



MINUTES

**Code Enforcement Board Meeting
City Council Chambers – 625 Swift Blvd
Tuesday, October 14, 2025 ~ 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
Jenna Coddington, Vice Chair
Todd Samuel, Member
Eric Bostrom, Member
Linda Johnson, 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

APPROVAL OF AGENDA

1. Vice Chair Coddington motioned to approve the October 14, 2025 meeting agenda as presented. Member Bostrom seconded the motion. The motion carried 5-0.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

2. Member Bostrom motioned to approve the minutes of the August 12, 2025 meeting of the Code Enforcement Board as presented. Member Samuel 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. **20250542** **Tessa and Kody Walton**
Location of Violations: 1622 Woodbury Street, Richland, WA 99354
Mailing Address: Same
Description of Violations: RMC 10.06.030 Storage of an Inoperable Vehicle, RMC 10.04.040(G) Household Items and Vehicle Parts, and RMC 10.04.040(C) Accumulation of Garbage
Notice of Civil Violation Issued: August 25, 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 not present.

- 6. 20250824 Manawadu Family LLC**
Location of Violations: 1205 & 1207 Adair Drive, Richland, WA 99352
Mailing Address: 2632 Thoroughbred Way, Richland, WA 99352
Description of Violations: RMC 10.04.040(P) Grass and Weeds
Notice of Civil Violation Issued: September 29, 2025

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 \$1,000 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met mow the grass and weeds throughout the property so as not to exceed 6 inches in height in accordance with the Richland Municipal Code. If correction of the violation has not occurred by November 9, 2025, the city may proceed with abatement.

CODE BOARD DECISION: Member Bostrom 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 grass and weeds throughout the property so as not to exceed 6 inches in height in accordance with the Richland Municipal Code. If correction of the violation has not occurred by November 9, 2025, the city may proceed with abatement. Vice Chair Coddington seconded the motion. Motion carried 5-0.

- 7. 20251205 Mary Sichler**
Location of Violations: 410 Rossell Avenue, Richland, WA 99352
Mailing Address: 8264 W. Grandridge Blvd Apt 208, Kennewick, WA 99336
Description of Violations: RMC 10.04.040(P) Grass and Weeds, RMC 10.06.030 Storage of Inoperable Vehicle, and RMC 10.04.030(C) Accumulation of Garbage
Notice of Civil Violation Issued: September 29, 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 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 repeat 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, remove or dispose of all trash and dead vegetation from the property, and demonstrate the sedan in the back yard is operable or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by November 9, 2025, the city may proceed with abatement.

CODE BOARD DECISION: Vice Chair Coddington 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 repeat 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, remove or dispose of all trash and dead vegetation from the property, and demonstrate the sedan in the back yard is operable or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by November 9, 2025, the city may proceed with abatement. Member Bostrom seconded the motion. Motion carried 5-0.

- 8. 20251174 Peter Halverson**
Location of Violations: 2230 Firerock Avenue, Richland, WA 99352
Mailing Address: Same
Description of Violations: RMC 10.04.040(P) Grass and Weeds, RMC 10.04.040(Q) Dead/dying trees/vegetation, and RMC 12.16.010 Keeping Sidewalks and Rights of Way Clean and Maintained
Notice of Civil Violation Issued: September 17, 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 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 repeat Notice of Civil Violation (Exhibit 1). For compliance to be met mow the weeds throughout the property, remove dead/dying trees/vegetation from the property, and trim/clear the vegetation so the sidewalk is free from obstruction in accordance with the Richland Municipal Code. If correction of the violation has not occurred by November 9, 2025, the city may proceed with abatement.

CODE BOARD DECISION: Member Samuel 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 repeat Notice of Civil Violation as compliance has not been met For compliance to be met mow the weeds throughout the property, remove dead/dying trees/vegetation from the property, and trim/clear the vegetation so the sidewalk is free from obstruction in accordance with the Richland Municipal Code. If correction of the violation has not occurred by November 9, 2025, the city may proceed with abatement. Member Bostrom 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:

None

NEW / OTHER BUSINESS:

Member Samuel requested a status update for 1312 Hains.

ADJOURNMENT:

Chair White adjourned the meeting at 6:58 p.m.

APPROVED:



SKYE WHITE, Chairman

ATTEST:



Bunnie Avery, Administrative Assistant II

DATE APPROVED: December 9, 2025

DATE PUBLISHED: December 10, 2025


Certificate Of Completion

Envelope Id: 2B54956A-AD1C-40B8-BB2F-F6CE1F602982	Status: Completed
Subject: ACTION REQUIRED: Signature October 14, 2025 CEB Minutes	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Bunnie Avery
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	625 Swift Boulevard
	Richland, WA 99352
	bavery@ci.richland.wa.us
	IP Address: 64.184.153.146

Record Tracking

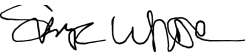
Status: Original	Holder: Bunnie Avery	Location: DocuSign
12/10/2025 2:21:57 PM	bavery@ci.richland.wa.us	

Signer Events

Signer Events	Signature	Timestamp
Bunnie Avery bavery@ci.richland.wa.us Administrative Assistant II City of Richland Security Level: Email, Account Authentication (None)		Sent: 12/10/2025 2:23:36 PM Viewed: 12/10/2025 2:23:45 PM Signed: 12/10/2025 2:23:51 PM
	Signature Adoption: Pre-selected Style Using IP Address: 64.184.153.146	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Skye White skyecamille@gmail.com Security Level: Email, Account Authentication (None)		Sent: 12/10/2025 2:23:52 PM Viewed: 12/10/2025 2:58:35 PM Signed: 12/10/2025 2:59:04 PM
	Signature Adoption: Drawn on Device Using IP Address: 50.37.86.244 Signed using mobile	

Electronic Record and Signature Disclosure:

Accepted: 12/10/2025 2:58:35 PM
ID: 40454abe-d830-45f0-a027-159d48ba67a2

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	12/10/2025 2:23:36 PM
Certified Delivered	Security Checked	12/10/2025 2:58:35 PM
Signing Complete	Security Checked	12/10/2025 2:59:04 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	12/10/2025 2:59:04 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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- 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..

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