



MINUTES

**Code Enforcement Board Meeting
City Council Chambers – 625 Swift Blvd
Tuesday, August 12, 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 6:02 p.m.

ROLL CALL

MEMBERS PRESENT:

Skye White, Chair
Jenna Coddington, Vice Chair
Todd Samuel, Member
Eric Bostrom, 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
Heather Kintzley, Richland City Attorney
Cristi Carper, RPD Professional Staff
Manager

APPROVAL OF AGENDA

1. Vice Chair Coddington motioned to approve the August 12, 2025 meeting agenda as presented. Member Bostrom seconded the motion. The motion carried 4-0.

PUBLIC COMMENTS

Resident from Firerock Avenue spoke to the Board regarding code violations at 2230 Firerock Avenue.

APPROVAL OF MINUTES

2. Member Samuel motioned to approve the minutes of the June 10, 2025 meeting of the Code Enforcement Board as presented. Member Bostrom 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. In re Appeal of Case #25-027663 Addison Truscott Civil Trespass from Badger Mountain Park

The respondent was not present. The civil trespass notice remains in effect and the appeal will be dismissed based on the respondent's failure to appear. Chair White signed the default order presented by City Attorney Kintzley and asked that the order be mailed to the respondent.

- 4. 20250485 Raine Fisher**
Location of Violations: 512 Smith Avenue, Richland, WA 99352
Mailing Address: Same
Description of Violations: RMC 10.04.040(R) Blocked Sidewalk
Notice of Civil Violation Issued: July 28, 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 \$1,000 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met remove the basketball hoop from the roadway and store/use on private property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by September 7, 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 \$1,000 for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met remove the basketball hoop from the roadway and store/use on private property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by September 7, 2025, the city may proceed with abatement. Member Bostrom seconded the motion. Motion carried 4-0.

- 5. 20250818 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 and Vehicle Parts
Notice of Civil Violation Issued: July 10, 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 remove the accumulated 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 September 7, 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 \$2,000 for the issuance of the repeat Notice of Civil Violation as compliance has not been met. For compliance to be met remove the accumulated 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 September 7, 2025, the city may proceed with abatement. Vice Chair Coddington seconded the motion. Motion carried 4-0.

- 6. 20250266 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: July 9, 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 \$1,000 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met mow the weeds throughout the property, remove the dead/dying vegetation, trim 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 September 7, 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 \$1,000 for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met mow the weeds throughout the property, remove the dead/dying vegetation, trim 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 September 7, 2025, the city may proceed with abatement. Member Samuel seconded the motion. Motion carried 4-0.

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| 7. | 20251724 | Dave Daling |
| | Location of Violations: | 2331 Michael 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: | July 16, 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 \$4,000 for the issuance of the repeat Notice of Civil Violation (Exhibit 1). For compliance to be met remove the dead/dying vegetation, clear the sidewalk so it is free from obstruction and mow the grass and weeds throughout the property including the backyard in accordance with the Richland Municipal Code. If correction of the violation has not occurred by September 7, 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 \$4,000 for the issuance of the repeat Notice of Civil Violation as compliance has not been met. For compliance to be met remove the dead/dying vegetation, clear the sidewalk so it is free from obstruction and mow the grass and weeds throughout the property including the backyard in accordance with the Richland Municipal Code. If correction of the violation has not occurred by September 7, 2025, the city may proceed with abatement. Member Bostrom seconded the motion. Motion carried 4-0.

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| 8. | 20250244 | 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 10.04.030(C) Accumulation of Garbage, RMC 10.04.040(P) Grass and Weeds and RMC 10.06.030 Inoperable Vehicle Storage |
| | Notice of Civil Violation Issued: | July 21, 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 \$1,000 for the issuance of the Notice of Civil Violation (Exhibit 1). For compliance to be met remove and dispose of all trash bags, trash, dead vegetation, leaves and debris from the front of the property. Mow the entire property so grasses and weeds do not exceed six inches in height. Demonstrate the sedan vehicle in the back yard is operable under its own power or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by September 7, 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 \$1,000 for the issuance of the Notice of Civil Violation as compliance has not been met. For compliance to be met remove and dispose of all trash bags, trash, dead vegetation, leaves and debris from the front of the property. Mow the entire property so grasses and weeds do not exceed six inches in height. Demonstrate the sedan vehicle in the back yard is operable under its own power or store in accordance with the Richland Municipal Code. If correction of the violation has not occurred by September 7, 2025, the city may proceed with abatement. Member Bostrom seconded the motion. 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:

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| 9. | 20250098 | Tessa York |
| | Location of Violations: | 2204 Camden Street, Richland, WA 99354 |
| | Mailing Address: | Same |
| | Description of Violations: | RMC 10.06.030 Inoperable Vehicle Storage |
| | Notice of Civil Violation Issued: | March 10, 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: This case was originally presented to the Board on April 8, 2025. Respondent was given additional time to resolve the issue. Compliance has been met. Code Enforcement staff recommends assessment of a monetary penalty in the amount of \$50 for the issuance of the Notice of Civil Violation (Exhibit 1) as compliance has been met.

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 \$50 for the issuance of the Notice of Civil Violation as compliance has been met. Member Samuel seconded the motion. Motion carried 4-0.

NEW / OTHER BUSINESS:

None

ADJOURNMENT:

Chair White adjourned the meeting at 6:44 p.m.

APPROVED this 14th day of October 2025.

ATTEST:



SKYE WHITE, Chairman



Bunnie Avery, Administrative Assistant II


Certificate Of Completion

| | |
|---|----------------------------|
| Envelope Id: CF1B04E1-641F-4F1B-A426-A80B6E5EBB22 | Status: Completed |
| Subject: ACTION REQUIRED: Signature August 12, 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


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|-----------------------|--------------------------|--------------------|
| Status: Original | Holder: Bunnie Avery | Location: DocuSign |
| 10/15/2025 1:59:52 PM | bavery@ci.richland.wa.us | |

Signer Events

| Signer Events | Signature | Timestamp |
|--|---|-------------------------------|
| Bunnie Avery |  | Sent: 10/15/2025 2:01:52 PM |
| bavery@ci.richland.wa.us | | Viewed: 10/15/2025 2:02:01 PM |
| Administrative Assistant II | | Signed: 10/15/2025 2:02:12 PM |
| City of Richland | | |
| Security Level: Email, Account Authentication (None) | Signature Adoption: Pre-selected Style | |
| | Using IP Address: 64.184.153.146 | |

Electronic Record and Signature Disclosure:

Not Offered via Docusign

| | | |
|--|--|-------------------------------|
| Skye White |  | Sent: 10/15/2025 2:02:13 PM |
| skyecamille@gmail.com | | Viewed: 10/15/2025 2:26:30 PM |
| Security Level: Email, Account Authentication (None) | | Signed: 10/15/2025 2:26:51 PM |
| | Signature Adoption: Drawn on Device | |
| | Using IP Address: 50.35.23.234 | |
| | Signed using mobile | |

Electronic Record and Signature Disclosure:

Accepted: 10/15/2025 2:26:30 PM
ID: e9f9ce12-5080-4a40-abb0-e6c8d8d33fa0

| 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 | 10/15/2025 2:01:52 PM |
| Certified Delivered | Security Checked | 10/15/2025 2:26:30 PM |
| Signing Complete | Security Checked | 10/15/2025 2:26:51 PM |

| Envelope Summary Events | Status | Timestamps |
|--|------------------|-----------------------|
| Completed | Security Checked | 10/15/2025 2:26:51 PM |
| Payment Events | Status | Timestamps |
| Electronic Record and Signature Disclosure | | |