel sash.
2. Glass shall be clear and free of color. Frosted, etched, tinted or other decorative glass and glass blocks may be permitted by approval of TA, except at street frontages where they may be applied in clerestories only. Reflective or dark glass is prohibited.
3. Shutters shall be made of wood, painted or sealed and stained, Boral, metal, or vinyl.
4. Doors shall be made of wood, aluminum-clad wood, wood-veneered fiberglass, glass panel, or steel.
5. Screens for windows and doors shall be made of bronze, aluminum, dark colored fiberglass or black vinyl.

6. Garage doors shall be made of wood, composite wood, steel or wood-veneered fiberglass, and may have glass or framed panels.
7. Type III and Type IV storefronts shall be made of wood, brick, composite board, stone, custom metal work or steel frame and clear glass. Painted surfaces shall be white or a dark color glossy painted finish. Masonry and anodized aluminum storefronts may be permitted by approval of TA.

I. OPENINGS - CONFIGURATION AND TECHNIQUE

1. Windows and doors facing frontages, streets, and public spaces shall be located within wall sections such that wall thickness is perceived from the exterior of the building. Flush mounted windows and doors are prohibited.
2. A minimum of 30% of the total Façade area shall be made of glass windows and doors.
3. Total fenestration on the first floor for Types III and IV shall be a minimum of 70% of the first floor facade area and shall have a continuous kickplate 12 – 36" above the sidewalk. Storefronts shall be designed as a unified composition of doors, windows, bulkheads, transoms, signage, awnings, lighting and other details.
4. Windows shall be square or vertical in proportion, such as 1:1.5, golden section, double square, triple square. Transoms may be horizontal. Windows may be circular, semi-circular, oval, hexagonal or octagonal in shape, but only one such window may be placed on a façade. Windows may be quarter-circular in shape when paired in a gable end.
5. Windows may be sub-divided into panes that shall be square or vertical in proportion, with similar proportions throughout the building. Muntins shall be true-divided light, or three-part simulated divided lite, and shall match the color of the exterior sash. Muntins shall not be snap-ons.
6. Windows shall be operable, single-hung, double-hung, casement, awning or fixed. Sliding windows are prohibited.
7. Two or more windows in the same rough opening on a facade shall be separated by a minimum 4" wide post.
8. Windows facing streets shall be no closer than 2' to the corners of the building, except in Types III and IV.
9. Single panes of glass shall be in area a maximum 20 square feet, except in Types III and IV.
10. Window screens, if provided, shall be full view screens. Half view screens may be permitted by approval of TA. Window screens shall be finished to match the window they serve or the trim around it.
11. Porch screens may be allowed and shall be framed to reflect column spacing proportions.

12. Shutters, if provided, shall be applied to all of the typical windows on a Façade or elevation; shall be shaped and sized to the opening they serve; shall match the color of the wall or the building trim; shall be fully functional except with approval of TA. If fixed, shutters shall be mounted as if hinged to the window sash.
13. Doors facing Frontages shall be made of visible boarding or stiles with glass panels or recessed or raised panels, half-lite, full-lite, or three-quarter lite, that express construction technique. Door lites that are arches, rounds, fans or ovals are prohibited. Flush doors with applied trim are prohibited.
14. Type III and IV storefront entrance doors shall be recessed to allow the door to swing out without obstructing pedestrian flow on the sidewalk. Each tenant space shall have at least one three-foot wide door at the main entry. Storefront entrances shall be encouraged at building corners. Where appropriate, folding doors and windows that allow the activity of the business to open adjacent to and onto the public sidewalk may be installed for restaurants and food services. Rear and side doors and windows facing service alleys and parking lots shall be encouraged, but not required.
15. Double doors shall not exceed 5'-6" in overall width except where intermediate 4" minimum posts are provided.
16. Sliding glass doors shall not be permitted on facades facing streets.
17. Screen doors, if provided, shall be full view or three quarter view, and may have a center cross rail finished to match the screen door. Screen doors shall be finished to match the door they serve or the trim around it.
18. Garage doors shall be configured as a sectional overhead or hinged carriage door, and should be an individual door for each parking space.
19. Garage doors facing an alley or a flag lane may be maximum 18' for double width, and may be permitted taller than 8' in height by approval of TA.
20. Security doors and windows may be permitted by approval of TA. For residences these shall be designed as decorative window grills and doorway gates. For storefronts, these shall be interior links or grills that are completely hidden from view when not in use. Solid metal gates or roll-down shutters shall not be permitted.

J. COLORS

1. Colors shall be selected from the Benjamin Moore Historic Colors Palette or equivalent with the addition of pure white and shall be approved by TA.
2. Residential buildings shall be a maximum two colors, including walls, doors, windows, and trim. Trim shall be one color only. Window sashes and entrance doors may be a third color.
3. Wall colors shall be lighter than the trim or attachments and other elements, except white trim is permitted. Contrasting trim other than white shall be avoided.
4. Awnings may have a maximum of two colors by approval of TA.

K. LIGHTING

1. Lighting shall adhere to Dark Sky Friendly standards. Path and area lighting shall have shields to direct light to ground area of use.
2. All exterior lighting, including lampposts, lighting on building walls, wall sconces, pendants and surface mounted ceiling lights shall be downlights, max 2700K LED or equivalent. Type III and Type IV signs may be lit by a gooseneck fixture with focus specific to the sign. Type II and Type IV service entries shall have fixtures with photocells that light from dusk to dawn.
3. Two exterior light fixtures maximum per house or live-work may face the street. Other light sources should be concealed from exterior views. Fixtures should be located to preclude glare.
4. Exterior light fixtures shall be compatible with the style of the building to which they are attached.
5. Doors facing a street or a public space, and garage doors opening onto an alley or a flag lane, shall have a light fixture with a photocell that lights from dusk to dawn.
6. Uplighting, floodlighting and wall washing lighting shall be prohibited.
7. All lighting should have a functional purpose. Additional decorative lighting for Types III and IV only may be allowed by approval of TA. External lighting of awnings may be permitted by approval of TA. Backlighting of awnings from under or inside shall be prohibited.
8. Interior lighting of storefronts and exterior lighting of signs for Types III and IV is recommended throughout nighttime hours (or at a minimum until 11pm) to accentuate storefront displays, illuminate building details, and promote public safety.

L. SIGNS

1. Postal numbers shall be placed on the principal building facade and on alley or rear parking entrances, and shall be maximum 6" tall.
2. Signs for streets and other public spaces, wayfinding, civic and shared facilities shall be of a unified design.
3. Signs for private buildings shall be made of wood, synthetic wood, brass, bronze, copper, wrought iron, ceramic, cast aluminum or thickly enameled steel. All signs shall be subject to approval by TA. Plastic signs or letters, backlit signs, and electronic or video screen signs shall be prohibited.
4. One sign advertising a home-based business shall be permitted at each Frontage of a Type I or Type II building. Signs advertising a home-based business shall be blade or window signs, a maximum size of 2 square feet. Signs may be mounted to a freestanding post, hung below a porch roof, or mounted to a building wall.

5. One sign advertising a shopfront business shall be permitted at each Frontage of a Type III or Type IV building. Signs advertising a shopfront business shall be blade or window signs, or a first floor sign band.
6. Blade signs for shopfront businesses shall be attached perpendicular to the façade; shall be at a height minimum 9' above the pedestrian; shall extend horizontally maximum 3'; shall be maximum 2.5' in vertical dimension, with a maximum overall size of 2.5 square feet, and a 15' minimum distance between blade signs. Blade signs may be a representational silhouette in metal.
7. Window signs for shopfront businesses shall be inscribed on the shopfront glass or shall be made of permanently affixed cut-out lettering or hand-painted letters. Neon signs on the inside of a Type III or Type IV shopfront window may be allowed by approval of TA.
8. Sign bands for a shopfront businesses shall be an integral design with the storefront's elevation and details, and may be a contrasting color to the building. Sign bands may be up to 12 inches in height and may extend the entire length of the storefront. Sign bands shall not be internally illuminated but may be externally lit subject to the approval of TA.
9. Signs for civic and shared facility buildings may be façade signs; shall be made of material and color to be integral with the building design; shall be maximum 2 feet in height by any length; shall not be translucent or internally illuminated; and may be externally lit. Brass or stainless steel may be used for signs mounted to masonry building walls.
10. One business hours sign of maximum 1 square foot advertising hours of operation and credit card acceptance shall be permitted at storefront entry.
11. One security system sign per frontage and one per service entry shall be permitted, maximum 5" x 8", attached to the building wall or a window.
12. Temporary A-frame signs of maximum 6 square feet each side may be placed on the sidewalk adjacent to the business during business hours, shall be made of wood, synthetic wood or metal, shall have a hand-crafted design, and shall be approved by TA.
13. One sign advertising a property for sale or rent is permitted at each frontage, maximum 5" x 8", affixed to the building or on a post maximum 4 feet in height, for a maximum duration of 90 days per year.
14. One sign per lot identifying the building contractor is permitted, maximum 2' x 3', on posts maximum 4 feet in height, for the duration of the construction only.

6. SITE AND LANDSCAPE REGULATIONS

A. GENERAL

1. The Site and Landscape Regulations are organized by these categories:
 - A. General
 - B. Public Space - Materials
 - C. Public Space - Configuration and Technique
 - D. Gardens - Materials
 - E. Gardens - Configuration and Technique
 - F. Fences, Walls, Pavements - Materials
 - G. Fences, Walls, Pavements - Configuration and Technique
2. The goal for the outdoor spaces and landscape improvements of Vista Field is to construct a landscape of plants native to the high desert location of Kennewick, including drought tolerant materials that can provide shade.
3. Site designs shall minimize grading.
4. Topographic transitions between improvements and existing grades or between Lots shall appear to be natural slopes or to be garden terraces.
5. All site drainage and water runoff from impervious surfaces shall be retained on the Lot that generates it.
6. Tree planting shall be considered permanent improvement of the community landscape. Trees shall be selected from the 2018 Community Tree List of the Mid-Columbia Community Forestry Council. Removal of trees larger than 4" caliper deciduous and 6" caliper conifer, shall require approval by TA.

B. PUBLIC SPACE - MATERIALS

1. Public Space site materials shall be according to a masterplan that specifies location, dimensions, at installation and at maturity, durability, and other characteristics that provide maximum safety and comfort, and are conceived of as part of a visually harmonious public realm.
2. Public Space pavements shall be stone, brick, or concrete pavers and designed for maximum permeability: asphalt for driveways and parking lots, and poured concrete pavement for streets and sidewalks may be permitted by approval of TA. All pedestrian pavements shall have a non-skid finish.

C. PUBLIC SPACE - CONFIGURATION AND TECHNIQUE

1. All site utilities shall be placed underground. Above ground equipment shall be located in alleys or parking areas behind buildings and screened from view with walls and landscape.

D. GARDENS - MATERIALS

1. Garden planting materials shall be selected from the following plant lists: the *Tree Lists by Mature Heights* of the *Community Tree List of the Mid-Columbia Community Forestry Council*; and the Washington Native Plant Society's *WNPS Native Plants of Eastern WA* brochure.
2. Garden pavements shall be stone, brick, or concrete pavers and shall be designed to provide maximum permeability.

E. GARDENS - CONFIGURATION AND TECHNIQUE

1. Fenced areas and lawn areas shall be located and designed to be functional and geometrically defined for privacy, protection from the wind, and security of children and pets. Lawn areas shall be restricted to a functional space to minimize irrigation.
2. Landscape irrigation shall be an underground or drip irrigation system and shall have retracting sprinkler heads or shall be otherwise visually unobtrusive.
3. Garden planting may provide shade for adjacent Public Frontage, but shall not interfere with Public Space landscaping.
4. Hot tubs and pools shall be recessed in the ground and visually screened with a fence, wall or hedge.
5. Woodburning outdoor fireplaces and firepits may be allowed by approval of TA, and shall be separated from all combustible structures and trees by a minimum distance of 15 feet.

F. FENCES, WALLS, PAVEMENTS - MATERIALS

1. Fences shall be made of wood pickets, painted or sealed and stained, or steel, wrought iron painted, or ESP aluminum. Fence gates shall be made of the fence material.
2. Garden walls and retaining walls shall be made of architectural finish concrete, segmental block, brick or brick veneer, local stone or local stone veneer, and shall be capped. Wall gates shall be made of wood, painted or sealed and stained, steel, wrought iron painted, or ESP aluminum.
3. Trash yard and dumpster enclosures shall be made of concrete, wood sealed and stained or painted, or steel painted, with gates of wood or steel.
4. Hedges shall be made of plants selected from the Plant List. Hedge gates shall be made of wood, painted or sealed and stained, steel, wrought iron painted or ESP aluminum, with framing structure of the same material.
5. Garden pavement shall be permeable and shall be made of, stone, concrete pavers, brick, brick pavers, wood, or gravel with aggregate maximum 1/4".
6. Gravel in front yards and at frontages shall be edged to prevent runoff.

7. All pedestrian pavements shall have a non-skid finish.
8. Driveway and parking lot pavement shall be made of asphalt, brick, brick pavers, or concrete. Concrete may be patterned but stamped concrete patterns shall be prohibited. Driveway and parking lot materials shall be approved by TA.
9. Gravel in front yards and at frontages shall be edged to prevent runoff.

G. FENCES, WALLS, PAVEMENTS - CONFIGURATION AND TECHNIQUE

1. Fences, garden and retaining walls, and hedges, and their location and height shall be designed to coordinate with the design of the adjacent Public Frontage and neighboring lots.
2. Fences, garden walls and hedges shall be located no closer to the street than the front façade of the building, and in Type III and Type IV located to screen parking lots from the street.
3. Fences and garden walls shall provide closure, starting and ending at a building wall or terminal post that is larger than the other fence posts.
4. Fences and walls shall be a maximum 6' above grade. Trashcan and dumpster enclosures shall be minimum as tall as the containers they conceal.
5. Garden and retaining walls shall be minimum 8" wide and capped with overhang of ½" to 1' on each side to protect from water intrusion.
6. Retaining walls shall be part of building foundations or shall be part of garden terracing. Retaining walls shall follow required building setbacks, and shall be a maximum 4' in height.
7. Hedges may be a single type of plant or a mix of plants. At installation plants shall be 18" o.c. and a minimum 24" in height. Hedges shall be maintained to allow light to penetrate to all branches, tapered slightly to create a base that is wider than the top.
8. Parking lots for Type III and Type IV buildings shall be planted to provide maximum shading of the pavement, with continuous tree islands perpendicular to the parking stalls, or tree diamonds with corners intersecting the striping with a maximum separation of four parking spaces. Each tree shall have a minimum of 5'x 5' planting area.

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7. THOROUGHFARE REGULATIONS

1. The streets are the primary shared experience of Vista Field. Their dimensions, pavements, lighting, and trees planted provide the visual ambience of the public realm. Streets are also the main conveyance of utilities throughout the community and an important component of overall storm-water management. These regulations are intended to encourage pedestrian mobility, minimize vehicular use, and minimize the intrusion of utilities on the visual and pedestrian experience.
2. Shared facilities in the street rights-of-ways and other public spaces, including street lighting, street signs, trash cans, benches, electrical transformers, dumpster enclosures, and other utilities, shall be of uniform design, approved and located by TA.
3. Above ground utility components shall be placed at the rear of buildings rather than at Frontages, shall be grouped and screened with landscape elements to minimize their visual impact.
4. Each street on a block by block basis shall have pavement and Public Frontages designed to provide place-specific character, taking into account topography, on-street parking, driveway entries, et al.
5. Street intersections shall have a curb radius of 10', with a clear zone radius of 25'. Parking shall be held back from an intersection minimum 20'.
6. Alley and lane intersections with streets shall be designed to minimize visual impact of alley or lane on street frontage with building extensions and landscape screening.

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8. DESIGN REVIEW PROCEDURES

A. GENERAL

All Public and Private building and landscape improvements shall be reviewed by the Vista Field Town Architect (TA) and shall require TA's approval prior to commencement of construction.

The TA shall approve, conditionally approve, or disapprove, submitted applications with explanatory notification in writing to the applicant, including if possible the changes necessary for approval, within ten days of each of the following reviews. The TA may approve deviations from the Regulations based on the determination that the proposal fulfills the basic intent of the Regulations, offers a standard superior to that in the Regulations that is to be set aside, and is compatible with adjacent development.

B. SCHEMATIC DESIGN REVIEW. This review confirms conceptual conformance with the Development Standards. More than one scheme may be submitted. Submit (two sets):

- ☐ Lot Plan at 1"=20'
- ☐ Floor Plans at 1/8"=1'-0"
- ☐ Elevations (at frontages) at 1/8"=1'-0" (or photo of each elevation if previously built on another lot)

C. DESIGN REVIEW. This review confirms compliance of the design details with the Regulations and verifies that previous recommendations made by TA have been incorporated. Submit (two sets):

- ☐ Lot Plan at 1/8"=1'-0"
- ☐ Landscape Plan at 1"=20'
- ☐ Floor Plans at 1/4"=1'-0"
- ☐ Roof Plan at 1/4"=1'-0"
- ☐ Elevations (all) at 1/4"=1'-0"
- ☐ Building Section at 1/4"=1'-0"
- ☐ Wall Section & Details at 1-1/2"=1'-0"
- ☐ Material List & Samples
- ☐ Schematic Design Review comments

D. CONSTRUCTION DOCUMENTS REVIEW. Submit (two sets):

- ☐ Construction Documents
- ☐ Design Review comments

If essentially the same building has been previously built on another lot submit the following to apply for simultaneous A, B and C reviews:

- ☐ Lot Plan at 1/8"=1'-0"
- ☐ Landscape Plan at 1"=20'
- ☐ Previously reviewed Construction Documents.
- ☐ Photo of each elevation of each previously built structure on most recent lot.
- ☐ All changes from previously built structure(s) clearly noted.

E. CONSTRUCTION. Plans approved by the Vista Field TA may proceed to the City of Kennewick for building permit, and subsequent inspections shall take place according to the City of Kennewick requirements.

F. CHANGE DURING CONSTRUCTION.

- ☐ Changes during construction shall be approved by Vista Field TA prior to approval by City of Kennewick
- ☐ Change during Construction Form
- ☐ Additional information to describe changes

G. DESIGN REVIEW PROCEDURES CHECKLIST.**Lot Plan**

- ☐ North arrow, scale
- ☐ Property lines, dimensions and area
- ☐ Easements
- ☐ Building footprints with entries noted
- ☐ Encroachments, if any, dimensioned
- ☐ Sidewalks, driveways and patios

- ☐ Finished floor elevations, existing & proposed grades
- ☐ Existing trees over 3" caliper and other natural features
- ☐ HVAC and other exterior equipment including lighting

Landscape Plan

- ☐ Names of all material
- ☐ Size, quantity and location of all material, at installation and at maturity
- ☐ Garden elements such as retaining walls, paved surfaces, trellises, arbors, fences, gates, etc.

Floor Plans

- ☐ Room dimensions and uses labeled
- ☐ Encroachments, if any, dimensioned
- ☐ Roof drip line

Roof Plan

- ☐ All roof penetrations

Elevations

- ☐ Openings, doors, and windows
- ☐ Materials rendered and specified, including color
- ☐ Finished grade and finished floor elevations
- ☐ Building height to eaves, ridges & parapet walls
- ☐ Overall height from grade at front setback
- ☐ Roof pitches

- ☐ Open or closed eave condition if any
- ☐ Awnings, signs, and lights if any

Wall Sections And Details

- ☐ Openings, doors & windows (including heads and sills)
- ☐ Porches and balconies including railings
- ☐ Ornamental elements and trim
- ☐ Inside & outs corners (pilasters, cor. boards, etc.)
- ☐ Eaves and cornices
- ☐ Dimensions of column centerline to:
 - ☐ Face of pier
 - ☐ Face of column at bottom of shaft (1st floor)
 - ☐ Face of column at top of shaft (1st floor)
 - ☐ Face of beam (1st floor)
- ☐ If two-story porch:
 - ☐ Face of column at bottom of shaft (2nd floor)
 - ☐ Face of column at top of shaft (2nd floor)
 - ☐ Face of beam (2nd floor)
- ☐ Fences and garden walls
- ☐ Chimneys

Materials List (with manufacturer and product):

- ☐ Roof, gutters and downspouts
- ☐ Exterior walls and trim
- ☐ Windows, doors and garage doors
- ☐ Fence and garden walls
- ☐ Sidewalk, driveway and patios

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PORT OF KENNEWICK

HISTORIC WATERFRONT DISTRICT DESIGN STANDARDS



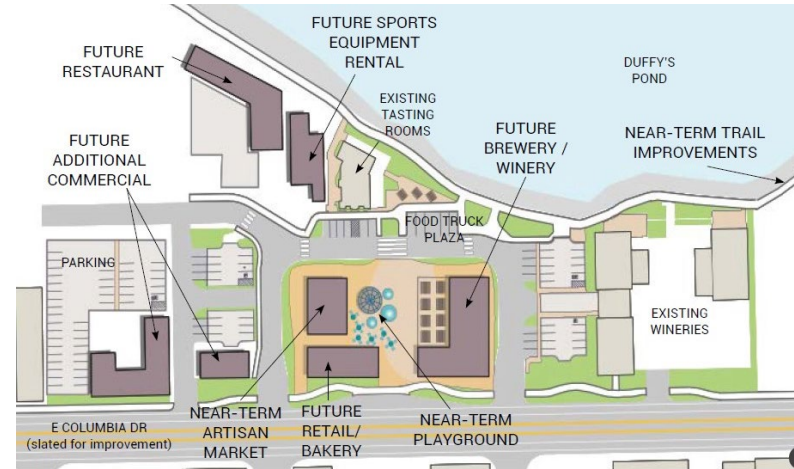
Introduction to Draft Columbia Gardens Design Guidelines

August 24, 2021

Implementing the 2021 Master Plan

EXHIBIT C

- We have coordinated with the MAKERS Julie/Beth/Erica project team on the handoff
- The initial focus is on Columbia Gardens due to upcoming development actions and interest (next phase will be Waterfront District-wide guidelines)
- Treat the guidelines in the master plan (pg. 41-47) as conceptual policy for developing these more specific design guidelines



Design Guidelines Approach

Build on the success of the current Columbia Gardens architecture and allow for a variety of designs that contribute to the village theme.

Key standards to be discussed today:

1. Trail frontage design
2. Columbia Drive frontage design
3. Building massing and articulation (toolbox)
4. Façade details (toolbox)
5. Window design (toolbox)
6. Building materials
7. Building color



Other topics in the draft document:

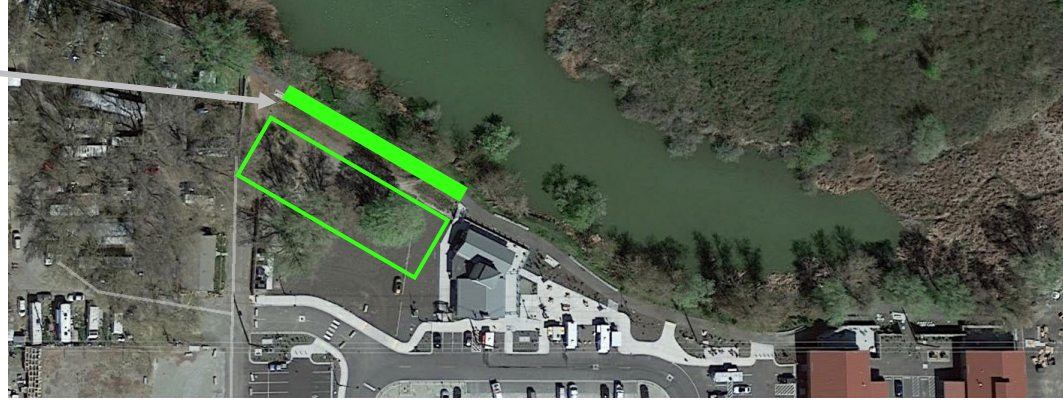
- Plazas and patios
- Internal pedestrian and vehicular circulation
- Usable open space design
- Service element design
- Blank wall treatment

Duffy's Pond Trail Frontage Standards

EXHIBIT C

Why? Ensure vibrant and pedestrian-friendly design.

- Buildings must be 10-30 feet from the trail
- The setback area must be used as a dining area, patio or deck, play area, landscaping, or similar functions
- Buildings next to trail must have a customer-oriented use
- Pedestrian connection required
- Wall and fence heights are limited depending on distance from the trail



Wine tasting building trail frontage



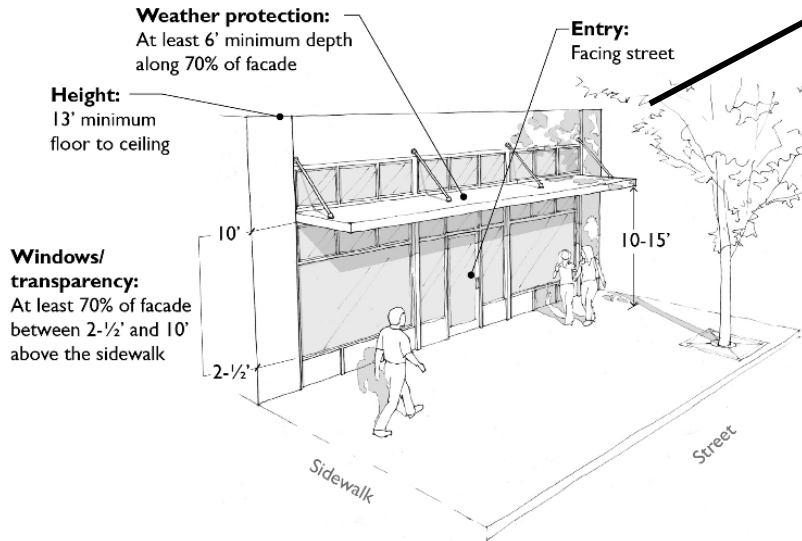
Example of flat trail frontage

Columbia Drive Frontage Standards

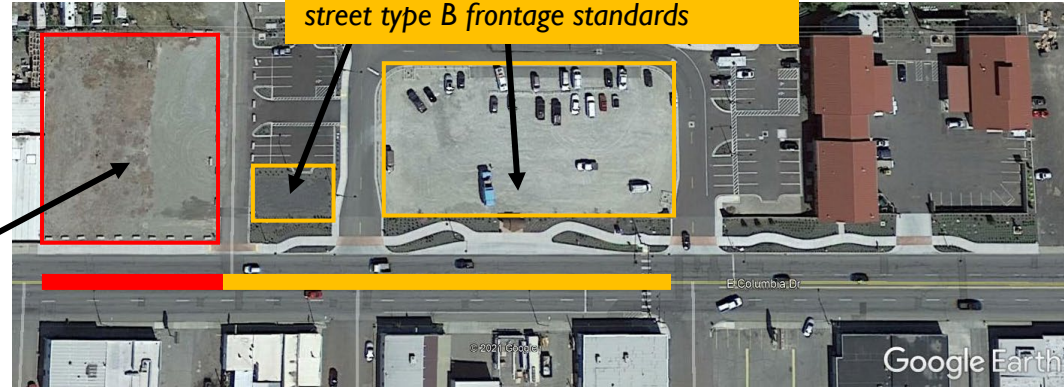
EXHIBIT C

Why? Ensure vibrant and pedestrian-friendly design.

Storefront abutting the sidewalk is required (a setback is allowed for a plaza)



These two sites are subject to the City's street type B frontage standards



Storefront example



Setback with a plaza

Building Massing & Articulation

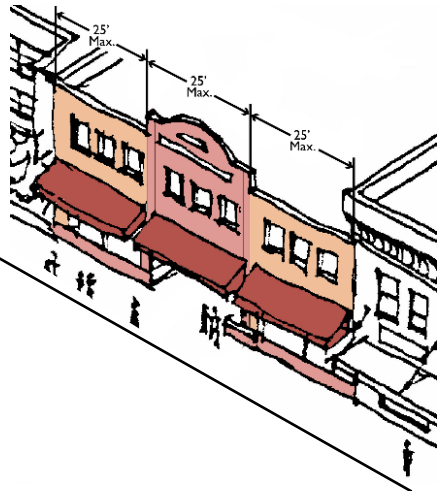
EXHIBIT C

Why? Reinforce pedestrian-friendly “village” scale

- Public-facing façades must have at least three articulation features every **25 feet**
- Production buildings and other façades must have at least three articulation features every **50 feet**

Articulation feature options:

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



Integrating Façade Details

Why? Enhance the character & identity of Columbia Gardens

- Toolbox approach: Choose from a list of options
- Commercial buildings must use at least one feature from all three of these lists
- Production buildings must use features from only two of the lists

1. Window/entry treatments



2. Façade details or attachments



3. Artistic material details



Window Design

Why? Integrating design that provides depth and richness to the façade

- Require exterior trim or recessing of the window
- Other designs that add interest are allowed



Recessed and/or trimmed windows.



This window lacks any other detail that adds visual interest.

Existing Port buildings meet these standards



Building Materials

EXHIBIT C

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

Concrete block



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

Metal



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

Stucco



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

Cementitious panel



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

Building Color

Why? Should we promote or restrict a color palate?

2005 Clover Island plan

Building Color

Buildings shall use earth tones for the basic building shell (at least 70 percent of the building shell, excluding the roof). Recommended colors include:

- Building Shell/Base Coat
- Light to medium gray
 - Tan
 - Ivory
 - Ochre
 - Light Brown

Building Trim/Windows and Downspouts

- White
- Powder coat gray

Roofs

- Clay-tile red
- Gray/galvanized
- Blue (marina)

Site Fixtures

- Galvanized
- Power coat gray
- Powder coat blue/gray

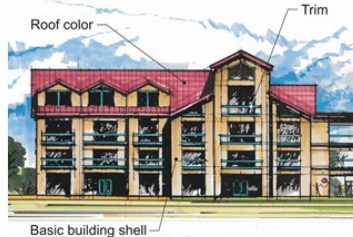


Figure 56. Areas of Building Color

Neon?



EXHIBIT C

Example color palate

Suggested range of exterior building colors

Below are examples of primary, secondary, and background colors. However, downtown Woodinville buildings may use secondary or accent colors shown here as primary colors to allow for a greater range in building colors, provided other color guidelines are met.

Primary background colors

Earth tone, neutral colors, or grays are the preferred primary background colors for buildings over 3 stories in height. The number of individual colors used for background colors should be limited to avoid an overly "busy" look.



Secondary background colors

Generally up to 30% of the façade surface area. The color should represent a relative contrast to the primary background color. Lighter (10-30%) and/or darker (60-80%) color values may be used to add visual interest.



Accent colors

Generally not exceeding 10% of the façade surface area, including window sash and trim, decorative metal work, and elements of the retail façade and signage. Accent colors may incorporate intense white (0-20%) and/or darker (80-100%) values.





If buildings meet all the other massing, detailing, and materials standards, maybe bright colors like this are OK?

EXHIBIT C



Thank You!

COMMENTS? QUESTIONS?

Strategic Departure Opportunities

- All available modification opportunities for Guidelines are noted within each section by the capitalized term DEPARTURES.
- Such modifications are voluntary and must only be approved if they meet the intent of individual Guideline.
- The reasons for approval must be documented and maintained with project application records, in order to inform and provide consistency in decision-making by the Port.

Memorandum

To: Tim Arntzen
 From: Larry Peterson
 Date: August 24, 2021
 Re: Columbia Gardens Property Owners Association (POA) – Staff Recommendation(s)

OVERVIEW

The Port's Columbia Gardens project has progressed to a point that land sales and subsequent private sector development is now possible. Many of the improvements that make the "neighborhood" a unique place, such as the loop roadway (Columbia Gardens Way), 30-space Date Street and 24-space Cedar Street parking lots, roadway & parking lot lighting, 700+ linear foot streetscape corridor, Food Truck Plaza and planned EV charging stations, future shipping container bathroom and the pending Kiwanis playground require perpetual maintenance. The Commission has directed that a mechanism to equitably share some of the "neighborhood" expenses be presented for consideration.

Following a staff presentation based upon a detailed memorandum with numerous potential scenarios the Commission asked for a staff recommendation. The Commission indicated that the "neighborhood" should pay for some of the "neighborhood" expenses currently fully borne by the Port. Any allocation method could be challenged as unfair to one party or another. Two allocation methods which attempt to balance equity with realistic application are presented for consideration.

ASSESSMENTS & ALLOCATIONS – 2 Methods Presented

Equal assessments for each parcel contain the following key elements:

- ❖ Port developed parcels & prorated assessments amounts are excluded;
- ❖ (6) Neighborhood parcels pay for the Foundational items (roadway, sidewalks, parking lots);
 - *Initial Neighborhood annual assessment is \$26,000;*
- ❖ Port pays each property owners share for a 5-year period;
- ✓ Assessment equally divided among the (6) Neighborhood parcels;

Assessments based upon Building Size & Use contain the following key elements:

- ❖ Neighborhood pays for the Foundational items (roadway, sidewalks, parking lots);
 - *Initial Neighborhood annual assessment is \$40,000;*
- ❖ Port pays each property owners share for a 5-year period;
- ✓ Assessments based upon building gross square footage;
- ✓ Hospitality space assessed at 100%, warehouse & production space assessed at 50%;

Pages 2 and 3 contains simplified summaries of expenses and allocations for each method and a neighborhood map and the supporting detailed expense and allocation worksheets for the building size and use method {the math is shown} are attached at the end of this memo.

Columbia Gardens Assessments Equally Shared by all PARCELS

updated August 19, 2021 @ 6:30pm

COLUMBIA GARDENS EXPENSE SUMMARY					
ELEMENTS	EXPENSE	RESPONSIBLE PARTY SHARE			
		NEIGHBORHOOD		PORT DISTRICT	
		%	Amount	%	Amount
FOUNDATIONAL ITEMS	\$40,000	65%	\$26,000	35%	\$14,000
PLAYGROUND	\$20,000	0%	\$0	100%	\$20,000
BATHROOM (Container)	\$14,000	0%	\$0	100%	\$14,000
FOOD TRUCKS	\$10,000	0%	\$0	100%	\$10,000
EV CHARGING STATIONS	\$1,000	0%	\$0	100%	\$1,000
VIBRANCY FUND	\$25,000	0%	\$0	100%	\$25,000
TOTALS	\$110,000		\$26,000		\$84,000

updated August 19, 2021 @ 6:30pm

COLUMBIA GARDENS ASSESSMENTS Equally Shared by all PARCELS									
USES and OWNERSHIP Info				TOTAL SHARES		PARCEL ASSESSMENT			
PARCEL ID	ADDRESS	AREA/BUILDING	POTENTIAL FUTURE	Share	% of Total	Annual	Monthly		
1	Roads	Loop Road, Plaza, 6-Food Truck spots, 4 parking spaces	8'x20' Shipping Container-Bathroom						
2	Date St.	Parking Lot (30 spaces)	8'x40' Shipping Container-Retail						
3	Cedar St.	Parking Lot (24 spaces)	2 EV Charging Stations						
4 A	340 CG Way	A Vacant	Building		16.67%	\$4,333	\$361		
4 B	340 CG Way	B Vacant	Building		16.67%	\$4,333	\$361		
5	225 E. Col Dr.	Vacant	Building		16.67%	\$4,333	\$361		
6 A	211 E. Col Dr.	A Vacant	Building		16.67%	\$4,333	\$361		
6 B	211 E. Col Dr.	B Vacant-Hold	Parking Lot (32+ spaces)						
7	275 CG Way	Building	Building		16.67%	\$4,333	\$361		
8	301 CG Way	Building	Building		16.67%	\$4,333	\$361		
9	325 CG Way	Tasting Room							
10	421 E. Col Dr.	3 Buildings & 22 parking spaces							
				Port pays cost directly		Port pays cost directly			
				0.00	100.00%	\$26,000	\$2,167		

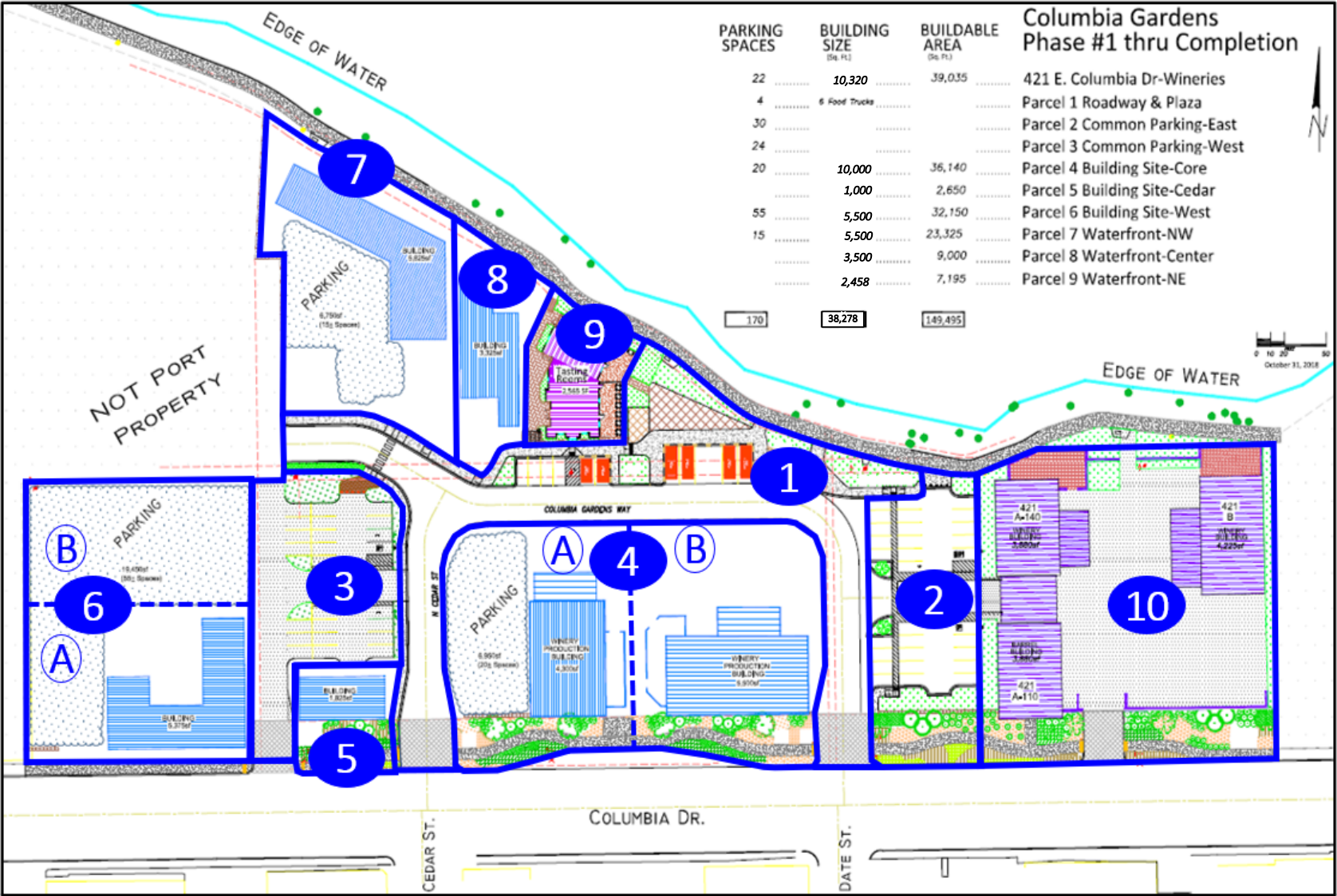
Columbia Gardens Assessments based upon BUILDING SIZE & USE

updated August 18, 2021 @ 12:30pm

COLUMBIA GARDENS EXPENSE SUMMARY					
ELEMENTS	EXPENSE	RESPONSIBLE PARTY SHARE			
		NEIGHBORHOOD		PORT DISTRICT	
		%	Amount	%	Amount
FOUNDATIONAL ITEMS	\$40,000	100%	\$40,000	0%	\$0
PLAYGROUND	\$20,000	0%	\$0	100%	\$20,000
BATHROOM (Container)	\$14,000	0%	\$0	100%	\$14,000
FOOD TRUCKS	\$10,000	0%	\$0	100%	\$10,000
EV CHARGING STATIONS	\$1,000	0%	\$0	100%	\$1,000
VIBRANCY FUND	\$25,000	0%	\$0	100%	\$25,000
TOTALS	\$110,000		\$40,000		\$70,000

updated August 18, 2021 @ 12:30pm

COLUMBIA GARDENS ALLOCATION SUMMARY (based upon Building Size & Use)								
USES and OWNERSHIP Info				TOTAL SHARES		PARCEL ASSESSMENT		
PARCEL ID	ADDRESS	AREA/BUILDING	POTENTIAL FUTURE	Share	% of Total	Annual	Monthly	
1	Roads	Loop Road, Plaza, 6-Food Truck spots, 4 parking spaces	8'x20' Shipping Container-Bathroom					
2	Date St.	Parking Lot (30 spaces)	8'x40' Shipping Container-Retail					
3	Cedar St.	Parking Lot (24 spaces)	2 EV Charging Stations					
4 A	340 CG Way A	Vacant	Building	2.32	10.48%	\$4,191	\$349	
4 B	340 CG Way B	Vacant	Building	2.32	10.48%	\$4,191	\$349	
5	225 E. Col Dr.	Vacant	Building	1.00	4.52%	\$1,807	\$151	
6 A	211 E. Col Dr. A	Vacant	Building	2.49	11.22%	\$4,490	\$374	
6 B	211 E. Col Dr. B	Vacant-Hold	Parking Lot (32± spaces)					
7	275 CG Way	Building	Building	3.16	14.25%	\$5,700	\$475	
8	301 CG Way	Building	Building	3.50	15.81%	\$6,323	\$527	
9	325 CG Way	Tasting Room		2.46	11.10%	\$4,441	\$370	
10	421 E. Col Dr.	3 Buildings & 22 parking spaces		4.90	22.14%	\$8,857	\$738	
				22.14	100.00%	\$40,000	\$3,333	



Each property is identified by a number and few with a letter suffix too, as further parcel division is anticipated.

updated August 19, 2021 @ 12:30pm

COLUMBIA GARDENS EXPENSE SUMMARY

ELEMENTS	EXPENSE	RESPONSIBLE PARTY SHARE			
		NEIGHBORHOOD		PORT DISTRICT	
		%	Amount	%	Amount
FOUNDATIONAL ITEMS (includes: Loop Road, Parking Lots, Sidewalks; Lighting; Landscape; Public Restroom; Artwork; Security Patrols) (excludes: Any attempt to amortized initial costs; Mural, Landscape on 421 site)	\$40,000	100%	\$40,000	0%	\$0
PLAYGROUND (includes: Maintenance; Insurance; Security Patrols) (excludes: Any attempt to amortized initial costs)	\$20,000	0%	\$0	100%	\$20,000
BATHROOM (Container) (includes: Cleaning, Maintenance & Security) (excludes: Any attempt to amortized initial costs)	\$14,000	0%	\$0	100%	\$14,000
FOOD TRUCKS (includes: Electricity, Water, Grease Trap Cleaning; Security Patrols AND Lease Revenues) (excludes: Any attempt to amortized initial costs; Mural, Landscape on 421 site)	\$10,000 (NET Operational Loss)	0%	\$0	100%	\$10,000
EV CHARGING STATIONS (includes: Electricity, Maintenance; Annual \$240 per Station payment to SEAMconnect AND Charging Station) (excludes: Any attempt to amortized initial costs)	\$1,000 (NET Operational Loss)	0%	\$0	100%	\$1,000
VIBRANCY FUND (includes: N/A) (excludes: N/A)	\$25,000	0%	\$0	100%	\$25,000
TOTALS	\$110,000		\$40,000		\$70,000

COLUMBIA GARDENS ALLOCATION SUMMARY (based upon Building Size & Use)

USES and OWNERSHIP Info				BUILDING SIZES by USE				"SHARE" = Area/1000	"SHARE" = (Area/1000) x Factor	TOTAL SHARES		PARCEL ASSESSMENT	
PARCEL ID	ADDRESS	AREA/BUILDING	POTENTIAL FUTURE	HOSPITALITY Present	Future	OTHER Present	Future	HOSPITALITY Area / 1,000 = SHARE	OTHER (Warehouse/Production) (Area / 1,000) x Factor = SHARE	Share	% of Total	Annual	Monthly
1	Roads	Loop Road, Plaza, 6-Food Truck spots, 4 parking spaces	8'x20' Shipping Container-Bathroom										
2	Date St.	Parking Lot (30 spaces)	8'x40' Shipping Container-Retail										
3	Cedar St.	Parking Lot (24 spaces)	2 EV Charging Stations										
4 A	340 CG Way	A Vacant	Building	0	1,000	0	4,000	1,000 / 1,000 = 1.00	4,000 / 1,000 x 33% = 1.32	2.32	10.48%	\$4,191	\$349
4 B	340 CG Way	B Vacant	Building	0	1,000	0	4,000	1,000 / 1,000 = 1.00	4,000 / 1,000 x 33% = 1.32	2.32	10.48%	\$4,191	\$349
5	225 E. Col Dr.	Vacant	Building	0	1,000	0	0	1,000 / 1,000 = 1.00	0 / 1,000 x 33% = 0.00	1.00	4.52%	\$1,807	\$151
6 A	211 E. Col Dr.	A Vacant	Building	0	1,000	0	4,500	1,000 / 1,000 = 1.00	4,500 / 1,000 x 33% = 1.49	2.49	11.22%	\$4,490	\$374
6 B	211 E. Col Dr.	B Vacant-Hold	Parking Lot (32± spaces)										
7	275 CG Way	Building	Building	0	2,000	0	3,500	2,000 / 1,000 = 2.00	3,500 / 1,000 x 33% = 1.16	3.16	14.25%	\$5,700	\$475
8	301 CG Way	Building	Building	0	3,500	0	0	3,500 / 1,000 = 3.50	0 / 1,000 33% = 0.00	3.50	15.81%	\$6,323	\$527
9	325 CG Way	Tasting Room		2,458	0	0	0	2,458 / 1,000 = 2.46	0 / 1,000 33% = 0.00	2.46	11.10%	\$4,441	\$370
10	421 E. Col Dr.	3 Buildings & 22 parking spaces		2,234	0	8,086	0	2,234 / 1,000 = 2.23	8,086 / 1,000 x 33% = 2.67	4.90	22.14%	\$8,857	\$738

4,692	9,500	8,086	16,000	14.19	7.95	22.14	100.00%	\$40,000	\$3,333
14,192		24,086							
38,278									