



Online Form Submittal: Contact Us

1 message

noreply@civicplus.com <noreply@civicplus.com>

Reply-To: noreply@civicplus.com

To:

Tue, Nov 18, 2025 at 5:51 PM

Contact Us

First Name

Last Name

Phone Number

Field not completed.

Email Address

Whom would you like to
contact?

City Clerk

Question / Comment

Hello,

I am submitting a formal Public Records Request under the Washington State Public Records Act (RCW 42.56) regarding the complaint I filed about construction and retaining wall issues at 3311 S 2nd Way.

My previous complaint was marked "completed" or "closed," but I did not receive any information about what actions were taken, who reviewed the situation, or how the concerns were addressed. For the safety of my property and the surrounding community, I need to understand what was done.

I am respectfully requesting the following public records:

1. All records related to my original complaint

This includes, but is not limited to:

The complaint report itself
Internal notes or logs
Inspection notes or findings
Photos or site visit documentation
Communications between staff regarding the complaint
Communications with the property owner at 3311 S 2nd Way
Any determination, findings, or closure summaries

2. The name, title, and department of the staff member(s)

who:

Accepted my complaint
Reviewed it
Made the decision to close it
Performed (or chose not to perform) inspections or enforcement actions

3. Any permits, applications, or approvals

related to:

The retaining wall
The shed
Excavation or grading near the property line
Any work involving my fence line
Habitat or critical area review (if applicable)

4. Any enforcement actions, notices, warnings, or follow-ups

issued to the property owner at 3311 S 2nd Way regarding this matter.

5. Any engineering reports or structural evaluations

reviewed or relied upon in closing the complaint.

I am requesting these documents in electronic form (PDF or email attachments) if possible.

If any portion of the records is exempt from disclosure under RCW 42.56, please:

Cite the specific exemption being used,
Explain why it applies, and
Provide all remaining non-exempt information.

My Information:

Thank you for your assistance. I appreciate your time and look forward to receiving the records.

Kind regards,

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