



## NOTICE OF HEARING

September 16, 2025

Mary E Scarpelli Trustee of  
The Mary E. Scarpelli Living Trust  
3714 Virginia Ln  
Spokane, WA 99206

**RE::** County of Clackamas v. Mary E. Scarpelli Trustee of The Mary E. Scarpelli  
Living Trust

**File:** V0045521

**Hearing Date:** October 21, 2025

**Time:** **This hearing will begin at 10:30 am** 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 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 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 evidence that a violation exists or existed. Either party may, at their own expense, obtain an attorney, to represent that 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 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 a continuing order. The Hearings Officer 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, the 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 proceedings 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 Hearing Officer Code, and Oregon Revised Statute 34.010-34.100. If appeal is taken, the 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

You must have access to the internet or to a telephone line to use the Zoom platform. A Zoom invite has been sent to nmj77@icloud.com. A copy of the link is provided below. Once you have joined the meeting, please allow the moderator to promote you to a panelist. **Closed captioning is available for the zoom platform upon request.**

If you would like to present evidence at the Hearing please email or mail your evidence to Code Enforcement at 150 Beavercreek 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 Diane Bautista at 503-742-4459 **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

Topic: Code Enforcement Hearing - Mary E. Scarpelli Trustee - V0045521 - Oct 21 - 10:30 am

Join from PC, Mac, iPad, or Android:

<https://clackamascounty.zoom.us/j/83815428365?pwd=SMuqJpbyc4brat5LgYw0KKXXNDjeh9.1>

Passcode:801128

Phone one-tap:

+14086380968,,83815428365#,,,,\*801128# US (San Jose)

+16694449171,,83815428365#,,,,\*801128# US

Join via audio:

+1 408 638 0968 US (San Jose)

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**

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+1 719 359 4580 US  
+1 253 205 0468 US  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 309 205 3325 US  
+1 312 626 6799 US (Chicago)  
+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
+1 564 217 2000 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

Webinar ID: 838 1542 8365

Passcode: 801128

International numbers available: <https://clackamascounty.zoom.us/j/83815428365>

Join from an H.323/SIP room system:

H.323:

144.195.19.161 (US West)  
206.247.11.121 (US East)  
115.114.131.7 (India Mumbai)  
115.114.115.7 (India Hyderabad)  
159.124.15.191 (Amsterdam Netherlands)  
159.124.47.249 (Germany)  
159.124.104.213 (Australia Sydney)  
159.124.74.212 (Australia Melbourne)  
170.114.180.219 (Singapore)  
64.211.144.160 (Brazil)  
159.124.132.243 (Mexico)  
159.124.168.213 (Canada Toronto)  
159.124.196.25 (Canada Vancouver)  
170.114.194.163 (Japan Tokyo)  
147.124.100.25 (Japan Osaka)

Meeting ID: 838 1542 8365

Passcode: 801128

SIP: [83815428365@zoomcrc.com](mailto:83815428365@zoomcrc.com)

Passcode: 801128

## 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.

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

COUNTY OF CLACKAMAS,

Petitioner,

File No: V0045521

v.

MARY E. SCARPELLI TRUSTEE OF  
THE MARY E. SCARPELLI LIVING TRUST

Respondent(s).

COMPLAINT AND REQUEST FOR HEARING

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

1.

Respondent Mary E. Scarpelli Trustee of the Mary E. Scarpelli Living Trust's mailing address is: 3714 Virginia Ln., Spokane, WA 99206.

2.

The Respondent(s) own/owns or occupies the address or location of the violation(s) of law alleged in this Complaint 19550 SE Debora Dr., Damascus, OR 97089, also known as T1S, R3, Section 32A , Tax Lot 02600, and is located in Clackamas County, Oregon. The property is zoned Rural Residential Farm Forest (RRFF-5) and is the location of violation(s) asserted by the County.

3.

On or about the 30th day of July, 2025 the Respondents violated the following laws, in the following ways:

- a. Respondents violated the Clackamas County Building Code, Title 9.02 by failing to obtain permits and approved final inspection for an accessory structure. This violation is a Priority 1 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 Respondents in the following manner:  
Violation Notice dated December 3, 2024 and Citation and Complaint #2100455-2. A copy of the notice document is attached to this Complaint as Exhibit D and E, 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 the Title 9.02 Priority 1 violation being \$1,000.00 to \$3,500.00 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; and

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:

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

DATED THIS 15th day of September, 2025.

*Diane Bautista*

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Diane Bautista  
Code Enforcement Specialist  
FOR CLACKAMAS COUNTY



COUNTY OF CLACKAMAS,

Petitioner,

v.

MARY E. SCARPELLI TRUSTEE  
OF THE MARY E. SCARPELLI  
LIVING TRUST,

Respondent.

File No.: V0045521

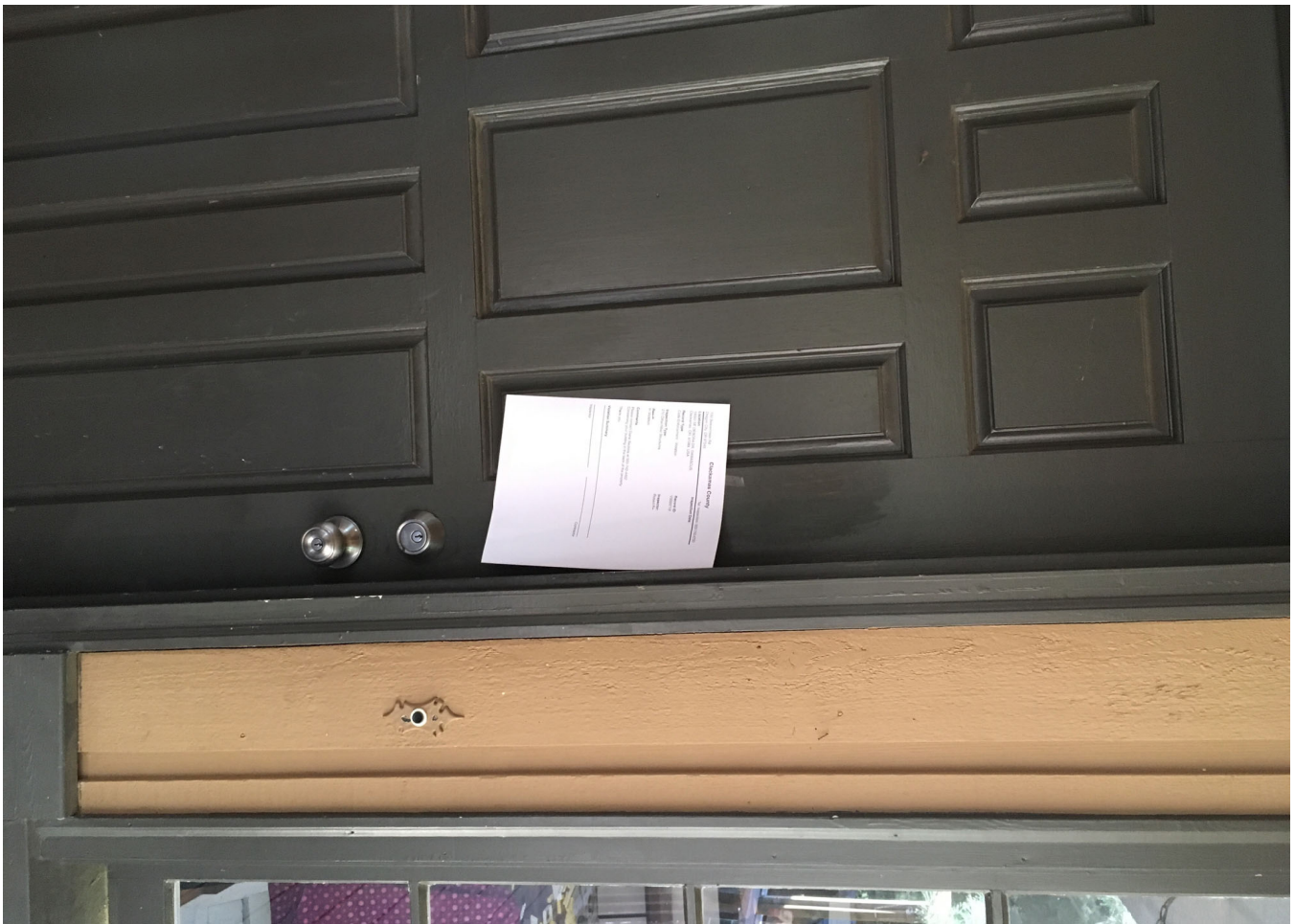
STATEMENT OF PROOF

History of Events and Exhibits:

April 19, 2018	Clackamas County received a complaint that building permit B01425-84 for office space had been converted to an Accessory Dwelling Unit and an accessory structure being built without permits.
April 25, 2018 Exhibit A	Building inspector Robert Fix conducted a site inspection and confirmed the accessory structure was in violation.
March 10, 2022 Exhibit B	The Respondent purchased the property. The previous file was closed and a new violation file opened.
January 27, 2023 February 3, 2023	On January 27, 2023 electrical permit E0270522 received final approved inspection and on February 3, 2023 plumbing permit P0086722 received final approved inspection to convert the unpermitted accessory dwelling back to office space. This violation was abated.
April 20, 2023 Exhibit C	Respondent applied for building permit B0214423 for the accessory structure. This permit has not been issued.
December 3, 2024 Exhibit D	Correspondence was sent to the respondent with a deadline of January 3, 2025 to abate the violation.
July 30, 2025 Exhibit E	Citation 2100455-2 for \$514.00 was issued for accessory structure built without permits. This citation was not returned to the County. This citation has not been paid.
September 15, 2025	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 Final Order in this matter recommending the following:

- The imposition of civil penalties for the Building Code Violation of up to \$3,500.00 for date cited July 30, 2025.
- Payment for Citation 2100455-2 for \$514.00 issued on July 30, 2025.
- The administrative compliance fee of \$75.00 be imposed from December 2025 until June 2025 for a total amount of \$450.00.
- The administrative compliance fee of \$100.00 be imposed from July 2025 until the violation is abated. As of this report the total amount is \$300.00. Total administrative fees as of this report is \$750.00.
- Hearings Officer to authorize the County further enforcement action including to proceed to Circuit Court.

















150 Beavercreek Rd  
Oregon City, OR 97045

# Clackamas County

Tel: Inspection: 503-742-4720

**Location:**  
19550 SE DEBORA DR, DAMASCUS,  
Clackamas, OR, 97089, USA

**Inspection Date:**

**Record Type:**  
Code Enforcement - Violation

**Record ID:**  
V0020718

**Inspection Type:**  
270 Other/Misc Structures

**Inspector:**  
Robert Fix

**Result:**  
In Violation

**Comments:**  
Please contact Diane Bautista at 503-742-4452  
Concerning your building in the back of the property

Thank you

**Violation Summary:**

Inspector

Contractor

93  
MARY E. SCARPELLI  
3714 S. Virginia Lane  
Spokane Valley, WA 99206  
Grantor's Name and Address

MARY E. SCARPELLI, Trustee  
3714 S. Virginia Lane  
Spokane Valley, WA 99206  
Grantee's Name and Address

After recording, return to:  
SCHNEIDER RASCHE LLC  
2455 NW Marshall Street, Suite 11  
Portland, OR 97210

Until requested otherwise, send all tax statements to:  
MARY E. SCARPELLI, Trustee  
3714 S. Virginia Lane  
Spokane Valley, WA 99206

Clackamas County Official Records  
Sherry Hall, County Clerk

2022-014639



\$93.00

02547553202200146390010012

03/10/2022 11:14:58 AM

D-D Cnt=1 Stn=75 BRAD  
\$5.00 \$16.00 \$62.00 \$10.00

### BARGAIN AND SALE DEED

MARY E. SCARPELLI, Grantor, for the consideration hereinafter stated, does hereby grant, bargain, sell and convey all of her interest unto MARY E. SCARPELLI, Trustee, or her successors in trust, of the MARY E. SCARPELLI LIVING TRUST, dated August 10, 2016 and any amendments thereto, Grantee, and unto grantee's heirs, successors and assigns, all of that certain real property, with the tenements, hereditaments and appurtenances thereto belonging or in any way appertaining, situated in Clackamas County, Oregon, described as follows:

**Lot 4 and the Easterly 5 feet of Lot 5, Block1, MOULTRIE'S 1<sup>ST</sup> ADDITION, in the County of Clackamas and State of Oregon.**

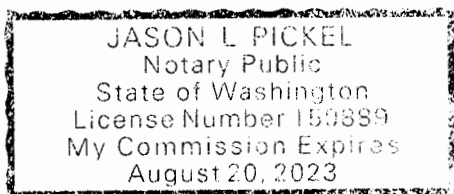
SUBJECT TO: Easements, conditions and restrictions of record on file with the County of Clackamas.

The true consideration for this conveyance is \$ FOR ESTATE PLANNING FOR GRANTORS BENEFIT (Here, comply with the requirements of ORS 93.030.)

DATED 2/28/22

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.

Mary E. Scarpelli  
MARY E. SCARPELLI



STATE OF Washington, County of Spokane ss.

This instrument was acknowledged before me on  
2/28/2022 by Mary E. Scarpelli.

Jason L. Pickel  
Notary Public for Washington

My commission expires 8/20/2023





Permit #: B0214423	Applied: 04/20/2023
Type: New / Residential	Approved:
Status: In Review	Final:
Valuation: \$50,000.00	Expiration:
Address: 19550 SE DEBORA DR DAMASCUS, OR 97089	

Applicant: Nicholas Jenkins (503) 757-3222  
Owner: SCARPELLI MARY E TRUSTEE  
Contractor:

Certificate of Occupancy Required:

Taxlot: 13E32A 02600	Class: 328-Other Buildings (Pole Buildings, etc)
Entered By:	Occupancy: Private Garages Wood Units: Frame
Insp Area: 1 RMC	Bldgs:
Printed: 09/11/2025	Violation:

Description: This permit request is to formalize a structure that was already constructed on the property by the previous owner. The property located at 19550 SE Debora Drive was purchased in Oct 2021 and the structure was already present. This permit will be to formalize the structure through the correct process that was not followed by the previous owner.

Conditions:

NOTICE: In accordance with ORS 455.355, the disposal of thermostats that contain mercury shall be in accordance with programs established by thermostat manufacturers, their representative or distributor, or by delivery to sites that will ensure that the mercury does not become part of the solid waste stream or wastewater.

NOTICE: The County in its review and approval of this application is not authorizing any activity that may result in a violation of the federal Endangered Species Act (ESA). You are specifically put on notice that it is your responsibility to determine whether activities undertaken pursuant to an approval result in conflict with the provisions of the ESA. It is further your responsibility to ensure that all activities taken pursuant to an approval are designed, constructed and maintained in a manner that does not violate the ESA or any other applicable federal, state or local law.

**\*\*Any Transportation or Park System Development Charge decision made by the Department may be appealed to the County TSDC Hearings Officer by filing a written request with the Department within 14 days of the final decision. The fee is \$500.00.\*\***

SFR/Dup 1st Unit(sqft):

Additional Unit(sqft):



BUILDING CODES DIVISION

DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

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Structural Pln/FLS Rev Deposit	275	\$275.08
Residential Plan Review	1	\$275.08
Residential Structural Permit	1	\$423.20
State Surcharge	1	\$71.18
Investigation Fee (Hours)	2	\$170.00
Plot Plan check - New Bldg Permit	1	\$165.00
Total Fees:		\$1,379.54
Total Payments:		\$275.08
<b>Balance Due:</b>		<b>\$1,104.46</b>

*Our goal is to provide you with excellent service. If you would like to discuss your experience with us, contact one of our Customer Service Specialists at 503-742-4400, [dtdcustomerinfo@clackamas.us](mailto:dtdcustomerinfo@clackamas.us) or simply fill out our online survey at <https://www.surveymonkey.com/s/cccustomersurvey>*



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

December 3, 2024

Mary E. Scarpelli, Trustee of the Mary E. Scarpelli Living Trust  
3714 Virginia Lane  
Spokane, WA 99206

**SUBJECT: Violation of the Clackamas County Building Code, Title 9.02.040 (B), (C), (D) and (E)**

**VIOLATION: V0045521**

**SITE ADDRESS:** 19550 SE Debora Dr., Damascus, OR 97089

**LEGAL DESCRIPTION:** T1S, R3E, Section 32A, Tax Lot 02600

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

- Accessory structure built without permits

**VIOLATIONS & HOW TO RESOLVE**

**Accessory structure built without permits**

The construction of an accessory structure without permits constitutes a violation of the Clackamas County Building Code, Title 9.02.040 (B), (C), (D) and (E). You must abate the violation by completing the following **no later than January 3, 2025**:

- Obtain appropriate building, plumbing, electrical and mechanical permits as required.
  - Submit the appropriate permit applications and pay the appropriate fee(s).
    - Please schedule all inspections so that final inspections may be obtained no later than 45 days from the date of the permit being issued.

NOTE: **Permits are accepted online only**, for more information on this process please refer to the County's website at <https://www.clackamas.us/building>.

## **CONTACT INFORMATION**

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

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

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

## **ITEMS INCLUDED IN THIS PACKET**

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



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.



Citation No. 2100455-2

Case No. V0045521

# ADMINISTRATIVE CITATION

Date Issued: July 30, 2025

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

Name: Mary E. Scarpelli, Trustee of the Mary E. Scarpelli Living Trust  
Mailing Address: 3714 Virginia Lane  
City, State, Zip: Spokane, WA 99206

Date Violation(s) Confirmed: On the 30th day of July, 2025, 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): 19550 SE Debora Dr., Damascus, OR 97089

Legal Description: T1S, R3E Section 32A, Tax Lot(s) 02600

**Law(s) Violated:**

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

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

- 1) Accessory structure built without permits

Maximum Civil Penalty \$3,500.00                      Fine \$514.00

You may avoid paying the civil penalty by abating the violation(s) and paying a total fine of \$514.00. 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  
Telephone No.: 503-742-4459

Date: July 30, 2025  
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: \_\_\_\_\_