



## NOTICE OF HEARING

April 24, 2023

Matthew Croslin  
15515 S Big Rock Loop  
Mulino, OR 97042

**RE::** County of Clackamas v. Matthew Croslin  
**File:** V0024322

**Hearing Date:** May 23, 2023

**Time:** This item will not begin before 10:30am 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 Diane Bautista, Code Compliance Specialist for Clackamas County at (503) 742-4459, 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 Officer's 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.



You must have access to the internet or to a telephone line to use the Zoom platform. Please contact Diane Bautista to receive either the link or the phone number with password in order to attend the hearing.

If you would like to present evidence at the Hearing please email or mail your evidence to [DianeBau@clackamas.us](mailto:DianeBau@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 Diane Bautista at 503-742-4459 or [DianeBau@clackamas.us](mailto:DianeBau@clackamas.us) 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 503-830-9960 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,

v.

MATTHEW CROSLIN,

Respondent.

File No: V0024322

COMPLAINT AND REQUEST FOR HEARING

I, Diane Bautista, Code Enforcement Specialist for Clackamas County, allege the following:

1.

Respondent's place of residence is: 15515 S. Big Rock Loop, Mulino, OR 97042.

2.

The location of the violation(s) of law alleged in this Complaint is: 15515 S. Big Rock Loop, Mulino, OR 97042, also known as T4S, R2E, Section 22DB, Tax Lot 01000, and is located in Clackamas County, Oregon.

3.

On or about the 30th day of December, 2022 Respondent violated the following law, in the following way:

- a. Respondent violated the Clackamas County Building Code, Title 9.02 by failing to obtain required permits and final approved inspections for a deck with cover. This violation is a Priority 4 violation pursuant to the Clackamas County Violation Priorities.

4.

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

5.

Notice of the violation was given to Respondent in the following manner: Citation and Complaint #2200243 in the amount of \$200.00 was mailed via first class mail on January 3, 2023. A copy of the notice document is attached to this Complaint as Exhibit D, and incorporated by this reference.

6.

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 violation 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 9.02 Priority 4 violation being \$250.00 to \$1,000.00 per occurrence as provided by Appendix B to the Clackamas County Code;

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 20th day of April, 2023.



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**Diane Bautista**  
**Code Enforcement Specialist**  
**FOR CLACKAMAS COUNTY**

COUNTY OF CLACKAMAS,

Petitioner,

v.

MATTHEW CROSLIN,

Respondent.

File No.: V0024322

STATEMENT OF PROOF

History of Events and Exhibits:

June 14, 2022 Exhibit A	Clackamas County received a complaint regarding a deck built without permits. County staff conducted research that showed the sunroom and a 2-tiered deck was removed and a deck placed on the existing footings and extended.
July 5, 2022 Exhibit B	Correspondence was sent to the Respondent with a deadline of August 5, 2022 to abate the violation.
July-August 2022 Exhibit C	Email correspondence was sent between the County and the Respondent regarding abatement of the violation.
January 3, 2023 Exhibit D	A review of the County permit system showed that no permits had been obtained and Citation 2200243 was issued for the Building Code violation. This citation was paid on January 30, 2023.
April 20, 2023	A review of County permits showed no permits had been obtained and the County referred this matter to the Code Enforcement Hearings Officer.

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:

- The Respondent be ordered to bring the property into compliance with the Clackamas County Building Code by submitting required permits within 60 days of the Continuing Order and respond to all requests for additional plan review information within ten days of you being notified by Building Codes. Final approved inspections be obtained not later than 45 days of the date of receipt of your approved permits. Permit fees paid in full within ten days of you being notified by Building Codes.
- Code Enforcement to confirm compliance of the above items and the County will submit a Post Hearing Status Report. The Report will be sent to the Compliance Hearings Officer and to the Respondent.

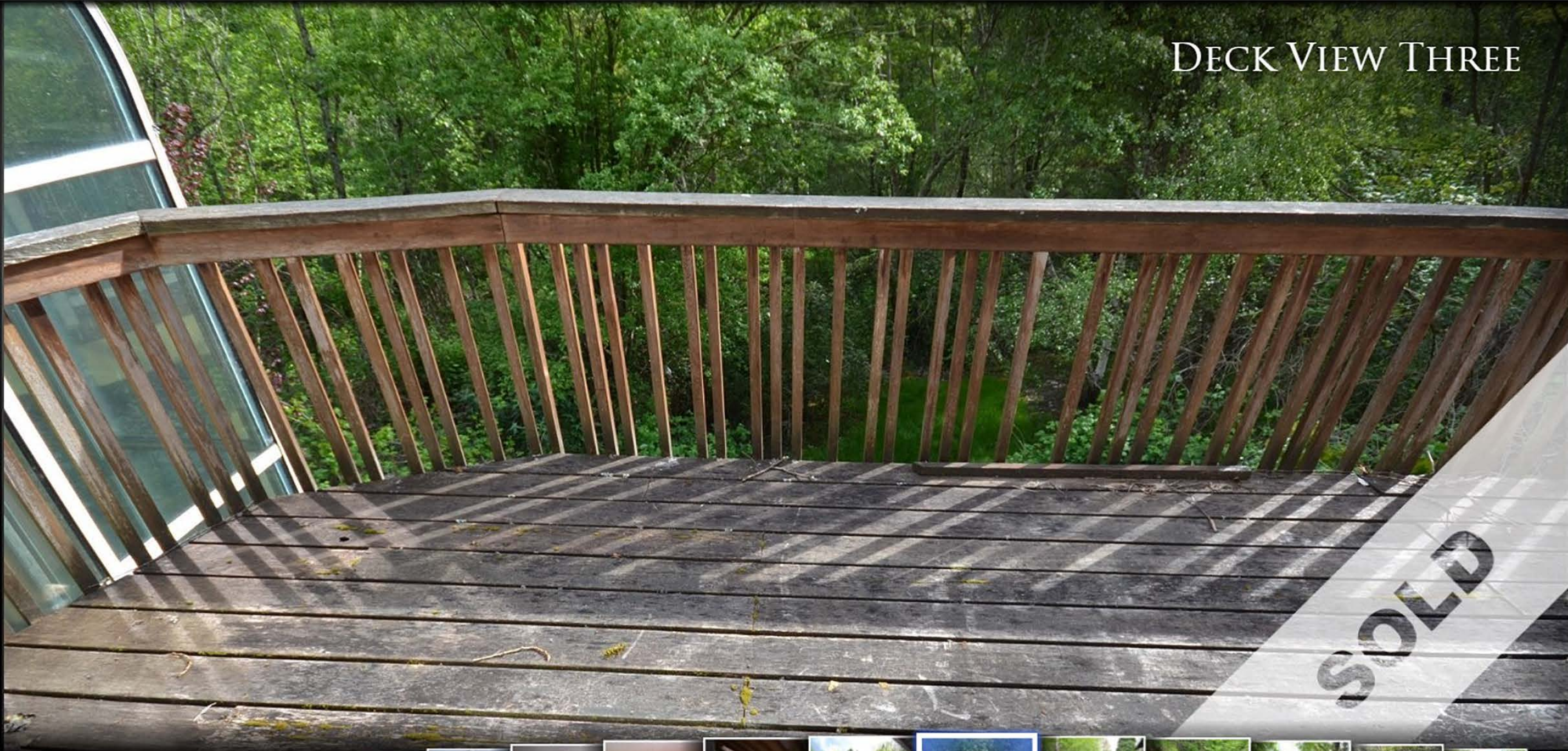


- The report may include the following recommendations:
- The imposition of civil penalties for the Building Code violation of up to \$1,000.00 for date cited December 30, 2022.
- The administrative compliance fee to be imposed from July 2022 until the violation is abated. As of this report the total is amount due is \$675.00.
- The County requests the Hearings Officer to permanently prohibit the Respondent from violating this law in the future.
- If the Respondent fail to comply with the Hearings Officer's Continuing Order the County will request the Hearings Officer to issue a Final Order and will also request the Hearings Officer to authorize the County further enforcement action including to proceed to Circuit Court.



# 5+ ACRES W/ POND ~ \$249,000

15515 S. BIG ROCK LOOP, MULINO, OR 97042 | MLS #16466765 | SITE #1494711



DECK VIEW THREE

SOLD



**NICK SHIVERS -  
OR & WA BROKER**  
503-594-0805  
Keller Williams Realty  
Portland Central

CONTACT ME











July 5, 2022

Matthew Croslin  
15515 S. Big Rock Loop  
Mulino, OR 97042

**SUBJECT: Violation of Clackamas County Building Code, Title 9.02.040 (E)**

**VIOLATION:** V0024322

**SITE ADDRESS:** 15515 S. Big Rock Lp., Mulino, OR 97042

**LEGAL DESCRIPTION:** T4S, R2E, Section 22DB, Tax Lot 01000

This letter serves as notice of violations of the Clackamas County Code. The violation includes:

- Deck built without permit

Construction of a deck without permits constitutes a violation of Clackamas County Code Title 9.02.40 (E). In order to abate the violation, please complete the following **no later than August 5, 2022:**

- Please submit applicable permit applications, technically complete plans and appropriate fee(s).
  - The permits 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.

**Building** – If you have questions concerning permitting requirements please contact the building department at 503-742-4240 or on-line at [bldservice@clackamas.us](mailto:bldservice@clackamas.us).

If you have any questions my direct telephone number is 503-742-4459 and my email is [dianeau@clackamas.us](mailto:dianeau@clackamas.us).

**ITEMS INCLUDED IN THIS PACKET**

1. Violation Letter
2. Required Notice of Fines and Penalties

A handwritten signature in blue ink that reads "Diane Bautista". The signature is fluid and cursive, with a long horizontal stroke extending to the right from the end of the name.

Diane Bautista  
Code Enforcement Specialist  
Clackamas County Code Enforcement



## Important Notices

1. **Administrative Compliance Fees.** It is important that you contact the Code Enforcement Section to resolve the violations described in the enclosed letter. **An administration compliance fee of \$75 will now be assessed monthly until the violations are abated.**
2. **Failure to resolve those violations may result in one or more of the following:** (1) a citation and fine, and (2) referral of this matter to the County Code Enforcement Compliance Hearings Officer.
3. **Request for a Hearing:** If you dispute the existence of the violations described in the enclosed letter you may request a hearing before the Hearings Officer by sending a written request for a hearing, including your name and address to: Code Enforcement Section, 150 Beaver Creek Rd., Oregon City, OR 97045, or at [codeenforcement@clackamas.us](mailto:codeenforcement@clackamas.us).
4. **Potential Fines and Penalties:** The Clackamas County Code provides for Citation fine amounts of up to \$500 and additional civil penalties imposed by the Hearings Officer 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 Hearings Officer may order the violation to be abated by the County at the expense of the property owner(s) and responsible parties.
5. **Voluntary Compliance:** 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.
6. **Non-Compliance may result in a lien upon your property:** 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.
7. **Final Order may be enforced in Circuit Court:** 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.
8. **Recurrences will result in additional Citations:** Finally, recurrences of abated violations may result in the issuance of a citation without prior notice.



After recording return to:  
Matthew Croslin  
15515 S Big Rock Loop  
Mulino, OR 97042

Until a change is requested all tax  
statements shall be sent to the  
following address:  
Matthew Croslin  
15515 S Big Rock Loop  
Mulino, OR 97042

File No.: 7072-2643139 (DJC)  
Date: June 17, 2016

THIS SPACE RESERVED FOR RECORDER'S USE

Clackamas County Official Records Sherry Hall, County Clerk	<b>2016-040283</b>
	06/20/2016 02:25:14 PM
D-D                      Cnt=1 Stn=8 CINDY	
\$15.00 \$16.00 \$10.00 \$22.00	<b>\$63.00</b>

### STATUTORY WARRANTY DEED

**OHB, Inc.**, Grantor, conveys and warrants to **Matthew Croslin**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

See Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

**Subject to:**

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$385,000.00**. (Here comply with requirements of ORS 93.030)

FIRST AMERICAN 2643139-SS

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 20 day of June, 2016.

OHB, Inc. , an Oregon corporation

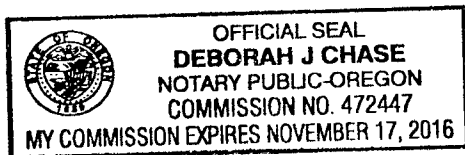
By: [Signature]  
Name: Steven L. Gibson  
Title: President

STATE OF Oregon )  
)ss.  
County of Clackamas )

This instrument was acknowledged before me on this 20 day of June, 2016 by Steven L. Gibson as President of OHB, Inc., on behalf of the corporation.

[Signature]

Notary Public for Oregon  
My commission expires: 11/17/16



**EXHIBIT A**

**LEGAL DESCRIPTION:** Real property in the County of Clackamas, State of Oregon, described as follows:

**42E22DB01000 01034972**

**Part of the North one-half of the Southeast one-quarter of Section 22, Township 4 South, Range 2 East, of the Willamette Meridian, in the County of Clackamas and State of Oregon, more particularly described as follows:**

**Beginning at the Southeast corner of a tract described in Contract of Sale to Dan A. Myrick and wife, by deed recorded January 12, 1967 in Book 684, Page 385, Fee No. 67523, Deed Records, being a point on the South line of said North one-half of the Southeast one-quarter which is 689.68 feet East of the Northeast corner of Lot 14 of SAVON GARDENS; thence North  $11^{\circ}35.7'$  West 662.69 feet to a point on the approximate high water line of Big Rock Lake; thence North  $71^{\circ}03.4'$  East 85.82 feet to a point of curve on the center line of a 50 foot road; thence North  $56^{\circ}01.8'$  East 106.45 feet along said center line; thence along a  $9^{\circ}21.6'$  curve left an arc distance of 85.60 feet through a central angle of  $8^{\circ}00.7'$ ; thence North  $48^{\circ}01.1'$  East 106.42 feet along said center line to its intersection with the center line of a spur road leading East; thence South  $42^{\circ}41.7'$  East 64.18 feet along said spur road center line; thence along an  $18^{\circ}16.4'$  curve left an arc distance of 59.95 feet through a central angle of  $12^{\circ}54.4'$ ; thence due South 775.49 feet, more or less, to a point on the South line of said North one-half of the Southeast one-quarter; thence due West along said South line 272.69 feet, more or less, to the point of beginning.**

**NOTE: This legal description was created prior to January 1, 2008.**

## Bautista, Diane

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**From:** Bautista, Diane  
**Sent:** Wednesday, July 13, 2022 11:56 AM  
**To:** 'm.croslin@7arrowslogistics.com'  
**Cc:** Carlson, Richard  
**Subject:** 15515 S. Big Rock Loop - Violation File V0024322 - Matthew Croslin  
**Attachments:** 22-06-14 Redfin - Picture 1.jpg; 22-06-14 Redfin - Picture 3.jpg; 22-06-14 Picture from complainant 20220611\_183749 (1).jpg; 22-06-14 Picture from complainant 20220611\_183749 (2).jpg

Good morning,

I appreciate you taking the time to talk with me yesterday regarding the deck replacement that was done prior to the purchase of your home.

I researched the permits and pictures of the property. The sunroom was added to the home in 1996 (permit B0077396). There was a permit issued in 2000 for a deck with cover (permit B0096700) which was for a deck on the opposite side of the house.

I discussed this case with Building Codes Administrator Matt Rozzell and he has determined that permits are required. He also recommended I put you in contact with Building Supervisor Richard Carlson to discuss any options that may be available to you other than hiring an engineer.

I am including Richard in this email if you would like to reach out to him. I have also included pictures so that Richard can see what we have been discussing.

Please let me know if there is anything else I can do to assist you.

Thank you.

*Diane Bautista*

Diane Bautista  
Code Enforcement Specialist  
Clackamas County Code Enforcement  
[dianebau@clackamas.us](mailto:dianebau@clackamas.us)  
(503) 742-4459  
150 Beavercreek Road, Oregon City, OR 97045  
Office Hours: 6:30 a.m. to 4:00 p.m.

Were you happy with the service you received today?



CLICK A SMILEY

Follow Clackamas County: [Facebook](#) | [Twitter](#) | [YouTube](#) | [Nextdoor](#)

## Bautista, Diane

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**From:** Carlson, Richard  
**Sent:** Thursday, August 11, 2022 8:40 AM  
**To:** Bautista, Diane  
**Subject:** RE: 15515 S Big Rock Loop Mulino Or Deck Issue

This link is to a state approved patio construction method. This likely won't work for them as it looks like they are more than 10' above grade. They will likely still need to have it engineered.

<https://www.oregon.gov/bcd/permit-services/Documents/2014-08-patio-cover.pdf>

Richard Carlson  
Plans Examiner Supervisor  
Clackamas County, OR

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**From:** Bautista, Diane <DianeBau@clackamas.us>  
**Sent:** Thursday, August 11, 2022 8:29 AM  
**To:** Carlson, Richard <richardcar@clackamas.us>  
**Subject:** FW: 15515 S Big Rock Loop Mulino Or Deck Issue

Good morning Richard!

Can you review below and let me know about the deck cover requirements.

**From:** Matthew Croslin <[m.croslin@7arrowslogistics.com](mailto:m.croslin@7arrowslogistics.com)>  
**Sent:** Wednesday, August 10, 2022 4:52 PM  
**To:** Bautista, Diane <[DianeBau@clackamas.us](mailto:DianeBau@clackamas.us)>  
**Subject:** Re: 15515 S Big Rock Loop Mulino Or Deck Issue

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

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Hey Diane,

Still working on getting a contractor or engineer out to look at our deck that is in our budget. Richard did send me a document to check and see if we were code complaint but it did not reference the deck cover.

On Thu, Jul 14, 2022, 2:31 PM Bautista, Diane <[DianeBau@clackamas.us](mailto:DianeBau@clackamas.us)> wrote:

Of course! Anything I can do to help!

**From:** Matthew Croslin <[m.croslin@7arrowslogistics.com](mailto:m.croslin@7arrowslogistics.com)>  
**Sent:** Thursday, July 14, 2022 2:01 PM  
**To:** Bautista, Diane <[DianeBau@clackamas.us](mailto:DianeBau@clackamas.us)>  
**Subject:** Re: 15515 S Big Rock Loop Mulino Or Deck Issue

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

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Thank you diane

On Thu, Jul 14, 2022, 12:27 PM Bautista, Diane <[DianeBau@clackamas.us](mailto:DianeBau@clackamas.us)> wrote:

Good afternoon,

Richard can you please follow up with Matthew and let him know how he should proceed or refer him to the right person in your department for assistance moving forward.

Thank you.

**From:** Matthew Croslin <[m.croslin@7arrowslogistics.com](mailto:m.croslin@7arrowslogistics.com)>  
**Sent:** Thursday, July 14, 2022 10:36 AM  
**To:** Carlson, Richard <[richardcar@clackamas.us](mailto:richardcar@clackamas.us)>  
**Cc:** Bautista, Diane <[DianeBau@clackamas.us](mailto:DianeBau@clackamas.us)>  
**Subject:** 15515 S Big Rock Loop Mulino Or Deck Issue

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

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Richard,

My Family purchased the Property at 15515 S Big Rock Loop, Mulino, OR 97042 in 2016. There is a permit issue with the deck that is on our house and now we are looking for help with the process of making it correct. We are looking for options to get this issue resolved at the lowest cost possible as we have limited means to fix this unexpected issue. I look forward to hearing from you on this matter and thank you for your assistance.

Best Regards

Matthew Croslin

Seven Arrows Logistics LLC







Citation No. 2200243

Case No. V0024322

# ADMINISTRATIVE CITATION

Date Issued: January 3, 2023

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

Name: Matthew Croslin  
Mailing Address: 15515 S. Big Rock Loop  
City, State, Zip: Mulino, OR 97042

Date Violation(s) Confirmed: On the 30th day of December, 2022, the person(s) cited committed or allowed to be committed, the violation(s) of law described below, at the following address:

Address of Violation(s): 15515 S. Big Rock Loop, Mulino, OR 97042

Legal Description: T4S, R2E Section 22DB, Tax Lot(s) 01000

**Law(s) Violated:**

Chapter 9.02 of CCC Application and Enforcement of the Clackamas County Building Code, Section 9.02.040, (E)

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

- 1) Failure to obtain required permits for deck with cover

Maximum Civil Penalty \$1,000.00                      Fine \$200.00

You may avoid paying the civil penalty by abating the violation(s) and paying a total fine of \$200.00. 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: Diane Bautista                      Date: January 3, 2023  
Telephone No.: 503-742-4459                      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: \_\_\_\_\_

**RECEIPT**

Clackamas County  
DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK RD.  
OREGON CITY, OR 97045

**Application:** V0024322  
**Application Type:** CodeEnforcement/Violation/NA/NA  
**Address:** 15515 S BIG ROCK LOOP  
MULINO, OR 97042

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**Receipt No.** 1376690

<b>Payment Method</b>	<b>Ref Number</b>	<b>Amount Paid</b>	<b>Payment Date</b>	<b>Cashier ID</b>	<b>Comments</b>	<b>Payor</b>
Check	1047	\$200.00	1/30/2023	ANDREAH	Payment for citation number 2200243	Seven Arrows Logistics
		<u>\$200.00</u>				

**Owner Info.:** CROSLIN MATTHEW  
15515 S BIG ROCK LOOP  
MULINO, OR 97042

**Work Description:** ALLEGED - DECK CONSTRUCTED W/OUT PERMITS

Seven Arrows Logistics

15515 S BIG ROCK LOOP  
MULINO, OR 97042

PORTLAND OR 972

26 JAN 2023 PM 5 L



Clackamas County Code Enforcement Section

150 Beavercreek Rd

Oregon City, OR 97045

97045-430250

EXHIBIT D - PAGE 4 OF 6



Citation No. 2200243

Case No. V0024322

# ADMINISTRATIVE CITATION

Date Issued: January 3, 2023

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

Name: Matthew Croslin  
Mailing Address: 15515 S. Big Rock Loop  
City, State, Zip: Mulino, OR 97042

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Maximum Civil Penalty \$1,000.00

Fine \$200.00

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Citation issued by: Diane Bautista  
Telephone No.: 503-742-4459

Date: January 3, 2023  
Department Initiating Enforcement Action: Code Enforcement

**PLEASE READ CAREFULLY!**

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

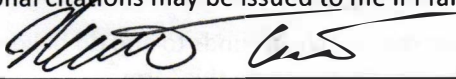
- a. Your name and address;
- b. A copy of the citation or the Citation No. and Case No.; and,
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- 3. Additional citations may be issued to me if I fail to correct the violation or violate other applicable laws.

Signature:  Date: 1/20/2025

Address: 15515 S. Big Rock Loop Mulino, OR 97042  
City, State, Zip

Contact Number: 503 732 6612 Email: \_\_\_\_\_