City of Raymond
WASHINGTON

City Council Regular Meeting Agenda

Date: Tuesday, September 8th, 2026
Time: 5:00 PM
Location: Raymond City Hall - Council Chambers - 230 Second Street, Raymond, WA
Meeting Link: https://us02web.zoom.us/j/5780540411?omn=84026461576
Personal Meeting ID: 578 054 0411

If you would like to be added to our "Speakers List" your request must be received by 4:00 pm on September 8th 2026. Your request must include the following: meeting date, your first and last name, city of residence, agenda item(s) that you would like to provide comment on, and the telephone number you will be calling from. Please email this information to clerk@cityofraymond.com. For a list of public meeting guidelines please visit the following link PUBLIC-COMMENT.pdf (cityofraymond.com)
Please note that the information you provide may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **PUBLIC HEARING 5PM- Conditional Use Permit 524 Jackson Ave for Home Occupation**
- **ROLL CALL**
  - **Councilor Worlton**
  - **Councilor Hanson**
  - **Councilor Doyle**
  - **Councilor Jones**
  - **Councilor Halpin**
  - **Councilor Tully**
  - **Councilor Maeda**
- **APPROVAL OF AGENDA**
- **PUBLIC COMMENT**

Next Regular Scheduled Council Meeting
Monday, September 21st, 2026, at 5:00 PM
The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.

City of Raymond
WASHINGTON

- **APPROVAL OF CONSENT AGENDA**

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed from the Consent Agenda and considered under "New Business."

A. Approval of Minutes

- Approval of August 17th, 2026, regular City Council meeting minutes.

B. Approval of Claims

- Approval of claims check numbers #77106-#77173 (August 2nd Claims) &Approval of claims check numbers #77180-#77212 (Sept. 1st Claims) in the amount of $996,826.42

- Approval of payroll check numbers #77174-#77179 in the amount of $304,758.64

C. Correspondence

- **NEW BUSINESS**
  - **Conditional Use Permit P26020 -*Action***
  - **Ordinance 1962- *First Reading***
  - **Ordinance 1963- *First Reading***
- **STAFF REPORTS**
  - **Fire Chief Bill Didion**
  - **Police Chief Pat Matlock**
  - **Public Works Director Eric Weiberg**
  - **Clerk-Treasurer Kayla MacIntosh**
  - **Mayor Dee Roberts**
- **COUNCIL REPORTS**
- **ADJOURNMENT**

Next Regular Scheduled Council Meeting

Monday, September 21st, 2026, at 5:00 PM

The City of Raymond provides access and services to all members of the public. Please notify City Hall at least 48 hours prior to an event if reasonable accommodations are needed.

NOTICE OF PUBLIC HEARING

CITY OF RAYMOND

NOTICE IS HEREBY GIVEN that the Raymond City Council will hold a public hearing at Raymond City Hall and via Zoom on the 8th day of September 2026 at 5:00 PM to accept and record comment on an application for a conditional use permit for home occupation consisting of bookkeeping, tax preparation, business consulting and related administrative services at 524 Jackson Ave Raymond, WA 98577.

Any person may comment on the application for a conditional use permit at the public hearing or in writing. Written comments must be received by 4pm on September 8th, 2026

Comments may be submitted to Raymond City Council in care of the:

Clerk/Treasurer
230 Second Street Raymond, WA. 98577
Phone: 360-942-4105
Email: clerk@cityofraymond.com

The link for the public hearing is:
https://us02web.zoom.us/j/5780540411?omn=84026461576

The conditional use application is on file and available for public review at Raymond City Hall.

Kayla MacIntosh, Clerk/Treasurer

Publish: August 26th, & Septémber 2nd

City of Raymond
WASHINGTON

COUNCIL PROCEEDINGS
Monday, August 17th, 2026

CALL TO ORDER
The council meeting was called to order at 5:00 p.m. by Mayor Pro Tem Doyle.

ROLL CALL
Roll was taken and it was determined the meeting was quorate.

- ✓ Heidi Worlton
- ✓ Karen Tully
- ✓ Chris Halpin - zoom
- ✓ Kaley Hanson
- ✓ Steve Jones
- ✓ Jared Maeda
- ✓ Chrissy Doyle

APPROVAL OF AGENDA
Councilor Jones moved to approve the agenda as proposed. Councilor Worlton seconded. Motion passed unanimously.

PUBLIC COMMENT
- Steve Holland -presented the WHH Quarterly Report, giving information on the cracked parking lot, the approval for the rural nursing program and the new doctor hired.
- Paul Karnatz -from the Pacific Events District (PED) wanted to voice some concerns about issues they have encountered with the City while hosting events at the City parks.

APPROVAL OF CONSENT AGENDA
Councilor Jones moved to approve the consent agenda as proposed which contained Approval of the minutes from August 3rd, 2026, approval of claims, and approval of payroll claims. Councilor Tully seconded. Motion passed unanimously.

NEW BUSINESS
- Royal Heights MOU:

Councilor Worlton made a motion to discuss the MOU for Royal Heights. Councilor Tully seconded. Councilor Halpin asked Public Works Director Weiberg if there would be an increase in garbage charges with this new MOU. Weiberg stated that the increase would not come until next year. After the discussion, the motion passed unanimously.

- TIB 6-W971(012)-1 Consultant Agreement

Councilor Jones motioned to discuss the TIB 6-W971(012)-1 Consultant Agreement. Councilor Tully seconded. Councilor Worlton abstained from the vote due to a conflict of interest. Motion passed unanimously.

STAFF REPORTS
- Fire Chief Didion had no new business to report.
- Police Chief Matlock was absent.
- PW Director Weiberg reported that construction on the pump track has begun, the POOL project will begin later this week, and the street project will be starting soon.

- Deputy Clerk Pearson notified council of a recent issue with the city checks having incorrect bank information and them all being returned. City hall staff have been working to fix the problem.
- Mayor Pro Tem Doyle had nothing to report.

COUNCIL REPORTS

Councilor Hanson commented that he thought the Tides and Timbers Festival had been a great success and he appreciated the PED's hard work. Councilor Tully agreed with Councilor Hanson and they thanked the PED.

ADJOURNMENT

With no further business to discuss and no objections, the meeting was adjourned by Mayor Pro Tem Doyle at 5:35 PM.

ATTEST:

Kayla MacIntosh, Clerk-Treasurer

Dee Roberts, Mayor

A/P Check Register

Fiscal: : 2026
Period: : 2026 - SEPTEMBER 2026, 2026 - AUGUST 2026
Council Date: : 2026 - SEPTEMBER 2026 - 1ST COUNCIL, 2026 - AUGUST 2026 - 2ND COUNCIL

Number	Vendor Name	Account Description		Amount	
77106	SALADINO, PETER	Customer Deposits Refunded		$231.50	W/S/G DEPOSIT REFUND
77107	PARAMETRIX	New City Hall		$129,459.95	NEW CITY HALL
77108	911 SUPPLY	Operating Supplies		$246.80	
		Personnel Benefits		$246.33	
			Check Total:	$493.13	AMB SUPPLIES
77109	A-1 PERFORMANCE INC.	Professional Services-Janitorial		$1,430.00	LIBRARY CLEANING
77110	Aberdeen Office Equipment	Operating Supplies		$20.03	
		Rentals & Leases		$220.17	
			Check Total:	$240.20	CITY HALL COPIER/COPIES
77111	Airgas USA, LLC	Operating Supplies		$9.25	AMB SUPPLIES
77112	AMAZON CAPITAL SERVICES	Building & Planning Supplies		$47.73	
		Office Supplies		$222.51	
		Operating Supplies		$1,388.29	
		Pool Supplies		$56.92	
		Supplies		$245.10	
			Check Total:	$1,960.55	ALL CITY OPERATING SUPPLIES
77113	AMERICAN RAMP COMPANY	RCO Pump Track Grant		$81,360.33	PUMP TRACK (RCO GRANT)
77114	Bayview Redi-Mix, Inc.	Operating Supplies		$490.05	PARKS SUPPLIES
77115	BEANS & ROCKS, LLC	Distribution Supplies		$749.02	
		Operating Supplies		$441.60	
			Check Total:	$1,190.62	STREETS/WATER SUPPLIES
77116	Borden's Auto Parts	Distribution Supplies		$50.99	
		Operating Supplies		$785.35	
		Repair & Maintenance		$11.89	
			Check Total:	$848.23	ALL CITY MAINTENANCE
77117	Cascade Columbia	Treatment Chemicals		$3,539.31	WTP CHEMICALS
77118	CenturyLink	Communications		$95.60	WTP PHONES
77119	CHURLIN, ANTHONY	Personnel Benefits		$27.91	AMB BENEFITS
77120	CINTAS FIRE 636525	Professional Services		$2,830.81	FIRE/AMB SUPPLIES
77121	Coast Controls & Automation, Inc.	Operating Supplies		$4,418.89	
		Professional Services		$2,032.21	
			Check Total:	$6,451.10	WTP PARTS/REPAIR
77122	Culligan	Rentals & Leases		$40.45	CITY HALL DRINKING WATER
77123	BRUNNER, EMERY	Customer Deposits Refunded		$115.50	W/S/G DEPOSIT REFUND
77124	COOK, JONATHAN	Customer Deposits Refunded		$168.45	W/S/G DEPOSIT REFUND
77125	RODRIGUEZ, RENATO & TERICA	Customer Deposits Refunded		$182.37	W/S/G DEPOSIT REFUND
77126	Dennis Company	Commercial St. Restrooms / Commercial Property Repair & Maintenance		$108.11	
		Distribution Supplies		$152.80	
		Operating Supplies		$910.22	
		Other Miscellaneous		$23.34	
		Public Market Supplies		$32.43	
			Check Total:	$1,226.90	ALL CITY SUPPLIES
77127	Dilk Tire Service	Repair & Maintenance		$897.03	
		Repair & Maintenance + Annual Street Paving		$69.77	
		Repairs & Maintenance		$69.77	
			Check Total:	$1,036.57	ALL CITY VEHICLE MAINTENANCE
77128	Englund Marine & Industrial Supply	Distribution Supplies		$120.81	
		Operating Supplies		$4,253.92	

			Check Total:	$4,374.73	ALL CITY SUPPLIES
77129	Fastenal	Operating Supplies		$55.50	SEWER SUPPLIES
77130	Ferrellgas	Fuel Consumed		$3,893.91	
		Pool Utilities		$89.72	
			Check Total:	$3,983.63	WTP/POOL PROPANE
77131	G. H. FIRE DISTRICT #1	Training/Travel		$350.00	FIRE TRAINING
77132	H.D. Fowler Co.	Distribution Supplies		$981.33	
		Office Supplies		$1,310.91	
			Check Total:	$2,292.24	WATER SUPPLIES
77133	Henry Schein, Inc.	Operating Supplies		$1,648.05	AMB SUPPLIES
77134	IRONCLAD	Distribution Supplies		$137.53	
		Operating Supplies		$825.23	
			Check Total:	$962.76	PW OPERATING SUPPLIES
77135	JENNINGS EQUIPMENT, INC.	Repair & Maintenance		$525.95	
		Repair & Maintenance + Annual Street Paving		$175.31	
		Repairs & Maintenance		$350.63	
			Check Total:	$1,051.89	PW EXCAVATOR REPAIR
77136	Lexipol, LLC	Professional Services		$7,136.42	FIRE/AMB TRAINING
77137	MASTER METER, INC.	Operating Supplies		$2,083.00	WATER SUPPLIES
77138	Newman, Jordan	Personnel Benefits		$26.60	AMB MEDICAL TRANSPORT BENEFIT
77139	Northwest Administrators	Personnel Benefits		$94.85	FINANCE PAYROLL AUDIT
77140	Olympic Region Clean Air Agency	Olympic Region Clean Air Agency (ORCAA)		$676.00	WWTP REGISTRATION
77141	PACIFIC COUNTY FAIR	Miscellaneous		$150.00	FIRE FAIR BOOTH
77142	PACIFIC COUNTY JAIL SERVICES	County Jail Services		$4,280.00	POLICE INMATE HOUSING
77143	PETROCARD INC.	Fuel Consumed		$10,706.48	
		Miscellaneous		$0.00	
			Check Total:	$10,706.48	ALL CITY FUEL
77144	Pitney Bowes	Rentals & Leases		$188.49	ALL CITY POSTAGE
77145	PUD #2 of Pac. Co.	Commercial St. Restrooms / Commercial Property Utilities		$171.12	
		Pool Utilities		$1,935.36	
		Public Market Utilities		$103.13	
		PUD Utilities		$3,890.12	
		PUD Utilities		$298.89	
		Seaport Utilities		$223.48	
		Utilities		$11,722.28	
		Utility Services		$742.18	
			Check Total:	$19,086.56	ALL CITY ELECTRICITY
77146	RAINIER ENVIRONMENTAL LABORATORY	Outside Lab Services		$6,500.00	WWTP LAB SERVICES
77147	Raymond City Treasurer	Customer Deposits Refunded		$1,233.68	W/S/G CUSTOMER DEPOSITS APPLIED
77148	Ricoh USA, Inc	Professional Services		$417.56	
		Rentals & Leases		$344.09	
			Check Total:	$761.65	POLICE/FIRE/AMB COPIER/COPIES
77149	Ricoh USA, Inc	Rentals & Leases		$58.01	PW COPIER
77150	Royal Heights Transfer	Utility Service - Royal Heights		$20,783.31	ALL CITY GARBAGE
77151	Schwiesow, Brandon	Personnel Benefits		$33.00	AMB MEDICAL TRANSPORT BENEFIT
77152	SETINA MFG. CO. INC.	Police Department - Equipment		$4,056.56	POLICE OPERATING SUPPLIES
77153	SYSTEMS DESIGN WEST LLC	Professional Services		$2,896.84	AMB BILLING
77154	Tyler Rental, Inc.	Rentals & Leases		$729.27	PARKS EQUIPMENT RENTAL
77155	US BANK	Assigned Cash and Investments- Ending (Fire Truck)		$200.00	FIRE TRUCK BOND
77156	UTILITIES UNDERGROUND LOCATION CENTER	Professional Services		$14.76	WATER LOCATING
77157	VESTIS	Laundry		$35.78	WWTP LAUNDRY
77158	WA ST Dept of Ecology - Attn: Cashiering Unit	Operating Supplies		$7,421.00	WWTP SUPPLIES

77159	WA ST DEPT OF TRANSPORTATION	Fuel Consumed	$1,981.90	ALL CITY FUEL
77160	WALTER E. NELSON CO. OF ASTORIA	Operating Supplies	$718.01	PARKS SUPPLIES
77161	WCDA	New City Hall	$189,234.01	NEW CITY HALL
77162	WHISLER COMMUNICATIONS	Police Department - Equipment	$9,783.99	POLICE EQUIPMENT
77163	Willapa Harbor Hospital	County Jail Services	$46.80	POLICE INMATE MEDICAL SERVICES
77164	PACIFIC COUNTY AUDITOR - RECORDINGS	Professional Services	$36.00	W/S/G LIENS FILED
77165	U.S. Postal Service	Communications	$1,000.00	W/S/G POSTAGE
77166	Arnold, Tom	Misc. Dues / Subscriptions / Bank Fees	$10.00	RETURNED CHECK FEE
77167	COMCAST	Communications	$432.66	
77168	COMCAST	Communications	$1,113.96	
		Pool Communications	$130.20	
		Check Total:	$1,244.16	ALL CITY INTERNET
77169	PACIFIC COUNTY AUDITOR - RECORDINGS	Professional Services	$38.00	CODE ENFORCEMENT LIEN FILED
77170	Jacobs Engineering Group, Inc	Water System Plan Update (PCOG Funding)	$34,445.66	WTP PLAN
77171	AMERICAN RAMP COMPANY	RCO Pump Track Grant	$81,360.32	PUMP TRACK (RCO GRANT)
77172	CASCADIA COMPUTERS	Abatement/Code Enforcement	$7,769.46	ALL CITY CAMERA PURCHASE
		Professional Services	$2,868.92	ALL CITY IT SUPPORT
		Check Total:	$10,638.38	
77173	WCDA	Department of Commerce- American Legion Veteran Housing #24-62210-003	$64,730.60	NEW CITY HALL
77180	ADAIR, DUSTIN	Professional Services	$300.00	THEATRE COORDINATOR
77181	LOMELI, DANIELA	Pool Professional Services	$2,200.00	POOL MANAGER
77182	PACIFIC COUNTY AUDITOR - RECORDINGS	Professional Services	$19.00	W/S/G LIENS REMOVED
77183	TAYLOR, IVY	Call Fees	$300.00	AMB OVERPAYMENT REFUND
77184	911 SUPPLY	Personnel Benefits	$397.29	AMB EMPLOYEE BENEFITS
77185	Airgas USA, LLC	Operating Supplies	$6.06	AMB SUPPLIES
77186	AMAZON CAPITAL SERVICES	Office Supplies	$91.62	ALL CITY SUPPLIES
77187	CASCADIA COMPUTERS	Professional Services	$2,048.17	ALL CITY IT SUPPORT
77188	CINTAS FIRE 636525	Professional Services	$30.35	PW FIRST AID SUPPLIES
77189	COMCAST	Misc. Dues / Subscriptions / Bank Fees	$25.00	RETURNED CHECK FEE
77190	DORIS THALLER	Customer Deposits Refunded	$68.08	W/S/G DEPOSIT REFUND
77191	ENVIRONMENTAL WORKS COMMUNITY DESIGN CENTER	New City Hall	$2,396.52	NEW CITY HALL
77192	GENERAL CODE	Professional Services	$1,292.99	LEGISLATIVE CODE
77193	Grays Harbor County	Misc. Dues / Subscriptions / Bank Fees	$35.00	RETURNED CHECK FEE
77194	Hatfield Communications	Professional Services	$405.75	CITY HALL PHONE REPAIR
77195	Henry Schein, Inc.	Operating Supplies	$1,476.12	AMB MEDICAL SUPPLIES
77196	INOVALON PROVIDER, INC.	Professional Services	$206.17	AMB BILLING
77197	INSLEE BEST DOEZIE & RYDER, P.S.	City Attorney	$6,297.06	CITY ATTORNEY
77198	Lemay Mobile Shredding	Professional Services	$141.88	ALL CITY SHRED
77199	PCEMA	Pac. Co. Emergency Management	$8,062.75	COUNTY EMERGENCY SUPPORT
77200	PETROCARD INC.	Fuel Consumed	$12,173.16	
		Miscellaneous	$0.00	
		Check Total:	$12,173.16	ALL CITY FUEL
77201	Pioneer Grocery	Operating Supplies	$198.59	WTP DRINKING WATER
77202	PUD #2 of Pac. Co.	Commercial St. Restrooms / Commercial Property Utilities	$160.38	
		Pool Utilities	$1,706.86	
		Public Market Utilities	$105.40	
		PUD Utilities	$3,775.24	
		PUD Utilities	$300.04	
		Seaport Utilities	$239.43	
		Utilities	$12,261.08	
		Utility Services	$562.38	

		Check Total:	$19,110.81	ALL CITY ELECTRICITY
77203	RACO	Instrument Services	$4,950.00	WWTP INSTRUMENT SERVICE
77204	Raymond City Treasurer	Customer Deposits Refunded	$981.92	W/S/G DEPOSITS APPLIED
77205	Raymond City Water Clerk	Carriage Utilities	$166.65	
		City Utility Billings	$196.39	
		Commercial St. Restrooms / Commercial Property Utilities	$250.00	
		Community Center Utilities	$129.47	
		Pool Utilities	$999.38	
		Public Market Utilities	$108.27	
		PUD Utilities	$355.51	
		PUD Utilities	$258.75	
		Seaport Utilities	$163.80	
		Utilities	$12,023.54	
		Utility Services	$129.48	
		Check Total:	$14,781.24	ALL CITY W/S/G
77206	Ricoh USA, Inc	Professional Services	$182.21	POLICE COPIER/COPIES
77207	Standard Insurance Co	Parks Personnel Benefits	$23.55	
		Personnel Benefits	$266.90	
		Streets Personnel Benefits	$12.04	
		Volunteer Benefits	$248.93	
		Water Treatment Personnel Benefits	$31.31	
		Check Total:	$582.73	ALL CITY INSURANCE
77208	Steve's Front End Inc.	Misc. Dues / Subscriptions / Bank Fees	$10.00	RETURNED CHECK FEE
77209	Sunrise Pest Management	Professional Services	$363.55	CITY HALL PEST MANAGEMENT
77210	T-Mobile	Communications	$611.45	PW/POLICE/FIRE/AMB CELL PHONES
		Misc. Dues / Subscriptions / Bank Fees	$35.00	RETURNED CHECK FEE
		Check Total:	$646.45	
77211	WA ST Dept of Health	DWSRF 10-952-029 Interest	$9,385.87	
		DWSRF 10-952-029 Principal	$104,287.43	
		DWSRF DWL 25292 Interest	$11,091.68	
		DWSRF DWL 25292 Principle	$59,155.64	
		Check Total:	$183,920.62	WTP/WWTP LOAN PAYMENTS
77212	Wetterauer, Tyson	Professional Services	$125.00	PW CDL PHYSICAL
	Grand Total		**$996,826.42**	

Total Accounts Payable for Checks #77106 Through #77212

Register

Number	Name	Fiscal Description	Cleared	Amount
77174	City of Raymond	2026 - AUGUST 2026 - 2ND COUNCIL		$638.82
77175	IAFF MERP Trust Office c/o Benefit Programs Administration (BPA)	2026 - AUGUST 2026 - 2ND COUNCIL		$1,200.00
77176	OREGON DEPT. OF JUSTICE	2026 - AUGUST 2026 - 2ND COUNCIL		$339.00
77177	TEAMSTERS Local #252	2026 - AUGUST 2026 - 2ND COUNCIL		$694.00
77178	Beau A Buchanan	2026 - AUGUST 2026 - 2ND COUNCIL		$699.69
77179	Hunter A Irwin	2026 - AUGUST 2026 - 2ND COUNCIL		$691.58
AUGUST 2ND PAYROLL 2026	Payroll Vendor	2026 - AUGUST 2026 - 2ND COUNCIL		$139,320.35
DEF COMP AUGUST 2ND PAYROLL 2026	WA St Treasurer - Def Comp	2026 - AUGUST 2026 - 2ND COUNCIL		$5,286.70
DRS AUGUST 2ND PAYROLL 2026	Dept of Retirement Systems	2026 - AUGUST 2026 - 2ND COUNCIL		$43,659.15
IRS TAXES AUGUST 2ND PAYROLL 2026	Raymond City Treasurer- Taxes	2026 - AUGUST 2026 - 2ND COUNCIL		$51,443.40
NATIONWIDE AUGUST 2ND PAYROLL 2026	Nationwide Retirement Solutions	2026 - AUGUST 2026 - 2ND COUNCIL		$75.00
NW ADMIN AUGUST 2ND PAYROLL 2026	Northwest Administrators	2026 - AUGUST 2026 - 2ND COUNCIL		$60,710.95
				$304,758.64

City of Raymond
WASHINGTON
INCORPORATED SINCE 1907

MEMORANDUM

TO:	Mayor and City Council
FROM:	Will Hamlin, City Planner
DATE:	September 2, 2026
RE:	Carlson Home Occupation Conditional Use Permit
FILE:	P26020

Purpose

This memorandum presents Conditional Use Permit P26020 for City Council consideration. Autumn Carlson requests approval to operate a home occupation at 524 Jackson Avenue, Parcel No. 72003004001, within the RS - Medium Density Residential zoning district.

Proposal

The proposed home-based business would provide bookkeeping, tax preparation, business consulting, and related administrative services. Most services would be provided remotely by telephone or video conference, with in-person meetings expected to be infrequent. Typical business hours are Monday through Friday, 9:00 a.m. to 6:00 p.m.

The proposal does not include new construction, expansion of the residence, outdoor storage, retail sales, or exterior alterations associated with the business. The property would continue to function primarily as a single-family residence.

Review and Staff Findings

RMC 15.48.120 allows a home occupation in the RS district through conditional use review when the use continuously complies with the applicable home occupation standards. RMC 15.48.090 also requires findings that the proposed use generally conforms to the Comprehensive Plan and zoning code, will not be materially detrimental to nearby properties or occupants, and meets applicable district standards.

Staff found that the proposed office-based use is low intensity, would remain incidental and subordinate to the residential use, and is expected to preserve the residential character of the property. Because most services would be provided remotely and client visits would be infrequent, the proposal is not expected to generate traffic beyond that normally associated with a residence.

The proposed use does not involve heavy equipment, outdoor work, manufacturing, outdoor storage, or activities expected to create noise, dust, odors, fumes, vibration, discharges, or electronic interference beyond the property. As conditioned, staff determined that the use would not be materially detrimental to nearby properties or occupants.

Planning Commission Recommendation

The Raymond Planning Commission conducted a public hearing on August 11, 2026. No public comments were received. Following review and discussion, the Commission found that the proposed home occupation was consistent with the intent of the Comprehensive Plan and Development Regulations and served the public interest. The public hearing closed at 5:15 p.m. With a quorum present, the Commission approved a motion recommending City Council approval of the application.

Recommended Conditions

The recommended conditions require the business to remain incidental and subordinate to the residential use; limit on-site employment to residents of 524 Jackson Avenue; require client visits by appointment and

business-related parking off-street; maintain the property's residential appearance; limit signage; prohibit outdoor storage, outdoor sales, heavy mechanical equipment, and off-site impacts; require applicable licenses and code compliance; and make the approval nontransferable to another person or address. The complete conditions are contained in the staff report.

Recommended Council Action

Staff recommends that the City Council approve Conditional Use Permit P26020, consistent with the Planning Commission's recommendation and subject to the conditions contained in the staff report.

SUGGESTED MOTION

I move to approve Conditional Use Permit P26020 for Autumn Carlson to operate a home occupation at 524 Jackson Avenue, based upon the findings contained in the staff report and the recommendation of the Planning Commission, subject to the recommended conditions of approval.

CITY OF RAYMOND

PLANNING COMMISSION STAFF REPORT

Conditional Use Permit P26020 - Home Occupation

Applicant	Autumn Carlson
Property Owner	Autumn Carlson
Site Address	524 Jackson Avenue, Raymond, WA 98577
Parcel Number	72003004001
Zoning	RS - Medium Density Residential
Request	Conditional Use Permit for a home occupation consisting of bookkeeping, tax preparation, business consulting, and related administrative services
Planning Commission Hearing	August 11, 2026, at 5:00 p.m.
Staff Recommendation	Approval with conditions

1. Proposal

The applicant requests approval of a home occupation within an existing single-family residence in the RS zoning district. The proposed business would provide bookkeeping, tax preparation, business consulting, and other administrative services for small businesses and individuals. The application states that most services will be provided remotely via telephone or video conference. In-person meetings are expected to be infrequent and, when possible, held at the client's location. Typical operating hours are Monday through Friday, 9:00 a.m. to 6:00 p.m.

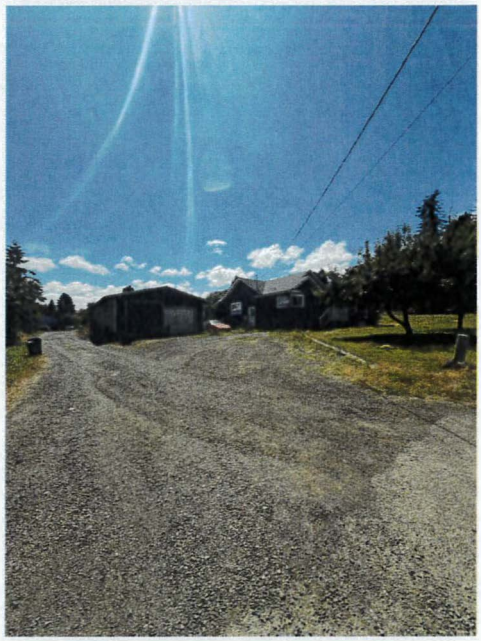
2. Site and Surrounding Area

The subject property is developed with a single-family residence at 524 Jackson Avenue. The proposal does not include new construction, expansion of the residence, outdoor storage, retail sales, or exterior alterations associated with the business. The surrounding area is residential in character.

Site Photographs

Exterior view of residence

Figure 1. Photo from Jackson and Ballentine



Exterior view of residence

Figure 2. Photo from Jackson St. access

3. Public Notice and Review Process

The City issued a Notice of Application and Public Hearing for the proposal. The notice identified the request as a conditional use permit for a home occupation in the RS zoning district and scheduled the Planning Commission hearing for August 11, 2026. The notice was published on June 22, 2026. Written and oral comments may be considered as part of the hearing record.

4. Applicable Review Criteria

Raymond Municipal Code (RMC) 15.48.120 allows a home occupation in the RS district through conditional use review when the use continuously complies with the home occupation standards. RMC 15.48.090 also requires findings that the use generally conforms to the Comprehensive Plan and zoning code, will not be materially detrimental to nearby properties or occupants, and meets applicable district standards.

Criterion	Requirement
Resident employment	Only residents of the home may be employed on the site, except for the limited family day-care exception.
Residential use remains primary	The business must remain clearly incidental and subordinate to the residential use of the dwelling.

Criterion	Requirement
Exterior appearance and signage	The business may not alter the property's residential appearance. Any sign is limited to one nonilluminated, wall-mounted sign not exceeding two square feet.
Traffic and parking	Traffic may not exceed what would normally be expected in a residential neighborhood. Business-related parking must be accommodated off-street and outside the required front yard.
Noise, equipment, and interference	The business may not use heavy equipment or create noise, dust, odors, fumes, discharges, or electronic interference beyond the property.
Outdoor storage and sales	Unsightly outdoor storage and outdoor display or sale of stock-in-trade are prohibited.
Permit limitation	The approval is not transferable to another person or address.
Building and fire codes	The portion of the residence used for the business must comply with applicable occupancy and uniform code requirements.
No material detriment	The use must not be materially detrimental to nearby affected properties or their occupants.

5. Staff Findings

Finding 1 - Land Use and Zoning

The subject property is located in the RS Medium Density Residential district. A home occupation may be approved as a conditional use in the RS district under RMC 15.48.120.

Finding 2 - Nature and Scale of the Business

The proposed bookkeeping, tax preparation, business consulting, and administrative services are office-based activities. Most work is proposed to occur remotely. The application does not identify employees who do not reside in the home, regular customer traffic, outdoor activity, retail display, deliveries beyond normal residential service, or use of mechanical equipment.

Finding 3 - Residential Character

The home will continue to be used primarily as a residence. No exterior alteration or other visible evidence of a business is proposed. Compliance with the limitations on exterior appearance and signage can be ensured through conditions of approval.

Finding 4 - Traffic and Parking

Because most services will be remote and in-person meetings are expected to be rare, the proposal is not expected to generate traffic beyond the level normally associated with a residence. Any in-person client visits should be by appointment, and all business-related parking must occur in an approved off-street parking area.

Finding 5 - Noise and Other Impacts

The proposed office use does not involve heavy equipment, outdoor work, manufacturing, or activities expected to generate noise, dust, odor, fumes, discharges, or electronic interference beyond the property.

Finding 6 - Outdoor Storage and Sales

No outdoor storage, stock-in-trade, or outdoor sales are proposed. A condition prohibiting these activities will maintain compatibility with the residential neighborhood.

Finding 7 - Comprehensive Plan and Code Intent

A low-impact, office-based home occupation that remains subordinate to the residential use is generally consistent with the purpose of the RS district and the conditional use provisions, which allow uses when site-specific conditions address impacts.

Finding 8 - Material Detriment

As conditioned, the proposed home occupation is not expected to be materially detrimental to nearby properties or their occupants. The business would operate primarily through remote communications and would retain the residential appearance and function of the site.

Finding 9 - District Standards

The proposal does not include physical development or changes to density, lot coverage, setbacks, yards, or building height. Existing and future site conditions must continue to comply with applicable RS district standards.

6. Recommended Conditions of Approval

1. The home occupation shall be conducted substantially as described in the application: bookkeeping, tax preparation, business consulting, and related administrative services, with most services provided remotely.
2. Only persons residing at 524 Jackson Avenue may be employed on the premises in connection with the home occupation.
3. The home occupation shall remain incidental and subordinate to the use of the property as a residence. The property shall retain its residential character and appearance.
4. No exterior alteration or visible evidence of the business is permitted, except one nonilluminated sign not exceeding two square feet and mounted flat against the wall of the principal building, subject to any required sign permit.
5. Client or customer visits shall be by appointment and shall not generate traffic greater than normally expected in a residential neighborhood. Business-related parking shall be provided off-street and shall not occur within a required front yard.
6. No heavy mechanical equipment, outdoor business activity, or activity producing noise, dust, odors, fumes, pollutant discharges, vibration, or electronic interference beyond the property is permitted.
7. No outdoor storage, outdoor display, or outdoor sale of business materials, supplies, or stock-in-trade is permitted.
8. The applicant shall obtain and maintain all required City business registrations or licenses and comply with applicable building, fire, and occupancy requirements.
9. The conditional use approval shall apply only to Autumn Carlson at 524 Jackson Avenue and shall not be transferred to another person or address.
10. Failure to continuously comply with the conditions of approval or the requirements of RMC 15.48.120 may result in enforcement action or revocation proceedings consistent with the Raymond Municipal Code.

7. Staff Recommendation

Staff recommends that the Planning Commission recommend approval of the Conditional Use Permit for a home occupation at 524 Jackson Avenue, subject to the recommended conditions of approval and any additional conditions supported by the public hearing record.

8. Proposed Planning Commission Motion

> *I move that the Planning Commission recommend that the City Council approve the Conditional Use Permit P26020 to operate a home occupation at 524 Jackson Avenue, based on the findings in the staff report and subject to the recommended conditions of approval [as amended].*

Attachments

- Conditional Use Permit Application dated May 28, 2026
- Notice of Application and Public Hearing
- Public comments received, if any

y of Raymond
WASHINGTON

DEPARTMENT OF PUBLIC WORKS

CONDITIONAL USE PERMIT APPLICATION

BACKGROUND

Requirements for obtaining a Conditional Use Permit are outlined in Raymond Municipal Code (RMC) Chapter 15.48.

APPLICANT INFORMATION

Name Autumn Carlson Phone Number 360-591-8047

Address 524 Jackson Ave Raymond, WA

Signature Autumn Carlson Date 5-28-26

If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make application? _____

Owner's Name (if different) N/A Phone Number _____

Address _____

Owner's Signature Autumn Carlson Date 5-28-26

I (we) grant the above applicant permission to use my (our) property in the manner described in this application.

GENERAL INFORMATION

Project Address/Location 524 Jackson Ave Raymond, WA 98577

Parcel Number(s) 72003004001

Zoning District Residential. Is the proposed land use listed as a conditional use in RMC 15.44 for this zoning district? Yes (If no, then a conditional use permit cannot be issued.)

What is the current use of the land? Single Family Residential Residence

Proposed Land Use, including traffic volumes, hours of operation, and other relevant data (attach additional sheets as necessary).

Home office for Bookkeeping, tax preparation, business consulting, and other admin services related to small businesses & individuals. Most services will be remote via phone or videomeetings. Rare in person meetings will take place at their location if possible. Hours of operation are typically Monday-Friday 9AM-6PM.

CITY OF RAYMOND, WASHINGTON

ORDINANCE NO. 1962

AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON, AUTHORIZING AND IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT (0.1%) FOR CRIMINAL JUSTICE PURPOSES PURSUANT TO RCW 82.14.345; PROVIDING FOR ADMINISTRATION AND COLLECTION OF THE TAX; ESTABLISHING A SPECIAL REVENUE FUND; AND PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Raymond is a municipal corporation organized and existing under the laws of the State of Washington; and

WHEREAS, the Washington State Legislature enacted Engrossed Substitute House Bill 2015 during the 2025 legislative session, Chapter 350, Laws of 2025, creating RCW 82.14.345 and authorizing qualified cities and counties to impose an additional sales and use tax of one-tenth of one percent (0.1%) for criminal justice purposes; and

WHEREAS, RCW 82.14.345 authorizes the legislative authority of a qualified city or county to impose the tax by resolution or ordinance without voter approval, provided the jurisdiction meets the statutory requirements established by the Legislature; and

WHEREAS, the City Council of the City of Raymond finds that the City meets, or will meet prior to the imposition and collection of the tax, the requirements established under RCW 82.14.345 and RCW 43.101.540; and

WHEREAS, the City of Raymond is committed to maintaining adequate public safety and criminal justice services for the residents and visitors of the City; and

WHEREAS, the City Council finds that additional locally generated revenue is necessary to support criminal justice purposes and related programs authorized by RCW 82.14.345; and

WHEREAS, the City Council intends that all revenues generated by the tax authorized by this Ordinance shall be used solely for criminal justice purposes as defined by RCW 82.14.345; and

WHEREAS, the City Council finds that imposing the additional sales and use tax authorized by RCW 82.14.345 is in the best interests of the City of Raymond and its residents;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RAYMOND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Authority.

This Ordinance is adopted pursuant to RCW 82.14.345, Chapter 350, Laws of 2025, and all other applicable provisions of Washington State law.

Section 2. Legislative Findings and Qualification.

The City Council finds that the City of Raymond is a qualified city as defined by RCW 82.14.345 and meets the requirements necessary to impose the sales and use tax authorized by that statute.

The City Council further finds that the City's law enforcement agency meets the applicable requirements of RCW 43.101.540 and that the City has submitted, or shall submit, documentation to the Washington State Criminal Justice Training Commission demonstrating compliance with the statutory requirements.

The City Council authorizes the Mayor, City Clerk-Treasurer, Police Chief, and other appropriate City officials to execute and submit all certifications, attestations, applications, and other documentation required by the Criminal Justice Training Commission and the Washington State Department of Revenue.

Section 3. Imposition of Sales and Use Tax.

There is hereby imposed within the City of Raymond an additional sales and use tax at the rate of **one-tenth of one percent (0.1%)** of the selling price in the case of a sales tax, or the value of the article used in the case of a use tax, as authorized by RCW 82.14.345.

The tax imposed under this Ordinance shall be in addition to all other sales and use taxes authorized by state law and shall apply to taxable events occurring within the City of Raymond as provided by Chapters 82.08, 82.12, and 82.14 RCW.

Section 4. Administration and Collection.

The tax imposed under this Ordinance shall be administered, collected, and enforced by the Washington State Department of Revenue in accordance with applicable provisions of Chapters 82.08, 82.12, and 82.14 RCW.

The City Clerk-Treasurer is authorized and directed to take all actions reasonably necessary to notify the Washington State Department of Revenue of the City's adoption of this Ordinance and to take all other reasonable steps necessary to implement the tax in accordance with state law.

Section 5. Use of Revenues.

All revenues received by the City from the sales and use tax imposed pursuant to this Ordinance shall be deposited into a separately identified fund or account of the City and shall be expended solely for **criminal justice purposes** as authorized by RCW 82.14.345.

Eligible expenditures may include, but are not limited to:

1. Police services and activities that substantially assist the criminal justice system;
2. Adequate public defense services;
3. Diversion programs;
4. Reentry programs;
5. Programs that have a reasonable relationship to reducing the number of individuals interacting with the criminal justice system;
6. Behavioral health and mental health crisis response programs;

7. Domestic violence services, community advocacy, and legal advocacy;
8. Community placements for juvenile offenders;
9. Community outreach and assistance programs;
10. Alternative response programs; and
11. Other expenditures expressly authorized as criminal justice purposes under RCW 82.14.345.

Nothing in this section authorizes expenditures that are inconsistent with RCW 82.14.345 or other applicable state law.

Section 6. Creation of Criminal Justice Sales Tax Fund.

The City Clerk-Treasurer is authorized to establish a separate fund or restricted account to receive and account for revenues collected pursuant to this Ordinance.

The fund shall be used to separately account for revenues and expenditures associated with the tax imposed under RCW 82.14.345.

The City Clerk-Treasurer shall ensure that expenditures from the fund are consistent with RCW 82.14.345 and this Ordinance.

Section 7. Annual Reporting.

The City shall comply with all reporting requirements established by RCW 82.14.345.

Within one calendar year following imposition of the tax, and annually thereafter, the City shall report to the Association of Washington Cities information concerning how revenues received from the tax were expended.

The City Clerk-Treasurer shall be responsible for coordinating the preparation and submission of the required annual report.

Section 8. Effective Date and Implementation.

This Ordinance shall be effective five (5) days after adoption and publication as provided by law. The tax authorized herein shall be implemented on the earliest date permitted under applicable Washington State law following:

1. Adoption of this Ordinance;
2. Completion of all required documentation and certification requirements;
3. Confirmation of the City's eligibility by the Washington State Criminal Justice Training Commission, as required by applicable law; and
4. Completion of all required notification and registration procedures with the Washington State Department of Revenue.

The City Clerk-Treasurer is authorized to coordinate with the Washington State Department of Revenue regarding the effective date and implementation of the tax.

The Mayor is hereby authorized to implement this Ordinance, including adopting such administrative procedures as may be necessary to carry out the directions of this legislation and is authorized to prepare documents for the administration and approval of grant funds.

Section 9. No Voter Approval Required.

The City Council expressly finds that RCW 82.14.345 authorizes a qualified city to impose the sales and use tax established by this Ordinance through legislative action without submitting the tax to a vote of the electorate, provided the statutory requirements are satisfied.

Section 10. Severability.

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is determined to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 11. Corrections by City Clerk-Treasurer.

Upon approval of the City Attorney, the City Clerk-Treasurer is authorized to make necessary clerical corrections to this Ordinance, including corrections to statutory references, numbering, formatting, or other non-substantive matters necessary to comply with state law or publication requirements.

Section 12. Publication.

This Ordinance shall be published or posted as required by law and shall be maintained in the official records of the City of Raymond.

INTRODUCED this 8th day of September 2026 and **PASSED** this 22nd day of September 2026 by the following vote:

Ayes – **Nays –** **Absent –**

ATTEST:

_____

Dee Roberts, Mayor

_____

Kayla MacIntosh, Clerk/Treasurer

CITY OF RAYMOND
ORDINANCE NO. 1963

AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON AMENDING CHAPTER 3.35 OF THE RAYMOND MUNICIPAL CODE RELATING TO UTILITY TAX.

WHEREAS, the City of Raymond has the statutory authority to impose a utility tax on utilities located within city boundaries; and

WHEREAS, the City of Raymond operates a sewer utility and provides sewerage collection and treatment services within the City; and

WHEREAS, the City Council previously established a utility tax on the business of collecting and treating sewerage pursuant to Ordinance No. 1954; and

WHEREAS, the City Council finds it necessary and appropriate to amend the sewer utility tax rate applicable to gross revenues from sewer services provided within the City of Raymond; and

WHEREAS, the City Council desires that the amended sewer utility tax rate become effective October 1, 2026;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RAYMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT TO RMC 3.35.050(F)

Raymond Municipal Code Section 3.35.050(F), as previously enacted by Ordinance No. 1954, shall be amended to read as follows:

F. Upon any person engaging in or carrying on the business of collecting and treating sewerage, the tax with respect to such business shall be equal to ten percent (10%) of the total gross revenue derived from business and residential sewer services and/or sales within the City of Raymond.

The sewer utility tax rate of ten percent (10%) shall become effective October 1, 2026. Gross revenues received for sewer services provided prior to October 1, 2026, shall remain subject to the sewer utility tax rate otherwise applicable during that period.

SECTION 2. REMAINING PROVISIONS

All other provisions of Chapter 3.35 of the Raymond Municipal Code, and Ordinance No. 1954, not expressly amended by this ordinance shall remain in full force and effect.

SECTION 3. SEVERABILITY

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4. EFFECTIVE DATE

This ordinance shall be in full force and effect five (5) days after its passage and publication as provided by law; provided, however, that the ten percent (10%) sewer utility tax rate established by Section 1 shall apply to taxable gross revenues from sewer services provided on and after October 1, 2026.

This Ordinance was **INTRODUCED** on the 8th day of September 2026 and **PASSED** on this 21st day of September 2026 by the City Council of the City of Raymond, Washington, by the following vote:

Ayes – **Noes –** **Absent –**

_____
Dee Roberts, Mayor

Authenticated By:

_____
Kayla MacIntosh, Clerk/Treasurer

Publish: 09/23/2026