



NOTICE OF RESET HEARING

October 21, 2025

Steve and Sheila Amundson
PO Box 124
Clackamas, OR 97015

RE:: County of Clackamas v. Steve and Sheila Amundson
File: V0010525

Hearing Date: November 13, 2025

Time: **This hearing will begin at 12:00 PM** however it may begin later depending on the length of preceding items.

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

Enclosed you will find the following:

1. Notice of Rights
2. Copy of 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 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 Zoom invite has been sent to advancewoodworks@msn.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 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 971-930-6134 for assistance.

Zoom invite

Join from PC, Mac, iPad, or Android:

<https://clackamascounty.zoom.us/j/88265587124?pwd=IT6PndsGx2f80liZNVzIQFMID9a7ws.1>

Passcode:520167

Phone one-tap:

+17193594580,,88265587124# US

+12532050468,,88265587124# 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)

+1 301 715 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

+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

Webinar ID: 882 6558 7124

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

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, email 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, envíe un correo electrónico a 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, отправьте письмо на адрес эл. почты 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，发送电子邮件至 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, gửi email đến 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/nondiscrimination을 참조하거나 이메일 JKauppi@clackamas.us, 또는 전화 503-742-4452번으로 연락 주십시오.

BEFORE THE COMPLIANCE HEARINGS OFFICER
for
COUNTY OF CLACKAMAS

COUNTY OF CLACKAMAS,

Petitioner,

v.

STEVEN AND SHEILA AMUNDSON,

Respondents.

File No: V0010525

COMPLAINT AND REQUEST FOR HEARING

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

1.

Respondent's mailing address is: PO Box 124, 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 19609 SE Chitwood Rd, Damascus, OR 97089 also known as T2S, R3E, Section 08A, Tax Lot 02400, and is located in Clackamas County, Oregon. The property is zoned RA1 and is the location of violation(s) asserted by the County.

3.

On or about the March 26, 2025 and on May 14, 2025 the Respondents violated the following laws, in the following ways:

- a. Respondents violated the Clackamas County Zoning and Development Ordinance, Title 12, Section 316.03 (A) by operating Baltzell Sheet Metal Inc without land use approval. 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 violation was given to Respondents in the following manner: Violation Notice March 26, 2025 and Citation and Complaint 2500105 was mailed via first class mail on May 14, 2025. A copy of the notice document is attached to this Complaint as Exhibit C 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 Respondents to immediately abate the violation and bring the property at issue into compliance with all laws, and permanently enjoining Respondents from violating these laws in the future;
2. Pursuant to Clackamas County Code Section 2.07.090, imposing a civil penalty against Respondents for each violation, within the range established by the Board of County Commissioners. 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 Respondents 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 Respondents 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 8th day of September, 2025.



Jennifer Kauppi
Code Enforcement Specialist
FOR CLACKAMAS COUNTY

COUNTY OF CLACKAMAS,

Petitioner,

STEVEN C. AND SHEILA E.
AMUNDSON

Respondents.

File No.: V0010525

STATEMENT OF PROOF

History of Events and Exhibits:

| | |
|-----------------------------|--|
| March 10, 2025 | Clackamas County received a complaint regarding a business operating on the subject property without land use approval. |
| March 17, 2025 Exhibit A | Correspondence was sent to the Respondents regarding the alleged violation. |
| March 24, 2025 Exhibit B | I conducted a site visit of the subject property. I found two dumpsters, two vehicles, a trailer and a commercial vehicle posted for sale at the time of the inspection. I contacted the Waste Management company. One dumpster is being leased to Advanced Woodwork Construction and the other is leased to Baltzell Sheet Metal Inc. |
| March 26, 2025 | I spoke with Sheila on the phone. Sheila stated that Baltzell Sheet Metal is storing their commercial vehicles and equipment in the building. They do have employees that come to this location to pick up and drop off equipment. |
| March 26, 2025 Exhibit C | A Notice of Violation was mailed to the Respondents providing them with a deadline date of April 26 th to abate the violation. |
| April 24, 2025 | I spoke with Sheila on April 24, 2025. Sheila stated that the business has not moved as there is nowhere for them to go. |
| April 28, 2025 | Steve came into the office and spoke with planning regarding the Home Occupation process. |
| May 13, 2025 | I conducted a site visit of the property. The vehicles, dumpsters and trailer remained onsite. The commercial vehicle that was for sale was removed. |
| May 13, 2025 Exhibit D | I emailed Sheila regarding my inspection on May 12, 2025 and whether the business would be relocating. Sheila responded that they were working with Roman Sierra in planning. |

| | |
|-------------------------------|--|
| May 14, 2025 Exhibit E | Citation 2500105 was issued for \$400.00 for the Priority 2 Zoning and Development Ordinance violation. The citation was mailed to the Respondents and was not returned to the County. The citation has not been paid. |
| July 18, 2025 Exhibit F | Planning Director Jennifer Hughes emailed the Respondents regarding a possible pathway for land use approval for the business. |
| July 29, 2025 Exhibit G | I emailed the Respondents on whether they were going to pursue land use based on the email from Jennifer Hughes on July 18 th . |
| August 14, 2025 Exhibit H | ZPAC0099-25 was submitted for a pre-application conference to the planning department. |
| August 25, 2025 Exhibit I | I conducted a site inspection. The dumpsters, black and red vehicle and trailer with materials were present onsite. |
| September 15, 2025 | This matter was referred to the Hearings Officer and was scheduled for October 21, 2025. |
| October 9, 2025 Exhibit J | A pre-application conference was held. It was determined that a Home Occupation Exception would be required. |
| October 21, 2025 Exhibit K | The hearing was rescheduled to November 12, 2025, as the original Notice of Hearing had the incorrect time listed on the Notice. |

If the Compliance Hearings Officer affirms the County's position that a violation of the Zoning and Development Ordinance Title 12, Section 316.03 (A) exists, the County is requesting a Final Order in this matter recommending the following:

- The imposition of civil penalties for the Zoning and Development Ordinance violation of up to \$2,500.00 for date cited May 14, 2025.
- Payment for Citation No. 2500105 issued on May 14, 2025 for \$400.00.
- The administrative compliance fee to be imposed from March, 2025 until June, 2025 at \$75.00 per month totals \$225.00. The administrative compliance fee from July 2025 until September, 2025 at \$100.00 per month totals \$300.00 The total amount due is \$525.00.
- The County requests the Hearings Officer to permanently prohibit the Respondents 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.



March 17, 2025

Sheila E & Steven C Amundson
PO Box 124
Clackamas, OR 97015

**Subject: Alleged Violation of the Zoning and Development Ordinance, Title 12,
Section 316 of the Clackamas County Code**

Site Address: 19609 SE Chitwood Rd. Damascus, OR 97089
Legal Description: T2S, R3E, Section 8A, Tax Lot 2400

It has come to the attention of Clackamas County Code Enforcement that a commercial business may be operating from the above referenced property without land use approval.

This may constitute a violation of the Zoning and Development Ordinance, Title 12, Section 316 of the Clackamas County Code.

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

E-mail address is jkauppi@clackamas.us
Telephone number is 503-742-4759.

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

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¡LE DAMOS LA BIENVENIDA! Spanish

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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

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NOTICE OF VIOLATION

March 26, 2025

Sheila & Steven Amundson
PO Box 124
Clackamas, OR 97015

SUBJECT: Violations of the Clackamas County Building Code, Title 9.02.040 (E) and Zoning and Development Ordinance, Title 12, Section 316.03(A)

VIOLATION: V0010525

SITE ADDRESS: 19609 SE Chitwood Rd., Damascus, OR 97089

LEGAL DESCRIPTION: T2S, R3E, Section 08A, Tax Lot 02400

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

- Operating Baltzell Sheet Metal Inc without land use approval.
- Commercial vehicles stored onsite without land use approval.

VIOLATIONS & HOW TO RESOLVE

On March 10, 2025 Clackamas County received complaints regarding businesses operating onsite without land use approval and an apartment created inside the structure without approved permits.

I spoke with Sheila on March 26, 2025. The 2nd story of the structure was converted into a 2-bedroom apartment. I was able to locate the approved revised plans for this space.

Sheila stated that Baltzell Sheet Metal Inc was renting the large shop space for storage of their business equipment with employees coming to the site. We also discussed the commercial vehicle that is parked onsite and is being advertised for sale.

Operating Baltzell Sheet Metal Inc and storing commercial vehicles onsite without land use approval constitutes a violation of the Zoning and Development Ordinance, Title 12, Section 316.03(A). In order to abate the violation(s), you must complete the following **no later than April 26, 2025:**

Baltzell Sheet Metal and Advanced Woodwork Construction
Operating without land use approval

Please complete one of the following no later than the deadline provided.

1. Discontinue the use;
2. Move the use to an approved parcel; or
3. Obtain land use approval. We have identified a Home Occupation Type II permit as possible land use option(s). However, we encourage you to reach out to Planning and Zoning by phone at 503-742-4500 or by email at zoninginfo@clackamas.us to determine whether other options exist.
 - a. If you pause the use and begin the land use process, we will pause the enforcement of this file. If the use continues on the property before you obtain land use approval, we will continue with the enforcement of this file.
 - b. If you obtain land use approval, you must implement all conditions of approval before staff will close this file. A final inspection may be required to confirm that all conditions of approval have been implemented.

Storing of commercial vehicle

4. Discontinue the use;
5. Move the use to an approved parcel; or
6. Obtain land use approval. We have not identified possible land use option(s) as the business associated with this vehicle is in Vancouver, WA. However, we encourage you to reach out to Planning and Zoning by phone at 503-742-4500 or by email at zoninginfo@clackamas.us to determine whether other options exist.
 - a. If you pause the use and begin the land use process, we will pause the enforcement of this file. If the use continues on the property before you obtain land use approval, we will continue with the enforcement of this file.
 - b. If you obtain land use approval, you must implement all conditions of approval before staff will close this file. A final inspection may be required to confirm that all conditions of approval have been implemented.

CONTACT INFORMATION

Building – If you have questions concerning permitting requirements please contact the building department at 503-742-4240 or on-line at bldservice@clackamas.us.

Planning – If you have questions concerning land use requirements please contact the planning department at 503-742-4500 or on-line at zoninginfo@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.



Code Enforcement Permit 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, 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 \$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.

First American - 398 4972-SS



After recording return to:
Sheila E. Amundson and Steven C.
Amundson
PO Box 124
Clackamas, OR 97015

Until a change is requested all tax
statements shall be sent to the
following address:
Sheila E. Amundson and Steven C.
Amundson
PO Box 124
Clackamas, OR 97015

File No.: 7072-3984972 (js)
Date: August 11, 2022

Clackamas County Official Records
Catherine McMullen, County Clerk

2023-001719

01/18/2023 03:08:02 PM

D-D Cnt=1 Stn=76 ALICIA
\$15.00 \$16.00 \$10.00 \$62.00

\$103.00

STATUTORY WARRANTY DEED

Vasiliy Rotar, Grantor, conveys and warrants to **Sheila E. Amundson and Steven C. Amundson as tenants by the entirety**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

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


Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.
2. The **2022-2023** Taxes, a lien not yet payable.

The true consideration for this conveyance is **\$270,000.00**. (Here comply with requirements of ORS 93.030)

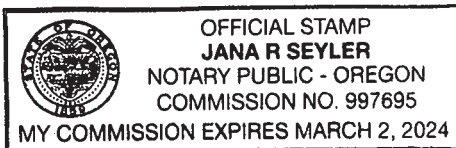
BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2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

Dated this 17 day of January, 2023.


Vasiliy Rotar

STATE OF Oregon)
County of Clackamas) ss.

This instrument was acknowledged before me on this 17 day of JANUARY, 2023
by **Vasiliy Rotar**.





Notary Public for Oregon
My commission expires: 3/2/2024

EXHIBIT A

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

A PART OF SECTION 8, TOWNSHIP 2 SOUTH, RANGE 3 EAST OF THE WILLAMETTE MERIDIAN, BEING DESCRIBED AS FOLLOWS: 23E08A 02400 00616514

BEGINNING IN THE SOUTHWEST CORNER OF THAT CERTAIN TRACT OF LAND CONVEYED TO SCHOOL DISTRICT NO. 77 BY DEED RECORDED IN BOOK Q AT PAGE 366, RECORDS OF DEED OF SAID COUNTY, WHICH POINT IS 10 CHAINS SOUTH AND 18.16 CHAINS WEST OF THE NORTHEAST CORNER OF SECTION 8, TOWNSHIP 2 SOUTH, RANGE 3 EAST OF THE WILLAMETTE MERIDIAN; RUNNING THENCE WEST TRACING THE NORTH BOUNDARY OF THE LAND OF THE GRANTOR HEREIN TO AN INTERSECTION, SAID BOUNDARY LYING WITHIN THE SOUTHEASTERLY BOUNDARY OF MARKET ROAD NO. 16, THENCE SOUTHWESTERLY TRACING THE SOUTHEASTERLY BOUNDARY OF SAID MARKET ROAD TO THE SOUTH BOUNDARY OF THE GRANTORS LAND; THENCE EAST TRACING THE SOUTH BOUNDARY OF THE LAND OF THE GRANTOR TO THE NORTHEAST CORNER OF THE DAMASCUS CEMETERY AS DESCRIBED IN BOOK 35, AT PAGE 73, DEED RECORDS OF SAID COUNTY; THENCE NORTH 20.00 FEET TO THE CENTER OF COUNTY ROAD NO. 223; THENCE NORTHEASTERLY TRACING THE CENTER OF SAID ROAD TO THE POINT OF BEGINNING.

EXCEPTING THAT PART LYING WITHIN THE BOUNDARIES OF PUBLIC ROADS.

ALSO EXCEPTING THEREFROM A TRACT OF LAND SITUATED IN THE NORTHEAST ONE-QUARTER OF SECTION 8, TOWNSHIP 2 SOUTH, RANGE 3 EAST, OF THE WILLAMETTE MERIDIAN, IN THE COUNTY OF CLACKAMAS AND STATE OF OREGON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 8; THENCE SOUTH 0° 05' 50" WEST ALONG THE EAST LINE OF SECTION 8, A DISTANCE OF 674.26 FEET; THENCE SOUTH 89° 02' 45" WEST A DISTANCE OF 1456.65 FEET TO AN IRON ROD IN THE NORTH LINE OF PARCEL 'B' OF THAT CERTAIN TRACT OF LAND CONVEYED TO J. T. PICKETT, ET UX, RECORDED AUGUST 9, 1948 IN BOOK 409, PAGE 689, DEED RECORDS, AT A POINT THAT BEARS SOUTH 89° 02' 45" WEST 259.63 FEET FROM THE INTERSECTION OF SAID NORTH LINE WITH THE WEST LINE OF J.T. CHITWOOD ROAD (COUNTY ROAD NO. 223) AND THE POINT OF BEGINNING OF THE TRACT HEREIN TO BE DESCRIBED; THENCE CONTINUING SOUTH 89° 02' 45" WEST A DISTANCE OF 301.02 FEET TO A POINT IN THE EAST LINE OF MARKET ROAD NO. 16; THENCE SOUTH 46° 34' 30" WEST ALONG SAID EAST LINE A DISTANCE OF 100 FEET, MORE OR LESS, TO THE CENTERLINE OF A CREEK; THENCE SOUTH 66° 43' EAST ALONG SAID CENTERLINE A DISTANCE OF 90 FEET; THENCE SOUTH 64° 01' 30" EAST ALONG SAID CENTERLINE A DISTANCE OF 113 FEET; THENCE LEAVING SAID CREEK AND RUNNING NORTH 49° 57' 30" EAST A DISTANCE OF 246.80 FEET TO THE POINT OF BEGINNING.

-1000

ALSO EXCEPTING THEREFROM THAT PORTION LYING WITHIN PORTER ADDITION, A DULY RECORDED PLAT OF CLACKAMAS COUNTY.

-2402, -2403

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

Kauppi, Jennifer

From: Kauppi, Jennifer
Sent: Tuesday, May 13, 2025 1:53 PM
To: 'advancewoodworks@msn.com'
Subject: V0010525 - 19609 SE Chitwood Rd

Sheila,

Hello. It is my understanding that Steve spoke with Max on the 28th of April regarding the business onsite. Max did update me to let me know that you won't qualify for a home occupation as the owner of the business does not live onsite.

The deadline was 4/26 to submit the land or cease the business. I drove by yesterday and saw that the same vehicles and trailer associated with the business were onsite. I can provide you a little more time to have the business relocate. What is the date you're expecting them to be out by?

Please advise
Thank you

Jennifer Kauppi – Code Enforcement Specialist
Code Enforcement
Department of Transportation and Development
150 Beavercreek Rd.

Primary Phone: [503-742-4759](tel:503-742-4759)

www.clackamas.us

Hours: M-F from 7:30 a.m. until 4:00 p.m.

Lobby hours 8:00 a.m. until 4:00 p.m. Monday – Thursday. Offices are closed to the public on Fridays.

Were you happy with the service you received today?



CLICK A SMILEY



Citation No. 2500105

Case No. V0010525

ADMINISTRATIVE CITATION

Date Issued: May 14, 2025

Name and Address of Person(s) Cited:

Name: Steve and Sheila Amundson
Mailing Address: PO Box 124
City, State, Zip: Clackamas, OR 97015

Date Violation(s) Confirmed: On the 14th day of May, 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): 19609 SE Chitwood Rd., Damascus, OR 97089

Legal Description: T2S, R3E Section 08A, Tax Lot(s) 02400

Law(s) Violated:

☒ Title 12 and 13 of CCC Zoning and Development Ordinance, Section 316.03 (A)

Description of the violation(s):

- 1) Operating Baltzell Sheet Metal Inc and storing of commercial vehicles without land use approval.

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 \$400.00. 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: May 14, 2025
Department Initiating Enforcement Action: Code Enforcement

Kauppi, Jennifer

From: Hughes, Jennifer
Sent: Friday, July 18, 2025 12:04 PM
To: Sheila Steve AMUNDSON
Cc: Kauppi, Jennifer
Subject: RE: Home Occupation Permit Z0568-22
Attachments: Pre-Application Conference Request (ZPAC) 070125.pdf

Categories: Orange Category

Hi Sheila,

I'm sorry for the delay in circling back on this. There are two home occupation standards that come into play when evaluating whether this could potentially meet the operator occupancy requirement to be a home occupation.

First is the definition of "home occupation."

HOME OCCUPATION: An occupation or business activity that results in a product or service and is conducted, in whole or in part, in a dwelling unit, an accessory building normally associated with primary uses allowed in the subject zoning district, or both. Home occupations do not include garage sales, yard sales, holiday bazaars, or home parties which are held for the purpose of the sale or distribution of goods or services unless such sales and parties are held more than six times in a calendar year or operate in excess of 24 total days in a calendar year.

As part of your application, you would need to identify the occupation or business activity that results in a product or service. You would also need to explain how that occupation or activity is conducted, in whole or in part, in one or both of the listed structures.

Based on our prior emails, I believe you would argue that the home occupation is providing storage, which would be considered a service. That service is being conducted in the accessory structure and also the dwelling unit if you are using that for any related office-type functions (rental agreement, rent payment receipts, etc.).

The second code provision that relates is:

Operator: The operator shall reside full-time in a lawfully established dwelling unit on the tract on which the home occupation is located.

The gutter business cannot be operated from your property because the operator of that business does not live in a lawful dwelling on the site. However, a storage business may qualify to be operated from the site because you are the operator of that business and you live onsite. In order for this argument to be workable, no business activity related to the gutter business can occur on the property. Rather, all business activity must be related to the storage business only.

As you've described it, the use may potentially qualify. Specifically, vehicles parked on the site would be those of customers of the storage business, and deliveries would be of materials to be stored in the building. No fabrication would occur onsite. No office use, staff meetings, etc. that are associated with the gutter business would occur on the site. No customers of the gutter business would come to the site.

My opinion is that the use, as described, MAY qualify as a home occupation, but I do think it's a close call. Ultimately, it will be up to the Land Use Hearings Officer to make the decision because it will require a Home Occupation Exception to allow the use of more than 500 square feet of accessory building space. (I encourage you to review the other Level 2 home occupation standards to see whether any other exceptions would be needed.)

To apply for a Home Occupation Exception, the first step is a mandatory pre-application conference. The request form is attached. The fee is \$1,156. If you choose to proceed with filing an application, the fee is \$6,255 plus \$154 for the public notice.

Jennifer Hughes, Planning Director

Planning and Zoning

Clackamas County Department of Transportation and Development

150 Beavercreek Road, Oregon City, OR 97045

503-742-4518

Work Hours: Mon-Fri, 8 a.m. – 5 p.m.

www.clackamas.us

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The Planning and Zoning public service telephone line at 503-742-4500 and email account at zoninginfo@clackamas.us are staffed, and the public service lobby is open, Monday through Thursday from 8:00 a.m. to 4:00 p.m.

Were you happy with the service you received today?



Any opinion or advice provided herein is informational only, and is based on any information specifically provided or reasonably available, as well as any applicable regulations in effect on the date the research was conducted. Any opinion or advice provided herein may be revised, particularly where new or contrary information becomes available, or in response to changes to state law or administrative rule, future legislative amendments of the Zoning and Development Ordinance, decisions of courts or administrative tribunals, or quasi-judicial land use decisions.

This is not a land use decision as defined by Oregon Revised Statutes 197.015(10).

From: Hughes, Jennifer

Sent: Friday, June 13, 2025 4:34 PM

Kauppi, Jennifer

From: Kauppi, Jennifer
Sent: Wednesday, July 30, 2025 9:50 AM
To: 'Sheila Steve AMUNDSON'
Subject: Home Occupation Permit Z0568-22
Attachments: 25-03-26 Violation Letter.pdf

Sheila,

Thank you for the update.

I have attached a copy of the original Notice of Violation that was sent on March 26.

Per our current policy for enforcement, please see option #3. Is the business going to pause onsite and relocate somewhere else until such time as the land use is approved and conditions of approval are met?

If so, what is the anticipated move out date?

Please advise
Thank you

Jennifer Kauppi – Code Enforcement Specialist
Code Enforcement
Department of Transportation and Development
150 Beaver Creek Rd.
Primary Phone: [503-742-4759](tel:503-742-4759)

www.clackamas.us

Hours: M-F from 7:30 a.m. until 4:00 p.m.

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Were you happy with the service you received today?



CLICK A SMILEY

From: Sheila Steve AMUNDSON <ADVANCEWOODWORKS@msn.com>
Sent: Tuesday, July 29, 2025 4:48 PM
To: Kauppi, Jennifer <JKauppi@clackamas.us>
Subject: Re: Home Occupation Permit Z0568-22

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

Hi Jennifer,

I let Jennifer H. know that we are proceeding with the exception. I am currently getting all the information together to send in for the meeting.

Thank you
Sheila

Sent from my iPhone

On Jul 29, 2025, at 2:45 PM, Kauppi, Jennifer <JKauppi@clackamas.us> wrote:

Sheila,

Hello. Based on the response from Jennifer Hughes, have you decided to pursue the land use or are you going to discontinue the business onsite?

Please advise
Thank you

Jennifer Kauppi – Code Enforcement Specialist
Code Enforcement
Department of Transportation and Development
150 Beaver Creek Rd.
Primary Phone: [503-742-4759](tel:503-742-4759)
www.clackamas.us
Hours: M-F from 7:30 a.m. until 4:00 p.m.
Lobby hours 8:00 a.m. until 4:00 p.m. Monday – Thursday. Offices are closed to the public on Fridays.

From: Hughes, Jennifer <jenniferh@clackamas.us>
Sent: Friday, July 18, 2025 12:04 PM
To: Sheila Steve AMUNDSON <ADVANCEWOODWORKS@msn.com>
Cc: Kauppi, Jennifer <JKauppi@clackamas.us>
Subject: RE: Home Occupation Permit Z0568-22

Hi Sheila,

I'm sorry for the delay in circling back on this. There are two home occupation standards that come into play when evaluating whether this could potentially meet the operator occupancy requirement to be a home occupation.

ZPAC0099-25

Home Occupation Exception
PRE-APPLICATION CONFERENCE REQUEST

STATUS
> Pending
08/14/2025 by Marisol Martinez

LOCATION
> 19609 SE CHITWOOD RD
DAMASCUS, OR 97089

CONTACT
> SHEILA & STEVE ADMUNDSON

- Summary
- Record Detail
- Addtl Info
- App Specific Info
- ASI Tables (1)
- Communications (1)
- Activities (0)
- Conditions (0)
- Documents (0)
- Fee (2)
- Assess Fee History (6)
- Payment
- Payment History
- Workflow
- Workflow History (0)
- Contacts (1)

Menu Help

Opened Date: 08/14/2025
Record Status: Pending
Record Detail: Detail
Application Type: Planning - Pre-Application
Address: 19609 SE CHITWOOD RD , DAMASCUS, OR 97089
Owner Name: AMUNDSON SHEILA E & STEVEN C
Owner Address: PO BOX 124, CLACKAMAS, OR 97015
Application Name: Home Occupation Exception
Parcel No: 00616514

| Contact Info: | Name | Organization Name | Contact Type | Relationship | Address | Status |
|---------------|---------------------------|-------------------|--------------|--------------|--------------------|--------|
| | ADMUNDSON, SHEILA & STEVE | | Applicant | | PO BOX 124, CLA... | Active |

| Licensed Professionals Info: | Primary | License Number | License Type | Name | Business Name | Business License # |
|------------------------------|---------|----------------|--------------|------|---------------|--------------------|
|------------------------------|---------|----------------|--------------|------|---------------|--------------------|

Detailed Description: PRE-APPLICATION CONFERENCE REQUEST
Job Value: \$0.00
Total Fee Assessed: \$505.00
Total Fee Invoiced: \$505.00
Balance: \$0.00

| | | |
|----------------|---------------------------|------------------|
| Custom Fields: | P_PREAPP_ASI | Other Type |
| | Type | |
| | Home Occupation Exception | |
| | Zone 1 | Zone 2 |
| | RA1 | Jurisdiction |
| | | Clackamas County |

ACTIVITY LOG

Activity Date Type of Activity Person Contacted Contacted By Comments Response Requested By

| Workflow Status: | Task | Assigned To | Status | Status Date | Action By |
|------------------|------|-------------|--------|-------------|-----------|
|------------------|------|-------------|--------|-------------|-----------|





**Planning and Zoning
Department of Transportation and Development**

Development Services Building
150 Beaver Creek Road | Oregon City, OR 97045
503-742-4500 | zoninginfo@clackamas.us
www.clackamas.us/planning

PRE-APPLICATION CONFERENCE SUMMARY

Permit Type: Home Occupation Exception

File No.: ZPAC0099-25

Proposal: A Home Occupation Exception to use 3,000 square feet of an accessory structure to store work vehicles

Staff Contact: Joy Fields, Principal Planner, JFields@clackamas.us, 503-742-4510

Applicant: ADMUNDSON, SHEILA & STEVE

Assessor's Map and Tax Lot No.: 23E08A 02400

Site Address: 19609 SE CHITWOOD RD, Damascus, 97089 on the northeast corner of Chitwood Rd and Hwy 212

Zoning: RA-1

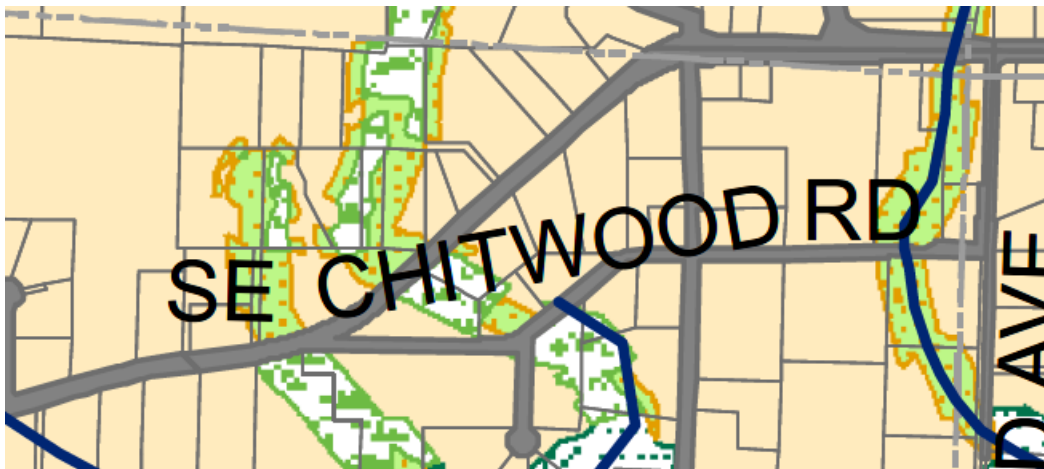
Pre-Application Conference Date: 10/9/2025 via Zoom.

Date of this Summary: 10/9/2025

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?
翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?

Habitat Conservation Area on the subject lot:



I. APPLICABLE ZDO AND COMPREHENSIVE PLAN STANDARDS

a. ZDO Section 316:

- i. The subject property is located in the RA-1 zoning district. The proposed use is Home Occupation which is a Type II use in the zoning district subject to Section 822. Section 822.05 that regulates EXCEPTIONS identifies that an exception to any of the standards identified in Subsection 822.04 requires review as a Type III application pursuant to Section 1307.

ii. Section 316, Table 316-2 Dimensional Standards:

| | Standard | Proposed | Compliant |
|-----------------------|----------|-----------|---|
| Minimum Lot Size | 1 acre | No Change | Not applicable |
| Minimum Front Setback | 30 feet | No Change | Include on site plan |
| Minimum Rear Setback | 30 feet | No Change | Habitat Conservation Area in rear of property so rear setback without an HCA Development permit is effectively larger |
| Minimum Side Setback | 10 feet | No Change | |

- b. ZDO Section 706 - Special Districts: Habitat Conservation Area District (HCA) – Manmade change or disturbance in the HCA that is greater than 120 square feet will require a Habitat Conservation Area Development Permit. If no disturbance is proposed in the HCA a construction management plan at the time of the building permit review, or parking area improvement is sufficient.

- c. ZDO Section 822 - Special Use Requirements: Home Occupations – The entire section applies and should be addressed in the application. The following items are the most difficult to interpret or are often missed in land use applications of this type:

L.(1) If only a portion of an accessory building is authorized for use in the home occupation, a partition wall at least seven feet in height, or a height as required by the County Building Codes Division, whichever is greater

822.05 EXCEPTIONS An exception to any of the standards identified in Subsection 822.04 requires review as a Type III application pursuant to Section 1307, Procedures, and shall be subject to the following standards and criteria:

A. The use shall remain compatible with the area. The following factors shall be considered when determining if a use is compatible with the area: a. The number of standards identified in Subsection 822.04 that will be exceeded; it is presumed that the more standards exceeded, the more difficult it will be to demonstrate compatibility; b. The character of the neighborhood, including such factors as the presence of off-site similar and outside storage uses, proximity of off-site dwellings, level of surrounding traffic, size of off-site accessory buildings, and background noise levels; c. The ability to mitigate impacts by driveway and road improvements, screening, landscaping, building location, building design, and other improvements; d. Potential environmental impacts, including effects on air and water quality; and e. Provision of adequate and safe access to public, County, or state roads.

B. Services adequate to serve the proposed use shall be available, including transportation, public facilities, and other services existing or planned for the area affected by the use. At a minimum, compliance with Subsections 1006.03(B), 1006.04(B), and 1006.06(C) (except as set forth in Subsection 1006.07), and 1007.07 is required. – Preliminary Statements of Feasibility are required

C. Notwithstanding the remainder of Subsection 822.05: 1. An exception shall not be granted to Subsection 822.04(A), (I), (J), or (L)(4)(a) through (d). 2. Accessory building floor space for the home occupation shall not exceed 3,000 square feet. 3. If the subject property is in an EFU, TBR, or AG/F zoning district, the number of employees shall not exceed five.

d. ZDO Section 1000 – Development Standards: 1006 – as noted above is applicable

Section 1006, Utilities, Street Lights, Water Supply, Sewage Disposal, Surface Water Management, and Erosion Control

- Utilities must be underground unless prohibited by the utility service provider.
- Onsite wastewater site evaluation or authorization notice required prior to land use application submittal
- If well water usage is proposed, refer to OWRD to determine if a water right is needed
- [Preliminary statements of feasibility](#) for sewer, surface water, water

Section 1007.07 includes the following requirements:

B. Approval of a development shall be granted only if the capacity of transportation facilities is adequate or will be made adequate in a timely manner.

C. As used in Subsection 1007.07(B), adequate means a maximum volume-to-capacity ratio (v/c), or a minimum level of service (LOS), as established by Comprehensive Plan Tables 5-2a, Motor Vehicle Capacity Evaluation Standards for the Urban Area, and 5-2b, Motor Vehicle Capacity Evaluation Standards for the Rural Area. Notwithstanding the definitions of “urban” and “rural” in Chapter 5, Transportation System Plan, of the Comprehensive Plan, Highway 212 shall be evaluated under Table 5-2a, if the subject property is inside the Portland Metropolitan Urban Growth Boundary.

D. For the purpose of calculating capacity as required by Subsections 1007.07(B) and (C), the following standards shall apply: 1. The methods of calculating v/c and LOS are established by the Clackamas County Roadway Standards. 2. The adequacy standards shall apply to all roadways and intersections within the impact area of the proposed development. The impact area shall be identified pursuant to the Clackamas County Roadway Standards.

E. As used in Subsection 1007.07(B), timely means: 1. For facilities under the jurisdiction of the County, necessary improvements are included in the Five-Year Capital Improvement Program, fully funded, and scheduled to be under construction within three years of the date land use approval is issued; 2. For facilities under the jurisdiction of the State of Oregon, necessary improvements are included in the Statewide Transportation Improvement Program (STIP) and scheduled to be under construction within four years of the date land use approval is issued; 3. For facilities under the jurisdiction of a city or another county, necessary improvements are included in that jurisdiction’s capital improvement plan, fully funded, and scheduled to be under

Comments from transportation and engineering during the meeting to address 1007.07 - Address number of vehicles, number of employees, and visibility from driveways

II. LAND USE PERMITTING PROCESS

- a. Land use applications are not conceptual. At the time of submittal, the applicant is expected to be at final design stage for all of the following that apply to the particular proposal: site plan, building elevations/materials, access location/width and frontage improvements. **This is important because most changes after land use approval, except as necessary to comply with conditions of approval, will require a new land use application.**
- b. The recommended land use application(s) is/are: Home Occupation with an Exception

Home Occupation Exception is a “Type III” land use application process, as provided for in Section 1307 of the ZDO. Type III decisions include notice to owners of nearby land, the Community Planning Organization (CPO) if active, service providers (sewer, water, fire, etc.) and affected government agencies, and are reviewed at a public hearing before the County Land Use Hearings Officer. If the application is approved, the applicant must comply with any conditions of approval identified in the decision. The County’s decision can be appealed to the Oregon Land Use Board of Appeals (LUBA).

- Application form: <https://dochub.clackamas.us/documents/drupal/7b3ce21c-df3a-4d08-9a8b-5cc1eddf60ce>
- Fee: \$6,255 and \$154 for expanded notification
 - Payable by cash, credit card, or check payable to Clackamas County
 - Credit card payment subject to a 2.75% service fee and must be accompanied by the [Credit Card Authorization Form](#)
- Timeline:
 - Completeness review: 30 days; within the first 30 days of the application being submitted, Planning and Zoning will review the application materials to ensure that everything required has been turned in. In the event that there are items missing from the application packet, you will be notified of the specific items missing and information on how you can provide staff with the missing documents/information.
 - Notice period: at least 35 days prior to the first evidentiary hearing the County will send a mailed notice to surrounding property owners within 2,640 feet, the CPO and other reviewing agencies
 - Staff report: Planning and Zoning staff will write a staff report and make a recommendation to the Hearings Officer. This report is available to the public for review at least one week prior to the hearing.
 - Public hearing: A public hearing is held with the Hearings Officer for the purpose of receiving testimony regarding the application.
 - Decision: The decision authority is the Hearings Officer. The Hearings Officer will issue a decision based on the applicable standards and criteria within 3 weeks of when the record closes. State law generally requires a final County decision issued within 120 or 150 days of being deemed complete.

III. QUESTIONS RAISED BY THE APPLICANT & COUNTY STAFF RESPONSES

None provided

IV. MINIMUM LAND USE APPLICATION SUBMITTAL REQUIREMENTS

The submittal requirements are provided in ZDO 1307.07(C) and 822. In addition, review the applicable criteria listed above while preparing your written narrative and other land use application items. It is the applicant's responsibility to clearly demonstrate how a proposal meets all applicable criteria.

V. AGENCY/DEPARTMENT CONTACT INFORMATION: **This list is provided for the applicant to follow up with relevant service providers, agencies, Community Planning Organization and County staff as needed.*

| Contact | Invited to Pre-App | Attended Pre-App |
|--|--------------------|------------------|
| Joy Fields, Principal Planner, JFields@clackamas.us, 503-742-4510 | Yes | Yes |
| Ken Kent, Development Engineering, KenKen@Clackamas.us, 503-742-4673 | Yes | Yes |
| Sunrise Water Authority, Tim Jannsen, tjannsen@sunrisewater.com | No | No |
| Clackamas Fire District #1, Valere Liljefelt, valere.liljefelt@clackamasfire.com, 971-282-2059 | No | No |
| Clackamas County Septic & Onsite Wastewater, SepticInfo@Clackamas.us , 503-742-4740 | Yes | No |
| Clackamas County Richard Carlson | Yes | Yes |
| Clackamas County Parks and Transportation System Development Charges Wendi Coryell, 503-742-4657, DTDTTransSDC@clackamas.us | Yes | Yes |
| Clackamas County Service District No. 5 Street Lighting, Wendi Coryell, 503-742-4657; SDN5-StreetLighting@clackamas.us | Yes | Yes |
| Clackamas County Sustainability & Solid Waste, Tenille Beseda Fillwock, TBeseda@Clackamas.us | Yes | No |
| | | |
| | | |
| Community Planning Organization* Thomas Griswold damascusoregoncpo@gmail.com | No | - |

**Community Planning Organizations (CPOs) are part of the county's community involvement program. They are advisory to the Board of County Commissioners, Planning Commission and Planning and Zoning Division on land use matters affecting their communities. CPOs are notified of proposed land use actions and decisions on land within their boundaries and may review these applications, provide recommendations or file appeals. You are encouraged to contact the CPO and attend any meeting they may hold to discuss your application.*

VI. LIST OF ATTACHMENTS

- Development Engineering
- SDC fees, as applicable
- Lighting

VII. LIMITATIONS AND DISCLAIMERS

Pre-application conferences are advisory and are intended to familiarize applicants with the requirements of the ZDO, provide applicants with an opportunity to meet with staff and discuss proposed projects in detail, and identify standards, criteria, and procedures prior to filing a land use permit application. The pre-application conference is a tool to orient applicants and to assist them in

navigating the land use review process. It is not an exhaustive review that identifies or resolves all potential issues and does not bind or preclude the County from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference.

The information in this document is introductory and is designed to act as a guide to relevant Zoning and Development Ordinance (ZDO) and Comprehensive Plan standards. This is an initial review and is based on the information submitted by the applicant for the pre-application conference.

Any opinion or advice provided herein is informational only, and is based on any information specifically provided or reasonably available, as well as any applicable regulations in effect on the date the research was conducted. Any opinion or advice provided herein may be revised, particularly where new or contrary information becomes available, or in response to changes to state law or administrative rule, future legislative amendments of the Zoning and Development Ordinance, decisions of courts or administrative tribunals, or quasi-judicial land use decisions.

This is not a land use decision as defined by Oregon Revised Statutes 197.015(10).



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

PRE-APPLICATION INFORMATION FROM DEVELOPMENT ENGINEERING

All information is considered informal, based on current Zoning and Development Ordinance requirements, current Roadway Standards requirements, and current Comprehensive Plan requirements. The information presented here is subject to change as revisions are made to the aforementioned documents and in the formal Land Use Process. Prior to the submittal of a Conditional Use application, the applicant is encouraged to contact staff to ensure that these pre-application comments reflect the current standards.

FILE NO. ZPAC0099-25

PROJECT: Home Occupation Exception, 10609 SE Chitwood Road

LEGAL: 23E08A 02400

DATE: October 8, 2025

MEETING DATE: October 9, 2025

Engineering staff: Kenneth Kent 503-742-4673
kenken@clackamas.us

- a. The driveways serving the home occupation require a minimum 12-foot wide by 20-foot long paved driveway apron, per Roadway Standard Drawing D500. The minimum driveway width is 12 feet. The maximum driveway width is 35 feet.
- b. The driveway serving the home is improved with a concrete surface and is adequate.
- c. The gravel driveway/parking area to the east does not meet current standards and will require improvement if retained, as follows:
 1. The existing width is approximately 45 feet. The maximum width of the driveway will be limited to 35 feet and will require a 20-foot long pave approach.
 2. Beyond the paved approach, a gravel surface shall be constructed, per Roadway Standards Drawing R100.
 3. The parking area shall be designed so that vehicles can turnaround on-site and enter SE Chitwood Road in the forward direction.
 4. Parking spaces and drive aisles shall meet the standards of ZDO Section 1015 and Roadway Standards Drawings P100/P200. Each parking space will be required to meet the minimum width

of 8.5 feet by 16 feet deep, with a 24-foot wide drive isle adjacent to 90-degree parking spaces. The plans shall list the number of parking spaces required and the number of parking spaces provided.

5. Parking spaces shall be adequately delineated. For paved surfaces, parking spaces shall be striped. For a gravel surface, wheel stops or a similar physical features shall be provided to delineate each gravel parking space.
 6. The applicant shall provide a dimensioned site plan indicating each parking space and drive aisles.
 7. Handicapped (ADA) parking spaces and adjacent accessible areas shall be paved with asphalt concrete or an equivalent approved by Clackamas County Engineering staff, as required by the Building Department.
 8. Drainage facilities shall be designed and constructed in conformance with *Clackamas County Roadway Standards* Chapter 4, providing water quality treatment and conveyance to a suitable outfall.
- d. An access appears to be developed near the S Chitwood intersection with Highway 212 and has been used to store dumpsters. If this access is proposed to be retained and used as part of the home occupation, a paved driveway approach will be required with a 12-foot wide gravel driveway. If the driveway is to be used for dumpster, there will need to be on-site access construct that will allow a garbage/recycling truck to turnaround on-site.
- e. A Development Permit will be required from the County Engineering Section prior to initiation of construction. The applicant shall pay the minimum Permit fee deposit (\$2,500). The plan review and inspection fee is based upon 8.83 percent of the estimated costs for public street frontage improvements and 5 percent of the estimate costs of the onsite transportation improvements. These plans shall be signed and stamped by a Professional Engineer registered in the State of Oregon or shall comply with requirements acceptable to the Engineering Division.
- f. Prior to the issuance of a building permit and/or site development, the applicant shall submit to Clackamas County Engineering Office:
1. Written approval from the Clackamas Fire District #1 for the planned access, circulation, fire lanes and water source supply. The approval shall be in the form of site and utility plans stamped and signed by the Fire Marshal.
 2. Written approval from the Clackamas County Engineering for surface water management facilities and erosion control measures.
 3. A set of street and site improvement construction plans, in conformance with *Clackamas County Roadway Standards* Section 140, to Clackamas County's Engineering Office and obtain written approval, in the form of a Development Permit.
 - a. The permit will be for driveway, drainage, parking and maneuvering areas, and other site improvements.
 - b. The minimum fee deposit is required upon submission of plans for the Development Permit.
 - c. The applicant shall have an Engineer, registered in the state of Oregon, design and stamp construction plans for all required improvements, or provide alternative plans acceptable to the Engineering Division.

Enter project info. as follows:

ZPAC0099-25-Home Occupation Vehicle Storage

Staff and customers= 2 2 employees/0 customers
 Sq. Ft.= 3000

| | | |
|-------------------------|--------------------|------------------|
| Daily Trips | 4 | Staff x 2 |
| Operating Days M-Friday | x 5 | |
| | <u>20</u> | |
| Week in year | x 52 | |
| | <u>1040</u> | |
| Day in a year | / 365 | |
| | <u>2.849315068</u> | |
| Sq. ft. | / 3.0 | 3000 |
| | <u>0.949771689</u> | Daily trip count |

"Office" category = 10.44

"Industrial/Manufacturing/Warehouse" category = 6.9 trips

"Other/Shopping/Retail" category = 36.48 trips

"Single Family Residence category" = 10 trips

Assumptions: Trucks leave at 7:30am and return at 4:00pm daily.
 Employees: 2 come to site and 2 additional employees reside onsite
 Square footage: 3000
 Hours: 7:30am-4:00 pm



October 9, 2025

To: Joy Fields, Planner

From: Wendi Coryell, CCSD #5- Street Lighting

Re File #: Home Occupation Storage Service Business, ZPAC0099-25
19609 SE Chitwood Rd., 23E08A 02400

Street lighting is required by ZDO section 1006.02 G for all development within the Urban Growth Boundary.

Street lighting is required on all new and existing frontages without current street lighting, thus new street lighting will be required on the new streets along SE Chitwood Rd.

Where installation is required (Lighting is shown existing across the road)

Portland General Electric's (PGE's) policy requires the street lighting design layout meet the recommended maintained illuminance values in the current version of ANSI/IES RP-8 American National Standard Practice for roadway lighting. They also require the project supply the photo metrics. **Contact PGE project coordinators for plan review requirements at 503-323-6700.** They will set up a project in their system and will help you with their plan process. This should be done prior to submitting the Development Permit plan to Clackamas County. Once plan review is completed by both PGE and Service District No. 5, the applicant and/or developer is notified of the final plan approval and may request final payment for the street lighting plan.

Street lighting operation and maintenance is funded by a yearly special assessment on the property tax statement of all benefited properties within the assessment areas of the service district. New assessment areas are formed in response to development requirements and by petition of property owners wishing the benefit of street lighting for their properties.

The property owner shall submit a request in writing for the formation of an assessment area, which will include any new tax lots created by this partition, to help pay for the operation and maintenance of lighting. This should be completed and submitted when applying for a Development Permit. The current rate of assessment for street lighting on this residential frontage is roadway lights on wood poles at \$47.00 per tax lot each year.

Please contact Wendi Coryell at 503-742-4657 with any questions.



NOTICE OF RESET HEARING

October 21, 2025

Steve and Sheila Amundson
PO Box 124
Clackamas, OR 97015

RE:: County of Clackamas v. Steve and Sheila Amundson
File: V0010525

Hearing Date: November 13, 2025

Time: **This hearing will begin at 12:00 PM** however it may begin later depending on the length of preceding items.

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

Enclosed you will find the following:

1. Notice of Rights
2. Copy of 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