



NOTICE OF HEARING

July 10, 2025

DianeSteve LLC
12874 SE Sunnyside Rd
Clackamas, OR 97015

RE:: County of Clackamas v. DianeSteve LLC
File: V0028421

Hearing Date: August 26, 2025

Time: **This hearing will begin at 9:30 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. The zoom information has been 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 Attn Shane Potter 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 Shane Potter at 503-742-4465 **within 3 calendar days of receipt of the Notice of Hearing.**

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

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

Zoom invite

Topic: Code Enforcement Hearing - DianeSteve LLC - Aug 26 - 9:30 am

Join from PC, Mac, iPad, or Android:

<https://clackamascounty.zoom.us/j/86214955001?pwd=IWBTWzzSO6MTZKrnmoO7qfdjTqvLWI.1>

Passcode:495418

Phone one-tap:

+12532050468,,86214955001#,,,,*495418# US

+12532158782,,86214955001#,,,,*495418# US (Tacoma)

Join via audio:

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

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+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 719 359 4580 US
+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
+1 301 715 8592 US (Washington DC)
Webinar ID: 862 1495 5001
Passcode: 495418
International numbers available: <https://clackamascounty.zoom.us/j/kcgDT7OLc1>

Join from an H.323/SIP room system:

H.323:

144.195.19.161 (US West)
206.247.11.121 (US East)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
159.124.15.191 (Amsterdam Netherlands)
159.124.47.249 (Germany)
159.124.104.213 (Australia Sydney)
159.124.74.212 (Australia Melbourne)
170.114.180.219 (Singapore)
64.211.144.160 (Brazil)
159.124.132.243 (Mexico)
159.124.168.213 (Canada Toronto)
159.124.196.25 (Canada Vancouver)
170.114.194.163 (Japan Tokyo)
147.124.100.25 (Japan Osaka)
Meeting ID: 862 1495 5001
Passcode: 495418
SIP: 86214955001@zoomcrc.com
Passcode: 495418

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 THE COUNTY OF CLACKAMAS

CLACKAMAS COUNTY,

Petitioner,

v.

DIANESTEVE LLC.,

Respondent.

FILE NO(S): V0028421

COMPLAINT AND REQUEST FOR HEARING

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

1.

Respondents' mailing address is: 12874 SE Sunnyside Rd., Clackamas, OR 97015.

2.

The Respondent(s) own/owns or occupies the address or location of the violation(s) of law alleged in this complaint 12874 SE Sunnyside Rd., Clackamas, OR 97015, also known as T2S, R2E, Section 02BD, Tax Lot 00900, the property is zoned R-10 (Urban Low Density Residential) and is the location of violation(s) asserted by the County.

3.

On or about the 18th day of August, 2021, and on or about the 15th day of February, 2023, the Respondent violated the following laws, in the following ways:

Title 9 of the Clackamas County Building Code Section 02.040. 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 of the Department of Transportation and Development.

5.

Notice of the violation was given to Respondent in the following manner:
Violation notice dated August 18, 2021 and Citation and Complaint #2100284-1 on February 15, 2023. A copy of the notice documents are attached to this Complaint as Exhibits B and E, and incorporated by this reference.

6.

Based on these allegations, petitioner requests that a hearing be set in this matter. Petitioner seeks an Order from the Hearings Officer granting the following relief:

1. Pursuant to Clackamas County Code Section 2.07.090, ordering Respondent to immediately abate the violations and bring the property at issue into compliance with all laws, and permanently enjoining Respondent from violating these laws in the future;

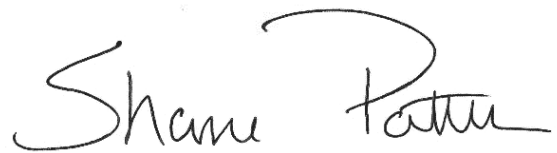
2. Pursuant to Clackamas County Code Section 2.07.090, imposing a civil penalty against Respondent for each violation, within the range established by the Board of County Commissions. Said range for a Priority 1 for a Building Code violation being \$750.00 to \$1,000.00 per occurrence as provided by Appendix B to the Clackamas County Code;

3. Pursuant to Clackamas County Code Section 2.07.090, ordering Respondent to pay an administrative compliance fee as provided by Appendix A to the Clackamas County Code; 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 2nd day of July, 2025

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

Shane Potter
Code Enforcement Specialist
FOR CLACKAMAS COUNTY

CLACKAMAS COUNTY,

Petitioner,

v.

DIANESTEVE LLC.,

Respondent.

File No.: V0028421

STATEMENT OF PROOF

History of Events and Exhibits:

Exhibit A	The Respondent's mailing address is 12874 SE Sunnyside Rd., Clackamas, OR 97015. Respondents own and/or reside on property located at 12874 SE Sunnyside Rd., Clackamas, OR 97015, also known as T2S, R2E, Section 02BD, Tax Lot 00900, located within Clackamas County. The parcel is zoned R-10 (Urban Low Density Residential).
May 21, 2015	Clackamas County received a complaint regarding a business operating from the site and an addition to the garage as well as outstanding permits for the home.
July 1, 2021	Clackamas County opened a new file to address remaining violations. This file was originally part of violation file V0026615.
August 18, 2021 Exhibit B	Code Enforcement Specialist (CES) Shane Potter prepared a Notice of Violation regarding incomplete electrical, plumbing and building permits for the house, the garage had been altered and operating businesses without land use approval.
May 3, 2022 Exhibit C	Building Official Matt Rozzell emailed the owner of this property explaining the remaining violations that exist on the site and how to resolve them.
September 2022 Through October 2022	CES Potter held numerous phone calls with the Respondents son but mostly with the Respondent's son's assistant Brian Ness to address these violations. Brian explained that there is no current business operating from the site.
October 6, 2022 Exhibit D	The Respondent had questions about the work done in the garage. Building Supervisor Don Countryman performed a site visit and identified work had been done to the garage altering the garage from its original approval.

February 15, 2023 Exhibit E	After reviewing the file and not seeing any advancement on the permits Citation #2100284-1 for Priority 1 Building Code violations was issued for incomplete permits, building and plumbing for the primary house, and changes to the garage without permits. The citation was mailed first class mail, the mail was not returned, and the citation has not been paid.
May 27, 2025 Exhibit F	CES Potter researched the file and found no permit activity has occurred with result to this violation, and found permits remain incomplete.
June 2, 2025	Clackamas County referred this matter to the Code Enforcement Hearings Officer.

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

- Payment of Citation #2100284-1 for \$500.00.
- The imposition of civil penalties of up to \$1,000.00.
- The administrative compliance fee to be imposed from August 2021 for a total fee of \$3,375.00. However, due to inactivity the County is requesting a reduction of \$1,200.00. As of the date of this report the total administrative compliance fee request is \$1,125.00.
- 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.





Property Account Summary Barcode

Account Number 00421644 **Property Address** 12874 SE SUNNYSIDE RD , CLACKAMAS, OR 97015

General Information

Alternate Property #	22E02BD00900
Property Description	Section 02 Township 2S Range 2E Quarter BD TAX LOT 00900
Property Category	Land &/or Buildings
Status	Active, Locally Assessed
Tax Code Area	012-073
Remarks	

Tax Rate

Description	Rate
Total Rate	18.726

Property Characteristics

Neighborhood	11071: Sunnyside subdivisions 100, 101
Land Class Category	101: Residential land improved
Building Class Category	15: Single family res, class 5
Year Built	2012
Acreage	0.23
Change property ratio	1XX

Related Properties

No Related Properties Found

Parties

Role	Percent	Name	Address
Taxpayer	100	DIANESTEVE LLC	12874 SE SUNNYSIDE RD, CLACKAMAS, OR 97015
Owner	100	DIANESTEVE LLC	12874 SE SUNNYSIDE RD, CLACKAMAS, OR 97015
Lienholder	0	FORREST LENDING LLC	3316 NE 169TH AVE, VANCOUVER, WA 98682
Foreclosure Notification	0	CLACKAMAS COUNTY WES	150 BEAVERCREEK RD, OREGON CITY, OR 97045

Property Values

Value Type	Tax Year 2024	Tax Year 2023	Tax Year 2022	Tax Year 2021	Tax Year 2020
AVR Total	\$728,949	\$707,718	\$687,105	\$667,093	\$647,664
Exempt					



Clackamas County Official Records
Sherry Hall, County Clerk

2014-059691

11/19/2014 11:25:01 AM

D-D Cnt=1 Stn=2 LESLIE
\$10.00 \$16.00 \$10.00 \$22.00

\$58.00

Clackamas Branch
File No. 16F0185721

Return to:
Dianesteve LLC
Attn: Diane Steve
12874 SE Sunnyside Road
Clackamas, OR 97015

Until a change is requested, all tax statements shall be sent
to the following address:
Dianesteve LLC
Attn: Diane Steve
12874 SE Sunnyside Road
Clackamas, OR 97015

STATUTORY BARGAIN AND SALE DEED

Jeffrey Edward Steve, Grantor, conveys to Dianesteve LLC, Grantee, the following described
real property:

SEE ATTACHED EXHIBIT "A"

Tax Account No. 00421644

The true consideration for this conveyance is \$0.00. The actual consideration consists of or
includes other property or other value given or promised, which other property or value is
either part or the whole consideration.

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 18th DAY OF NOVEMBER, 2014

Jeff Steve

Jeffrey Edward Steve

STATE OF OREGON
COUNTY OF Clackamas

The foregoing instrument was acknowledged before me this 18th day of November,
2014 by Jeffrey Edward Steve.

Tonya R. Weaver
Notary Public State of Oregon
My commission expires: 1/28/18

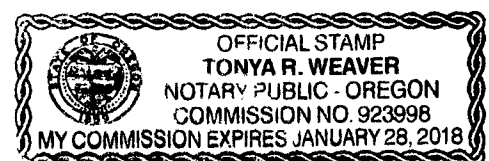


Exhibit "A"

Part of the Southeast one-quarter of the Northwest one-quarter of Section 2, Township 2 South, Range 2 East of the Willamette Meridian, in the County of Clackamas and State of Oregon described as follows:

Beginning at an iron pipe in the South boundary of the land owned or formerly owned by Mary E. Bradford, which point is in the quarter section line 1368.06 feet East of the one-quarter section corner between Sections 2 and 3, Township 2 South, Range 2 East of the Willamette Meridian; running thence East tracing the one-quarter section line and along the South line of the land of Mary E. Bradford, 464.22 feet to a point; thence North tracing a line between the Kate Sumner tract and the James Mortenson tract 800.7 feet, more or less, to a point in the Southerly boundary of County Road No. 96, in Clackamas County, State of Oregon, which point is the true point of beginning of the land herein described; thence South 242 feet to a point; thence West 90 feet to a point; thence directly North to a point in the Southerly boundary line of said road; thence Southeasterly along the Southerly line of said County Road No. 96 to the true point of beginning.

EXCEPTING THEREFROM the Southerly 112 feet thereof as described in a contract to Glenn N. Savage recorded May 5, 1981, Recorder's No. 81-007731.

FURTHER EXCEPTING that portion deeded to Clackamas County for road purposes in deed recorded February 23, 1981, Recorder's No. 81-006059.

ALSO EXCEPTING that portion deeded to Clackamas County for road purposes in deed recorded January 13, 2005, Recorder's No. 2005-003734.



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

VIOLATION NO: V0028421

August 18, 2021

DianeSteve LLC.
12874 SE Sunnyside Rd.
Clackamas, OR 97015

SUBJECT VIOLATION(S) OF:

1. CLACKAMAS COUNTY BUILDING CODE AND ENFORCEMENT OF THE COUNTY BUILDING CODE ORDINANCE TITLE 9.02.040 – BUILDING CODE
2. CLACKAMAS COUNTY ZONING AND DEVELOPMENT CODE ORDINANCE TITLE 12.315.03 – USES PERMITTED

SITE ADDRESS: 12874 SE Sunnyside Rd., Clackamas, OR 97015

LEGAL DESCRIPTION: T2S, R2E, SECTION 02BD, TAX LOT 00900

ZONING: R-10 (Urban Low Density Residential)

THIS LETTER SERVES AS NOTICE OF A VIOLATION OF THE CLACKAMAS COUNTY ORDINANCES. THE VIOLATIONS INCLUDE:

1. Incomplete electrical permit for house, and;
2. Incomplete plumbing permit for house, and;
3. Incomplete building permit for house, and;
4. System Development Charge costs remain unpaid, and;
5. Operating businesses from the site without Land Use Approval.

Clackamas County Code Enforcement received a complaint. Previous discussions illustrate our discussions regarding these issues listed.

The following section provides details of the violation. This section also provides options on how to address the violation. Department contact information can be found towards the end of this letter under "CONTACT INFORMATION". You may contact that department to discuss the options outlined or ask questions for other possible solutions, if they may exist. This letter may not address all violations that exist on the site and instead is intended to address those violations identified during the review and/or inspections that have occurred.

UNPERMITTED CONSTRUCTION – BUILDING DEPARTMENT

Work was done on the house without the benefit of all the inspections. Enough time has passed that new permit applications will need to be made for building, plumbing and electrical work and obtain a final inspection. Also there remains unpaid System Development Charges that must be paid prior to any permits being issued. Failure to complete building permits and receive a final inspection and pay all fees associated with said permits constitutes a violation of Clackamas County Building Code and Enforcement of the County Building Code Ordinance Title 9.02.040. To abate these violations you must complete the following **NO LATER THAN September 16, 2021:**

1. Submit the permit application(s) and technically complete plans and pay the appropriate fee(s) as requested by the Building Department.
 - a. The permit(s) must have the fee(s) paid in full within ten (10) days of being notified by the Building Department.
 - b. Schedule all inspections so that final inspections may be obtained not later than forty-five (45) days of the date of receipt of your approved permit(s).

While permitting may allow for longer times to complete inspections than the date listed above you will be required to meet the deadlines as mentioned in this section due to this file being in violation.

**VIOLATION OF OPERATING BUSINESSES WITHIN A RESIDENCE
WITHOUT OBTAINING LAND USE APPROVAL FROM CLACKAMAS
COUNTY ZONING AND PLANNING – PLANNING & ZONING DIVISION**

There are two businesses operating from the site that have not received Land Use Approval. Operating these businesses may constitute a violation of Clackamas County Ordinance Title 12.315.03. In order to abate the violation(s), you must complete the following **no later than September 16, 2021**:

1. Meet with Planning and Zoning Division to determine if/what Land Use Approvals may be required for the two businesses operating from the site.

While planning may provide additional time to complete an application due the use being a violation you are required to provide a completed application, if one is deemed necessary, within 30 days of the letter of incomplete application from Planning and Zoning.

CONTACT INFORMATION

Planning & Zoning Division – If you have questions related to items labeled under Planning & Zoning Division please call them at 503-742-4500 or email at zoninginfo@clackamas.us

Code Enforcement Specialist – Shane Potter – For all other questions please contact me at 503-742-4465 or email at spotter@clackamas.us

Building Department – Permitting – If you have questions related to items labeled under Building Department please call them at 503-742-4240 or email at bldservice@clackamas.us

The departments listed above are taking applications electronically and encourage you to use this option. Please contact the department you are working with to obtain information on how to submit any documents you may need to submit for electronically.

Planning, Permitting and Code Enforcement Offices at the Development Services Building located at 150 Beavercreek Road, Oregon City are open during the hours of: Monday through Thursday 8a.m. to 4p.m. and Friday 8a.m. to 3p.m.

If you choose to come to the Development Services Building in order to provide the highest level of customer service, please bring a copy of this correspondence. You may also review the code by going to:

<https://www.clackamas.us/code>

ITEMS INCLUDED IN THIS PACKET

- Violation Letter
- Required Notice of Fines and Penalties

A handwritten signature in black ink that reads "Shane Potter". The signature is written in a cursive style with a large, looping "P" for the last name.

Shane Potter
Code Enforcement Specialist
Clackamas County Code Enforcement

Important Notices

1. **Administrative Compliance Fees.** It is important that you contact the Code Enforcement Section to resolve the violations described in the enclosed letter. **An administration compliance fee of \$75 will now be assessed monthly until the violations are abated.**
2. **Failure to resolve those violations may result in one or more of the following:** (1) a citation and fine, and (2) referral of this matter to the County Code Enforcement Compliance Hearings Officer.
3. **Request for a Hearing:** If you dispute the existence of the violations described in the enclosed letter you may request a hearing before the Hearings Officer by sending a written request for a hearing, including your name and address to: Code Enforcement Section, 150 Beaver Creek Rd., Oregon City, OR 97045, or at codeenforcement@clackamas.us.
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.

From: [Rozzell, Matthew](#)
To: ["dsd4953@gmail.com"](mailto:dsd4953@gmail.com)
Cc: [Potter, Shane](#); [Tran, Dai](#); [Wheeler, Brad](#); [Rudisel, Doug](#)
Subject: 12874 SE Sunnyside Rd
Date: Tuesday, May 3, 2022 1:59:29 PM
Attachments: [image001.png](#)

Hello Sharkey,

It was good to talk with you on Friday. As I mentioned on the phone, there are several items which need to get resolved to receive a certificate of occupancy for your home. Below is a list of items that need to be completed in order to receive the building final.

1. Electrical- You will need to apply for a new electrical permit to final the home. The original permit for the house was for the rough-in only and did not cover the finish electrical portion of the project.
2. Plumbing- You will need to apply for a new plumbing permit. There were a few items noted as corrections on the rough-in inspection (we can provide these items when you visit the office to get your permits), those items will need to be corrected and we will need to inspect the remainder of the plumbing in the house. In addition, it was mentioned that the sewer line will need a video inspection for approval. You will need to provide a video inspection to the plumbing inspector when this is complete and prior to the final inspection.
3. Building Final- There are several issues that need to be resolved to obtain your building final inspection.
 - The building permit has expired, and you will need to re-apply for the permit and pay any additional fees. This will require a final inspection and during that inspection, further items may come up that need to be resolved or addressed.
 - The garage was turned into living space at some point and the exterior of the house was modified from the original permit application, you will need to submit drawings and get this approved through planning and building divisions.
 - The driveway has not been completed. Please work with engineering to get this resolved.
 - There are outstanding system development charges which need to be paid.
 - There are also code enforcement issues that need to be resolved.

Please note, I have tried to compile a complete list of items which need to be resolved, although while our staff is researching the project, other items may arise which need to be addressed prior to certificate of occupancy.

Please let me know if you have any questions on your project or the process.

Thank you,

-Matt

Matthew Rozzell | Building Codes Administrator
Clackamas County Department of Transportation and Development
150 Beavercreek Rd | Oregon City OR 97045
503-742-4748 | mrozzell@clackamas.us

Development Direct is here!! We're excited to launch Development Direct -- our new one-stop digital services hub for Building Codes and Development Engineering. [Click here to learn more.](#)

Development Direct logo



My schedule is generally Monday through Friday 7:30 am until 4:30 pm. Permitting lobby hours of operation are Monday through Thursday 8:00 am until 4:00 pm and Friday 8:00 am until 3:00 pm.

The Clackamas County Department of Transportation and Development is dedicated to providing excellent customer service. Please help us to serve you better by giving us your [feedback](#). We appreciate your comments and will use them to evaluate and improve the quality of our public service.

Clackamas County

150 Beaver creek Rd
Oregon City, OR 97045

Tel: Inspection: 503-742-4720

Location:
12874 SE SUNNYSIDE RD CLACKAMAS OR 97015

Inspection Date:
Thu, 06 Oct 2022

Record Type:
Code Enforcement - Violation

Record ID:
V0028421

Inspection Type:
270 Miscellaneous/Consultation

Inspector:
Don Countryman

Inspector Phone:
503-519-6954

Inspector Email:
DonCou@clackamas.us

Result:
In Violation

Submit Time:
Thu, 06 Oct 2022 2:55:PM

Comments:
Nobody is living in garage @ this time.

It appears the (1) overhead garage door has been replaced with framed wall and window under existing garage door header @ west wall. It also appears other windows have been installed under existing headers @ east & south walls. The garage is missing the required 1/2” sheetrock @ garage side., R302.6

Pictures will be sent to V0028421.



Citation No.: 2100284 – 1

Case No.: V0028421

ADMINISTRATIVE CITATION

Date Issued: February 15, 2023

Name and Address of Person(s) Cited:

Name: DianeSteve LLC.
Mailing Address: 12874 SE Sunnyside Rd.
City, State, Zip: Clackamas, OR 97015

Date Violation(s) Confirmed: January 25, 2023, the person(s) cited committed or allowed to be committed, the violation(s) of law described below, at the following address:

Address of Violation(s): 12874 SE Sunnyside Rd., Clackamas, OR 97015

Legal Description: T2S, R2E SECTION 02BD, Tax Lot 00900

Law(s) Violated

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

Description of the violation(s):

- 1) Incomplete electrical, plumbing and building permit for the primary house along with changes to the garage without permits.

Maximum Civil Penalty \$1,000.00

Fine \$500.00

You may avoid paying the civil penalty by abating the violation(s) and paying a total fine of \$500.00. 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 \$75.00 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: February 15, 2023
Department Initiating Enforcement Action: Code Enforcement

V0028421 – 12874 SE Sunnyside Rd

PLEASE READ CAREFULLY!

You have been cited for the violation(s) of law stated on the front of this form. You MUST exercise ONE of the following options within fifteen calendar days of the date of this citation.

If you fail to exercise one of these options within fifteen calendar days of the citation date, the County may request a hearing before the Code Enforcement Hearings Officer following which you may be ordered to pay the maximum civil penalty and abate the violation.

Options:

1. Abate the violation and pay the fine. Sign the statement of Understanding below and deliver or mail this form, together with a check or money order payable to Clackamas County in the amount of the fine to:
Clackamas County Code Enforcement Section
150 Beaver Creek Rd.
Oregon City, OR 97045
2. Request a hearing in writing. You may request a hearing to contest the violation(s) alleged. A written request for a hearing must be mailed to Clackamas County at the address listed above or sent to codeenforcement@clackamas.us.

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

- a. Your name and address;
- b. A copy of the citation or the Citation No. and Case No.; and,
- c. The description of the relief you are requesting.

At the hearing, an administrative fee may be assessed by the Hearings Officer in addition to civil penalty(ies) if the Hearings Officer concludes you are responsible for the violation. If a civil penalty is imposed the amount will likely exceed the fine amount on this citation.

STATEMENT OF UNDERSTANDING

I, the undersigned, do hereby acknowledge that I understand the following:

1. By paying the fine I admit the existence of the violation(s) alleged on this citation and my responsibility for it.
2. Paying the fine does not relieve me of my responsibility to correct the violation and to comply with all applicable laws.
3. Additional citations may be issued to me if I fail to correct the violation or violate other applicable laws.

Signature: _____ Date: _____

Address: _____
City, State, Zip

Contact Number: _____ Email: _____

B0294611 - BASSILI NSFR REPLACEMENT

A notice was added to this record on 2024-10-10.
Condition: Severity: Notice
Total conditions: 1 (Notice: 1)

[View notice](#)

Menu Help

Opened Date: [10/12/2011](#)

Record Status: [Expired](#)

Record Detail: [Detail](#)

Application Type: [Building - Residential New](#)

Address: [12874 SE SUNNYSIDE RD , Clackamas, 97015](#)

Owner Name: [BASSILI MIKE](#)

Owner Address: [6499 SE NORMA CIR, MILWAUKIE, OR, , , 97267](#)

Application Name: [BASSILI NSFR REPLACEMENT](#)

Parcel No: [00421644](#)

Contact Info:	Name	Organization Name	Contact Type	Relationship	Address	Status
	CRYSTALRIDGE DEVELOPME...	CRYSTALRIDGE DE...	APPLICANT		20868 S VISTA D...	Active
	CRYSTALRIDGE DEVELOPME...	CRYSTALRIDGE DE...	CONTRACTOR		20868 S VISTA D...	Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
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Detailed Description: [BASSILI NSFR REPLACEMENT](#)

Job Value: [\\$550,367.44](#)

Total Fee Assessed: [\\$11,460.68](#)

Total Fee Invoiced: [\\$11,460.68](#)

Balance: [\\$3,470.20](#)

Custom Fields:		B_RESNEW_ASI			
Construction Type		Other Construction Type		Location	
New Single Family		-		-	
Plan Check Expiration		Permit Expiration			
12/03/2012		12/03/2012			
Insp Area	Reinspection (Hours)	Jurisdiction		Publicly Owned	Ping Surcharge
1 RMC	-	Clackamas County			Yes
Class Code				Septic Review	In Metro
101-NSFR					Yes
Occupancy Group		Construction Type		WES Permit Boundary	Solar Prescripts
R-3		-		Yes	No
Replaced Existing Footage		Replacement Dwelling			School District Tax
-					No
Code Edition	Investigation Fee (Hours)	Eave Height			Middle Housir
-	-	-			-
No. Bedrooms	No. New Bedrooms	Insulation		Bathroom	Middle Housir
-	-				-
Area SqFt	Fire Sprinkler Area SqFt	Floor Slab			Middle Housir
-	-				-
Garage Area SqFt	Patio/Carport Area SqFt				
-	-				
Deck Area SqFt		Special Type			
-		-			
OtherSqFt					
-					
B_RESNEW_FILO					
Planning Review		Engineering Review			
-		-			
Inside UGB		Sidewalk Requested			
On EPN		Path Required			
Engineering FILO Review Required		FILO Required			
		Review Completed			

B_RESNEW_SDC

Parks SDC				
Park SDC Zone/SSV	Parks SDC	PSDC Install Plan	PSDC Appeal	PSDC Notes
3-East Side	Yes	Yes	No	

PSDC Total PSDC Adjustment PSDC Assessment
 - - 6575.00 = -6575.00

Trans SDC
 TSDC Area TSDC Install Plan TSDC Appeal Condo/Townhouse
H Yes No No

Fee Schedule Year
 -

Assessment Code 1	Quantity 1	Subtotal 1	Credit Adjustment 1	Quantity
-	-	-	-	-
Assessment Code 2	Quantity 2	Subtotal 2	Credit Adjustment 2	Quantity
-	-	-	-	-
Assessment Code 3	Quantity 3	Subtotal 3	Credit Adjustment 3	Quantity
-	-	-	-	-

TSDC Total TSDC Adjustment Credit Adjustments TSDC Assessment
500.00 - 7682.00 - = -7182.00

TSDC Notes
 -

ACTIVITY LOG

Date DESCRIPTION Value (Money)

DEFERRED SUBMITTAL

Deferred Item Other Received Date Release Date Value (Money) PreProcessed Processed

INTERNAL NOTES

Date General

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	Application Submittal				
	Revisions				
	Building Review				
	Planning Review				
	Engineering Review				
	Utilities Review				
	Submittal Review				
	Issue Permit				
	Inspection				
	Occupancy				

Condition Status:	Name	Short Comments	Status	Apply Date	Severity	Action By
	Historical	Caller said Sunnyside ...	Applied	02/04/2013	Lock	
	Historical	SIDEWALK NEEDS TO BE C...	Applied	02/04/2013	Lock	
	Historical	PLEASE DO NOT FINAL PE...	Applied	01/07/2013	Lock	
	Historical	DAWN HAASE IN ENGINEER...	Applied	03/28/2013	Lock	
	HOLD ALL PERMITS - VIO...	Entrance Permit violat...	Applied	03/13/2015	Notice	

Initiated by Product:

Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments
Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments

E0406311 - BASSILI NSFR

This record was LOCKED on 2019-03-12.
Condition: Severity: Lock
Total conditions: 2 (Lock: 1, Notice: 1)

[Learn more about this lock and how to resolve it](#)

Menu Help

Opened Date: 10/12/2011

Record Status: Completed

Record Detail: Detail

Application Type: Building - Electrical

Address: 12874 SE SUNNYSIDE RD , Clackamas, 97015

Owner Name: BASSILI MIKE

Owner Address: 6499 SE NORMA CIR, MILWAUKIE, OR, , 97267

Application Name: BASSILI NSFR

Parcel No: 00421644

Contact Info:	Name	Organization Name	Contact Type	Relationship	Address	Status
	ELITE ELECTRIC GROUP, ...	ELITE ELECTRIC ...	CONTRACTOR		PO BOX 823026, ...	Active
	CRYSTALRIDGE DEVELOPME...	CRYSTALRIDGE DE...	APPLICANT		20868 S VISTA D...	Active
	CRYSTALRIDGE DEVELOPME...	CRYSTALRIDGE DE...	CONTRACTOR		20868 S VISTA D...	Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
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Detailed Description: [BASSILI NSFR](#)

Job Value: \$0.00

Total Fee Assessed: \$703.36

Total Fee Invoiced: \$703.36

Balance: \$0.00

Custom Fields: B_ELEC_ASI

Construction Type	Project Type	Other Project Type	Location
Residential	-	-	-
Multi-Family Type	Jurisdiction		
-	Clackamas County		
Plan Review	State Auth #		A, E, I-2, I-3 occupancies
-	-		Emergency system
			6 or more residential units
			Fire pump
			Marina
Plan Check Expiration	Permit Expiration	Temp Permit Expiration	
-	09/11/2012	-	Addition of new motor load of 100HP or more
			Floating buildings
			Recrea
Insp Area	Reinspection (Hours)	Investigation Fee (Hours)	
-	-	-	Building over three stories
			Hazardous locations
			Service
SFR/DUP 1st Unit	Add'l Unit	# add'l multifamily units	
5100	-	-	Commercial-use agricultural buildings
			Health care facilities
			Service
			Supply
All Low Energy			
-			

Permanent Services/Feeders	Temp Services/Feeders	Renewable Energy	Miscellaneous
0-200 amps	Temp 0-200 amps	5 kva or Less	Each Manufactured/Modular Dwelling, Service ar
-	-	-	-
201-400 amps	Temp 201-400 amps	5.01-15 kva	Reconnect Only
-	-	-	No
401-599 amps	Temp 401-599 amps	15.01-24.99 kva	Pump or Irrigation Circle
-	-	-	-
601-1000 amps		25.00+ kva	Sign or Outline Lighting
-		-	-
1000+ amps	Branch circuits		Signal Circuits or Limited Energy Panel, Alteratic
-	Branch Circuits w/ Service		-
	Branch Circuits w/o Service		Signal Circuits Description
	-		-

ACTIVITY LOG

Date DESCRIPTION Value (Money)

DEFERRED SUBMITTAL

Deferred Item Other Received Date Release Date Value (Money) PreProcessed Processed

INTERNAL NOTES

Date General

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	Application Submittal				
	Revisions				
	Staff Review				
	Issue Permit				
	Inspection				

Condition Status:	Name	Short Comments	Status	Apply Date	Severity	Action By
	Historical	ROUGH IN ONLY	Applied	10/29/2012	Hold	
	NOTE: A HOMEOWNER MAY ...	Note: A homeowner may ...	Applied	10/12/2011	Notice	
	PERMIT WAS FOR ROUGH I...	PERMIT WAS FOR ROUGH I...	Applied	03/12/2019	Lock	
	HOLD ALL PERMITS - VIO...	Entrance Permit violat...	Applied	03/13/2015	Notice	

Initiated by Product:

Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments

Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments

P0151211 - BASSILI NSFR

A notice was added to this record on 2024-10-10.
Condition: Severity: Notice
Total conditions: 1 (Notice: 1)

[View notice](#)

Menu Help

Opened Date: [10/12/2011](#)

Record Status: [Expired](#)

Record Detail: [Detail](#)

Application Type: [Building - Plumbing](#)

Address: [12874 SE SUNNYSIDE RD , Clackamas, 97015](#)

Owner Name: [BASSILI MIKE](#)

Owner Address: [6499 SE NORMA CIR, MILWAUKIE, OR, . . ., 97267](#)

Application Name: [BASSILI NSFR](#)

Parcel No: [00421644](#)

Contact Info:	Name	Organization Name	Contact Type	Relationship	Address	Status
	CRYSTALRIDGE DEVELOPME...	CRYSTALRIDGE DE...	APPLICANT		20868 S VISTA D...	Active
	CRYSTALRIDGE DEVELOPME...	CRYSTALRIDGE DE...	CONTRACTOR		20868 S VISTA D...	Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
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Detailed Description: [BASSILI NSFR](#)

Job Value: [\\$0.00](#)

Total Fee Assessed: [\\$1,155.84](#)

Total Fee Invoiced: [\\$1,155.84](#)

Balance: [\\$190.40](#)

Custom Fields:	B_PLUMB_ASI				
	Construction Type	Other Construction Type		Location	Med gas/vacuum system for hea
	New Single Family	-		-	
	Project Type				Reclaimed wastewater/harvester
	-				
	State Auth #	Plan Check Expiration	Jurisdiction	Plan Review	Vacuum drainage waste and ven
	-	-	-	-	
	Insp Area	Reinspection (Hours)	Permit Expiration	WES Permit Boundary	Wastewater pretreatment system
	-	-	10/14/2012	Yes	
	New SFR # of Baths	Investigation Fee (Hours)	Fire Sprinkler		Fire sprinkler system
	4	1	-		
	Fee Related Items				Chemical drainage waste and ve
	Site Utilities				Commercial booster pump
	Catch Basin/Area Drain	Manholes	Storm Sewer		Plumbing related site utilities ou
	-	-	-		
	Drywell/Leach Line/Trench Drain	Rain Drain Connector	Water Service		Water service line w inside diam
	-	Full Package	-		
	Manufactured Home Utilities	Sanitary Sewer	Septic Tank Connection		Voluntary plan review
	-	-	-		
	Fixture or Item				
	Absorption Valve	Expansion Tank	Roof Drain (Commercial)	Interior Water/Drainage piping	
	-	-	-	-	
	Backflow Preventer	Fixture/Sewer Cap	Sink/Basin/Lavatory		Other Interceptor
	-	-	-		-
	Backwater Valve	Floor Drain/Floor Sink/Hub	Tub/Shower/Shower Pan		
	-	-	-		
	Clothes Washer	Garbage Disposal	Urinal		
	-	-	-		
	Dishwasher	Hose Bib	Water Closet		
	-	-	-		
	Drinking Fountain	Ice Maker	Water Heater		
	-	-	-		
	Interceptor/Grease Trap	Primer	Ejectors/Sump	Sanitary sewer ejector	Terminate into a septic system
	-	-	-		
	Other Fixtures		Quantity # for Other Fixtures		
	-		-		
	Medical Gas Value				
	-				

ACTIVITY LOG

Date DESCRIPTION Value (Money)

DEFERRED SUBMITTAL

Deferred Item Other Received Date Release Date Value (Money) PreProcessed Processed

INTERNAL NOTES

Date General

Workflow Status: Task Assigned To Status Status Date Action By

Application Submittal
Revisions
Staff Review
Issue Permit
[Inspection](#)

Condition Status: Name Short Comments Status Apply Date Severity Action By

[Any fee adjustment](#) Any fee adjustment wil... Applied 10/12/2011 Notice
[Sewer lines and waste](#) Sewer lines and waste ... Applied 10/12/2011 Notice
[HOLD ALL PERMITS - VIO...](#) Entrance Permit violat... Applied 03/13/2015 Notice

Initiated by Product:

Scheduled/Pending Inspections: Inspection Type Scheduled Date Inspector Status Comments

Resulted Inspections: Inspection Type Inspection Date Inspector Status Comments