



SHERRY HALL
CLERK

1710 Red Soils Ct. Ste 100
OREGON CITY, OR 97045

BoPTA Hearing & Security Policy

Conflicts of Interest:

It is the policy of the Clackamas County Board of Property Tax Appeals that its members declare any potential or actual conflicts of interest, pursuant to ORS Chapter 244 before the consideration of any issue before the Board.

Hearing Schedules:

Hearings are meetings during which the BoPTA Board hears and reviews evidence regarding Real Property, Personal Property or waiver of late filing petitions filed with Board of Property Tax Appeals.

It is the policy of the Clackamas County Board of Property Tax Appeals that hearings scheduled for a specific date and time will be heard only at the date and time scheduled.

Rescheduling is not allowed, you may write down on your petition dates you will be unavailable for consideration. The petitioner may submit any additional evidence up to the date and time of the hearing. The petitioner may also have an Authorized Representative present evidence. It is the responsibility of the petitioner to notify the Board of any Authorized Representatives coming before the Board.

Evidence Reminder:

- If the petitioner chooses not to submit evidence because it will not be returned, the Board cannot consider the evidence when making its decision.
- Submit **five (5) copies of any evidence** you would like admitted. The center on the bottom of **all pages will also include a page number** for easy reference by the board, hand written page numbers are acceptable.
(If you need the County Clerk to make copies, they will cost \$0.25 each)

Audio/Visual evidence must be sent to the Clackamas County Clerk's Office in advance to be considered for presentation in a public forum. All evidence presented becomes part of the record.

It is in your best interest to submit evidence in advance of your hearing; 10 days in advance is recommended. Evidence turned in right before a hearing may cause the Assessor to request that your hearing be changed to a later date.

Hearing Procedures:

Hearings before the Board will be up to fifteen (15) minutes in duration. The BoPTA Chair may extend the presentation period if the Chair feels the Board will benefit from the extension, and if the schedule allows. Petitioners will not address the Assessor's staff or representative. Petitions are heard whether the petitioner requested to attend the hearing or not.

Conference calls to the hearing will only be allowed in the event of a death which prevents the petitioner or their representative from appearing; or if the petitioner is a verified distance of more than 50 miles away from the Clackamas County Clerks Office.

Decorum and Security:

All participants are expected to observe respectful behavior and decorum during all Clackamas County Board of Property Tax Appeals hearings. Anyone acting in a disruptive, disorderly or threatening manner, or using profanity, will be asked to voluntarily leave the meeting, and the hearing will be concluded, rescheduled, or postponed at the Board's discretion.

If an individual continues to behave in a disorderly or disruptive manner, and refuses to voluntarily leave the meeting, then the Chair may request a law enforcement officer to escort the individual from the hearing. Oregon City Police Officers are on hand for just such an event. Please be courteous, respectful, and remain focused on the topic of property valuation.

During the hearing:

- All materials or exhibits presented by the petitioner must be left with the Board.
- All decisions are final. It is the Board's policy that after the Board has voted, the hearing is concluded. No further discussion of the petition will be permitted. Appeals can be made to the State Magistrate and those instructions will be included with the BoPTA Board Order.

Clerical Errors:

It is the policy of the Clackamas County Board of Property Tax Appeals to authorize the Board Clerk to make corrections to orders for the purpose of correcting clerical errors.

Petitions filed timely or received after deadline:

Petitions received by the Clackamas County Board of Property Tax Appeals will be accepted through e-mail, fax, mail, or hand **delivered by the filing deadline of January 3rd, 2017** (please keep in mind, **petitioner is responsible for five copies of any evidence** you would like admitted to the record, if you need the Clerk to make copies of evidence, copies will cost \$0.25 for each black and white page.

It is the policy of the Clackamas County Board of Property Tax Appeals that in the event a petition is received after the filing deadline and/or while the Board is in session, that the BoPTA Clerk shall not accept the petition. Appeals can be made to the Magistrate Division of the Oregon Tax Court.

Examples:

Should the petition be mailed January 3rd, the petition signed by January 3rd, and post marked January 3rd; the petition will be considered timely filed. Petitions faxed or emailed will present the date and time of receipt as evidenced by the Clackamas County computer network. Petitions received after the filing deadline of January 3rd that do not have an acceptable timestamp will be marked "Late" and the petitioner will have to present evidence to the board that the petition was timely filed before the petition will be advanced to a petition hearing.

Point of contact for BoPTA:

Michael Newgard, Board Clerk
503-655-8662
mnewgard@clackamas.us
1710 Red Soils Ct
Oregon City, OR 97045

Office hours:

Monday 8:30-5:00
Tues-Thurs. 8:00-5:00
Friday 8:00-3:00

For better understanding of Property Taxes in Oregon/Measure 50, please watch:

https://www.youtube.com/watch?v=Fo_hSySAC2A&feature=youtu.be

OregonLive: "Confused by your Oregon Property tax bill?"

http://www.oregonlive.com/politics/index.ssf/2013/09/confused_by_your_oregon_proper.html

Board of Property Tax Appeals
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Elections Division
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503.655.8510
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Records Management Division
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