



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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TO: Board of Commissioners  
FROM: Steve Wills, Planning & Building Department Director  
DATE: May 9, 2023  
RE: Planning and Building Department Update: May 2023

The attached tables include the Department's current FY2022-23 Revenue Summary and Permit Activity Reports through April 30, 2023. Also attached with this memorandum is the list of April 2023 land use applications received, a code enforcement summary, and current wildfire permitting reports. The May 2023 Department update is summarized below.

### PLANNING

- Land use permits issued in April 2023 totaled 60.
- There is one (1) Planning Commission Meeting scheduled in May 2023, this meeting will be held May 9, 2023 at 7:00 pm at the Old Armory Building.

**PLN-2022-00729;** Combined applications by Casey Meadows to adjust property lines between three properties. The first property line adjustment would result in tax lot 200 decreasing in size from 38.5 acres to 37.17 acres, and tax lot 204 increasing in size from 5.52 acres to 6.85 acres. The second property line adjustment would result in tax lot 200 decreasing in size from 37.17 acres to 31.65 acres and tax lot 205 increasing in size from 8.68 acres to 14.20 acres. The properties are zoned Farm/Forest and are located at 41659 Rodgers Mountain Loop, approximately 0.19 miles west of the intersection of Rodgers Mountain Loop and Sledge Road, and approximately 4.56 miles southeast of the city of Scio. (T10S, R01W, Section 24, Tax Lots 200, 204, and 205).

This matter comes before the Commission on appeal by Saige Timber, LLC of the Linn County Planning and Building Department decision approving the applications. The hearing is *de novo*. Sections 925.320(B) and 925.350(B) of the Linn County Land Development Code contain the decision criteria specified for use with these applications.

- There are no land use hearings scheduled before the Board in May 2023.

### BUILDING

- Total County building permits issued in April 2023, including non-structural permits, totaled 291. The number of building permits issued for dwellings in April totaled 31: 3 single family dwellings and 0 manufactured dwelling. 24 permits were issued for dwelling additions/alterations and 4 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 10. Out of the 301 combined residential and commercial permits, 41 required plan review.

- Total contract city permits issued in April 2023, including non-structural permits, totaled 10; There was 1 contract city permits issued in April for new single-family dwellings, 0 for manufactured dwellings and 8 permits were issued for dwelling additions/alterations and 1 permit for accessory buildings were issued. Total number of Commercial permits issued totaled 11. Out of the 21 combined residential and commercial permits, 16 required plan review.

## **CODE ENFORCEMENT**

- Total new cases for April 2023 was 24.
- Total cases closed in April 2023 was 11.

## **Quarterly City Meeting**

- We had representatives from four cities
- Meeting topic was the incoming Accela program.

We are about halfway into the transition to the new Accela program, go live date set for mid July 2023.



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**Estimate of Annual Revenues From Fees**  
**Fiscal Year 2022-2023**  
**Planning and Building Department**  
**April 2023**

<u>REVENUE SOURCE</u>	<u>(1) YTD REVENUE</u>
Refunds/Restitution	\$92,000.00
Building Permits -- County, Permits & Sales	\$754,499.12
C.E.T Administrative Fees	\$3,373.47
Building Permits -- Contract Cities	\$212,751.99
Electrical Permits	\$239,040.40
Planning Fees	\$176,696.50
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TOTAL	\$1,478,361.48

<u>REVENUE SOURCE</u>	<u>(2) ESTIMATED REVENUE Sept '22 - June '23</u>	<u>(3) TOTAL REVENUE ESTIMATED Column (1) + Column (2)</u>
Building Permits -- County	\$416,000.00	\$1,170,499.12
C.E.T Administrative Fees	\$2,500.00	\$5,873.47
Building Permits -- Contract Cities	\$317,000.00	\$529,751.99
Electrical Permits	\$217,000.00	\$456,040.40
Planning Fees	\$212,500.00	\$451,540.40
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TOTAL	\$1,165,000.00	\$2,613,705.38

<u>REVENUE SOURCE</u>	<u>(4) 2021/2022 Budget</u>	<u>(5) Projected Surplus or (Deficit) Column (3) - Column (4)</u>
Building Permits -- County, Permits & Sales	\$499,400.00	\$671,099.12
C.E.T Administrative Fees	\$3,000.00	\$2,873.47
Building Permits -- Contract Cities	\$380,000.00	\$149,751.99
Electrical Permits	\$260,000.00	\$196,040.40
Planning Fees	\$255,000.00	\$196,540.40
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TOTAL	\$1,397,400.00	\$1,216,305.38

**PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES**  
**April 2023**

**TABLE 1**  
**PERMITS ISSUED FY 2022/2023**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	49	76	20	113	258
AUG	71	113	51	168	403
SEPT	50	110	35	171	366
OCT	39	109	50	104	302
NOV	35	97	30	141	303
DEC	29	125	34	154	342
JAN	44	102	27	185	358
FEB	27	104	25	135	291
MAR	37	90	27	133	287
APR	40	87	27	153	307
MAY					
JUN					
TOTAL	421	1,013	326	1,457	3,217

**TABLE 2**  
**PERMITS ISSUED FY 2021/2022**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	76	91	141	172	480
AUG	84	120	28	180	412
SEPT	90	86	55	177	408
OCT	68	117	43	158	386
NOV	40	81	32	152	305
DEC	54	80	74	117	325
JAN	74	84	18	126	302
FEB	71	69	43	163	346
MAR	89	99	47	161	396
APR	77	88	16	164	345
MAY	72	90	28	143	333
JUN	72	86	6	166	330
TOTAL	867	1,091	531	1,879	4,368

**TABLE 3**  
**PERMITS ISSUED FY 2020/2021**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	77	138	101	167	483
AUG	100	180	114	153	547
SEPT	68	148	81	158	455
OCT	77	147	40	198	462
NOV	78	98	34	152	362
DEC	77	111	63	146	397
JAN	67	86	46	155	354
FEB	66	73	31	184	354
MAR	80	111	120	180	491
APR	72	97	49	162	380
MAY	89	110	15	190	404
JUN	78	119	52	177	426
TOTAL	929	1,418	746	2,022	5,115



**TABLE 4**  
**SINGLE-FAMILY DWELLING PERMITS ISSUED**  
**COUNTY**

	2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	10		6		12		10		3		3	
AUG	7		11		4		10		9		16	
SEPT	11	28	9	26	5	21	5	25	12	24	3	22
OCT	8		8		9		5		13		7	
NOV	9		2		2		3		5		5	
DEC	7	24	5	15	5	16	9	17	3	21	5	17
JAN	9		5		4		3		2		4	
FEB	1		3		6		6		6		4	
MAR	6	16	4	12	14	24	8	17	6	14	8	16
APR	6		4		10		8		8		3	
MAY	5		6		4		6		13			
JUN	7	18	11	21	8	22	5	19	4	25		3
<b>TOTAL</b>	<b>86</b>		<b>74</b>		<b>83</b>		<b>78</b>		<b>84</b>		<b>58</b>	

**TABLE 5**  
**MANUFACTURED DWELLING PERMITS ISSUED**  
**COUNTY**

	2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	4		5		11		5		6		3	
AUG	2		2		6		8		5		4	
SEPT	3	9	7	14	6	23	6	19	4	15	4	11
OCT	6		8		4		8		3		1	
NOV	2		3		7		14		2		2	
DEC	2	10	3	14	7	18	10	32	4	9	1	4
JAN	5		6		4		2		2		1	
FEB	4		5		1		4		2		3	
MAR	5	14	6	17	3	8	4	10	6	10	1	5
APR	3		7		3		5		3		0	
MAY	5		2		4		2		1			
JUN	6	14	4	13	6	13	2	9	5	9		0
<b>TOTAL</b>	<b>47</b>		<b>58</b>		<b>62</b>		<b>70</b>		<b>43</b>		<b>20</b>	

**TABLE 6**  
**NON-ELECTRICAL PERMITS ISSUED**  
**COUNTY**

	2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	213		174		195		138		91		76	76
AUG	167		172		176		180		120		113	189
SEPT	187	567	160	506	158	529	148	466	86	297	171	360
OCT	191		175		166		147		117		109	393
NOV	167		138		138		98		81		97	377
DEC	126	484	150	463	164	468	111	356	80	278	125	331
JAN	145		116		120		86		84		102	324
FEB	154		105		108		73		69		104	331
MAR	140	439	176	397	173	401	111	270	99	252	94	300
APR	140		127		144		97		88		113	311
MAY	158		151		140		110		90			207
JUN	156	454	163	441	134	418	119	326	86	264		113
<b>TOTAL</b>	<b>1,944</b>		<b>1,807</b>		<b>1,816</b>		<b>1,418</b>		<b>1,091</b>		<b>1,104</b>	

**TABLE 7**  
**CONTRACT CITY DWELLING UNIT PERMITS ISSUED**  
**BY FISCAL YEAR**

	FY 2022/2023			FY 2021/2022			FY 2020/2021			FY 2019/2020		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	1	1		52	1		14	1	2	7	1	
HALSEY							1					
HARRISBURG				5		1	5			3	2	2
LYONS				3	1		1	1		2		
MILL CITY	9			5		1	11	19	2	9	3	
MILLERSBURG	8			40			48			108		
SCIO										1		
TANGENT	2									1		
<b>TOTAL</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>105</b>	<b>2</b>	<b>2</b>	<b>80</b>	<b>21</b>	<b>4</b>	<b>131</b>	<b>6</b>	<b>2</b>

**TABLE 8**  
**PLANNING SECTION PERMIT ACTIVITY**  
**FY 2022/2023**

*CURRENT MONTH: April 2023*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	21	2,100.00	251	25,100.00
Variance	7	4,550.00	56	34,125.00
Comprehensive Plan Amendment	1	3,500.00	2	7,000.00
Land Use Compatibility Statement	5	375.00	34	2,250.00
Conditional Use	2	2,150.00	27	20,750.00
Home Occupation CU's	0	0.00	7	3,050.00
Medical Hardship CU's	2	1,000.00	15	7,500.00
PD Partition	1	350.00	1	350.00
PM Partition	1	1,000.00	8	3,450.00
Property Line Adjustment	1	650.00	20	8,800.00
Easement	1	650.00	11	8,000.00
Appeal	1	250.00	2	500.00
Temp RV/Mfg. Home Placement	0	0.00	4	1,400.00
Zone Amendment	0	0.00	0	0.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	0	0.00	0	0.00
Step 1 - Soil Review	0	0.00	4	1,400.00
Agricultural Bldg Review	7	1,050.00	83	12,150.00
Dwelling/Property Status/SPR	7	2,600.00	52	21,750.00
Measure 49	0	0.00	4	1,700.00
Extensions	3	300.00	13	1,300.00
Misc. Applications	0	0.00	12	7,700.00
MONTHLY TOTAL	60	20,525.00	606	168,275.00

Xerox/Microfilm	5.75	427.50
Tapes	0.00	0.00
Maps	0.00	0.00
Comp. Plan/Code/Transportation Books	0.00	0.00
Reports	80.25	80.25
Postage	0.00	0.00
Extensions	950.00	3,975.00
<b>MONTHLY TOTAL</b>	<b>1,036.00</b>	<b>4,482.75</b>

**TABLE 9**  
**BUILDING SECTION PERMIT ACTIVITY**  
**FY 2022/2023**

*CURRENT MONTH: April 2023*

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	3	7,239.25	58	109,053.62
Manufactured Homes	0	0.00	20	9,982.00
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	24	25,171.50	224	105,520.10
Accessory Buildings	4	2,661.75	51	38,032.72
<b>SUBTOTALS</b>	<b>31</b>	<b>35,072.50</b>	<b>353</b>	<b>262,588.44</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	10	2,039.50	57	65,826.85
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	0	0.00
Transaction Fee	0	0.00	0	0.00
Misc. Permits	0	0.00	2	346.00
<b>SUBTOTALS</b>	<b>10</b>	<b>2,039.50</b>	<b>59</b>	<b>66,172.85</b>
Plumbing	22	7,747.00	211	69,171.75
Mechanical	53	5,981.39	598	70,984.34
<b>SUBTOTALS</b>	<b>75</b>	<b>13,728.39</b>	<b>809</b>	<b>140,156.09</b>
Electrical Permits	153	21,294.70	1526	235,817.95
Master Electrical Permits	6	1,615.00	9	2,517.50
<b>SUBTOTALS</b>	<b>159</b>	<b>22,909.70</b>	<b>1,535</b>	<b>238,335.45</b>
Demolition/Decommission	0	0.00	5	650.00
Flood Dev. Evaluation	4	480.00	52	6,600.00
Misc. Permits	12	10,585.90	46	48,701.26
<b>SUBTOTALS</b>	<b>16</b>	<b>11,065.90</b>	<b>103</b>	<b>55,951.26</b>
PLAN REVIEWS	41	24,111.54	415	200,271.99
<b>SUBTOTALS</b>	<b>41</b>	<b>24,111.54</b>	<b>415</b>	<b>200,271.99</b>
<b>RAND TOTAL MONTH</b>	<b>332</b>	<b>108,927.53</b>	<b>3,274</b>	<b>963,476.08</b>



**TABLE 10**  
**CONTRACT CITY PERMIT ACTIVITY**  
**FY 2022/2023**

*Current Month: April 2023*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	1	1,300.36	20	24,911.37
Manufactured Homes	0	0.00	1	325.50
Prefab. Buildings	0	0.00	0	0.00
Manufactured Home Parks (NEW)	0	0.00	0	0.00
Multi-Family Dwellings	0	0.00	0	0.00
Additions/Alterations	8	1,586.25	58	12,542.86
Accessory Buildings	1	355.50	9	2,756.32
SUBTOTALS	10	3,242.11	88	40,536.05
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	3	6,759.04	49	47,011.44
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	1	1,505.81
Additions/Alterations	8	1,586.25	10	2,332.69
SUBTOTALS	11	8,345.29	60	50,849.94
MISC. APPLICATIONS				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	1	100.00	8	5,078.82
SUBTOTALS	1	100.00	8	5,078.82
Plumbing	10	4,144.33	83	21,024.73
Mechanical	14	1,044.44	60	13,468.41
SUBTOTALS	24	5,188.77	143	34,493.14
Plan Review	16	8,313.16	153	73,646.36
GRAND TOTAL MONTH	46	25,189.33	299	204,604.31

**TABLE 11  
COUNTY PERMIT, PLAN CHECK, & MISC REVENUE  
BY FISCAL YEAR**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
JULY	277,607.06	100,351.77	113,616.87	77,484.14	82,404.31	37,173.04
AUG	60,044.74	94,947.94	217,461.46	95,732.23	88,155.76	85,872.59
SEPT	82,507.11	92,827.37	96,258.43	82,690.70	76,855.24	41,121.35
OCT	50,969.00	107,407.42	101,242.25	79,672.58	89,772.08	56,229.51
NOV	49,975.17	137,029.07	85,188.21	91,665.20	44,033.65	42,022.76
DEC	51,670.88	53,122.43	63,127.55	112,792.14	27,931.62	40,539.64
JAN	91,501.91	51,553.10	67,796.29	76,309.72	23,973.95	41,300.55
FEB	29,949.06	45,337.65	96,198.93	47,947.91	48,470.08	49,872.30
MAR	67,294.37	97,167.50	117,543.65	69,127.59	69,694.82	164,143.26
APR	101,894.94	54,328.25	113,700.67	103,850.68	51,810.69	64,547.02
MAY	56,214.06	80,519.05	90,138.22	61,270.86	71,863.53	
JUN	64,222.51	111,285.80	85,017.44	70,631.10	81,621.33	
<b>TOTAL</b>	<b>983,850.81</b>	<b>1,025,877.35</b>	<b>1,247,289.97</b>	<b>969,174.85</b>	<b>756,587.06</b>	<b>622,822.02</b>

**TABLE 12  
CONTRACT CITY PERMIT REVENUE  
BY FISCAL YEAR**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
JULY	22,271.88	57,425.00	29,344.35	13,059.10	170,862.28	14,481.91
AUG	62,738.52	24,431.30	19,427.50	33,448.35	31,075.46	31,190.65
SEPT	8,881.54	44,166.25	15,595.37	55,466.88	57,223.05	25,481.66
OCT	60,958.22	32,066.76	41,208.37	31,518.40	15,331.99	23,719.08
NOV	25,219.33	137,095.15	70,234.77	9,395.01	28,909.11	44,358.49
DEC	17,739.57	10,453.12	15,984.40	25,222.81	37,232.20	25,887.93
JAN	61,250.12	13,715.27	22,529.94	22,246.17	7,774.24	14,452.92
FEB	1,945.51	0.00	47,698.94	21,535.68	65,052.25	12,187.50
MAR	16,803.77	12,056.67	55,798.39	63,166.07	10,334.59	4,122.82
APR	73,926.66	43,351.04	42,504.60	15,948.31	4,034.30	11,086.65
MAY	0.00	46,751.87	42,346.01	28,446.88	10,696.30	
JUN	11,271.79	50,916.40	32,291.64	64,939.34	16,133.37	
<b>TOTAL</b>	<b>363,006.91</b>	<b>360,547.10</b>	<b>363,006.91</b>	<b>470,213.47</b>	<b>454,659.14</b>	<b>206,969.61</b>

**TABLE 13  
ELECTRICAL PERMIT REVENUE  
BY FISCAL YEAR**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
JULY	30,171.00	23,402.00	22,715.00	12,081.00	19,671.25	15,285.25
AUG	20,715.00	23,683.00	19,484.00	19,901.00	25,964.60	26,724.50
SEPT	22,103.00	22,397.00	17,429.00	22,700.00	25,437.00	28,274.00
OCT	26,937.00	23,642.00	24,222.50	27,020.00	21,763.00	27,158.50
NOV	21,631.00	21,884.00	24,998.00	28,993.70	24,648.71	27,146.00
DEC	23,343.00	18,379.00	18,521.00	30,285.10	17,055.50	23,058.75
JAN	24,335.00	20,631.75	19,702.00	22,736.40	15,145.00	23,920.00
FEB	19,437.00	19,618.00	15,424.63	27,818.25	23,627.25	23,254.00
MAR	16,880.00	20,288.00	20,688.50	30,391.25	23,675.50	20,490.00
APR	23,171.00	18,515.00	30,663.00	25,127.50	26,044.50	22,785.75
MAY	21,664.00	20,815.00	23,846.50	23,393.93	20,205.25	
JUN	21,280.00	20,890.00	22,829.38	29,276.05	25,005.50	
<b>TOTAL</b>	<b>271,667.00</b>	<b>263,047.00</b>	<b>260,523.51</b>	<b>299,724.18</b>	<b>268,243.06</b>	<b>238,096.75</b>



TABLE 14  
PLANNING & BUILDING DEPARTMENT  
FY 2022/2023 REVENUE AND EXPENDITURES  
April 2023

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
<b>REVENUE</b>					
REFUNDS/RESTITUTION	92,000.00				92,000.00
PLANNING FEES		154,071.50			154,071.50
ELECTRIC PERMITS				216,254.65	216,254.65
BLDG. MECH. PLUMB PERMITS			412,509.38		412,509.38
MISC. PERMITS & PLAN REVIEW			244,312.76		244,312.76
REIMBURSEMENTS			1,788.08		1,788.08
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	4,633.50				4,633.50
CET FEES	3,373.47				3,373.47
CONTRACT CITIES			201,665.34		201,665.34
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				233.72
FEE OVERAGES/SHORTAGES	75.47				652.07
SALE OF COUNTY EQUIPMENT	0.00				0.00
<b>TOTAL REVENUE</b>	<b>\$7,848.72</b>	<b>\$154,071.50</b>	<b>\$860,275.56</b>	<b>\$216,254.65</b>	<b>\$1,331,027.03</b>
<b>EXPENDITURES PERSONAL SVS</b>					
ELECTRICAL INSPECTOR I			76,506.00		76,506.00
ELECTRICAL INSPECTOR II				36,303.75	36,303.75
BLDG. INSPECTOR II			64,789.00		64,789.00
PLUMBING INSPECTOR I			75,369.00		75,369.00
PLANS EXAMINER II			6,872.00		6,872.00
BLDG INSP-CODE ENF		2,075.86	18,682.73		20,758.59
CODE ENFORCEMENT TECH			45,985.56		45,985.56
ADMIN ASST/OFFICE MANAGER I	4,432.80		3,324.60	3,324.60	11,082.00
OFFICE SPECIALIST 1	48,834.77				48,834.77
OFFICE SPECIALIST 2	0.00	0.00	0.00	0.00	0.00
OFFICE SPECIALIST 3	2,123.40	3,185.10	15,925.50		21,234.00
PERMIT CLERK			35,387.44		35,387.44
ASSISTANT PLANNER		62,348.38	15,587.10		77,935.48
ASSOCIATE PLANNER		0.00			0.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					82,400.00
BLDG. OFFICIAL	11,636.85		50,426.35	15,515.80	77,579.00
DIRECTOR	37,671.00	22,602.60	11,301.30	3,767.10	75,342.00
TEMPORARY HELP				22,620.00	22,620.00
OVERTIME				0.00	0.00
<b>WAGES</b>	<b>\$104,698.82</b>	<b>\$90,211.94</b>	<b>\$343,650.58</b>	<b>\$81,531.25</b>	<b>\$778,998.59</b>
<b>LONGEVITY PAY</b>	<b>100.94</b>	<b>1,225.70</b>	<b>115.36</b>		<b>1,442.00</b>
<b>LEAD WORKER</b>	<b>140.60</b>				<b>140.60</b>
<b>CERTIFICATION PAY</b>			0.00		<b>0.00</b>
<b>FRINGE BENEFITS</b>	<b>13,002.14</b>	<b>52,008.55</b>	<b>98,816.25</b>	<b>96,215.82</b>	<b>260,042.76</b>
<b>PAYROLL COSTS</b>	<b>14,222.06</b>	<b>56,888.25</b>	<b>108,087.67</b>	<b>105,243.26</b>	<b>284,441.23</b>
<b>SALARY BENEFITS &amp; ADJ.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL PERSON. SERVICES</b>	<b>\$132,164.56</b>	<b>\$200,334.44</b>	<b>\$550,669.85</b>	<b>\$282,990.33</b>	<b>\$1,325,065.18</b>
<b>MATERIALS &amp; SERVICES</b>					
SUPPLIES	704.85	704.85	2,819.41	2,819.41	7,048.52
PRINT & REPRODUCTION	85.04	255.13	680.34	680.34	1,700.85
POSTAGE	290.79	4,652.66	290.79	581.58	5,815.83
SUBSCRIPT. & MEMBERSHIP		749.31	1,588.53	659.39	2,997.23
ACCELA SOFTWARE					56,260.58
NOTICE & PUBLICATION		1,401.79	1,518.61		2,920.40
MARKETING					0.00
MARKETING/PRODUCTION&MATERIALS				(658.75)	0.00
COPIER MAIN & USAGE	1,299.81	1,299.81	1,299.81	1,299.81	5,199.25
AVOCETTE SOFTWARE					42,693.75
P.C.'S, ACCESS., SOFTWARE	14.99	14.99	14.99	14.99	59.97
SCHOOLS & SEMINARS	4,422.40				4,422.40
MEETINGS/TRAVEL	688.53				688.53
TELEPHONE	227.94	1,823.48	1,139.68	1,367.61	4,558.71
VISA BANK CHARGES		3,465.25	13,861.02		17,326.27
REPAIRS & MAINTENANCE	9.13	196.30	114.13	136.95	456.50
COMPUTER SUPPLIES & EQUIP	1,392.35	1,392.35	1,392.35	1,392.35	5,569.41
CODE ENFORCEMENT/CLEAN UP					4,687.96
CELL PHONE ALLOCATION					360.00
REFUNDS		5,340.39	8,151.12	562.15	14,053.65
REFUNDS/RESTITUTION					131.20
TAXABLE MEALS REIMBURSEMENT					19.50
OTHER CONTRACTED SERVICES			0.00		0.00
<b>TOTAL MAT. &amp; SERVICES</b>	<b>\$9,135.84</b>	<b>\$21,296.32</b>	<b>\$32,870.77</b>	<b>\$8,855.84</b>	<b>\$176,970.51</b>
<b>CAPITAL OUTLAY</b>					
MOTOR VEHICLE			0.00		0.00
SPECIAL EQUIP. (SIERRA)					0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$141,300.40</b>	<b>\$221,630.76</b>	<b>\$583,540.63</b>	<b>\$291,846.16</b>	<b>\$1,502,035.69</b>
<b>LESS REVENUE</b>	<b>\$7,848.72</b>	<b>\$154,071.50</b>	<b>\$860,275.56</b>	<b>\$216,254.65</b>	<b>\$1,331,027.03</b>
<b>GEN. FUND EXPENDITURES</b>	<b>\$133,451.68</b>	<b>\$67,559.26</b>	<b>(\$276,734.93)</b>	<b>\$75,591.51</b>	<b>\$171,008.66</b>

LINN COUNTY

Activity Report by Dept, Fund

as of 04/28/2023 (83.3% Months within Fiscal Year)

24 PLANNING & BUILDING  
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3056 2410	REFUNDS/RESTITUTION	0.00	0.00	0.00	0.00	92,000.00	-92,000.00	0.0
3070 2410	PLANNING FEES	22,625.00	255,000.00	0.00	255,000.00	176,696.50	78,303.50	69.2
3071 2410	CODE ENFORCEMENT CLEANUP	0.00	20,000.00	0.00	20,000.00	-233.72	20,233.72	-1.1
3137 2410	ELECTRICAL PERMIT	22,785.75	260,000.00	0.00	260,000.00	239,040.40	20,959.60	91.9
3138 2410	BUILDING PERMIT	37,640.13	310,000.00	0.00	310,000.00	319,660.82	-9,660.82	103.1
3140 2410	MISCELLANEOUS PERMITS	12,617.50	20,000.00	0.00	20,000.00	58,640.65	-38,640.65	293.2
3150 2410	REIMBURSEMENTS	0.00	1,000.00	0.00	1,000.00	1,788.08	-788.08	178.8
3170 2410	SALES	1,036.00	5,000.00	0.00	5,000.00	5,669.50	-669.50	113.3
3178 2410	C.E.T. FEE	0.00	3,000.00	0.00	3,000.00	3,373.47	-373.47	112.4
3179 2410	CONTRACT CITIES	11,086.65	380,000.00	0.00	380,000.00	212,751.99	167,248.01	56.0
3182 2410	PLAN REVIEW	27,460.51	260,000.00	0.00	260,000.00	225,750.12	34,249.88	86.8
3183 2410	MECHANICAL PERMITS	5,537.39	84,000.00	0.00	84,000.00	69,688.81	14,311.19	83.0
3186 2410	PLUMBING PERMITS	8,752.00	80,400.00	0.00	80,400.00	75,089.27	5,310.73	93.3
3265 2410	OVERAGES/SHORTAGES	0.00	0.00	0.00	0.00	75.47	-75.47	0.0
	TOTAL REVENUE	149,540.93	1,678,400.00	0.00	1,678,400.00	1,479,991.36	198,408.64	88.1
5002 2410	OFFICE SPECIALIST 1	5,906.00	68,984.00	0.00	68,984.00	48,834.77	20,149.23	70.7
5007 2410	OFFICE SPECIALIST 3	0.00	0.00	0.00	0.00	21,234.00	-21,234.00	0.0
5044 2410	ADMIN ASST/OFFICE MANAGER 1	3,694.00	52,992.00	0.00	52,992.00	11,082.00	41,910.00	20.9
5306 2410	PLANS EXAMINER II	0.00	82,464.00	0.00	82,464.00	6,872.00	75,592.00	8.3
5311 2410	ELECTRICAL INSPECTOR I	7,952.00	88,349.00	0.00	88,349.00	76,506.00	11,843.00	86.5
5312 2410	ELECTRICAL INSPECTOR II	3,622.50	45,804.00	0.00	45,804.00	36,303.75	9,500.25	79.2
5317 2410	PLUMBING INSPECTOR I	7,573.00	86,544.00	0.00	86,544.00	75,369.00	11,175.00	87.0
5321 2410	CODE ENFORCEMENT TECH	4,855.85	53,443.00	0.00	53,443.00	45,985.56	7,457.44	86.0
5323 2410	BLDG INSP-CODE ENFORCEMENT	0.00	78,456.00	0.00	78,456.00	20,758.59	57,697.41	26.4
5326 2410	BUILDING INSPECTOR II	6,539.00	74,446.00	0.00	74,446.00	64,789.00	9,657.00	87.0
5330 2410	PERMIT CLERK	3,415.00	47,496.00	0.00	47,496.00	35,387.44	12,108.56	74.5
5340 2410	ASSISTANT PLANNER	4,576.00	54,466.00	0.00	54,466.00	77,935.48	-23,469.48	143.0
5350 2410	SENIOR PLANNER	0.00	70,141.00	0.00	70,141.00	0.00	70,141.00	0.0
5355 2410	PLANNING MANAGER	8,240.00	94,176.00	0.00	94,176.00	82,400.00	11,776.00	87.4
5360 2410	BUILDING OFFICIAL	8,240.00	90,546.00	0.00	90,546.00	77,579.00	12,967.00	85.6
5370 2410	DIRECTOR PLANNING & BUILDING	8,634.00	102,276.00	0.00	102,276.00	75,342.00	26,934.00	73.6
5550 2410	TEMPORARY HELP	2,560.00	50,000.00	0.00	50,000.00	22,620.00	27,380.00	45.2
5920 2410	OVERTIME	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960 2410	LONGEVITY PAY	206.00	1,897.00	0.00	1,897.00	1,442.00	455.00	76.0
5977 2410	LEAD WORKER	0.00	0.00	0.00	0.00	140.60	-140.60	0.0



**LINN COUNTY**  
**Activity Report by Dept, Fund**

as of 04/28/2023 (83.3% Months within Fiscal Year)

**24 PLANNING & BUILDING**  
**10 GENERAL FUND**

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5980	2410 FRINGE BENEFITS	26,503.38	401,052.00	0.00	401,052.00	260,042.76	141,009.24	64.8
5985	2410 PAYROLL COSTS	29,150.16	445,420.00	0.00	445,420.00	284,441.23	160,978.77	63.8
5990	2410 SALARY & BENEFITS ADJUSTMENTS	0.00	114,576.00	0.00	114,576.00	0.00	114,576.00	0.0
	TOTAL PERSONAL SERVICES	131,666.89	2,105,028.00	0.00	2,105,028.00	1,325,065.18	779,962.82	62.9
6110	2410 SUPPLIES	1,495.00	8,000.00	0.00	8,000.00	7,048.52	951.48	88.1
6120	2410 PRINTING & REPRODUCTION	380.00	3,200.00	0.00	3,200.00	1,700.85	1,499.15	53.1
6125	2410 COPIER MAINT & USAGE	446.17	8,000.00	0.00	8,000.00	5,199.25	2,800.75	65.0
6150	2410 POSTAGE	669.99	9,000.00	0.00	9,000.00	5,815.83	3,184.17	64.6
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	940.00	3,300.00	0.00	3,300.00	2,997.23	302.77	90.8
6173	2410 ACCELA SOFTWARE	0.00	60,000.00	0.00	60,000.00	56,260.58	3,739.42	93.7
6174	2410 AVOCETTE SOFTWARE	0.00	65,000.00	0.00	65,000.00	42,693.75	22,306.25	65.6
6180	2410 NOTICES & PUBLICATIONS	0.00	4,500.00	0.00	4,500.00	2,920.40	1,579.60	64.8
6195	2410 P.C.'S, ACCESS, SOFTWARE	19.99	0.00	0.00	0.00	59.97	-59.97	0.0
6200	2410 MEETINGS / TRAVEL	390.00	1,000.00	0.00	1,000.00	688.53	311.47	68.8
6205	2410 SEMINARS / SCHOOLS / TRAINING	1,170.00	6,000.00	0.00	6,000.00	4,422.40	1,577.60	73.7
6250	2410 TELEPHONE	0.00	6,000.00	0.00	6,000.00	4,558.71	1,441.29	76.0
6280	2410 REPAIRS & MAINTENANCE	20.00	5,000.00	0.00	5,000.00	456.50	4,543.50	9.1
6301	2410 VISA BANK CHARGES	1,671.27	18,000.00	0.00	18,000.00	17,326.27	673.73	96.2
6333	2410 COMPUTER SUPPLIES & EQUIP.	2,441.11	10,000.00	0.00	10,000.00	5,569.41	4,430.59	55.6
6357	2410 CODE ENFORCEMENT/CLEAN UP	0.00	30,000.00	0.00	30,000.00	4,687.96	25,312.04	15.6
6405	2410 CELL PHONE ALLOCATION	40.00	0.00	0.00	0.00	360.00	-360.00	0.0
6695	2410 REFUNDS	1,373.85	14,000.00	0.00	14,000.00	14,053.65	-53.65	100.3
6696	2410 REFUNDS/RESTITUTION	131.20	0.00	0.00	0.00	131.20	-131.20	0.0
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	19.50	80.50	19.5
	TOTAL MATERIALS & SERVICES	11,188.58	251,100.00	0.00	251,100.00	176,970.51	74,129.49	70.4
7460	2410 MOTOR VEHICLE	0.00	31,000.00	0.00	31,000.00	0.00	31,000.00	0.0
	TOTAL CAPITAL OUTLAY	0.00	31,000.00	0.00	31,000.00	0.00	31,000.00	0.0
	REVENUE	149,540.93	1,678,400.00	0.00	1,678,400.00	1,479,991.36	198,408.64	88.1
	EXPENDITURE	142,855.47	2,387,128.00	0.00	2,387,128.00	1,502,035.69	885,092.31	62.9
	FUND BALANCE TOTAL					-22,044.33		

LINN COUNTY

Activity Report by Dept, Fund

as of 04/28/2023 (83.3% Months within Fiscal Year)

24 PLANNING & BUILDING  
27 GENERAL GRANTS FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3220	2427030 GRANTS	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	0.0
3991	2427030 BEGINNING BALANCE	0.00	0.00	0.00	0.00	23,400.00	-23,400.00	0.0
	TOTAL REVENUE	0.00	100,000.00	0.00	100,000.00	23,400.00	76,600.00	23.4
6032	2427030 2020 WILDFIRE VICTIMS GRANT	0.00	100,000.00	0.00	100,000.00	10,050.00	89,950.00	10.0
	TOTAL MATERIALS & SERVICES	0.00	100,000.00	0.00	100,000.00	10,050.00	89,950.00	10.0
	REVENUE	0.00	100,000.00	0.00	100,000.00	23,400.00	76,600.00	23.4
	EXPENDITURE	0.00	100,000.00	0.00	100,000.00	10,050.00	89,950.00	10.0
	FUND BALANCE TOTAL					13,350.00		

**Linn County Planning & Building  
Land Use Applications Tracking Sheet  
April 2023**

DATE	FILE # & NAME	PLANNER	STATUS
4/3/2023	PLN-2023-00188; NETWORK CONNEX (LUC)	Alyssa	Approved
4/3/2023	PLN-2023-00189; POWERLINE, LLC (LUC)	Alyssa	Approved
4/3/2023	PLN-2023-00190; P77 LLC (SPR)	Kate	Notice
4/4/2023	PLN-2023-00192; HAFNER, Dan (CPM)(CZM)	Alyssa	Pending
4/5/2023	PLN-2023-00193; ISAAC, Randall & Ranae (V)	Kate	Notice
4/6/2023	PLN-2023-00195; K & B HOLDINGS, LLC (PLA)	Alyssa	Approved
4/6/2023	PLN-2023-00196; BROWN, Trapper & Marrissah (MH)(V)	Kate	Notice
4/7/2023	PLN-2023-00197; MOLLGARD, Elizabeth (AR)(PM)	Alyssa	Notice
4/7/2023	PLN-2023-00198; GERIG, Wanda (M49)	Kate	Approved
4/7/2023	PLN-2023-00199; HEIL, J Michael & Janette (PLA)	Alyssa	Approved
4/7/2023	PLN-2023-00200; RAINEY, Dallas (RD)	Kate	Notice
4/10/2023	PLN-2023-00203; NOFZINGER TRUST (LUC)	Alyssa	Approved
4/11/2023	PLN-2023-00210; EWEB (LUC)	Alyssa	Approved
4/11/2023	PLN-2023-00211; GAZELEY, Sheila (MH)	Alyssa	Notice
4/11/2023	PLN-2023-00212; BOWERS, Kurt & Jodi (RD)	Alyssa	Approved
4/11/2023	PLN-2023-00213; Debbie Deforest ET AL (Soils)	Kate	Pending
4/14/2023	PLN-2023-00223; Alyrica Networks, INC (SPR)	Alyssa	Approved
4/18/2023	PLN-2023-00228; MCCOLLY, Bradie (CU)	Alyssa	Notice
4/19/2023	PLN-2023-00231; LEHTO, Rick (V)	Kate	Notice
4/19/2023	PLN-2023-00233; K&D RECEIVING (EP)	Alyssa	Notice
4/19/2023	PLN-2023-00234; GOOSE HOLLOW LLC (CU)	Alyssa	Notice
4/19/2023	PLN-2023-00237; GILLETTE, Robin (V)	Kate	Notice
4/20/2023	PLN-2023-00240; STUTZMAN, Mark & Stacy (RD)	Alyssa	Approved
4/24/2023	PLN-2023-00250; ZELKO, John (PLA)	Kate	Pending
4/25/2023	PLN-2023-00253; GIBSON, Doug (RD)	Alyssa	Approved



**Linn County Planning & Building  
Land Use Applications Tracking Sheet  
April 2023**

[illegible]



# CODE ENFORCEMENT

## April 2023 Statistics

New Cases Received

Apr-23

Cases by Category

OCCUPIED RVS (RV)	3
ILLEGAL BUSINESS (IB)	1
JUNK (J)	3
MARIJUANA GROW (MJ)	1
DRAINAGE(D)	3
NEIGHBOR DISPUTE (ND)	1
CONSTRUCTION W/O PERMITS (UP)	3
MULTIPLE DWELLINGS (MD)	5
LIVESTOCK (LS)	0
EASEMENT ( E )	0
MEDICAL HARDSHIP (MH)	0
HOMELESS ENCAMPMENT (HE)	2
DANGEROUS CONDITIONS (DC)	3
CHICKEN FARM / FLOOD PLAIN (FP)	0
(Some files have multiple categories)	

Total new April 2023

24

Cases Closed

Total Closed April 2023

11

Highlighted Cases

04/18/2023

Planning & Building staff participated in a walk-through of a large commercial building in Tangent after an annual inspection by the fire marshal revealed some internal changes had been made without permits. The company was very transparent during the walk-through and will be bringing in a design professional to help them reach compliance.

04/06/2023

Code Enforcement and the Building Official responded to a property on Bellinger Road in Lebanon after the Sheriff's Department served a search warrant there. The Building Official determined that electrical power was running through a dilapidated building on the property and made arrangements with Consumer Power to turn off the electricity. He also made a "Declaration of a Dangerous Building" during that investigation. Three RV occupants were also cited for violations of Linn County's Temporary Uses code against living in RVs.

04/05/2023 Working with the Assessor's Office, Code Enforcement investigated several properties in the Lebanon area where annual tax inspections showed structures had been converted from storage buildings to living quarters without authorization or permits. Also, in one case, a 2-story addition under construction was attached to an existing manufactured home against building standards. In all these cases, a very important part of adding bedrooms to a property is the ability of the existing septic system to handle additional usage. So, a land use authorization is needed first, followed by a septic evaluation, before any permits can be issued.

Special Meetings 04/19/2023 Planning & Building staff and the Planning Manager met with Fire Department personnel to discuss a number of properties that are advertised as "Wedding Venues." Besides the land use issues that include zoning, permits for public events and use of buildings, the Fire Department has concerns about the health and safety issues of the participants.

Court Cases 04/18/2023 An RV occupant and the owner from a property on River Drive in Lebanon faced the judge for a 2nd time after extensions were given during a March hearing. The RV occupant case was dismissed since he had moved away. The owner of the property was issued a fine for operating a campground, having failed to begin eviction proceedings against an RV occupant still living there. He was issued a 2nd citation to bring him back to court in May.

A case involving the dumping of sewage from an occupied RV on Calapooia Avenue in Brownsville was dismissed after an inspection showed the hoses had been rolled up and the RV was no longer being lived in.

The cases against 3 people occupying RVs on Bellinger Road in Lebanon were all dismissed because their RVs were towed off the property and no one was living there anymore.



## Linn County Road Department

*Providing safe and efficient transportation to  
citizens and visitors of Linn County.*

### *Memorandum*

**Date:** 5/4/2023

**To:** Linn County Board of Commissioners

**From:** Wayne Mink, Roadmaster *WEM*

**RE:** Background Information for Agenda Items – 5/9/2023

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The Road Department has the following items on the Board of Commissioners agenda for the weekly meeting on May 9, 2023. The following is a brief description of the items.

**Resolution & Order 2023-046 – Acceptance of a Permanent Easement – Goldfish Farm Road, Tax Lot 100**

This is a Resolution & Order to accept a permanent easement along Goldfish Farm Road for the Goldfish Farm Road, Cox Creek Bridge project. Grantor is Floyd Zumwalt, Trustee of the Floyd and Kathy Zumwalt Revocable Living Trust. Easement cost is \$7,697.

**Resolution & Order 2023-118 – Acceptance of a Permanent Easement – Goldfish Farm Road, Tax Lot 800**

This is a Resolution & Order to accept a permanent easement along Goldfish Farm Road for the Goldfish Farm Road Improvement (North of Christopher Avenue) project. Grantor is Loretta L. Norris, Trustee of the Loretta L. Norris Revocable Living Trust. Easement cost is \$19,824.

We request your approval.

# LINN COUNTY TREASURER



**MICHELLE HAWKINS**  
*Treasurer*  
mhawkins@co.linn.or.us

**BREEANNA OXFORD**  
*Chief Deputy Treasurer*  
boxford@co.linn.or.us

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*Linn County Courthouse  
P.O. Box 100, Albany, Oregon 97321  
(541) 967-3861 FAX: (541) 926-8228*

To: Board of Commissioners

From: Linn County Treasurer/Budget Officer

Date: May 9<sup>th</sup>, 2023

Re: **Order # 2023-171**

Order #2023-171 is a request from Diana Denham to transfer \$50,000.00 from Contingency to Real Property for earnest money and other costs associated with purchasing a property for the Health Department.

Financial Impact. There is no financial impact.





## LINN COUNTY PROPERTY MANAGEMENT

104 SW 4<sup>th</sup> Avenue, Room 123 Albany, Oregon 97321

Phone: (541) 967-3807

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Date: May 9, 2023

To: Board of Commissioners

From: Rachel Adamec, Real Property Program Manager

RE: Resolution & Order No. 2023-170 – In the Matter of Approving the Transfer of Real Property to the City of Lebanon

Resolution & Order 2023-170 approves the transfer of a private road, Ralston Drive, existing on a tax lot serving as a means of access to ten residential tax lots. Ralston Drive is not maintained by the Linn County Road Department and there is no homeowners association to manage the maintenance responsibilities.

The city requested the property transfer because the city owns and maintains underground utilities in Ralston Drive.

Both the Road Department and Property Management recommend transferring this tax lot to the city.

### Additional property details:

- Property Acct.#: 197224 (12S-2W-14BD-200)
- RMV: \$3,400
- Taxlot Size: .21 acre
- Foreclosure Year: 1979