



## MINUTES

**Code Enforcement Board Meeting  
City Council Chambers – 625 Swift Blvd  
Tuesday, June 10, 2025 ~ 6:00 p.m.**

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*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 6:03 p.m.

### **ROLL CALL**

#### **MEMBERS PRESENT:**

Skye White, Chair  
Jenna Coddington, Vice Chair  
Todd Samuel, Member  
Eric Bostrom, Member

#### **Absent:**

Jon Davidson, Member

#### **ALSO IN ATTENDANCE:**

Jamie Williams, Code Enforcement Officer  
Stephanie Dorko, Code Enforcement Officer  
Heidi Glasen, Code Enforcement Officer  
Kurt Maier, Council Liaison  
Nick Mutrux, Staff Liaison  
Bunnie Avery, Staff Administrative Assistant  
Taylor Knipp  
Lee Green

### **APPROVAL OF AGENDA**

1. Vice Chair Coddington motioned to approve the June 10, 2025 meeting agenda as presented. Member Bostrom seconded the motion. The motion carried 4-0.

### **PUBLIC COMMENTS**

The following provided witness statements/comments regarding cases 20250518 and 20250288.

Yvonne Webb  
Mickey McJilton  
Mike Curtis  
Loren Mahony  
Keith Mahony  
Yurdia Roldan  
Roseann Craft  
Chad Everett

Cameron Anderson had a question regarding the Service Request System and how to follow up on the status of the requests. Mr. Anderson was advised to reach out either via phone or email to the Code Enforcement Officer.

### **APPROVAL OF MINUTES**

2. Member Bostrom motioned to approve the minutes of the May 13, 2025 meeting of the Code Enforcement Board as presented. Member Samuel seconded the motion. The motion carried 4-0.

**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. Mr. Knipp stated that he felt that Member Samuel may have a bias in the case and asked that he abstain from voting on his cases.

- 3. 20250518 Taylor & Jacqueline Knipp**  
Location of Violations: 909/911 Benham Street, Richland, WA 99354  
Mailing Address: 2100 Pullen Street, Richland, WA 99354  
Description of Violations: RMC 10.04.040(P) Grass and Weeds, RMC 10.04.040(G) Household Items and Vehicle Parts, RMC 10.04.030(C) Accumulation of Garbage, and RMC 10.06.030 Inoperable Vehicle Storage  
Notice of Civil Violation Issued: May 6, 2025

**CASE REPORT:** Stephanie Dorko, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was present to present their case and respond to questions from the Code Board.

**RECOMMENDATION:** Compliance has not been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$5,000 for the issuance of the repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove all household items, trash, debris and garbage from the exterior of the house and store inside or dispose. Demonstrate all vehicles on the property are operable under their own power or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by July 6, 2025, the city may proceed with abatement.

**CODE BOARD DECISION:** Vice Chair Coddington motioned to find the respondent in violation of the Richland Municipal Code as cited in the repeat Notice of Civil Violation. Member Bostrom seconded the motion. The motion carried 3-0 with Samuel abstaining.

Vice Chair Coddington motioned to impose a monetary penalty in the amount of \$5,000 for the repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove all household items, trash, debris and garbage from the exterior of the house and store inside or dispose. Demonstrate all vehicles on the property are operable under their own power or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by July 6, 2025, the city may proceed with abatement. Member Bostrom seconded the motion. The motion carried 3-0 with Samuel abstaining.

- 4. 20250288 Taylor Knipp**  
Location of Violations: 2100 Pullen Street, Richland, WA 99354  
Mailing Address: Same  
Description of Violations: RMC 10.04.030(C) Accumulation of Garbage, RMC 10.04.040(G) Household Items and Vehicle Parts, RMC 10.04.040(R) Blocked Sidewalk, and RMC 10.06.030 Inoperable Vehicle Storage  
Notice of Civil Violation Issued: May 6, 2025

**CASE REPORT:** Stephanie Dorko, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was present to present their case and respond to questions from the Code Board.

**RECOMMENDATION:** Compliance has not been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$5,000 for the issuance of the repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove all trash, building materials, wood, metal, garbage and debris and property store or dispose. Remove all household items and vehicle parts and properly store or dispose. Demonstrate all vehicles on the front yard are operable under their own power or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by July 6, 2025, the city may proceed with abatement.

**CODE BOARD DECISION:** Member Bostrom motioned to find the respondent in violation of the Richland Municipal Code as cited in the repeat Notice of Civil Violation. Vice Chair Coddington seconded the motion. The motion carried 3-0 with Samuel abstaining.

Member Bostrom motioned to impose a monetary penalty in the amount of \$5,000 for the repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove all trash, building materials, wood, metal, garbage and debris and property store or dispose. Remove all household items and vehicle parts and properly store or dispose. Demonstrate all vehicles on the front yard are operable under their own power or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by July 6, 2025, the city may proceed with abatement. Vice Chair Coddington seconded the motion. The motion carried 3-0 with Samuel abstaining.

- 5. 20250355 Lee Green**
- Location of Violations: 1312 Hains Avenue Richland, WA 99354
- Mailing Address: Same
- Description of Violations: RMC 10.04.030(C) Accumulation of Garbage, RMC 10.04.040(G) Household Items

Notice of Civil Violation Issued: May 6, 2025

**CASE REPORT:** Jamie Williams, Code Enforcement Officer, presented the facts of the case and responded to questions from the Code Enforcement Board. Respondent was present to present their case and respond to questions from the Code Board.

**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 repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove all trash, household items and vehicle parts throughout the property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by July 6, 2025, the city may proceed with abatement.

**CODE BOARD DECISION:** Vice Chair Coddington motioned to find the respondent in violation of the Richland Municipal Code as cited in the repeat Notice of Civil Violation. Member Samuel seconded the motion. The motion carried 4-0.

Member Samuel motioned to impose a monetary penalty in the amount of \$1,000 for the repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove all trash, household items and vehicle parts throughout the property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by July 6, 2025, the city may proceed with abatement. Member Bostrom seconded the motion. The motion carried 4-0.

**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:**


None

**ADJOURNMENT:**


Chair White adjourned the meeting at 7:47 p.m.

**APPROVED** this 12th day of August 2025.

**ATTEST:**



\_\_\_\_\_  
SKYE WHITE, Chairman



\_\_\_\_\_  
Bunnie Avery, Administrative Assistant II

### Certificate Of Completion

Envelope Id: 4F75D8D4-F9B5-4F33-B00A-F1750F1ECC1F  
 Subject: ACTION REQUIRED: Sign June 2025 CEB Minutes  
 Source Envelope:  
 Document Pages: 4  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Bunnie Avery  
 625 Swift Boulevard  
 Richland, WA 99352  
 bavery@ci.richland.wa.us  
 IP Address: 64.184.153.146


### Record Tracking

Status: Original  
 8/13/2025 10:18:35 AM  
 Holder: Bunnie Avery  
 bavery@ci.richland.wa.us  
 Location: DocuSign

### Signer Events

Bunnie Avery  
 bavery@ci.richland.wa.us  
 Administrative Assistant II  
 City of Richland  
 Security Level: Email, Account Authentication  
 (None)

### Signature

  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 64.184.153.146


### Timestamp

Sent: 8/13/2025 10:20:26 AM  
 Viewed: 8/13/2025 10:20:36 AM  
 Signed: 8/13/2025 10:20:45 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Skye White  
 skyecamille@gmail.com  
 Security Level: Email, Account Authentication  
 (None)

  
 Signature Adoption: Drawn on Device  
 Using IP Address:  
 2600:100f:b210:13d8:440:aaa:87a9:87b7  
 Signed using mobile

Sent: 8/13/2025 10:20:46 AM  
 Viewed: 8/13/2025 10:24:46 AM  
 Signed: 8/13/2025 10:25:21 AM

### Electronic Record and Signature Disclosure:

Accepted: 8/13/2025 10:24:46 AM  
 ID: 064ef05e-d104-4c48-98bf-acfeecfef10b

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
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	8/13/2025 10:20:26 AM
Certified Delivered	Security Checked	8/13/2025 10:24:46 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Signing Complete	Security Checked	8/13/2025 10:25:21 AM
Completed	Security Checked	8/13/2025 10:25:21 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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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](mailto: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](mailto: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](mailto: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.

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- 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](mailto: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..

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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.

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- 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.