



## NOTICE OF HEARING

December 29, 2021

Randall Glinski  
Laurie Glinski  
Breanna Glinski  
17335 SE Progress Ct  
Milwaukie, OR 97267

**RE::** County of Clackamas v. Randall, Laurie and Breanna Glinski

**File:** V0019520

**Hearing Date:** January 25, 2022

**Time:** This item will not begin before 12:00 pm however it may begin later depending on the length of preceding items.

**Location:** Hearing will be held by virtual Zoom meeting. Please see attached information regarding the process for the Zoom meeting.

Enclosed you will find the following:

1. Notice of Rights;
2. Copy of Exhibits which have been submitted by the County

You **must** appear at the time set forth in this Notice of Hearing or the relief requested in the **Complaint** may be **granted against you by default**.

**You can access the complete hearing packet at  
<https://www.clackamas.us/codeenforcement/hearings>**

You may contact Kimberly Benthin, Code Compliance Specialist for Clackamas County at (503) 742-4457, should you have any questions about the violation(s) in the **Complaint**. Do not call the Compliance Hearings Officer.

Enclosures

CC: Carl Cox -Compliance Hearings Officer

## **STATEMENT OF RIGHTS**

1. **Prior to the Hearing.** You have the right to make the following requests:
  - (A) You can request the opportunity to review public records and to talk to County staff about the violations or request a subpoena for that purpose if the County does not allow you to do so.
  - (B) You can request that the Hearings Officer postpone the hearing for good cause by writing the Hearings Officer at least 7 calendar days prior to the scheduled hearing date.
  - (C) You can request that the Hearings Officer decide the matter based exclusively on written materials from the parties or conduct the hearing by phone.
2. **Procedure.** The hearing will be governed by general rules of procedure designed to allow you to hear and confront the evidence against you, and for you to present evidence favorable to you. You are not required to present any evidence, the burden is on the County to establish by a preponderance of the evidence that a violation exists, or existed. Either party may, at their own expense, obtain an attorney to represent them at the hearing. If you wish to be represented by an attorney they need only notify the County and the Hearings Officer in writing of their intent to appear on your behalf. The County will present evidence first, and then you may question that evidence. You may then present your own evidence, if you wish, and the County may question your evidence. Testimony by witnesses is evidence. The Hearings Officer may inquire into any facts that are relevant to the hearing and may question the parties or witnesses about the case. Evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible.
3. **Record of Proceedings.** An audio record will be made of the proceedings when a hearing is conducted. The audio record is available through the Clackamas County Code Enforcement Section and is available to you upon request.
4. **Hearings Officer.** The Hearings Officer is an independent contractor paid by the County to conduct hearings and render decisions. He/she is not a County employee. His/her function is to preside over the hearing, make a record of proceedings, consider admissible evidence, and interpret and apply the law. After the hearing is closed the Hearings Officer will enter written findings of fact, conclusions of law, and any Order deemed proper. If a violation is proven, then the Order may include civil penalties, fines, administrative fees, or may require the respondent to take certain actions, or refrain from certain actions. An Order issued by the Hearings Officer may be a Final Order or Continuing Order. The Hearings Officers Order is the final decision of the County, and may be appealed pursuant to Oregon law. The Hearings Officer for Clackamas County is:

**Carl Cox**  
**Attorney at Law**  
**14725 NE 20<sup>th</sup> Street, #D-5**  
**Bellevue, WA 98007**
5. **Right to Recess.** If, during the course of the hearing, Respondent or the County requests a recess or postponement, or additional time to present crucial evidence, the Hearings Officer may allow a continuance of the hearing for good cause. The Respondent may also request that the proceeding be continued after the end of the hearing if the Respondent determines that additional evidence should be brought to the attention of the Hearings Officer.
6. **Right to Appeal.** The Final Order of the Hearings Officer shall set forth the right of the respondent to appeal any adverse Order. Appeal may be taken pursuant to Section 2.07.130 of the Clackamas County Hearings Officer Code, and Oregon Revised Statute 34.010-34.100. If appeal is taken, appellant is responsible for all costs of appeal including preparation of transcript.



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Clackamas County is abiding by social distancing requirements during the coronavirus pandemic, so your hearing will be conducted virtually using the Zoom platform.

You must have access to the internet or to a telephone line to use the Zoom platform. We have sent you the Zoom invite to bkgliniski@gmail.com. Please contact Kimberly Benthin if you are unable to find the email.

If you would like to present evidence at the Hearing please email or mail your evidence to KimBen@clackamas.us or 150 Beaver Creek Rd, Oregon City, Oregon 97045, no later than 4 work days prior to the hearing. Staff will number your evidence for the hearing and provide the numbered documents to the Hearings Officer and send them back to you for reference.

If you are unable to participate in a hearing through the Zoom platform please contact Kimberly Benthin at 503-742-4457 **within 3 calendar days of receipt of the notice of hearing packet.**

If you do not know how to use Zoom, please Google "how to use Zoom" and there are many interactive guides on the internet.

**If you experience difficulties connecting to the Zoom hearing before your scheduled start time, please call 503-348-4692 for assistance.**

*\*Clackamas County encourages voluntary compliance with code violations to support a safe and healthy community for all. Please note that a \$75.00 monthly Administrative Compliance Fee will be assessed if a violation has been determined and has not been abated. When a property owner works cooperatively with the County to resolve a confirmed code violation, the County may waive all or part of that fee.*

## Department of Transportation and Development

### **Nondiscrimination Policy:**

The Department of Transportation and Development is committed to non-discrimination. For more information go to:

[www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination), email [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us) or call (503) 742-4452.

### **¡LE DAMOS LA BIENVENIDA!** Spanish

El Departamento de Transporte y Desarrollo está comprometido con la no discriminación. Para obtener más información, visite: [www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination), envíe un correo electrónico a [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us) o llame al 503-742-4452.

### **ДОБРО ПОЖАЛОВАТЬ!** Russian

Департамент транспорта и развития инфраструктуры стремится к соблюдению политики недопущения дискриминации. Для получения дополнительной информации посетите веб-сайт: [www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination), отправьте письмо на адрес эл. почты [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us) или позвоните по телефону 503-742-4452.

### **欢迎!** Chinese (Mandarin)

交通和发展部致力于实现非歧视。如需了解更多信息，请访问 [www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination)，发送电子邮件至 [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us) 或致电 503-742-4452。

### **CHÀO MỪNG!** Vietnamese

Bộ Vận Tải và Phát Triển cam kết thực thi chính sách không phân biệt đối xử. Để biết thêm thông tin, vui lòng truy cập trang mạng:

[www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination), gửi email đến [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us) hoặc gọi điện thoại theo số 503-742-4452.

### **환영합니다.** Korean

운송개발부는 차별 금지를 위해 모든 노력을 기울이고 있습니다. 자세한 내용은 홈페이지 [www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination)을 참조하거나 이메일 [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us), 또는 전화 503-742-4452번으로 연락 주십시오.



BEFORE THE COMPLIANCE HEARINGS OFFICER  
for the  
CLACKAMAS COUNTY BOARD OF COMMISSIONERS

COUNTY OF CLACKAMAS,

Petitioner,

File No.: V0019520

v.

RANDALL J GLINSKI,  
LAURIE GLINSKI, and  
BREANNA GLINSKI,

Respondents.

COMPLAINT AND REQUEST FOR HEARING

I, Kimberly Benthin, Code Enforcement Specialist for Clackamas County, allege the following:

1.

Respondent Breanna Glinski's place of residence is: 17335 SE Progress Ct, Milwaukie, OR 97267. Respondent Randall J Glinski and Respondent Laurie Glinski's mailing address appears to be: 1801 N Howard Blvd., Tucson AZ 85716-3228.

2.

The address or location of the violation(s) of law alleged in this Complaint is: 17335 SE Progress Ct, Milwaukie, OR 97267 also known as T2S, R2E, Section 18AC, Tax Lot 00936, and is located in Clackamas County, Oregon.

3.

On or about the 29<sup>th</sup> day of June, 2020 Respondents violated the following laws, in the following ways:

- a. Respondent violated Chapter 9.02 of CCC Application and Enforcement of the Clackamas County Building Code, Section 9.02.040, (A ,E) by enlarging the upper story deck without building permits and inspections.

4.

On or about the 12th day of October, 2021 Respondents violated the following laws, in the following ways:

- b. Respondent violated Chapter 9.02 of CCC Application and Enforcement of the Clackamas County Building Code, Section 9.02.040, (A ,E) by enlarging the upper story deck without building permits and inspections.

5.

The Department initiating this procedure is the Code Enforcement Section of the Department of Transportation and Development.

6.

Notice of the violation was given to Respondents in the following manner:  
Administrative Citation #20195-1 in the amount of \$25.00 was mailed first class mail on August 18, 2021. A copy of the notice document is attached to this Complaint as Exhibit 11, and incorporated by this reference.

7.

Notice of the violation was given to Respondent(s) in the following manner:

Administrative Citation #20195-2 in the amount of \$100.00 was mailed first class on October 19, 2021. A copy of the notice document is attached to this Complaint as Exhibit 13, and incorporated by this reference.

Based on these allegations, petitioner requests that a hearing be set in this matter.

Petitioner seeks an Order from the Hearings Officer granting the following relief:

1. Pursuant to Clackamas County Code Section 2.07.090, ordering Respondent to immediately abate the violations and bring the property at issue into compliance with all laws, and permanently enjoining Respondent from violating these laws in the future;
2. Pursuant to Clackamas County Code Section 2.07.090, imposing a civil penalty against Respondent for each violation, within the range established by the Board of County Commissioners. Said range for a Building Code Title Priority 1 violation being \$100.00 to \$1000.00.
3. Pursuant to Clackamas County Code Section 2.07.090, ordering Respondent to pay an administrative compliance fee as provided by Appendix A to the Clackamas County Code;
4. Pursuant to Clackamas County Code Section 2.07.090, ordering Respondent to reimburse the County for any expense the County may incur in collection of any penalties, fines or fees that may be imposed:

and

5. Ordering any other relief deemed reasonably necessary to correct the violations.

DATED THIS 27<sup>th</sup> day of December, 2021.

A handwritten signature in black ink, appearing to read 'Kimberly Benthin', is written over a light gray rectangular background.

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Kimberly Benthin  
Code Enforcement Specialist  
FOR CLACKAMAS COUNTY

COUNTY OF CLACKAMAS,

Petitioner,

v.

RANDALL J GLINSKI,  
LAURIE GLINSKI, and  
BREANNA GLINSKI

Respondents.

File No.: V0019520

STATEMENT OF PROOF

History of Events and Exhibits:

June 10, 2020 Exhibit: 1	In response to a complaint of an unpermitted addition to a second story deck, correspondence was mailed to the Respondents requesting they contact the County in ten days.
June 25, 2020 Exhibit: 2	An inspection confirmed the presence of an addition to the deck requiring a building permit.
June 29, 2020 Exhibit: 3	A violation notice mailed to the Respondents requesting the unpermitted addition to the deck be made compliant with the Building Code.
September 17, 2020 Exhibit: 4	A submittal for the building permit for the deck occurred.
October 20, 2020	The County received a returned Administrative Compliance Fee letter. It was noted there was an address different for Respondent Randall Glinski than what is recorded with the Clackamas County Assessors and Taxation office. The letter was forwarded to the Arizona address for Randall J Glinski.
October 28, 2020	Code Enforcement Specialist (CES) Kimberly Benthin received a voice mail message from Respondent Breanna Glinski. She stated she did not want to do emails. She wants to talk to a person about the letters they keep getting and the fines.
October 29, 2020	After exchanging voice mails CES Benthin spoke with Respondent Breanna Glinski. She stated that her father, Randall Glinski, received an Administrative Compliance Fee letter. CES Benthin explained the process of when the fee is imposed and explained the County is aware that the permit submittal had been made. CES Benthin explained that the fee letter will continue arrive in the mail until the violation is abated.
December 28, 2020 Exhibit: 5	A review of the record shows that the status of the permit for the addition to the deck B0449520 permit remains pending. CES Benthin left a voice mail message and sent an email to Respondent Breanna Glinski, explaining the permit remains incomplete and asked when the additional information will be

	sent? Respondent Breanna Glinski responded by email asking about the missing items?
December 30, 2020 Exhibit: 6	CES Benthin replied by email to answer Respondent Breanna Glinski.
January 6, 2021	CES Benthin and Respondent Breanna Glinski spoke by phone regarding the permit status. CES Benthin provided the Respondent contact information for Planning and Zoning as well as the Water District.
January, 20, 2021 Exhibit: 7	Clackamas County Planner Riederer emailed Respondent Breanna Glinski explaining the deck has to comply with the setbacks.
January 20, 2021 Exhibit: 8	Respondent Breanna Glinski and CES Benthin exchanged voice mail messages. Respondent Breanna Glinski followed up with an email. After receipt of the email CES Benthin phoned Respondent Breanna and discussed the options. Respondent Breanna explained that it is not an easy remedy to decrease the deck size because the posts(columns) are within the setback. Respondent Breanna explained she cannot afford to permit or replace or modify. She asked for time to remove the deck in the summer during better weather. CES Benthin provided an extension to the end of February.
April 6, 2021 Exhibit: 9	CES Benthin conducted a site inspection and took photos of the unpermitted deck addition.
August 3, 2021 Exhibit: 10	CES Benthin conducted a site inspection and took photos of the unpermitted deck addition.
August 17, 2021 Exhibit: 11	Citation # 20195-1 for \$25.00 was issued for a Priority 4 Building code violation. A copy of the citation was mailed to all three owners in separate envelopes. Respondent Randall J. Glinski and Respondent Laurie E Glinski were mailed a copy of the citation to the Progress Ct address and also to the Arizona address.
October 12, 2021 Exhibit: 12	CES Benthin conducted a site inspection and took photos of the unpermitted deck addition.
October 19, 2021 Exhibit: 13	Citation # 20195-2 for \$100.00 was issued for a Priority 4 Building code violation. A copy of the citation was mailed to all three owners in separate envelopes. Respondents Randall J. Glinski and Laurie E Glinski were mailed a copy of the citation to the Progress Ct address and to the Arizona address.
October 27, 2021	The citations addressed to Respondents Randall Glinski and Laurie Glinski sent to the 17335 SE Progress Ct were returned. The copy of the citations sent to Respondents Randall and Laurie Glinski mailed to their Arizona address were not returned.

If the Compliance Hearings Officer affirms the County's position by a preponderance of the evidence; the County may request a Continuing Order in this matter recommending the following:


In order to abate the building code violation of the deck addition a complete one of the following:

1. Modify the submitted plans in permit # B0449520 to meet the Planning and Zoning standards.
  - o The permit(s) must have the fee(s) paid in full within ten days of your being notified by Building Codes that they are ready.
  - o Please schedule all inspections so that final inspections may be obtained not later than 45 days of the date of receipt of your approved permit(s). This includes any physical modifications that may need to be completed per the approved modified submitted plans.
2. Remove the addition to the deck.. A new building permit must be submitted or permit # B0449520 modified to insure the remaining (original) deck and replaced railings are code compliant.
  - o The permit(s) must have the fee(s) paid in full within ten days of your being notified by Building Codes that they are ready.
  - o Please schedule all inspections so that final inspections may be obtained not later than 45 days of the date of receipt of your approved permit(s).

When timely, the County will submit a Post Hearing Status Report. The report will be sent to the Compliance Hearings Officer and to the Respondents. The report may include the following recommendations:

- The imposition of civil penalties of up to \$1,000.00 for each of the building code violations, for each date cited on October 19, 2021 , and August 8, 2021, for a total of \$ 2,000.00
- The administrative compliance fee to be imposed from June 2020, until the violation is abated. As of the date of this report the total is \$1,350.00.
- The payment of the citations # 20195-1 for \$25.00. # 20195-2 for \$100.00 for a total of \$125.00.
- If the violations are not abated the County may request authorization for further enforcement action including to proceed to Circuit Court.
- If the Compliance Hearings Officer imposes penalties, fines and fees. The County would also ask the Hearings Officer to order reimbursement for any expense the County incurs in collection of those monies, per Clackamas County Code Chapter 2.07.090(6)
- If the violations are not abated the County may request authorization for further enforcement action including to proceed to Circuit Court.
- The County requests the Hearing's Officer to permanently enjoin the Respondent from violating these laws in the future.

DATED THIS 27<sup>th</sup> day of December 2021.

  
Kimberly Benlhin  
Code Enforcement Specialist  
FOR CLACKAMAS COUNTY



June 10, 2020

Randall & Laurie Glinski  
17335 SE Progress Ct  
Milwaukie, OR 97267

**Subject: Alleged Violation of the Building Code, Chapter 9.02.040 of the  
Clackamas County Code**

Site Address: 17335 SE Progress Ct, Milwaukie OR 97267  
Legal Description: T2S, R2E, Section 18AC, Tax Lot 00936

It has come to the attention of Clackamas County Code Enforcement that a deck more than 30 inches above grade may have been built without the benefit of permits.

This may constitute a violation of the Building Code, Chapter 9.02.040 Clackamas County Code.

Please contact Kimberly Benthin, Code Enforcement Specialist, within ten (10) days of the date of this letter in order to discuss this matter.

E-mail address is [kimben@clackamas.us](mailto:kimben@clackamas.us)

Telephone number is 503-742-4457

*\*Clackamas County encourages voluntary compliance with code violations to support a safe and healthy community for all. Please note that a \$75.00 monthly Administrative Compliance Fee will be assessed if a violation has been determined and has not been abated. When a property owner works cooperatively with the County to resolve a confirmed code violation, the County may waive all or part of that fee.*



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### **欢迎!** Chinese (Mandarin)

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### **CHÀO MỪNG!** Vietnamese

Bộ Vận Tải và Phát Triển cam kết thực thi chính sách không phân biệt đối xử. Để biết thêm thông tin, vui lòng truy cập trang mạng: [www.clackamas.us/transportation/nondiscrimination](http://www.clackamas.us/transportation/nondiscrimination), gửi email đến [JKauppi@clackamas.us](mailto:JKauppi@clackamas.us) hoặc gọi điện thoại theo số 503-742-4452.

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오.

# Clackamas County

Tel: Inspection: 503-742-4720

<b>Location:</b> 17335 SE PROGRESS CT, MILWAUKIE, Clackamas, OR, 97267, USA	<b>Inspection Date:</b> June 25, 2020 at 1:37:04 PM
<b>Record Type:</b> Code Enforcement - Violation	<b>Record ID:</b> V0019520
<b>Inspection Type:</b> 270 Miscellaneous/Consultation	<b>Inspector:</b> Jason Warner
<b>Result:</b> In Violation	

**Comments:**  
Deck construction in progress: Structure is approximately 10’ from grade and is required to have a County Building Permit., ORSC R105.1 & R105.2, Condition #15

\*See: Photos Attached

**Violation Summary:**

Inspector	Contractor
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**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

June 29, 2020

Violation File No.# V0019520

Randall J. Glinski  
Laurie E. Glinski  
Breanna K. Glinski  
17335 SE Progress Ct.,  
Milwaukie, OR 97267

**Subject: Violations of the Building Code Title 9 Chapter 9.02.040(A,E)**

Site Address: 17335 SE Progress Ct., Milwaukie, OR 97267  
Legal Description: T2S, R2E, Section 18AC, Tax Lot 00936

In response to a complaint alleging the construction of an unpermitted deck, an inspector from the Building Codes Division recently conducted an inspection of the subject property. During this inspection, it was confirmed that the construction requires a permit.

This is a violation of Chapter 9.01 of the Clackamas County Code as it pertains to the Application and Enforcement of the Clackamas County Building Code.

In order to abate the violations, please complete one of the following options:

- Submit the building permit application(s), including but not limited to structural, electrical and plumbing and technically complete plans and appropriate fee(s) **not later than August 3, 2020.**
  - The permit must be picked up within ten days of being notified.
  - Please schedule all inspections so that final inspections may be obtained not later than 45 days of the date of the permit being issued.

**Or:**

- Demolish and remove the new construction (deck). Please be advised that if you choose to remove the structure – you may still be required to get permits to confirm the remaining construction and utilities remain code compliant.

If you have questions regarding the permits, you may contact the County by email, phone, or by mail.

Building Codes Division at 503-742-4240 or [bldservice@clackamas.us](mailto:bldservice@clackamas.us)

Or by mail at: Development Services Building, 150 Beaver Creek Rd, Oregon City, OR 97045.

At this time, the Clackamas County offices are open 9 a.m. to 2 p.m., Monday – Thursday, however the public is encouraged to take advantage of the services available online, by phone or by email.

If you have any questions for me, you may leave a voice mail message at 503-742-4457 or my email is [kimben@co.clackamas.or.us](mailto:kimben@co.clackamas.or.us).

A handwritten signature in black ink, appearing to read 'Kimberly Benthin', is written over a light gray rectangular background.

Kimberly Benthin  
Code Enforcement Specialist  
Code Enforcement Section

## Required Notice of Fines and Penalties

It is important that you contact the Code Enforcement Section to resolve the violations described in the enclosed letter. Failure to resolve those violations may result in one or more of the following: (1) a citation and fine, (2) assessment of a \$75 per month administrative compliance fee, and (3) referral of this matter to the County Code Enforcement Hearings Officer.

The Clackamas County Code provides for fine amounts of up to \$500 and additional civil penalties of up to \$3,500 for each day the County verifies the noncompliance. Fine amounts and civil penalties may be assessed for each cited violation and may be assessed separately against each named party. In addition, the Code Enforcement Hearings Officer may order the violation to be abated by the County at the expense of the property owner(s) and responsible parties.

Clackamas County encourages voluntary compliance with code violations to support a safe and healthy community for all. Please note that when a property owner works cooperatively with the County to resolve a confirmed code enforcement violation, the County may in its discretion waive all or part of the \$75 per month administrative fee.

Fines and costs are payable upon the effective date of the final order declaring the fine and costs. Fines and costs under this Chapter are a debt owing to the County, pursuant to ORS 30.460, and may be collected in the same manner as any other debt allowed by law. If fines or costs are not paid within 60 days after payment is ordered, the County may file and record the order for payment in the County Clerk Lien Record.

Also, be advised that non-compliance with a Hearings Officer's Order may result in the matter being referred to County Counsel for legal action in Circuit Court which may result in additional penalties or other sanctions.

Finally, recurrences of abated violations may result in the issuance of a citation without prior notice.



# Building Permit Application

150 Beavercreek Road, Oregon City, OR 97045  
 Phone: (503) 742-4240 Fax: (503) 742-4741  
 Inspection request: 503-742-4720  
 Internet address: www.clackamas.us

TYPE OF WORK	
<input checked="" type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Master builder	<input checked="" type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address: 17335 SE Progress ct	
City/State/ZIP: Milwaukie, OR, 97267	
Suite/bldg./apt. no.:	Project name: Deck Addition
Cross street/directions to job site: Progress Ct and Clayson Ave	
Subdivision:	Lot no.:
Tax map/parcel no.: 00936	
DESCRIPTION OF WORK	
Adding new deck to existing deck (did not do any work to old deck)	
<input checked="" type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name: Breanna Glinski	
Address: 17335 SE Progress ct	
City/State/ZIP: Milwaukie, OR, 97267	
Phone: (480 ) 766-1462	Fax: ( )
E-mail: Bkgliniski@gmail.com	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
E-mail:	
CCB lic.:	
Authorized signature:	
Print name: Breanna Glinski	Date: 09-16-2020

Date Recd:	Bldg #:
By:	Plmb #:
Simple/Complex:	Elec #:
Land Use Appr:	Prj #:

REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	5,000.00
Number of bedrooms:	
Number of bathrooms:	
Total number of floors:	
New dwelling area:	square feet
Garage/carport area:	square feet
Covered porch area:	square feet
Deck area:	160 square feet
Other structure area:	square feet

REQUIRED DATA: COMMERCIAL-USE CHECKLIST	
Permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation	
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Type of construction:	
Occupancy groups:	
Existing:	
New:	

NOTICE	
All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:	

BUILDING PERMIT FEES*	
Please refer to fee schedule	
Fees due upon application	
Amount received	
Date received:	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.  
 \* Fee methodology set by Tri-County Building Industry Service Board  
 440-4613T (11/02/COM/WEB) CCP-PW12 (Rev. 3/15)



# Project Description Form

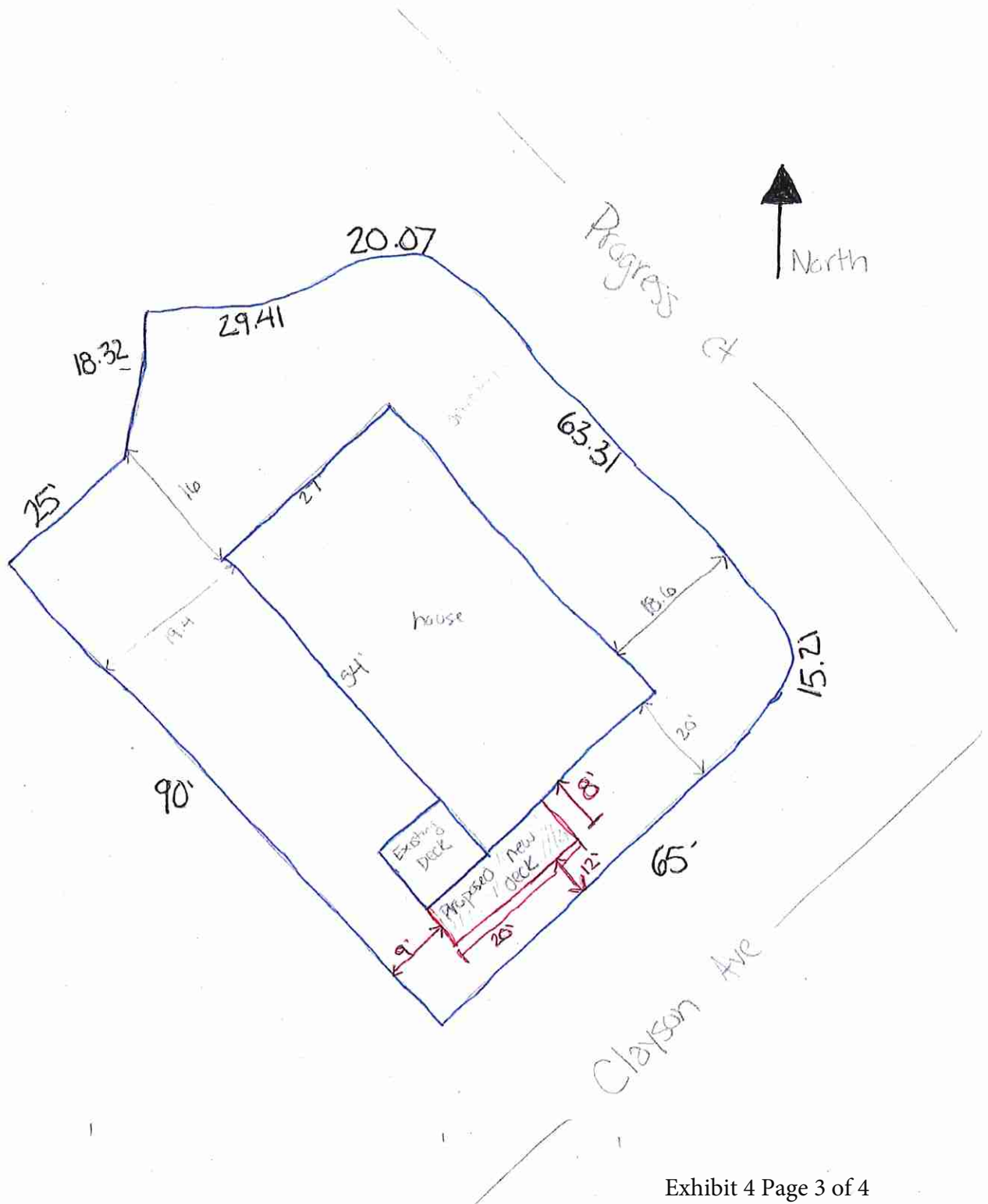
Address: 17335 SE Progress Ct		
City: Milwaukie	State: OR	Zip: 97267
Tax Lot #: 00936	Permit Type: Building	
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	
Detailed Job Description Narrative: (Building Permit Example: Remodeling bathroom to add a new walk in shower. Rebuilding new stairs at front entry and enlarging picture window in living room.) (Trade Example: Adding (1) 20amp circuit in garage for welding machine.) adding new deck to existing deck (did not do any work on old deck)		
Best person to contact regarding questions about this application		
Name: Breanna Glinski		Phone: 480-766-1462
Email: Bkglinski@gmail.com		
Best person to contact regarding County Inspector's Access to this project		
Name:		Phone:
Email:		
1. Have you applied or are you going to apply for related permits with this project at this time, and Which types: (i.e., Electrical, Plumbing, Mechanical) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes what type? Building Permit		
2. Is this related to a home business? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3. Will you be creating new bedroom(s)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes how many:		
4. Will you be adding habitable rooms in an existing basement? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes how many square feet:		
5. Are you installing new structural members? (i.e., beams, joists, trusses, footings, foundation) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes what type: beams, joists, footings		
6. Are you creating a separate dwelling unit? (i.e., ADU) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
7. Are you adding a kitchen? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
8. Is there a septic system on property? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
9. Are you expanding the footprint of the structure? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes how many square feet:		
10. Are you adding a new building on property? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes what type:		
<b>You WILL need to apply for an Entrance (driveway) Permit if any of the below are marked yes:</b> Entrance permit applications can be found here <a href="https://www.clackamas.us/engineering/forms.html">https://www.clackamas.us/engineering/forms.html</a>		
11. Are you proposing to upgrade an existing, permitted driveway? (pave, re-pave, modify drainage, widen, etc.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
12. Are you proposing to add a new driveway? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
13. Are you extending an existing, permitted driveway to a proposed building that is 150 feet or further away from a public road? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>Engineering staff will contact you if an Entrance Permit is required:</b>		
14. Is the first 20' of each of the property driveways paved? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. Are you extending an existing, permitted driveway to a proposed building that is less than 150 feet from a public road? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		



Breanna Gliniski

PLOT PLAN

Township 2S Range 2E Section 18AC Tax Lot 00936  
Address: 17335 SE Progress Ct Milwaukee OR 97267



## PREScriptive DECK

## READY-BUILD PLAN PROGRAM

EFFECTIVE MARCH, 2018	REVISIONS	
	NO.	DATE

## General Notes

105

## GENERAL NOTES

## SCOPE

SINGLE LEVEL EXTERIOR DECKS ATTACHED TO THE EXTERIOR WALL OF A ONE- OR TWO-FAMILY DWELLING.

APPLICABLE BUILDING CODE

**2017 OREGON RESIDENTIAL SPECIALTY CODE  
(ORSC).**

## LIMITATIONS OF USE

**USE OF AND ANY MODIFICATIONS TO THESE  
READY-BUILD PLANS IS SUBJECT TO REVIEW  
AND APPROVAL BY THE BUILDING DEPARTMENT  
HAVING JURISDICTION.**

- A. ULTIMATE WIND SPEED: 105-135MPH  
B. WIND EXPOSURE CATEGORY: B, C, OR D  
C. SEISMIC DESIGN CATEGORY: C, D1, OR D2  
D. GROUND SNOW LOAD: < 40 PSF

DECKS SUPPORTING LARGE CONCENTRATED LOADS SUCH AS HOT TUBS ARE BEYOND THE SCOPE OF THIS DOCUMENT.

APPLICANT SHALL USE THE CODE PRESCRIBED  
TABLES CONTAINED HEREIN AND RECORD  
THEIR PROJECT SPECIFIC DESIGN PARAMETERS  
(☒) ON SHEET **S12** PRIOR TO PERMIT  
APPLICATION.

FOUNDATION

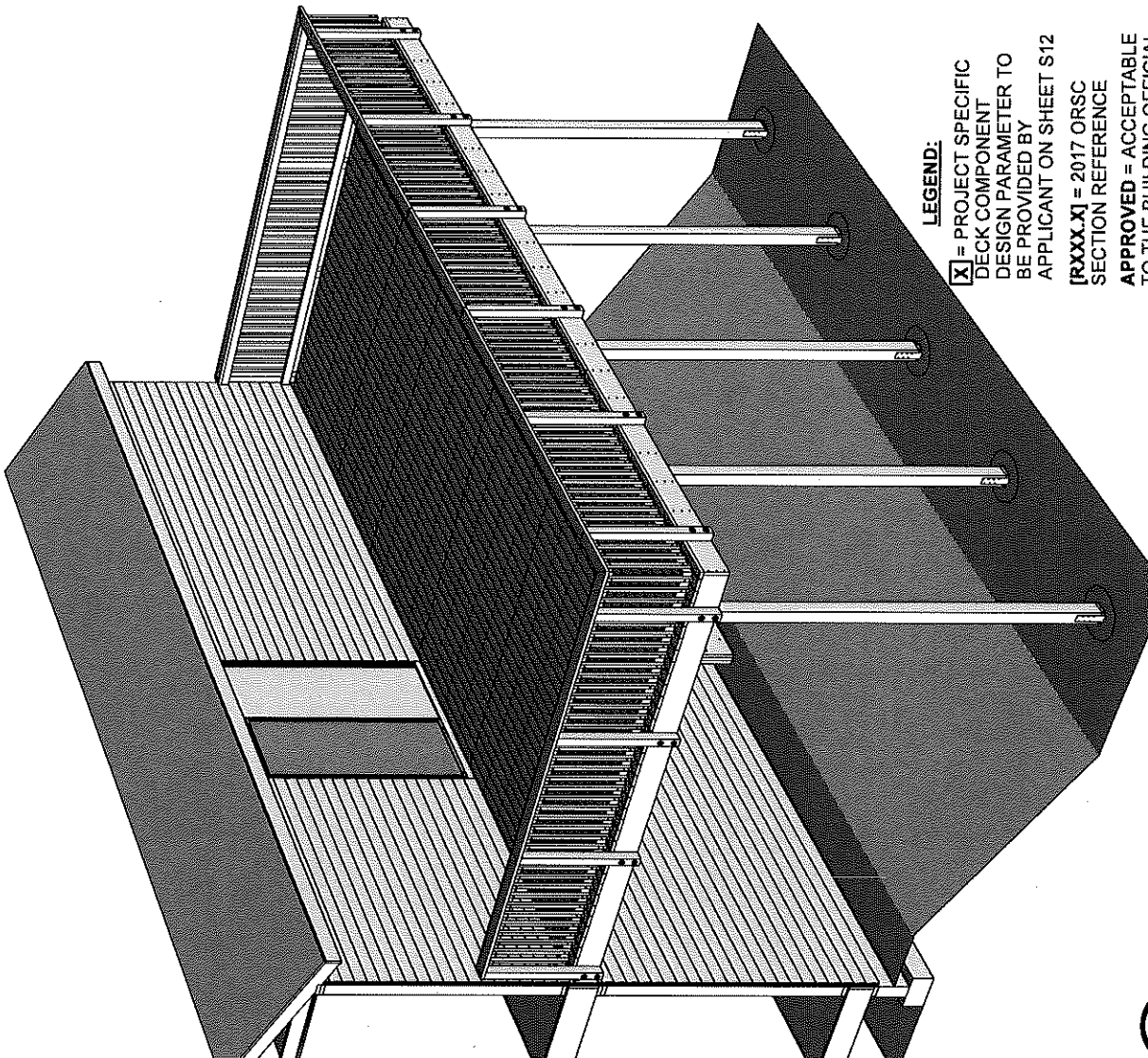
FOOTINGS SHALL BEAR ON NATIVE, INORGANIC, UNDISTURBED SOIL BELOW EXISTING GRADE. CONCRETE STRENGTH SHALL BE 3,000 PSI IN MODERATE WEATHERING REGIONS AND 3,500 PSI IN SEVERE WEATHERING REGIONS (SEE DETAIL 1/S11) [R301.2 AND R402.2].

## WOOD FRAMING

WOOD FRAMING:  
ALL WOOD SHALL BE APPROVED NATURALLY DURABLE OR PRESSURE-PRESERVATIVE-TREATED (R317.1). ALL WOOD IN CONTACT WITH THE GROUND, OR EMBEDDED IN CONCRETE SHALL BE APPROVED PRESSURE-

SHALL BE APPROVED PRESSURE-  
PRESERVATIVE-TREATED WOOD SUITABLE FOR  
GROUND CONTACT USE (R317.1.2). ALL CUTS  
SHALL BE FIELD TREATED WITH COPPER  
NAPHTHENATE (2% COPPER) [R402.1.2].

FASTENERS, ANCHORS, AND CONNECTORS. FASTENERS SHALL BE HOT-DIPPED GALVANIZED, STAINLESS STEEL, OR APPROVED FOR USE WITH PRESERVATIVE-TREATED LUMBER. COATING TYPES FOR FRAMING ANCHORS SHALL BE IN ACCORDANCE WITH MFR'S RECOMMENDATIONS (SHALL BE PROVIDED WITH SUBMITTAL) [R3.7.3]:



**LEGEND:**

**X** = PROJECT SPECIFIC  
DECK COMPONENT  
DESIGN PARAMETER TO  
BE PROVIDED BY  
APPLICANT ON SHEET S12

[RXXX.X] = 2017 ORSC  
SECTION REFERENCE

**APPROVED = ACCEPTABLE  
TO THE BUILDING OFFICIAL**  
[R202]

**From:** [Breanna Glinski](#)  
**To:** [Benthin, Kim](#)  
**Subject:** Re: Permit # B0449520  
**Date:** Monday, December 28, 2020 4:31:36 PM

---

Warning: External email. Be cautious opening attachments and links.

---

What is missing from the permit application?

On Mon, Dec 28, 2020, 5:25 PM Benthin, Kim <[KimBen@clackamas.us](mailto:KimBen@clackamas.us)> wrote:

Breanna,

The permit application you submitted above was reviewed and is waiting for additional information from you. Please be advised that the submittal is not yet complete and the property owner may receive a citation if this is not resolved timely, we are long past the deadline to submit a full and complete application.

If you have questions regarding the permit you may contact me, or the Building Codes Division at 503-742-4240 or by email at [bldservice@clackamas.us](mailto:bldservice@clackamas.us)

Kimberly Benthin

Code Enforcement Specialist

Code Enforcement Section

Clackamas County Department of Transportation and Development

[kimben@clackamas.us](mailto:kimben@clackamas.us) • phone: 503.742.4457 • Development Services Building • 150 Beaver Creek Road • Oregon City, OR 97045

Please check the Clackamas County webpage for Clackamas County building hours of operation. If you have general questions, you can also contact our main customer service desk at 503-742-4400 or via email at [DTDCustomerInfo@clackamas.us](mailto:DTDCustomerInfo@clackamas.us)

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[Spam Email](#)  
[Phishing Email](#)

## Benthin, Kim

---


**From:** Benthin, Kim  
**Sent:** Wednesday, December 30, 2020 10:47 AM  
**To:** 'Breanna Glinski'  
**Subject:** RE: Permit # B0449520

Breanna,

You should have been contacted by someone in Planning & Zoning.  
You may contact them at 503-742-4500 or [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us)  
You need to take care of this in order to complete the permitting and make the deck compliant.  
I went online and found this related to your permit:

**Record B0449520:**  
**Building - Residential New**  
**Record Status: Pending**

Record Info ▼	Payments ▼	Conditions <b>1</b>	Cust
---------------	------------	---------------------	------

 The record was placed on HOLD on 10/26/2020.  
Condition: Need Revised Plans Severity: Hold  
Total Conditions: 1 (Hold: 1)

### Conditions

---

Showing 1-1 of 1

Default - 1 Applied  
Building Record  
Need Revised Plans  
*Per Planning plans encroach in setbacks and need to be revised*  
Applied | Hold | 10/26/2020

### Kimberly Benthin

Code Enforcement Specialist  
Clackamas County Code Enforcement Section

---

**From:** Breanna Glinski <bkglinski@gmail.com>  
**Sent:** Monday, December 28, 2020 4:31 PM  
**To:** Benthin, Kim <KimBen@clackamas.us>  
**Subject:** Re: Permit # B0449520

Warning: External email. Be cautious opening attachments and links.

---

What is missing from the permit application?

On Mon, Dec 28, 2020, 5:25 PM Benthin, Kim <[KimBen@clackamas.us](mailto:KimBen@clackamas.us)> wrote:

**From:** [Riederer, Anthony](#)  
**To:** [Breanna Glinski](#)  
**Cc:** [Cannon, Christine](#); [Benthin, Kim](#)  
**Subject:** RE: Pending permit  
**Date:** Wednesday, January 20, 2021 7:28:34 AM

---

Breanna,

My understanding is that this building permit is designed to get the deck retroactively permitted and address a code enforcement violation (**V0019520**). In order to address that violation, the deck has to comply with the setbacks requirements.

I think that your next step is to revise your permit to include removal of the portion of the deck which encroaches into the setback area.

Best,

-Anthony

**Anthony Riederer** AICP, LEED-ND  
Senior Planner - Design Review and Historic Preservation

Pronouns: he, him, his  
Hours of Availability: 7:00 am-5:30 pm, Mon-Thurs

Clackamas County Planning and Zoning Division  
150 Beavercreek Road  
Oregon City, OR 97045  
Direct Ph: 503-742-4528  
Fax: 503-742-4550

To help keep the public and staff safe during the COVID-19 pandemic, we are offering comprehensive services by phone, email and online.

- [Remote permitting, submissions, approval and inspection services.](#)
- To ask general questions or find out which division can best meet your needs, call 503-742-4400 or email [dtdcustomerInfo@clackamas.us](mailto:dtdcustomerInfo@clackamas.us).
- [Connect with staff by phone or email](#): **8 a.m. – 4 p.m., Monday – Thursday and 8 a.m. – 3 p.m., Friday**
- Visit with staff through a ZOOM meeting ([schedule an appointment](#)): **9 a.m. to 2 p.m., Monday – Thursday**
- Our public service lobby is open limited hours: **9:00 a.m. to 3:00 p.m., Monday through Thursday**

Check our webpage for updates on service hours and related issues:

- [Updates on Development Services hours and related issues](#)
- [Information about the status of other county departments](#)

Thank you, and we appreciate your understanding during this challenging time.

The Clackamas County Department of Transportation and Development is dedicated to providing excellent customer service. Please help us to serve you better by giving us your [feedback](#). We appreciate your comments and will use them to evaluate and improve the quality of our public service.

**From:** Breanna Glinski <bkglinski@gmail.com>  
**Sent:** Wednesday, January 20, 2021 7:22 AM  
**To:** Riederer, Anthony <ARiederer@clackamas.us>  
**Subject:** Re: Pending permit

Ok,

How do I proceed forward then? Or what is the next step?

On Wed, Jan 20, 2021, 7:17 AM Riederer, Anthony <[ARiederer@clackamas.us](mailto:ARiederer@clackamas.us)> wrote:

Hey Breanna,

Unfortunately no, there's not a process available to waive the setback restriction.

-Anthony

**Anthony Riederer** AICP, LEED-ND  
Senior Planner - Design Review and Historic Preservation

Pronouns: he, him, his  
Hours of Availability: 7:00 am-5:30 pm, Mon-Thurs

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**From:** Breanna Glinski <[bkglinski@gmail.com](mailto:bkglinski@gmail.com)>  
**Sent:** Tuesday, January 19, 2021 3:45 PM  
**To:** Riederer, Anthony <[ARiederer@clackamas.us](mailto:ARiederer@clackamas.us)>  
**Subject:** Re: Pending permit

Ok,

So because the deck is already built (bad contractor and I'm trying to fix this mistake) can that 3 feet be waived?

On Tue, Jan 19, 2021, 2:42 PM Riederer, Anthony <[ARiederer@clackamas.us](mailto:ARiederer@clackamas.us)> wrote:

Hello Breanna,

Yes. Setback measurements are taken from the property line, thus the deck needs to be at least 15 feet from the property line (as opposed to the curb).

Best regards,

-Anthony

**Anthony Riederer** AICP, LEED-ND  
Senior Planner - Design Review and Historic Preservation

Pronouns: he, him, his

Hours of Availability: 7:00 am-5:30 pm, Mon-Thurs

Clackamas County Planning and Zoning Division

150 Beaver Creek Road

Oregon City, OR 97045

Direct Ph: 503-742-4528

Fax: 503-742-4550

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- [Connect with staff by phone or email:](#) **8 a.m. – 4 p.m., Monday – Thursday and 8 a.m. – 3 p.m., Friday**
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Thank you, and we appreciate your understanding during this challenging time.

The Clackamas County Department of Transportation and Development is dedicated to providing excellent customer service. Please help us to serve you better by giving us your [feedback](#). We appreciate your comments and will use them to evaluate and improve the quality of our public service.

---

**From:** Breanna Glinski <[bkglinski@gmail.com](mailto:bkglinski@gmail.com)>

**Sent:** Tuesday, January 19, 2021 2:19 PM

**To:** Riederer, Anthony <[ARiederer@clackamas.us](mailto:ARiederer@clackamas.us)>

**Subject:** Pending permit

**Warning: External email. Be cautious opening attachments and links.**

Hello



Regarding the permit at 17335 SE Progress Ct, Milwaukie, OR 97267

The new deck is set back 20feet from the curb, would it still need to be set back the extra 3 feet then?

---

---

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[Spam Email](#)  
[Phishing Email](#)

**From:** [Breanna Gliński](#)  
**To:** [Benthin, Kim](#)  
**Subject:** Re: Permit # B0449520  
**Date:** Wednesday, January 20, 2021 10:30:23 AM  
**Attachments:** [image003.jpg](#)  
[image003.jpg](#)

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Hello!

Its difficult to reach you by phone, so I'll try to explain the best I can.

I called the zoning department, discovered the plans need to be set back an additional 3 feet because my back yard is considered a front yard.

The issue is this deck is already built and I don't not have the funds to fix it at this moment. Long story short, a hired a contractor and they built the deck without a permit (I did not know it was needed) so I'm trying to fix this and get the permit needed.

Because it needs to be set back I can not move forward with the permit and was told it needs to be torn down. So can any fees be waived until I am able to afford that or have a waiver for the 3 feet? It is still 12 feet from the property line and 20feet from the curb.

Please let me know what I need to do from here, thank you so much.

On Wed, Dec 30, 2020, 10:47 AM Benthin, Kim <[KimBen@clackamas.us](mailto:KimBen@clackamas.us)> wrote:

Breanna,

You should have been contacted by someone in Planning & Zoning.

You may contact them at 503-742-4500 or [zoninginfo@clackamas.us](mailto:zoninginfo@clackamas.us)

You need to take care of this in order to complete the permitting and make the deck compliant.

I went online and found this related to your permit:



















Citation No. 20195-1

Case No. V0019520

# ADMINISTRATIVE CITATION

Date Issued: August 18, 2021

**Name and Address of Person(s) Cited:**

Name: Randall J Glinski  
Name: Laurie E. Glinski  
Name: Breanna K. Glinski  
Mailing Address: 17335 SE Progress Ct  
City, State, Zip: Milwaukie, OR 97267

Date Violation(s) Confirmed: On the 29<sup>th</sup> day of June, 2020, the person(s) cited committed or allowed to be committed, the violations(s) of law described below, at the following address:

Address of Violation(s): 17335 SE Progress Ct., Milwaukie, OR 97267

Legal Description: T2S, R2E Section 18AC, Tax Lot(s) 00936

**Law(s) Violated**

- ☐ Chapter 7.03 of Clackamas County Code, Road Use, Section
- ☐ Chapter 9.01 of CCC Uniform Code for the Abatement of Dangerous Buildings, Section
- ☒ Chapter 9.02 of CCC Application and Enforcement of the Clackamas County Building Code, Section 9.02.040, (A ,E)
- ☐ Chapter 9.03 of CCC Excavation and Grading, Section
- ☐ Chapter 10.03 of CCC Solid Waste and Wastes Management, Section 10.03.060 (A,B,C)
- ☐ Title 12 and 13 of CCC Zoning and Development Ordinance, Section

**Description of the violation(s):**

- 1) The upper story deck was enlarged and the new construction was not permitted nor did receive the benefit of inspections.

Maximum Civil Penalty \$1000.00

Fine \$25.00

You may avoid paying the civil penalty by abating the violation(s) and paying a total fine of \$25.00. If you have questions regarding how to abate the violation(s) contact Clackamas County Code Enforcement at the number listed below. Please be advised a \$75 monthly administrative fee is being assessed.

I hereby certify under penalties provided by ORS 153.990 that I have reasonable grounds to and do believe that the above person(s) committed or allowed to be committed the violation(s) described on this form.

Citation issued by: Kimberly Benthin

Date: August 18, 2021

Telephone No.: 503-742-4457

Department Initiating Enforcement Action: Code Enforcement

## **PLEASE READ CAREFULLY!**

You have been cited for the violation(s) of law stated on the front of this form. You MUST exercise ONE of the following options within fifteen calendar days of the date of this citation.

If you fail to exercise one of these options within fifteen calendar days of the citation date, the County may request a hearing before the Code Enforcement Hearings Officer following which you may be ordered to pay the maximum civil penalty and abate the violation.

### Options:

1. Abate the violation and pay the fine. Sign the statement of Understanding below and deliver or mail this form, together with a check or money order payable to Clackamas County in the amount of the fine to:  
Clackamas County Code Enforcement Section  
150 Beaver Creek Rd.  
Oregon City, OR 97045
2. Request a hearing in writing. You may request a hearing to contest the violation(s) alleged. A written request for a hearing must be mailed to Clackamas County at the address listed above or sent to [codeenforcement@clackamas.us](mailto:codeenforcement@clackamas.us).

A request for hearing must contain all of the following information:

- a. Your name and address;
- b. A copy of the citation or the Citation No. and Case No.; and,
- c. The description of the relief you are requesting.

At the hearing, an administrative fee may be assessed by the Hearings Officer in addition to civil penalty(ies) if the Hearings Officer concludes you are responsible for the violation. If a civil penalty is imposed the amount will likely exceed the fine amount on this citation.

### STATEMENT OF UNDERSTANDING

I, the undersigned, do hereby acknowledge that I understand the following:

1. By paying the fine I admit the existence of the violation(s) alleged on this citation and my responsibility for it.
2. Paying the fine does not relieve me of my responsibility to correct the violation and to comply with all applicable laws.
3. Additional citations may be issued to me if I fail to correct the violation or violate other applicable laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Violation File # : V0019520









Citation No. 20195-2

Case No. V0019520

# ADMINISTRATIVE CITATION

Date Issued: October 19, 2021

**Name and Address of Person(s) Cited:**

Name: Randall J. Glinski  
Name: Laurie E. Glinski  
Name: Breanna K. Glinski  
Mailing Address: 17335 SE Progress Ct  
City, State, Zip: Milwaukie, OR 97267

Date Violation(s) Confirmed: On the 29<sup>th</sup> day of June, 2020 and continues to exist on the 12th day of October 2021, the person(s) cited committed or allowed to be committed, the violations(s) of law described below, at the following address:

Address of Violation(s): 17335 SE Progress Ct., Milwaukie, OR 97267

Legal Description: T2S, R2E Section 18AC, Tax Lot(s) 00936

**Law(s) Violated:**

- ☐ Chapter 7.03 of Clackamas County Code, Road Use, Section
- ☐ Chapter 9.01 of CCC Uniform Code for the Abatement of Dangerous Buildings, Section
- ☒ Chapter 9.02 of CCC Application and Enforcement of the Clackamas County Building Code, Section 9.02.040, (A, E)
- ☐ Chapter 9.03 of CCC Excavation and Grading, Section

**Description of the violation(s):**

- 1) The upper story deck was enlarged and the new construction was not permitted nor did it receive the benefit of inspections.

Maximum Civil Penalty \$1000.00

Fine \$100.00

You may avoid paying the civil penalty by abating the violation(s) and paying a total fine of \$100.00. If you have questions regarding how to abate the violation(s) contact Clackamas County Code Enforcement at the number listed below. Please be advised a \$75 monthly administrative fee is being assessed.

I hereby certify under penalties provided by ORS 153.990 that I have reasonable grounds to and do believe that the above person(s) committed or allowed to be committed the violation(s) described on this form.

Citation issued by: Kimberly Benthin

Date: October 19, 2021

Telephone No.: 503-742-4457

Department Initiating Enforcement Action: Code Enforcement

## **PLEASE READ CAREFULLY!**

You have been cited for the violation(s) of law stated on the front of this form. You MUST exercise ONE of the following options within fifteen calendar days of the date of this citation.

If you fail to exercise one of these options within fifteen calendar days of the citation date, the County may request a hearing before the Code Enforcement Hearings Officer following which you may be ordered to pay the maximum civil penalty and abate the violation.

### Options:

1. Abate the violation and pay the fine. Sign the statement of Understanding below and deliver or mail this form, together with a check or money order payable to Clackamas County in the amount of the fine to:  
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150 Beaver Creek Rd.  
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A request for hearing must contain all of the following information:

- a. Your name and address
- b. A copy of the citation or the Citation No. and Case No.; and
- c. The description of the relief you are requesting

At the hearing, an administrative fee may be assessed by the Hearings Officer in addition to civil penalty(ies) if the Hearings Officer concludes you are responsible for the violation. If a civil penalty is imposed the amount will likely exceed the fine amount on this citation.

### STATEMENT OF UNDERSTANDING

I, the undersigned, do hereby acknowledge that I understand the following:

1. By paying the fine I admit the existence of the violation(s) alleged on this citation and my responsibility for it.
2. Paying the fine does not relieve me of my responsibility to correct the violation and to comply with all applicable laws.
3. Additional citations may be issued to me if I fail to correct the violation or violate other applicable laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Violation File No. : V0019520