



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse
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Phone 541-967-3816, Fax 541-926-2060, www.co.linn.or.us

TO: Board of Commissioners
FROM: Steve Wills, Planning & Building Department Director
DATE: September 10, 2024
RE: Planning and Building Department Update: August 2024

The attached tables include the Department's current FY2024-25 Revenue Summary and Permit Activity Reports through August 31, 2024. Also attached with this memorandum is the list of August 2024 land use applications received, a code enforcement summary, and current wildfire permitting reports. The August 2024 Department update is summarized below.

PLANNING

- Land use permits issued in August 2024 totaled 56.
- There is a Planning Commission meeting scheduled for September 10, 2024 at 7:00 pm.
 - **PD24-0259**; An application for a Comprehensive Plan Text Amendment. The Plan text amendment is to amend and add policies to Plan Sections 905.120 and 905.610
- There are no Board land use hearings scheduled in September.
- T11S, R03W, Section 10. The applicant proposes to amend the Zoning map designation from Urban Growth Area – Urban Growth Management (UGA-UGM-20) to Urban Growth Area – Limited Industrial (UGA-LI). The property is located at 4975 Santiam Highway, approximately 0.20 miles east of the intersection of Santiam Highway and Goldfish Farm Road, and approximately 0.16 miles east of the city limits of Albany

BUILDING

- Total County building permits issued in August 2024, including non-structural permits, totaled 302. The number of building permits issued for dwellings in July totaled 31: 5 single family dwellings and 5 manufactured dwellings. 13 permits were issued for dwelling additions/alterations and 8 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 5. Out of the 302 combined residential and commercial permits, 59 required plan review.
- Total Contract City building permits issued in August 2024, including non-structural permits, totaled 43. The number of building permits issued for dwellings in July totaled 10: 2 single family dwellings and 1 manufactured dwelling. 6 permits were issued for dwelling additions/alterations and 1 permit

for an accessory building was issued. Total number of Commercial permits issued totaled 10. Out of the 43 combined residential and commercial permits, 7 required plan review.

CODE ENFORCEMENT

- Total new cases for August 2024 was 10.
- Total cases closed in August 2024 was 19.

WILDFIRE GRANT

- We have received no new fire hardening applications.
- No checks for fire hardening were issued.



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Annual Revenues From Fees
Fiscal Year 2024-2025
Planning and Building Department
August 2024

<u>REVENUE SOURCE</u>		(1) YTD REVENUE
Building Permits -- Plan Review, Permits, Misc & Sales	\$191,820.06	\$191,820.06
C.E.T Administrative Fees	\$2,625.36	\$2,625.36
Building Permits -- Contract Cities	\$39,324.84	\$39,324.84
Electrical Permits	\$96,929.81	\$96,929.81
Planning Fees	\$39,400.00	\$39,400.00
	TOTAL	\$370,100.07
	(2)	(3) TOTAL
	ESTIMATED	REVENUE
	REVENUE	ESTIMATED
		<u>Column (1) + Column</u>
		<u>(2)</u>
<u>REVENUE SOURCE</u>		
Building Permits -- County	\$420,333.33	\$612,153.39
C.E.T Administrative Fees	\$3,333.33	\$5,958.69
Building Permits -- Contract Cities	\$316,666.66	\$355,991.50
Electrical Permits	\$216,666.66	\$313,596.47
Planning Fees	\$200,000.00	\$239,400.00
	TOTAL	\$1,527,100.05
	(4) 2023/2024	(5) Projected Surplus
		or (Deficit)
		<u>Column (3) - Column</u>
		<u>(4)</u>
<u>REVENUE SOURCE</u>	<u>Budget</u>	
Building Permits -- County, Permits & Sales	\$504,400.00	(\$312,579.94)
C.E.T Administrative Fees	\$4,000.00	(\$1,374.64)
Building Permis -- Contract Cities	\$380,000.00	(\$340,675.16)
Electrical Permits	\$265,000.00	(\$168,070.19)
Planning Fees	\$240,000.00	(\$200,600.00)
	TOTAL	(\$1,023,299.93)

PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES
August 2024

TABLE 1
PERMITS ISSUED FY 2024/2025

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	36	112	33	174	355
AUG	25	127	41	166	359
SEPT					0
OCT					0
NOV					0
DEC					0
JAN					0
FEB					0
MAR					0
APR					0
MAY					0
JUN					0
TOTAL	61	239	74	340	714

TABLE 2
PERMITS ISSUED FY 2023/2024

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	60	91	33	135	319
AUG	44	95	22	177	338
SEPT	15	138	38	155	346
OCT	29	81	53	150	313
NOV	25	95	28	109	257
DEC	30	81	20	100	231
JAN	34	117	50	126	327
FEB	33	97	31	205	366
MAR	30	101	33	152	316
APR	31	134	43	175	383
MAY	37	91	41	176	345
JUN	40	104	111	140	395
TOTAL	408	1,225	503	1,800	3,936

TABLE 3
PERMITS ISSUED FY 2022/2023

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	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 4
SINGLE-FAMILY DWELLING PERMITS ISSUED
COUNTY**

	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2023/2024 MO QTR	2024/2025 MO QTR
JULY	12	10	3	3	8	4
AUG	4	10	9	16	9	5
SEPT	5 21	5 25	12 24	3 22	4 21	9
OCT	9	5	13	7	6	
NOV	2	3	5	5	3	
DEC	5 16	9 17	3 21	5 17	3 12	0
JAN	4	3	2	4	2	
FEB	6	6	6	4	6	
MAR	14 24	8 17	6 14	8 16	6 14	0
APR	10	8	8	3	5	
MAY	4	6	13	6	2	
JUN	8 22	5 19	4 25	7 16	7 14	0
TOTAL	83	78	84	71	61	9

**TABLE 5
MANUFACTURED DWELLING PERMITS ISSUED
COUNTY**

	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2022/2023 MO QTR	2024/2025 MO QTR
JULY	11	5	6	3	3	7
AUG	6	8	5	4	4	6
SEPT	6 23	6 19	4 15	4 11	4 11	13
OCT	4	8	3	1	1	
NOV	7	14	2	2	2	
DEC	7 18	10 32	4 9	1 4	1 4	0
JAN	4	2	2	1	1	
FEB	1	4	2	3	3	
MAR	3 8	4 10	6 10	1 5	1 5	0
APR	3	5	3	0	0	
MAY	4	2	1	8	8	
JUN	4 11	6 13	2 6	5 13	8	0
TOTAL	60	74	40	33	28	13

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

	2019/2020		2020/2021		2021/2022		2022/2023		2023/2024		2024/2025	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	195		138		91		76		110		119	
AUG	176		180		120		113		95		127	
SEPT	158	529	148	466	86	297	171	360	138	343		246
OCT	166		147		117		109		81			
NOV	138		98		81		97		95			
DEC	164	468	111	356	80	278	125	331	81	257		0
JAN	120		86		84		102		83			
FEB	108		73		69		104		97			
MAR	173	401	111	270	99	252	94	300	101	281		0
APR	144		97		88		113		134			
MAY	140		110		90		128		91			
JUN	134	418	119	326	86	264	82	323	104	329		0
TOTAL	1,816		1,418		1,091		1,314		1,210		246	

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

	FY 2024/2025			FY 2023/2024			FY 2022/2023			FY 2021/2022		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	1			20			1	1		52	1	
HALSEY					1							
HARRISBURG										5		1
LYONS		1		4	2					3	1	
MILL CITY				3			9	1		5		1
MILLERSBURG	4			18			19			40		
SCIO												
TANGENT					2		2					
TOTAL	5	1	0	45	5	0	31	2	0	105	2	2

**TABLE 8
PLANNING SECTION PERMIT ACTIVITY
FY 2024/2025**

CURRENT MONTH: August 2024

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	31	5,700.00	65	10,200.00
Variance	2	1,800.00	4	3,350.00
Comprehensive Plan Amendment	0	0.00	0	0.00
Land Use Compatibility Statement	4	300.00	4	300.00
Conditional Use	3	3,200.00	6	6,900.00
Home Occupation CU's	0	0.00	2	1,000.00
Medical Hardship CU's	0	0.00	1	850.00
PD Partition	1	750.00	1	750.00
PM Partition	0	0.00	1	350.00
Property Line Adjustment	2	1,400.00	3	1,750.00
Easement	3	1,950.00	3	1,950.00
Appeal	0	0.00	0	0.00
Temp RV/Mfg. Home Placement	0	0.00	4	600.00
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	1	350.00
Agricultural Bldg Review	6	1,500.00	6	1,500.00
Dwelling/Property Status/SPR	2	1,500.00	2	1,500.00
Measure 49	0	0.00	0	0.00
Extensions	2	200.00	4	400.00
Misc. Applications	0	0.00	1	1,000.00
MONTHLY TOTAL	56	18,300.00	108	32,750.00

Xerox/Microfilm	16.00	24.00
Tapes	154.50	154.50
Maps	0.00	0.00
Comp. Plan/Code/Transportation Books	0.00	0.00
Reports	0.00	0.00
Postage	0.00	0.00
Extensions	0.00	0.00
MONTHLY TOTAL	170.50	178.50

TABLE 9
BUILDING SECTION PERMIT ACTIVITY
FY 2024/2025

CURRENT MONTH: August 2024

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	5	12,767.50	9	21,835.55
Manufactured Homes	5	2,623.21	12	5,711.76
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	13	9,080.20	35	25,255.75
Accessory Buildings	8	7,979.75	15	13,982.05
SUBTOTALS	31	32,450.66	71	66,785.11
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	5	8,301.65	10	14,466.25
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	0	0.00
SUBTOTALS	5	8,301.65	10	14,466.25
Plumbing	20	7,203.40	41	14,512.95
Mechanical	70	7,881.65	123	14,784.20
SUBTOTALS	90	15,085.05	164	29,297.15
Electrical Permits	166	69,060.74	340	99,858.35
Master Electrical Permits	0	0.00	0	0.00
SUBTOTALS	166	69,060.74	340	99,858.35
Demolition/Decommission	0	0.00	2	300.00
Flood Dev. Evaluation	7	1,225.00	17	2,755.00
Misc. Permits	3	531.45	7	2,007.67
SUBTOTALS	10	1,756.45	26	5,062.67
PLAN REVIEWS	59	25,425.55	133	62,954.25
SUBTOTALS	59	0.00	133	62,954.25
RAND TOTAL MONT	361	126,654.55	744	278,423.78

**TABLE 10
CONTRACT CITY PERMIT ACTIVITY
FY 2024/2025**

Current Month: August 2024

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	2	4,090.13	5	10,708.39
Manufactured Homes	1	402.30	1	402.30
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	6	1,728.11	10	2,810.66
Accessory Buildings	1	431.55	1	431.55
SUBTOTALS	10	6,652.09	17	14,352.90
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	4	13,313.29	6	15,039.98
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	6	1,728.11	6	1,728.11
SUBTOTALS	10	15,041.40	12	16,768.09
MISC. APPLICATIONS				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	3	3,574.06	5	4,061.34
SUBTOTALS	3	3,574.06	5	4,061.34
Plumbing	16	2,924.63	25	8,229.49
Mechanical	11	981.56	26	2,329.39
SUBTOTALS	27	3,906.19	51	10,558.88
Plan Review	7	8,698.87	13	10,358.03
GRAND TOTAL MONTH	50	37,872.61	85	56,099.24

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

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
JULY	113,616.87	77,484.14	82,404.31	37,173.04	85,504.25	92,239.85
AUG	217,461.46	95,732.23	88,155.76	85,872.59	92,386.84	108,325.52
SEPT	96,258.43	82,690.70	76,855.24	41,121.35	132,030.49	
OCT	101,242.25	79,672.58	89,772.08	56,229.51	132,345.60	
NOV	85,188.21	91,665.20	44,033.65	42,022.76	117,856.67	
DEC	63,127.55	112,792.14	27,931.62	40,539.64	86,286.60	
JAN	67,796.29	76,309.72	23,973.95	41,300.55	57,259.39	
FEB	96,198.93	47,947.91	48,470.08	49,872.30	74,352.15	
MAR	117,543.65	69,127.59	69,694.82	164,143.26	37,353.67	
APR	113,700.67	103,850.68	51,810.69	64,547.02	42,680.08	
MAY	90,138.22	61,270.86	71,863.53	75,963.78	160,113.19	
JUN	85,017.44	70,631.10	81,621.33	63,970.50	197,922.67	
TOTAL	1,247,289.97	969,174.85	756,587.06	762,756.30	1,216,091.60	200,565.37

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

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
JULY	29,344.35	13,059.10	170,862.28	14,481.91	7,469.81	18,226.63
AUG	19,427.50	33,448.35	31,075.46	31,190.65	72,692.87	25,766.36
SEPT	15,595.37	55,466.88	57,223.05	25,481.66	36,928.26	0.00
OCT	41,208.37	31,518.40	15,331.99	23,719.08	22,649.18	0.00
NOV	70,234.77	9,395.01	28,909.11	44,358.49	46,617.64	0.00
DEC	15,984.40	25,222.81	37,232.20	25,887.93	13,903.40	0.00
JAN	22,529.94	22,246.17	7,774.24	14,452.92	17,103.42	0.00
FEB	47,698.94	21,535.68	65,052.25	12,187.50	5,057.92	0.00
MAR	55,798.39	63,166.07	10,334.59	4,122.82	77,549.63	0.00
APR	42,504.60	15,948.31	4,034.30	11,086.65	11,963.89	0.00
MAY	42,346.01	28,446.88	10,696.30	18,858.57	18,351.43	0.00
JUN	32,291.64	64,939.34	16,133.37	50,417.88	61,934.96	0.00
TOTAL	434,964.28	360,547.10	363,006.91	470,213.47	392,222.41	43,992.99

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

	2019/2020	2020/2021	2021/2022	2022/2023	2024/2025	2024/2025
JULY	22,715.00	12,081.00	19,671.25	15,285.25	19,207.60	30,797.61
AUG	19,484.00	19,901.00	25,964.60	26,724.50	26,994.50	67,490.61
SEPT	17,429.00	22,700.00	25,437.00	28,274.00	27,116.56	0.00
OCT	24,222.50	27,020.00	21,763.00	27,158.50	25,455.43	0.00
NOV	24,998.00	28,993.70	24,648.71	27,146.00	24,555.90	0.00
DEC	18,521.00	30,285.10	17,055.50	23,058.75	17,447.85	0.00
JAN	19,702.00	22,736.40	15,145.00	23,920.00	18,741.16	0.00
FEB	15,424.63	27,818.25	23,627.25	23,254.00	33,803.43	0.00
MAR	20,688.50	30,391.25	23,675.50	20,490.00	31,404.61	0.00
APR	30,663.00	25,127.50	26,044.50	22,785.75	30,519.54	0.00
MAY	23,846.50	23,393.93	20,205.25	27,216.85	36,780.37	0.00
JUN	22,829.38	29,276.05	25,005.50	26,179.25	24,454.70	0.00
TOTAL	260,523.51	263,047.00	268,243.06	291,492.85	316,481.65	98,288.22

TABLE 14
PLANNING & BUILDING DEPARTMENT
FY 2023/2024 REVENUE AND EXPENDITURES
 August 2024

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
REVENUE					
REFUNDS/RESTITUTION	92,000.00				0.00
PLANNING FEES		154,071.50			39,400.00
ELECTRIC PERMITS				216,254.65	96,929.81
BLDG, MECH, PLUMB PERMITS			412,509.38		105,652.51
MISC. PERMITS & PLAN REVIEW			244,312.76		86,050.85
REIMBURSEMENTS			1,788.08		900.00
SALES	4,633.50				116.70
CET FEES	3,373.47				2,625.36
CONTRACT CITIES			201,665.34		39,324.84
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				0.00
FEE OVERAGES/SHORTAGES	75.47				1,437.08
TECHNOLOGY FEE					4,496.87
SALE OF COUNTY EQUIPMENT	0.00				0.00
TOTAL REVENUE	\$7,848.72	\$154,071.50	\$860,275.56	\$216,254.65	\$376,934.02
EXPENDITURES PERSONAL SVS					
ELECTRICAL INSPECTOR I			16,813.00		16,813.00
ELECTRICAL INSPECTOR II				8,295.00	8,295.00
BLDG. INSPECTOR I					0.00
BLDG. INSPECTOR II			14,516.00		14,516.00
PLUMBING INSPECTOR I			16,012.00		16,012.00
PLANS EXAMINER I					5,422.00
PLANS EXAMINER II			0.00		0.00
BLDG INSP-CODE ENF	0.00		0.00		0.00
CODE ENFORCEMENT TECH			19,214.03		19,214.03
ADMIN ASST/OFFICE MANAGER I	3,399.60		2,549.70	2,549.70	8,499.00
OFFICE SPECIALIST 1	6,544.00				6,544.00
OFFICE SPECIALIST 2	0.00	0.00	0.00	0.00	0.00
OFFICE SPECIALIST 3	0.00	0.00	0.00		0.00
PERMIT CLERK			6,402.14		6,402.14
ASSISTANT PLANNER		7,374.40	1,843.60		9,218.00
ASSOCIATE PLANNER		10,926.00			10,926.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					17,706.00
BLDG. OFFICIAL	2,655.90		11,508.90	3,541.20	17,706.00
DIRECTOR	9,727.00	5,836.20	2,918.10	972.70	19,454.00
TEMPORARY HELP				1,532.50	1,532.50
OVERTIME				0.00	0.00
WAGES	\$22,326.50	\$24,136.60	\$74,964.47	\$16,891.10	\$178,259.67
LONGEVITY PAY	30.99	376.26	35.41		442.66
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	3,275.69	13,102.76	24,895.25	24,240.11	65,513.82
PAYROLL COSTS	3,530.32	14,121.28	26,830.43	26,124.37	70,606.40
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
TOTAL PERSON. SERVICES	\$29,163.50	\$51,736.91	\$126,725.57	\$67,255.58	\$314,822.55
MATERIALS & SERVICES					
SUPPLIES	106.77	106.77	427.06	427.06	1,067.65
PRINT & REPRODUCTION	16.61	49.84	132.90	132.90	332.25
POSTAGE	91.34	1,461.43	91.34	182.68	1,826.79
SUBSCRIPT. & MEMBERSHIP		7.75	16.42	6.82	30.98
ACCELA SOFTWARE					0.00
NOTICE & PUBLICATION		1,203.91	1,304.24		2,508.15
MARKETING					0.00
MARKETING/PRODUCTION&MATERIALS				(658.75)	0.00
COPIER MAIN & USAGE	505.79	505.79	505.79	505.79	2,023.16
AVOCETTE SOFTWARE					0.00
P.C.'S, ACCESS., SOFTWARE	170.64	170.64	170.64	170.64	682.56
SCHOOLS & SEMINARS	790.09				790.09
MEETINGS/TRAVEL	750.40				750.40
TELEPHONE	1.21	9.70	6.06	7.28	24.25
VISA BANK CHARGES		1,949.06	7,796.23		9,745.29
FUND INTEREST EXPENSE					0.00
REPAIRS & MAINTENANCE	3.08	66.22	38.50	46.20	154.00
COMPUTER SUPPLIES & EQUIP	182.97	182.97	182.97	182.97	731.88
CODE ENFORCEMENT/CLEAN UP					0.00
CELL PHONE ALLOCATION					80.00
REFUNDS		0.00	0.00	0.00	0.00
REFUNDS/RESTITUTION					0.00
TAXABLE MEALS REIMBURSEMENT					0.00
OTHER CONTRACTED SERVICES			0.00		0.00
TOTAL MAT. & SERVICES	\$2,618.90	\$5,714.07	\$10,672.15	\$1,003.58	\$20,747.45
CAPITAL OUTLAY					
MOTOR VEHICLE			0.00		0.00
SPECIAL EQUIP. (SIERRA)					0.00
TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$31,782.40	\$57,450.97	\$137,397.72	\$68,259.16	\$335,570.00
LESS REVENUE	\$7,848.72	\$154,071.50	\$860,275.56	\$216,254.65	\$376,934.02
GEN. FUND EXPENDITURES	\$23,933.68	(\$96,620.53)	(\$722,877.84)	(\$147,995.49)	(\$41,364.02)

LINN COUNTY
Activity Report by Dept, Fund
as of 08/30/2024 (16.7% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3070	2410	20,700.00	240,000.00	0.00	240,000.00	39,400.00	200,600.00	16.4
3137	2410	67,490.61	265,000.00	0.00	265,000.00	96,929.81	168,070.19	36.5
3138	2410	46,518.55	310,000.00	0.00	310,000.00	77,221.25	232,778.75	24.9
3140	2410	2,337.86	25,000.00	0.00	25,000.00	6,450.81	18,549.19	25.8
3150	2410	0.00	32,000.00	0.00	32,000.00	900.00	31,100.00	2.8
3170	2410	116.70	5,000.00	0.00	5,000.00	116.70	4,883.30	2.3
3178	2410	2,472.67	4,000.00	0.00	4,000.00	2,625.36	1,374.64	65.6
3179	2410	25,766.36	380,000.00	0.00	380,000.00	39,324.84	340,675.16	10.3
3182	2410	43,413.33	260,000.00	0.00	260,000.00	79,600.04	180,399.96	30.6
3183	2410	8,978.14	89,000.00	0.00	89,000.00	15,532.50	73,467.50	17.4
3186	2410	6,960.94	85,400.00	0.00	85,400.00	12,898.76	72,501.24	15.1
3187	2410	3,238.28	0.00	0.00	0.00	4,496.87	-4,496.87	0.0
3220	2410	0.00	64,000.00	0.00	64,000.00	0.00	64,000.00	0.0
3242	2410	0.00	7,000.00	0.00	7,000.00	0.00	7,000.00	0.0
3265	2410	91.94	0.00	0.00	0.00	0.00	7,000.00	0.0
	TOTAL REVENUE	228,085.38	1,766,400.00	0.00	1,766,400.00	376,934.02	-1,437.08	0.0
							1,389,465.98	21.3
5002	2410	3,325.00	39,272.00	0.00	39,272.00	6,544.00	32,728.00	16.6
5044	2410	4,344.00	46,072.00	0.00	46,072.00	8,499.00	37,573.00	18.4
5305	2410	5,422.00	0.00	0.00	0.00	5,422.00	-5,422.00	0.0
5306	2410	0.00	69,133.00	0.00	69,133.00	0.00	69,133.00	0.0
5311	2410	8,543.00	99,240.00	0.00	99,240.00	16,813.00	82,427.00	16.9
5312	2410	4,147.50	50,020.00	0.00	50,020.00	8,295.00	41,725.00	16.5
5317	2410	8,136.00	94,512.00	0.00	94,512.00	16,012.00	78,500.00	16.9
5321	2410	9,966.07	116,850.00	0.00	116,850.00	19,214.03	97,635.97	16.4
5323	2410	0.00	61,470.00	0.00	61,470.00	0.00	61,470.00	0.0
5326	2410	7,376.00	61,470.00	0.00	61,470.00	14,516.00	46,954.00	23.6
5330	2410	2,672.14	45,680.00	0.00	45,680.00	6,402.14	39,277.86	14.0
5340	2410	4,684.00	56,658.00	0.00	56,658.00	9,218.00	47,440.00	16.2
5342	2410	5,463.00	64,444.00	0.00	64,444.00	10,926.00	53,518.00	17.0
5355	2410	8,853.00	102,840.00	0.00	102,840.00	17,706.00	85,134.00	17.2
5360	2410	8,853.00	102,840.00	0.00	102,840.00	17,706.00	85,134.00	17.2
5370	2410	9,727.00	115,277.00	0.00	115,277.00	19,454.00	95,823.00	16.8
5550	2410	320.00	50,000.00	0.00	50,000.00	1,532.50	48,467.50	3.0
5920	2410	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410	221.33	2,571.00	0.00	2,571.00	442.66	2,128.34	17.2

LINN COUNTY
Activity Report by Dept, Fund
as of 08/30/2024 (16.7% 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	32,756.91	401,460.00	0.00	401,460.00	65,513.82	335,946.18	16.3
5985	2410 PAYROLL COSTS	36,137.83	432,160.00	0.00	432,160.00	70,606.40	361,553.60	16.3
5990	2410 SALARY & BENEFITS ADJUSTMENTS	0.00	92,997.00	0.00	92,997.00	0.00	92,997.00	0.0
	TOTAL PERSONAL SERVICES	160,947.78	2,106,466.00	0.00	2,106,466.00	314,822.55	1,791,643.45	14.9
6110	2410 SUPPLIES	742.37	12,000.00	0.00	12,000.00	1,067.65	10,932.35	8.8
6120	2410 PRINTING & REPRODUCTION	51.00	3,200.00	0.00	3,200.00	332.25	2,867.75	10.3
6125	2410 COPIER MAINT & USAGE	1,129.40	8,000.00	0.00	8,000.00	2,023.16	5,976.84	25.2
6150	2410 POSTAGE	732.04	9,000.00	0.00	9,000.00	1,826.79	7,173.21	20.2
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	30.98	5,000.00	0.00	5,000.00	30.98	4,969.02	0.6
6180	2410 NOTICES & PUBLICATIONS	2,508.15	4,500.00	0.00	4,500.00	2,508.15	1,991.85	55.7
6195	2410 P.C.'S, ACCESS., SOFTWARE	159.35	10,700.00	0.00	10,700.00	682.56	10,017.44	6.3
6200	2410 MEETINGS / TRAVEL	750.40	4,000.00	0.00	4,000.00	750.40	3,249.60	18.7
6205	2410 SEMINARS / SCHOOLS / TRAINING	485.09	10,000.00	0.00	10,000.00	790.09	9,209.91	7.9
6250	2410 TELEPHONE	0.00	12,000.00	0.00	12,000.00	24.25	11,975.75	0.2
6280	2410 REPAIRS & MAINTENANCE	84.00	5,000.00	0.00	5,000.00	154.00	4,846.00	3.0
6301	2410 VISA BANK CHARGES	2,984.98	18,000.00	0.00	18,000.00	9,745.29	8,254.71	54.1
6333	2410 COMPUTER SUPPLIES & EQUIP.	0.00	27,000.00	0.00	27,000.00	731.88	26,268.12	2.7
6357	2410 CODE ENFORCEMENT/CLEAN UP	0.00	60,000.00	0.00	60,000.00	0.00	60,000.00	0.0
6405	2410 CELL PHONE ALLOCATION	40.00	480.00	0.00	480.00	80.00	400.00	16.6
6695	2410 REFUNDS	0.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.0
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00	100.00	0.0
	TOTAL MATERIALS & SERVICES	9,697.76	203,980.00	0.00	203,980.00	20,747.45	183,232.55	10.1
7460	2410 MOTOR VEHICLE	0.00	35,000.00	0.00	35,000.00	0.00	35,000.00	0.0
	TOTAL CAPITAL OUTLAY	0.00	35,000.00	0.00	35,000.00	0.00	35,000.00	0.0
	REVENUE	228,085.38	1,766,400.00	0.00	1,766,400.00	376,934.02	1,389,465.98	21.3
	EXPENDITURE	170,645.54	2,345,446.00	0.00	2,345,446.00	335,570.00	2,009,876.00	14.3
	FUND BALANCE TOTAL					41,364.02		

LINN COUNTY

Activity Report by Dept, Fund

as of 08/30/2024 (16.7% Months within Fiscal Year)

24 PLANNING & BUILDING
27 GENERAL GRANTS FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3991	2427030 BEGINNING BALANCE	0.00	16,800.00	0.00	16,800.00	16,800.00	0.00	100.0
	TOTAL REVENUE	0.00	16,800.00	0.00	16,800.00	16,800.00	0.00	100.0
6032	2427030 2020 WILDFIRE VICTIMS GRANT	0.00	16,800.00	0.00	16,800.00	11,100.00	5,700.00	66.0
	TOTAL MATERIALS & SERVICES	0.00	16,800.00	0.00	16,800.00	11,100.00	5,700.00	66.0
	REVENUE	0.00	16,800.00	0.00	16,800.00	16,800.00	0.00	100.0
	EXPENDITURE	0.00	16,800.00	0.00	16,800.00	11,100.00	5,700.00	66.0
	FUND BALANCE TOTAL					5,700.00		

CODE ENFORCEMENT

AUG 2024 Statistics

New Cases Received

Aug-24

Cases by Category

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

Total new AUG. 2024

10

Cases Closed

Total Closed AUG 2024

19

Highlighted Cases

8/5/2024

A "Stop Work" notice was posted on a pole barn on Grand Prairie Road in Albany for construction without permits. It was being constructed as a replacement for an old one with just a partial wall remaining with an electric panel on it. The contractor was present at the time of the posting and packed up his tools during the inspection.

08/07/2024

Code Enforcement and Building staff met with the owner of a 5.57 acre property on Scraffel Hill in Albany to inspect and measure 13 outbuildings he had placed there. Of the 13 structures, 2 are oversized and require permits, 1 is a job trailer and needs a placement permit and 1 is a tiny home that cannot be used as a dwelling. Also, 3 of the structures were placed within the setback areas and must be moved. The job trailer is also located within 50 feet of a wetlands boundary and will need to be relocated outside that boundary. The owner has stated he placed the structures on the property to create a place for family members to use as a campground on special occasions. There is 1 authorized dwelling there, currently occupied by an elderly couple that previously owned the property and who will be allowed to live there for life.

08/19/2024

Unpermitted work was reported on a McFarland Road property in Tangent for an ag building. Approval had been given for the building itself, however it did not include electrical, plumbing and mechanical installations. The owners were notified to obtain the required permits.

08/26/2024

Demolition and clean up has begun on a dilapidated property on Mill Street in Lebanon, across Russell Drive from Porter Park. The owner had died and left no responsible parties to maintain the property or pay the taxes on it and a foreclosure resulted in allowing Linn County to remove the partially burned house and excessive debris.

Special Meetings

8/12/2024

Code Enforcement held a special meeting to review the preparation of a procedures manual for Code Enforcement procedures. Megan Sharp has been instrumental in preparing each process or procedure in a detailed format, including graphics, that will allow anyone to follow a process or procedure from start to finish. Once completed, the procedures manual will be copied and available in the Planning & Building Department.

08/26/2024

Code Enforcement participated in a meeting called by Commissioner Sprenger to discuss removing and dismantling abandoned RVs from public streets and other places. Representatives from Linn County Road Department, a towing company and the City of Lebanon were present to add to the discussion.

Court Cases

8/21/2024

A property owner on River Road had allowed people to occupy RVs on his property and was cited into court for the occupied RVs and excessive junk. Code Enforcement had also cited the RV dwellers who then moved away. The owner was in court on this date to address the remaining excessive junk and was re-cited in front of the judge for allowing people to camp out on part of his property adjacent to the river. He claimed they were waiting to get on a housing list and thought it was only supposed to be for a few days.

08/21/2024

A tenant, cited for allowing people to occupy RVs on the property he rents, appeared in court for the first time. Code Enforcement advised the judge that part of the complaint included information that there were several apartments or dwelling areas inside one of the outbuildings but could not confirm that without permission to go inside. The tenant admitted there was one couple living in the outbuilding and agreed to allow access for the purpose of confirming the use of the outbuilding. The judge extended the case for 30 days to allow for the inspection.

08/21/2024

A couple cited for living in a shop on North River presented information to the judge that they were actively seeking approvals to proceed with the building of a house on that property. They had spoken with Environmental Health and Planning and believed they would be able to move forward with this project. However, the property owner had stated to Code Enforcement that he had no finances to build a house. Such a project cannot proceed without owner support. The judge set up a special court appearance in 2 weeks to allow time for communication from the owner and for Code Enforcement to verify that the Linn County Departments had provided information that could move such a project forward.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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TO: Linn County Board of Commissioners (Board)
FROM: Alyssa Boles, Planning Manager
DATE: September 10, 2024
RE: Resolution & Order No. 2024-317 and Ordinance 2024-318

The following items are scheduled to be signed by the Board on September 10, 2024:

Resolution & Order No. 2024-317 and Ordinance 2024-318 – PD24-0139: An application by Harry Wallace for a *Zoning* map amendment on a 1.24-acre portion of a property. The applicant proposes to amend the Zoning map designation from Urban Growth Area – Urban Growth Management (UGA-UGM-10) to Urban Growth Area – Limited Industrial (UGA-LI).

The Board conducted a duly noticed public hearing on this matter on August 13, 2024 and voted 3-0 to approve the application.



Linn County Road Department

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

Memorandum

Date: 9/5/2024

To: Linn County Board of Commissioners

From: Wayne Mink, Roadmaster *WEM*

RE: Background Information for Agenda Items – 9/10/2024

The Road Department has the following item on the Board of Commissioners agenda for the weekly meeting on September 10, 2024. The following is a brief description of the item.

Resolution & Order 2024-319 – Authorize Work on a Local Access Road, Sturtevant Road

This is a Resolution & Order to authorize work on Sturtevant Road, which is a local access road. Work to be completed is a single project and includes improving the road base, widening and placing a chip seal surface. The estimate for this work including material and labor is \$75,000.

We request your approval.



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TO: Board of Commissioners
FROM: Gene Karandy, Linn County Attorney
DATE: September 10, 2024
RE: 2024-326

The following item is scheduled to be heard on September 10, 2024.

Resolution & Order 2024-326: Acknowledgment and recording of the Linn County Ambulance Service Area Mutual Aid Agreement, required by LCC 550.515

Financial Impact: None

Staff Recommendation: Approve