



## Linn County Department of Health Services

PO Box 100, Albany, OR 97321  
Toll Free (800) 304-7468 | TTY/Oregon (800) 735-2900  
[www.linncountyhealth.org](http://www.linncountyhealth.org)

*"Working together to promote the health and well-being of all Linn County residents"*

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### Board Summaries for June 13, 2023

#### R&O 2023-058

This is an Intergovernmental Agreement between Linn County and Linn-Benton Housing Authority for Mental Health Houseless Project. The contract is for an amount not to exceed \$2,500,000.00 with an effective date of April 1, 2023 and a termination date of June 30, 2065. This is pass thru money received from the Oregon Health Authority to build 8-10 rental units for behavioral health supportive housing.

#### R&O 2023-212

This is Amendment #1 to the Intergovernmental Agreement between Linn County and Oregon Health Authority. This amendment modifies Exhibit D to allow Linn Benton Housing Authority to use the funds for the predevelopment expenses and construction of a new build of 8-10 units.

#### R&O 2023-226

This is the Matter of Contract for Good between Microsoft/CDG-G and Linn County to purchase Microsoft 365 subscriptions with delegation of authority to sign the electronic contract to Todd Noble, Health Administrator. The Health Department will be purchasing 250 annual licenses at a rate of \$610.73 per user for a not to exceed amount of \$152,681.34 per year for three years. This integrated system will increase the Health Department HIPAA security and create efficiency in daily operations.



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**  
1115 Jackson Street SE, Albany, OR 97322  
Phone: 541-967-3950  
[www.linnsheriff.org](http://www.linnsheriff.org)

## MEMORANDUM

To: Linn County Board of Commissioners

From: Captain Andy Franklin

Date: June 13, 2023

Re: Resolution & Order No. 2023-204

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This is an IGA between the Linn County Sheriff's Office and the State of Oregon for the Oregon-Alert Everbridge mass notification system. The State of Oregon agrees to fund and provide the Everbridge notification system to Linn County at no cost through June 30, 2026. The Linn County Sheriff's Office uses the Everbridge mass notification system as the primary means to send out emergency public alerts.



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse  
PO 100 Box, Albany, Oregon 97321  
Phone 541-967-3816, Fax 541-926-2060, [www.co.linn.or.us](http://www.co.linn.or.us)

TO: Board of Commissioners  
FROM: Steve Wills, Planning & Building Department Director  
DATE: June 13, 2023  
RE: Planning and Building Department Update: June 2023

The attached tables include the Department's current FY2022-23 Revenue Summary and Permit Activity Reports through May 31, 2023. Also attached with this memorandum is the list of May 2023 land use applications received, a code enforcement summary, and current wildfire permitting reports. The June 2023 Department update is summarized below.

### PLANNING

- Land use permits issued in May 2023 totaled 71.
- There is one (1) Planning Commission Meeting scheduled in June 2023, this meeting will be held June 13, 2023 at 7:00 pm at the Old Armory Building.

**PLN-2022-00729; Continued from May 9, 2023; Deliberation and Decision Only;** 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.

**PLN-2023-00035;** A property status determination application to determine whether a tax lot contains more than one individual unit of land meeting the definition of an authorized unit of land in Linn County Code. This matter comes before the Commission on appeal by Rodney Jarvis of the Linn County Planning and Building Department decision denying the application. The hearing is *de novo*.

The tax lot is located on the west side of Ede Road, 0.24 miles north of the intersection of Ede Road and Snow Peak Drive, and 1.06 miles northwest of the rural community of Lacombe (Township 11, Range 01W, Section 24, Tax Lot 702).

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

## **BUILDING**

- Total County building permits issued in May 2023, including non-structural permits, totaled 307. The number of building permits issued for dwellings in May totaled 42: 6 single family dwellings and 8 manufactured dwelling. 21 permits were issued for dwelling additions/alterations and 7 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 7. Out of the 307 combined residential and commercial permits, 47 required plan review.
- Total contract city permits issued in May 2023, including non-structural permits, totaled 57; There were 10 contract city permits issued in May for new single-family dwellings, 0 for manufactured dwellings and 4 permits were issued for dwelling additions/alterations and 2 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 5. Out of the 57 combined residential and commercial permits, 19 required plan review.

## **CODE ENFORCEMENT**

- Total new cases for May 2023 was 11.
- Total cases closed in May 2023 was 12.

## **WILDFIRE GRANT**

- The current program expires at the end of the biennium on June 30, 2023.
- ODOE and the Septic grant programs are still in effect.

## **OTHER**

- A Notice of Withdrawal for Case No. PLN-2022-00807 was received from The City of Millersburg on May 22, 2023.



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Building Official

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816 Fax 541-926-2060  
[www.co.linn.or.us](http://www.co.linn.or.us)

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

<u>REVENUE SOURCE</u>	<u>(1) YTD REVENUE</u>
Refunds/Restitution	\$187,159.79
Building Permits -- County, Permits & Sales	\$830,462.95
C.E.T Administrative Fees	\$3,373.47
Building Permits -- Contract Cities	\$231,610.56
Electrical Permits	\$266,257.25
Planning Fees	\$199,546.50
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TOTAL	\$1,718,410.52

<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	\$1,246,462.95
C.E.T Administrative Fees	\$2,500.00	\$5,873.47
Building Permits -- Contract Cities	\$317,000.00	\$548,610.56
Electrical Permits	\$217,000.00	\$483,257.25
Planning Fees	\$212,500.00	\$478,757.25
	<hr/>	<hr/>
TOTAL	\$1,165,000.00	\$2,762,961.48

<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	\$747,062.95
C.E.T Administrative Fees	\$3,000.00	\$2,873.47
Building Permits -- Contract Cities	\$380,000.00	\$168,610.56
Electrical Permits	\$260,000.00	\$223,257.25
Planning Fees	\$255,000.00	\$223,757.25
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TOTAL	\$1,397,400.00	\$1,365,561.48

**PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES**  
**May 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	41	128	52	155	376
JUN					
TOTAL	462	1,141	378	1,612	3,593

**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	6
JUN	7 18	11 21	8 22	5 19	4 25	9
<b>TOTAL</b>	<b>86</b>	<b>74</b>	<b>83</b>	<b>78</b>	<b>84</b>	<b>64</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	8
JUN	6 14	4 13	6 13	2 9	5 9	8
<b>TOTAL</b>	<b>47</b>	<b>58</b>	<b>62</b>	<b>70</b>	<b>43</b>	<b>28</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		128	335
JUN	156	454	163	441	134	418	119	326	86	264		241
<b>TOTAL</b>	<b>1,944</b>		<b>1,807</b>		<b>1,816</b>		<b>1,418</b>		<b>1,091</b>		<b>1,232</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	18			40			48			108		
SCIO										1		
TANGENT	2									1		
<b>TOTAL</b>	<b>30</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: May 2023*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	28	2,850.00	279	27,950.00
Variance	3	1,950.00	59	36,075.00
Comprehensive Plan Amendment	2	9,300.00	4	16,300.00
Land Use Compatibility Statement	5	375.00	34	2,250.00
Conditional Use	2	1,100.00	29	21,850.00
Home Occupation CU's	0	0.00	7	3,050.00
Medical Hardship CU's	0	0.00	15	7,500.00
PD Partition	1	350.00	1	350.00
PM Partition	2	700.00	10	4,150.00
Property Line Adjustment	4	1,400.00	24	10,200.00
Easement	1	650.00	12	8,650.00
Appeal	0	0.00	2	500.00
Temp RV/Mfg. Home Placement	1	250.00	5	1,650.00
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	12	1,800.00	95	13,950.00
Dwelling/Property Status/SPR	3	950.00	55	22,700.00
Measure 49	2	700.00	6	2,400.00
Extensions	4	400.00	17	1,700.00
Misc. Applications	1	500.00	13	8,200.00
MONTHLY TOTAL	71	23,275.00	671	190,825.00
Xerox/Microfilm	6.75			434.25
Tapes	0.00			0.00
Maps	0.00			0.00
Comp. Plan/Code/Transportation Books	0.00			0.00
Reports	0.00			80.25
Postage	0.00			0.00
Extensions	325.00			4,300.00
MONTHLY TOTAL		331.75		4,814.50

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

CURRENT MONTH: May 2023

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	6	10,914.15	64	119,967.77
Manufactured Homes	8	3,400.00	28	13,382.00
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	21	8,484.50	245	114,004.60
Accessory Buildings	7	4,790.00	58	42,822.72
<b>SUBTOTALS</b>	<b>42</b>	<b>27,588.65</b>	<b>395</b>	<b>290,177.09</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	7	8,034.75	64	73,861.60
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	14	346.00
<b>SUBTOTALS</b>	<b>7</b>	<b>8,034.75</b>	<b>78</b>	<b>74,207.60</b>
Plumbing	21	6,884.00	232	76,055.75
Mechanical	58	7,267.50	656	78,251.84
<b>SUBTOTALS</b>	<b>79</b>	<b>14,151.50</b>	<b>888</b>	<b>154,307.59</b>
Electrical Permits	155	26,544.25	1681	262,362.20
Master Electrical Permits	0	0.00	9	2,517.50
<b>SUBTOTALS</b>	<b>155</b>	<b>26,544.25</b>	<b>1,690</b>	<b>264,879.70</b>
Demolition/Decommission	1	130.00	6	780.00
Flood Dev. Evaluation	12	1,440.00	64	8,040.00
Misc. Permits	11	4,592.44	57	53,293.70
<b>SUBTOTALS</b>	<b>24</b>	<b>6,162.44</b>	<b>127</b>	<b>62,113.70</b>
PLAN REVIEWS	47	19,941.99	462	220,213.98
<b>SUBTOTALS</b>	<b>47</b>	<b>19,941.99</b>	<b>462</b>	<b>0.00</b>
<b>RAND TOTAL MONT</b>	<b>354</b>	<b>102,423.58</b>	<b>3,640</b>	<b>845,685.68</b>

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

*Current Month: May 2023*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	10	12,592.88	30	37,504.25
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	4	454.50	62	12,997.36
Accessory Buildings	2	817.88	11	3,574.20
SUBTOTALS	16	13,865.26	104	54,401.31
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	5	7,298.55	54	54,309.99
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	1	1,505.81
Additions/Alterations	0	0.00	10	2,332.69
SUBTOTALS	5	7,298.55	65	58,148.49
MISC. APPLICATIONS				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	0	0.00	8	5,078.82
SUBTOTALS	0	0.00	8	5,078.82
Plumbing	30	6,146.44	113	27,171.17
Mechanical	25	4,021.88	85	17,490.29
SUBTOTALS	55	10,168.32	198	44,661.46
Plan Review	19	17,479.97	172	91,126.33
GRAND TOTAL MONTH	76	48,812.10	375	253,416.41

**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	75,963.78
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>698,785.80</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	18,858.57
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>225,828.18</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	27,216.85
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>265,313.60</b>

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

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
<b>REVENUE</b>					
REFUNDS/RESTITUTION	92,000.00				187,159.79
PLANNING FEES		154,071.50			199,546.50
ELECTRIC PERMITS				216,254.65	266,257.25
BLDG, MECH, PLUMB PERMITS			412,509.38		512,466.90
MISC. PERMITS & PLAN REVIEW			244,312.76		311,987.80
REIMBURSEMENTS			1,788.08		1,938.08
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	4,633.50				6,008.25
CET FEES	3,373.47				3,373.47
CONTRACT CITIES			201,665.34		231,610.56
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				233.72
FEE OVERAGES/SHORTAGES	75.47				375.44
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>\$1,720,490.32</b>
<b>EXPENDITURES PERSONAL SVS</b>					
ELECTRICAL INSPECTOR I			84,458.00		84,458.00
ELECTRICAL INSPECTOR II				39,690.00	39,690.00
BLDG. INSPECTOR II			71,328.00		71,328.00
PLUMBING INSPECTOR I			82,942.00		82,942.00
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			50,301.87		50,301.87
ADMIN ASST/OFFICE MANAGER I	5,910.40		4,432.80	4,432.80	14,776.00
OFFICE SPECIALIST 1	54,740.77				54,740.77
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			38,802.44		38,802.44
ASSISTANT PLANNER		66,009.18	16,502.30		82,511.48
ASSOCIATE PLANNER		0.00			0.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					90,640.00
BLDG. OFFICIAL	12,872.85		55,782.35	17,163.80	85,819.00
DIRECTOR	41,988.00	25,192.80	12,596.40	4,198.80	83,976.00
TEMPORARY HELP				26,000.00	26,000.00
OVERTIME				0.00	0.00
<b>WAGES</b>	<b>\$117,635.42</b>	<b>\$96,462.94</b>	<b>\$374,168.39</b>	<b>\$91,485.40</b>	<b>\$854,850.15</b>
<b>LONGEVITY PAY</b>	<b>115.36</b>	<b>1,400.80</b>	<b>131.84</b>		<b>1,648.00</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>14,327.31</b>	<b>57,309.23</b>	<b>108,887.53</b>	<b>106,022.07</b>	<b>286,546.14</b>
<b>PAYROLL COSTS</b>	<b>15,672.36</b>	<b>62,689.44</b>	<b>119,109.94</b>	<b>115,975.46</b>	<b>313,447.20</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>\$147,891.05</b>	<b>\$217,862.41</b>	<b>\$602,297.70</b>	<b>\$313,482.94</b>	<b>\$1,456,632.09</b>
<b>MATERIALS &amp; SERVICES</b>					
SUPPLIES	795.18	795.18	3,180.70	3,180.70	7,951.75
PRINT & REPRODUCTION	87.52	262.55	700.14	700.14	1,750.35
POSTAGE	322.23	5,155.65	322.23	644.46	6,444.56
SUBSCRIPT. & MEMBERSHIP		749.31	1,588.53	659.39	2,997.23
ACCELA SOFTWARE					56,260.58
NOTICE & PUBLICATION		1,577.05	1,708.47		3,285.52
MARKETING					0.00
MARKETING/PRODUCTION&MATERIALS				(658.75)	0.00
COPIER MAIN & USAGE	1,555.00	1,555.00	1,555.00	1,555.00	6,220.00
AVOCETTE SOFTWARE					43,132.50
P.C.'S, ACCESS., SOFTWARE	19.99	19.99	19.99	19.99	79.96
SCHOOLS & SEMINARS	4,422.40				4,422.40
MEETINGS/TRAVEL	688.53				688.53
TELEPHONE	251.09	2,008.73	1,255.46	1,506.55	5,021.83
VISA BANK CHARGES		3,843.86	15,375.43		19,219.29
REPAIRS & MAINTENANCE	9.73	209.20	121.63	145.95	486.50
COMPUTER SUPPLIES & EQUIP	4,796.98	4,796.98	4,796.98	4,796.98	19,187.90
CODE ENFORCEMENT/CLEAN UP					4,737.91
CELL PHONE ALLOCATION					400.00
REFUNDS		5,725.62	8,739.10	602.70	15,067.41
REFUNDS/RESTITUTION					131.20
TAXABLE MEALS REIMBURSEMENT					19.50
OTHER CONTRACTED SERVICES			0.00		0.00
<b>TOTAL MAT. &amp; SERVICES</b>	<b>\$12,948.64</b>	<b>\$26,699.10</b>	<b>\$39,363.65</b>	<b>\$13,153.10</b>	<b>\$197,504.92</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>\$160,839.68</b>	<b>\$244,561.51</b>	<b>\$641,661.34</b>	<b>\$326,636.03</b>	<b>\$1,654,137.01</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>\$1,720,490.32</b>
<b>GEN. FUND EXPENDITURES</b>	<b>\$152,990.96</b>	<b>\$90,490.01</b>	<b>(\$218,614.22)</b>	<b>\$110,381.38</b>	<b>(\$66,353.31)</b>

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

DATE	FILE # & NAME	PLANNER	STATUS
5/2/2023	PLN-2023-00266; HEITZMAN, John (PLA)	Alyssa	Approved
5/3/2023	PLN-2023-00267; FOWLER, David (PLA)	Alyssa	Approved
5/3/2023	PLN-2023-00268; BRENT & YEN VALENTINE RVC (PLA)	Kate	Approved
5/5/2023	PLN-2023-00271; THOMPSON, Carl (V)	Alyssa	Notice
5/8/2023	PLN-2023-00275; LINN CO ROAD DEPT (LUC)	Alyssa	Approved
5/8/2023	PLN-2023-00276; ROY, Dee (PLA)	Kate	Pending
5/10/2023	PLN-2023-00280 NETWORK CONNEX (LUC)	Alyssa	Approved
5/15/2023	PLN-2023-00293; BRAUN, David & Kaitlyn (LUC)	Kate	Approved
5/15/2023	PLN-2023-00298; PARDES, Josh (SPR)	Alyssa	Approved
5/17/2023	PLN-2023-00303; WPC INC. (APT)(AZM)(ACT)	Kate	Pending
5/17/2023	PLN-2023-00308; CHAMBERS, Timothy (PM)	Alyssa	Approved
5/17/2023	PLN-2023-00309; Lyons-Mehama Water District (CU)	Alyssa	Notice
5/18/2023	PLN-2023-00310, TEDROW, Brad (M49)	Alyssa	Notice
5/18/2023	PLN-2023-00311, TEDROW, Brad (M49)	Alyssa	Notice
5/18/2023	PLN-2023-00312; Upward Bound Camp (Type I)	Kate	Pending
5/18/2023	PLN-2023-00313; VANNICE, Jessie & Stacey (RD)	Kate	Pending
5/26/2023	PLN-2023-00326; WERNER, Jerome (E)(V)(PM)	Alyssa	Notice
5/30/2023	PLN-2023-00327; SCHUMACHER, Steen (RD)	Alyssa	Approved
5/31/2023	PLN-2023-00328; KNIFE RIVER (LUC)	Alyssa	Approved
5/31/2023	PLN-2023-00329; ROBERTSON, Kori (PLA)(V)	Kate	Pending
5/31/2023	PLN-2023-00330; CHEM ENTERPRISES (LUC)	Alyssa	Approved
5/31/2023	PLN-2023-00332; BURLINGHAM, Ty & Amanda (Step One)	Alyssa	Pending



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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Room 114, Linn County Courthouse  
PO 100 Box, Albany, Oregon 97321  
Phone 541-967-3816, Fax 541-926-2060  
[www.co.linn.or.us](http://www.co.linn.or.us)

### AGENDA

**June 13, 2023; 7:00 pm**

Linn County Planning Commission  
Old Armory Building, George Miller Room B  
(Corner of 4<sup>th</sup> Avenue and Lyon Street, Albany, Oregon)

Call to Order

Approval of Minutes of May 9, 2023

Cases Scheduled for Hearing:

**PLN-2022-00729; Continued from May 9, 2023; Deliberation and Decision Only;** 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.

**PLN-2023-00035;** A property status determination application to determine whether a tax lot contains more than one individual unit of land meeting the definition of an authorized unit of land in Linn County Code. This matter comes before the Commission on appeal by Rodney Jarvis of the Linn County Planning and Building Department decision denying the application. The hearing is *de novo*.

The tax lot is located on the west side of Ede Road, 0.24 miles north of the intersection of Ede Road and Snow Peak Drive, and 1.06 miles northwest of the rural community of Lacombe (Township 11, Range 01W, Section 24, Tax Lot 702).

Other Business

General Discussion

Adjournment

LINN COUNTY

Activity Report by Dept, Fund

as of 05/31/2023 (91.7% 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	95,159.79	0.00	0.00	0.00	187,159.79	-187,159.79	0.0
3070 2410	PLANNING FEES	22,850.00	255,000.00	0.00	255,000.00	199,546.50	55,453.50	78.2
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	27,216.85	260,000.00	0.00	260,000.00	266,257.25	-6,257.25	102.4
3138 2410	BUILDING PERMIT	34,123.75	310,000.00	0.00	310,000.00	353,784.57	-43,784.57	114.1
3140 2410	MISCELLANEOUS PERMITS	6,042.74	20,000.00	0.00	20,000.00	64,683.39	-44,683.39	323.4
3150 2410	REIMBURSEMENTS	150.00	1,000.00	0.00	1,000.00	1,938.08	-938.08	193.8
3170 2410	SALES	338.75	5,000.00	0.00	5,000.00	6,008.25	-1,008.25	120.1
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	18,858.57	380,000.00	0.00	380,000.00	231,610.56	148,389.44	61.0
3182 2410	PLAN REVIEW	21,554.29	260,000.00	0.00	260,000.00	247,304.41	12,695.59	95.1
3183 2410	MECHANICAL PERMITS	7,307.50	84,000.00	0.00	84,000.00	76,996.31	7,003.69	91.6
3186 2410	PLUMBING PERMITS	6,596.75	80,400.00	0.00	80,400.00	81,686.02	-1,286.02	101.5
3265 2410	OVERAGES/SHORTAGES	299.97	0.00	0.00	0.00	375.44	-375.44	0.0
	TOTAL REVENUE	240,498.96	1,678,400.00	0.00	1,678,400.00	1,720,490.32	-42,090.32	102.5
5002 2410	OFFICE SPECIALIST I	5,906.00	68,984.00	0.00	68,984.00	54,740.77	14,243.23	79.3
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 I	3,694.00	52,992.00	0.00	52,992.00	14,776.00	38,216.00	27.8
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	84,458.00	3,891.00	95.5
5312 2410	ELECTRICAL INSPECTOR II	3,386.25	45,804.00	0.00	45,804.00	39,690.00	6,114.00	86.6
5317 2410	PLUMBING INSPECTOR I	7,573.00	86,544.00	0.00	86,544.00	82,942.00	3,602.00	95.8
5321 2410	CODE ENFORCEMENT TECH	4,316.31	53,443.00	0.00	53,443.00	50,301.87	3,141.13	94.1
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	71,328.00	3,118.00	95.8
5330 2410	PERMIT CLERK	3,415.00	47,496.00	0.00	47,496.00	38,802.44	8,693.56	81.6
5340 2410	ASSISTANT PLANNER	4,576.00	54,466.00	0.00	54,466.00	82,511.48	-28,045.48	151.4
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	90,640.00	3,536.00	96.2
5360 2410	BUILDING OFFICIAL	8,240.00	90,546.00	0.00	90,546.00	85,819.00	4,727.00	94.7
5370 2410	DIRECTOR PLANNING & BUILDING	8,634.00	102,276.00	0.00	102,276.00	83,976.00	18,300.00	82.1
5550 2410	TEMPORARY HELP	3,380.00	50,000.00	0.00	50,000.00	26,000.00	24,000.00	52.0
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	1,648.00	249.00	86.8
5977 2410	LEAD WORKER	0.00	0.00	0.00	0.00	140.60	-140.60	0.0

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GL5001\_L Activity Report by Dept, Fund

**LINN COUNTY**

**Activity Report by Dept, Fund**

as of 05/31/2023 (91.7% 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	286,546.14	114,505.86	71.4
5985 2410	PAYROLL COSTS	29,005.97	445,420.00	0.00	445,420.00	313,447.20	131,972.80	70.3
5990 2410	SALARY & BENEFITS ADJUSTMENTS	0.00	114,576.00	0.00	114,576.00	0.00	114,576.00	0.0
	<b>TOTAL PERSONAL SERVICES</b>	<b>131,566.91</b>	<b>2,105,028.00</b>	<b>0.00</b>	<b>2,105,028.00</b>	<b>1,456,632.09</b>	<b>648,395.91</b>	<b>69.1</b>
6110 2410	SUPPLIES	903.23	8,000.00	0.00	8,000.00	7,951.75	48.25	99.3
6120 2410	PRINTING & REPRODUCTION	49.50	3,200.00	0.00	3,200.00	1,750.35	1,449.65	54.6
6125 2410	COPIER MAINT & USAGE	1,020.75	8,000.00	0.00	8,000.00	6,220.00	1,780.00	77.7
6150 2410	POSTAGE	628.73	9,000.00	0.00	9,000.00	6,444.56	2,555.44	71.6
6170 2410	SUBSCRIPTIONS & MEMBERSHIPS	0.00	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	438.75	65,000.00	0.00	65,000.00	43,132.50	21,867.50	66.3
6180 2410	NOTICES & PUBLICATIONS	365.12	4,500.00	0.00	4,500.00	3,285.52	1,214.48	73.0
6195 2410	P.C.'S, ACCESS, SOFTWARE	19.99	0.00	0.00	0.00	79.96	-79.96	0.0
6200 2410	MEETINGS / TRAVEL	0.00	1,000.00	0.00	1,000.00	688.53	311.47	68.8
6205 2410	SEMINARS / SCHOOLS / TRAINING	0.00	6,000.00	0.00	6,000.00	4,422.40	1,577.60	73.7
6250 2410	TELEPHONE	23.12	6,000.00	0.00	6,000.00	5,021.83	978.17	83.6
6280 2410	REPAIRS & MAINTENANCE	30.00	5,000.00	0.00	5,000.00	486.50	4,513.50	9.7
6301 2410	VISA BANK CHARGES	1,893.02	18,000.00	0.00	18,000.00	19,219.29	-1,219.29	106.7
6333 2410	COMPUTER SUPPLIES & EQUIP.	6,144.43	10,000.00	0.00	10,000.00	19,187.90	-9,187.90	191.8
6357 2410	CODE ENFORCEMENT/CLEAN UP	49.95	30,000.00	0.00	30,000.00	4,737.91	25,262.09	15.7
6405 2410	CELL PHONE ALLOCATION	40.00	0.00	0.00	0.00	400.00	-400.00	0.0
6695 2410	REFUNDS	1,013.76	14,000.00	0.00	14,000.00	15,067.41	-1,067.41	107.6
6696 2410	REFUNDS/RESTITUTION	0.00	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
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>12,620.35</b>	<b>251,100.00</b>	<b>0.00</b>	<b>251,100.00</b>	<b>197,504.92</b>	<b>53,595.08</b>	<b>78.6</b>
7460 2410	MOTOR VEHICLE	0.00	31,000.00	0.00	31,000.00	0.00	31,000.00	0.0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>0.0</b>
	<b>REVENUE</b>	<b>240,498.96</b>	<b>1,678,400.00</b>	<b>0.00</b>	<b>1,678,400.00</b>	<b>1,720,490.32</b>	<b>-42,090.32</b>	<b>102.5</b>
	<b>EXPENDITURE</b>	<b>144,187.26</b>	<b>2,387,128.00</b>	<b>0.00</b>	<b>2,387,128.00</b>	<b>1,654,137.01</b>	<b>732,990.99</b>	<b>69.2</b>
	<b>FUND BALANCE TOTAL</b>					<b>66,353.31</b>		

LINN COUNTY

Activity Report by Dept, Fund

24 PLANNING & BUILDING  
27 GENERAL GRANTS FUND

as of 05/31/2023 (91.7% Months within Fiscal Year)

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		

# CODE ENFORCEMENT

## MAY 2023 Statistics

### New Cases Received

May-23

Cases by Category	OCCUPIED RVS (RV)	3
	ILLEGAL BUSINESS (IB)	0
	JUNK (J)	1
	MARIJUANA GROW (MJ)	0
	DRAINAGE(D)	1
	NEIGHBOR DISPUTE (ND)	0
	CONSTRUCTION W/O PERMITS (UP)	6
	MULTIPLE DWELLINGS (MD)	0
	LIVESTOCK (LS)	0
	EASEMENT ( E )	0
	MEDICAL HARDSHIP (MH)	0
	HOMELESS ENCAMPMENT (HE)	0
	DANGEROUS CONDITIONS (DC)	0
	CHICKEN FARM / FLOOD PLAIN (FP)	0
	(Some files have multiple categories)	

Total new MAY2023 11

Cases Closed Total Closed MAY 2023 12

### Highlighted Cases 05/09/2023

After receiving information that a property listed for sale on Fern Ridge Road in Lebanon was advertising 2 dwelling unit, contact was made with the listing realtor who reported the property was under contract. Both realtors got together with both owners and permits were then obtained by the existing owner to decommission the 2nd unit and for the electrical and plumbing work that had been done inside.

05/31/2023

A combined inspection was held with Code Enforcement and the Building Department on a Lacombe Drive property in Lebanon after complaints were received about the construction and occupation of converted semi-truck trailers. The property owner had moved a relative's family into one converted trailer and was finishing up the 2nd one to sell. At the time of this inspection, he had moved the family out, disconnecting lines to above-ground tanks, and now both trailers need to be moved off the property or decommissioned to use for storage only.

05/31/2023

The Road Department and Code Enforcement joined together to inspect a property on Cascade Drive in Lebanon as part of a court case involving extreme accumulation of junk and dilapidated RVs. The inspection was done to provide an estimate of clean-up costs if an Order of Abatement was requested by Linn County to bring the property into compliance.

## Special Meetings

05/03/2023

Code Enforcement met with a group of people from the Terra Circle neighborhood in Corvallis to discuss options regarding an unoccupied house in disrepair. The owners moved out after bad roofing allowed rain inside that created mold. Recently, a section of the roof fell into the living room, allowing more access for rain and critters, in addition to the yard areas being very overgrown. Since these issues can affect property value, the owners have been contacted to determine what their intentions are for the house and property.

05/10/2023

A meeting was held with the Scio mayor and city manager to review potential issues facing the city during their annual Lamb & Wool Festival, specifically people taking advantage of the crowds by holding their own, unauthorized events. Notification was provided to those people advising that public gatherings required permit applications 60 days ahead of each event.

## Court Cases

05/16/2023

The owner of a River Drive property in Lebanon, who had allowed people to camp in RVs there, received an extension from the judge because he had started eviction proceedings against the 1 remaining tenant. The owner will also end up having to remove an accumulation of junk left behind by his tenants, including trash buried in holes dug in the yard.

05/23/2023

The judge extended a hearing for 30 days with the stipulation that the property owner on Cascade Drive in Lebanon allow an inspection by Code Enforcement and the Road Department to provide an estimate of costs to remove an extensive accumulation of junk. This owner faces a fine of \$2000 if she does not remove a "substantial" amount of junk from the property.



Kevin Kreitman, City Manager

Janelle Booth, Assistant City Manager/City Engineer

Alan Sorem, City Attorney

## **Notice of Withdrawal**

### ***I. Withdrawal Notice***

On March 14, 2023, the Linn County Board of Commissioners (the "Board") voted to deny the proposed comprehensive plan map amendment and zone change request under Case No. PLN-2022-00807. On March 31, 2023, the City of Millersburg (the "City") asked for the Board to reconsider its preliminary decision and meet with the City under Linn County Ordinance 80-163, amended by Ordinance 81-344. The Board directed staff from Linn County (the "County") to meet with staff from the City to discuss these requests before the adoption of a final land use decision. Following this meeting, Commissioner Nyquist provided a letter to the City declining the request for reconsideration or further meetings, stating such actions cannot occur until after a final land use decision has been adopted by the County. The City hereby notifies the County that the City's request for a comprehensive plan map amendment and zone change map amendment are withdrawn under consolidated land use application No. PLN-2022-00807. LCDC 921.160(C).

In addition to this notice of withdrawal, the City provides the following comments to respond to unsubstantiated statements made during the deliberations and provide direction to the parties as to options for satisfaction of their planning obligations.

### ***II. The Reasoning Offered by the Board for Denial of the Application is Not Supported by the Record***

During the hearing on March 14, 2023, Commissioners Roger Nyquist and Sherri Sprenger explained their reasoning for denial was based on LCC 192.874(7). In addition to noting the proposal was unpopular with many local farmers based on the size of the UGB amendment, they cited the potential contamination of the former IP site as their reason for the denial. In his remarks, Commissioner Nyquist mentioned potential contamination concerns with ponds on the current IP property, which are not a part of the proposed UGB transfer, as the reason for denial.

The record shows the property to be included in the County's agricultural designation was used by the former property owners during operation of the Willamette Industries Paper Mill for limited uses. During the operation of the mill by Willamette Industries, Weyerhaeuser Corporation, and International Paper, effluent from the mill was treated and discharged to the Willamette River under a DEQ industrial wastewater discharge permit. In accordance with the permit, during times of low flow in the Willamette River,

primarily during the summer months, the effluent was not allowed to be discharged directly into the Willamette River due to temperature concerns. During those times, the property proposed to be removed from the City's UGB was used as a "rapid infiltration" basin. The use of this property was mistakenly described by Linn County Planning staff during the hearing on March 14, 2023, as having been utilized for the "filtration" of the mill's effluent, implying it was used to filter out contaminants. The record does not support these statements.

During the Willamette River's low flow periods, when water normally discharged directly into the river was diverted to the rapid infiltration basins, it was also used to irrigate property owned by the companies located north and east of the rapid infiltration basin. This water was pumped from the aeration pond referenced by Commissioner Nyquist as a potential concern for contamination.

The property proposed to be brought into the UGB through the swap process was previously owned by Willamette Industries before the current owner, Willamette Valley Land, LLC. This property was irrigated during the summer months with the same water applied to the rapid infiltration basins through 2014. The two properties subject to the UGB swap are identically situated in this case, and there is no evidence of environmental constraints on farming use for either of the properties.

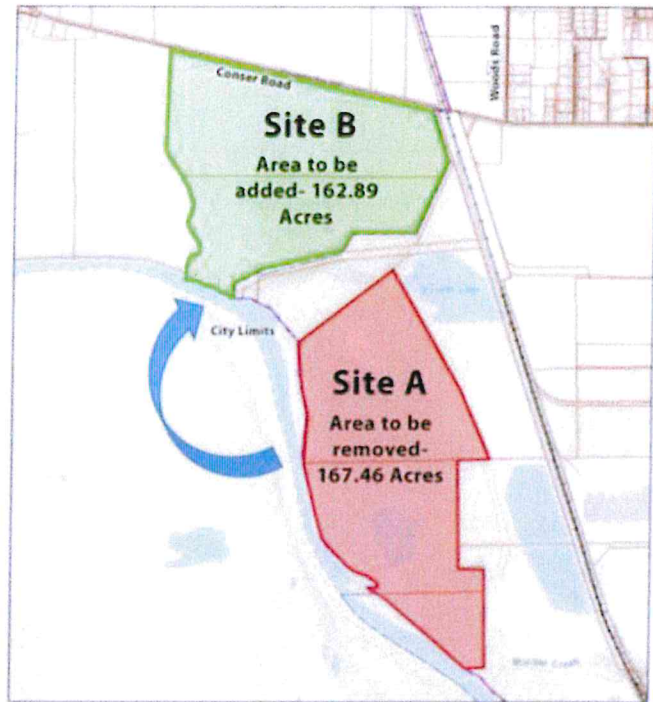
Additionally, the County previously owned the property that generated the effluent (former mill site and current intermodal facility). If the County is aware their property was responsible for generating hazardous substances that affected the surrounding surface, groundwater, and/or properties, the County is liable for any damages and must remediate such hazards. The City requests the County disclose any such reports or information substantiating these assertions or issue a retraction acknowledging there is no evidence of environmental contamination on the subject properties.

### ***III. Expectations Going Forward***

After consultation with the City, the County processed Case No. PLN-2022-00807 as a Type IIIB application. The City was the applicant, and the County was the quasi-judicial body reviewing the application. It is now clear that the County erred in processing the application in this manner. The County should have initiated a legislative comprehensive plan map amendment and zone change. The County is the only party who can cure this error. It must move forward with its own comprehensive plan map amendment and zone change to whatever comprehensive plan map designation and zoning the County considers most appropriate for Site A. The County should be aware, its current GIS zoning map already identifies Site A as zoned Exclusive Farm Use (EFU) notwithstanding the Commissioners vote to deny Case No. PLN-2022-00807.

The City has already removed Site A from the City's limits and adopted an ordinance designating new comprehensive plan map and zoning map designations for Site B. See Ordinance 197-22, adopted August 23, 2022 (de-annexation) and 199-22, adopted October 11, 2022 (UGB amendment). These decisions are not subject to review by the County.

ORS Chapter 197 and its implementing rules grant the Oregon Land Conservation and Development Commission (LCDC) with exclusive jurisdiction to review city land use decisions affecting UGBs greater than 50 acres such as this case. LCDC has exclusive jurisdiction to review the City's UGB amendment decision. The County misconstrued its role in this process when the Commissioners identified the size of the UGB adjustment as part of their reasoning in denying Case No. PLN-2022-00807. No statute or administrative rule provides the County authority to prohibit, review, delay, or otherwise veto a UGB amendment by the City. It is not the City's obligation to rezone and redesignate Site A. It is the County's sole obligation to adopt appropriate comprehensive plan map amendment designations and zoning for the properties already removed from the City's limits. The County has no further role in the UGB amendment process.





**LINN COUNTY  
ASSESSMENT AND TAXATION**

*P.O. Box 100; Albany, Oregon 97321*

*Phone: (541) 967-3808*

*FAX: (541) 917-7448*

*Internet: [www.co.linn.or.us](http://www.co.linn.or.us)*

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**Andy Stevens**  
Assessor & Tax Collector

To: Board of Commissioners

From: Andy Stevens, Assessor/Tax Collector

Date: June 13<sup>th</sup>, 2023

Re: Resolution & Order 2023-207

The following item is scheduled to be heard on June 13<sup>th</sup>, 2023.

Resolution & Order 2023-207 is a contract execution for Helion Software.

Helion is the software vendor A&T uses for valuation of all property types and tax collection. The contract is for \$150,753 and runs from July 1, 2023 through June 30, 2024. The contract amount has already been approved in the 2023-2024 Linn County Budget.



## 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: June 13, 2023

To: Board of Commissioners

From: Rachel Adamec, Real Property Program Manager

RE: Resolution & Order No. 2023-208 – In the Matter of the Sale of Certain County Properties and Any Improvements Thereon

Resolution & Order 2023-208 approves a tax-foreclosed property auction to be held in the Linn County Courthouse on Wednesday, August 9<sup>th</sup> at 10 a.m. The proposed auction includes two "properties", one "property" being two neighboring taxlots being sold together. Property Management recommends the approval of the auction.

- Property #1 – Property Account #167235
  - 30594 Santiam Hwy., Lebanon
  - RMV: \$198,360
  - Minimum Bid: \$67,746
  - .54 acre
  - Zoned Farm Forest
  - 2022 foreclosure
- Property #2 – Property Accounts #216297 & #216305
  - 1730 Cascade Dr., Lebanon and the adjacent .04 acre taxlot
  - RMV: \$200,250
  - Minimum Bid: \$58,275
  - .26 acre total
  - Zoned Rural Residential, 2.5 acre minimum
  - 2022 foreclosures



## LINN COUNTY LAW LIBRARY

304 Broadalbin Street SW PO Box 100, Albany OR 97321  
Phone (541) 924-6902 Email: [aboedigheimer@co.linn.or.us](mailto:aboedigheimer@co.linn.or.us)

**Amber P. Boedigheimer**  
Law Librarian

TO: Board of Commissioners  
FROM: Amber Boedigheimer, Law Librarian  
DATE: June 13, 2023  
RE: Jackson Foundation Grant Proposal - Resolution & Order No. 2023-193

The Jackson Foundation is administered by the Charitable Services Group of U.S. Bank and supports projects that are located outside the Portland metropolitan area only if the project is of statewide appeal, rather than of local concern. Funds are intended to be used for the establishment and maintenance of a Warm Line project and a Lawyer in the Law Library program that supports and promotes pro-bono legal services in Oregon and better addresses the legal needs of pro-se housing providers and tenants throughout the State.

**Project Name:** The Oregon Landlord-Tenant Project

**Network Partners:** The Commons Law Center, Legal Aid Services of Oregon (LASO), and Neighbor to Neighbor (N2N).

**Project Activities/Purpose:** Plans are to work with Legal Aid Services of Oregon's (LASO) Albany Regional Office, the Commons Law Center, and Neighbor to Neighbor (N2N) to establish a landlord-tenant warm line, promote mediation services and provide a lawyer in the library program for landlords and tenants residing in Oregon.

I intend to submit a grant proposal with help from the Common Law Center, requesting \$45,000.00 from the Jackson Foundation for the operation and maintenance of a Landlord-Tenant Warm Line, mediation services, and a Lawyer in the Law Library Program. A Warm Line is simply a phone number that a person can call to have a conversation with someone who can provide support during hard times such as an eviction. It will be staffed and maintained by the Commons Law Center in Portland, Oregon.

The Lawyer in the Law Library Program is a direct response to the number of tenants facing evictions without representation. The program will provide for attorney presence in the law library for a few hours every other week to discuss the eviction process with tenants and offer ways to help them tackle their eviction cases. Legal Aid Services of Oregon will collaborate with the law librarian to ensure that tenants get the information they need to help them with their legal matters.

In order to keep the project going long-term, the law librarian will approach the following organizations for additional funds:

- Central Linn Community Foundation - <https://centlinncf.org/>
- Philomath Community Foundation - <https://www.philomathcommunityfoundation.com/>
- Lincoln County Foundation - <https://lincf.org/>
- Linn CASA - <https://www.linncasa.org/>
- Oregon Cascades West Senior Services Foundation - <https://www.ocwcog.org/community-services-programs/senior-services-foundation/>
- Community Services Consortium in Albany (and or Benton/Lincoln)

# LINN COUNTY TREASURER



**MICHELLE HAWKINS**

*Treasurer*

[mhawkins@co.linn.or.us](mailto:mhawkins@co.linn.or.us)

**BREEANNA OXFORD**

*Chief Deputy Treasurer*

[boxford@co.linn.or.us](mailto:boxford@co.linn.or.us)

*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: June 13, 2023

**Re: Order # 2023-211**

Order #2023-211 is a request from Diana Denham in the Health Department. This transfer is for the radio Emergency Prep through the Sheriff's office and the funding to purchase and install a generator in Lebanon office for emergency backup. Total \$ 95,000.

Financial Impact. There is no financial impact.



## Linn County Road Department

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

### *Memorandum*

**Date:** 6/8/2023

**To:** Linn County Board of Commissioners

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

**RE:** Background Information for Agenda Items – 6/13/2023

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The Road Department has the following item on the Board of Commissioners agenda for the weekly meeting on June 13, 2023. The following is a brief description of the item.

**Resolution & Order 2023-213 – Authorize Road Closures, Mill City July 4<sup>th</sup> Parade**

This is a Resolution & Order to allow the City of Mill City to temporarily close portions of four County Roads for their annual Fourth of July Parade. The roads to be closed are First Avenue, SW Broadway Street, SW Linn Blvd. and Lyons Mill City Drive. The closure is scheduled from 12:00pm to 1:00pm on July 4, 2023.

We request your approval.

# LINN COUNTY BOARD OF COMMISSIONERS



WILL TUCKER  
*Commissioner*

SHERRIE SPRENGER  
*Commissioner*

ROGER NYQUIST  
*Commissioner*

*Linn County Courthouse  
P.O. Box 100, Albany, Oregon 97321  
(541) 967-3825 FAX: (541) 926-8228*

**DARRIN L. LANE**  
*Administrative Officer*

June 13, 2023

Patrick Sponsler, Administrator  
Oregon Office for Community Dispute Resolution (OOCDR)  
University of Oregon School of Law  
1221 University of Oregon  
Eugene, OR 97403-1221

RE: Notice of OOCDR Grantee Selection

Dear Mr. Sponsler:

The Linn County Board of Commissioners has unanimously selected **Neighbor-to-Neighbor, Inc.** as the Grantee to receive the Oregon Office for Community Dispute Resolution funds.

Please let us know if we can be of assistance.

Sincerely,

**LINN COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Roger Nyquist, Chair

\_\_\_\_\_  
William C. Tucker, Vice-Chair

\_\_\_\_\_  
Sherrie Sprenger, Commissioner

c: Heather Wright, Executive Director, Neighbor-to-Neighbor, Inc.  
Darrin L. Lane, Linn County Administrative Officer



UNIVERSITY OF  
OREGON

School of Law



COPY

May 3, 2023

Linn County Board of Commissioners  
Re: 2023-2025 Grant Eligibility Notification  
County(ies): Benton, Linn & Marion

Dear Marsha Meyer,

The Oregon Office for Community Dispute Resolution (OOCDR) has completed its review of the applications submitted for your county to receive funding under ORS Chapter 36 and University of Oregon policy.

I am pleased to inform you that **Neighbor-to-Neighbor, Inc.** is qualified as an eligible applicant to receive grant funds from this office. Grants are subject to authorization and appropriation of funding by the Oregon Legislative Assembly for the 2023-2025 biennium.

**Next steps for your county:** Please inform OOCDR which of the above organizations has been selected to receive grant funds to support community dispute resolution services in your county by no later than June 16, 2023.

As soon as the legislature makes final funding determinations for this office, I will work with the School of Law Dean and University Contracting to finalize the grant award contracts with selected grant recipients as efficiently as possible.

Thank you, and your county colleagues, for participating in the selection process for community dispute resolution funds for your county.

Questions? Please ask!

Best,

Patrick Sponsler, MPA  
OOCDR Administrator

LETTER OF UNDERSTANDING

Between

LINN COUNTY ROAD DEPT.

And

TEAMSTER LOCAL UNION NO. 670

**Re: Modifications to Article 11 Section 6 (b) and Schedule "A"**

It is hereby agreed and understood by the parties that, based upon the current economic situation, abnormally high level of inflation in the region and on a non-precedent setting basis, Article 11, Section 6, (b) and Schedule "A" of the current Collective Bargaining Agreement shall be modified as follows:

**ARTICLE 11 – WAGES – WAGE PRACTICES**

Section 6. – Schedule "A" – Wages:

All employees covered by this Agreement shall receive wages in accordance with Schedule "A", which is made a part and body of this entire Labor Agreement.

- (a) Effective June 1, 2021, increase the range and step rates of each classification listed in Schedule "A" by an amount equal to two and one-quarter percent (2.25%), rounded to the whole dollar.
- (b) Effective June 1, 2022, increase both the range and step rates of each classification listed in Schedule "A" by an amount equal to five percent (5.0%) rounded to the whole dollar.
- (c) Effective June 1, 2023, increase both the range and step rates of each classification listed in Schedule "A" by an amount equal to four percent (4.0%) rounded to the whole dollar.
- (d) Effective June 1, 2024, increase both the range and step rates of each classification listed in Schedule "A" by an amount equal to two and one-quarter percent (2.25%) rounded to the whole dollar.

### SCHEDULE "A" – WAGES

Teamsters Local 670 Monthly Wage Rates – Effective June 1, 2023					
Classification	Range	Step 1	Step 2	Step 3	Step 4
Maintenance Worker 1	1	\$4,190	\$4,477	\$4,599	
Maintenance Worker 2	2	\$4,514	\$4,818	\$4,940	
Bridge Worker 2	2	\$4,514	\$4,818	\$4,940	
Traffic Control Worker 2	2	\$4,514	\$4,818	\$4,940	
Stores Clerk	3	\$4,626	\$4,940	\$5,062	
Automotive Service Worker	3	\$4,626	\$4,940	\$5,062	
Bridge Worker 3	4	\$4,748	\$5,062	\$5,219	
Maintenance Worker 3	4	\$4,748	\$5,062	\$5,219	
Traffic Control Worker 3	4	\$4,748	\$5,062	\$5,219	
Veg Management Tech 1	4	\$4,748	\$5,062	\$5,219	
Bridge Worker 4	6	\$5,019	\$5,361	\$5,502	
Maintenance Worker 4	6	\$5,019	\$5,361	\$5,502	
Mechanic*	6	\$5,019	\$5,361	\$5,502	\$5,625
Veg Management Tech 2	6	\$5,019	\$5,361	\$5,502	
Leadworker**	+ five percent (5%)				
* - Range 6, Step 4 reserved for Mechanics with one (1) ASE master certification.					
** - Appointment as a Leadworker adds the Leadworker supplemental classification to a position and increases the employee's current wage rate by five (5%) percent.					

**Teamsters Local 670 Monthly Wage Rates – Effective June 1, 2024**

Teamsters Local 670 Monthly Wage Rates – Effective June 1, 2024					
Classification	Range	Step 1	Step 2	Step 3	Step 4
Maintenance Worker 1	1	\$4,284	\$4,578	\$4,702	
Maintenance Worker 2	2	\$4,616	\$4,926	\$5,051	
Bridge Worker 2	2	\$4,616	\$4,926	\$5,051	
Traffic Control Worker 2	2	\$4,616	\$4,926	\$5,051	
Stores Clerk	3	\$4,730	\$5,051	\$5,176	
Automotive Service Worker	3	\$4,730	\$5,051	\$5,176	
Bridge Worker 3	4	\$4,855	\$5,176	\$5,336	
Maintenance Worker 3	4	\$4,855	\$5,176	\$5,336	
Traffic Control Worker 3	4	\$4,855	\$5,176	\$5,336	
Veg Management Tech 1	4	\$4,855	\$5,176	\$5,336	
Bridge Worker 4	6	\$5,132	\$5,482	\$5,626	
Maintenance Worker 4	6	\$5,132	\$5,482	\$5,626	
Mechanic*	6	\$5,132	\$5,482	\$5,626	\$5,753
Veg Management Tech 2	6	\$5,132	\$5,482	\$5,626	
Leadworker**	+ five percent (5%)				
* - Range 6, Step 4 reserved for Mechanics with one (1) ASE master certification.					
** - Appointment as a Leadworker adds the Leadworker supplemental classification to a position and increases the employee's current wage rate by five (5%) percent.					

This Agreement is binding upon the undersigned parties and their representatives and shall become a permanent part of the labor agreement unless the parties agree to modify or remove it in subsequent negotiations.

IN WITNESS WHEREOF, both parties have set their hands and seals on the dates shown.

FOR THE COUNTY:

FOR THE UNION:

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Michael Beranbaum,  
Secretary Treasurer

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Linn County Administrative Officer