



MINUTES

Code Enforcement Board Meeting
City Council Chambers – 625 Swift Blvd
Tuesday, December 12, 2023 ~ 6:00 p.m.

This document is a summarized version of the Code Enforcement Board proceedings. The minutes are paraphrased, not verbatim. Access to an electronic audio recording of the meeting is available upon request.

CALL TO ORDER

Chair **White** called the meeting to order at 6:00 p.m.

ROLL CALL

MEMBERS PRESENT:

Skye White, Chair
Ragan Faylor, Vic Chair
Jenna Coddington, Member
Jeff Huber, Member
Tamara Wright-Chavez, Member

ALSO IN ATTENDANCE:

Stephanie Dorko, Code Enforcement Officer
Jamie Williams, Code Enforcement Officer
Heidi Glasen, Code Enforcement Officer
Bunnie Avery, Staff Liaison

APPROVAL OF AGENDA

1. Vice Chair **Faylor** made a motion to approve the December 12, 2023 meeting agenda. Member **Coddington** seconded the motion. The motion carried 5-0.

APPROVAL OF MINUTES

2. Member **Huber** made a motion to approve the minutes of the November 14, 2023 meeting of the Code Enforcement Board as presented. Vice Chair **Faylor** seconded the motion. The motion carried 5-0.

COMPLIANCE HEARINGS / ADMINISTRATION OF OATHS

Chair **White** began the hearing process by administering the oaths to all City staff, defendants and witnesses that will be participating in the hearings and called the first case to be heard.

- | | | |
|-----------|-----------------------------------|---|
| 3. | 20220818 | Kayla Reyes |
| | Location of Violations: | 2402 Pullen Street, Richland, WA 99354 |
| | Mailing Address: | Same |
| | Description of Violations: | RMC 12.16.010 Sidewalk Tripping Hazard |
| | Notice of Civil Violation Issued: | November 21, 2023 |

CASE REPORT: Jamie Williams, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was not present.

RECOMMENDATION: Compliance has not been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$500 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met repair/replace the panel(s) of sidewalk along Pullen Street as marked by the City in

accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement.

CODE BOARD DECISION: Member **Coddington** motioned to enter a default order affirming the violation identified in the City's Notice of Civil Violation, imposing a monetary penalty of **\$500** for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met repair/replace the panel(s) of sidewalk along Pullen Street as marked by the City in accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement. Member **Huber** seconded the motion. Motion carried 5-0.

- 4. 20220821 Kyle Olson**
 Location of Violations: 1215 Cottonwood Drive, Richland, WA 99354
 Mailing Address: Same
 Description of Violations: **RMC 12.16.010** Sidewalk Tripping Hazard
 Notice of Civil Violation Issued: November 21, 2023

CASE REPORT: Jamie Williams, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was not present.

RECOMMENDATION: Compliance has not been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$500 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met repair/replace the panel(s) of sidewalk along Cottonwood Drive curb line as marked by the City in accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement.

CODE BOARD DECISION: Member **Huber** motioned to enter a default order affirming the violation identified in the City's Notice of Civil Violation, imposing a monetary penalty of **\$500** for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met repair/replace the panel(s) of sidewalk along Cottonwood Drive curb line as marked by the City in accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement. Vice Chair **Faylor** seconded the motion. Motion carried 5-0.

- 5. 20230857 James Doherty**
 Location of Violations: 1134 Englewood Drive, Richland, WA 99352
 Mailing Address: Same
 Description of Violations: **RMC 10.04.040(P)** Grass and Weeds, **RMC 12.16.010** Maintaining Right-of-Way
 Notice of Civil Violation Issued: November 16, 2023

CASE REPORT: Stephanie Dorko, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was not present.

RECOMMENDATION: Compliance has not been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$1,000 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met mow the entire property so grasses and weeds do not exceed six inches in height. Clear all vegetation overhanging and blocking the sidewalk along Edgewood Drive so the sidewalk is 100% clear from obstruction in accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement.

CODE BOARD DECISION: Member **Huber** motioned to enter a default order affirming the violation identified in the City's Notice of Civil Violation, imposing a monetary penalty of **\$1,000** for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met mow the entire property so grasses and weeds do not exceed six inches in height. Clear all vegetation overhanging and blocking the sidewalk along Edgewood Drive so the sidewalk is 100% clear from obstruction in accordance

with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement. Member **Coddington** seconded the motion. Motion carried 5-0.

6. 20220826 Bryan Stone
Location of Violations: 2342 Davison Avenue, Richland, WA 99354
Mailing Address: 604 NW 15th Street Apt 19, Andrews, TX 79714
Description of Violations: **RMC 10.04.040(P)** Grass and Weeds, **RMC 10.04.040(Q)**
Noxious Weeds
Notice of Civil Violation Issued: November 20, 2023

CASE REPORT: Heidi Glasen, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was not present.

RECOMMENDATION: Compliance has not been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$2,000 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met mow the entire property so grasses and weeds do not exceed 6 inches in height and remove and dispose of the dead trees and shrubs from the entire property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement.

CODE BOARD DECISION: Member **Huber** motioned to enter a default order affirming the violation identified in the City's Notice of Civil Violation, imposing a monetary penalty of **\$2,000** for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met mow the entire property so grasses and weeds do not exceed 6 inches in height and remove and dispose of the dead trees and shrubs from the entire property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by January 7, 2024, the city may proceed with abatement. Member **Coddington** seconded the motion. Motion carried 5-0.

EXECUTION OF ORDERS:

Chair **White** requested that the City please hand up the Orders from tonight's hearings for execution.

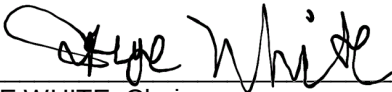
CONTINUED CASES / OLD BUSINESS:

NEW / OTHER BUSINESS:

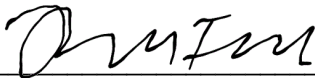
ADJOURNMENT:

Chair **White** adjourned the meeting at 6:26 p.m.

APPROVED this 13th day of February 2024.



SKYE WHITE, Chairman



RAGAN FAYLOR, Vice-Chairman



JENNA CODDINGTON, Member

W. JEFF HUBER, Member



TAMARA WRIGHT CHAVEZ, Member

ATTEST:



Bunnie Avery, Staff Liaison

Certificate Of Completion

Envelope Id: 1E247D23F3D34A95B818AC4A27D5C232

Status: Completed

Subject: ACTION REQUIRED: Sign December CEB Minutes

Source Envelope:

Document Pages: 4

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Bunnie Avery

AutoNav: Enabled

625 Swift Boulevard

Envelope Stamping: Enabled

Richland, WA 99352

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

bavery@ci.richland.wa.us

IP Address: 97.90.87.18

Record Tracking

Status: Original

Holder: Bunnie Avery

Location: DocuSign

2/15/2024 10:18:28 AM

bavery@ci.richland.wa.us

Signer Events**Signature****Timestamp**

Skye White

skyecamille@gmail.com

Security Level: Email, Account Authentication
(None)

Sent: 2/15/2024 10:26:20 AM

Viewed: 2/15/2024 12:50:54 PM

Signed: 2/15/2024 12:51:27 PM

Signature Adoption: Drawn on Device

Using IP Address: 50.37.81.187

Electronic Record and Signature Disclosure:

Accepted: 2/15/2024 12:50:54 PM

ID: 880d326e-2554-4921-99fb-497657454700

Ragan Faylor

coolfaylors@msn.com

Security Level: Email, Account Authentication
(None)

Sent: 2/15/2024 12:51:28 PM

Viewed: 2/15/2024 12:58:34 PM

Signed: 2/15/2024 12:58:51 PM

Signature Adoption: Drawn on Device

Using IP Address: 172.56.201.204

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 5/18/2021 1:18:13 PM

ID: 9b42cf55-8aac-4b63-b356-955770e0f839

Jenna Coddington

jenna@paragongroupwa.com

Managing Broker

The Paragon Group

Security Level: Email, Account Authentication
(None)

Sent: 2/15/2024 12:58:53 PM

Viewed: 2/15/2024 3:35:32 PM

Signed: 2/15/2024 3:35:39 PM

Signature Adoption: Pre-selected Style

Using IP Address: 64.146.131.83

Electronic Record and Signature Disclosure:

Accepted: 6/15/2023 11:38:23 AM

ID: d38f46d7-8013-4608-8844-72de457ebe0b

Tamara Wright Chavez

tamara.wright.chavez@gmail.com

Security Level: Email, Account Authentication
(None)

Sent: 2/15/2024 3:35:40 PM

Viewed: 2/15/2024 5:38:30 PM

Signed: 2/15/2024 5:38:51 PM

Signature Adoption: Drawn on Device

Using IP Address: 107.77.205.151

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 2/15/2024 5:38:30 PM

ID: 67448a8b-05ee-4f7a-9f63-6258ccc2d848

Signer Events	Signature	Timestamp
Bunnie Avery bavery@ci.richland.wa.us Administrative Assistant II City of Richland Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 97.90.87.18	Sent: 2/15/2024 5:38:52 PM Viewed: 2/19/2024 10:55:38 AM Signed: 2/19/2024 10:55:46 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
Bunnie Avery bavery@ci.richland.wa.us Administrative Assistant II City of Richland Security Level: Email, Account Authentication (None)	 Using IP Address: 97.90.87.18	Sent: 2/15/2024 10:24:03 AM Viewed: 2/15/2024 10:26:07 AM Completed: 2/15/2024 10:26:20 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/15/2024 10:24:03 AM
Certified Delivered	Security Checked	2/19/2024 10:55:38 AM
Signing Complete	Security Checked	2/19/2024 10:55:46 AM
Completed	Security Checked	2/19/2024 10:55:46 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Richland (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Richland:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tclark@ci.richland.wa.us

To advise City of Richland of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tclark@ci.richland.wa.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Richland

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tclark@ci.richland.wa.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Richland

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tclark@ci.richland.wa.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Richland as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Richland during the course of your relationship with City of Richland.