



City of Raymond

WASHINGTON

CITY COUNCIL AGENDA

MEETING: Monday, June 16th, 2025, at 5:00 PM

LOCATION: City Hall Council Chambers

MEETING LINK: <https://us02web.zoom.us/j/5780540411?omn=87958825554>

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 June 13th, 2025. 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.*

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 JUNE 2nd, 2025, REGULAR COUNCIL MEETING**
5. **CORRESPONDENCE**
6. **ITEMS FROM THE PUBLIC**
7. **ORDINANCE 1946: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON, AMENDING CHAPTER 11.04 OF THE RAYMOND MUNICIPAL CODE (RMC) RELATED TO ENFORCEMENT PROCEDURES, ADDING NEW SECTIONS 11.04.048 (NOTICE OF CIVIL INFRACTION) AND 11.04.072 (UNFIT DWELLINGS), AMENDING SECTIONS OF THE RMC 11.04.045, 11.04.050, 11.04.055, 11.04.060, 11.04.065, 11.04.070, 11.04.080, 11.04.090 TO MAKE HOUSEKEEPING AMENDMENTS AND CLARIFY PROCEDURES FOR NOTICES OF VIOLATION AND ORDER AND IMPOSITION OF CIVIL PENALTIES, AND AMENDING SECTION 8.20.180 TO MAKE CONSISTENT WITH REVISIONS TO ENFORCEMENT PROCEDURE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE- *Action***
8. **ORDINANCE 1947: AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON, ESTABLISHING A HEARING EXAMINER SYSTEM AND ADDING A NEW CHAPTER 2.98 TO THE RAYMOND MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE-*Action***

Next Regular Scheduled Council Meeting

Monday, July 7th, 2025, 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

-
9. **WCDA CONDITIONAL USE PERMIT APPLICATION APPROVAL- *Action***
 10. **DEPARTMENT HEAD REPORTS**
 - a. Fire Chief Bill Didion
 - b. Police Chief Pat Matlock
 - c. Public Works Director Eric Weiberg
 - d. Clerk-Treasurer Kayla MacIntosh
 11. **MAYOR'S REPORT**
 12. **PUBLIC COMMENT ON CURRENT AGENDA ITEMS**
 13. **COUNCIL COMMENTS**
 14. **FUTURE AGENDA TOPICS**
 15. **ADJOURNMENT**

Next Regular Scheduled Council Meeting

Monday, July 7th, 2025, 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.



RAYMOND CITY COUNCIL MEETING

JUNE 16th, 2025

CONSENT AGENDA

APPROVAL OF CLAIMS:

CLAIMS #75222- CLAIMS #75279

\$193,858.88

APPROVAL OF PAYROLL CLAIMS:

CLAIMS #75280-CLAIMS #75285
(Direct Deposit included)

\$227,472.02

MAY EFT/DEBIT

\$33,167.83

A/P Check Register

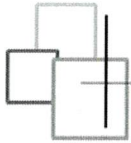
Fiscal: : 2025

Period: : 2025 - June 2025

Council Date: : 2025 - June 2025 - 2nd Council

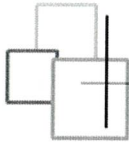
Number	Vendor Name	Account Description	Amount	
75222	KARNATZ, JEFF	Professional Services	\$2,100.00	THEATER MANAGER
75223	LOMELI, DANIELA	Pool Professional Services	\$1,500.00	POOL MANAGER
75224	Penoyar, Joel	City Attorney	\$1,000.00	CITY ATTORNEY
75225	WA ST Firefighters Spouse & Orphans Fund	Volunteer Benefits	\$1,752.00	FIRE-SPOUSE AND ORPHAN FUND
75226	LOMELI, DANIELA	Pool Professional Services	\$700.00	POOL MANAGER RETRO PAY NEW CONTRACT
75227	A&B MACHINE & HYDRAULICS INC	Operating Supplies	\$32.70	SEWER PARTS
75228	Aberdeen Office Equipment	Operating Supplies	\$20.01	
		Rentals & Leases	\$220.19	
		Check Total:	\$240.20	CITY HALL COPIER/COPIES
75229	Airgas USA, LLC	Operating Supplies	\$17.14	AMB MEDICAL SUPPLIES
75230	AMAZON CAPITAL SERVICES	Operating Supplies	\$227.87	
		Pool Supplies	\$625.30	
		Supplies	\$50.84	
		Check Total:	\$904.01	ALL CITY SUPPLIES
75231	AXON ENTERPRISE, INC.	Professional Services	\$17,022.02	
		Rentals & Leases	\$359.13	
		Check Total:	\$17,381.15	POLICE EVIDENCE MANAGEMENT
75232	BARNHART HOME CLEANING	Professional Services-Janitorial	\$1,560.00	LIBRARY CLEANING
75233	Betrozoff, Tom	LEOFF 1	\$528.00	LEOFF MEDICAL PAYMENT
75234	Borden's Auto Parts	Ambulance Building	\$63.25	
		Distribution Supplies	\$182.42	
		Operating Supplies	\$1,684.06	
		Pool Supplies	\$4.50	
		Repair & Maintenance	\$237.07	
		Repairs & Maintenance	\$18.38	
		Check Total:	\$2,189.68	ALL CITY PARTS AND MAINTENANCE
75235	Bud's Lumber Supply	Operating Supplies	\$1.51	
		Pool Supplies	\$219.57	
		Check Total:	\$221.08	POOL SUPPLIES
75236	Cascade Columbia	Treatment Chemicals	\$3,994.18	WTP CHEMICALS
75237	Caskey Industrial Supply Co.	Operating Supplies	\$98.94	WWTP PARTS
75238	CENTER ELECTRIC, INC	Professional Services	\$4,224.93	WWTP REPAIR/MAINTENANCE
75239	CenturyLink	Communications	\$95.60	WTP INTERNET
75240	CINTAS FIRE 636525	Professional Services	\$107.31	ALL DEPT. FIRST AID
75241	CRYPTID LLC	Police Department - Equipment	\$2,720.84	POLICE GRAPHICS
75242	Culligan	Other Miscellaneous	\$51.34	
		Rentals & Leases	\$125.73	
		Check Total:	\$177.07	POLICE/FIRE/AMB/CH DRINKING WATER
75243	Dilk Tire Service	Repair & Maintenance	\$2,162.87	ALL DEPT. VEHICLE MAINTENANCE
75244	Englund Marine & Industrial Supply	Distribution Supplies	\$672.18	
		Operating Supplies	\$5,232.33	
		Check Total:	\$5,904.51	ALL DEPT. SUPPLIES
75245	Ferrellgas	Fuel Consumed	\$3,267.63	
		Operating Supplies	\$86.56	
		Check Total:	\$3,354.19	ALL CITY FUEL
75246	G.H. Equipment Co.	Pool Supplies	\$502.36	POOL CHEMICALS
75247	H.D. Fowler Co.	Distribution Supplies	\$381.73	
		Operating Supplies	\$2,884.93	
		Check Total:	\$3,266.66	ALL DEPT. SUPPLIES
75248	Henry Schein, Inc.	Operating Supplies	\$2,055.94	AMB. MEDICAL SUPPLIES
75249	Hughes Fire Equipment Inc	Repair & Maintenance	\$199.82	FIRE PARTS

75250	INOVALON PROVIDER, INC.	Professional Services	\$197.28	AMB/FIRE MEDICAL CLAIM PROCESSING
75251	INSLEE BEST DOEZIE & RYDER, P.S.	Professional Services	\$6,545.50	
				PLANNING LEGAL FEES
75252	JENNINGS EQUIPMENT, INC.	Operating Supplies	\$28.17	PARKS PARTS
75253	JOSHUA WOODS	Operating Rentals (Movies)	\$350.00	THEATER EVENT
75254	Lemay Mobile Shredding	Professional Services	\$68.03	ALL CITY SHRED
75255	Maneman Electric	Professional Services	\$366.80	THEATER ELECTRICAL MAINTENANCE
75256	Mansfield Alarm Company - Div. of Guardian Security Systems, Inc.	Professional Services	\$301.94	
				WWTP ALARTEM MONITORING
75257	MECHANICAL SALES INC.	Operating Supplies	\$322.19	WWTP REPAIRS
75258	One Call Concepts, Inc.	Professional Services	\$24.14	STREETS EXCAVATION NOTIFICATIONS
75259	PACIFIC COUNTY JAIL SERVICES	County Jail Services	\$4,313.33	
				POLICE INMATE BOARDING
75260	Platt	Operating Supplies	\$311.31	WTP MAINTENANCE
75261	PUD #2 of Pac. Co.	Commercial St. Restrooms / Commercial Property Utilities	\$80.37	
		Pool Utilities	\$1,148.73	
		Public Market Utilities	\$93.39	
		PUD Utilities	\$3,841.07	
		PUD Utilities	\$396.73	
		Seaport Utilities	\$194.98	
		Utilities	\$13,532.89	
		Utility Services	\$1,024.19	
		Check Total:	\$20,312.35	ALL CITY ELECTRIC
75262	RANDY'S LANDSCAPING AND NURSERY	Pool Professional Services	\$324.60	POOL LANDSCAPING
75263	Ricoh USA, Inc	Professional Services	\$415.07	PW COPIER
75264	Ricoh USA, Inc	Rentals & Leases	\$27.86	AMB/FIRE COPIES
75265	Royal Heights Transfer	Utility Service - Royal Heights	\$26,710.61	ALL CITY GARBAGE
75266	SANTANDER BANK, N.A.	Sanitation Truck Interest	\$10,624.84	
		Sanitation Truck Loan	\$40,960.26	
		Check Total:	\$51,585.10	ANNUAL SANITATION TRUCK PAYMENT
75267	Sunset Air	Operating Supplies	\$142.74	WTP HVAC MAINTENANCE
		Seaport Repair & Maintenance	\$2,131.54	SEAPORT MUSEUM HVAC MAINTENANCE
		Check Total:	\$2,274.28	
75268	SWARTZ, GENA	Professional Services	\$200.00	POLICE STATION CLEANING
75269	TEREX GLOBAL GMBH	Repair & Maintenance (inc. PW Shop Siding+ Annual Street Paving)	\$1,003.92	
		Repairs & Maintenance	\$1,003.94	
		Check Total:	\$2,007.86	STREETS/PARKS VEHICLE UPGRADES
75270	T-Mobile	Communications	\$564.72	POLICE LAPTOPS
75271	U.S. Cellular	Communications	\$152.61	TOM'S CELL PHONE
75272	U.S. Postal Service	Professional Services	\$350.00	WATER USPS PERMIT
75273	USA Blue Book	Lab Supplies	\$468.70	WWTP CHEMICALS
75274	VESTIS	Laundry	\$34.95	
		Operating Supplies	\$35.14	
		Check Total:	\$70.09	WWTP LAUNDRY
75275	Vision Municipal Solution	Operating Supplies	\$6,356.35	
		Pool Supplies	\$1,589.08	
		Supplies	\$3,178.18	
		Check Total:	\$11,123.61	CITY HALL REPLACEMENT WORKSTATIONS
75276	WA ST DEPT OF TRANSPORTATION	Fuel Consumed	\$1,731.64	POLICE FUEL
75277	Willapa Harbor Hospital	County Jail Services	\$2,549.91	POLICE INMATE MEDICAL
75278	Williams, Jeff	Professional Services	\$120.00	PARKS CDL EXAM
75279	WILLIAMS, PEBBLES	Miscellaneous	\$1,050.00	PARKS - FLOWER BASKETS
Grand Total			\$193,858.88	
Total Accounts Payable for Checks #75222 Through #75279				



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>75280</u>	I.A.F.F. (GNWFCU)	2025 - June 2025 - 1st Council		\$899.64
<u>75281</u>	OREGON DEPT. OF JUSTICE	2025 - June 2025 - 1st Council		\$339.00
<u>75282</u>	WSCCCE	2025 - June 2025 - 1st Council		\$1,032.30
<u>75283</u>	WSCFF/DiMartino Associate	2025 - June 2025 - 1st Council		\$639.37
<u>75284</u>	Shiloh W Borden	2025 - June 2025 - 1st Council		\$1,981.47
<u>75285</u>	Brooke Graham	2025 - June 2025 - 1st Council		\$121.24
<u>AFLAC JUNE 1ST</u>	AFLAC Remittance Processing	2025 - June 2025 - 1st Council		\$1,237.59
<u>PAYROLL 2025</u>				
<u>BPAS/VEBA JUNE 1ST</u>	BPAS VEBA	2025 - June 2025 - 1st Council		\$2,041.61
<u>PAYROLL 2025</u>				
<u>DEF COMP JUNE 1ST</u>	WA St Treasurer - Def Comp	2025 - June 2025 - 1st Council		\$4,817.84
<u>PAYROLL 2025</u>				
<u>IRS TAXES JUNE 1ST</u>	Raymond City Treasurer- Taxes	2025 - June 2025 - 1st Council		\$37,019.47
<u>PAYROLL 2025</u>				
<u>JUNE 1ST PAYROLL</u>	Payroll Vendor	2025 - June 2025 - 1st Council		\$101,460.71
<u>2025</u>				
<u>NATIONWIDE JUNE 1ST</u>	Nationwide Retirement Solutions	2025 - June 2025 - 1st Council		\$50.00
<u>PAYROLL 2025</u>				
<u>NW ADMIN JUNE 1ST</u>	Northwest Administrators	2025 - June 2025 - 1st Council		\$58,204.90
<u>PAYROLL 2025</u>				
<u>NWFFT JUNE 1ST</u>	NORTHWEST FIRE FIGHTERS TRUST	2025 - June 2025 - 1st Council		\$17,564.08
<u>PAYROLL 2025</u>				
<u>VIMLY JUNE 1ST</u>	Vimly Benefit Solutions, Inc.	2025 - June 2025 - 1st Council		\$62.80
<u>PAYROLL 2025</u>				
				\$227,472.02



Register Activity

Fiscal: 2025
Period: 2025 - May 2025
Council Date: 2025 - May 2025 - Open Period

Reference	Date	Amount	Notes
Reference Number: 1ST QTR 2025 LEASEHOLD EXCISE TAX	WA ST Dept of Revenue	\$370.71	
1ST QUARTER 2025 LEASEHOLD EXCISE TAX	5/1/2025	\$370.71	
Reference Number: DOR EXCISE TAX MAY 2025	WA ST Dept of Revenue	\$12,231.80	
DOR EXCISE TAX MAY 2025	5/28/2025	\$12,231.80	
Reference Number: INVOICE CLOUD FEES MAY 2025	ICLOUD	\$283.20	
INVOICE CLOUD FEES MAY 2025	5/7/2025	\$283.20	
Reference Number: MASTERCARD MAY 2025	MASTERCARD C/O FIRST INTERSTATE BANK	\$18,501.08	
MASTERCARD MAY 2025	5/8/2025	\$18,501.08	
Reference Number: PITNEY BOWES POSTAGE MAY 2025	Pitney Bowes	\$1,000.00	
PITNEY BOWES POSTAGE MAY 2025	5/19/2025	\$1,000.00	
Reference Number: POLICE CAR LOAN #4 MAY 2025	Bank of the Pacific	\$747.81	
POLICE CAR LOAN #4 MAY 2025	5/10/2025	\$747.81	
Reference Number: SQUARE FEES MAY 2025	SQUARE CAPITAL, LLC	\$33.23	
SQUARE FEES MAY 2025	5/19/2025	\$33.23	

\$33,167.83



City of Raymond

WASHINGTON

COUNCIL PROCEEDINGS

Monday, June 2nd, 2025

CALL TO ORDER

The council meeting was called to order at 5:00 p.m. by Mayor Roberts. Roll was taken and it was determined the meeting was quorate.

COUNCIL MEMBERS PRESENT

Heidi Worlton
Steven Jones
Karen Tully
Chris Halpin
Jason McVey
Eric Fuller (Zoom)

DEPARTMENT HEADS PRESENT

Kayla MacIntosh, Clerk-Treasurer
Eric Weiberg, Public Works Director
Pat Matlock, Police Chief

APPROVAL OF AGENDA, CONSENT AGENDA & MINUTES

Councilor Jones moved to approve the agenda, consent agenda for tonight's meeting, and the minutes of the May 19th, 2025, meeting. Motion carried. Motion passed unanimously.

CORRESPONDENCE

Mayor Roberts advised the council of the letter of resignation provided by councilor Vaughn as well as the recommendation to appoint Christina Doyle as Councilor #1.

APPOINTMENT FOR COUNCIL POSITION #1

Councilor McVey motioned to appoint Christina (Chrissy) Doyle to council position #1, after confirming that she had filed to run for that position. Motion carried. Motion passed unanimously. Clerk/Treasurer MacIntosh swore in Doyle immediately after the announcement.

UW DOWNTOWN REVITALIATION PRESENTATION

The UW Graduate students presented their final project and recommendations for the downtown revitalization.

2025 POOL MANAGER CONTRACT

Councilor McVey motioned to approve the 2025 Pool Manager contract. Motion carried. After brief discussion of the new contract, motion passed unanimously.

ITEMS FROM THE PUBLIC

There were none.

DEPARTMENT HEAD REPORTS

- Police Chief Pat Matlock congratulated Doyle on her appointment. Matlock advised the council of a \$10,000 grant award by AWC RMSA program to purchase security cameras for the local parks and areas with concern of criminal activity. He also advised that his department is gearing up for summer and making more of a presence in the community.
- Clerk-Treasurer Kayla MacIntosh provided the council with a copy of the final annual report submitted as well as the 1st Quarter Report of 2025. She advised the council that she would be gearing up to start the 2026 budget shortly and would be reaching out for possible meeting dates.

- Public Works Director Eric Weiberg advised the council that the new garbage truck has arrived and is in use and that the crew will be working to complete the leak detection survey.

MAYOR'S REPORT

Mayor Roberts advised that she would be out of the office June 11th-30th and asked that Councilor Halpin step in as pro-tem. She also provided a very tentative timeline for the American Legion project with bids opening as early as mid-August.

PUBLIC COMMENT ON CURRENT AGENDA ITEMS

None

COUNCIL COMMENTS

1. Councilor Halpin brought up the compliance of the RV park and was advised by the public works director that he is working with L&I to determine if the structure is allowed in the RV park.
2. Councilor McVey asked if there would be any maintenance work on the areas that were chip sealed as some areas are deteriorating. The public works director advised that the crew maybe going around and grinding those areas down.

FUTURE AGENDA TOPICS

None

ADJOURNMENT

With no further business to discuss and no objections, the meeting was adjourned by Mayor Roberts at 6:05PM.

ATTEST:

Kayla MacIntosh, Clerk-Treasurer

Dee Roberts, Mayor

ORDINANCE NO. 1946

AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON, AMENDING CHAPTER 11.04 OF THE RAYMOND MUNICIPAL CODE (RMC) RELATED TO ENFORCEMENT PROCEDURES, ADDING NEW SECTIONS 11.04.048 (NOTICE OF CIVIL INFRACTION) AND 11.04.072 (UNFIT DWELLINGS), AMENDING SECTIONS OF THE RMC 11.04.045, 11.04.050, 11.04.055, 11.04.060, 11.04.065, 11.04.070, 11.04.080, 11.04.090 TO MAKE HOUSEKEEPING AMENDMENTS AND CLARIFY PROCEDURES FOR NOTICES OF VIOLATION AND ORDER AND IMPOSITION OF CIVIL PENALTIES, AND AMENDING SECTION 8.20.180 TO MAKE CONSISTENT WITH REVISIONS TO ENFORCEMENT PROCEDURE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City has authority to adopt procedures for the enforcement of the City's codes and regulations, pursuant to Chapter 35A.11 RCW and its constitutional police powers; and

WHEREAS, the City Council previously established code enforcement procedures in Chapter 11.04 of the Raymond Municipal Code (RMC); and

WHEREAS, Title 11 of the RMC establishes a system to enforce regulations of the City, provides for opportunities to correct alleged violations of such regulations, establishes monetary penalties for violations as authorized by RCW 35A.11.020, provides for an appeal processes for alleged violations, and establishes a standard procedure for the City to abate unsafe or unlawful conditions; and

WHEREAS, the City relies upon the enforcement functions in Chapter 11.04 RMC for the health and safety of its citizens and to support the vital infrastructure of the city; and

WHEREAS, the City has determined that certain revisions and amendments to its code enforcement procedures in Chapter 11.04 RMC are necessary and appropriate to clarify the procedures related to code enforcement, as stated in this Ordinance; and

WHEREAS, additional consistency edits and housekeeping changes should also be made to affected provisions in the RMC, including but not limited to Chapter 8.20 RMC; and

WHEREAS, the City Council reviewed the amendments and determined the proposed code amendments in this Ordinance are consistent with the goals and policies of the City and will serve the public health, safety, and general welfare; and

WHEREAS, the City Council held first reading of this Ordinance on June 16, 2025, and adopted this Ordinance on second reading on July 7, 2025;

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

Section 1. The findings and recitals set forth above are hereby adopted and incorporated by this reference.

Section 2. Section 11.04.045 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.045 Terms defined.

Any term not herein defined shall have its customary or commonly accepted meaning.

“Abate” means to remedy a condition which constitutes a civil violation or an unsafe condition by such means, in such a manner, and to such an extent as the city official determines is necessary in the interest of the general health, safety, and welfare of the community.

“Act” means do or perform something; anything done, being done, or to be done; performance; deed.

“Certificate of complaint” means a document filed with the Pacific County auditor, stating that a property or person has been determined to be in violation of a relevant title of this code.

“Civil infraction” means a noncriminal violation for which a monetary penalty (“civil penalty”) may be imposed as specified in this title. Each day or portion of a day during which a violation occurs is a separate violation. Also termed “civil violation.”

“Civil penalty” means a financial penalty or fine imposed as restitution for violation(s) of a relevant city code. Also termed “monetary penalty.”

“Civil violation” means a noncriminal violation for which a monetary penalty (“civil penalty”) may be imposed as specified in this title. Each day or portion of a day during which a violation occurs is a separate violation. Also termed “civil infraction.”

“Development” means the erection, alteration, enlargement, construction, relocation, demolition, maintenance, or use of any structure; or the division, alteration, or use of land above, at, or below ground or water level; or any change in the use of land, a building, or a structure that requires a permit; and all acts authorized by a city permit or regulation.

“Emergency” means a situation where a city official determines that immediate action is required to prevent or eliminate threat to the health, safety, or welfare of persons or property or to the environment. Also termed “unsafe condition.”

“Monetary penalty” means a financial penalty or fine imposed as restitution for violation(s) of a relevant city code. Also termed “civil penalty.”

“Omission” means the failure to act.

“Owner” means any person, including any natural person or entity having legal interest in real estate as indicated in the records of the Pacific County tax assessor, or who establishes his or her ownership interest therein.

“Person” means any individual or any entity, whether public or private.

“Person responsible” means any person required by the applicable regulation to comply therewith, normally the owner(s) of the property where a civil violation may occur, is occurring, or did occur. Also termed “responsible party.”

“Public official” means, for purposes of this chapter, the mayor or any designated alternate empowered by ordinance or by the mayor to enforce a city of Raymond ordinance or regulation, including but not limited to the clerk/treasurer, fire chief, building official, police chief, or their respective designees.

“Regulation” means and includes the following as now or hereafter amended:

1. RMC Title 6, Animals; Title 8, Health and Safety; Title 15, Unified Development Code; and Title 16, Building and Construction, unless specifically addressed elsewhere in this code.
2. All standards, regulations, and procedures adopted pursuant to the above.
3. The terms and conditions of any permit or approval issued by the city, or any concomitant agreement with the city pursuant to any title identified in RMC 11.04.015.

“Repeat offender” means a responsible party that has been issued two or more notices of violation or notices of violation and abatement or a combination thereof, as defined in this title, within a period of 12 months. Also refers to a tax parcel where multiple violations occur within 12 months.

“Responsible party” means any person required by the applicable regulation to comply therewith, normally the owner(s) of the property where a civil violation may occur, is occurring, or did occur. Also termed “person responsible.”

“Unsafe condition” means a situation where a city official determines that immediate action is required to prevent or eliminate threat to the health, safety, or welfare of persons or property or to the environment. Also termed “emergency.”

“Violation” means an act or omission contrary to a city of Raymond regulation. Also, a condition resulting from such act or omission.

“Violation, repeat” means, except as noted below, a violation of the same regulation in any location by the same person within ~~two years~~ the immediately preceding 12-consecutive month period.

“Violation, repeat – nuisance” means a violation of the same regulation found in RMC Title 8, Health and Safety, in any location by the same person within the immediately preceding 12-consecutive-month period, and for which a notice of violation or a notice of violation and abatement or a combination thereof has previously been issued.

~~There are three methods of enforcement available to the city:~~

- ~~1. Voluntary compliance;~~
- ~~2. Notice of violation and abatement; and~~
- ~~3. Notice of violation, civil penalty and notice thereof, abatement.~~

Section 3. A new Section 11.04.048 is hereby added to the Raymond Municipal Code to read as follows:

11.04.048 Notice of civil infraction.

A. Issuance. When the public official determines that a violation has occurred or is occurring, the public official may issue a notice of infraction to the person responsible for the violation pursuant to RMC 1.16.020. Such violations are Class 1 civil infractions. Each violation will be punished by a fine of \$250. Each day that the violation has occurred is a separate violation. The public official may also begin proceedings for the civil violation in accordance with Title 11 RMC.

Section 4. Section 11.04.050 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.050 ~~Enforcement method no. 1:~~ Voluntary compliance.

A. Applicability. When the public official determines that purposes of an ordinance will be best served through a voluntary compliance agreement between the city and the person responsible for a violation of a regulation, the city may enter into such an agreement.

B. Requesting Voluntary Compliance. The public official may, but is not required to, pursue a reasonable attempt to secure voluntary correction by contacting the person responsible for the violation, explaining the violation, and requesting correction.

C. Voluntary Compliance Agreement. The voluntary compliance agreement is a contract between the city and the person responsible for the violation. In this contract the person responsible agrees to abate the violation within a specified time and according to specified terms. The city may assess a fee for the preparation of the a voluntary compliance agreement or for the extension thereof. The voluntary compliance agreement shall include the following:

1. Name and address of the person(s) responsible for the violation.
2. Street address or description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring.
3. Description of the violation(s) and a reference to the provision(s) of this code, ordinance, or regulation that has been violated.
4. Description of the necessary corrective action(s) required to abate the public nuisance or unsafe condition, and the date(s) and time(s) by which corrective action(s) must be completed.
5. Statement that if any term of the voluntary compliance agreement is not met, the person responsible for the violation agrees the city of Raymond may abate the violation and recover its costs and expenses and assess the person responsible a monetary penalty pursuant to this title.
6. Identification of the department investigating the case, name of the case manager, and contact information.

D. Time Extension. An extension of the time limit for correction or a modification of the required corrective action(s) may be granted by the public official if the official determines the person responsible for the violation has shown due diligence and/or substantial progress in correcting the

violation but unforeseen circumstances render correction under the original terms of the voluntary compliance agreement unattainable.

E. Abatement by the City. The city may abate the violation in accordance with RMC 11.04.070 if any term of the voluntary compliance agreement is not met.

F. Assessment of Penalties and Costs. If any term of the voluntary compliance agreement is not met, the person responsible for the violation shall be assessed a monetary penalty commencing on the date set for correction to be completed as stated in the agreement and thereafter in accordance with RMC 11.04.060(D) through (I), plus any actual costs and expenses of abatement incurred by the city, as set forth in RMC 11.04.060.

Section 5. Section 11.04.055 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.055 ~~Enforcement method no. 2:~~ Notice of violation and order-abatement.

A. When a public official has a reasonable belief that a violation has occurred or is occurring, the public official may issue a notice of violation and ~~abatement order~~. This notice shall clearly describe the code violation(s), required corrective action(s) to abate the violation, schedule of performance, and alternative actions available to the responsible party and the city.

B. The notice of violation and ~~abatement order~~ shall contain the following:

1. Name and address of the person responsible for the violation.
2. Street address or description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring.
3. Description of the violation(s) and a reference to the provision(s) of this code, ordinance, or regulation that has been violated.
4. Description of the necessary corrective action(s) required to abate the public nuisance or unsafe condition, which may include corrections, repairs, demolition, removal, or any other appropriate action and a reasonable deadline for achieving such action(s).
5. Statement that ~~required if the required~~ corrective action(s) ~~must be taken within 30 calendar days from the date of the notice of violation and abatement are not completed by the deadlines in the provided in the notice of violation and order, that, after which~~ the city may abate the ~~public nuisance violations~~ in accordance with the provisions of this section and that civil penalties may be imposed for non-compliance; ~~except that if the public official determines that a longer time than 30 days is necessary to complete the required corrective action(s), an alternative reasonable, specific time may be set by the public official.~~
6. Statement that the responsible party to whom a notice of violation and ~~abatement order~~ is directed may request an appeal proceeding by the Raymond hearing examiner by means of a notice of appeal pursuant to RMC 11.04.065(A). Such notice must (1) be in writing, ~~and must~~ (2) be received by the city clerk, no later than 14 calendar days after the notice

of violation and abatement order has been issued, (3) strictly comply with the requirements of RMC 11.04.065, and (4) be accompanied by the required appeal fee.

7. Statement that if the responsible party to whom the notice of violation and abatement order is issued fails to submit a notice of appeal within 14 calendar days of issuance or fails to voluntarily abate the nuisance within the time specified in the notice of violation and abatement order, the city may abate the nuisance.

8. Statement that all actual costs and expenses of abatement incurred by the city may be assessed against the owner of the abated property named in the notice of violation and abatement, and further that failure to pay said costs may result in a lien against the property.

9. Identification of the department investigating the case, name of the case manager, and contact information.

C. Service. The notice of violation and abatement order must be served upon the person responsible for the violation, and if the owner of the relevant property is not the person responsible for the violation, then also upon the owner. Proof of service shall be made by a written declaration under penalty of perjury executed by the person effecting the service, declaring the time and date of service, how the service was made, and if service was made by posting, the facts showing that due diligence was used in attempting to serve the person personally or by mail. Service shall occur using one of the following methods:

1. By mailing, via both regular first-class mail and certified or registered mail, to the address of the property owner as indicated in the records of the Pacific County tax assessor, and to the address of the person responsible at their last known address; or

2. By personal service; or

3. If the person to whom it is directed cannot, after due diligence, be personally served within Pacific County and if an address for mailed service cannot, after due diligence, be ascertained, then notice shall be served by posting a copy of the notice of violation and abatement order in a prominent location on the affected premises in a conspicuous manner that is reasonably likely to be discovered.

D. Extension. No extension of the time frame for corrective action specified in the notice of violation and abatement order or a modification of the required corrective action(s) may be granted, except by order of the public official. Any extension or modification should be granted only if the person responsible for the violation has shown due diligence and/or substantial progress in correcting the violation but unforeseen circumstances render correction under the original terms of the notice unattainable.

E. The city may abate the violation and collect costs and expenses in accordance with RMC 11.04.070 through 11.04.085 if required corrective action is not completed as specified in the notice of violation and abatement order.

F. Monetary Penalties. If the required corrective action is not completed by the responsible party as specified in the notice of violation and abatement order and the city does not yet desire to use

public resources to abate the property, the person responsible for the violation shall be assessed a monetary penalty commencing on the date set for correction to be completed and thereafter in accordance with RMC 11.04.060(D) through (I), plus any actual costs and expenses of abatement incurred by the city, as set forth in RMC 11.04.075.

Section 5. Section 11.04.060 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.060 ~~Enforcement method no. 3: Notice of violation, civil penalty and notice thereof, abatement.~~

A. Any person who violates any of the provisions of this chapter, at the discretion of the public official, may be assessed monetary (civil) penalties before the city initiates the abatement process referenced in this chapter. ~~If the public official determines this alternative process is more likely to result in compliance, the public official may send a notice of violation, followed by imposition of civil penalties and abatement if appropriate.~~

B. The notice of violation shall contain the following:

- ~~1. Name and address of the person responsible for the violation.~~
- ~~2. Street address or description sufficient for identification of the building, structure, premises, or land upon or within which the violation has occurred or is occurring.~~
- ~~3. Description of the violation(s) and a reference to the provision(s) of this code, ordinance, or regulation that has been violated.~~
- ~~4. Description of the necessary corrective action(s) required to abate the public nuisance or unsafe condition, which may include corrections, repairs, demolition, removal, or any other appropriate action.~~
- ~~5. Statement that required corrective action(s) must be taken within thirty (30) calendar days from the date of the notice of violation, after which the city may abate the public nuisance in accordance with the provisions of this chapter; except that if the public official determines that a longer time than 30 days is necessary to complete the required action, an alternative reasonable, specific time may be set by the public official.~~
- ~~6. Statement that abatement procedures, as described in this chapter, may be implemented if civil penalties reach more than \$1,000.~~
- ~~7. Statement that the responsible party to whom a notice of violation is directed may request an appeal proceeding by the Raymond hearing examiner by means of a notice of appeal pursuant to RMC 11.04.065(A). Such notice must be in writing and must be received by the city clerk, no later than 14 calendar days after the notice of violation has been issued.~~
- ~~8. Statement that all actual costs and expenses of abatement incurred by the city may be assessed against the owner of the abated property named in the notice of violation and, further, that failure to pay said costs may result in a lien against the property.~~

~~9. Identification of the department investigating the case, name of the case manager, and contact information.~~

~~C. Service. The notice of violation must be served pursuant to the procedures described in RMC 11.04.055(C).~~

~~D. Civil Penalty. At the end of the time frame specified in the notice of violation, the property or building will be reinspected to see if the condition has been completely abated. If the condition has been completely abated, the case will be closed. If the condition has not been completely abated, civil (monetary) penalties will be assessed, as provided in this section, and a notice of civil penalty will be issued to the responsible party and the property owner.~~

~~EB.~~ The notice of civil penalty shall be served pursuant to the procedures described in RMC 11.04.055(C).

~~FC.~~ The notice of civil penalty shall contain the following:

1. Address of the site.
2. Specified time frame for correcting the violation as was set forth in the Notice of Violation and Orderer submitting an acceptable work schedule.
3. Statement that civil penalties have been imposed, setting forth the date such monetary penalties began or will begin, usually the first day of service.
4. Statement that civil penalties will continue to accumulate in the amounts specified in this chapter until the nuisance or hazard condition is corrected.
5. Abatement procedure(s) that may be implemented by the city if civil penalties in excess of \$15,000 are assessed in trying to correct the condition.
6. Identification of the department investigating the case, name of the case manager, and contact information.

~~GD.~~ Maximum Monetary Penalty. The maximum monetary (civil) penalty for each separate violation per day or portion thereof shall be as follows:

1. First day of each violation (the first day is the date of service): \$100.00.
2. Second day of each violation: \$200.00.
3. Third day of each violation: \$300.00.
4. Fourth day of each violation: \$400.00.
5. Each additional day of each violation beyond four days: \$500.00 per day.

~~HE.~~ Civil penalties will continue to accumulate until the condition is completely abated, and if the total assessed penalty exceeds \$1,000, the public official may decide to initiate an abatement proceeding, as provided in this chapter. At such time that the assessed civil penalty exceeds \$1,000, a certificate of complaint may be filed with the Pacific County auditor to be attached to the title of

the property. A copy of the certificate of complaint shall be sent to the property owner, and if it is determined that there are other parties of interest, then to those individuals as well.

~~IF~~. Each day that a property is not in compliance with the provisions of this chapter may constitute a separate violation of this chapter.

G. The city attorney may negotiate a settlement, compromise, or otherwise dispose of an issued monetary penalty when to do so would be in the best interest of the city.

Section 6. Section 11.04.065 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.065 Appeal proceeding by the hearing examiner.

A. Right to Appeal.

1. A person to whom the city has issued a notice of violation and ~~abatement order~~ pursuant to RMC 11.04.055 or a notice of ~~violation~~civil penalties pursuant to RMC 11.04.060, or any other person with a legal or equitable interest in the property that is the subject of such a notice, may request an appeal proceeding before a hearing examiner by filing a notice of appeal with the city clerk. Such notice of appeal must be in writing and must be received by the city clerk no later than 14 calendar days after the said notice is issued.

2. A person to whom a notice of civil penalty has been issued pursuant to RMC ~~11.04.055(F)~~ or 11.04.060(~~DB~~) through (~~IG~~), or any other person with a legal or equitable interest in the property that is the subject of such a notice, may request an appeal proceeding before a hearing examiner by filing a request with the city clerk by means of a notice of appeal. Such notice must be in writing and must be received by the city clerk no later than ~~10~~14 calendar days after the said civil penalty is issued.

B. Each notice of appeal shall contain the name, address, and telephone number of the person requesting the appeal and the name, address, and telephone number of any person who will be present to represent him or her at the appeal proceeding.

C. Each notice of appeal shall set out the basis or bases for the appeal.

1. ~~An appeal regarding a~~ A notice of violation and abatement order issued pursuant to RMC 11.04.055 or a notice of ~~violation~~civil penalty issued pursuant to RMC 11.04.060 may be appealed to the hearing examiner. The appeal of a notice of violation and order may contest that a violation occurred and/or the corrective action ordered. Failure to appeal the notice of violation and order waives the right to contest that a violation occurred or the corrective action ordered during an appeal of the civil penalty. challenge the legality or validity of the underlying violation, the required corrective action(s), or the required schedule for abatement.

2. Because the owner or the person responsible for a violation has an opportunity to appeal the notice of violation and ~~abatement order~~ or the notice of violation pursuant to RMC 11.04.055(B)(6) or 11.04.060(B)(7), respectively, before any civil penalties are imposed, a hearing regarding civil penalties shall not provide another opportunity to

challenge the legality or validity of the underlying violation, the required corrective action(s), or the required schedule for abatement.

D. If a notice of appeal is received by the city, within 14 calendar days the public official shall mail a notice of appeal proceeding, giving the time, location, and date of the appeal proceeding, by regular first-class mail to the person(s) to whom the notice of violation and ~~abatement order, notice of violation,~~ or notice of civil penalty was directed.

E. If an appeal is filed timely and completely, the hearing examiner will conduct the appeal proceeding required by this chapter no more than 14 calendar days after the public official issues the notice of appeal proceeding, unless the hearing examiner or public official finds good cause to continue the matter to another date.

F. Appeal Proceeding. The public official, as well as the person to whom the relevant notice was directed, may participate as parties in the proceeding and may be represented by counsel, and each party may call witnesses. The city shall have the burden of proof to establish, by a preponderance of the evidence, that a violation of this chapter has occurred and that the required corrective action(s) and schedule for abatement are reasonable, or that the civil penalty that was assessed for noncompliance is consistent with this chapter and the regulations of this code.

G. Hearing Examiner Determination. ~~The hearing examiner shall determine whether the city has established by a preponderance of the evidence that a violation of this chapter or other regulations of the city has occurred, and the required corrective action or civil penalty is reasonable. The hearing examiner shall affirm, modify, or vacate the public official's decisions regarding the alleged violation(s), the required corrective action(s), and/or the civil penalty with or without written conditions. The hearing examiner shall conduct a hearing consistent with Chapter 2.98 RMC and shall:~~

1. Prepare findings regarding whether a preponderance of evidence shows that the violation occurred and the required corrective action is reasonable;

2. Accordingly affirm, vacate, or modify the particulars of the notice of violation; and/or

3. Affirm, vacate, or modify the assessment of civil penalties. The hearing examiner may reduce civil penalties based on the following considerations:

a. Whether the violation was a first violation; and

b. Whether the violator showed due diligence in correcting the violation; and

c. Whether the penalty is more than necessary to:

i. Neutralize any profit enjoyed by the violator as a result of the violation; and

ii. Make the public whole for environmental or other damages suffered as a result of the violation; and

iii. Recompense the city for the costs of enforcement; and

iv. Other relevant factors.

H. Final Order. Within 10 calendar days of the close of the appeal proceeding, the hearing examiner shall issue a written final order that contains the following information:

1. The decision regarding the alleged violation, including findings of facts and conclusions based thereon.
2. The required corrective action(s), if any.
3. The date by which the required corrective action(s) must be completed.
4. The date after which the city may proceed with abatement, as outlined in RMC 11.04.070.
5. A statement that the civil penalty is affirmed, reduced, or waived, if applicable, and the date upon which the civil penalties must be paid.
6. A statement of any appeal remedies.
7. A notice that if the city proceeds with abatement, a lien for the actual costs of said abatement may be assessed against the property if the costs of abatement are not paid in accordance with the provisions of this chapter.

I. If the person to whom the relevant notice was directed fails to appear or submit something in writing at the scheduled hearing, the hearing examiner will enter a written final order finding the violation(s) has occurred or the civil penalty was reasonable and finding that abatement may proceed.

J. The final order shall be served on the person by one of the methods stated in RMC 11.04.055(C).

K. A final order of the hearing examiner may be appealed to a Pacific County Superior court of competent jurisdiction no more than 21 calendar days after its issuance pursuant to Chapter 36.70A RCW.

Section 6. Section 11.04.070 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.070 Abatement process.

A. Access. Using any lawful means, the city may enter upon the subject property or premises and may remove or correct the condition that is subject to abatement. If the owner of the premises does not consent to entry, the city may seek such judicial process as it deems necessary to effect the removal or correction of such condition.

B. Terms of Abatement. Property or premises are subject to abatement as provided in this chapter, including where an emergency exists, where the terms of a voluntary compliance agreement have not been met, where required corrective action has not been timely completed after a notice of violation and abatement has been issued, where a notice of violation and/or a notice of civil penalty have been issued but the property or premises are still in violation, or where summary abatement, as described in subsection (C) of this section, is necessary.

C. Summary Abatement. Whenever any violation of a regulation causes an emergency where the continued existence of a condition constitutes an immediate or emergent threat to the public health, safety, or welfare or to the environment, the city may summarily and without prior notice abate the condition. Notice of such abatement, including the reason for it, shall be given to the person responsible for the violation as soon as reasonably possible after the abatement.

Section 7. A new Section 11.04.072 is hereby added to the Raymond Municipal Code to read as follows:

11.04.072 Unfit dwellings.

A. The City of Raymond finds that there exist within its territorial limits unfit dwellings, buildings, and structures as defined in RCW 35.80.101.

B. The hearing examiner may determine that a dwelling, building, structure, or premises is unfit for human habitation or other use if conditions exist in such dwelling, building, structure, or premises which are dangerous or injurious to the health or safety of the occupants of such dwelling, building, structure, or premises, the occupants of neighboring dwellings, or other residents of the City of Raymond. A dwelling, building, structure, or premises is dangerous or injurious when, among other situations, it is vacant for an extended period and persistently or repeatedly becomes unprotected or unsecured, or is currently or frequently occupied by unauthorized persons for illegal purposes, or the owner or occupant(s) of the structure have not provided minimum safeguards to protect or warn occupants in the event of fire, or contains unsafe equipment, or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation that it presents a danger of structural collapse or fire spread to adjacent properties.

C. The hearing examiner shall serve as the public officer as defined in RCW 35.80.020, except that the public official shall provide all administrative functions such as preliminary investigations and the serving of notices pursuant to this chapter. The public official shall have the power to investigate the dwelling and other property conditions in the city and to enter upon premises, with consent of the occupant, for the purpose of making examinations when the public official has reasonable grounds for believing they are unfit for human habitation, or for other use; provided, that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession, and the public official shall obtain an order for this purpose after submitting evidence in support of an application which is adequate to justify such an order from a court of competent jurisdiction in the event entry is denied or resisted.

D. Except for the public official's functions listed in subsection C of this section, the hearing examiner shall have all the powers and follow all the procedures identified for the board or officers in RCW 35.80.030.

E. In determining the fitness of a premises, the hearing examiner shall reference Chapter 8.20 RMC and the building codes adopted pursuant to Title 15 RMC, or any other pertinent provision of the development code, in accordance with RCW 35.80.030(1)(d) and (e).

F. The appellate hearing examiner shall serve as the appeals commission identified in RCW 35.80.030(1)(g), complying with the procedures stated therein.

G. In accordance with RCW 35.80.030(1)(h), the cost of abatement by the city shall be assessed against the real property upon which such cost was incurred, which assessment the county treasurer shall enter upon the tax rolls against the property for the current year. If the city sells any materials from the premises as provided in RCW 35.80.030(1)(h), it shall do so in accordance with the city's procurement and disposition procedures and policies. The assessment shall constitute a lien against the property which shall be of equal rank with state, county, and municipal taxes.

H. Any person affected by an order issued by the appellate hearing examiner pursuant to subsection F of this section may petition to the superior court as provided in RCW 35.80.030(2).

Section 8. Section 11.04.080 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.080 Hearing regarding cost of abatement.

A. Any person sent an invoice for the costs due for abatement of a nuisance may request a hearing to determine if the costs should be assessed, reduced, or waived.

B. A request for a hearing shall be made in writing and filed with the city clerk no later than 14 calendar days from the date of the invoice.

C. Each request for hearing shall contain the address and telephone number of the person requesting the hearing and the name and/or the name and address of any person who will be present to represent him or her.

D. Each request for hearing shall set out the basis for the request.

1. Because the property owner or other person responsible for the violation had an opportunity to appeal the notice of violation and ~~abatement order, notice of violation,~~ and/or notice of civil penalty pursuant to RMC 11.04.065, before any abatement actions were taken, the hearing regarding the costs of abatement shall not provide another opportunity to challenge the legality or validity of the underlying violation, required corrective action(s), required schedule for abatement, or civil penalty.

E. Failure to request a hearing within 14 calendar days from the date of the invoice shall be a waiver of the right to contest the validity of the costs incurred in abatement of the violation.

F. If a hearing is requested, the hearing examiner will conduct the hearing no more than 30 calendar days after the public official issues the notice of hearing, unless the hearing examiner or public official finds good cause to continue the matter to another date.

G. If a hearing is requested, the public official shall mail a notice giving the time, location, and date of the hearing, by regular first-class mail, to the person or persons to whom the invoice for the costs of abatement was directed.

H. If a hearing is conducted, the public official, as well as the person to whom the invoice for abatement costs was directed, may participate as parties in the hearing, may be represented by

counsel, and may call witnesses. The city shall have the burden of proof to establish, by a preponderance of the evidence, that the abatement costs are reasonable.

I. The hearing examiner shall issue a written order and determine whether the costs of abatement were reasonable and necessary. The hearing examiner may uphold the amount billed for the costs of abatement, reduce the amount billed, or waive the costs.

J. The order of the hearing examiner is the final administrative decision. Such decision may be appealed in accordance with RMC 11.04.065(K).

Section 9. Section 11.04.090 of the Raymond Municipal Code is hereby amended to read as follows:

11.04.090 Repeat or Kknowing violations – Alternative criminal penalties.

A. Repeat or Kknowing Violation. Any repeat offender or person who knowingly violates or fails to comply with any of the provisions of RMC Title 6, Animals; Title 8, Health and Safety; Title 15, Unified Development Code; and Title 16, Building and Construction, unless specifically addressed elsewhere in this code as amended, or any other titles of this code amended or adopted that make use of the provisions of this title, ~~shall be guilty of a gross misdemeanor and, upon conviction thereof, may be punished by up to one year in jail and up to a \$5,000 fine. The police chief may request that the county prosecutor prosecute such violations as an alternative to the civil penalty procedure outlined in this title~~ regardless of whether the violation was resolved without penalty, the failure to abate the violation, or the violation of a written decision or order of the hearing examiner after having received notice of the decision or order as provided in this chapter, shall have committed a misdemeanor subject to the provisions of RMC 1.16.010. The public official shall have authority to file a repeat violation as a civil violation and request the county prosecutor to prosecute such violations as a misdemeanor.

B. Obstruction. Unless otherwise provided herein, it is a ~~gross-misdemeanor~~ for any person to obstruct, impede, or interfere with the city or its agents, or with any person who owns, or holds any interest or estate in any property, in performing any acts necessary to correct the violation. ~~AAny person convicted of a~~ who has been found to have committed a violation of this subsection may shall be punished up to one year in jail and a \$5,000 fine or both subject to the penalties provided in RMC 1.16.010.

11.04.095 Separate offense.

Each day that a violation of a regulation subject to enforcement under this title continues and each occurrence of a prohibited activity shall be deemed and considered a separate offense.

Section 10. Section 8.20.180 of the Raymond Municipal Code is hereby amended to read as follows:

8.20.180 Violation – Penalty.

A. The doing or allowing or permitting to be done any act or thing which is declared unlawful under this chapter is declared to be a public nuisance. Any person ~~found guilty of doing, allowing, or permitting any of the acts and things mentioned in~~ who violates any provision of this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not exceeding \$1,000, or imprisonment for a period not to exceed 90 days, or by both such fine and imprisonment, in the discretion of the court has committed a civil violation and shall be subject to the provisions herein and the provisions of RMC Title 11, Enforcement Procedures. The person responsible for any violation of this chapter at all residential dwellings, commercial establishments, and/or real estate shall be responsible for compliance with this chapter and liable for any damages or costs incurred and awarded under this chapter and RMC Title 11.

B. The court may also, at its discretion, cause such ~~nuisance~~ **nuisance** to be abated at the cost or expense of the person convicted, and if the cost thereof is not paid by the person upon demand, the same shall become a lien upon the property of the person convicted and bear interest at a rate of one percent per month, or the maximum legal rate, whichever is less.

C. Each and every day that any public nuisance is permitted or maintained is and shall be considered a separate offense.

Section 11. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 12. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 13. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 14. Effective Date. This ordinance shall take effect five days after publication as provided by law.

This Ordinance was **INTRODUCED** on the 16th day of JUNE 2025 and **PASSED** on this 7th day of JUNE 2025 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

ORDINANCE NO. 1947

**AN ORDINANCE OF THE CITY OF RAYMOND, WASHINGTON,
ESTABLISHING A HEARING EXAMINER SYSTEM AND
ADDING A NEW CHAPTER 2.98 TO THE RAYMOND
MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND
CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, RCW 35A.63.170, 58.17.330, and 7.80.010 authorize cities to adopt a hearing examiner system to interpret, review, and implement land use regulations, as well as hearing and determining civil infractions and other regulatory decisions; and

WHEREAS, the City has authority to adopt procedures for the enforcement of the City's codes and regulations, pursuant to Chapter 35A.11 RCW and its constitutional police powers; and

WHEREAS, the City has determined that the creation of a hearing examiner system is necessary and appropriate in order to allow local legislative and advisory bodies to better concentrate on policymaking and to establish a system of consistent and sustainable quasi-judicial decisions; and

WHEREAS, the City is amending Title 11 RMC to clarify code enforcement procedures which include the use of a hearing examiner to determine violations of the RMC and to hear appeals of such violations; and

WHEREAS, the City Council reviewed the proposed implementation of a hearing examiner system and determined the proposed code addition in this Ordinance is consistent with the goals and policies of the City and finds it is in the public interest to establish a hearing examiner system; and

WHEREAS, the City Council held the first reading of this Ordinance on June 16, 2025, and adopted this Ordinance on second reading on July 7, 2025;

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

Section 1. Findings. The findings and recitals set forth above are hereby adopted and incorporated by this reference.

Section 2. New Chapter 2.98 RMC Adopted. A new Chapter 2.95 is hereby added to the Raymond Municipal Code, which shall read as follows:

**Chapter 2.98
HEARING EXAMINER**

Sections:

2.98.010 Office created.

2.98.020 Appointment.

2.98.030 Qualifications.

- 2.98.040 Compensation.**
- 2.98.050 Examiner(s) pro tem – Qualifications and duties.**
- 2.98.060 Freedom from improper influence.**
- 2.98.070 Conflict of interest.**
- 2.98.080 Powers of the hearing examiner.**
- 2.98.090 Report of the public works department.**
- 2.98.100 Appeal from examiner’s decision.**
- 2.98.110 Examiner’s public works department coordination.**
- 2.98.120 Rules.**
- 2.98.130 Public hearing – Record keeping.**
- 2.98.140 Continuances.**
- 2.98.150 Appellate examiner review.**

2.98.010 Office created.

A. Pursuant to RCW 35A.63.170, 58.17.330, and 7.80.010, the office of hearing examiner, hereinafter referred to as “examiner,” is created. The examiner shall conduct public hearings and make recommendations when authorized to do so under the Raymond Municipal Code or by specific grant of authority from the city council. Unless the context requires otherwise, the term “examiner,” as used in this chapter, shall include “examiner(s) pro tem.”

B. Pursuant to RCW 35A.63.170, 58.17.330, and 7.80.010, the office of appellate hearing examiner, hereinafter “appellate examiner,” is created. The appellate examiner shall be the appellate body for the administrative appeals as set forth in the Raymond Municipal Code. Solely for matters which have no administrative appeal from the examiner, the appellate examiner may serve as an examiner pro tem when needed.

2.98.020 Appointment.

The hearing examiner, appellate examiner, and hearing examiner pro tem shall be appointed by the mayor with the consent of the city council. The examiners serve at the will of the mayor’s discretion.

2.98.030 Qualifications.

The examiner and appellate examiner shall be appointed solely with regard to their qualifications for the duties of the office which shall include a juris doctor degree and a license to practice law in the state of Washington and a minimum of five years of experience as an attorney representing clients before administrative decision makers.

2.98.040 Compensation.

The city may contract with the examiner, appellate examiner and examiner pro tem for the performance of duties described in this chapter.

2.98.050 Examiner(s) pro tem – Qualifications and duties.

The examiner pro tem shall be subject to the same qualifications as the hearing examiner, and shall have all the duties and powers of the hearing examiner.

2.98.060 Freedom from improper influence.

No person, including city or county officials, elective or appointive, shall attempt to influence an examiner in any matter pending before the examiner, except at a public hearing duly called for such purpose, or to interfere with an examiner in the performance of the examiner's duties in any other way.

2.98.070 Conflict of interest.

No examiner shall conduct or participate in any hearing, decision or recommendation in which the examiner has a direct or indirect substantial financial or familial interest, or concern in which the examiner has had substantial prehearing contacts with proponents or opponents. No member of the city council who has such an interest or has had such contacts shall participate in the consideration of an appeal from or a review of an examiner's decision.

2.98.080 Powers of the hearing examiner.

A. The hearing examiner shall receive and examine all available information, conduct public hearings, prepare a record thereof, consider the applicable permit criteria, and enter decisions or recommendations for the following matters in accordance with the procedural chapters here cited:

1. Hear appeals of notices of violation and civil penalties in accordance with Chapter 11.04 RMC;
2. Issue determination regarding a dwelling, building, structure, or premises being unfit for human habitation as provided in RMC 11.04.072; and
3. Other quasi-judicial matters as may be assigned or delegated to the examiner by the city council or the municipal code.

B. The hearing examiner's decision on permit applications may be to grant or deny the application, or the examiner may require of the applicant such conditions, modifications and restrictions as the examiner finds necessary to make the application compatible with its environment and carry out the objectives and goals of the comprehensive plan, the development code, and other codes and ordinances of the city of Raymond and applicable state and federal laws.

C. The hearing examiner shall have no role in legislative actions, including comprehensive plan amendments, municipal code amendments, and associated SEPA determinations, unless specifically delegated such authority by the city council.

2.98.090 Report of the public works department.

The public works department shall coordinate and assemble the reviews of other city or county departments and governmental agencies having an interest in the subject application and shall prepare a report summarizing the factors involved and the department's findings and recommendations. At least five working days prior to the scheduled hearing the report shall be filed with the examiner.

2.98.100 Appeal from examiner's decision.

A. The decision of the examiner on administrative decisions, notice of violations, and civil penalties shall be final unless appealed in accordance with the provisions of this section. Appeal of a hearing examiner's land use decisions, including notices of violation and civil penalties shall be in accordance with the Land Use Petition Act (LUPA), Chapter [36.70C](#) RCW.

B. The hearing examiner's decision related to the fitness of buildings, structures, dwellings, and premises under RMC 11.04.072 shall be final unless appealed to the appellate examiner.

2.98.110 Examiner's public works department coordination.

The examiner may at any time, on the examiner's own motion, request advice and counsel of the public works department staff regarding interpretation of city codes, policies, and regulations.

2.98.120 Rules.

The examiner and appellate examiner shall have the power to prescribe rules for the conduct of hearings and other procedural matters related to the duties of the office. Such rules may provide for cross-examination of witnesses.

2.98.130 Public hearing – Record keeping.

All hearings shall be public. Records of the examiner and appellate examiner shall be kept by the city and shall be made available to the public upon request. The city shall record the hearings and provide the clerk to facilitate the hearing.

2.98.140 Continuances.

Once legal notice has been given, no matter shall be postponed over the objection of any interested party, except for good cause shown. Continuances may be granted at the discretion of the examiner or appellate examiner; provided, the interested parties in attendance shall be given an opportunity to testify prior to the continuance. The applicant shall pay the actual cost for any hearing postponed or continued by request of the applicants after legal notice has been given; provided, that an applicant is not required to pay the continuance fee if the continuance is warranted by new information presented by the city or third parties not including the applicant or other proponents of the application.

2.98.150 Appellate examiner review.

A. Upon receipt of a valid petition for review, transcript and all other material pertaining to the hearing examiner record on the project, the appellate examiner shall conduct a closed record review of the decision. Such review shall be upon the record established and made at the hearing held by the hearing examiner.

B. If the appellate examiner, after conducting this review, finds that: (1) the examiner's finding or decision contains substantial error; (2) the examiner's proceedings were materially affected by irregularities in procedure; (3) the examiner's recommendation was unsupported by substantial evidence in view of the entire record as submitted; or (4) the examiner's decision is in conflict with the city's adopted plans, policies and ordinances, the appellate examiner may remand for further hearing before the hearing examiner or may make findings based upon the record and conclusions therefrom and reverse the hearing examiner's decision. In addition, the appellate examiner may make findings based upon the record and conclusions therefrom and choose to modify the examiner's decision based on the above criteria. Further, any proposal may be continued to a time certain for additional city staff analysis and/or communication from the examiner if desired by the appellate examiner, before a final determination by the appellate examiner; provided, that final action should occur within 60 calendar days of the date the petition for review was filed; provided, however, that in the event new factual information is brought forward and the appellate hearing examiner concludes that such evidence was not available, nor could have been reasonably made available, at the hearing examiner hearing, the appellate hearing examiner may remand to hearing examiner for a re-opening of the record on that limited issue.

C. If the appellate examiner determines that there is no basis for the alleged errors set forth in the appeal, he/she shall affirm the decision of the hearing examiner. The decision of the appellate examiner shall be final unless within 21 days of the decision of the appellate examiner a valid land use petition is filed with the superior court of Washington for Pacific County seeking judicial review of the action taken, pursuant to the requirements of state law. If the court orders a copy of the record to be submitted, the petitioner shall prepare at the petitioners' expense and submit a verbatim transcript of any hearings held on the matter.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 5. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 6. Effective Date. This ordinance shall take effect five days after publication as provided by law.

This Ordinance was **INTRODUCED** on the 16th day of JUNE 2025 and **PASSED** on this 7th day of JUNE 2025 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



CITY OF RAYMOND, WASHINGTON

STAFF REPORT

Conditional Use Permit – Multi-Family Residential Above Commercial

Applicant: WCDA

File Number: P 25-004

Hearing Date: May 19, 2025

Planner: Will Hamlin, City Planner

Project Location: 410 3rd St. Raymond, WA

Zoning District: Retail Core

Proposal: Conditional Use Permit to allow multi-family residential units above a commercial structure.

I. Proposal Summary

The applicant is requesting a Conditional Use Permit (CUP) to construct multi-family residential units on the upper floor(s) of a new commercial building. The proposed development will integrate commercial uses on the ground level with residential units above, aligning with the City of Raymond's objectives for mixed-use development.

II. Project Description

- Ground Floor: Veterans Resource Center, City Hall, and shared meeting space
- Upper Floor(s): 18 apartments with veteran preference
- Access: The building will be accessed from 3rd St. and Dureya
- Parking: Parking will primarily be on-street, as the building has historically only had on-street parking with minimal spaces in the rear of the building.

III. Zoning and Land Use

- Comprehensive Plan Designation: Mixed-use Commercial
- Zoning Classification: Retail Core
- Surrounding Land Use: Retail Core / General Commercial

Per Raymond Municipal Code (RMC), multi-family residential uses above commercial structures may be permitted through a Conditional Use Permit within commercial zones.

IV. Analysis of Conditional Use Criteria

Under RMC [Insert relevant code], the following criteria must be considered:

1. Compatibility with Surrounding Uses:

The proposed mixed-use development is compatible with adjacent commercial and residential uses, supporting downtown vitality.

2. Adequacy of Public Services:

Water, sewer, and emergency services are available on-site. No adverse impacts to service levels are anticipated.

3. Traffic and Parking:

The site will maintain on-street parking as it has historically been.

4. Design and Character:

The proposal promotes pedestrian-oriented development, aligning with Raymond's downtown character and urban design principles.

V. Public Notice and Comment

Notice of the public hearing was published on May 7, 2025. The City received [insert number] written comments as of the date of this report. Comments will be entered into the hearing record.

VI. Staff Recommendation

Staff recommends approval of the Conditional Use Permit, subject to the following conditions:

1. The project shall be developed in substantial conformance with the plans submitted.
2. All applicable City codes and development standards shall be met.
3. Adequate off-street parking must be provided as required by RMC.
4. The applicant shall obtain all necessary building permits prior to construction.

VII. Attachments

- Application Materials
- Zoning Map
- Public Notice



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 Nasreen Al Tamimi Phone Number 206 328 7664

Address 402 15th Avenue East, Seattle, WA 98112

Signature [Signature] Date 01/07/2025

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

Owner's Name (if different) Willipa Community Dev. Authority Phone Number 360 214 9393

Address P.O.Box 111, Raymond, WA 98577

Owner's Signature [Signature] Date 1/7/2025

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

GENERAL INFORMATION

Project Address/Location 221 Duryea Street, Raymond, WA 98577

Parcel Number(s) 72039015110

Zoning District RC. 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? Commercial

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

The proposed new building will include a Resource Center, City Hall, a shared meeting space and public restrooms on the ground floor and residential apartments on the second and third floors. The Resource Center will include approximately 3,000 square feet consisting of a reception area, offices, a small kitchen and utility spaces operating from 8am - 5pm providing services to Veterans. The City Hall will be approximately 3,500 square feet with offices, storage and ancillary spaces housing the City of Raymond Mayor and staff. A meeting room and public restrooms with approximately 2,000 square feet will be shared by the City of Raymond as Council Chamber and the Resource center for larger group meetings. A separate ground-floor lobby will provide a residential entry with elevator access to the second and third floors, which will include 9 studio and one-bedroom apartments with laundry and community facilities on each floor. Stairway access will also be provided. The total residential area is approximately 11,500 square feet. The residential units will prioritize housing for veterans.

**Willapa Community Development Association (WCDA)
American Legion Veteran Housing and Resource Center
Project Description
01-03-25**

The Willapa Community Development Association has partnered with the local American Legion Post 150 and the City of Raymond to demolish the existing American Legion Building located on Third and Duryea Streets in downtown Raymond and construct a new building on the site. The new building will include a Resource Center, City Hall, a shared meeting space and public restrooms on the ground floor and residential apartments on the second and third floors. The Legion Post will relocate to the city owned community center also located on Third Street a half block from the American Legion site.

The new building will be a three-story L-shaped wood framed structure approximately 140 feet by 110 feet, with a total of approximately 21,500 square feet. The floor plate is approximately 8,500 square feet. The Resource Center will include approximately 3,000 square feet consisting of a reception area, offices, a small kitchen and utility spaces. The City Hall will be approximately 3,500 square feet with offices, storage and ancillary spaces. A meeting room and public restrooms with approximately 2,000 square feet will be shared. A separate ground-floor lobby will provide a residential entry with elevator access to the second and third floors, which will include 9 studio and one-bedroom apartments with laundry facilities on each floor. Stairway access will also be provided. The total residential area is approximately 11,500 square feet. The residential units will prioritize housing for veterans.

Existing Site and Building:

The project site is a level 15,720 square foot lot (Pacific County TP No. 72039015110) in the Retail Core zone in downtown Raymond. The site is not in a FEMA designated flood plain. The designated flood plain areas within the City of Raymond have elevations of 10 feet NAVD or less. The sidewalk adjacent to the building has an elevation of approximately 13 feet NAVD 88. The City of Raymond requires that the first floor of new buildings have an elevation of 14.5 NAVD 88. The portion of the site not currently occupied by the existing building has an impervious surface of asphalt pavement and compacted gravel. The existing building, constructed in 1914, is a wood and plaster, two-story structure with a mezzanine, on wood pilings with concrete pile caps and cross beams. A structural assessment has confirmed that the building has reached the end of its useful life and cannot be cost effectively repaired, thus, the decision has been made to demolish and rebuild.

The site will be redeveloped with the new building and an asphalt parking area. The building will be separated from the neighboring buildings on the west and north. All waste materials generated by the demolition will be treated consistent with applicable environmental codes and disposed of at an approved site.

Proposed New Building:

The planned new building will be a three story, wood framed structure with an L-shape approximately 140 feet by 110 feet. The floor plate is approximately 8,500

square feet. The three-story building will have be approximately 21,500 square feet. The following summarizes details of the construction:

- Foundation
 - Due to the overburden of poor soils at the site, the new foundation will require an array of deep driven or auger-cast concrete piles and concrete grade beams.
- Floor Level
 - In compliance with City of Raymond requirements the first floor of the new building will be set at elevation 14.5 NAVD 88.
- Accessibility
 - The new building will comply with the accessibility requirements of the Americans with Disabilities Act. Accessible ramps will be provided from the existing sidewalk level up to the new first floor level. Upper floor accessibility will be provided by an elevator.
- Structure
 - The building will be wood-framed, with stud walls, manufactured wood joist floors and roof structure, and plywood diaphragm assemblies for lateral loads.
- Exterior
 - Exterior siding will be a combination of fiber-cement planks and panels.
 - Exterior doors will be hollow-metal doors in hollow-metal frames (service entries) and aluminum storefront systems (public entries). Residential entries on the upper floors will be fiberglass doors in hollow metal frames.
- Plumbing Systems
 - A new water service will be provided from the existing 8" main in Duryea Street.
 - A new sanitary sewer connection will be provided to the existing 8" sewer in the alley to the north.
 - New plumbing fixtures will be water conserving and meet or exceed Evergreen Sustainable Development Standards.
- Electrical Systems
 - A new three-phase electrical service will be provided to the building from the north side.
 - The apartments will be individually metered with a house meter for the common residential areas.
 - The City Hall and Resource Center spaces will be metered separately.
 - All new lighting will be LED fixtures.
 - A rooftop photovoltaic collector system including Solar Modules, Microinverters & Ballasted Roof Mounting System and all equipment necessary to tie into the electrical grid will be installed.

- **Fire Sprinkler System**
 - A new NFPA 13 fire sprinkler system will serve all floors of the building.
 - A new fire service line will be installed from the 8" water main in Duryea Street. The water pressure serving the building is approximately 100 psi.
- **Windows**
 - New vinyl windows will be installed at the residential dwelling units. The windows are proposed as a combination of fixed and casement operation have a U Value of .28 or better.
- **Heating Systems**
 - The residential apartments will have electric resistance cove heaters.
 - Residential ventilation will be provided by Energy Recovery Ventilators.
 - The common areas will have ductless mini split heat pumps.
 - The Veteran and Community Resource Center and new City Hall will be heated and cooled with heat pumps.
 - The building will be insulated to meet the new energy codes.
- **Interior Finishes**
 - All interior finishes at the upper floor and shelter units will be new.
 - Corridors: Luxury vinyl plank with prefinished wood base
 - Stairs: rubber with rubber base
 - Living, dining areas and kitchen: luxury vinyl plank with rubber base
 - Bathrooms: sheet vinyl with rubber base
 - Carpet will be Greenguard rated and resilient flooring will have FloorScore certification.
 - Walls and ceilings will be painted gypsum wallboard with a light orange peel texture. Paints are all low VOC.
 - All interior finishes in the Resource Center will be new
 - Offices, meeting rooms, hallways: carpet tile with rubber base
 - Bathrooms: sheet vinyl with rubber base
 - Carpet will be Greenguard rated and resilient flooring will have FloorScore certification.
 - Walls will be painted gypsum wallboard with a light orange peel texture. Paints are all low VOC.
 - Ceilings will be an acoustic tile ceiling system.
- **Solar Panels:** If funding is available, solar panels will be installed on the roof with a battery backup system located in an accessory structure.

Staging Areas: All construction materials will be stored in the paved area on the north side of the building. No hazardous materials will be used in this renovation.

Stormwater Runoff: There is a municipal stormwater drainage system in the alley to the north of the building. The existing building and parking lot drain to that system. No changes are proposed. The city stormwater system drains to the south and discharges to the South Fork of the Willapa River near Third and Alder Streets.

Projected Project Schedule:

- Predevelopment: June 2021 to March 2025
- Complete Project Financing: January 2025
- Final Design and Building Permit Submittal: May 2025
- Bidding and Start Construction: August 2025
- Complete Construction: October 2026
- Occupancy: November 2026



Environmental Works
COMMUNITY DESIGN CENTER
402 10th Ave E | Gresham, VA | 98112
509.329.2000 | eworksls.org

Reference:	CONDITIONAL LAND USE PERMIT
Date:	9/16/2023
Project:	MC 10A
Client:	PD
OC:	PD
Project #:	24026
Rev:	001
Drawn by:	001

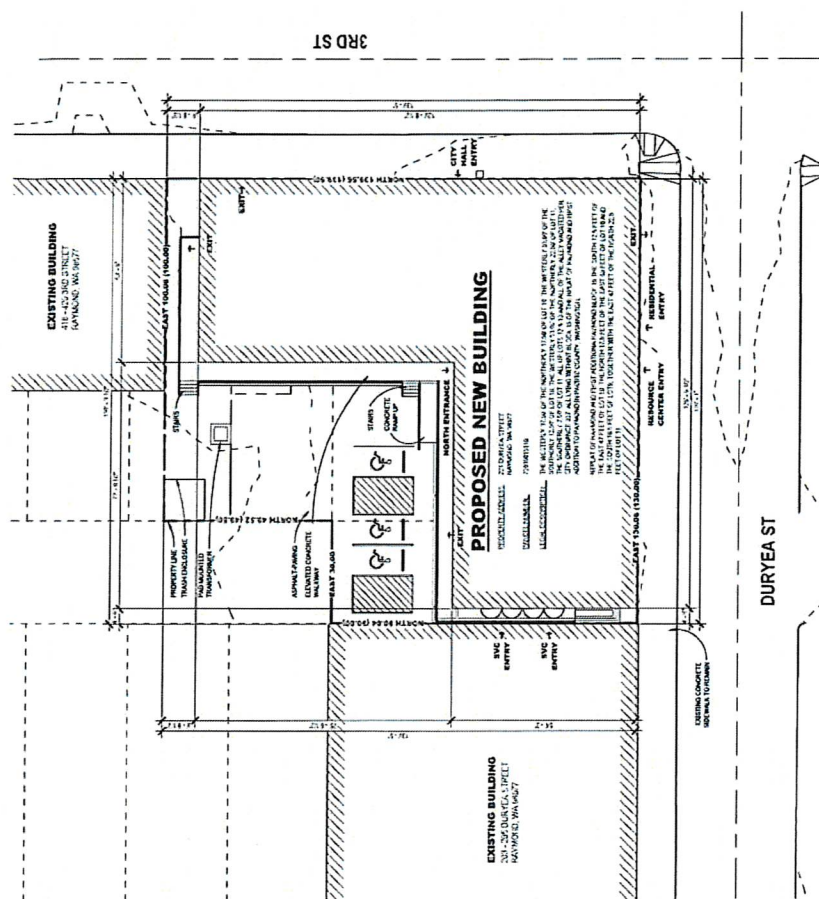
AM/AM/01

American Legion
Veteran Housing
Resource Center
City Hall

251 Durysa Blvd
Gresham, VA 98027

SITE PLAN

A1.01



1 SITE PLAN
10/16/2023

City of Raymond

230 2nd St. Raymond WA 98577

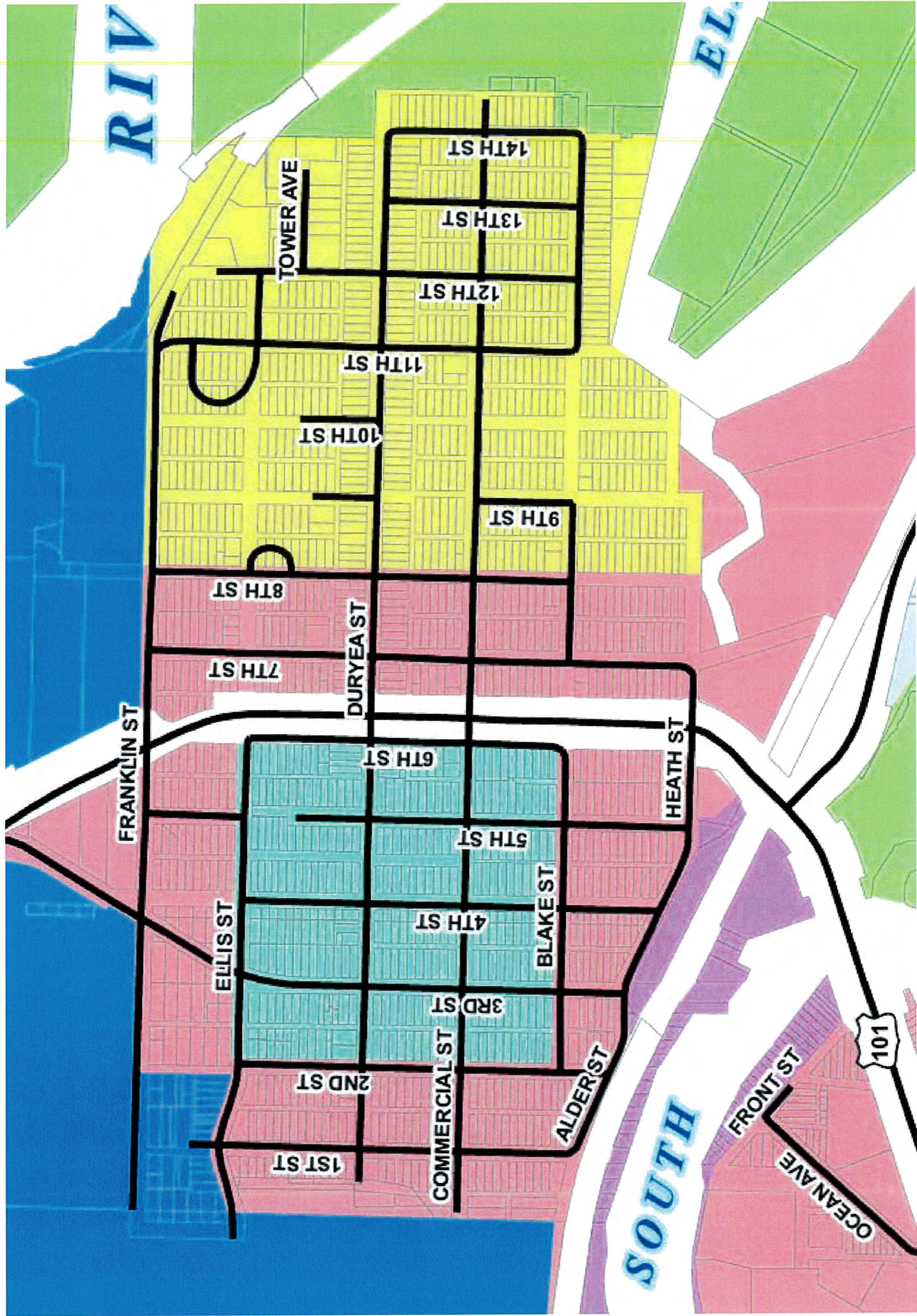
Date: 1/31/2025
Time: 11:35:38 AM
Clerk: s-sadair

Receipt: 57761
System: Financials
Amount: \$550.00
Received From: WILLAPA COMMUNITY
DEVELOPMENT
COND. USE PERMIT

Reference CM Receipt Number -
57761

Notes

Check 10022 \$550.00

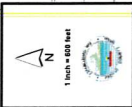
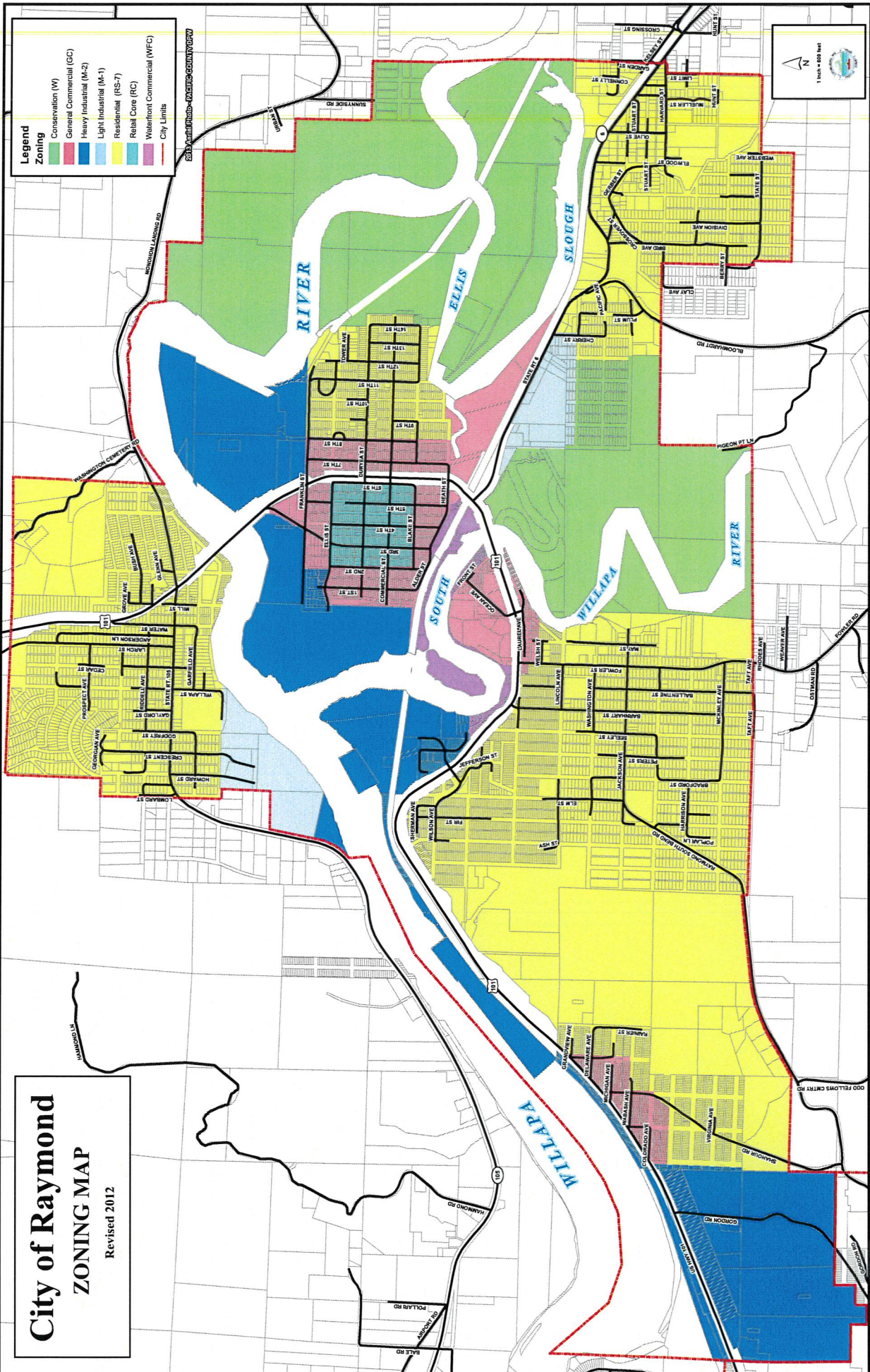


City of Raymond

ZONING MAP

Revised 2012

- Legend**
- Conservation (W)
 - General Commercial (GC)
 - Heavy Industrial (M-2)
 - Light Industrial (M-1)
 - Residential (RS-7)
 - Retail Core (RC)
 - Waterfront Commercial (WFC)
 - City Limits



NOTICE OF PUBLIC HEARING

CITY OF RAYMOND, WASHINGTON

Notice is hereby given that the City of Raymond will hold a public hearing on Monday, May 19, 2025, at 1:00 PM at the Willapa Center, 216 3rd Street, Raymond, WA, to consider a Conditional Use Permit application. The proposal involves the construction of multi-family residential units above a commercial structure.

Members of the public are invited to comment on the proposal. Written comments may be submitted in advance to:

Will Hamlin, City Planner
City of Raymond
300 First Street
Raymond, WA 98577

Written comments must be received by 4:00 PM on Friday, May 16, 2025, to be included in the official hearing record. Oral and written testimony will also be accepted during the hearing.

The hearing location is ADA accessible. Copies of the permit application are available for public review at Raymond City Hall, 230 2nd Street, Raymond, WA 98577. For more information, please call (360) 942-4108.

Published: May 7, 2025

1
2
3
4
5
6
7
8
9
10
11
12

**CITY OF RAYMOND
CONDITIONAL USE APPLICATION**

Willapa Community Development Authority,
Owner

Nasreen Al Tamimi,
Architect/Applicant.

PLANNING COMMISSION
RECOMMENDATION

13
14
15 THIS matter comes before the Hearings Officer for the Raymond City Planning
16 Commission pursuant to RMC 15.48.080 for review and recommendation of the applicant's
17 conditional use application.

18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

FINDINGS OF FACT

1. The Willapa Community Development Authority is the owner of the real property located at 221 Duryea Street in Raymond, Washington, which is identified by Tax Parcel ID No. 72039015110.
2. Applicant filed a Conditional Use Permit Application (Application) on behalf of the Owner on January 17, 2025 related to a proposed new building.
3. The proposed conditional use is multi-family residential units above a commercial structure.
4. The Application states that the proposed new building will include a Resource Center, the City Hall, shared meeting space, and public restrooms on the ground floor and residential apartments on the second and third floors.
5. The Resource Center will occupy approximately 3,000 square feet and will include a reception area, offices, a small kitchen, and utility spaces. It will operate from 8 am to 5 pm and serve veterans.

- 1 6. The City Hall will occupy approximately 3,500 square feet and include offices, storage,
2 and ancillary spaces for the Mayor and City administration.
- 3 7. The Resource Center and City Hall will share a meeting room and public restrooms that
4 will occupy approximately 2,000 square feet. This space will be used by the City for City
5 Council meetings and by the City and the Resource Center for larger group meetings.
- 6 8. A ground floor lobby, separate from the City Hall and the Resource Center, will provide
7 residential entry to the second and third floors. The second and third floors will have
8 stairway and elevator access.
- 9 9. The residential area on the second and third floors totals approximately 11,500 square feet
10 and includes 9 studio and one-bedroom apartments with laundry and community services
11 on each floor.
- 12 10. The residential units will prioritize housing for veterans.
- 13 11. Access will be from Third Street and from Duryea Street.
- 14 12. The existing American Legion building will be demolished, and the new building will be
15 constructed on that site.
- 16 13. The existing American Legion building was constructed in 1914, and a structural
17 assessment confirms that the building has reached the end of its useful life and repair is
18 not cost effective.
- 19 14. The subject parcel is a level, 15,720 square foot lot in the downtown Raymond, Retail-
20 Core zone.
- 21 15. The site is not in a FEMA designated flood plain.
- 22 16. The site will be redeveloped, after demolition, with the new building and an asphalt
23 parking area. The proposal does not specify the extent of off-street parking.
- 24 17. Parking for the existing building has historically been on-street parking and parking for
25 the new building will also primarily be on-street.
- 26 18. The new building will be separated from the neighboring buildings to the west and north.
- 27 19. The proposed building will be a three-story, L-shaped, wood-frame structure
28 approximately 140 feet by 110 feet. The floor plate will be approximately 8,500 square
29 feet in size and the building will be approximately 21,500 square feet.
- 30 20. Construction details are summarized in the project description included in the Application.

- 1 21. All construction material will be stored in the paved area on the north side of the building.
2 No hazardous materials will be used.
- 3 22. The existing building and parking lot drain into an existing municipal stormwater drainage
4 system in the alley to the north. The stormwater system drains to the south and discharges
5 to the South Fork of the Willapa River near Third and Alder streets. No changes are
6 proposed.
- 7 23. The proposed schedule is as follows:
8 a. Pre-development: June 2021 to March 2025.
9 b. Complete Project Financing: January 2025.
10 c. Final Design and Building Permit Submittal: May 2025.
11 d. Bidding and Start Construction: August 2025.
12 e. Complete Construction: October 2026.
13 f. Occupancy: November 2026.
- 14 24. Notice of Public Hearing for the Application was published on May 7, 2025, for the
15 hearing scheduled at 1:00 pm on May 19, 2025. The Notice specified that written
16 comments must be received by 4:00 pm on May 16, 2025, to be included in the official
17 hearing record and oral and written testimony would be accepted during the hearing.
- 18 25. No written comments were received before or at the hearing. Oral testimony was taken
19 from several individuals identified on the hearing record.
- 20 26. Several nearby business owners express concern that increased use of on-street parking in
21 the Retail Core due to the 18 residential units will adversely impact them because
22 customers will not have access to parking nearby.
- 23 27. The City Planner states that the City is trying to increase off-street parking in the Retail
24 Core.
- 25 28. The existing building had only on-street parking.

26 CONCLUSIONS OF LAW

- 27
- 28 1. Residences above ground-floor commercial are a conditional use in the Raymond Retail
29 Core zone. RMC 15.44.202.
- 30 2. The subject property is in the Retail Core zone. City of Raymond zoning Map.
- 31 3. The City will grant a conditional use only after finding the following:

- a. The use conforms generally to the objectives of the comprehensive plan and the intent of the Raymond Municipal Code.
 - b. The use will not be materially detrimental to the nearby affected properties or their occupants.
 - c. The use (except in the case of planned residential development) meets the overall density coverage, yard, height, and all other regulations of the Retail Core zoning.¹
4. Conditional uses may be appropriate if conditions can be applied to make them fit a particular location. RMC 15.48.010,
 5. Objection to a conditional use must be based on some particular feature of the project unique to the site, not inherent in the use. RMC 15.48.010(D).

CONCLUSION AND RECOMMENDATION

The Planning Commission Hearing Officer concludes that the proposed conditional use is authorized in the Retail Core zone, that it conforms generally to the objectives of the comprehensive plan and intent of the Raymond Municipal Code, it will not be materially detrimental to the nearby affected properties or their occupants, and the use meets the regulations of the Retail Core zoning.

The primary concern expressed at the hearing was the impact on on-street parking. Parking is inherent in the use of the building and could have a similar impact if a commercial building that did not require a condition use permit was constructed. It is not a “particular feature of the project unique to the site>”

The Planning Commission Hearing Officer further concludes that conditions can be applied that make the proposed condition use fit location.

The Planning Commission recommends approval of the Conditional Use Permit, subject to the following conditions:

1. The project shall substantially conform with the plans submitted.

¹ RMC 115.48.090.

1 2. The project shall comply with all applicable Federal, State, and local laws, rules and
2 regulations, which includes obtaining all necessary building permits prior to
3 construction.

4 3. The City will use its best efforts to encourage or provide additional off-street parking
5 needed for the success of Retail Core businesses and the convenience of customers
6 and residents.

7 4.

8 DATED this 4th day of June, 2025.



Michael S. Turner, Hearings Officer
Raymond City Planning Commission