



## NOTICE OF HEARING

December 9, 2024

Wilbur Pottratz  
10311 SE Mather Rd.  
Clackamas, OR 97015

**RE::** County of Clackamas v. Wilbur Pottratz  
**File:** V0022524

**Hearing Date:** January 28, 2025

**Time:** This item will not begin before 11:00am 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 Complaint and Request for Hearing

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 Jennifer Kauppi, Code Compliance Specialist for Clackamas County at (503) 742-4759, 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, a copy of the link is provided below.

If you would like to present evidence at the Hearing please email or mail your evidence to Jennifer Kauppi at 150 Beaver Creek Rd, Oregon City, Oregon 97045, **no later than 4 working 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 Jennifer Kauppi at 503-742-4759 **within 3 calendar days of receipt of the Notice of Hearing**.

If you do not know how to use Zoom, please Google "how to use Zoom" and there are many interactive guides on the internet. **When joining the webinar please accept the request to join as a panelist.**

If you experience difficulties connecting to the Zoom hearing **before** your scheduled start time, please call 503-830-9960 for assistance.

#### Zoom invite

Join from PC, Mac, iPad, or Android:

<https://clackamascounty.zoom.us/j/83960870911?pwd=4V0RCaYqd5ehpjTH8GfQtOLmKppjC.1>

Passcode:873964

Phone one-tap:

+17193594580,,83960870911# US

+12532050468,,83960870911# US

Join via audio:

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 564 217 2000 US

+1 507 473 4847 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

Webinar ID: 839 6087 0911

## 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  
COUNTY OF CLACKAMAS

COUNTY OF CLACKAMAS,

Petitioner,

v.

WILBUR A POTTRATZ JR,

Respondent.

File No: V0022524

COMPLAINT AND REQUEST FOR HEARING

I, Jennifer Kauppi, Code Enforcement Specialist for Clackamas County, allege the following:

1.

Respondent's mailing address is: 10311 SE Mather Rd., Clackamas, OR 97015.

2.

The Respondent(s) own/owns or occupies the address or location of the violation(s) of law alleged in this Complaint is 10501 SE Mather Rd., Clackamas, OR 97015 also known as T2S, R2E, Section 03CC, Tax Lot 00300, and is located in Clackamas County, Oregon. The property is zoned R20 and is the location of violation(s) asserted by the County.

3.

On or about the 5<sup>th</sup> day of June, 2024 and on the 29<sup>th</sup> day of May, 2024 the Respondent violated the following laws, in the following ways:

- a. Respondent violated the Clackamas County Solid Waste and Waste Management Code, Chapter 10.03 by accumulating inoperable and/or non-currently licensed vehicles and non-putrescible waste. This violation is a Priority 2 violation pursuant to the Clackamas County Violation Priorities.
- b. Respondent violated the Clackamas County Building Code, Chapter 9.02.040 by placing a manufactured home on the subject property and the installation of a wood stove in an accessory structure without approved permits. This violation is a Priority 1 violation pursuant to the Clackamas County Violation Priorities.
- c. Respondent violated the Clackamas County Zoning and Development Ordinance, Title 12, Section 315.03(A) for failing to obtain land use approval for an occupied recreational vehicle on the subject property. This violation is a Priority 2 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 violations was given to Respondent in the following manner: Violation Notice and Citation and Complaint 2400225 in the amount of \$800.00 was mailed via first class mail on June 5, 2024 and July 17, 2024. A copy of the notice document is attached to this Complaint as Exhibit B & C, 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 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 Solid Waste and Waste Management Code Priority 2 violation being \$500.00 to \$2,500.00 per occurrence, said range for a Building Code Priority 1 violation being \$750.00 to \$1,000.00 per occurrence and said range for a Zoning and Development Ordinance Priority 2 violation being \$500.00 to \$2,500.00 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 5 day of December, 2024.

*Jennifer Kauppi*

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Jennifer Kauppi  
Code Enforcement Specialist  
FOR CLACKAMAS COUNTY

COUNTY OF CLACKAMAS,

Petitioner,

WILBUR A POTTRATZ JR.

Respondent.

File No.: V0022524

STATEMENT OF PROOF

History of Events and Exhibits:

May 29, 2024

Clackamas County received a complaint regarding an occupied recreational vehicle, occupied accessory structure and solid waste on the subject property.

May 29, 2024  
Exhibit A

I conducted research regarding the subject property. Based on a violation letter dated April 27, 2007 the double wide manufactured home found in aerials was to be either legalized or removed from the subject property. I found no land use approval or placement permits for the manufactured home. From the photos that were received, there was an occupied recreational vehicle onsite that was utilizing power from a PGE power pole. There was solid waste throughout the site and an accessory structure with a woodstove in the building that was being used.

June 5, 2024  
Exhibit B

A Notice of Violation was sent to the Respondent with a deadline of July 5, 2024 to abate the violations on the property. The letter that was sent to 10501 SE Mather Rd was returned as undeliverable. The letter that was sent to the mailing address on file with the tax assessors office was not returned to the County.

July 17, 2024  
Exhibit C

I reviewed County records and found no permits had been applied for to legalize the manufactured home or the woodstove in the accessory structure. In addition, the Respondent had not contacted me to discuss the violations. I had received no proof from the Respondent that the occupied recreational vehicle and solid waste was removed from the property. Citation 2400225 was issued for \$800.00 for the solid waste, building code and zoning and development ordinance violations and was sent via first class mail. The first class mail was not returned. This citation has not been paid.

October 25, 2024  
Exhibit D

Clackamas County Fire Department emailed me a copy of an incident report and photos from a fire that had occurred on the subject property. The photos reflect that the solid waste is still present on the subject property.

December 5, 2024

This matter was referred to the Hearings Officer.



If the Compliance Hearings Officer affirms the County's position that a violation of the Building Code, Title 9.02.040, the Solid Waste and Waste Management Code, Chapter 10.03.060(A)(B), and Zoning and Development Ordinance Title 12, Section 315.03 exists, the County is requesting a Final Order in this matter recommending the following:

- The imposition of civil penalties for the Building Code violation of up to \$2,000.00 for date cited May 29<sup>th</sup>, 2024.
- The imposition of civil penalties for the Solid Waste and Waste Management Code violation of up to \$2,500.00 for date cited May 29<sup>th</sup>, 2024.
- The imposition of civil penalties for the Zoning and Development Ordinance Code violation of up to \$2,500.00 for date cited May 29<sup>th</sup>, 2024
- 
- Payment for Citation No. 2400225 issued on July 17, 2024 for \$800.00.
- The administrative compliance fee to be imposed from July, 2024 until the violation is abated. As of this report the total is \$450.00
- The County requests the Hearings Officer to permanently prohibit the Respondent from violating this law in the future.
- The County is requesting the Hearings Officer to authorize the County further enforcement action including to proceed to Circuit Court.









**Clackamas County Sheriff's Office**  
 2223 KAEN RD | OREGON CITY, OR 97045 | P: 503.785.5000

**Case # 24-010130 - Offense/Incident Report**

REPORT DATE / TIME May 21, 2024 12:05	EVENT START DATE / TIME - EVENT END DATE / TIME May 21, 2024 11:23	PRIMARY REPORTER Garrett Grimm #53469
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**NARRATIVE**

On May 21<sup>st</sup> 2024, I went to 11311 SE Mather Rd on a follow-up investigation. While at the location I noticed large piles of scrap metal, abandoned vehicles, parted out trailers/RV's and power cables running up a cliff to a power pole above.

While on scene I took pictures of the property which I uploaded as attachments. I drove around to the top part of the cliff where the long extension cords were running into a metered PGE power box and plugged in. I contacted PGE who later went to the location and determined the power was being used legitimately however it was scheduled to be shut off due to lack of payment.

The location appeared to have an old manufactured home on it which was covered in blackberries and not being used. A shack had been built around a rundown RV which appeared to have a wood fireplace burring inside based on the smoke coming from a chimney stack on the roof.

On May 26<sup>th</sup> 2024, I went back to the property and spoke with James Tolley Jr and Stephanie Brenner who lived at the location. James said they have a septic tank on the property which they use and said the property had running water from a well.

**Action Recommended:**

Suspend

Forward to Clackamas County Code Enforcement

**INCIDENT**

INCIDENT TYPE Neighborhood Livability Incident			
<i>OFFENSE LOCATION</i>			
LOCATION NAME / STREET ADDRESS/LOCATION NAME / APT, UNIT, STE / DESCRIPTION 10311 SE MATHER RD			
CITY CLACKAMAS	STATE OR	ZIP 97015	COUNTRY CODE US
LOCATION CATEGORY Residence/ Home		INCORP/UNINCORP / DISTRICT/CITY / CITY BEAT / NEIGHBORHOOD / SUBDIVISION 5 INLYING / CLACKAMAS	
<i>SUBJECT-1</i>			
SUBJECT-1 NAME (LAST, FIRST MIDDLE) SB-1 TOLLEY JR, JAMES ARTHUR		DOB / ESTIMATED AGE RANGE 1976-12-17	

REPORTING OFFICER SIGNATURE / DATE Garrett Grimm #53469 May 26, 2024 15:46 (e-signature)	SUPERVISOR SIGNATURE / DATE Chad Atkeson #44965 May 27, 2024 06:38 (e-signature)
PRINT NAME Garrett Grimm #53469	PRINT NAME Chad Atkeson #44965

Property Search (/default.aspx) / Search Results (/results.aspx) / Property Summary

## Property Account Summary Barcode

<b>Account Number</b>	00426676	<b>Property Address</b>	10501 SE MATHER RD , CLACKAMAS, OR 97015	
<b>General Information</b>				
Alternate Property #	22E03CC00300			
Property Description	Section 03 Township 2S Range 2E Quarter CC TAX LOT 00300			
Property Category	Land &/or Buildings			
Status	Active, Locally Assessed			
Tax Code Area	012-094			
Remarks				
<b>Tax Rate</b>				
<b>Description</b>	<b>Rate</b>			
Total Rate	18.7391			
<b>Property Characteristics</b>				
Neighborhood	15434: Clackamas/Carver all other			
Land Class Category	400: Tract Land, Vacant			
Acreage	4.0			
Change property ratio	4XX			
<b>Related Properties</b>				
No Related Properties Found				
<b>Parties</b>				
<b>Role</b>	<b>Percent</b>	<b>Name</b>	<b>Address</b>	
Taxpayer	100	POTTRATZ WILBUR A JR	10311 SE MATHER RD, CLACKAMAS, OR 97015	
Owner	100	POTTRATZ WILBUR A JR	10311 SE MATHER RD, CLACKAMAS, OR 97015	



COPY

June 23, 1992

Wilbur Pottratz  
10311 SE Mather Road  
Clackamas, OR 97015

SUBJECT: GRADING AND EXCAVATION ACTIVITIES AND OTHER PROBLEMS  
ASSOCIATED WITH TAX LOT 300, SECTION 3CC, T. 2S, R. 2E

On June 11, 1992, I reviewed your property at the request of Ken Spiegle in the Community Environment Section. My review indicated that a significant amount of grading and excavation activities have occurred on this property since I last reviewed this property some time ago. The volume and placement of this fill is such that a grading permit will be necessary. You should make an application for a grading permit as soon as possible, indicating what you intend to do to complete this grading project. For your information, a new copy of the Clackamas County Grading and Excavation Ordinance is enclosed. I also noticed that a doublewide mobile home had been parked on the property. In my discussions with you, you indicated that you intended to refurbish this unit over the next eight to nine months and then move it to another piece of property to the east. In discussing this matter with Ken Spiegle it is apparent that a temporary storage permit must be obtained from the Clackamas County Planning Department to leave the mobile home on the property. You should apply for this permit as soon as possible in order to remedy this problem.

I discussed the construction of the storm sewer line across your field area with Walt Tschudy. Mr. Tschudy informs me that since this system is installed entirely on your property, no permits are necessary for this installation. Responsibility for the operation and maintenance of this system is solely yours. Ken Spiegle further informed me that solid waste violations are outstanding on this property with regard to the old tires on this parcel as well as other solid waste on your property to the west. Efforts need to be made to resolve these matters and avoid the possibility of County legal action at some future date. Discussions concerning this matter should take place with Mr. Spiegle at your earliest convenience.

Wilbur Pottratz  
Page 2  
June 23, 1992

In summary, problems exist with the grading activities currently occurring on the property as well as the mobile home and the existing solid waste. Your cooperation in resolving these matters is solicited. If you have any questions concerning this letter, please feel free to contact me.

RICHARD L. POLSON - Building Services Supervisor  
Building Services Section

RLP/krb

cc: Ken Spiegle  
Walt Tschudy





































**NOTICE OF VIOLATION**

June 5, 2024

Wilbur A Pottratz Jr  
10311 SE Mather Rd  
Clackamas, OR 97015

Wilbur Pottratz Jr  
10501 SE Mather Rd  
Clackamas, OR 97015

**SUBJECT: Violation of the Clackamas County Solid Waste and Waste Management Code, Title 10, Chapters 10.03.060 (A) and (B) and Clackamas County Zoning and Development Code Ordinance Title 12, Section 315.03 and Building Code, Title 9.02.040 (B)(C)(D)(E)(G)**

**FILE:** V0022524

**SITE ADDRESS:** 10501 SE Mather Rd, Clackamas, OR 97015

**LEGAL DESCRIPTION:** T2S, R2E, Section 03CC, Tax Lot 00300

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

- Solid waste being stored on the property including inoperable and/or non-currently licensed vehicles
- Occupied recreational vehicle without land use approval
- Accessory structure converted to habitable space without permits
- Manufactured Home place without permits

**VIOLATIONS & HOW TO RESOLVE**

On May 27<sup>th</sup>, 2024 Clackamas County received a complaint regarding an occupied recreational vehicle, converted accessory structure to habitable space and solid waste including miscellaneous debris and inoperable or non-currently licensed vehicles on the subject property.

The photos that were provided when the complaint was submitted confirm that the violation exists on the subject property.

There have been several Code Enforcement violations on the subject property starting in 1989, 2004, 2007, 2011, 2012 and V0006315 which was opened under the previous ownership of your father Wilbur Pottratz Sr. The 2015 file had not been abated, however, when the ownership changed all previous fines and fees associated with the 2015 file were voided. V0022524 was opened to address the continued solid waste violation in addition to the occupied recreational vehicle, the accessory structure converted to habitable space and the manufactured home placed without approved permits.

Based on the new complaint regarding the confirmed occupied recreational vehicle and conversion of the accessory structure to habitable space, I researched the history of the subject property. In 1993 a one-year land use approval was granted for the manufactured home that is currently on the subject property under land use decision Z0006-93. The home was being repaired and was to be removed upon completion in 1994. Based on previous photos and current aerial images the home remains on the property. I conducted research of the permitting system and found no approved permits for the placement of the manufactured home.

The miscellaneous debris and inoperable vehicles on site, the occupied recreational vehicle, the conversion of the accessory structure to habitable space and the placement of the manufactured home without permits constitutes a violation of the Solid Waste and Waste Management Code, Title 10, Chapters 10.03.060 (A) and (B), Zoning and Development Code Ordinance Title 12, Section 315.03 and Building Code, Title 9.02.040 (B)(C)(D)(E)(G). In order to abate the violations, you must complete the following by the deadline dates provided below:

#### **Occupied Recreational Vehicle – Deadline July 5, 2024**

The occupied recreational vehicle on site will be required to be removed from the subject property to an authorized location **no later than July 3, 2024**. There is no legal primary dwelling on the subject property, therefore, there is not a pathway to legalize the recreational vehicle.

Once removed, please contact myself in order to schedule a site inspection to confirm the recreational vehicle has been removed from the subject property.

#### **Accessory structure converted to habitable space – Deadline July 5, 2024**

Based on the photos that were provided to our office, the accessory structure has been partially converted to habitable space. Walls, a woodstove and piping, electrical were confirmed in the photos. The tenants of the RV stated that there is a septic system that is also in place which they are using. The conversion of this accessory structure with mechanical and electrical added without approved permits constitutes a violation of Building Code, Title 9.02.040 (B)(C)(D)(E). In order to abate the violation, please complete the following **no later than July 5, 2024**.

- Please submit, or have your professional submit applications to decommission or permit the woodstove and piping, electrical and plumbing from the building and pay appropriate fee(s). Any exterior plywood sheathing put in place to enclose

this area will be required to be removed back to the original structure. Permits are accepted online only, for more information on this process please refer to the County's website at <https://www.clackamas.us/building>

- All requests for additional information in order to complete the application process must be responded to within ten days of being notified.
- The permit(s) must have the fee(s) paid in full within 10 days of your being notified by Building Codes.
- Please schedule all inspections so that final inspections may be obtained not later than 30 days of the date of receipt of your approved permit(s).

Once the permits are completed, please schedule a site inspection with me to confirm that the structure has been returned to its original building structure and that the structure is no longer being used as habitable space.

### **Solid Waste – Deadline July 5, 2024**

The subject property has no legal primary dwelling on the subject property. Because there is no primary dwelling the storage of any miscellaneous waste, inoperable or non-currently licensed vehicles is prohibited.

The accumulation of solid waste causes a condition of unsightliness and is a safety and health hazard and constitutes a violation of Clackamas County Code Title 10.03.060 (A) and (B).

- Remove all solid waste, including but not limited to appliances, equipment and furniture; vehicle parts; tires; scrap metal, or any other useless, unwanted or discarded material, or other similar non-putrescible solid waste or waste.

### **Inoperable and/or Non-Currently Licensed Vehicles – July 5, 2024**

- You will be required to remove all vehicles from the subject property to an authorized location. The storage of any vehicles on the subject property without a legal primary use is not permitted.

### **Manufactured Home – Deadline July 5, 2024**

- Please submit, or have your professional submit a complete application for the placement of the manufactured home and pay appropriate fee(s). Permits are accepted online only, for more information on this process please refer to the County's website at <https://www.clackamas.us/building>
  - All requests for additional information in order to complete the application process must be responded to within ten days of being notified.
  - The permit(s) must have the fee(s) paid in full within ten days of your being notified by Building Codes.
  - 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).

**OR**

- You can abate the violation by removing the manufactured home from the subject property to an authorized location. Permits will be required to decommission the electrical set up and any plumbing/septic connections. Permits are accepted online only, for more information on this process please refer to the County's website at <https://www.clackamas.us/building>
  - All requests for additional information in order to complete the application process must be responded to within ten days of being notified.
  - The permit(s) must have the fee(s) paid in full within ten days of your being notified by Building Codes.
  - 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).

\*\*\*\***Please note**\*\*\*\* – If you wish to legalize the manufactured home, you will be required to install a septic system on the subject property. Please contact the Septic Department to discuss the permitting requirements.

### **CONTACT INFORMATION**

**Planning** – If you have questions concerning land use requirements please contact the Land Use and Planning Department at 503-742-4500 or on-line at [ZoningInfo@clackamas.us](mailto:ZoningInfo@clackamas.us).

**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).

**Septic**– If you have questions concerning septic requirements please contact the septic department at 503-742-4740 or on-line at [septicinfo@clackamas.us](mailto:septicinfo@clackamas.us).

You may also stop by the Planning, Permitting and Code Enforcement Offices at the Development Services Building, 150 Beaver Creek Road, Oregon City. The lobby is open between the hours of 8:00 a.m. to 4:00 p.m. Monday through Thursday. Our office is closed to the public on Fridays.

If you have any questions my direct telephone number is 503-742-4759 and my email is [jkauppi@clackamas.us](mailto:jkauppi@clackamas.us).

*Jennifer Kauppi*

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.



Citation No. 2400225

Case No. V0022524

# ADMINISTRATIVE CITATION

Date Issued: July 17, 2024

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

Name: Wilbur A Pottratz Jr  
Mailing Address: 10311 SE Mather Rd  
City, State, Zip: Clackamas, OR 97015

Date Violation(s) Confirmed: On the 29th day of May, 2024 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): 10501 SE Mather Rd., Clackamas, OR 97015

Legal Description: T2S, R2E Section03CC, Tax Lot(s) 00300

**Law(s) Violated:**

- Chapter 9.02 of CCC Application and Enforcement of the Clackamas County Building Code, Section 9.02.040, (E)
- Chapter 10.03 of CCC Solid Waste and Waste Management, Section 10.03.060(A)(B)
- Title 12 and 13 of CCC Zoning and Development Ordinance, Section 315.03(A)

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

- 1) Accumulation of miscellaneous debris and inoperable or non-currently licensed vehicles.  
Maximum Civil Penalty \$2,500.00                      Fine \$400.00
  
- 2) Accessory structure converted to habitable space without approved permits or approved final inspections.  
Maximum Civil Penalty \$1,000.00                      Fine Not subject to a fine amount
  
- 3) Manufactured home placed without approved permits or approved final inspections.  
Maximum Civil Penalty \$1,000.00                      Fine Not subject to a fine amount
  
- 4) Occupied recreational vehicle without a legally established primary use on the subject property.  
Maximum Civil Penalty \$2,500.00                      Fine \$400.00

You may avoid paying the civil penalty by abating the violation(s) and paying a total fine of \$800.00. 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: Jennifer Kauppi  
Telephone No.: 503-742-4759

Date: July 17, 2024  
Department Initiating Enforcement Action: Code Enforcement













