



**PORT of
KENNEWICK**

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JULY 14, 2026 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 Vice President Skip Novakovich called the Regular Commission Meeting to order at 2:00 p.m.

ANNOUNCEMENTS AND ROLL CALL

The following were present:

Board Members: Kenneth Hohenberg, President (Excused)
Skip Novakovich, Vice President
Raul Contreras Gonzalez, Secretary

MOTION: *Commissioner Contreras Gonzalez moved to excuse Commissioner Hohenberg's absence from the July 14, 2026 Commission Meeting; Commissioner Novakovich seconded. With no further discussion, motion carried unanimously. All in favor 2:0.*

Staff Members: Tim Arntzen, Chief Executive Officer
Nick Kooiker, CFO/Deputy Chief Executive Officer
Larry Peterson, Director of Planning
Amber Hanchette, Director of Real Estate
Michael Boehnke, Director of Operations
Bridgette Scott, Executive Assistant (via telephone)
Lisa Schumacher, Special Projects Coordinator
David Phongsa, Marketing/Capital Projects Coordinator
Carolyn Lake, Port Counsel (via telephone)

PLEDGE OF ALLEGIANCE

Commissioner Novakovich led the Pledge of Allegiance.

PUBLIC COMMENT

No comments were made.

CONSENT AGENDA

- A. Approval of Direct Deposit and E-Payments Dated July 1, 2026**
Direct Deposit and E-Payments totaling \$115,484.91
- B. Approval of Warrant Register Dated July 14, 2026**
Expense Fund Voucher Number 108086 through 108136 for a grand total of \$222,379.16
- C. Approval of Regular Commission Meeting Minutes June 23, 2026**

MOTION: *Commissioner Contreras Gonzalez moved to approve the Consent Agenda; Commissioner Novakovich seconded. With no further discussion, motion carried unanimously. All in favor 2:0.*

PORT OF KENNEWICK REGULAR COMMISSION MEETING

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PRESENTATION

A. Vista Field Collaborative Design Process Review

Ms. Hanchette outlined the Collaborative Design Process for purchase and construction at Vista Field (*Exhibit A*). Blueberry Bridal and Kuki Izakaya went through the process successfully and the Port gleaned a few take aways from those projects to enhance the process.

Mr. Arntzen stated the process protects the public that invested their time during the Charrette, and the potential property owners.

Commission and staff discussed the Collaborative Design Process.

ACTION ITEM

A. CTUIR Powwow Memo

Mr. Arntzen presented a memo for Commission review, to the Confederated Tribes of the Umatilla Indian Reservation Board of Trustees, to discuss the proposal for a Powwow in the Tri-Cities in 2027. Mr. Arntzen stated the document offers flexibility and states the Port's intent to support the CTUIR with the event. Mr. Arntzen suggested assembling a committee of representatives from several tribal members and a community member (*Exhibit B*).

MOTION: Commissioner Contreras Gonzalez moved to authorize the memo to the CTUIR Board of Trustees regarding the 2027 Tri-Cities Powwow; and further acknowledge that the Port Chief Executive Officer is authorized to take all actions necessary in furtherance thereof; Commissioner Novakovich seconded.

PUBLIC COMMENT

No comments were made.

Discussion:

Commissioner Novakovich stated the letter is put together nicely and he thinks it states the Port's intention of supporting the CTUIR with the Powwow.

With no further discussion, motion carried unanimously. All in favor 2:0.

Mr. Kooiker stated the 2027-2028 Budget discussions will be coming up and based on the Commission comments, he will add it to the Budget and believes it would be a great use of the opportunity fund.

REPORTS, COMMENTS AND DISCUSSION ITEMS

A. Vista Field

1. Parking Lot Project

Mr. Peterson briefed the Commission on the upcoming parking lot projects within Vista Field (*Exhibit C*). Additionally, the Port will be adding striping to Crosswind Boulevard for a parking lane.

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B. Kennewick Waterfront

1. Adopt A Friend Event

Mr. Phongsa reported that the Columbia Gardens first pet adoption event was a success and six pets were adopted (*Exhibit D*).

C. CEO Report

Mr. Arntzen reported on the following:

- The Port hosted several successful ribbon cuttings in June: Brandi Dayton Art, Wheat Head on the Water at Columbia Gardens, and Kuki Izakaya at Vista Field;
- The draft design of the Daybreak Commons Tower has an aviation theme, and Mr. Boehnke found the former Vista Field Beacon light, which may be used on the tower or within the development;
- Mr. Arntzen will reach out to the ports of Pasco and Benton regarding the Passenger Boat to see if they support the concept;
- Port staff will have a second training with Maxwell group on August 5th, 2026. The Maxwell team will have a report for the Commission following the training.
- With a heavy heart, founder of Anthony's, Budd Gould passed away recently.

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

Commissioners reported on their respective committee meetings.

E. Non-Scheduled Items

Mr. Peterson presented the progress on Columbia Gardens rustic outdoor area (*Exhibit E*).

Ms. Hanchette stated Layered Cake Artistry will be holding their third annual Italian Day and Wheat Head on the Water will be hosting Bocci Ball.

PUBLIC COMMENTS

Tom Moak, Kennewick. Mr. Moak commented on the Collaborative Design Process and stated it is very important that staff and the town architect understand the Urban Mixed-Use zoning and the design guidelines to better communicate with potential builders and developers. Vista Field is not a cookie cutter development, and as the Port continues to cultivate these projects, the development will be successful in the collaboration. Mr. Moak appreciates Ms. Hanchette's report and Mr. Arntzen's comments regarding the process being consistent with the public's desire.

No further comments were made.

ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 3:33 p.m.

PORT OF KENNEWICK REGULAR COMMISSION MEETING

JULY 14, 2026 MINUTES

APPROVED:

**PORT of KENNEWICK
BOARD of COMMISSIONERS**

Excused

Kenneth Hohenberg, President

DocuSigned by:

Skip Novakovich

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Skip Novakovich, Vice President

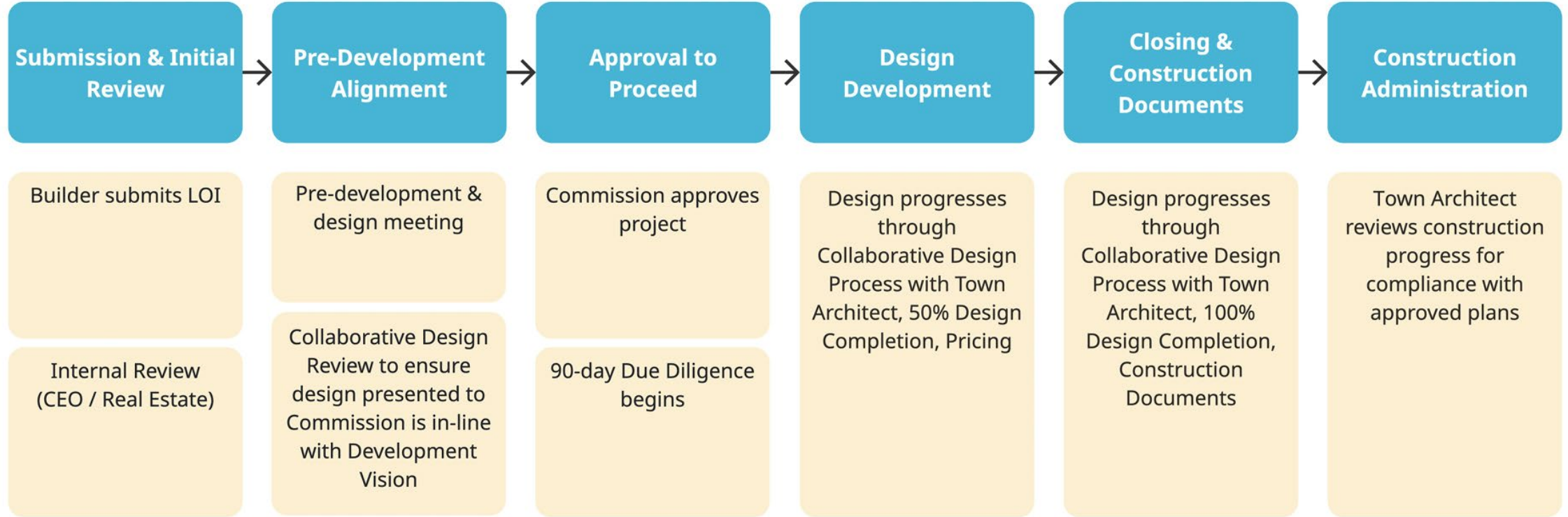
Signed by:



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Raul Contreras Gonzalez, Secretary

Collaborative Design Process



Proposal Submission Checklist

Offers to purchase Port of Kennebec property will be submitted by the prospective purchaser to Port staff in writing and dated through a Letter of Intent (LOI). A valid offer must be signed upon submission and contain all information set forth below. Non-complying offers will be returned without processing.

Additional due diligence may be requested of potential buyer and/or builder. The Port of Kennebec Commission reserves the right to reject any and all proposals at its discretion.

What Should I Include in My Letter of Intent?

- ☐ Identify the legal name of the offering party with the signature of the offering party or its authorized representative.
- ☐ Identify the party to use and occupy the property, if different from the offering party.
- ☐ Identify the property subject to the offer.
- ☐ Indicate the total offer price.
- ☐ Indicate any terms for payment of purchase price.
- ☐ Identify any proposed contingencies.
- ☐ Identify a proposed closing date.
- ☐ Identify the proposed use of the property and timing for any construction or development.
- ☐ Identify the size and type of building to be erected, if applicable.
- ☐ Include rough sketches or illustrations.

Buyer Background²

A buyer wishing to build in Vista Field shall provide background information and the proposed development concept for the parcel.

A buyer shall address the following:

- ☐ Financial capability, as evidenced by a letter of credit or other acceptable means, as confirmation of its ability to complete its proposed development.
- ☐ A minimum of three references, one of which shall be a financial institution.

Builder Experience²

A builder wishing to construct in Vista Field shall submit a Statement of Qualifications describing the builder's experience and the proposed development concept for the parcel.

In describing its **experience**, the builder shall address the following:

- ☐ Experience with planning and permitting processes.
- ☐ Experience with "New Urbanism," Smart Growth," "Green Building," or similar development principles (if any).

Future Additional Information:

- ☐ Include schematic designs: Specific site design and layout, with setbacks at 1" = 20' scale, preliminary elevations at 1/8" = 1'0" scale, roof forms (building massing).
- ☐ A list of the buyer's key personnel anticipated to participate in the development, including a summary of their relevant experience.
- ☐ Relevant experience with development projects, if any, including:
 - Project name, location, and description.
 - Images or other graphics depicting the project.
 - Budget funding sources – equity partner, development lender, permanent lender, etc.
 - The total duration of project development and details regarding whether the project schedule was met.
 - Brief description of the development process.
 - Consultants and contractors utilized and the role of each.
 - Major tenants (if applicable).
- ☐ A list and a short description of all litigation and/or claims that the buyer (or any entity or individual named in the buyer's proposal) is currently or in the last 10 years was a named party (if any), including a description of how the litigation and/or claim was resolved.



COLLABORATIVE WHERE?

STEP #1: PROPOSAL & INTERNAL DUE DILIGENCE



1st meeting with the vista field town architect & buyer's team

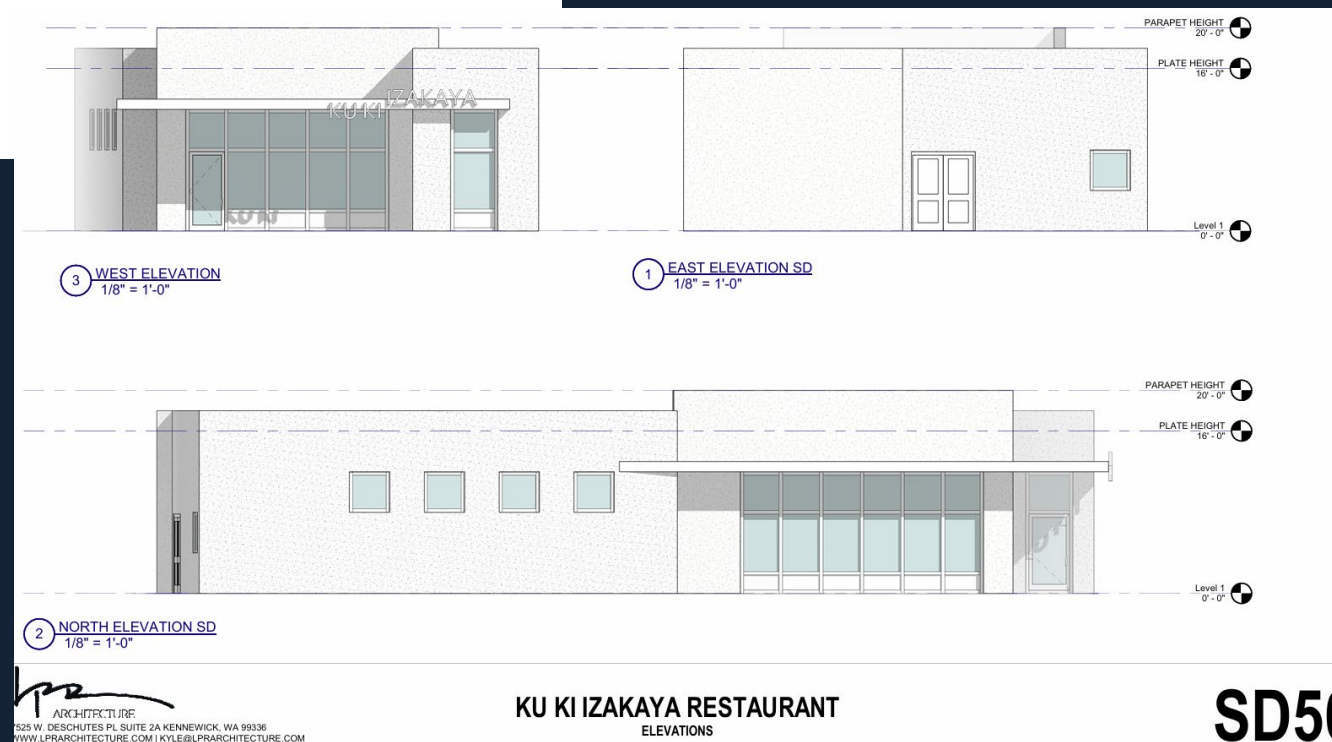
SUBMISSION CHECKLIST

This review confirms conceptual conformance with the Design Standards. More than one scheme may be submitted.

- ☐ Site plan, with setbacks at 1"=20' scale
- ☐ Elevations at 1/8"=1'0" scale
- ☐ 3D view depicting roof forms (building massing)

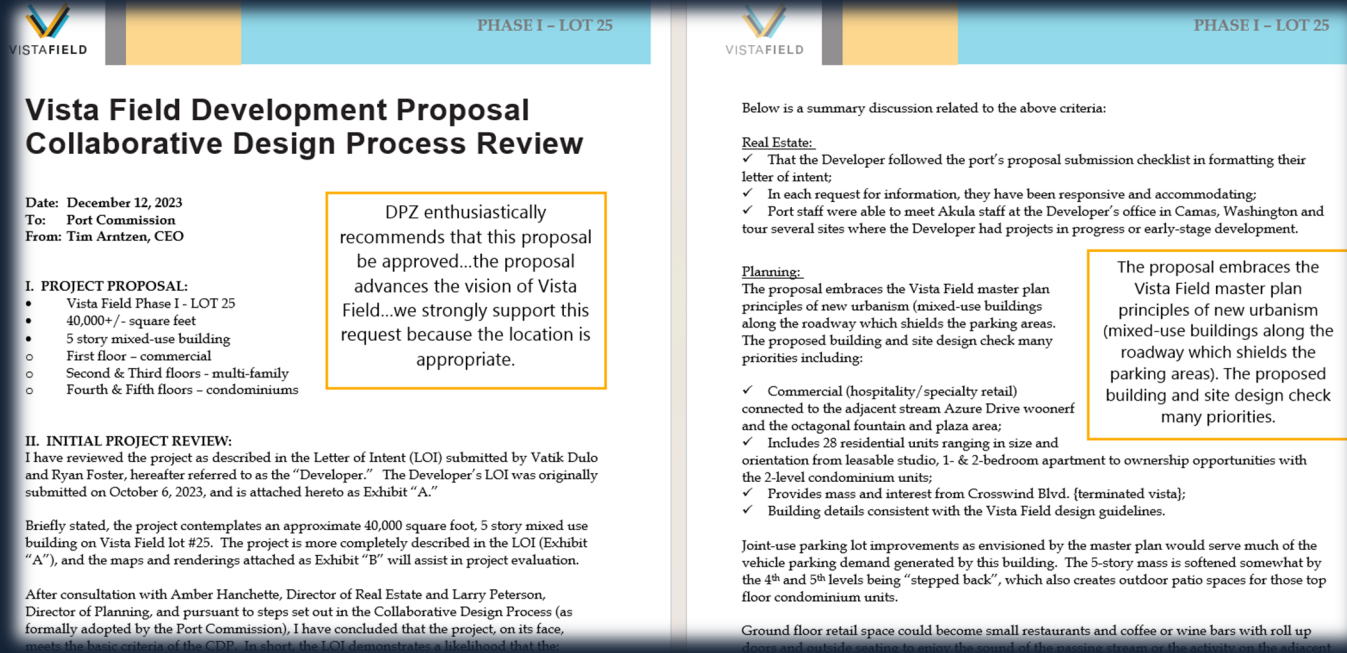
Buyer's licensed architect must be in attendance at every meeting

Builder's attendance is encouraged!



STEP #2: PRE-DEVELOPMENT ALIGNMENT

Presentation – Project is public!



- ✓ Due diligence report from CEO with input from Vista Field Town Architect, Real Estate, Planning, Finance, Legal
- ✓ Letter of Intent
- ✓ Banking/Lender Reference
- ✓ Mutual Intentions Agreement
- ✓ Site Map
- ✓ Project Renderings
- ✓ Introduction to prospective buyer

90-day Right to Negotiate Request

STEP #3: PORT COMMISSION CONSIDERATION



Collaborative Design Review

EXHIBIT A



VISTA FIELD DESIGN STANDARDS

SUBMISSION CHECKLIST

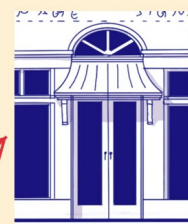
This review confirms compliance of the design details with the Standards and verifies that previous recommendations made by the TA have been incorporated.

- ☐ Site plan, with setbacks at 1"=20' scale
- ☐ Landscape plan at 1"=20' scale
- ☐ Detailed Elevations at 1/4"=1'0" scale
- ☐ Detailed Plans (including roof plan) at 1/4"=1'0" scale
- ☐ Frontage details including height and material of any fencing or streetscreens.
- ☐ Product specifications including, make, model, and manufacturer. Physical samples to be supplied upon request.
- ☐ Material specification including, make, model, and manufacturer. Physical samples to be supplied upon request.
- ☐ 3D view depicting roof forms (building massing)

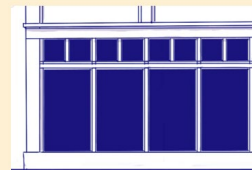
- **Windows:** Change window function to single or double hung, or casement. Sliders are not permitted by the Design Standards. See Vista Field Design Standards 5.10.4.F. This is anticipated to increase construction cost. Also note that windows must be centered in walls, which means that a replacement type window is required, not a new construction window with railing flange. We recommend:
 - Windsor windows, Legend series
 - Marvin windows, Elevate series
 - Sierra Pacific windows, monument series
 - Andersen windows, A-series



- **Parapet:** Lower the parapet to height. This will help to resolve facade proportions and reduce construction cost. HVAC and solar do not need a 4' parapet to provide screening from the street level.



- **Entry:** The canopy that has been depicted must be applied between the entry door and transom window. A canopy should not be used above an arched window. The entry doors should be 9ft in height, prior to the canopy and transom. Align the top of the canopy with the top of the storefront. See provided illustration.



- **Shopfront Windows:** The shopfront windows lack sufficient posts between windows, vertically as well as between the lower windows and transom windows which should be more substantially separated. The design standards require a minimum 4" post between windows. The beam between a transom and storefront windows should be 6" or more.

a. Building Heights are limited as specified in Section 4: Building Types and as follows:

- i. The number of stories is determined by counting the highest number of floor levels stacked above each other, with each level being defined by the area between finished floor and finish ceiling above; and
 - ii. Building height is 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 is measured to the highest point of the roof for flat roofs and to the midpoint between the eaves and the highest point of the roof for pitched roofs.
- b. The following building elements may exceed the maximum building height:
- i. Chimneys, up to 8 ft. above the roof penetration, or eave;
 - ii. Stairwells accessing flat roofs, up to 12 ft. above the flat roof surface;
 - iii. Trellises on flat roofs, up to 12 ft. above the flat roof surface; and
 - iv. Other portions of a structure up to 215 square ft. in area, up to 12 ft. above the roof surface for flat roofs or the highest point of roof contact for sloped roofs.
- c. Habitable accessory structures are limited to 2 stories in height, and a maximum of 24 ft.
- d. Other structures are limited to 1 story in height, and a maximum of 14 ft.

5.4 BUILDING MASSING

- a. Building massing must be simple and adhere to the following:
- i. Buildings are limited to 2 gables per facade; and
 - ii. Buildings are limited to 6 exterior corners facing the street, exclusive of attachments.

5.12 CODE DESIGN

Trim, cornice: The cornice submitted is too large for the building, lacks an entablature appropriate for the scale, and employs profiles in combinations that are not stylistically accurate. There is a specific style is not clearly defined, trim decision such as the cornice are determined from the basis of classical styles. A smaller cornice is recommended, and given the building height, an expressed entablature. In the most recent drawing provided by the town architect, the entablature is expressed between the top of windows and the cornice. This is a simplified way to provide the entablature proportion without excess cost. A full classical cornice is not recommended as it is both more costly and not inline with the overall building design.



5.5 BUILDING PLACEMENT

5.5.1 Setbacks

- a. Buildings, attachments, and accessory structures must be placed in relation to their lot lines, setbacks, build-to lines, and frontage lines according to Section 3: Regulating Plan and Section 4: Building Types. See Figure 4.1.A and Figure 4.1.B.
- b. Setbacks are measured perpendicular to the property line of the lot. Where property lines are curved, the measure is taken perpendicular to the tangent at the centerline of the lot.
- c. Maximum setbacks may be extended by the TA where in conflict with utilities.
- d. Build-to lines override setbacks. If the Section 3: Regulating Plan assigns a build-to line, the building facade must be placed at the build-to line, with a tolerance of 2 ft.

Detailed feedback

Civil Coordination

STEP #4: DESIGN DEVELOPMENT



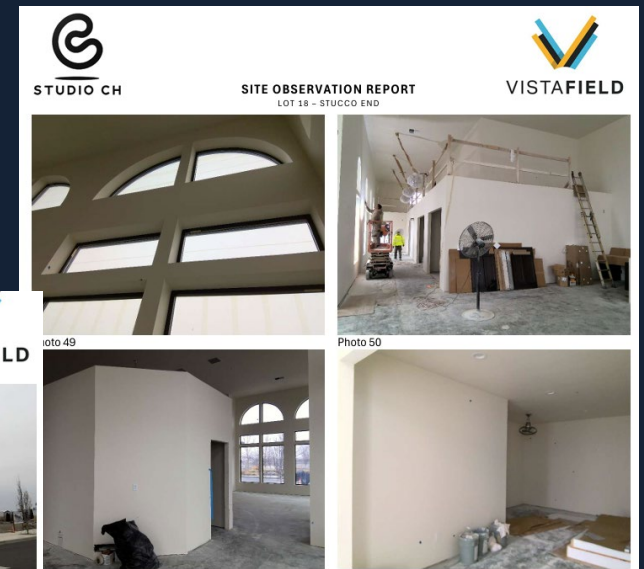
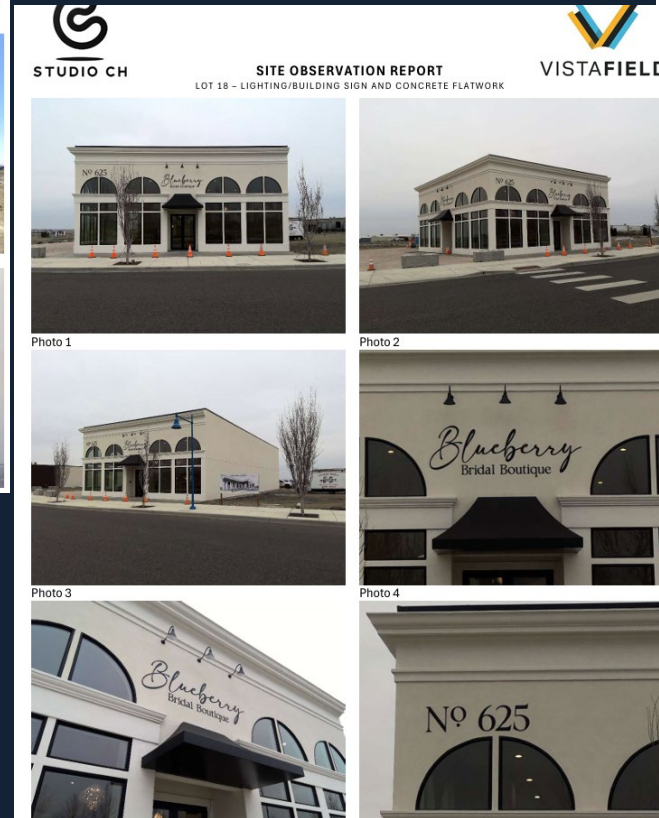
Details – Details – Details

- ✓ Back to commission for purchase and sale consideration
- ✓ Architects, engineers and builder are putting together construction documents for permits
- ✓ Buyer is finalizing their construction financing!
- ✓ Once Vista Field Architect approves final architectural and site drawings port real estate begins closing process
- ✓ ALL due diligence by buyer (especially environmental) must be complete before closing or construction

STEP #5: CONSTRUCTION DOCUMENTS / CLOSING



Project is being built!



STEP #6: CONSTRUCTION OBSERVATION



THANK YOU!

Memorandum

To: CTUIR Board of Trustees
From: Port of Kennewick Board of Commissioners
Date: July 14, 2026
Re: Tri-Cities Powwow

Port of Kennewick Board of Commissioners (Commission) submits this Memorandum for consideration by the CTUIR Board of Trustees (Board) with respect to a proposed Powwow, which could potentially be held in the Tri-Cities in the summer of 2027.

There has been informal dialog between Port personnel, including a commissioner, and tribal members, regarding moving forward with planning for a Powwow in the Tri-Cities. At the May 12, 2026, Port of Kennewick Commission meeting, commissioners had a lengthy discussion on a Powwow and the potential Port's involvement. By consensus the Commission approved to have Mr. Arntzen move forward with a potential partnership with the CTUIR on a 2027 Tri-Cities Powwow.

The purpose of this memo is to provide further information to the Board in order for the Board to consider whether a Powwow as roughly identified in this memo is worthy of consideration by the Board. The Board feedback and observations are welcome.
Details discussed informally are as follows:

Two-Day (Friday and Saturday), possibly three day (Friday Night, Saturday and Sunday) Event in June 2027

Powwow Name Ideas:

- Náwiyatuxt (We Are Coming Home)
- They Are Remembered
- Remember Our Elders

Organizing Tribes:

- Confederated Tribes of the Umatilla Indian Reservation and potentially the Yakama Nation with contacts Dawn Shafer and Public Information Officer Star Diavolikis

Need to develop an eye-catching logo for this event once a name has been selected

Possible Steering Committee Members:

- Fred Hill
- Don Sampson
- Curtis Bearchum
- Corinne Sams
- Daisy Minthorn
- Kaeleen McGuire (CTUIR Communications Director, could help with promotion)
- Port of Kennewick Representative(s)

Powwow Program:

- Dancing
- Drumming
- Vending
- Grand Entries (women, then men)

Headliner Drum Ideas & Prizes/Honorariums:

- Wild Rose Drum Group
- \$5,000 honorarium for regional host drum; \$10,000 if international

Friday Night Band & Food Truck Ideas (Possibly):

- Levi Platero (Navajo Blues)
- Indigenous (from North Dakota)

Long tent idea with possible BBQ style Salmon Bake

Pre-Event Ideas:

Canoe Launch & Paddle event

- Canoe gathering with other tribes
- Feast canoe launching; go from Columbia Park to Chamnapum (cities of Kennewick and Richland supportive)
- Long tent in park
- The Gathering Place

Sponsorship/Funding Ideas:

- CTUIR Board of Trustees
- First Foods Program
- City of Kennewick lodging tax for advertising funding
- Port of Kennewick as Advertising Partner

Actions:

- Presentation to CTUIR Board of Trustees / Request Support/Endorsement (Don Sampson)
- Presentation to Yakama Nation Board of Trustees / Request Support/Endorsement (TBD)
- Tour the new addition under construction at Three Rivers Convention Center with Three Rivers Convention Center Executive Director Corey Pearson (Tim Arntzen & Curtis Bearchum)
- Request available June 2027 dates from Three Rivers Convention Center (Tim Arntzen)
- Recruit Steering Committee Members (Fred Hill & Curtis Bearchum)
- Establish nonprofit to receive money (CTUIR)
- Establish budget (Steering Committee)

Need commitment from CTUIR

Next Meeting (TBD)

Attendee Contact Information:

Fred Hill, FredHill@ctuir.org, 541-240-1326

Curtis Bearchum, Bearchum@msn.com, 509-531-3812

Don Sampson, DonaldSampson@ctuir.org, 541-969-6253

Skip Novakovich, Skip@PortofKennewick.org, 509-366-7858

Tim Arntzen, TA@PortofKennewick.org, 509-539-7249

Rochelle Olson, Rochelle@PortofKennewick.org, 509-802-1008

Further informal communication topics included:

- Fred Hill asked Port of Kennewick to submit a written statement indicating what support the Port may offer
- Don Sampson offered to work with Fred Hill and others to obtain a letter of support from the CTUIR
- Having small educational events leading up to the Powwow
- The need for camping facilities for Powwow contestants and visitors
- What entity would have financial responsibilities (is there a need to establish a separate nonprofit entity to receive, manage and disburse funds)
- Suggested dates for Powwow in 2027 3rd week/weekend in June

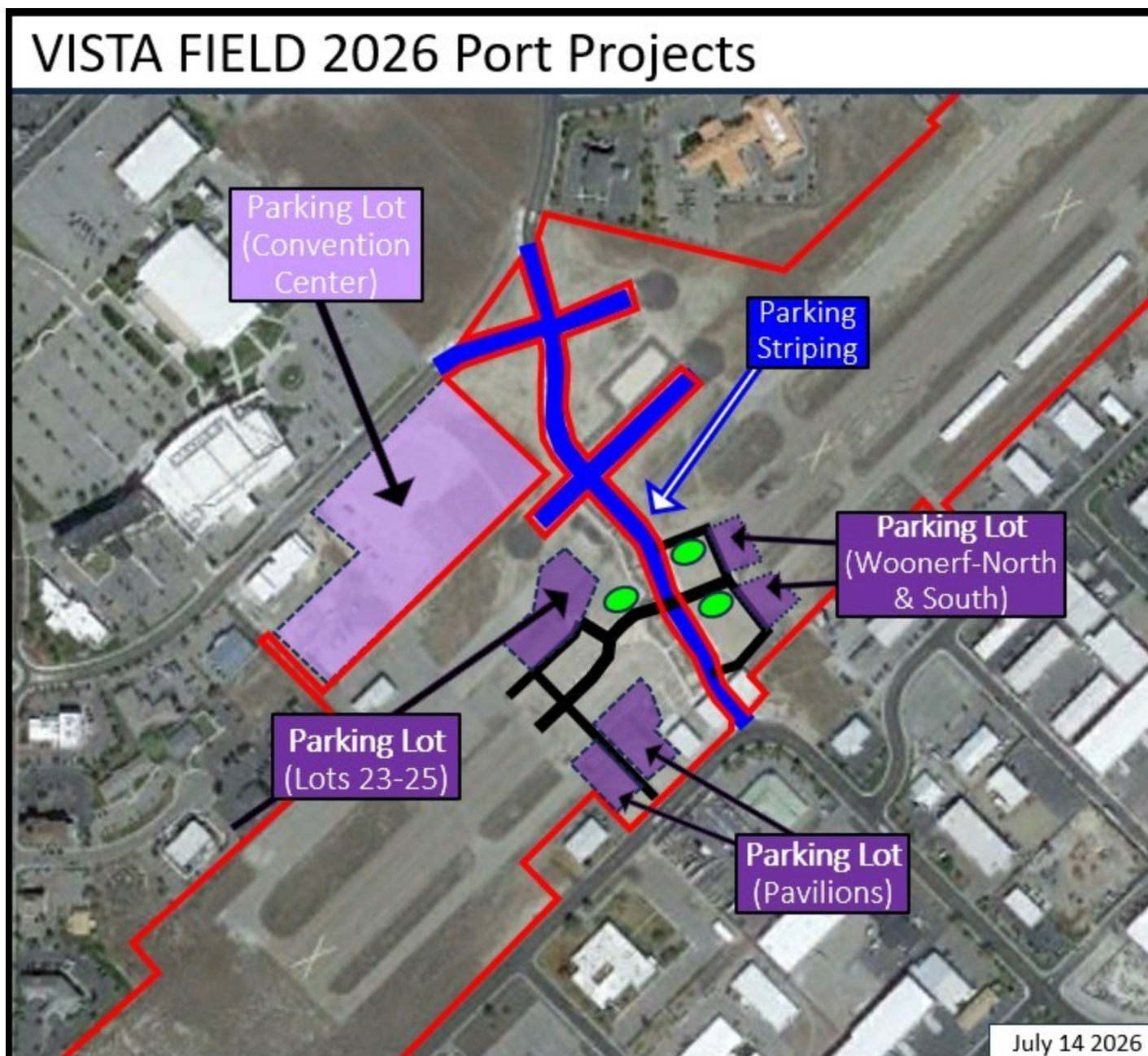
PORT OF KENNEWICK INVOLVEMENT:

Port of Kennewick sees being involved in a Tri-Cities Powwow with the Confederated Tribes of the Umatilla Indian Reservation as another way to strengthen the relationship between us. We also see this opportunity as a way to educate the public on Native American culture. And a way to potentially partner with the Yakama Nation.

However, the Port has many ongoing projects demanding an overwhelming abundance of staff time and resources. Also, the Port lacks the knowledge to be able to be an organizing entity.

With further Commission approval and the understanding that staff resources must be minimal the Port could:

- Be a constant source of support in dealing with such things as site location
- Offering logistical advice
- Providing introductions to necessary entities that may be needed
- Possibly scheduling necessary meetings
- Providing meeting space in the Tri-Cities
- Providing perhaps \$50,000 – \$75,000 from the Port's Opportunity Fund to be designated as an Advertising Partnership





Adopt A Friend



Adopt A Friend

June 27, 2026

First pet adoption event at
Columbia Gardens Artisan
Village! Partnered with great
local organizations and
businesses to advocate for local
pet adoptions.





ADOPT A FRIEND



 PET ADOPTIONS
 PET VENDORS & MORE
 ART, BEER, FOOD, WINE



**June 27, 2026
(10AM-2PM)**

325 E Columbia Gardens Way
Kennewick, WA 99336





Community Connection

Create a gathering place for
pet lovers to share
experiences and advice.

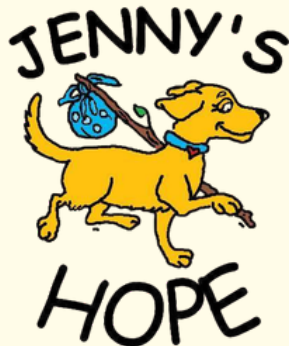
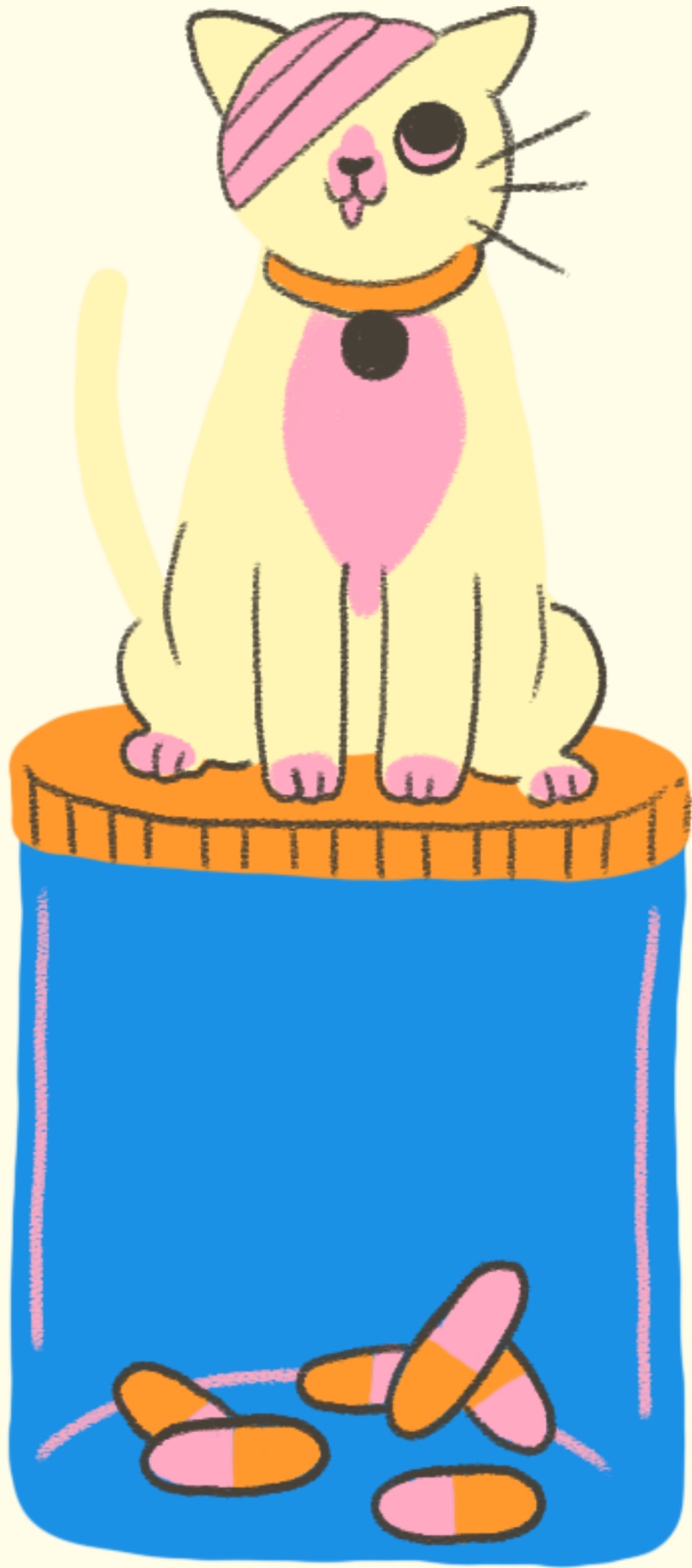


Making a Difference

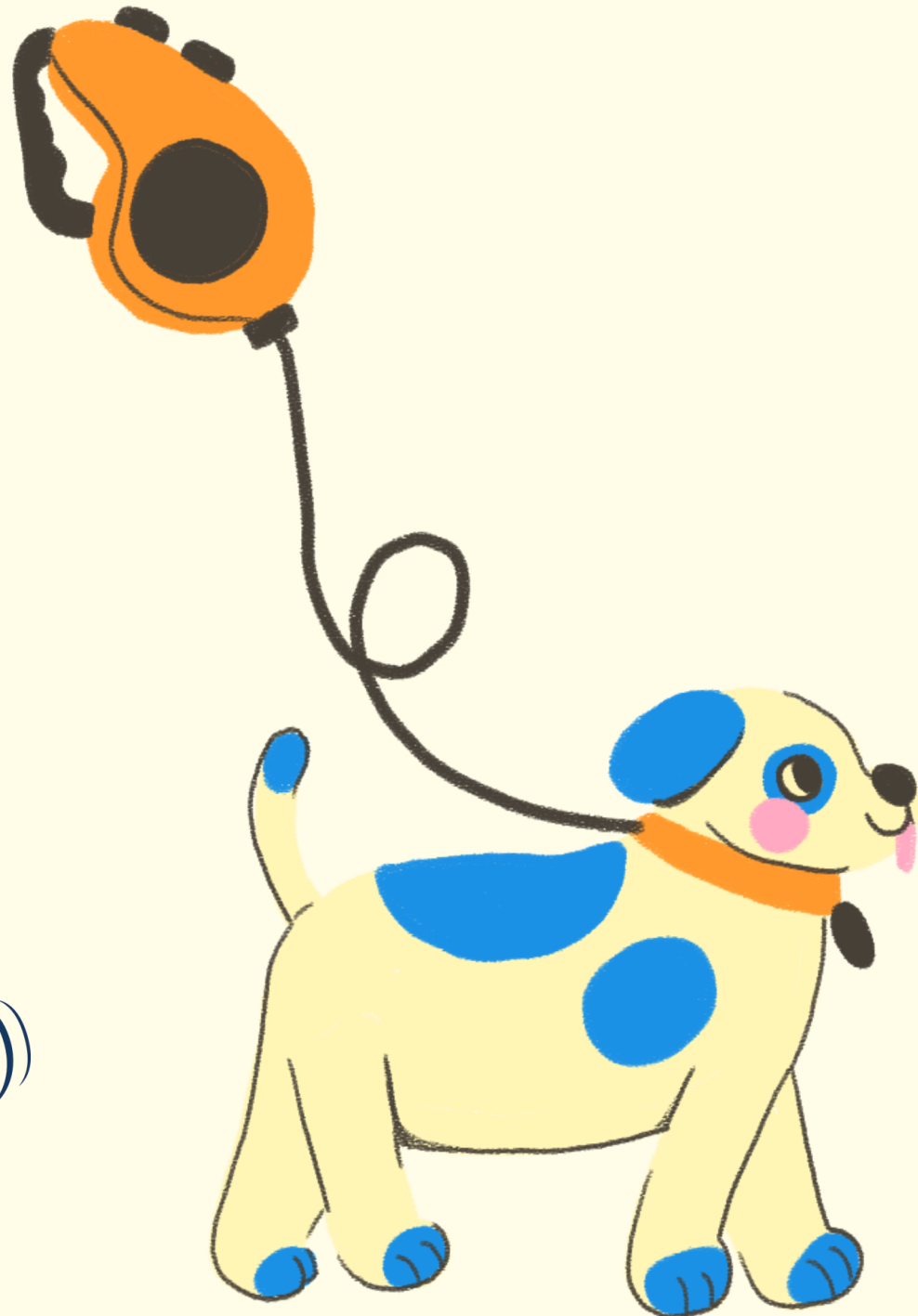
Connecting pets with owners
and offering them a new
home.



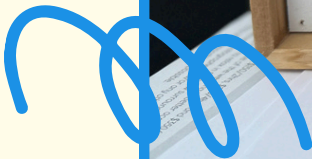
Adopt A Friend ~ Local Partners ~



TUMBLEWEED
CAT RESCUE



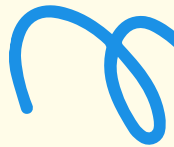
Adopt A Friend Photos



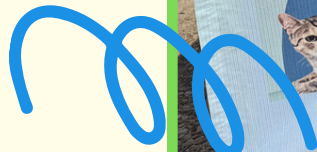
Adopt A Friend Photos



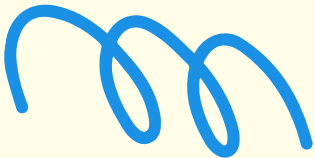
Adopt A Friend Photos



Adopt A Friend Photos



Adopt A Friend Photos



Giving Pets a Home

6 Adoptions
2 Fosters *



Saving Lives

Adoption reduces the number of homeless animals.

Building Bonds

Adopted pets form strong emotional connections with their new families.

Affordable Choice

Adoption is often less costly than buying from breeders.

Community Impact

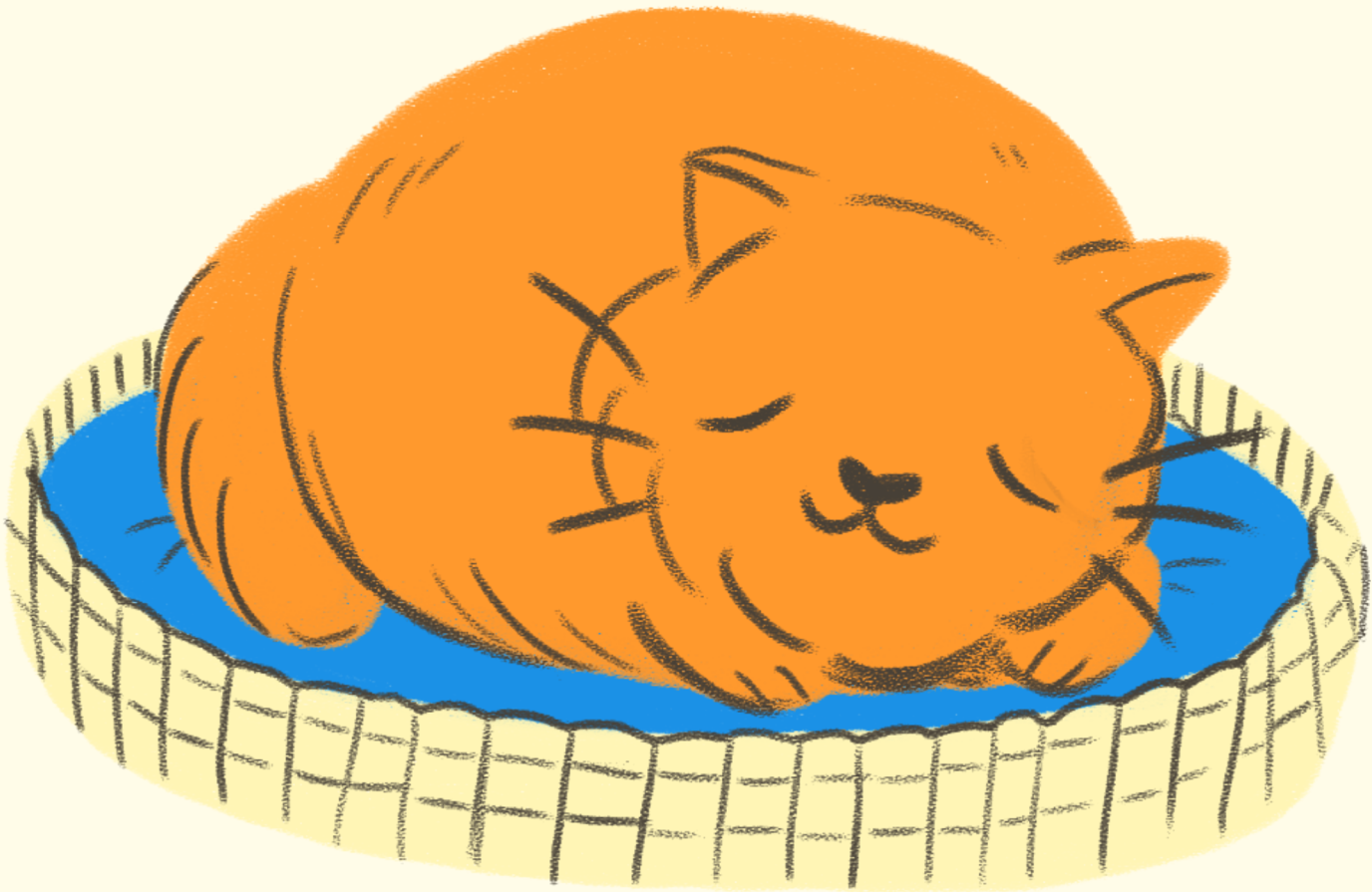
Encourages kindness, empathy, and responsibility.





Thank You

For Choosing to Care for Pets



USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

1



Open Space

313

Food Truck Plaza

Parking

P

SWAMPY's

Parking

P

421

P

Parking

BEECH ST.

CEDAR ST.

DATE ST.

COLUMBIA DR.

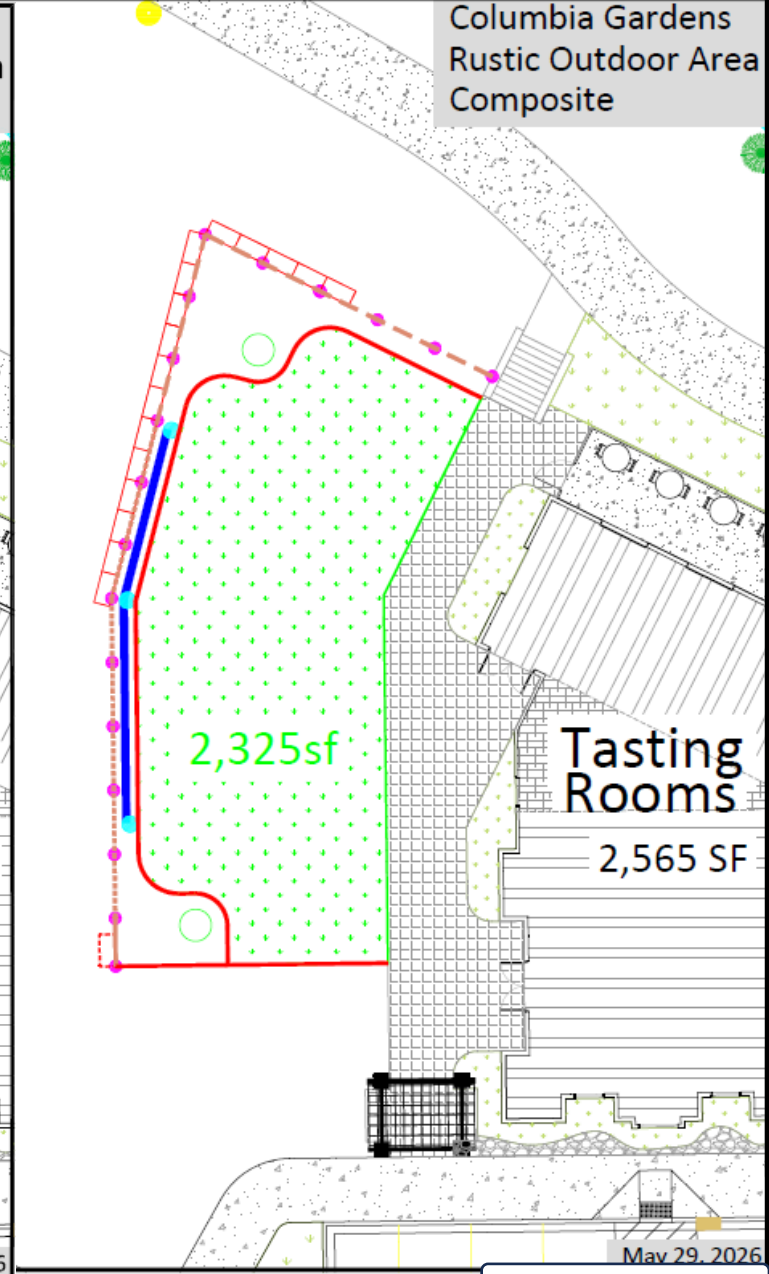
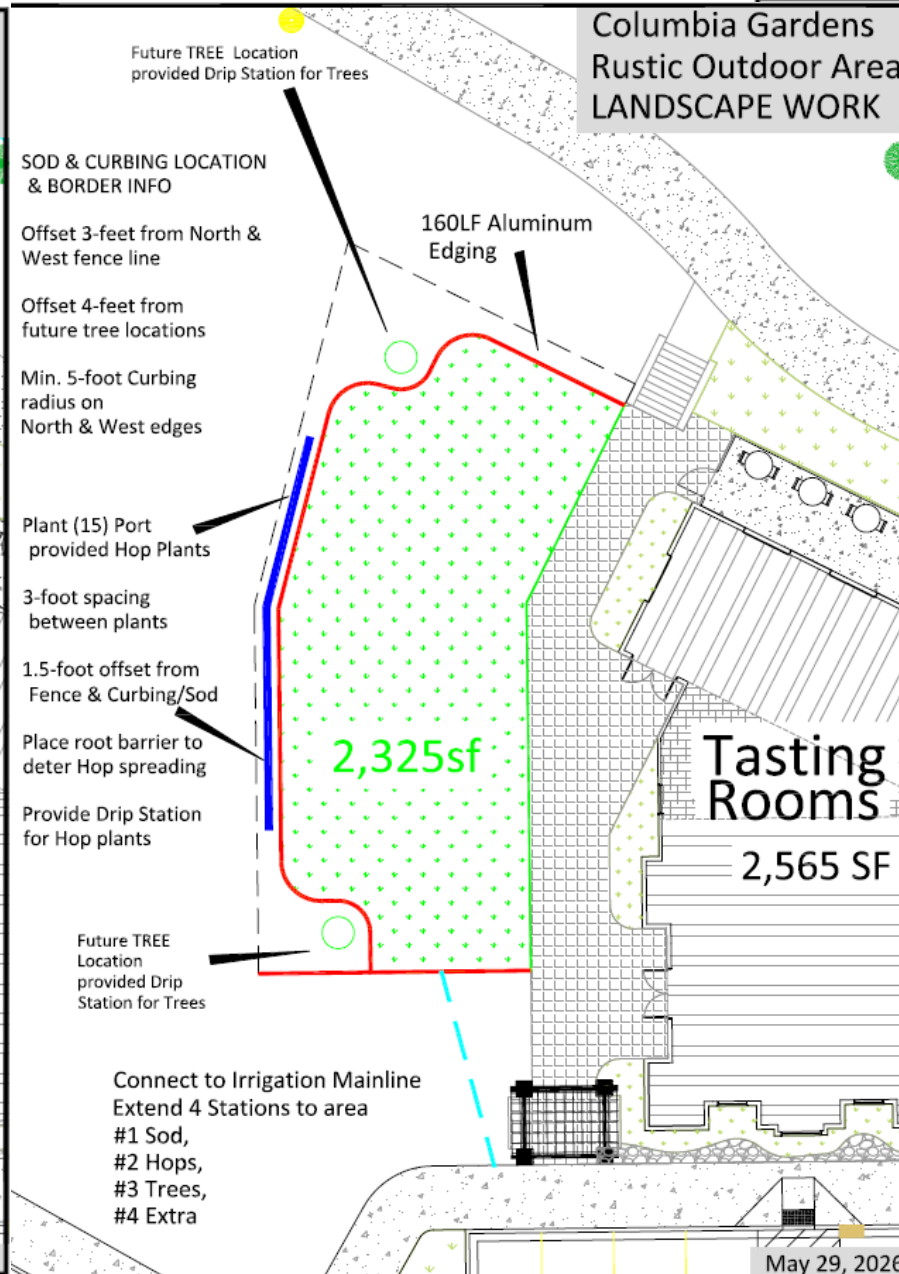
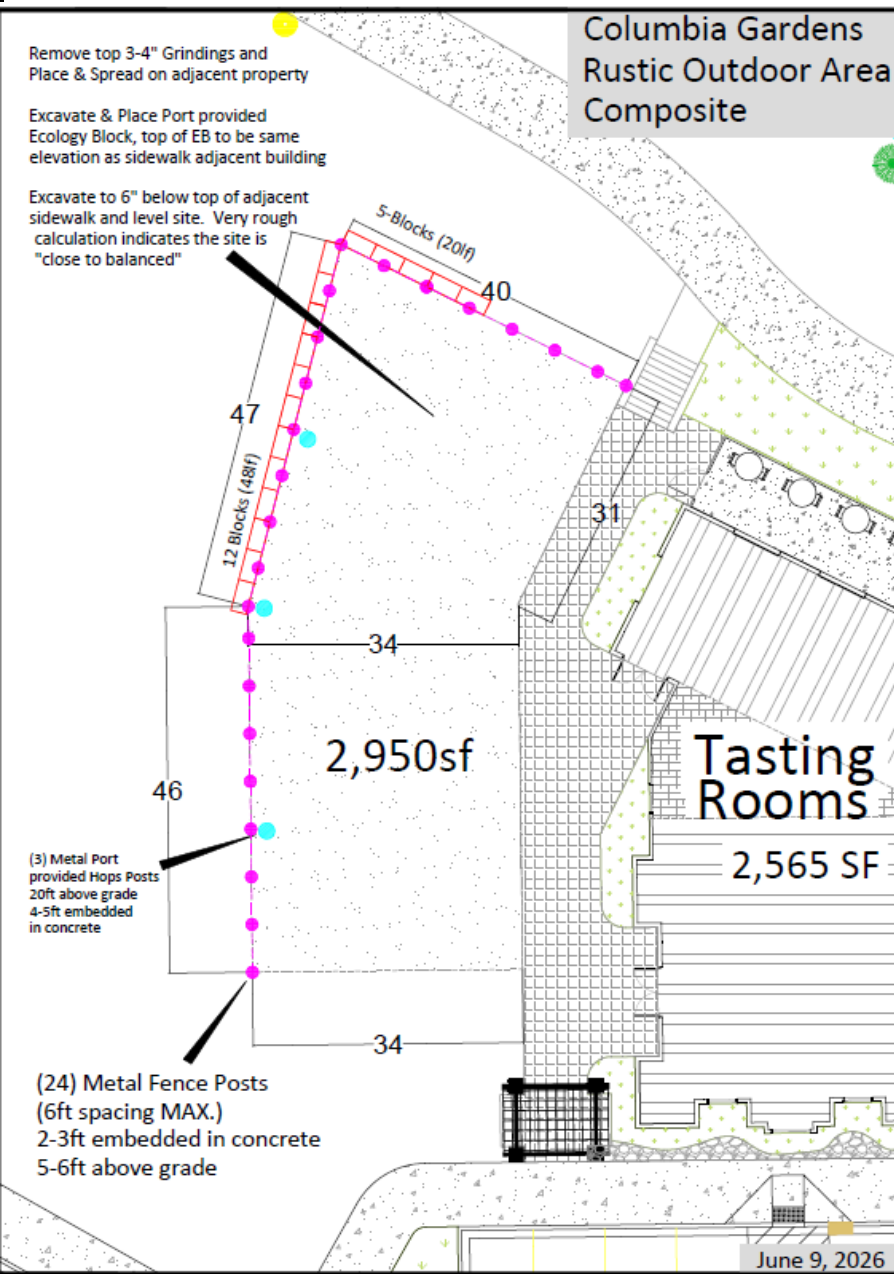
ELM ST.

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

2



USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

3



BEFORE

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

4



DURING - Early

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

5



DURING -Middle

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

6



DURING -Middle

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

8



AFTER

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

7



AFTER

USES

COLUMBA GARDENS ARTISAN VILLAGE

EXHIBIT E

9



AFTER