



# City of Raymond

## WASHINGTON

### **CITY COUNCIL AGENDA**

**Meeting:** Monday, August 21<sup>st</sup>, 2023, at 6:00 PM  
**Location:** City Hall Council Chambers  
**ZOOM LINK:** <https://us02web.zoom.us/j/5780540411>

Meeting ID: 578 054 0411  
One tap mobile 1-253-215-8782, 2590939124# US (Tacoma)

*If you would like to be added to our "Speakers List" your request must be received by 4:00 pm on August 21<sup>st</sup>, 2023.*

*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](mailto:clerk@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.*

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL AND DETERMINATION OF A QUORUM**
4. **APPROVAL OF AGENDA, CONSENT AGENDA, AND THE MINUTES OF AUGUST 7<sup>th</sup>, 2023, REGULAR COUNCIL MEETING**
5. **CORRESPONDENCE**
  - a. **NATIONAL NIGHT OUT LETTER**
6. **ITEMS FROM THE PUBLIC**
7. **2024 BUDGET CALENDAR- *Information Only***
8. **PROCLAMATION: HISPANIC HERITAGE MONTH**
9. **CONDITIONAL USE PERMIT APPLICATIONS FOR AN AUXILLARY DWELLING UNIT- *Action***
10. **ORDINANCE #1927: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON REPEALING AND ADDING TO TITLE 14 WATER AND SEWER- *First Reading***
11. **ISLAND LANE BRIDGE ABUTMENT REPAIR – *Action***
12. **POOL MOU- *Discussion Only***
13. **DEPARTMENT HEAD REPORTS**
  - a. Fire Chief Bill Didion
  - b. Police Chief Pat Matlock
  - c. Public Works Director Eric Weiberg
  - d. Clerk- Treasurer Kayla MacIntosh

### **Next Regular Scheduled Council Meeting**

*Tuesday, September 5<sup>th</sup>, 2023, at 6:00 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

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14. **MAYOR'S REPORT**
15. **PUBLIC COMMENT ON CURRENT AGENDA ITEMS**
16. **COUNCIL COMMENTS**
17. **FUTURE AGENDA TOPICS**
18. **ADJOURNMENT**

### **Next Regular Scheduled Council Meeting**

*Tuesday, September 5<sup>th</sup>, 2023, at 6:00 PM*

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# City of Raymond WASHINGTON

## COUNCIL PROCEEDINGS

August 7, 2023

### CALL TO ORDER

The council meeting was called to order at 6:00 p.m. by Mayor Roberts. Roll was taken and the meeting was quorate.

### **Council Members present:**

Heidi Worlton  
Chris Halpin  
Tony Nordin (zoom)  
Jovon Vaughn  
Steve Jones  
Karen Tully

### **Council Members Absent:**

W. Ian Farrell- Excused

### **Department Heads Present:**

Pat Matlock, Chief of Police  
Bill Didion, Fire Chief  
Tia Channell, Admin. Assistant  
Joel Penoyar, City Attorney (zoom)

### **Department Heads Absent:**

Kayla MacIntosh, Clerk/Treasurer – Excused  
Eric Weiberg, Public Works Director - Excused

### **4. APPROVAL OF AGENDA, CONSENT AGENDA & MINUTES**

Councilor Jones moved to approve the agenda, consent agenda for tonight’s meeting, as well as the minutes of July 17th, 2023, meeting. Motion carried. Motion passed unanimously.

### **APPROVAL OF CLAIMS:**

<b>CLAIMS #72034 THROUGH #72036</b>	
<b>CLAIMS #72045 THROUGH #72113</b>	<b>\$148,011.80</b>
<b>PAYROLL #72037 THROUGH #72044</b>	
<b>(Direct Deposit Included)</b>	<b>\$163,796.24</b>
<b>EFT/DEBIT (JULY)</b>	<b>\$18,698.05</b>

### **5. CORRESPONDENCE - NONE**

**6. ITEMS FROM THE PUBLIC**

John Gruginski, representing Timberland Village citizens, spoke regarding their park rent increases. They are asking the city to pass an ordinance, similar to what the City of Aberdeen is doing, that requires a 6-month notice and limits the increase to 2-3%.

The Mayor stated she has the City of Aberdeen's ordinance and it is not specific to percentages but related to increasing the notice period prior to substantial increases. She stated she will do further research into the matter. Councilor Vaughn suggested the citizens contact the Northwest Justice Project, who is a non-profit Lawyer for assistance.

**7. RESOLUTION 2023-05: A RESOLUTION OF THE CITY OF RAYMOND, WASHINGTON, ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN FOR 2024 THRU 2029 – ACTION (TABLED FROM 06/17/23)**

Councilor Vaughn moved to approve Resolution 2023-05. Motion carried. Motion passed with 6 ayes, 0 noes, 1 absent.

**8. TIB BID AWARD FOR GERBER/ELWOOD/HARVARD STREET PAVEMENT PROJECT**  
**ACTION**

Councilor Jones moved to approve the TIB bid award to Lakeside Industries. Motion carried. Motion passed with 6 ayes, 0 noes, 1 absent.

**9. TIB GRANT APPLICATION – WILLAPA/RIDDELL STREETS – ACTION**

Councilor Jones moved to approve TIB grant application for Willapa/Riddell Streets. Motion carried. Motion passed with 6 ayes, 0 noes, 1 absent.

**10. TIB GRANT APPLICATION – FOWLER/JACKSON SIDEWALKS – ACTION**

Councilor Jones moved to approve TIB grant application for Fowler/Jackson sidewalks. Motion carried. Motion passed with 6 ayes, 0 noes, 1 absent.

**11. TIB GRANT APPLICATION – RAYMOND SOUTH BEND/ WASHINGTON / ELM / BRADFORD/ LOWER JACKSON STREETS – ACTION**

Councilor Jones moved to approve TIB grant application for Raymond South Bend Rd. Motion carried. Motion passed with 6 ayes, 0 noes, 1 absent.

**12. POOL UPDATE – DISCUSSION ONLY**

Discussion was held regarding the pool. Mayor Roberts proposed that the city take over managing the pool, hire the lifeguards, hire a manager who is certified to run the pool, manage the employees and be on site. The P.O.O.L. Board would regroup with new members, regular meetings and fundraising to assist the city in funding the pool annually. The city attorney is working on a new memorandum of understanding.

**13. DEPARTMENT HEAD REPORTS**

- Fire Chief Bill Didion stated their department had two employees, Bryce Nichols, and Chris Rockett, completed their probation period August 1<sup>st</sup> and have been a huge addition to the department. He also stated their new ambulance is in service and the second one hopefully will be coming in September.
- Police Chief Pat Matlock stated the National Night Out event was a great success, and they are already planning for next year with some adjustments. He also stated Festival weekend went well with no issues.

**14. MAYOR'S REPORT**

Mayor Roberts stated she received a lot of complaints regarding the flags flying at the roundabout. She stated he was on state right-of-way and was asked by the DOT to move the flags behind the roundabout sign, which he did. He wasn't violating any laws as he has the right of freedom of speech.

**15. PUBLIC COMMENT ON CURRENT AGENDA ITEMS - NONE**

**16. COUNCIL COMMENTS**

- Councilor Whorlton asked if she could join Parks Committee, was advised by the Mayor that she can.
- Councilor Halpin asked about the RV Park fencing and landscaping. He stated he feels the city should consider doing some planting of their own in the right of way. Advised to speak to Eric Weiberg.
- Councilor Jones asked if burn barrels are legal as someone has been using one for burning. Fire Chief Didion stated they are not legal anywhere in the state and to call dispatch to report.

**17. FUTURE AGENDA TOPICS – NONE**

**18. EXECUTIVE SESSION – POTENTIAL LITIGATION**

Prior to adjourning to Executive Session, Mayor Roberts advised that no decisions would be made. Roberts called the Executive Session to order at 6:54PM for 15 minutes for the purpose of potential litigation discussion. Mayor Roberts, Councilor Halpin, Councilor Tully, Councilor Jones, Councilor Vaughn, Councilor Worlton, Councilor Nordin (Zoom), City Attorney Joel Penoyar (Zoom), Fire Chief Didion, Police Chief Pat Matlock, Public Works Director Weiberg, and Administrative Assistant Tia Channell were in attendance.

Mayor Roberts reconvened the meeting at 6:58PM.

Executive sessions are done in accordance with RCW 42.30.080.

**19. ADJOURNMENT**

With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 6:58 PM.

**ATTEST:**

\_\_\_\_\_  
Tia Channell, Admin. Assistant

\_\_\_\_\_  
Dee Roberts, Mayor



## **RAYMOND CITY COUNCIL MEETING**

**August 21<sup>st</sup>, 2023**

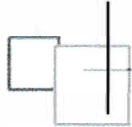
### **CONSENT AGENDA**

**APPROVAL OF CLAIMS:**

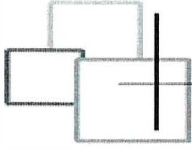
**CLAIMS #72121 THROUGH #72170** **\$115,275.23**

**PAYROLL #72115 THROUGH #72120**  
**(Direct Deposit Included)** **\$197,258.37**

# Register



Number	Name	Fiscal Description	Cleared	Amount
72115	Boggs, Arie H.	2023 - August 2023 - 1st Council		\$2,807.75
72116	Ristow, Micah D.	2023 - August 2023 - 1st Council		\$2,514.40
72117	I.A.F.F. (GNWFCU)	2023 - August 2023 - 1st Council		\$899.64
72118	OREGON DEPT. OF JUSTICE	2023 - August 2023 - 1st Council		\$339.00
72119	WSCCCE	2023 - August 2023 - 1st Council		\$1,049.75
72120	WSCFF/DiMartino Associate	2023 - August 2023 - 1st Council		\$598.72
<u>AFLAC AUGUST 1ST</u> <u>PAYROLL 2023</u>	AFLAC Remittance Processing	2023 - August 2023 - 1st Council		\$1,176.75
<u>August 1st Payroll 2023</u>	Payroll Vendor	2023 - August 2023 - 1st Council		\$80,789.96
<u>BPAS/VEBA AUGSUT</u> <u>1ST PAYROLL 2023</u>	BPAS VEBA	2023 - August 2023 - 1st Council		\$2,041.61
<u>DEF. COMP AUGUST</u> <u>1ST PAYROLL 2023</u>	WA St Treasurer - Def Comp	2023 - August 2023 - 1st Council		\$4,021.21
<u>IRS TAXES AUGUST 1ST</u> <u>2023</u>	Raymond City Treasurer- Taxes	2023 - August 2023 - 1st Council		\$32,146.06
<u>NATIONWIDE AUGUST</u> <u>1ST PAYROLL 2023</u>	Nationwide Retirement Solutions	2023 - August 2023 - 1st Council		\$300.00
<u>NW ADMIN AUGUST 1ST</u> <u>PAYROLL</u>	Northwest Administrators	2023 - August 2023 - 1st Council		\$54,346.80
<u>NWFFT AUGUST 1ST</u> <u>PAYROLL 2023</u>	NORTHWEST FIRE FIGHTERS TRUST	2023 - August 2023 - 1st Council		\$14,170.10
<u>VIMILY AUGUST 1ST</u> <u>PAYROLL 2023</u>	Vimly Benefit Solutions, Inc.	2023 - August 2023 - 1st Council		\$56.62
				<b>\$197,258.37</b>



# A/P Check Register

Fiscal : 2023  
 Period : 2023 - August 2023  
 Council Date : 2023 - August 2023 - 2nd Council

Number	Vendor Name	Account Description	Amount
72121	Consuelo Becerra	Miscellaneous	\$500.00 APT RENTAL DEPOSIT REFUND
72122	Patrick, Nicholas	Training/Travel	\$2,034.43 PER DIEM - MILEAGE TO NEBRASKA
72123	ABERDEEN O. E.	Operating Rentals/Leases	\$22.23
		Rentals & Leases	\$111.20
		Utility Service - Royal Heights	\$22.23
		Check Total:	\$155.66 CH COPIER CONTRACT
72124	Aramark Uniform Services	Laundry	\$77.80 WWTP LAUNDRY
72125	Bayview Redi-Mix, Inc.	Sidewalks Supplies	\$1,662.85 CONCRETE - SIDEWALKS
72126	BEANS & ROCKS, LLC	Distribution Supplies	\$603.80
		Operating Supplies	\$276.34
		Check Total:	\$880.14 ALL DEPT GRAVEL
72127	Boggs, Arie	Training/Travel	\$1,836.38 TRAINING REIMB
72128	CINTAS FIRE 636525	Professional Services	\$837.93
72129	Code Publishing Company	Professional Services	\$482.67 ORD UPDATES
72130	CONNEXIX	Professional Services	\$243.75 EXTINGUISHER MAINTENANCE - FIRE
72131	Culligan	Rentals & Leases	\$99.46 FIRE/POLICE WATER
72132	Edge Analytical, Inc.	Water Samples	\$157.00 WTP SAMPLES
72133	ENVIRONMENTAL RESOURCE ASSOCIATES	Professional Services	\$279.70 WTP SERVICE
72134	EO MEDIA GROUP	Communications	\$56.11 FIRE ADS
72135	ESO SOLUTIONS, INC.	Professional Services	\$13,628.48 AMB/FIRE REPORTING SYSTEM
72136	Fed Ex	Communications	\$5.15 WTP MAILINGS
72137	G.H. EMS	Training/Travel	\$5.00 AMB BLS CARDS
72138	Grays Harbor County	Water Samples	\$207.00 WATER SAMPLES
72139	Henry Schein, Inc.	Operating Supplies	\$759.25 AMB SUPPLIES
72140	HOMETOWN FAMILY HEALTH	Professional Services	\$150.00 CDL PHYSICAL - JACE EKMAN
72141	JCI Jones Chemicals, Inc.	Treatment Chemicals	\$1,223.04 WTP CHEMICALS
72142	JENNINGS EQUIPMENT, INC.	Operating Supplies	\$183.25 PARKS EQUIP SUPPLIES
72143	Lakeside Industries	Distribution Supplies	\$367.63
		Operating Supplies	\$735.26
		Check Total:	\$1,102.89 ALL DEP ASPHALT
72144	LECO SUPPLY	Operating Supplies	\$307.54 PARKS CLEANING SUPPLIES
72145	Lemay Mobile Shredding	Professional Services	\$38.00 SHREDDING SERVICE
72146	Lochner	TIB Grant	\$2,931.17 FOWLER ST OVERLAY
72147	Maneman Electric	Public Market Repair & Maintenance	\$159.65 ALDER AND CO REPAIRS
72148	National Hose Testing	Operating Supplies	\$3,232.39 FIRE HOSE TESTING
72149	Olympic Region Clean Air Agency	Miscellaneous - Dues, Fees, Etc.	\$304.00
		Water Operating Permits	\$304.00
		Check Total:	\$608.00 WWTP/WTP REGISTRATION
72150	Owen Equipment Company	Distribution Supplies	\$132.01



		Operating Supplies	\$396.05	
		Check Total:	\$528.06	ALL DEPT EQUIP SUPPLY
72151	PETROCARD INC.	Fuel	\$1,870.03	
		Fuel Consumed	\$3,541.02	
		Check Total:	\$5,411.05	ALL DEPT FUEL
72152	PRESTIGE WORLDWIDE TECHNOLOGIES, LLC	Repair & Maintenance	\$8,030.58	WTP/PUMP STATION REPAIRS
72153	PUD #2 of Pac. Co.	Pool Utilities	\$91.93	
		Public Market Utilities	\$88.49	
		PUD Utilities	\$3,661.00	
		PUD Utilities	\$281.03	
		Seaport Utilities	\$102.38	
		Utilities	\$10,467.70	
		Utility Services	\$795.47	
		Visitor Center Utilities	\$60.13	
		Check Total:	\$15,548.13	ALL CITY PUD
72154	RANDY'S LANDSCAPING AND NURSERY	Pool Repair & Maintenance	\$432.40	
		Professional Services	\$635.08	
		Professional Services-Janitorial	\$378.35	
		Check Total:	\$1,445.83	CH/LIBRARY/POOL MAINTENANCE
72155	Ricoh USA, Inc	Operating Rentals/Leases	\$42.73	
		Rental Copier	\$42.73	
		Rentals & Leases	\$289.89	
		Check Total:	\$375.35	FIRE/PW COPIERS
72156	Ricoh USA, Inc	Rentals & Leases	\$34.39	POLICE/FIRE COPIES
72157	Royal Heights Transfer	Biosolids Disposal	\$300.00	
		Utility Service - Royal Heights	\$17,489.94	
		Check Total:	\$17,789.94	ALL CITY GARBAGE
72158	STERLING SURVEYING	Professional Services	\$500.00	PW SURVEYING
72159	Steve's Front End Inc.	Repair & Maintenance	\$86.48	
		Repair & Maintenance (inc. PW Shop Roof and PW Office/Carport + Annual Street Paving)	\$43.24	
		Check Total:	\$129.72	PW REPAIRS
72160	STIGALL, ROBERT	Professional Services	\$102.00	CDL RENEWAL REIMB
72161	SWANK MOTION PICTURES, INC.	Operating Rentals (Movies)	\$550.00	MOVIE RENTALS
72162	TOVANI HART	City Hall Building	\$18,415.98	CH/FIRE BLDG PLANNING
72163	US MOWER	Distribution Supplies	\$50.56	
		Operating Supplies	\$101.14	
		Check Total:	\$151.70	MOWER PARTS
72164	USA Blue Book	Lab Supplies	\$1,833.55	WWTP SUPPLIES
72165	Verizon Wireless	Communications	\$1,593.42	POLICE CELL/LAPTOPS
72166	Vision Municipal Solution	Professional Services	\$1,552.50	POLICE COMPUTER SERVICE
72167	WA ST DEPT OF TRANSPORTATION	Fuel Consumed	\$3,272.84	ALL DEPT FUEL
72168	WALTER E. NELSON CO. OF ASTORIA	Distribution Supplies	\$27.83	
		Operating Supplies	\$83.52	
		Check Total:	\$111.35	PARKS SUPPLIES
72169	Wetterauer, Tyson	Professional Services	\$120.00	DOT PHYSICAL REIMB
72170	Whitney Equipment Co, Inc	Operating Supplies	\$3,934.15	WWTP SUPPLY
		<b>Grand Total</b>	<b>\$115,275.23</b>	
		<b>Total Accounts Payable for Checks #72121 Through #72170</b>		



August 7, 2023

Raymond City Hall:

On behalf of the National Night Out Committee, we would like to sincerely thank you for your contribution at National Night Out on August 1, 2023 in Raymond. We know the kids loved the garbage, fire and every other truck that was there

But above all thank you for allowing us to have the festivity in Raymond, all the help in closing off roads, the man power and everything else...we couldn't possibly list everything that everyone did to make this a night to remember.

Your support is greatly appreciated. National Night Out was truly a success and would not have been possible without the support of our community and people like you. It was amazing and very heartfelt how everyone came together.

Thank you again for your support and looking forward to seeing you next year!

Sincerely,

*National Night Out Committee*  
National Night Out Committee

## Budget Calendar for 2024

Request by City Clerk/Treasurer to Dept Heads for Estimates	August/September 2023
Meetings between Dept Heads, City Clerk, and Mayor Roberts to Discuss Budget Requests	During the Month of September
Dept Head Estimates Filed with City Clerk/Treasurer	On or Before September 25 <sup>th</sup> , 2023
Mayor provides Council with Current Budget Revenue Information and Proposed Estimates for 2024 Budget	October 16 <sup>th</sup> , 2023, Council Meeting
Council Schedules Meetings on Budget as Needed	October 5 <sup>th</sup> and October 12 <sup>th</sup> , 2023 (Tentative)
Mayor Files Preliminary Budget and Budget Message with Council	On or Before October 20 <sup>th</sup> , 2023
<b>2024 REVENUE &amp; PROPERTY TAX LEVY PUBLIC HEARING</b> (Publish October 11 <sup>th</sup> , 2023)	October 16 <sup>th</sup> , 2023, Council Meeting
<b>COUNCIL SETS TAX LEVY</b> Tax Ordinance First Reading Tax Ordinance Second Reading	October 16 <sup>th</sup> , 2023 November 6 <sup>th</sup> , 2023
Copies of Preliminary Budget Made Available to the Public	On or Before November 10 <sup>th</sup> , 2023
<b>FINAL HEARING ON 2023 BUDGET</b> (Publish November 22 <sup>nd</sup> & November 29 <sup>th</sup> )	December 4 <sup>th</sup> , 2023
<b>ADOPT 2024 BUDGET</b> Budget Ordinance First Reading Budget Ordinance Second Reading	December 4 <sup>th</sup> , 2023 December 18 <sup>th</sup> , 2023
Copies transmitted to State Auditor & MRSC	Immediately after adoption

**Note: Scheduled Council meetings are September 5<sup>th</sup> & 18<sup>th</sup>, October 2<sup>nd</sup> & 16<sup>th</sup>, November 6<sup>th</sup> & 20<sup>th</sup> and December 4<sup>th</sup> & 18<sup>th</sup>**

**2023 HISPANIC HERITAGE MONTH  
PROCLAMATION**

Recognizing Hispanic Heritage Month - **Mes de la Herencia Hispana**

WHEREAS each year the United States observes Hispanic Heritage Month to celebrate the Hispanic heritage, cultures and contributions of those whose ancestors were indigenous to North America as well as Spain, Mexico, the Caribbean and Central and South America; and

WHEREAS, this year's theme, *Building Prosperous and Healthy Communities*, calls on us to ensure that all people participate and feel welcome to help build prosperous communities and a healthy nation; and

WHEREAS, Hispanics make significant and diverse contributions to the cultural, educational, economic and political vitality of the City of Raymond, and

WHEREAS Pacific County Immigrant Support (PCIS) actively promotes access to opportunity and a path to citizenship for our Hispanic community, and will hold a Sept 16 Hispanic Heritage Celebration in South Bend; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF RAYMOND, WASHINGTON that September 15 – October 15, 2023, is Hispanic Heritage Month in the City of Raymond and encourages residents to participate in events that honor our unique and vibrant history as we recommit ourselves to a shared future of healthy, peaceful, safe, and sustainable communities for all.

INTRODUCED AND ADOPTED this 21<sup>st</sup> day of August 2023

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Dee Roberts, Mayor

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Attest;

Kayla MacIntosh, Clerk-Treasurer

## MEMORANDUM

TO: MAYOR & CITY COUNCIL

FROM: RAYMOND PLANNING COMMISSION

DATE: AUGUST 8, 2023

SUBJECT: CONDITIONAL USE PERMIT for AUXILIARY DWELLING UNIT (ADU)

**BACKGROUND:** In accordance with the Raymond Municipal Code (RMC) Chapter 15.44, Allowed and Restricted Uses Table, an Auxiliary Dwelling Unit (ADU) located in the residential zone requires a Conditional Use Permit (CUP).

Ken Harmon submitted a CUP to the city on July 13, 2023, to construct an ADU on his property located at 1417 Larch Street, Parcel # 72050001010, located in the RS-7 residential zone. The city deemed the application complete on July 14, 2023.

The city published a Notice of Application in the Willapa Harbor Herald and mailed a copy of said Notice to all real property owners within 300 feet of the proposed ADU location on July 19, 2023, per RMC 15.48.050, additionally providing a Notice of Public Hearing and establishing a date for the hearing as August 8, 2023, at 5 PM, per RMC 15.48.060.

The city planner reviewed the application and prepared a written report summarizing the findings, conclusions, and recommendations regarding the CUP and forwarded the report with supporting documents to the planning commission members for action at their next regularly scheduled meeting.

The planning commission conducted a public hearing on the CUP on August 8, 2023, and considered the application, related materials, the city planner's report, and comments made at the meeting. The commissioners heard from city staff and the applicant. No other oral or written responses were received. After deliberation, it was determined that the ADU will not be materially detrimental to nearby properties or their occupants and that the use conforms to the objectives of the Comprehensive Plan and the intent of RMC 15.48, Conditional Use Permits. The commissioners established that the ADU will meet all the requirements of the building code, i.e., setbacks, parking, height, utilities, environmental, etc. and unanimously voted to approve the CUP.

**RECOMMENDATION:** The planning commission unanimously recommend approval of the CUP for the ADU

## MEMORANDUM

TO: RAYMOND PLANNING COMMISSION  
FROM: CITY PLANNER  
DATE: AUGUST 8, 2023  
SUBJECT: CONDITIONAL USE PERMIT-ADU @ 1417 LARCH STREET

### **FINDINGS OF FACT:**

Parcel(s)	72050001010
Within City Limits	Yes
Zoning District	Medium Density Residential (RS-7)
Land Use Classification	Auxiliary/Accessory Dwelling Unit (ADU)
Stipulations per RMC 15.44	Allowed via Conditional Use Permit
SEPA Completed	Exempt per WAC 197-11-800(1)(b)(i)
Wetland(s)	N/A
Shoreline Requirements	N/A
100 Year Floodplain	N/A
Sewer Available	Yes; Installed
Water Available	Yes; Installed
Garbage Available	Yes
Traffic Hazards	N/A
Parking Requirements Met	Yes; 3 Off Street Stalls Provided
Other Known Implications	No
Notice of Application	Published in Willapa Harbor Herald, July 19, 2023
Property Owners W/I 300' Notified	Yes; Mailed Notice on July 19, 2023
Public Hearing Scheduled	Yes; August 8, 2023 @ 5 PM in City Hall

**CONCLUSIONS:** The applicant has met all requirements in the Raymond Municipal Code to construct an Auxiliary/Accessory Dwelling Unit at 1417 Larch Street. The use imposes no complications due to size, creation of traffic hazards, parking, or other adverse characteristics that may be injurious to the safety, welfare, comfort, or convenience of the public. An ADU provides homeowners with flexibility in establishing separate living quarters within or adjacent to their home for the purpose of caring for seniors, providing housing for their children, or obtaining rental income and increases the range of housing choices and the supply of accessible and affordable housing units within the city.

### **RECOMMENDATIONS:**

Approve Conditional Use Permit to construct ADU @ 1417 Larch Street.



July 19, 2023

**SUBJECT:** Conditional Use Permit Application

Dear Property Owner,

This letter is to inform you that on July 13, 2023, the city received a Conditional Use Permit Application from Ken Harmon to construct an Accessory Dwelling Unit (ADU) on his property located at 1417 Larch Street, parcel number 72050001010.

The Raymond Municipal Code Chapter 15.48 requires the city to notify property owners within 300 feet of any land-use activity that involves issuance of a Conditional Use Permit as part of the public notice process. According to the Pacific County Tax Assessor's database you own property within 300 feet of the proposed ADU.

The Raymond Planning Commission will conduct an open record public hearing on August 8, 2023, at approximately 5:00 PM in Raymond City Hall to receive public comment on the application. The planning commission will consider all related information introduced at the hearing and submit a written recommendation to the city council for action.

Any interested person may submit oral or written comments at the hearing. Written comments may be made to Eric Weiberg, 300 1st Street, Raymond, WA 98577 and must be received by the city no later than 4:00 PM on August 3, 2023. The enclosed "Notice of Application" was published in the Willapa Harbor Herald on July 19, 2023.

For further information please call the undersigned at (360) 942-4108.

Respectfully,

Scott Pearson  
Administrative Assistant

CF: 1-Property Owner  
1-File



### 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 Ken Harmon Phone Number 503-957-8109

Address 5575 First Ct, West Linn OR 97068

Signature [Signature] Date 7-8-2023

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) \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

#### GENERAL INFORMATION

Project Address/Location 1417 Larch Street, Raymond WA 98577

Parcel Number(s) 72050001010

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

What is the current use of the land? Residential

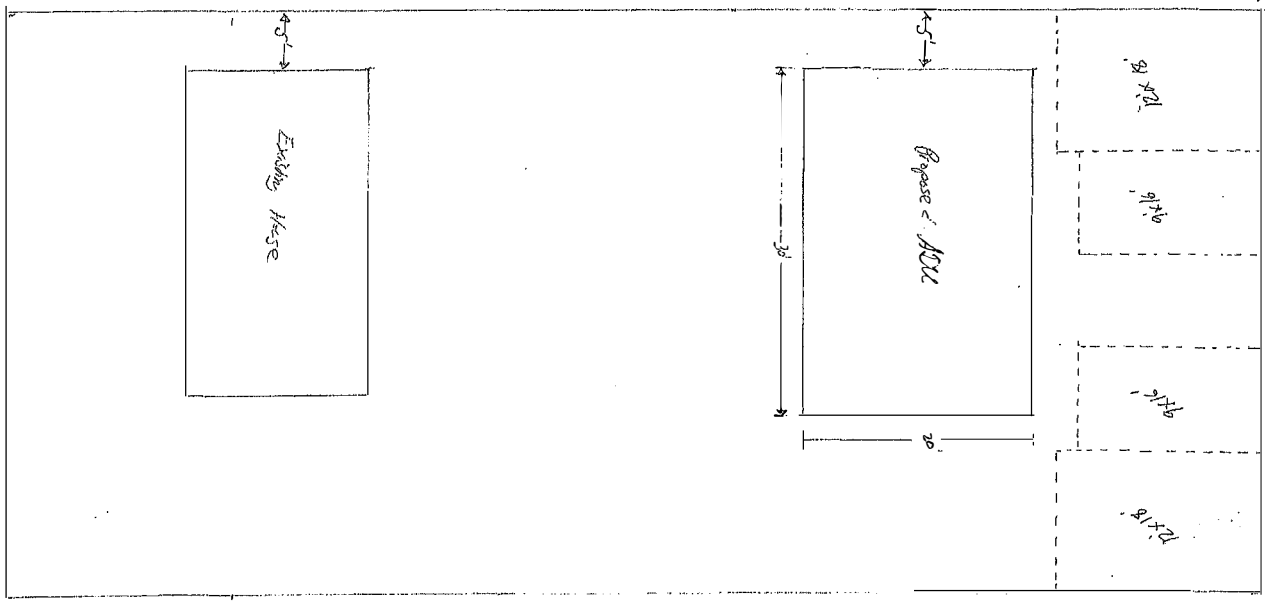
Proposed Land Use, including traffic volumes, hours of operation, and other relevant data (attach additional sheets as necessary).

Building a small ADU to be used as a long-term rental.  
There should be very little impact on traffic.



15 yards

50'



110'

Property Line

Anderson Ln



Property Owners' w/ 300' of 1417 Larch St.

City of Raymond

230 2nd St. Raymond WA 98577

Date: 7/13/2023  
Time: 02:27:45 PM  
Clerk: RAYMOND'sara

Receipt: 48412  
System: Financials  
Amount: \$350.00  
Received From: Ken Harmon/conditional  
use permit

Reference: CM Receipt Number -  
48412

Notes

Check 2006 \$350.00

**Conditional Use Permit  
Accessory Dwelling Unit @ 1417 Larch Street  
Property Owners within 300 feet**

ALBERTO DIAZ & LAURA MERINO-MARTINEZ  
1487 ANDERSON LANE  
RAYMOND, WA 98577

YONG VON  
1425 ANDERSON LANE  
RAYMOND, WA 98577

RICHARD & MARILYN FOUST  
P O BOX 837  
RAYMOND, WA 98577

ARNOLD & CYNTHIA MYERS  
1449 LARCH ST  
RAYMOND, WA 98577

MICHAEL & JENNIFER BRAUN  
1443 LARCH ST  
RAYMOND, WA 98577

JOSHUA RHODES  
1435 LARCH ST  
RAYMOND, WA 98577

KATHRYN COORDT  
1421 LARCH ST  
RAYMOND, WA 98577-1107

HUANGSI HARTER  
1450 LARCH ST  
RAYMOND, WA 98577

KETKEO & SAYPRASITH PHAHONGCHANH  
613 22ND ST  
WASHOUGAL, WA 98671

MAURICE BEAULIEU  
3138 LAKERIDGE COURT SE  
OLYMPIA, WA 98503

GAIL MADEN  
1419 CEDAR ST  
RAYMOND, WA 98577

CLAIRE SIDES  
1356 LARCH ST  
RAYMOND, WA 98577

JORGE GARCIA & ERIKA BALTAZAR  
1810 PROSPECT ST  
RAYMOND, WA 98577

JOHN LIVENGOOD  
1344 LARCH ST  
RAYMOND, WA 98577

SONG SONEPHIMMACHACK  
1344 LARCH ST  
RAYMOND, WA 98577

KEVIN GEORGE  
526 MAY ST UNIT 7  
RAYMOND, WA 98577

JESSE MORALES  
1337 LARCH ST  
RAYMOND, WA 98577

JOSEPH ALLEN  
1329 LARCH ST  
RAYMOND, WA 98577

ANNA ALLRED  
PO BOX 306  
BAY CENTER, WA 98527-0306

**ORDINANCE #1927**

**AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON  
REPEALING AND ADDING TO TITLE 14 WATER AND SEWER**

**WHEREAS** the city has determined that their low-income program applications and the Raymond Municipal Code have conflicting application requirements; and

**WHEREAS** it is important that the city provide their citizens with the most accurate and comprehensive low-income program possible;

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

**14.04.185 Utility charge reductions for low-income elderly. shall be *repealed*.**

**14.04.170:** D. Eligible low-income customers living in single-family residences shall receive a discount based on their total household income. The city shall establish the eligibility requirements that must be met in order to receive any discounts. **Shall be *added*.**

**14.24.090 Utility charge reductions for low-income elderly. Shall be *repealed*.**

**14.24.020:** F. Eligible low-income customers living in single-family residences shall receive a discount based on their total household income. The city shall establish the eligibility requirements that must be met in order to receive any discounts. **Shall be *added*.**

This Ordinance shall take effect upon the fifth day following publication.

This Ordinance was **INTRODUCED** on the 21<sup>st</sup> day of August 2023 and **PASSED** on this 5<sup>th</sup> day of September 2023 by the City Council of the City of Raymond, Washington by the following vote:

**Ayes –**

**Noes –**

**Absent –**

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Dee Roberts, Mayor

Authenticated By:

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Kayla McIntosh, Clerk/Treasurer

Publish: 09/13/203

## STAFF REPORT

TO: MAYOR & CITY COUNCIL  
FROM: DEPARTMENT OF PUBLIC WORKS  
DATE: 8/17/2023  
SUBJECT: Island Lane Bridge Abutment Repair

**BACKGROUND:** In November of 2022 the city signed an agreement with Brumfield construction for the planning and repairs to the failing bridge abutment. The original proposal had a project cost of \$295,000.00. After the geotechnical and engineering reports came in a different design to repair the abutment is needed. The new proposed project cost is \$575,000.00.

**RECOMMENDATION:** City staff recommends moving forward with Brumfield construction as they already have considerable time and expenses wrapped up in this project.

2007 Westport Rd  
PO Box 600  
Aberdeen, WA 98520



Phone (360) 268-9231  
Fax (360) 268-1454  
Licensed and Bonded  
BRUMF-CI-114-K4

## Revised PROPOSAL

August 15, 2023

City of Raymond – Public Works Department  
300 1<sup>st</sup> Street  
Raymond, WA 98577

**Re:** Revision to Proposal for the Island Way Emergency Bridge Repair

\*This Proposal was revised due to the change of conditions of the project site requiring a revised proposal and repair procedure.

**Brumfield Construction, Inc agrees to provide the necessary tools, labor, and equipment to complete the following:**

Engineering for pre-construction and during construction. This includes all preconstruction work to develop plans to current state, also some supplemental design oversight and engineering. All preconstruction evaluations are complete.

Repair procedure execution. This includes following all engineering guidelines to complete the repair. This includes all roadway excavation, pile driving, crack repair, abutment replacement, slope protection, and roadway paving.

Third party testing is included in pile installation, density testing in embanked area, concrete acceptance, and aggregate evaluation.

Total: \$575,000.00

**Prices Do Not Include:**

Permitting, Utility relocation, Homeowner related needs, Utility work not related to the bridge connection, tax, and anything not specifically mentioned in this proposal.

**Any Changes to the scope of work will be billed accordingly.**



## Payment Terms

**Invoices due upon receipt.** ½ down due at proposal acceptance. Accounts delinquent after 30 days will be charged 1.5% per monthly service charge on all past due amounts. Failure to pay as specified and if placed in the hands of an attorney and/or collection account for collection you will be charged reasonable attorney fees and/or collection costs.

This proposal may be withdrawn by Brumfield Construction, Inc if not accepted within 30 days of the proposal date.

*Josh Franzke*  
Josh Franzke – Project Manager

Accepted by

Date



**RAYMOND POOL  
MEMORANDUM OF UNDERSTANDING**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the Raymond Pool (“POOL”) and the City of Raymond, Washington, a municipal corporation organized under the laws of the State of Washington, authorized to do business in the State of Washington, (“CITY”).

The CITY and POOL hereby agree to their joint intent to operate POOL as follows:

1. CITY will assume day to day and ongoing maintenance of POOL.
2. CITY will hire a manager and all paid support staff, such as lifeguards.
3. POOL will continue operating as a non-profit organization, fundraising for pool maintenance and operations.
4. POOL will:
  - (a) contribute at least \$40,000 annually, including swim fees, to CITY for pool operations and maintenance.
  - (b) make a monthly report to City, including updated finances and copies of POOL meeting minutes.
5. CITY and POOL will jointly develop a 5-year capital improvement plan for POOL.
6. CITY and POOL will fund 50% each of the cost of ongoing capital improvement projects.

CITY:

POOL:

\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**Profit and Loss**

January - December 2019

	Total
<b>INCOME</b>	
Donations	15,200.00
Grants	13,400.00
Sales	38,436.47
<b>Total Income</b>	<b>67,036.47</b>
<b>GROSS PROFIT</b>	<b>67,036.47</b>
<b>EXPENSES</b>	
Chemicals	5,450.60
Insurance	1,924.59
Legal & Professional Services	960.43
Licenses & Fees	470.00
Office Expense	2,746.41
Other Business Expenses	385.00
Payroll Taxes	733.47
Repairs & Maintenance	10,610.28
Shipping	122.00
Supplies	393.81
Taxes	12,959.28
Uncategorized Expense	15.82
Utilities	4,110.17
Wages - Life Guards	40,588.46
<b>Total Expenses</b>	<b>81,470.32</b>
<b>NET OPERATING INCOME</b>	<b>-14,433.85</b>
<b>NET INCOME</b>	<b>\$ -14,433.85</b>

Profit and Loss Statement: P&amp;L

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**Balance Sheet**

As of 12/31/2019

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Employee Function	51.50
ORGANIZATION (0413)	5,482.50
Savings - Security State Bank	2,256.24
<b>Total Bank Accounts</b>	<b>7,790.24</b>
<b>Total Current Assets</b>	<b>7,790.24</b>
<b>Fixed Assets</b>	
Less Accumulated Depreciation	-553,531.00
Nevitt Pool Equipment	45,337.92
Nevitt Pool Improvements	607,614.36
Pool Improvements	57,761.63
<b>Total Fixed Assets</b>	<b>157,182.91</b>
<b>TOTAL ASSETS</b>	<b>\$184,973.15</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Retained Earnings	179,407.00
Net Income	-14,433.85
<b>Total Equity</b>	<b>164,973.15</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$184,973.15</b>

