



**MINUTES**

Code Enforcement Board Meeting  
Tuesday, March 10, 2026  
Richland City Hall ~ Council Chambers  
625 Swift Boulevard

*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 6:01 p.m.

**Roll Call**

Attendance:	Skye White, Chair	Present
	Jenna Coddington, Vice-Chair	Present
	Eric Bostrom, Member	Present
	Linda Johnson, Member	Present

Also present were Council Liaison Samuel, Staff Liaison Mutrux, Code Enforcement Officer Williams, Code Enforcement Officer Glasen, and Administrative Assistant II Avery

**1. Approval of Agenda**

**VICE-CHAIR CODDINGTON MOVED AND MEMBER JOHNSON SECONDED THE MOTION TO APPROVE THE MARCH 10, 2026 MEETING AGENDA AS PRESENTED. MOTION CARRIED 4-0.**

**Public Comments**

None.

**2. Approval of Minutes**

Approval of the December 9, 2025 Code Enforcement Board Meeting Minutes.

**MEMBER BOSTROM MOVED AND MEMBER JOHNSON SECONDED THE MOTION TO APPROVE THE DECEMBER 9, 2025 CODE ENFORCMEENT BOARD MEETING MINUTES AS PRESENTED. MOTION CARRIED 4-0.**

**Compliance Hearings**

Chair White provided an overview of the hearing process and called the first case to be heard.

### **Continued Cases**

None

### **New Cases**

- |                                   |  |
|-----------------------------------|--|
| 3. 20260067                       | Taylor Knipp                           |
| Location of Violations:           | 2100 Pullen Street, Richland, WA 99354 |
| Mailing Address:                  | Same                                   |
| Description of Violations:        | RMC 11.33.020 Trailer Storage          |
| Notice of Civil Violation Issued: | February 3, 2026                       |

### **Administration of Oaths**

Chair White administered the oath to Code Enforcement Officer Jamie Williams.

### **Case Report**

Respondent was not present and no party came forward. Code Enforcement Officer Jamie Williams asked for a default order pursuant to RMC 10.02.060(F) with the following recommendation.

### **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 properly store the black utility trailer with WA plate 56998AL on private property in accordance with the Richland Municipal Code. If correction of the violation has not occurred by April 12, 2026, the City may proceed with abatement.

### **Code Board Decision**

**VICE-CHAIR CODDINGTON MOVED AND MEMBER BOSTROM SECONDED THE MOTION 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, PROPERLY STORE THE BLACK UTILITY TRAILER WITH WA PLATE 56998AL ON PRIVATE PROPERTY IN ACCORDANCE WITH THE RICHLAND MUNICIPAL CODE. IF CORRECTION OF THE VIOLATION HAS NOT OCCURRED BY APRIL 12, 2026, THE CITY MAY PROCEED WITH ABATEMENT. MOTION CARRIED 4-0.**

### **New Business**

4. Election of Chair for 2026

**VICE-CHAIR CODDINGTON MOVED AND MEMBER BOSTROM SECONDED THE MOTION TO NOMINATE SKYE WHITE FOR THE OFFICE OF CHAIRPERSON FOR THE CODE ENFORCMENT BOARD FOR CALENDAR YEAR 2026. MOTION CARRIED 4-0.**

5. Election of Vice Chair for 2026

**MEMBER JOHNSON MOVED AND MEMBER BOSTROM SECONDED THE MOTION TO NOMINATE JENNA CODDINGTON FOR THE OFFICE OF VICE-CHAIR FOR THE CODE ENFORCMENT BOARD FOR CALENDAR YEAR 2026. MOTION CARRIED 4-0.**

**Liaison Comments**

6. Previous Case Updates

909/911 Benham Street has been referred for misdemeanor charges due to lack of compliance.

310 Barth Avenue compliance has not been met as of the February deadline, but the property owner is working towards compliance.

1205/1207 Adair Street has been referred for misdemeanor charges due to lack of compliance.

1312 Hains is in compliance for the trailer violation and this property is moving towards new ownership.

1622 Woodbury is now in compliance.

**Adjournment**

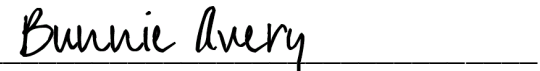
Chair White adjourned the meeting at 6:15 p.m.

APPROVED:



Skye White, Chair

ATTEST:



Bunnie Avery, Administrative Assistant II

DATE APPROVED: May 12, 2026

DATE PUBLISHED: May 14, 2026

### Certificate Of Completion

Envelope Id: B357AE4A-471F-843A-8018-0AB7CB646D7E	Status: Completed
Subject: ACTION REQUIRED: Signature March 10, 2026 CEB Minutes	
Source Envelope:	
Document Pages: 3	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
5/13/2026 2:39:55 PM	bavery@ci.richland.wa.us	

### Signer Events

Signer Events	Signature	Timestamp
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bavery@ci.richland.wa.us		Viewed: 5/13/2026 2:43:09 PM
Administrative Assistant II		Signed: 5/13/2026 2:43:23 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:

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Skye White		Sent: 5/13/2026 2:43:25 PM
skyecamille@gmail.com		Viewed: 5/13/2026 4:37:15 PM
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	Signed using mobile	

### Electronic Record and Signature Disclosure:

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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
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Certified Delivered	Security Checked	5/13/2026 4:37:15 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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<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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