



## FW: Online Form Submittal: Contact Us

1 message

Julie Ferriss <Julie.Ferriss@ridgefieldwa.us>  
To:

Fri, Nov 21, 2025 at 8:40 AM

Hello,

The City is in receipt of your records request below. I will work with staff to gather the available documents and will provide them to you no later than December 3, 2025.

Thank you,



Julie Ferriss, CMC  
City Clerk | City Hall

(360) 857-5006  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)  
230 Pioneer Street | PO BOX 608 | Ridgefield, 98642

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**From:** Communications <[communications@ridgefieldwa.us](mailto:communications@ridgefieldwa.us)>  
**Sent:** Wednesday, November 19, 2025 8:08 AM  
**To:** Julie Ferriss <[Julie.Ferriss@ridgefieldwa.us](mailto:Julie.Ferriss@ridgefieldwa.us)>  
**Cc:** Communications <[communications@ridgefieldwa.us](mailto:communications@ridgefieldwa.us)>  
**Subject:** FW: Online Form Submittal: Contact Us

Hi Julie,

Please see the request below.

Thank you,

Emily



Communications Team  
Administration | City Hall

(360) 887-3557  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)  
230 Pioneer Street | PO BOX 608 | Ridgefield, 98642

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Tuesday, November 18, 2025 5:52 PM  
**To:** Communications <[communications@ridgefieldwa.us](mailto:communications@ridgefieldwa.us)>  
**Subject:** Online Form Submittal: Contact Us

### Contact Us

Phone Number

Field not completed.

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Email Address

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Whom would you like to  
contact?

City Clerk

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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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