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Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними:
DTDcompliance@clackamas.us | 503-742-4400.

如需翻译服务或残障相关的协助，请与我们联系：
DTDcompliance@clackamas.us | 503-742-4400。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua DTDcompliance@clackamas.us | 503-742-4400.



Clackamas County
www.clackamas.us



NOTICE OF HEARING

July 28, 2026

Michelle A Menefee
14708 SE Rupert Dr.
Milwaukie, OR 97267

RE: County of Clackamas v. Michelle A Menefee
File: V0003526

Hearing Date: August 25, 2026

Time: This item will not begin before 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 Shane Potter, Code Compliance Specialist for Clackamas County at (503) 742-4465, 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 20th 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 copy of the link is provided below. Once you have joined the meeting, you will be prompted to join as panelist. Please click **JOIN AS PANELIST**.

If you would like to present evidence at the Hearing, please email Shane Potter at spotter@clackamas.us or mail your evidence to Shane Potter at 150 Beaver Creek Rd, Oregon City, Oregon 97045, **no later than 4 working days prior to the hearing**. Staff will process 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 Shane Potter at 503-742-4465 **within 3 calendar days of receipt of the Notice of Hearing**.

If you are unfamiliar with using the Zoom platform, please perform an internet search of "how to use Zoom" and there are many interactive guides available. **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 971-930-6134 for assistance.

Zoom Invite:

Join from PC, Mac, iPad, or Android:

<https://clackamascounty.zoom.us/j/88260203207?pwd=elNbsZLCJZwgTrqZiHF1AMlIXcBlyZ.1>

Passcode: 481369

Phone one-tap:

+19712471195,,88260203207# US (Portland) 12133388477,,88260203207# US +(Los Angeles)

Join via audio:

+1 971 247 1195 US (Portland)	+1 720 928 9299 US (Denver)	+1 360 209 5623 US
+1 213 338 8477 US (Los Angeles)	+1 206 337 9723 US (Seattle)	+1 386 347 5053 US
+1 253 205 0468 US	+1 646 931 3860 US	+1 470 250 9358 US (Atlanta)
+1 253 215 8782 US (Tacoma)	+1 651 372 8299 US (Minnesota)	+1 470 381 2552 US (Atlanta)
+1 346 248 7799 US (Houston)	+1 689 278 1000 US	+1 507 473 4847 US
+1 408 638 0968 US (San Jose)	+1 786 635 1003 US (Miami)	+1 564 217 2000 US
+1 602 753 0140 US (Phoenix)	+1 267 831 0333 US (Philadelphia)	+1 646 518 9805 US (New York)
+1 669 219 2599 US (San Jose)	+1 301 715 8592 US (Washington DC)	+1 646 876 9923 US (New York)
+1 669 444 9171 US	+1 305 224 1968 US	
+1 669 900 6833 US (San Jose)	+1 309 205 3325 US	
+1 719 359 4580 US	+1 312 626 6799 US (Chicago)	Webinar ID: 882 6020 3207

International numbers available: <https://clackamascounty.zoom.us/j/kbNsENCg8>

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

¡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

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

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

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

환영합니다. Korean

운송개발부는 차별 금지를 위해 모든 노력을 기울이고 있습니다. 자세한 내용은 홈페이지 www.clackamas.us/transportation/nondiscrimination

BEFORE THE COMPLIANCE HEARINGS OFFICER
FOR THE COUNTY OF CLACKAMAS

CLACKAMAS COUNTY,

Petitioner,

v.

MICHELLE A MENEFEE,

Respondent.

FILE NO: V0003526

COMPLAINT AND REQUEST FOR HEARING

I Shane Potter, Code Enforcement Specialist for Clackamas County, allege the following:

1.

Respondents' mailing address is: 14708 SE Rupert Dr., Milwaukie, OR 97267.

2.

The Respondent owns or occupies the address or location of the violation(s) of law alleged in this complaint 14708 SE Rupert Dr., Milwaukie, OR 97267, also known as T2S, R1E, Section 12BB, Tax Lot 05000, the property is zoned R-7 (Urban Low Density Residential) and is the location of violation(s) asserted by the County.

3.

On or about the 24th day of March, 2026, and on or about the 13th day of April, 2026, the Respondent violated the following laws, in the following ways:

Title 10 of the Clackamas County Solid Waste Code Section 10.03.060. 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 Respondent in the following manner: Violation Notice dated March 24, 2026 and Citation and Complaint #2600035 - 1 on April 23, 2026. A copy of the notice documents are attached to this Complaint as Exhibits E and G, 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 Commissions. Said range for a Priority 1 for a Solid Waste Code 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 20th day of July, 2026

A handwritten signature in black ink, appearing to read "Shane Potter". The signature is fluid and cursive, with a large, sweeping initial "S".

Shane Potter
Code Enforcement Specialist
FOR CLACKAMAS COUNTY

CLACKAMAS COUNTY,

Petitioner,

v.

MICHELLE A MENEFEE,

Respondent.

File No.: V0003526

STATEMENT OF PROOF

History of Events and Exhibits:

Exhibit A	Respondents' mailing address is 14708 SE Rupert Dr., Milwaukie, OR 97267. Respondent owns and/or resides on property located at 14708 SE Rupert Dr., Milwaukie, OR 97267, also known as T2S, R1E, Section 12BB, Tax Lot 05000, located within Clackamas County. The parcel is zoned R-7 (Urban Low Density Residential). Exhibit A page 2 is a November 2025 aerial.
January 20, 2026	Clackamas County received complaints regarding solid waste in the form of trash down the property line.
January 26, 2026 Exhibit B	Clackamas County sent notice of allegation to the Respondent by first class mail regarding a solid waste code violation. The mail was not returned.
February 10, 2026 Exhibit C	Code Enforcement Specialist (CES) Jennifer Kauppi conducted a site visit and found putrescible waste existing along the driveway against the property line as well as an inoperable and/or not currently licensed vehicle.
March 23, 2026 Exhibit D	CES Kauppi conducted a site visit and found the putrescible waste remains on site in the same area as it existed on the prior visit on February 10, 2026.
March 24, 2026 Exhibit E	Notice of Violation for a Priority 1 Solid Waste code violation was prepared and mailed first class mail to the Respondent. The notice provided a deadline of April 7, 2026, to abate the violation. The mail was not returned.
April 13, 2026 Exhibit F	CES Kauppi conducted a site visit and found the putrescible waste remains on site.

April 23, 2026
Exhibit G

Citation #2600035 – 1 issued for a Solid Waste Code violation. The citation is a Priority 1 violation with a fine of \$514.00. The citation was mailed first class mail, the mail was not returned, and the citation has not been paid.

May 11, 2026
Exhibit H

CES Kauppi conducted a site visit and the putrescible waste remains on site.

July 20, 2026

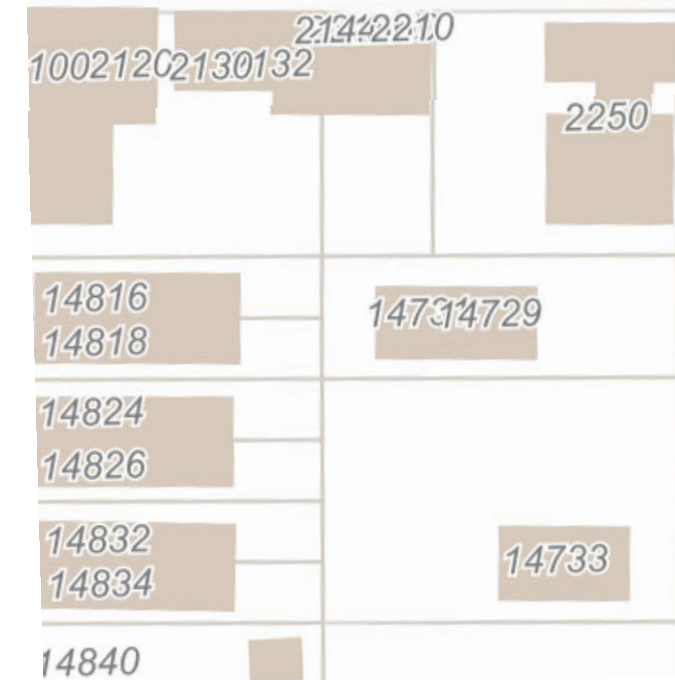
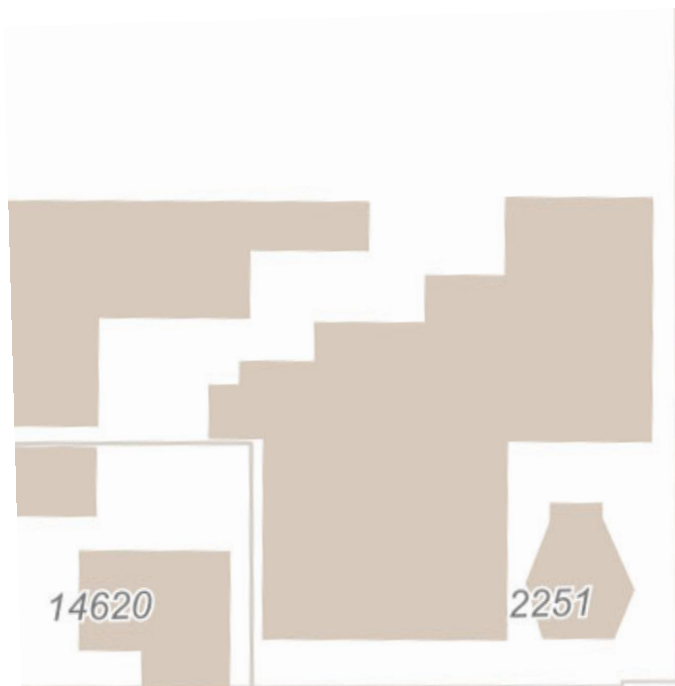
The County referred this matter to the Code Enforcement Hearings Officer.

If the Hearings Officer affirms the County's position that a violation of the Solid Waste Code exists on the subject property, the County requests a Final Order be issued requiring the Respondent:

- Payment of Citation No. 2600035 - 1 for \$514.00 for a Priority 1 Solid Waste Code Violation.
- Assessment of a civil penalty between \$1,000.00 and \$3,500.00 for a Priority 1 Solid Waste Code violation for date cited April 23, 2026.
- Assessment of an administrative compliance fee starting April 2026:
 - Calculated at a rate of \$100 per month for May through June 2026 for total of \$200.00.
 - Calculated at a rate of \$102 per month for July 2026.
 - For a total administrative compliance fee of \$302.00.
- If the violations are not abated the County may request authorization for further enforcement action including to proceed to Circuit Court.
- The County requests the Hearing's Officer to permanently enjoin the Respondent from violating these laws in the future.
- The County would also ask that reimbursement be ordered for any expense the County incurs in collection of these monies.

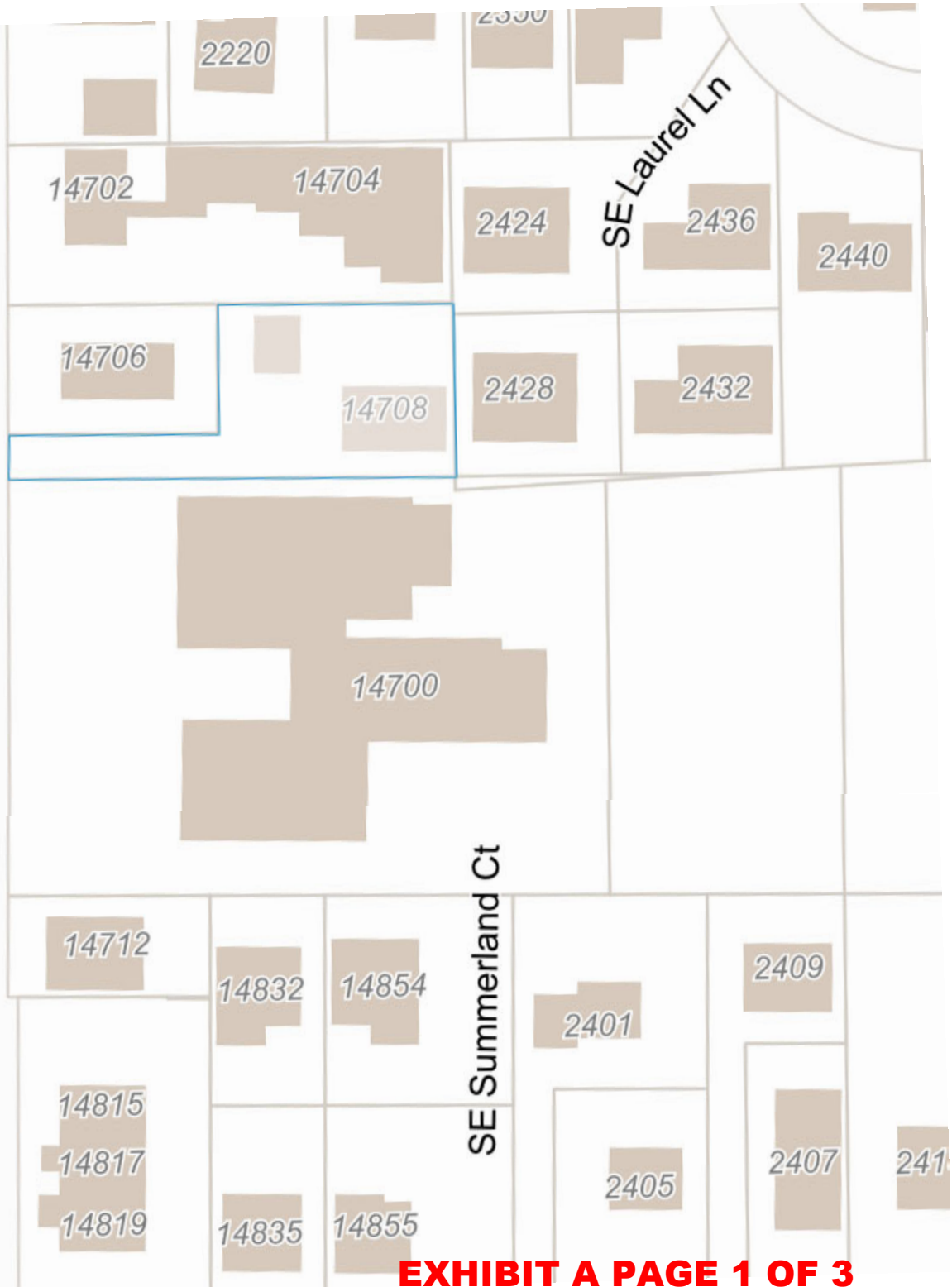
In the event mitigating factors are presented at the hearing and the factors warrant a Continuing Order, the County recommends the following:

- Within 7 days remove all solid waste including putrescible waste, including but not limited to, automotive parts, tires, appliances, equipment, furniture, scrap metal, and miscellaneous debris to an authorized disposal facility. All putrescible waste must be stored in a rodent proof container with tight-fitting lid and removed to an authorized disposal facility a minimum of once every 7 days. Covering solid waste from violation.



SE Rupe

SE Rupert Dr



SE Laurel Ln

SE Summerland Ct



Property Account Summary



Account Number	00283080	Property Address	14708 SE RUPERT DR , MILWAUKIE, OR 97267	
General Information				
Alternate Property #	21E12BB05000			
Property Description	1997-81 PARTITION PLAT PARCEL 2			
Property Category	Land &/or Buildings			
Status	Active, Locally Assessed			
Tax Code Area	012-057			
Remarks				
Tax Rate				
Description	Rate			
Total Rate	18.8529			
Property Characteristics				
Neighborhood	15371: Area 05 East side plexes 100, 101			
Land Class Category	101: Residential land improved			
Building Class Category	232: Multi family res, class 3, duplex			
Year Built	1910			
Change property ratio	1XX			
Related Properties				
No Related Properties Found				
Parties				
Role	Percent	Name	Address	
Veteran	100	MENEFEE MICHELLE A	14708 SE RUPERT DR, MILWAUKIE, OR 97267	
Taxpayer	100	MENEFEE MICHELLE A	14708 SE RUPERT DR, MILWAUKIE, OR 97267	
Owner	100	MENEFEE MICHELLE A	14708 SE RUPERT DR, MILWAUKIE, OR 97267	
Property Values				



January 26, 2026

Michelle A Menefee
14708 SE Rupert Dr.
Milwaukie, OR 97267

**Subject: Alleged Violation of the Solid Waste Code, Title 10.03.060
of the Clackamas County Code**

Site Address: 14708 SE Rupert Dr. Milwaukie, OR 97267
Legal Description: T2S, R1E, Section 12BB, Tax Lot 5000

It has come to the attention of Clackamas County Code Enforcement an accumulation of putrescible solid waste including household garbage may exist on the above referenced property.

This may constitute a violation of the Solid Waste Code, Title 10.03.060 of the Clackamas County Code.

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

E-mail address is Spotter@clackamas.us

Telephone number is 503-742-4465

Please note that a \$100.00 monthly Administrative Compliance Fee will be assessed if a violation has been determined and has not been abated.

Department of Transportation and Development

Nondiscrimination Policy:

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ДОБРО ПОЖАЛОВАТЬ! Russian

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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.

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.

환영합니다. Korean

운송개발부는 차별 금지를 위해 모든 노력을 기울이고 있습니다. 자세한 내용은 홈페이지 www.clackamas.us/transportation/nondiscrimination.













NOTICE OF VIOLATION

March 24, 2026

Violation No.: V0003526

Michelle A Menefee
14708 SE Rupert Dr.
Milwaukie, OR 97267

RE: CLACKAMAS COUNTY NO. V0003526

CLACKAMAS COUNTY CODE SECTIONS VIOLATED:

1. CLACKAMAS COUNTY CODE TITLE 10: FRANCHISES – SOLID WASTE AND WASTES MANAGEMENT – CHAPTER 03.060(A, B.5 & B.9) - SOLID WASTE OR WASTES ACCUMULATION PROHIBITED

SITE ADDRESS: 14708 SE Rupert Dr., Milwaukie, OR 97267
LEGAL DESCRIPTION T2S, R1E, SECTION 12BB, TAX LOT 05000

Dear Michelle Menefee,

Clackamas County Code enforcement has confirmed solid waste code violations for putrescible waste at the above listed address. The waste which originally was in bags has more recently been torn open and debris scattered. This is a priority 1 solid waste code violation. To abate the violation(s) you must complete the following **NO LATER THAN: April 7, 2026**

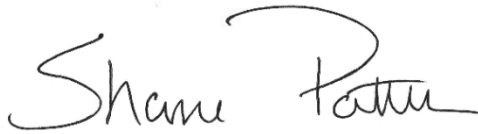
PUTRESCIBLE WASTE AND OTHER WASTES THROUGHOUT THE FRONT OF THE SITE

There is waste including putrescible waste throughout the front of the site including down the lane.

1. Remove all putrescible waste (such as food scraps, sewer, and other debris that create a health hazard), solid waste, including but not limited to, automotive parts, tires, appliances, equipment, furniture, scrap metal, and miscellaneous debris to an authorized disposal facility. All putrescible waste must be stored in a rodent proof container with tight-fitting lid and removed to an authorized disposal facility a minimum of once every 7 days. Covering solid waste with a tarp does not remove the items from violation. For a definition of solid waste please go to Title 10.03.030 (59), and/or;

2. Place the items that you wish to keep code compliant, by screening them from view or placed within a compliant structure for such use.

If you have questions concerning permit requirements, the online submittal process, or the land use process, please contact the department listed below at the phone number or email listed, or stop by the offices located at 150 Beaver Creek Rd., Oregon City, OR 97045, Monday through Thursday between the hours of 8:00 a.m. and 4:00 p.m. The offices are closed on Fridays.

A handwritten signature in black ink that reads "Shane Potter". The signature is fluid and cursive, with the first name "Shane" and last name "Potter" clearly distinguishable.

Shane Potter
Code Enforcement Specialist
Clackamas County Code Enforcement
Phone: 503-742-4465
spotter@clackamas.us

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 \$100 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, and (3) a lien being placed against the subject property for the amount due from citations and fees which will accrue interest.
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.
4. **Potential Fines and Penalties:** The Clackamas County Code provides for citation fine amounts of up to \$514 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. **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 the payment is ordered, the County may file and record the order for payment in the County Clerk Lien Record.
6. **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.
7. **Recurrences will result in additional citations:** Finally, recurrences of abated violations may result in the issuance of a citation without prior notice.







Citation No. 2600035 - 1

Case No. V0003526

ADMINISTRATIVE CITATION

Date Issued: April 23, 2026

Name and Address of Person(s) Cited:

Name: Michelle A Menefee
Mailing Address: 14708 SE Rupert Dr.
City, State, Zip: Milwaukie, OR 97267

Date Violation(s) Confirmed: On the 13th day of April, 2026 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): 14708 SE Rupert Dr., Milwaukie, OR 97267

Legal Description: T2S, R1E Section12BB, Tax Lot 05000

Law(s) Violated:

☒ Chapter 10.03 of CCC Solid Waste and Waste Management, Section 10.03.060(A)(B.5 & B.9)

Description of the violation(s):

- 1) There is putrescible waste down the lane in bags that have been torn open.

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 \$100.00 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: Shane Potter
Telephone No.: 503-742-4465

Date: April 23, 2026
Department Initiating Enforcement Action: Code Enforcement

V0003526 – 14708 SE Rupert Dr.

PLEASE READ CAREFULLY!

You have been cited for the violation(s) of law stated on the front of this form. If you fail to exercise one of the following options within fifteen calendar days of the citation date, the County may request a Default Order from the Compliance Hearings Officer finding you in violation and assessing fines and monthly administrative fees, or the County may request a hearing before the Compliance 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 including the administrative compliance fees that have accrued. 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.

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 number and Case number; 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. Until the violation is abated a monthly administrative compliance fee is being assessed.
4. 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: _____



