



# Linn County Road Department

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

## *Memorandum*

**Date:** 12/5/2024

**To:** Linn County Board of Commissioners

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

**RE:** Background Information for Agenda Items – 12/10/2024

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

**Resolution & Order 2024-400 – Engineering and Related Services Contract with David Evans and Associates, Inc. and Delegation of Authority**

This is a Resolution & Order to approve and delegate authority to the Roadmaster for an engineering and related services contract with David Evans and Associates, Inc. This contract is for the Muddy Creek (Bowers Drive) Bridge project. This contract is not to exceed \$129,018.67.

We request your approval.



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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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: December 10, 2024  
RE: Planning and Building Department Update: November 2024

The attached tables include the Department's current FY2024-25 Revenue Summary and Permit Activity Reports through November 30, 2024. Also attached with this memorandum is the list of November 2024 land use applications received, a code enforcement summary, and current wildfire permitting reports. The November 2024 Department update is summarized below.

### PLANNING

- Land use permits issued in November 2024 totaled 35.
- There is a Planning Commission meeting scheduled for December 10, 2024 at 7:00 pm.
  - **PD24-0237**; An appeal by Nimby NBR, of the Linn County Planning Director decision approving a conditional use permit. Build Lebanon Trails (applicant) is requesting a conditional use permit to establish a multi-use public trail. The properties are adjacent to Isabella Street, at the intersection of Isabella Street and Santiam Street, and adjacent to the city limits of Lebanon (T12s, R02W, Section 11AC, Tax Lot 1200 and T12S, R02W, Section 11BD, Tax Lot 2000). This is a de novo hearing.
- There is no Board land use hearing scheduled for December 2024.
- The Oregon Supreme Court declined to hear a petition for review of Saige Timber v. Linn County, an appeal from the Court of Appeals of combined applications for two property line adjustments. The Oregon Land Use Board of Appeals also affirmed the County's decision. The Court of Appeals opinion affirming the County's approval of two property line adjustments is now a final land use decision.

### BUILDING

- Total County building permits issued in November 2024, including non-structural permits, totaled 263. The number of building permits issued for dwellings in November totaled 17: 0 single family dwelling and 3 manufactured dwellings. 11 permits were issued for dwelling additions/alterations and 3 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 6. Out of the 263 combined residential and commercial permits, 32 required plan review.

- Total Contract City building permits issued in November 2024, including non-structural permits, totaled 32. The number of building permits issued for dwellings in November totaled 9: 0 single family dwellings and 1 manufactured dwelling. 7 permits were issued for dwelling additions/alterations and 1 permit for an accessory building was issued. Total number of Commercial permits issued totaled 11. Out of the 32 combined residential and commercial permits, 11 required plan review.

## **CODE ENFORCEMENT**

- Total new cases for November 2024 was 6.
- Total cases closed in November 2024 was 14.

## **WILDFIRE GRANT**

- We have received two new fire hardening applications.
- No fire hardening grant checks were issued.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT  
Steve Wills, Director

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

<u>REVENUE SOURCE</u>		(1) YTD REVENUE
Building Permits -- Plan Review, Permits, Misc & Sales	\$830,345.04	\$830,345.04
C.E.T Administrative Fees	\$899.74	\$899.74
Building Permits -- Contract Cities	\$7,488.20	\$7,488.20
Electrical Permits	\$174,451.85	\$174,451.85
Planning Fees	\$87,091.25	\$87,091.25
	TOTAL	\$1,100,276.08

<u>REVENUE SOURCE</u>	(2) ESTIMATED REVENUE	(3) TOTAL REVENUE ESTIMATED <u>Column (1) + Column (2)</u>
Building Permits -- County	\$420,333.33	\$1,250,678.37
C.E.T Administrative Fees	\$3,333.33	\$4,233.07
Building Permits -- Contract Cities	\$316,666.66	\$324,154.86
Electrical Permits	\$216,666.66	\$391,118.51
Planning Fees	\$200,000.00	\$287,091.25
	TOTAL	\$2,257,276.06

<u>REVENUE SOURCE</u>	(4) 2023/2024 Budget	(5) Projected Surplus or (Deficit) <u>Column (3) - Column (4)</u>
Building Permits -- County, Permits & Sales	\$504,400.00	\$325,945.04
C.E.T Administrative Fees	\$4,000.00	(\$3,100.26)
Building Permits -- Contract Cities	\$380,000.00	(\$372,511.80)
Electrical Permits	\$265,000.00	(\$90,548.15)
Planning Fees	\$240,000.00	(\$152,908.75)
	TOTAL	(\$293,123.92)

**PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES**  
**November 2024**

**TABLE 1**  
**PERMITS ISSUED FY 2024/2025**

	<b>PLANNING APPLICATIONS</b>	<b>COUNTY BUILDING PERMITS</b>	<b>CONTRACT CITIES PERMITS</b>	<b>ELECTRICAL PERMITS</b>	<b>TOTAL</b>
JULY	36	112	33	174	355
AUG	25	127	41	166	359
SEPT	27	118	27	153	325
OCT	39	117	29	164	349
NOV	33	75	31	141	280
DEC					0
JAN					0
FEB					0
MAR					0
APR					0
MAY					0
JUN					0
<b>TOTAL</b>	<b>160</b>	<b>549</b>	<b>161</b>	<b>798</b>	<b>1,668</b>

**TABLE 2**  
**PERMITS ISSUED FY 2023/2024**

	<b>PLANNING APPLICATIONS</b>	<b>COUNTY BUILDING PERMITS</b>	<b>CONTRACT CITIES PERMITS</b>	<b>ELECTRICAL PERMITS</b>	<b>TOTAL</b>
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
<b>TOTAL</b>	<b>408</b>	<b>1,225</b>	<b>503</b>	<b>1,800</b>	<b>3,936</b>

**TABLE 3**  
**PERMITS ISSUED FY 2022/2023**

	<b>PLANNING APPLICATIONS</b>	<b>COUNTY BUILDING PERMITS</b>	<b>CITIES PERMITS</b>	<b>ELECTRICAL PERMITS</b>	<b>TOTAL</b>
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
<b>TOTAL</b>	<b>867</b>	<b>1,091</b>	<b>531</b>	<b>1,879</b>	<b>4,368</b>

**TABLE 4  
SINGLE-FAMILY DWELLING 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	12		10		3		3		8		4	
AUG	4		10		9		16		9		5	
SEPT	5	21	5	25	12	24	3	22	4	21	5	14
OCT	9		5		13		7		6		1	
NOV	2		3		5		5		3		0	
DEC	5	16	9	17	3	21	5	17	3	12		1
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
<b>TOTAL</b>	<b>83</b>		<b>78</b>		<b>84</b>		<b>71</b>		<b>61</b>		<b>15</b>	

**TABLE 5  
MANUFACTURED DWELLING PERMITS ISSUED  
COUNTY**

	2019/2020		2020/2021		2021/2022		2022/2023		2022/2023		2024/2025	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	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	2	15
OCT	4		8		3		1		1		4	
NOV	7		14		2		2		2		0	
DEC	7	18	10	32	4	9	1	4	1	4		4
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
<b>TOTAL</b>	<b>60</b>		<b>74</b>		<b>40</b>		<b>33</b>		<b>28</b>		<b>19</b>	

**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	118	364
OCT	166		147		117		109		81		117	
NOV	138		98		81		97		95		75	
DEC	164	468	111	356	80	278	125	331	81	257		192
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
<b>TOTAL</b>	<b>1,816</b>		<b>1,418</b>		<b>1,091</b>		<b>1,314</b>		<b>1,210</b>		<b>556</b>	

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

	FY 2024/2025			FY 2023/2024			2022/2023			FY 2021/2022		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	2			20			1	1		52	1	
HALSEY					1							
HARRISBURG										5		1
LYONS	1	1		4	2					3	1	
MILL CITY	2			3			9	1		5		1
MILLERSBURG	5			18			19			40		
SCIO												
TANGENT			1		2		2					
<b>TOTAL</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>45</b>	<b>5</b>	<b>0</b>	<b>31</b>	<b>2</b>	<b>0</b>	<b>105</b>	<b>2</b>	<b>2</b>

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

*CURRENT MONTH: November 2024*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
<b>RESIDENTIAL</b>				
Evaluation & Processing	5	750.00	111	16,675.00
Variance	3	2,700.00	11	9,650.00
Comprehensive Plan Amendment	0	0.00	0	0.00
Land Use Compatibility Statement	5	450.00	19	1,500.00
Conditional Use	4	2,700.00	24	19,950.00
Home Occupation CU's	0	0.00	3	1,250.00
Medical Hardship CU's	2	1,000.00	4	2,700.00
PD Partition	0	0.00	2	2,000.00
PM Partition	4	1,450.00	6	2,550.00
Property Line Adjustment	1	500.00	8	5,050.00
Easement	1	650.00	5	3,250.00
Appeal	0	0.00	1	225.00
Temp RV/Mfg. Home Placement	0	0.00	10	1,700.00
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	2	700.00
Agricultural Bldg Review	6	1,500.00	23	5,750.00
Dwelling/Property Status/SPR	2	691.25	7	3,741.25
Measure 49	0	0.00	0	0.00
Extensions	1	100.00	7	700.00
Misc. Applications	1	500.00	8	3,100.00
<b>MONTHLY TOTAL</b>	<b>35</b>	<b>12,991.25</b>	<b>251</b>	<b>80,491.25</b>
Xerox/Microfilm		9.25		146.10
Tapes		74.70		352.80
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		1,150.20		1,634.40
<b>MONTHLY TOTAL</b>		<b>1,234.15</b>		<b>2,133.30</b>



**TABLE 9**  
**BUILDING SECTION PERMIT ACTIVITY**  
FY 2024/2025

CURRENT MONTH: November 2024

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	0	0.00	15	41,812.40
Manufactured Homes	3	1,609.20	21	10,539.36
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	11	6,841.05	81	52,966.20
Accessory Buildings	3	4,888.38	26	27,161.03
<b>SUBTOTALS</b>	<b>17</b>	<b>13,338.63</b>	<b>143</b>	<b>132,478.99</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	6	1,914.00	43	85,998.55
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
<b>SUBTOTALS</b>	<b>6</b>	<b>1,914.00</b>	<b>43</b>	<b>85,998.55</b>
Plumbing	9	1,884.35	82	24,254.01
Mechanical	43	5,862.70	287	34,185.60
<b>SUBTOTALS</b>	<b>52</b>	<b>7,747.05</b>	<b>369</b>	<b>58,439.61</b>
Electrical Permits	141	23,134.69	798	176,469.71
Master Electrical Permits	1	117.40	1	117.40
<b>SUBTOTALS</b>	<b>142</b>	<b>23,252.09</b>	<b>799</b>	<b>176,587.11</b>
Demolition/Decommission	1	161.20	3	461.20
Flood Dev. Evaluation	6	1,050.00	48	8,125.00
Misc. Permits	7	1,471.39	43	14,808.97
<b>SUBTOTALS</b>	<b>14</b>	<b>2,682.59</b>	<b>94</b>	<b>23,395.17</b>
PLAN REVIEWS	32	356,355.17	281	514,952.06
<b>SUBTOTALS</b>	<b>32</b>	<b>0.00</b>	<b>281</b>	<b>514,952.06</b>
<b>RAND TOTAL MONT</b>	<b>263</b>	<b>48,934.36</b>	<b>1,729</b>	<b>991,851.49</b>

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

*Current Month: November 2024*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	0	0.00	10	22,600.47
Manufactured Homes	1	380.14	2	782.44
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	7	1,095.19	33	8,655.98
Accessory Buildings	1	837.90	4	3,037.39
<b>SUBTOTALS</b>	<b>9</b>	<b>2,313.23</b>	<b>49</b>	<b>35,076.28</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	11	3,049.76	22	40,110.72
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	6	1,728.11
<b>SUBTOTALS</b>	<b>11</b>	<b>3,049.76</b>	<b>28</b>	<b>41,838.83</b>
<b>MISC. APPLICATIONS</b>				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	1	161.20	10	5,710.30
<b>SUBTOTALS</b>	<b>1</b>	<b>161.20</b>	<b>10</b>	<b>5,710.30</b>
Plumbing	5	486.71	45	13,141.20
Mechanical	6	322.50	45	4,530.75
<b>SUBTOTALS</b>	<b>11</b>	<b>809.21</b>	<b>90</b>	<b>17,671.95</b>
Plan Review	4	1,069.38	35	19,100.77
<b>GRAND TOTAL MONTH</b>	<b>32</b>	<b>7,402.78</b>	<b>177</b>	<b>119,398.13</b>

**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	87,858.26
OCT	101,242.25	79,672.58	89,772.08	56,229.51	132,345.60	99,490.82
NOV	85,188.21	91,665.20	44,033.65	42,022.76	117,856.67	379,867.78
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	
<b>TOTAL</b>	<b>1,247,289.97</b>	<b>969,174.85</b>	<b>756,587.06</b>	<b>762,756.30</b>	<b>1,216,091.60</b>	<b>767,782.23</b>

**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	18,792.25
OCT	41,208.37	31,518.40	15,331.99	23,719.08	22,649.18	31,989.29
NOV	70,234.77	9,395.01	28,909.11	44,358.49	46,617.64	7,488.20
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
<b>TOTAL</b>	<b>434,964.28</b>	<b>360,547.10</b>	<b>363,006.91</b>	<b>470,213.47</b>	<b>392,222.41</b>	<b>102,262.73</b>

**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	27,130.85
OCT	24,222.50	27,020.00	21,763.00	27,158.50	25,455.43	25,954.35
NOV	24,998.00	28,993.70	24,648.71	27,146.00	24,555.90	23,140.55
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
<b>TOTAL</b>	<b>260,523.51</b>	<b>263,047.00</b>	<b>268,243.06</b>	<b>291,492.85</b>	<b>316,481.65</b>	<b>174,513.97</b>

TABLE 14  
 PLANNING & BUILDING DEPARTMENT  
 FY 2024/2025 REVENUE AND EXPENDITURES  
 November 2024

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
<b>REVENUE</b>					
REFUNDS/RESTITUTION	92,000.00				0.00
PLANNING FEES		154,071.50			87,091.25
ELECTRIC PERMITS				216,254.65	174,451.85
BLDG, MECH, PLUMB PERMITS			412,509.38		265,094.06
MISC. PERMITS & PLAN REVIEW			244,312.76		564,976.78
REIMBURSEMENTS			1,788.08		3,225.00
SALES	4,633.50				274.20
CET FEES	3,373.47				899.74
CONTRACT CITIES			201,665.34		94,719.17
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				0.00
FEE OVERAGES/SHORTAGES	75.47				1,526.72
TECHNOLOGY FEE					14,386.10
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>\$1,206,644.87</b>
<b>EXPENDITURES PERSONAL SVS</b>					
ELECTRICAL INSPECTOR I			42,442.00		42,442.00
ELECTRICAL INSPECTOR II				18,690.00	18,690.00
BLDG. INSPECTOR I					0.00
BLDG. INSPECTOR II			32,629.75		32,629.75
PLUMBING INSPECTOR I			40,420.00		40,420.00
PLANS EXAMINER I					21,688.00
PLANS EXAMINER II			0.00		0.00
BLDG INSP-CODE ENF		0.00	0.00		0.00
CODE ENFORCEMENT TECH			48,551.13		48,551.13
ADMIN ASST/OFFICE MANAGER 1	8,612.40		6,459.30	6,459.30	21,531.00
OFFICE SPECIALIST 1	16,519.00				16,519.00
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			15,703.56		15,703.56
ASSISTANT PLANNER		19,172.80	4,793.20		23,966.00
ASSOCIATE PLANNER		27,315.00			27,315.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					44,265.00
BLDG. OFFICIAL	6,639.75		28,772.25	8,853.00	44,265.00
DIRECTOR	24,317.50	14,590.50	7,295.25	2,431.75	48,635.00
TEMPORARY HELP				1,852.50	1,852.50
OVERTIME				0.00	0.00
<b>WAGES</b>	<b>\$56,088.65</b>	<b>\$61,078.30</b>	<b>\$184,624.44</b>	<b>\$38,286.55</b>	<b>\$448,472.94</b>
LONGEVITY PAY	77.47	940.65	88.53		1,106.65
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	8,678.10	34,712.41	65,953.59	64,217.97	173,562.07
PAYROLL COSTS	8,837.20	35,348.78	67,162.68	65,395.24	176,743.90
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
<b>TOTAL PERSON. SERVICES</b>	<b>\$73,681.41</b>	<b>\$132,080.15</b>	<b>\$317,829.24</b>	<b>\$167,899.76</b>	<b>\$799,885.56</b>
<b>MATERIALS &amp; SERVICES</b>					
SUPPLIES	431.65	431.65	1,726.61	1,726.61	4,316.52
PRINT & REPRODUCTION	19.83	59.48	158.60	158.60	396.50
POSTAGE	202.31	3,237.02	202.31	404.63	4,046.28
SUBSCRIPT. & MEMBERSHIP		88.48	187.58	77.86	353.92
ACCELA SOFTWARE					0.00
NOTICE & PUBLICATION		1,673.92	1,813.41		3,487.33
MARKETING					0.00
MARKETING/PRODUCTION&MATERIALS				(658.75)	0.00
COPIER MAIN & USAGE	1,051.80	1,051.80	1,051.80	1,051.80	4,207.20
AVOCETTE SOFTWARE					0.00
P.C.'S, ACCESS., SOFTWARE	182.87	182.87	182.87	182.87	731.48
SCHOOLS & SEMINARS	3,223.62				3,223.62
MEETINGS/TRAVEL	818.07				818.07
TELEPHONE	21.02	168.15	105.09	126.11	420.37
VISA BANK CHARGES		4,190.64	16,762.55		20,953.19
FUND INTEREST EXPENSE					0.00
REPAIRS & MAINTENANCE	5.38	115.67	67.25	80.70	269.00
COMPUTER SUPPLIES & EQUIP	821.00	821.00	821.00	821.00	3,283.98
CODE ENFORCEMENT/CLEAN UP					0.00
CELL PHONE ALLOCATION					200.00
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
<b>TOTAL MAT. &amp; SERVICES</b>	<b>\$6,777.54</b>	<b>\$12,020.67</b>	<b>\$23,079.07</b>	<b>\$3,971.42</b>	<b>\$46,707.46</b>
<b>CAPITAL OUTLAY</b>					
MOTOR VEHICLE			29,848.70		29,848.70
SPECIAL EQUIP. (SIERRA)					0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,848.70</b>	<b>\$0.00</b>	<b>\$29,848.70</b>
<b>TOTAL EXPENDITURES</b>	<b>\$80,458.96</b>	<b>\$144,100.82</b>	<b>\$340,908.31</b>	<b>\$171,871.18</b>	<b>\$876,441.72</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>\$1,206,644.87</b>
<b>GEN. FUND EXPENDITURES</b>	<b>\$72,610.24</b>	<b>(\$9,970.68)</b>	<b>(\$519,367.25)</b>	<b>(\$44,383.47)</b>	<b>(\$330,203.15)</b>

LINN COUNTY

Activity Report by Dept, Fund  
as of 11/30/2024 (41.7% Months within Fiscal Year)

24 PLANNING & BUILDING  
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5990	SALARY & BENEFITS ADJUSTMENTS	0.00	92,997.00	0.00	92,997.00	0.00	92,997.00	0.0
	TOTAL PERSONAL SERVICES	161,038.17	2,106,466.00	0.00	2,106,466.00	799,885.56	1,306,580.44	38.0
6110	SUPPLIES	873.85	12,000.00	0.00	12,000.00	4,316.52	7,683.48	36.0
6120	PRINTING & REPRODUCTION	0.00	3,200.00	0.00	3,200.00	396.50	2,803.50	12.3
6125	COPIER MAINT & USAGE	816.54	8,000.00	0.00	8,000.00	4,207.20	3,792.80	52.5
6150	POSTAGE	937.17	9,000.00	0.00	9,000.00	4,046.28	4,953.72	45.0
6170	SUBSCRIPTIONS & MEMBERSHIPS	199.99	5,000.00	0.00	5,000.00	353.92	4,646.08	7.0
6180	NOTICES & PUBLICATIONS	263.46	4,500.00	0.00	4,500.00	3,487.33	1,012.67	77.4
6195	P.C.'S, ACCESS, SOFTWARE	48.92	10,700.00	0.00	10,700.00	731.48	9,968.52	6.8
6200	MEETINGS / TRAVEL	0.00	4,000.00	0.00	4,000.00	818.07	3,181.93	20.4
6205	SEMINARS / SCHOOLS / TRAINING	0.00	10,000.00	0.00	10,000.00	3,223.62	6,776.38	32.2
6250	TELEPHONE	21.00	12,000.00	0.00	12,000.00	420.37	11,579.63	3.5
6280	REPAIRS & MAINTENANCE	20.00	5,000.00	0.00	5,000.00	269.00	4,731.00	5.3
6301	VISA BANK CHARGES	2,741.56	18,000.00	0.00	18,000.00	20,953.19	-2,953.19	116.4
6333	COMPUTER SUPPLIES & EQUIP.	702.11	27,000.00	0.00	27,000.00	3,283.98	23,716.02	12.1
6357	CODE ENFORCEMENT/CLEAN UP	0.00	60,000.00	0.00	60,000.00	0.00	60,000.00	0.0
6405	CELL PHONE ALLOCATION	40.00	480.00	0.00	480.00	200.00	280.00	41.6
6695	REFUNDS	0.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.0
6900	TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00	100.00	0.0
	TOTAL MATERIALS & SERVICES	6,664.60	203,980.00	0.00	203,980.00	46,707.46	157,272.54	22.8
7460	MOTOR VEHICLE	29,848.70	35,000.00	0.00	35,000.00	29,848.70	5,151.30	85.2
	TOTAL CAPITAL OUTLAY	29,848.70	35,000.00	0.00	35,000.00	29,848.70	5,151.30	85.2
	REVENUE	427,427.42	1,766,400.00	0.00	1,766,400.00	1,206,644.87	559,755.13	68.3
	EXPENDITURE	197,551.47	2,345,446.00	0.00	2,345,446.00	876,441.72	1,469,004.28	37.3
	FUND BALANCE TOTAL					330,203.15		

LINN COUNTY

Activity Report by Dept, Fund

as of 11/30/2024 (41.7% 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	0.00	0.00	0.00	27,000.00	-27,000.00	0.0
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	43,800.00	-27,000.00	260.7
6032	2427030 2020 WILDFIRE VICTIMS GRANT	0.00	16,800.00	0.00	16,800.00	15,950.00	850.00	94.9
	TOTAL MATERIALS & SERVICES	0.00	16,800.00	0.00	16,800.00	15,950.00	850.00	94.9
	REVENUE	0.00	16,800.00	0.00	16,800.00	43,800.00	-27,000.00	260.7
	EXPENDITURE	0.00	16,800.00	0.00	16,800.00	15,950.00	850.00	94.9
	FUND BALANCE TOTAL					27,850.00		

**Linn County Planning & Building  
Land Use Applications Tracking Sheet  
November 2024**

<b>DATE</b>	<b>FILE # &amp; NAME</b>	<b>PLANNER</b>	<b>STATUS</b>
11/1/2024	PD24-0372; REESE, Ashley (RD)	Alyssa	Approved
11/4/2024	PD24-0373; YUNKE, Fred & Shawna (V)	Kate	Notice
11/6/2024	PD24-0374; TOWNSEND, Tim & Karen (CU)	Julia	Incomplete
11/7/2024	PD24-0378; BURGESS, Matthew (LUC)	Kate	Approved
11/7/2024	PD24-0379; GROSS, Shaun (M49)	Alyssa	Incomplete
11/8/2024	PD24-0381; KESSLER, Mel (RD)	Alyssa	Approved
11/12/2024	PD24-0383; KINDER MORGAN (LUC)	Alyssa	Approved
11/13/2024	PD24-0385; WOOD, James (Step One)	Julia	Pending
11/14/2024	PD24-0387; WALKER, Christopher & Sarah (PLA)	Alyssa	Approved
11/15/2024	PD24-0388; WHITE, Joe & Paula (AR)(PM)	Kate	Pending
11/15/2024	PD24-0389; HARRISON, David (MH)	Julia	Pending
11/19/2024	PD24-0391; Sharon Kay Walker Family Trust (Step One)	Kate	Pending
11/19/2024	PD24-0392; PACIFIC EXCAVATION INC (DMV)	Kate	Approved
11/20/2024	PD24-0394; BEBIENS; Jacob (V)	Alyssa	Notice
11/20/2024	PD24-0395; WHEELER, Laura (MH Requalification)	Alyssa	Approved
11/21/2024	PD24-0370; LEE, Sierra (SPR)	Alyssa	Approved
11/22/2024	PD24-0396; NEHL, Dustin (Private Burial)	Kate	Approved
11/22/2024	PD24-0397; RB WEBBER DEV (LUC)	Kate	Approved
11/25/2024	PD24-0398; NEHL, Marlene (Private Burial)	Lexi	Approved
11/27/2024	PD24-0399; VANLEEUVEN, James (RD)		Pending
11/27/2024	PD24-0400; FROST, Ross & Sherri (RD)		Pending
11/27/2024	PD24-0401; VANLEEUVEN, Brett (CU)		Pending

# CODE ENFORCEMENT

## NOV. 2024 Statistics

New Cases Received

Nov-24

Cases by Category	OCCUPIED RVS (RV)	2
	ILLEGAL BUSINESS (IB)	0
	JUNK (J)	0
	MARIJUANA GROW (MJ)	0
	DRAINAGE(D)	0
	NEIGHBOR DISPUTE (ND)	0
	CONSTRUCTION W/O PERMITS (UP)	4
	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 NOV. 2024		6

Cases Closed

Total Closed NOV 2024

14

Highlighted Cases

11/4/2024

After receiving a notice about unpermitted work, the property owner of a remodeled structure on Fur Road in Lebanon allowed Code Enforcement to inspect the house and attached garage. It was determined he needed to obtain permits for replacing a door with a window, installing heating fixtures, a bathroom fan, kitchen hood vent and had updated the electrical sub-panel.

11/12/2024

A property owner was cited after failing to obtain the permits he needed after illegally converting a single family house into a duplex. He failed to obtain permits for work already done, including enclosing a patio, and to decommission the 2nd kitchen. This property, on Sodaville-Waterloo Drive in Lebanon, also needed a lot line adjustment, which was done, but no permits were obtained for the construction and conversion after repeated requests from Code Enforcement.

11/21/2024

Code Enforcement teamed up with Linn County's Mental Health Crisis Team to work with RV dwellers who are needing to move off a property on Santiam Highway in Albany. One person living in an RV is 83 years old and will need assistance finding a new place to live. Another involves a family with a 1 year old baby who need resources to move out. This teamwork between Code Enforcement and Mental Health is essential to assessing the needs of people in difficult circumstances.



Special Meetings	11/14/2024	Code Enforcement attended a course on Homeless Encampments where it was stated an increase in camps was attributed, in part, to a conscientious choice to give up all the things needed to properly keep and maintain housing. Recent rulings were also discussed that have changed the ways that jurisdictions have approached homeless issues in the past.
Court Cases	11/20/2024	Charges against a property owner on River Drive in Lebanon were dismissed by the judge after he successfully moved off as many as 20 people living in RVs and sheds there. Current Code Enforcement became involved with the property, known locally as "The Compound," in February 2023 and worked with the owner to move everyone off the property and clean out the accumulation of junk. Law Enforcement and fire responders can now drive onto the property from the front to the back with no obstructions in their way. The owner was thanked by the judge for all his hard work in reaching compliance.

We received two Fire Hardening Grant Applications in November

We have not sent any Grants Checks out this month

LINN COUNTY

Activity Report by Dept, Fund  
as of 11/30/2024 (41.7% Months within Fiscal Year)

24 PLANNING & BUILDING  
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3070 2410	PLANNING FEES	13,041.25	240,000.00	0.00	240,000.00	87,091.25	152,908.75	36.2
3137 2410	ELECTRICAL PERMIT	23,140.55	265,000.00	0.00	265,000.00	174,451.85	90,548.15	65.8
3138 2410	BUILDING PERMIT	11,331.43	310,000.00	0.00	310,000.00	207,455.19	102,544.81	66.9
3140 2410	MISCELLANEOUS PERMITS	2,385.62	25,000.00	0.00	25,000.00	25,942.55	-942.55	103.7
3150 2410	REIMBURSEMENTS	2,175.00	32,000.00	0.00	32,000.00	3,225.00	28,775.00	10.0
3170 2410	SALES	0.00	5,000.00	0.00	5,000.00	274.20	4,725.80	5.4
3178 2410	C.E.T. FEE	0.00	4,000.00	0.00	4,000.00	899.74	3,100.26	22.4
3179 2410	CONTRACT CITIES	7,488.20	380,000.00	0.00	380,000.00	94,719.17	285,280.83	24.9
3182 2410	PLAN REVIEW	357,735.43	260,000.00	0.00	260,000.00	539,034.23	-279,034.23	207.3
3183 2410	MECHANICAL PERMITS	6,516.70	89,000.00	0.00	89,000.00	35,165.59	53,834.41	39.5
3186 2410	PLUMBING PERMITS	1,898.60	85,400.00	0.00	85,400.00	22,473.28	62,926.72	26.3
3187 2410	TECHNOLOGY FEE	1,698.12	0.00	0.00	0.00	14,386.10	-14,386.10	0.0
3220 2410	GRANTS	0.00	64,000.00	0.00	64,000.00	0.00	64,000.00	0.0
3242 2410	SALE OF COUNTY EQUIPMENT	0.00	7,000.00	0.00	7,000.00	0.00	7,000.00	0.0
3265 2410	OVERAGES/SHORTAGES	16.52	0.00	0.00	0.00	1,526.72	-1,526.72	0.0
	TOTAL REVENUE	427,427.42	1,766,400.00	0.00	1,766,400.00	1,206,644.87	559,755.13	68.3
5002 2410	OFFICE SPECIALIST I	3,325.00	39,272.00	0.00	39,272.00	16,519.00	22,753.00	42.0
5044 2410	ADMIN ASST/OFFICE MANAGER I	4,344.00	46,072.00	0.00	46,072.00	21,531.00	24,541.00	46.7
5305 2410	PLANS EXAMINER I	5,422.00	0.00	0.00	0.00	21,688.00	-21,688.00	0.0
5306 2410	PLANS EXAMINER II	0.00	69,133.00	0.00	69,133.00	0.00	69,133.00	0.0
5311 2410	ELECTRICAL INSPECTOR I	8,543.00	99,240.00	0.00	99,240.00	42,442.00	56,798.00	42.7
5312 2410	ELECTRICAL INSPECTOR II	2,520.00	50,020.00	0.00	50,020.00	18,690.00	31,330.00	37.3
5317 2410	PLUMBING INSPECTOR I	8,136.00	94,512.00	0.00	94,512.00	40,420.00	54,092.00	42.7
5321 2410	CODE ENFORCEMENT TECH	10,246.63	116,850.00	0.00	116,850.00	48,551.13	68,298.87	41.5
5323 2410	BLDG INSP-CODE ENFORCEMENT	0.00	61,470.00	0.00	61,470.00	0.00	61,470.00	0.0
5326 2410	BUILDING INSPECTOR II	5,772.52	61,470.00	0.00	61,470.00	32,629.75	28,840.25	53.0
5330 2410	PERMIT CLERK	3,492.00	45,680.00	0.00	45,680.00	15,703.56	29,976.44	34.3
5340 2410	ASSISTANT PLANNER	4,916.00	56,658.00	0.00	56,658.00	23,966.00	32,692.00	42.2
5342 2410	ASSOCIATE PLANNER	5,463.00	64,444.00	0.00	64,444.00	27,315.00	37,129.00	42.3
5355 2410	PLANNING MANAGER	8,853.00	102,840.00	0.00	102,840.00	44,265.00	58,575.00	43.0
5360 2410	BUILDING OFFICIAL	8,853.00	102,840.00	0.00	102,840.00	44,265.00	58,575.00	43.0
5370 2410	DIRECTOR PLANNING & BUILDING	9,727.00	115,277.00	0.00	115,277.00	48,635.00	66,642.00	42.1
5550 2410	TEMPORARY HELP	0.00	50,000.00	0.00	50,000.00	1,852.50	48,147.50	3.7
5920 2410	OVERTIME	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960 2410	LONGEVITY PAY	221.33	2,571.00	0.00	2,571.00	1,106.65	1,464.35	43.0
5980 2410	FRINGE BENEFITS	36,025.47	401,460.00	0.00	401,460.00	173,562.07	227,897.93	43.2
5985 2410	PAYROLL COSTS	35,178.22	432,160.00	0.00	432,160.00	176,743.90	255,416.10	40.8