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**RE: Online Form Submittal: Contact Us**

1 message

**Julie Ferriss** <Julie.Ferriss@ridgefieldwa.us>  
To  
Cc: Tracy Blehm <Tracy.Blehm@ridgefieldwa.us>

Mon, Nov 24, 2025 at 2:22 PM

Good afternoon,

I wanted to give you a quick update. With the holiday schedule, a few employees who are assisting with the information you requested are currently out of the office. As a result, I need additional time to gather all the materials.

I will provide the complete records by **December 12th**.

If you have any questions, please don't hesitate to reach out.

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:** Julie Ferriss  
**Sent:** Friday, November 21, 2025 8:40 AM  
**To:**  
**Subject:** FW: Online Form Submittal: Contact Us

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)  
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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.
Whom would you like to contact?	City Clerk
Question / Comment	<p>Hello,</p> <p>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.</p> <p>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.</p> <p>I am respectfully requesting the following public records:</p> <p>1. All records related to my original complaint</p> <p>This includes, but is not limited to:</p> <p>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</p> <p>2. The name, title, and department of the staff member(s) who:</p> <p>Accepted my complaint Reviewed it Made the decision to close it Performed (or chose not to perform) inspections or enforcement actions</p> <p>3. Any permits, applications, or approvals related to:</p> <p>The retaining wall</p>

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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