

Port of Kennewick Commission Chambers will be open to the public during Commission Meetings.  
However, the Port will continue to use GoToMeeting to provide remote access,  
and Commissioners and the Port team will attend remotely.

To participate and make public comments remotely, please call in at: 1-866-899-4679, Access Code: 289-115-885

Or, join on-line at the following link: <https://meet.goto.com/289115885>

## AGENDA

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

March 14, 2023  
2:00 p.m.

- I. CALL TO ORDER**
- II. ANNOUNCEMENTS AND ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- V. CONSENT AGENDA**
  - A. Approval of Direct Deposit and ePayments March 1, 2023
  - B. Approval of Warrant Register Dated March 14, 2023
  - C. Approval of Regular Commission Meeting Minutes February 28, 2023
- VI. PRESENTATION**
  - A. Mars Artwork at Vista Field, Trevor MacDuff (TIM)
- VII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Vista Field
    - 1. TRIDEC Memorandum of Understanding; Resolution 2023-04 (TIM)
  - B. Commission Meetings (formal and informal meetings with groups or individuals)
  - C. Non-Scheduled Items  
(LISA/BRIDGETTE/TANA/NICK/LARRY/AMBER/MICHAEL/CAROLYN/TIM/KEN/TOM/SKIP)
- VIII. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- IX. ADJOURNMENT**

***PLEASE SILENCE ALL NOISE MAKING DEVICES***



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**DRAFT**

**FEBRUARY 28, 2023 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 Skip Novakovich called the Regular Commission Meeting to order at 2:04 p.m. via GoToMeeting Teleconference.

## **ANNOUNCEMENTS AND ROLL CALL**

**The following were present:**

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

**Staff Members:** Tim Arntzen, Chief Executive Officer (via telephone)  
Tana Bader Inglima, Deputy Chief Executive Officer (via telephone)  
Larry Peterson, Director of Planning (via telephone)  
Amber Hanchette, Director of Real Estate (via telephone)  
Nick Kooiker, Chief Finance Officer (via telephone)  
Michael Boehnke, Director of Operations  
Lisa Schumacher, Special Project Coordinator  
Bridgette Scott, Executive Assistant (via telephone)  
Carolyn Lake, Port Counsel (via telephone)

## **PLEDGE OF ALLEGIANCE**

Mr. Arntzen led the Pledge of Allegiance.

## **PUBLIC COMMENT**

No comments were made.

## **CONSENT AGENDA**

- A. *Approval of Direct Deposit and E-Payments Dated February 15, 2023***  
Direct Deposit and E-Payments totaling \$79,419.23
- B. *Approval of Warrant Register Dated February 28, 2023***  
Expense Fund Voucher Number 104584 through 104610 for a grand total of \$76,320.22
- C. *Approval of Regular Commission Meeting Minutes February 14, 2023***
- D. *Approval to Auction Clover Island Marina-Abandoned Derelict Vessel; Resolution 2023-03***

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

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

FEBRUARY 28, 2023 MINUTES

**DRAFT**

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## PRESENTATION

### A. *Clover Island Yacht Club*

Mr. Arntzen introduced Kennewick Fire Chief, Chad Michael.

Chief Michael gave a brief overview of the December 2, 2022 Clover Island Yacht Club fire. Chief Michael stated the early detection, close resources, and a rapid response helped extinguish the fire. Chief Michael recommended the following: Port and Yacht Club purchase a float pump as an alternative water supply, prepare a de-ice plan for the docks, create an emergency detachment and messaging plan, and work with Port staff on training.

Commission and staff discussion ensued regarding the presentation and training.

Mr. Arntzen will work with Mr. Boehnke and Ms. Hanchette on the purchase of a float pump and work with Chief Michael on staff training.

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### A. *Marketing Materials*

Ms. Bader Inglima gave a brief overview of the 2023-2024 Work Plan summary, which is available on the Port website, it is a tool to help the community understand the Port's priority projects and what we are doing in partnership throughout the district. Additionally, Port staff has been doing a great deal of marketing, advertising, and outreach on behalf of Vista Field, which includes print materials, digital ads, in-person tours, television spots, presentations to targeted groups, direct mailings, signage, website development, social media, and creation of a Developers Booklet.

Ms. Hanchette reported the Port is working in partnership with TRIDEC, who will be attending the International Council of Shopping Centers in Las Vegas in May and will be promoting Vista Field. Additionally, Ms. Hanchette is reaching out to local home builders for opportunities for residential living at Vista Field.

### B. *Operation and Real Estate Updates*

Ms. Hanchette outlined the recent division of the Real Estate and Operations Department. Ms. Hanchette now oversees the Real Estate Department, while Mr. Boehnke manages the Operations Department.

Mr. Boehnke believes the transition of Operations to a stand-alone department is still very collaborative and thanked Ms. Hanchette and Mr. Arntzen for their assistance with the transition and thanked staff for the additional support.

### C. *Community Christmas Tree*

Mr. Boehnke provided a brief summary of the lighting process and removal for the Community Christmas Tree in The Willows.

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**DRAFT**

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## ***D. Miscellaneous Briefings***

Ms. Bader Inglima reported on the following items:

- Richland Center Parkway Extension: construction started last fall but it has been hampered by procurement lead times. Once construction restarts, it is anticipated the project will be completed within 2-3 months;
- Bateman Island Causeway Breaching: The Department of Fish and Wildlife has been working with the US Army Corps of Engineers (USACE) to undertake an 1135 project at Bateman Island for some time. The agencies are currently gathering public comments on the preferred alternative, which is to breach the causeway onto Bateman Island to improve water quality for salmon. The City of Richland recommends that the project include the construction of a bridge to mitigate this loss of public recreation.
- Duffy's Pond/USACE pump station: the USACE is upgrading the pumps to ensure continued functionality and prevent flooding. In addition, they will replace the fencing around the pump station. The Port has asked the USACE to consider the noise and visual aesthetics of the fencing;
- Duffy's Pond/USACE: The Port and City of Kennewick have a meeting on March 16, 2023 with the USACE. Mr. Arntzen and Marie Mosley will meet with District Commander LTC KingSlack about Duffy's Pond improvements, including potential for in water improvements, such as removing the cattails and decayed plant matter, algae mitigation, and the need to increase the holding capacity of that pond;
- Clover Island 1135 Shoreline Restoration & Recreation Project: staff is working to plan an event on May 12, to celebrate completion of our Clover Island Shoreline Restoration and Recreation project. That project involved the Port, USACE, Confederated Tribes of the Umatilla Indian Reservation, Benton County, City of Kennewick, and State Recreation Office.

## ***E. Commissioner Meetings (formal and informal meetings with groups or individuals)***

Commissioners reported on their respective committee meetings.

## ***F. Non-Scheduled Items***

Ms. Bader Inglima worked with the City of Kennewick regarding their grant applications for funding requests through Senator Murray's office. The Port provided letters of support for the continuation of a non-motorized pathway from Center Parkway to Kellogg Street and assisting in the widening and reconstruction of Columbia Center Boulevard between Deschutes Avenue and Quinault Avenue.

Mr. Arntzen gave a brief action report related to COVID per Resolution 2020-06 and 2022-38. Mr. Arntzen stated a Port employee tested positive COVID and necessary precautions and steps were taken in conformance with Port procedures.

Mr. Arntzen is currently working on a hybrid work plan and will present it in April for Commission review.

**PORT OF KENNEWICK  
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**DRAFT**

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Mr. Arntzen is working with the ownership group of the Clover Island Inn on the stage project and reported the group informally requested a lease extension. Mr. Arntzen asked the ownership group to provide an email or letter regarding the lease extension.

Commissioner Hohenberg received a reminder to disclose any conflicts of interest and inquired if this needs to be addressed now or at another meeting.

Ms. Scott stated Commissioner Hohenberg can send her an email outlining the committees that he is on and stating he has no conflicts of interest.

Commissioner Moak stated he does not have any conflicts of interest.

Commissioner Novakovich offered his congratulations to Josh Lozano, former aide to Dan Newhouse, on the arrival of their baby boy.

**PUBLIC COMMENTS**

No comments were made.

**COMMISSION COMMENTS**

No comments were made.

**ADJOURNMENT**

With no further business to bring before the Board; the meeting was adjourned 3:15 p.m.

**APPROVED:**

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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*Skip Novakovich, President*

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*Kenneth Hohenberg, Vice President*

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*Thomas Moak, Secretary*

**PORT OF KENNEWICK**

**Resolution No. 2023-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK AUTHORIZING THE SALE OF VESSEL  
BY PUBLIC AUCTION TO RECOVER AMOUNTS OWED**

**WHEREAS**, the Port of Kennewick, Washington (“Port”) has determined that the following vessel has been abandoned at the Port’s marina and is accruing moorage and other charges owed to the Port:

1965 FARLN identified as: (UNNAMED)  
HIN # WNZ14150A565  
Washington Reg # WNZ14150A565 (“Vessel”).

**WHEREAS**, Port Staff has been in contact with the last presumed owners (“Owners”) who have confirmed to the Port in writing that the Vessel is abandoned.

**WHEREAS**, RCW 53.08.320 provides that if a vessel moored or stored at a moorage facility is abandoned, the Port may, by resolution of its legislative authority, authorize the public sale of the vessel by authorized personnel to the highest and best bidder for cash as prescribed by law.

**WHEREAS**, Port Staff seeks Commission approval to authorize the sale of the Vessel as provided by state law to recoup amounts owed.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. Sale Authorized. The Port of Kennewick Commission authorizes the sale of the Vessel as provided by state law to recoup amounts owed to the Port, at a date and time determined by Port Staff.
2. Notice of Sale Required. Before the Vessel is sold, the last known Vessel Owners shall be given at least twenty days' notice of the sale by registered mail, which notice shall contain the time and place of the sale, a reasonable description of the Vessel to be sold, and the amount of port charges owed. The same notice of sale also shall be published at least once, more than ten but not more than twenty days before the sale, in a newspaper of general circulation in Benton County.
3. Notice of Possible Litigation. The Port’s notice shall also advise that before the Vessel is sold, any person seeking to redeem an impounded vessel under this section may commence a lawsuit in Benton County Superior Court to contest the validity of the impoundment or the amount of the port charges owing. Such lawsuit must be commenced within ten days of the date the registered mail was sent, or the right to a hearing shall be deemed waived and the Owners shall be liable for any port charges owed to the Port. In the event of litigation, the prevailing party shall be entitled to recover their reasonable attorneys' fees and costs.

- 4. Method to Avoid Sale. At any time prior to the sale, the Owner(s) may regain possession of the Vessel by paying all Port charges and expenses related to the Vessel, and by making immediate arrangements to remove the Vessel from Port property.
  
- 5. Sale Terms. The Vessel shall be sold without warranty or representation as to its condition or seaworthiness. The Vessel shall be sold to the highest and best bidder for cash, cashier's check, or money order, payable at the time of sale. The Port may bid all or part of its port charges at the sale and may become a purchaser at the sale.
  
- 6. Sale Proceeds. The proceeds of the Vessel's sale shall first be applied to the payment of Port charges. Any excess funds from the sale shall revert to the State of Washington derelict vessel removal account ("Account") established in RCW 79.100.100. If the sale is for a sum less than the applicable port charges, the Port as moorage facility operator is entitled to assert a claim for a deficiency to the Account.
  
- 7. Vessel Title If No Sale. If no one purchases the Vessel at the sale, or the Vessel is not removed from the Port premises or other arrangements are not made within ten days of sale, title to the Vessel will revert to the Port, as provided by law.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 28<sup>th</sup> day of February 2023.

By: DocuSigned by:  
*Skip Novakovich*  
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SKIP NOVAKOVICH  
*President*

By: DocuSigned by:  
*Kenneth Hohenberg*  
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KENNETH HOHENBERG  
*Vice President*

By: DocuSigned by:  
**Thomas Moak**  
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THOMAS MOAK  
*Secretary*







**PORT of  
KENNEWICK**

## **AGENDA REPORT**

**TO: Port Commission**  
**FROM: Tim Arntzen, CEO**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM NO.: Resolution 2023-04 Memorandum of Understanding with  
Tri-Cities Development Council (TRIDEC) for  
Vista Field Recruitment Efforts**

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- I. REFERENCE(S):** Memorandum of Understanding
- II. FISCAL IMPACT:** N/A
- III. DISCUSSION:** The Commission directed staff to seek a joint project with TRIDEC. Discussions have occurred between the Port and TRIDEC to identify a project of mutual benefit.

The Port is developing Vista Field into a master-planned, mixed-use community. As the Port and TRIDEC each engage in economic development activities and each wish to join efforts to recruit suitable businesses to Vista Field. These joint recruitment efforts will benefit the economic and social welfare of the community.

- IV. STAFF RECOMMENDATION:** Approve Resolution 2023-04, authorizing the Chief Executive Officer to execute the Memorandum of Understanding with TRIDEC related to the recruitment of suitable businesses to Vista Field.
- V. ACTION REQUESTED OF COMMISSION:**

***Motion: I move approval of Resolution 2023-04, approving the Memorandum of Understanding with TRIDEC related to the recruitment of suitable businesses to Vista Field; and authorize the Port's Chief Executive Officer to execute the agreement and take all necessary action to implement such agreement.***

***PORT OF KENNEWICK***

**RESOLUTION 2023-04**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
PORT OF KENNEWICK APPROVING THE MEMORANDUM OF UNDERSTANDING  
WITH TRI-CITIES DEVELOPMENT COUNCIL (TRIDEC) FOR  
VISTA FIELD RECRUITMENT EFFORTS**

**WHEREAS**, the Commission directed staff to seek a joint project with TRIDEC and discussions have occurred to identify a project of mutual benefit; and

**WHEREAS**, the Port is developing Vista Field into a master-planned, mixed-use community; and

**WHEREAS**, the Port and TRIDEC each engage in economic development activities and wish to join efforts to recruit suitable businesses to Vista Field as described in the attached Memorandum of Understanding; and

**WHEREAS**, these joint recruitment efforts will benefit the economic and social welfare of the community.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby approve the Memorandum of Understanding with TRIDEC related to the recruitment of suitable businesses to Vista Field; and authorize the Port's Chief Executive Officer to execute the agreement and take all necessary action to implement such agreement.

**ADOPTED** by the Board of Commissioners of the Port of Kennewick this 14<sup>th</sup> day of March, 2023.

***PORT OF KENNEWICK  
BOARD OF COMMISSIONERS***

By:

\_\_\_\_\_

SKIP NOVAKOVICH, *President*

By:

\_\_\_\_\_

KENNETH HOHENBERG, *Vice President*

By:

\_\_\_\_\_

THOMAS MOAK, *Secretary*

**MEMORANDUM OF UNDERSTANDING**  
**for**  
**VISTA FIELD RECRUITMENT EFFORTS**

**I. PARTIES**

This Memorandum of Understanding (MOU) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, between the PORT OF KENNEWICK, (“Port”), and the TRI-CITIES DEVELOPMENT COUNCIL (TRIDEC), collectively referred to as the “Parties”.

**II. BACKGROUND**

The Port owns approximately 103 acres of bare land located at Vista Field, in Kennewick, Washington (Vista Field). The Port is developing the site into a master-planned, mixed-use community. Each party engages in economic development activities and each wish to join efforts to recruit suitable businesses to Vista Field. These joint recruitment efforts will benefit the economic and social welfare of the community and with this MOU, the Parties seek to memorialize their understanding related to their joint recruitment efforts.

**III. COLLABORATION**

The Parties will:

**A. FORM A BUSINESS RECRUITMENT TEAM.** The team will consist of the CEO of the Port, the CEO of TRIDEC and one employee of each Party designated by that Party’s respective CEO. The team will conduct the recruitment efforts identified below.

**B. ASSEMBLE MARKETING MATERIALS.** The Port has marketing materials related to Vista Field and will make those materials available to the Parties for recruitment efforts. Should other materials be needed, the Port will produce those materials at its cost.

**C. UTILIZE THE PORT’S BUSINESS RECRUITMENT LIST.** The Port has created a list of the *types* of potential businesses which it desires to recruit. The initial list is attached as Exhibit “A”. The parties will add to the list as appropriate. Using the list of potential business *types*, the Parties will work to find appropriate businesses that might be interested locating at Vista Field. Leads may be derived from:

Existing Businesses within the community. Leads may include existing businesses seeking an additional location or expansion. Recruitment efforts may include conversations and personal contacts with chambers of commerce, businesses, individuals and other economic development professionals.

Emerging Entrepreneurs. Leads may include home-based or garage-based businesses seeking a convenient location for their customers. These leads might include managers of existing businesses wishing to go into business on their own. The recruitment team will, as appropriate, work with city home-based business permits, commercial lenders, business schools, Small Business Development

Center (SBDC) counselors, Main Street program business specialists, Service Corps of Retired Executives (SCORE), chambers of commerce and other public or private small business professionals to identify these leads.

Existing Local or Regional Businesses. Recognizing that local or regional businesses, particularly those that have branch stores and are ready to expand, are often excellent prospects, the recruitment team will use appropriate sources to generate leads and will follow up as set out below.

**D. CONTACT PROSPECTS.** The recruitment team will focus on making personalized contact with prospects, conveying the message that Vista Field is a great location for expansion of a business or a new business location. By way of example, the recruitment team will:

Make Recruitment Calls. Initial contacts with a prospect can be made through a personalized letter, e-mail, phone call or other form of contact. In the initial contact, the recruitment team will explain why Vista Field would be an excellent place to do business. In these contacts the team will identify selected incentives (zoning, public infrastructure, amenities, etc.) and discuss relevant market data that would interest the prospect.

Refer to Exhibit “B” for a summary of benefits of the Vista Field site.

The team will provide recruitment and marketing materials and any other information to demonstrate the pro-business character of the site.

Offer to Host Prospects in the Community. Prospects will be personally invited to tour the Vista Field site and the community. Site visits/FAM (familiarization) tours will be organized and conducted by the Port. TRIDEC representatives are invited to attend.

**E. FOLLOW UP WITH PROSPECTS.** After the visit, the recruitment team will be prepared to promptly answer follow up information requests. The team will continue to stay in contact with the prospect. If the prospect is interested, the team will follow-up with an action plan and necessary assistance. If only marginally interested, the team would schedule follow up based on projected future interest/potential.

#### **IV. ADMINISTRATION**

This MOU will be administered by each of the respective CEOs or their respective designee. Working in partnership and on behalf of their respective agencies, these individuals shall be responsible for providing periodic progress reports and monitoring progress. Except as otherwise provided, the obligations of each Party shall be performed at the sole expense of said Party.

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**V. TERM AND EXECUTION**

This MOU shall expire on December 31, 2023. The person executing for a respective Party has been duly authorized to and does execute the MOU on behalf of that respective Party.

**PORT OF KENNEWICK**

Date: \_\_\_\_\_

By: \_\_\_\_\_

TIM ARNTZEN, Chief Executive Officer

**TRIDEC**

Date: \_\_\_\_\_

By: \_\_\_\_\_

KARL DYE, Chief Executive Officer

Categories have overlap as broader areas are specified in the plan and may be successful with uses from different categories, like a Wine Bar in both Food & Beverage and Boutique areas. This list is not exhaustive.

## Anchor Areas

- Cultural Institution
- Museum
- Department Store
- Entertainment (theater, bowling, music)
- Grocery Store
- Library
- Pharmacy
- Other high pedestrian traffic businesses

## Food & Beverage Areas

- Bar
- Brewpub
- Cocktail Lounge
- Coffee Shop / Cafe
- Dessert Shop
- Fast Casual Restaurant
- Fine Dining Restaurant
- Full Service Restaurant
- Gastropub
- Specialty Foods (tea, chocolate, health foods)
- Spirits
- Wine Bar

## Boutique Areas

- Art Gallery
- Barber / General Hair / Salon / Nails / Spa
- Cocktail Lounge
- Cosmetics
- Dessert Shop
- Fine or Specialty Apparel
- Florist
- Interactive / Demonstration Art
- Specialty Foods (tea, chocolate, health foods)
- Specialty Gifts
- Wine Bar

## Office

- Office
- Medical Office
- Shared Office

## Service Areas

- All listed under General Merchandise below
- Bank
- Barber / General Hair / Salon / Nails / Spa
- Coffee Shop / Cafe
- Convenience Store
- Dry Cleaner
- Legal, Accounting
- Medical (stand alone like dentist, chiropractor, eye doctor)
- Office Services
- Post Office
- Fitness

## General Merchandise

- Apparel Store, Shoes, Hats, etc.
- Bike Shop
- Books & Music
- Electronics
- Florist
- Furniture (limited square footage)
- Glasses / Eyewear
- Gifts
- Home Goods / Kitchenware
- Pet Supplies
- Sporting Goods
- Toy Store
- Jeweler

## Residential

- Single-Family Detached
- Small Multi-Family
- Upper Floor Apartments / Condos

## Lodging

- Inn
- Bed & Breakfast

## VISTA FIELD UNIQUE ATTRIBUTES

The Vista Field Redevelopment project has numerous unique advantages and when both site attributes and property entitlements are considered together there is no site in Eastern Washington, perhaps the Pacific Northwest that compares with Vista Filed. These unique attributes include:

- ❑ 103 contiguous acres under Port of Kennewick ownership located in the heart of the community situated between two freeway interchanges and currently served by numerous arterial and collector streets and encircled by municipal utilities sufficient to serve the anticipated development.
- ❑ Flat land with no slope, soil, vegetation or habitat challenges with an EIS, Phase #1 Environmental Assessment & Historic & Cultural Resource Assessment all completed ..... NO concerns identified.
- ❑ Urban Mixed Uses (UMU) zoning district specifically established for Vista Field which allows significantly greater on-site development than elsewhere within the community. These unique entitlements allow mixing of residential, office, hospitality, retail & service business, unlimited density/FAR {parking must be provided}, unlimited building height, no front or side yard setback and elimination of excessive parking provisions.
- ❑ Potential transportation impacts analyzed with mitigation threshold & responsibilities identified in a City of Kennewick Development Agreement which runs through December 2027.
- ❑ Located at the commercial & geographic center of the Tri-Cities, immediately adjacent the 6,000 seat Coliseum & Regional Convention Center with the 700,000+ s/f Columbia Center Mall, numerous major retailers and a cluster of business & tourism-oriented hotels all located within ¼ mile of the site.
- ❑ Phase #1 infrastructure {utilities, streets, sidewalks, landscaping & 850-linear foot water feature} completed in 2021 opening up the core 20 acres of the site; which has been platted into 38 recorded lots.
- ❑ Port of Kennewick functioning as the “master developer” following a community driven master plan who will provide future improvements such as joint use parking lots and public open space improvements to benefit those electing to construct buildings, establish their business and/or live in Vista Field.

Vista Field Redevelopment is based on the new urbanism (mixed use, pre WWII) development pattern which is new to the Tri-Cities, but becoming familiar and quite desired throughout much of the nation. Because this development pattern is new it was deemed important to turn as many of the variables in the development equation into constants. Therefore, all the “homework” {site, environmental, cultural, transportation, utility, zoning, master plan & property owners association} has been completed resulting in a truly Shovel Ready project.