



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: June 11, 2024
RE: Planning and Building Department Update: May 2024

The attached tables include the Department's current FY2023-24 Revenue Summary and Permit Activity Reports through May 31, 2024. Also attached with this memorandum is the list of May 2024 land use applications received, a code enforcement summary, and current wildfire permitting reports. The May 2024 Department update is summarized below.

PLANNING

- Land use permits issued in May 2024 totaled 57.
- There is a Planning Commission meeting scheduled for June 11, 2024 at 7:00 pm.
 - **PD24-0154**
 - **PD24-0121**
 - **PD24-0128**
- There are three Board land use hearings scheduled for June.
 - June 11, 2024 at 10:00 am: **PD23-0670**
 - June 18, 2024 at 10:00 am: **PD23-0670 and PD24-0128**

BUILDING

- Total County building permits issued in May 2024, including non-structural permits, totaled 284. The number of building permits issued for dwellings in May totaled 27: 2 single family dwellings and 4 manufactured dwellings. 14 permits were issued for dwelling additions/alterations and 7 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 5. Out of the 284 combined residential and commercial permits, 53 required plan review.
- Total Contract City building permits issued in May 2024, including non-structural permits, totaled 31. The number of building permits issued for dwellings in May totaled 8: 4 single family dwellings and 0 manufactured dwellings. 4 permits were issued for dwelling additions/alterations and 0 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 2. Out of the 31 combined residential and commercial permits, 7 required plan review.

CODE ENFORCEMENT

- Total new cases for May 2024 was 8.
- Total cases closed in May 2024 was 10.

WILDFIRE GRANT

- We have received 0 new fire hardening applications.

OTHER



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**Estimate of Annual Revenues From Fees
Fiscal Year 2023-2024
Planning and Building Department
May 2024**

<u>REVENUE SOURCE</u>	(1) YTD REVENUE	
Building Permits -- Plan Review, Permits, Misc, & Sales	\$1,099,814.72	
C.E.T Administrative Fees	\$2,186.22	
Building Permits -- Contract Cities	\$184,057.92	
Electrical Permits	\$292,026.94	
Planning Fees	<u>\$224,105.58</u>	
TOTAL	\$1,802,191.38	
		(3) TOTAL REVENUE ESTIMATED <u>Column (1) + Column</u> <u>(2)</u>
<u>REVENUE SOURCE</u>	<u>Aug '23 - June '24</u>	
Building Permits -- County	\$420,333.33	\$1,520,148.05
C.E.T Administrative Fees	\$3,333.33	\$5,519.55
Building Permits -- Contract Cities	\$316,666.66	\$500,724.58
Electrical Permits	\$216,666.66	\$508,693.60
Planning Fees	<u>\$200,000.00</u>	\$424,105.58
TOTAL	\$1,156,999.98	\$2,959,191.36
		(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	\$1,015,748.05
C.E.T Administrative Fees	\$4,000.00	\$1,519.55
Building Permits -- Contract Cities	\$380,000.00	\$120,724.58
Electrical Permits	\$260,000.00	\$248,693.60
Planning Fees	<u>\$240,000.00</u>	\$184,105.58
TOTAL	\$1,388,400.00	\$1,570,791.36

PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES
May 2024

TABLE 1
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					0
TOTAL	368	1,121	392	1,660	3,541

TABLE 2
PERMITS ISSUED FY 2021/2022

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	49	76	20	113	258
AUG	71	114	51	168	404
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	1,142	378	1,612	3,594

TABLE 3
PERMITS ISSUED FY 2021/2022

	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**

	2018/2019 MO QTR	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2023/2024 MO QTR
JULY	6	12	10	3	3	8
AUG	11	4	10	9	16	9
SEPT	9 26	5 21	5 25	12 24	19	4 21
OCT	8	9	5	13		6
NOV	2	2	3	5		3
DEC	5 15	5 16	9 17	3 21	0	3 12
JAN	5	4	3	2		2
FEB	3	6	6	6		6
MAR	4 12	14 24	8 17	6 14	0	6 14
APR	4	10	8	8		5
MAY	6	4	6	13		2
JUN	11 21	8 22	5 19	4 25	0	7
TOTAL	74	83	78	84	19	54

**TABLE 5
MANUFACTURED DWELLING PERMITS ISSUED
COUNTY**

	2018/2019 MO QTR	2019/2020 MO QTR	2020/2021 MO QTR	2021/2022 MO QTR	2022/2023 MO QTR	2023/2024 MO QTR
JULY	5	11	5	6	3	4
AUG	2	6	8	5		2
SEPT	7 14	6 23	6 19	4 15	3	4 10
OCT	8	4	8	3		4
NOV	3	7	14	2		3
DEC	3 14	7 18	10 32	4 9	0	6 13
JAN	6	4	2	2		3
FEB	5	1	4	2		2
MAR	6 17	3 8	4 10	6 10	0	4 9
APR	7	3	5	3		1
MAY	2	4	2	1		4
JUN	4 13	6 13	2 9	5 9	0	5
TOTAL	58	62	70	43	3	37

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

	2018/2019		2019/2020		2020/2021		2021/2022		2022/2023		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	174		195		138		91		76		110	
AUG	172		176		180		120		113		95	
SEPT	160	506	158	529	148	466	86	297	171	360	138	343
OCT	175		166		147		117		109		81	
NOV	138		138		98		81		97		95	
DEC	150	463	164	468	111	356	80	278	125	331	81	257
JAN	116		120		86		84		102		83	
FEB	105		108		73		69		104		97	
MAR	176	397	173	401	111	270	99	252	94	300	101	281
APR	127		144		97		88		113		134	
MAY	151		140		110		90		128		91	
JUN	163	441	134	418	119	326	86	264		241		225
TOTAL	1,807		1,816		1,418		1,091		1,232		1,106	

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

	FY 2023/2024			FY 2022/2023			FY 2021/2022			FY 2020/2021		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	1			1	1		52	1		14	1	2
HALSEY		1								1		
HARRISBURG							5		1	5		
LYONS	4	2					3	1		1	1	
MILL CITY	3			9			5		1	11	19	2
MILLERSBURG	16			18			40			48		
SCIO												
TANGENT		2		2								
TOTAL	24	5	0	30	1	0	105	2	2	80	21	4

**TABLE 8
PLANNING SECTION PERMIT ACTIVITY
FY 2023/2024**

CURRENT MONTH: May 2024

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	20	2,000.00	168	16,800.00
Variance	3	1,950.00	44	28,600.00
Comprehensive Plan Amendment	1	4,500.00	6	31,500.00
Land Use Compatibility Statement	1	75.00	26	1,950.00
Conditional Use	3	1,650.00	27	24,400.00
Home Occupation CU's	3	750.00	6	3,450.00
Medical Hardship CU's	0	0.00	27	13,200.00
PD Partition	0	0.00	9	3,450.00
PM Partition	2	700.00	17	5,900.00
Property Line Adjustment	3	1,650.00	20	10,100.00
Easement	1	650.00	13	7,900.00
Appeal	0	0.00	2	2,250.00
Temp RV/Mfg. Home Placement	2	400.00	5	1,050.00
Zone Amendment	3	6,000.00	3	6,000.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	0	0.00	2	2,000.00
Step 1 - Soil Review	0	0.00	5	1,750.00
Agricultural Bldg Review	7	1,050.00	67	10,050.00
Dwelling/Property Status/SPR	6	2,250.00	32	15,550.00
Measure 49	0	0.00	2	1,100.00
Extensions	1	100.00	7	700.00
Misc. Applications	1	2,500.00	15	19,656.00
MONTHLY TOTAL	57	26,225.00	503	207,356.00
SALES REVENUES				
Xerox/Microfilm		0.00		281.25
Tapes		0.00		167.00
Maps		0.00		0.00
Comp. Plan/Code/Transportation Books		0.00		0.00
Reports		0.00		175.00
Postage		0.00		77.00
Extensions		1,035.00		5,742.50
MONTHLY TOTAL		1,035.00		6,442.75

**TABLE 9
BUILDING SECTION PERMIT ACTIVITY
FY 2023/2024**

CURRENT MONTH: May 2024

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	2	6,700.40	54	150,481.58
Manufactured Homes	4	2,023.50	36	17,464.90
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	14	10,005.85	160	105,271.06
Accessory Buildings	7	5,770.55	38	31,880.49
SUBTOTALS	27	24,500.30	288	305,098.03
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	5	34,996.60	45	95,684.60
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	0	0.00
SUBTOTALS	5	34,996.60	45	95,684.60
Plumbing	17	4,156.74	228	68,381.30
Mechanical	42	3,933.69	536	68,120.45
SUBTOTALS	59	8,090.43	764	136,501.75
Electrical Permits	174	37,041.00	1451	252,638.38
Master Electrical Permits	0	0.00	1	285.00
SUBTOTALS	174	37,041.00	1,452	252,923.38
Demolition/Decommission	0	0.00	7	1,030.00
Flood Dev. Evaluation	6	750.00	63	7,560.00
Misc. Permits	13	16,779.38	98	53,192.70
SUBTOTALS	19	17,529.38	168	61,782.70
PLAN REVIEWS	53	68,959.01	429	322,998.51
SUBTOTALS	53	68,959.01	429	322,998.51
RAND TOTAL MONT	337	191,116.72	3,146	1,174,988.97

**TABLE 10
CONTRACT CITY PERMIT ACTIVITY
FY 2023/2024**

Current Month: May 2024

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	4	6,940.02	24	32,111.08
Manufactured Homes	0	0.00	5	1,689.00
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	1,231.13	37	24,558.19
Accessory Buildings	0	0.00	6	2,626.23
SUBTOTALS	8	8,171.15	72	60,984.50
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	2	1,325.18	55	65,017.70
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	0	0.00
SUBTOTALS	2	1,325.18	55	65,017.70
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	0	0.00
SUBTOTALS	0	0.00	0	0.00
Plumbing	15	2,482.05	124	38,017.12
Mechanical	16	1,736.66	132	12,602.93
SUBTOTALS	31	4,218.71	256	50,620.05
Plan Review	7	4,636.28	100	73,822.86
GRAND TOTAL MONTH	41	18,351.32	383	250,445.11

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

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
JULY	100,351.77	113,616.87	77,484.14	82,404.31	37,173.04	85,504.25
AUG	94,947.94	217,461.46	95,732.23	88,155.76	85,872.59	92,386.84
SEPT	92,827.37	96,258.43	82,690.70	76,855.24	41,121.35	132,030.49
OCT	107,407.42	101,242.25	79,672.58	89,772.08	56,229.51	132,345.60
NOV	137,029.07	85,188.21	91,665.20	44,033.65	42,022.76	117,856.67
DEC	53,122.43	63,127.55	112,792.14	27,931.62	40,539.64	86,286.60
JAN	51,553.10	67,796.29	76,309.72	23,973.95	41,300.55	57,259.39
FEB	45,337.65	96,198.93	47,947.91	48,470.08	49,872.30	74,352.15
MAR	97,167.50	117,543.65	69,127.59	69,694.82	164,143.26	37,353.67
APR	54,328.25	113,700.67	103,850.68	51,810.69	64,547.02	42,680.08
MAY	80,519.05	90,138.22	61,270.86	71,863.53	75,963.78	160,113.19
JUN	111,285.80	85,017.44	70,631.10	81,621.33	64,870.50	
TOTAL	1,025,877.35	1,247,289.97	969,174.85	756,587.06	763,656.30	1,018,168.93

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

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
JULY	57,425.00	29,344.35	13,059.10	170,862.28	14,481.91	7,469.81
AUG	24,431.30	19,427.50	33,448.35	31,075.46	31,190.65	72,692.87
SEPT	44,166.25	15,595.37	55,466.88	57,223.05	25,481.66	36,928.26
OCT	32,066.76	41,208.37	31,518.40	15,331.99	23,719.08	22,649.18
NOV	137,095.15	70,234.77	9,395.01	28,909.11	44,358.49	46,617.64
DEC	10,453.12	15,984.40	25,222.81	37,232.20	25,887.93	13,903.40
JAN	13,715.27	22,529.94	22,246.17	7,774.24	14,452.92	17,103.42
FEB	0.00	47,698.94	21,535.68	65,052.25	12,187.50	5,057.92
MAR	12,056.67	55,798.39	63,166.07	10,334.59	4,122.82	77,549.63
APR	43,351.04	42,504.60	15,948.31	4,034.30	11,086.65	11,963.89
MAY	46,751.87	42,346.01	28,446.88	10,696.30	18,858.57	18,351.43
JUN	50,916.40	32,291.64	64,939.34	16,133.37	50,417.88	
TOTAL	472,428.83	360,547.10	363,006.91	470,213.47	276,246.06	330,287.45

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

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
JULY	23,402.00	22,715.00	12,081.00	19,671.25	15,285.25	19,207.60
AUG	23,683.00	19,484.00	19,901.00	25,964.60	26,724.50	26,994.50
SEPT	22,397.00	17,429.00	22,700.00	25,437.00	28,274.00	27,116.56
OCT	23,642.00	24,222.50	27,020.00	21,763.00	27,158.50	25,455.43
NOV	21,884.00	24,998.00	28,993.70	24,648.71	27,146.00	24,555.90
DEC	18,379.00	18,521.00	30,285.10	17,055.50	23,058.75	17,447.85
JAN	20,631.75	19,702.00	22,736.40	15,145.00	23,920.00	18,741.16
FEB	19,618.00	15,424.63	27,818.25	23,627.25	23,254.00	33,803.43
MAR	20,288.00	20,688.50	30,391.25	23,675.50	20,490.00	31,404.61
APR	18,515.00	30,663.00	25,127.50	26,044.50	22,785.75	30,519.54
MAY	20,815.00	23,846.50	23,393.93	20,205.25	27,216.85	36,780.37
JUN	20,890.00	22,829.38	29,276.05	25,005.50	26,179.25	
TOTAL	254,144.75	263,047.00	299,724.18	268,243.06	291,492.85	292,026.95

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

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
REVENUE					
PLANNING FEES		224,105.58			224,105.58
REFUNDS/RESTITUTION					0.00
ELECTRIC PERMITS				292,026.94	292,026.94
BLDG, MECH, PLUMB PERMITS			627,078.65		627,078.65
MISC. PERMITS & PLAN REVIEW			468,299.07		468,299.07
REIMBURSEMENTS			178,294.25		178,294.25
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	4,437.00				4,437.00
CET FEES	16,151.65				16,151.65
CONTRACT CITIES			184,057.92		184,057.92
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	0.00				0.00
FEE OVERAGES/SHORTAGES	632.86				632.86
SALE OF COUNTY EQUIPMENT	14,000.00				14,000.00
TOTAL REVENUE	\$35,221.51	\$224,105.58	\$1,457,729.89	\$292,026.94	\$2,009,083.92
EXPENDITURES PERSONAL SVS					
ELECTRICAL INSPECTOR I			90,652.00		90,652.00
ELECTRICAL INSPECTOR II				37,721.25	37,721.25
BLDG. INSPECTOR II			77,939.00		77,939.00
PLUMBING INSPECTOR I			86,333.00		86,333.00
PLANS EXAMINER I			9,559.09		9,559.09
BUILDING INSPECTOR I		911.25	8,201.25		9,112.50
CODE ENFORCEMENT TECH			55,254.88		55,254.88
OFFICE MANAGER I	17,624.80		13,218.60	13,218.60	44,062.00
OFFICE SPECIALIST 1	65,661.00				65,661.00
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			39,647.00		39,647.00
ASSISTANT PLANNER		51,863.58	12,965.89		64,829.47
ASSOCIATE PLANNER		30,306.00			30,306.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					94,270.00
BLDG. OFFICIAL	14,140.50		61,275.50	18,854.00	94,270.00
DIRECTOR	50,258.50	30,155.10	15,077.55	5,025.85	100,517.00
TEMPORARY HELP				37,762.50	37,762.50
OVERTIME				0.00	0.00
WAGES	\$147,684.80	\$113,235.93	\$379,471.76	\$112,582.20	\$937,896.69
LONGEVITY PAY	164.97	2,003.24	188.54		2,356.75
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	15,827.84	63,311.38	120,291.61	117,126.05	316,556.88
PAYROLL COSTS	18,330.30	73,321.21	139,310.30	135,644.24	366,606.06
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
TOTAL PERSON. SERVICES	\$182,007.92	\$251,871.75	\$639,262.22	\$365,352.49	\$1,623,416.38
MATERIALS & SERVICES					
SUPPLIES	891.75	891.75	3,566.99	3,566.99	8,917.47
PRINT & REPRODUCTION	50.24	150.71	401.90	401.90	1,004.75
POSTAGE	385.52	6,168.24	385.52	771.03	7,710.30
SUBSCRIPT. & MEMBERSHIP		167.67	355.46	147.55	670.67
AVOCETTE SOFTWARE					4,267.50
NOTICE & PUBLICATION		1,266.51	1,372.05		2,638.56
COPIER MAIN & USAGE	1,737.97	1,737.97	1,737.97	1,737.97	6,951.87
P.C.'S, ACCESS., SOFTWARE	533.72	533.72	533.72	533.72	2,134.86
SCHOOLS & SEMINARS	8,280.33				8,280.33
MEETINGS/TRAVEL	1,879.92				1,879.92
TELEPHONE	104.61	836.88	523.05	627.66	2,092.20
VISA BANK CHARGES		6,766.33	27,065.33		33,831.66
CODE ENFORCEMENT					629.89
CELL PHONE ALLOCATION					440.00
REPAIRS & MAINTENANCE	12.59	270.68	157.37	188.85	629.49
COMPUTER SUPPLIES & EQUIP	5,036.04	5,036.04	5,036.04	5,036.04	20,144.17
REFUNDS		3,506.48	5,352.00	369.10	9,227.59
FUNDS INTERST EXPENSE					135.23
TAXABLE MEALS REIMBURSEMENT					28.80
OTHER CONTRACTED SERVICES					0.00
TOTAL MAT. & SERVICES	\$18,912.67	\$27,332.98	\$46,487.39	\$13,380.80	\$111,615.26
CAPITAL OUTLAY					
MOTOR VEHICLE			35,000.00		35,000.00
SPECIAL EQUIP. (SIERRA)					17,756.62
TOTAL CAPITAL OUTLAY	\$0.00	\$0.00	\$35,000.00	\$0.00	\$52,756.62
TOTAL EXPENDITURES	\$200,920.59	\$279,204.73	\$685,749.61	\$378,733.29	\$1,787,788.26
LESS REVENUE	\$35,221.51	\$224,105.58	\$1,457,729.89	\$292,026.94	\$2,009,083.92
GEN. FUND EXPENDITURES	\$165,699.08	\$55,099.15	(\$771,980.28)	\$86,706.35	(\$221,295.66)

LINN COUNTY

Activity Report by Dept, Fund

as of 05/31/2024 (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	-200.00	0.00	0.00	0.00	0.00	0.0
3070	2410	PLANNING FEES	27,408.55	0.00	240,000.00	224,105.58	15,894.42	93.3
3137	2410	ELECTRICAL PERMIT	36,780.37	0.00	260,000.00	292,026.94	-32,026.94	112.3
3138	2410	BUILDING PERMIT	-108,914.88	0.00	310,000.00	482,512.54	-172,512.54	155.6
3140	2410	MISCELLANEOUS PERMITS	16,976.77	0.00	25,000.00	46,831.82	-21,831.82	187.3
3150	2410	REIMBURSEMENTS	592.00	100,000.00	102,000.00	178,294.25	-76,294.25	174.7
3170	2410	SALES	1,174.75	0.00	5,000.00	4,437.00	563.00	88.7
3178	2410	C.E.T. FEE	399.36	0.00	4,000.00	16,151.65	-12,151.65	403.7
3179	2410	CONTRACT CITIES	13,891.29	0.00	380,000.00	184,057.92	195,942.08	48.4
3182	2410	PLAN REVIEW	243,522.31	0.00	260,000.00	421,467.25	-161,467.25	162.1
3183	2410	MECHANICAL PERMITS	4,089.14	0.00	84,000.00	75,183.61	8,816.39	89.5
3186	2410	PLUMBING PERMITS	4,439.85	0.00	80,400.00	69,382.50	11,017.50	86.2
3242	2410	SALE OF COUNTY EQUIPMENT	0.00	0.00	0.00	14,000.00	-14,000.00	0.0
3265	2410	OVERAGES/SHORTAGES	-150.00	0.00	0.00	632.86	-632.86	0.0
		TOTAL REVENUE	240,009.51	100,000.00	1,750,400.00	2,009,083.92	-258,683.92	114.7
5002	2410	OFFICE SPECIALIST I	3,219.00	0.00	72,008.00	65,661.00	6,347.00	91.1
5044	2410	ADMIN ASST/OFFICE MANAGER I	4,022.00	0.00	41,326.00	44,062.00	-2,736.00	106.6
5305	2410	PLANS EXAMINER I	0.00	0.00	0.00	9,559.09	-9,559.09	0.0
5306	2410	PLANS EXAMINER II	0.00	0.00	65,154.00	0.00	65,154.00	0.0
5311	2410	ELECTRICAL INSPECTOR I	8,270.00	0.00	95,424.00	90,652.00	4,772.00	95.0
5312	2410	ELECTRICAL INSPECTOR II	4,121.25	0.00	48,096.00	37,721.25	10,374.75	78.4
5317	2410	PLUMBING INSPECTOR I	7,876.00	0.00	90,876.00	86,333.00	4,543.00	95.0
5321	2410	CODE ENFORCEMENT TECH	9,809.07	0.00	56,112.00	55,254.88	857.12	98.4
5323	2410	BLDG INSP-CODE ENFORCEMENT	0.00	0.00	67,812.00	0.00	67,812.00	0.0
5325	2410	BUILDING INSPECTOR I	0.00	0.00	0.00	9,112.50	-9,112.50	0.0
5326	2410	BUILDING INSPECTOR II	7,140.00	0.00	82,054.00	77,939.00	4,115.00	95.0
5330	2410	PERMIT CLERK	3,730.00	0.00	41,840.00	39,647.00	2,193.00	94.7
5340	2410	ASSISTANT PLANNER	4,534.00	0.00	115,659.00	64,829.47	50,829.53	56.0
5342	2410	ASSOCIATE PLANNER	5,051.00	0.00	0.00	30,306.00	-30,306.00	0.0
5355	2410	PLANNING MANAGER	8,570.00	0.00	98,880.00	94,270.00	4,610.00	95.3
5360	2410	BUILDING OFFICIAL	8,570.00	0.00	98,880.00	94,270.00	4,610.00	95.3
5370	2410	DIRECTOR PLANNING & BUILDING	9,416.00	0.00	103,608.00	100,517.00	3,091.00	97.0
5550	2410	TEMPORARY HELP	4,930.00	0.00	50,000.00	37,762.50	12,237.50	75.5
5920	2410	OVERTIME	0.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410	LONGEVITY PAY	214.25	0.00	2,472.00	2,356.75	115.25	95.3

LINN COUNTY

Activity Report by Dept, Fund

24 PLANNING & BUILDING
10 GENERAL FUND

as of 05/31/2024 (91.7% Months within Fiscal Year)

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5980	2410 FRINGE BENEFITS	29,573.66	393,312.00	0.00	393,312.00	316,556.88	76,755.12	80.4
5985	2410 PAYROLL COSTS	33,815.46	424,960.00	0.00	424,960.00	366,606.06	58,353.94	86.2
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	152,861.69	2,042,970.00	0.00	2,042,970.00	1,623,416.38	419,553.62	79.4
6110	2410 SUPPLIES	646.11	8,000.00	50,000.00	58,000.00	8,917.47	49,082.53	15.3
6120	2410 PRINTING & REPRODUCTION	46.50	3,200.00	0.00	3,200.00	1,004.75	2,195.25	31.3
6125	2410 COPIER MAINT & USAGE	747.85	8,000.00	0.00	8,000.00	6,951.87	1,048.13	86.8
6150	2410 POSTAGE	1,182.42	9,000.00	0.00	9,000.00	7,710.30	1,289.70	85.6
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	30.98	5,000.00	0.00	5,000.00	670.67	4,329.33	13.4
6174	2410 AVOCETTE SOFTWARE	0.00	28,000.00	0.00	28,000.00	4,267.50	23,732.50	15.2
6180	2410 NOTICES & PUBLICATIONS	0.00	4,500.00	0.00	4,500.00	2,638.56	1,861.44	58.6
6195	2410 P.C.'S, ACCESS, SOFTWARE	0.00	5,000.00	0.00	5,000.00	2,134.86	2,865.14	42.6
6200	2410 MEETINGS / TRAVEL	0.00	3,000.00	0.00	3,000.00	1,879.92	1,120.08	62.6
6205	2410 SEMINARS / SCHOOLS / TRAINING	3,585.85	10,000.00	0.00	10,000.00	8,280.33	1,719.67	82.8
6250	2410 TELEPHONE	22.31	10,200.00	0.00	10,200.00	2,092.20	8,107.80	20.5
6280	2410 REPAIRS & MAINTENANCE	100.00	5,000.00	0.00	5,000.00	629.49	4,370.51	12.5
6301	2410 VISA BANK CHARGES	3,964.31	18,000.00	0.00	18,000.00	33,831.66	-15,831.66	188.0
6327	2410 FUND INTEREST EXPENSE	0.00	0.00	0.00	0.00	135.23	-135.23	0.0
6333	2410 COMPUTER SUPPLIES & EQUIP.	845.20	17,000.00	0.00	17,000.00	20,144.17	-3,144.17	118.4
6357	2410 CODE ENFORCEMENT/CLEAN UP	0.00	60,000.00	0.00	60,000.00	629.89	59,370.11	1.0
6405	2410 CELL PHONE ALLOCATION	40.00	480.00	0.00	480.00	440.00	40.00	91.6
6695	2410 REFUNDS	0.00	15,000.00	0.00	15,000.00	9,227.59	5,772.41	61.5
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	28.80	71.20	28.8
	TOTAL MATERIALS & SERVICES	11,211.53	209,480.00	50,000.00	259,480.00	111,615.26	147,864.74	43.0
7450	2410 SPECIAL EQUIPMENT	0.00	0.00	50,000.00	50,000.00	17,756.62	32,243.38	35.5
7460	2410 MOTOR VEHICLE	0.00	35,000.00	0.00	35,000.00	35,000.00	0.00	100.0
	TOTAL CAPITAL OUTLAY	0.00	35,000.00	50,000.00	85,000.00	52,756.62	32,243.38	62.0
	REVENUE	240,009.51	1,650,400.00	100,000.00	1,750,400.00	2,009,083.92	-258,683.92	114.7
	EXPENDITURE	164,073.22	2,287,450.00	100,000.00	2,387,450.00	1,787,788.26	599,661.74	74.8
	FUND BALANCE TOTAL					221,295.66		

LINN COUNTY

Activity Report by Dept, Fund

as of 05/31/2024 (91.7% 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	200,000.00	0.00	200,000.00	25,000.00	175,000.00	12.5
3991	2427030 BEGINNING BALANCE	0.00	0.00	0.00	0.00	4,650.00	-4,650.00	0.0
	TOTAL REVENUE	0.00	200,000.00	0.00	200,000.00	29,650.00	170,350.00	14.8
6032	2427030 2020 WILDFIRE VICTIMS GRANT	0.00	0.00	0.00	0.00	12,850.00	-12,850.00	0.0
6330	2427030 OTHER CONTRACTED SERVICES	0.00	200,000.00	0.00	200,000.00	0.00	200,000.00	0.0
	TOTAL MATERIALS & SERVICES	0.00	200,000.00	0.00	200,000.00	12,850.00	187,150.00	6.4
	REVENUE	0.00	200,000.00	0.00	200,000.00	29,650.00	170,350.00	14.8
	EXPENDITURE	0.00	200,000.00	0.00	200,000.00	12,850.00	187,150.00	6.4
	FUND BALANCE TOTAL					16,800.00		

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

DATE	FILE # & NAME	PLANNER	STATUS
5/3/2024	PD24-0139; WALLACE, Harry (ZA)	Alyssa	Complete
5/3/2024	PD24-0140; LUND, Eric (PLA)	Alyssa	Approved
5/3/2024	PD24-0141; STORY, Jonathan (In-Home Comm)	Alyssa	Approved
5/7/2024	PD24-0143; SMITH, Todd (RD)	Julia	Approved
5/7/2024	PD24-0144; BRAUN, David & Kaitlyn (PLA)	Alyssa	Notice
5/7/2024	PD24-0145; MASON, Gregory (In-Home Comm)	Alyssa	Approved
5/9/2024	PD24-0147; SHERMAN, Bart (PLA)	Alyssa	Notice
5/10/2024	PD24-0151; POWELL, Justin (In-Home Comm)	Julia	Approved
5/10/2024	PD24-0152; Acreage Land Solutions (PM)(V)(AR)	Alyssa	Incomplete
5/13/2024	PD24-0153; SKILES, Brent & Rebecca (RD)	Julia	Approved
5/13/2024	PD24-0154; LINN COUNTY (ACT)	Steve	PC/BC Notice
5/16/2024	PD24-0158; ENRIGHT, Jason (AR)	Alyssa	Notice
5/17/2024	PD24-0160; MEEK, Chris (RD)	Julia	Pending
5/17/2024	PD24-0161; OREGON STATE PARKS (LUC)	Alyssa	Approved
5/20/2024	PD24-0164; Gooden Harrison Construction (RD)	Alyssa	Approved
5/20/2024	PD24-0097; Real Eve LLC (SPR)		Pending
5/21/2024	PD24-0165; Cala Farms, INC (V)	Alyssa	Notice
5/23/2024	PD24-0166; CARLON, Joe & Christa (RD)	Julia	Approved
5/23/2024	PD24-0167; CHARLEY, Kevin & Elizabeth (RD)	Alyssa	Approved
5/23/2024	PD24-0168; CHARLEY, Kevin & Elizabeth (Temp RV)	Kate	Approved
5/23/2024	PD24-0169; MORROW, Lea Ann (Step One)	Julia	Pending
5/24/2024	PD24-0170; BROCKMANN, Ron (ZA)	Alyssa	Pending
5/24/2024	PD24-0171; MANNING, Pat and Tracey (CU)	Kate	Pending
5/28/2024	PD24-0172; ELZINGA, Steve (CPT)(CZA)(CTA)	Kate	Pending
5/30/2024	PD24-0179; LULAY, Bill (PM)(V)(CU)		Incomplete

CODE ENFORCEMENT

MAY 2024 Statistics

New Cases Received

May-24

Cases by Category

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

Total new MAY 2024

8

Cases Closed

Total Closed MAY 2024

10

Highlighted Cases

5/01/2024

A problem property at the corner of Crabtree Drive and Cold Springs Road in Crabtree has been cleaned up by the owners and the Crabtree community and now the Code Enforcement case has been closed. Next, the owners will be clearing out the inside of the house and shop and decide the best use for the property in the future.

After receiving a complaint on North River Drive in Lebanon about an occupied RV that had moved onto the property, Code Enforcement responded and determined the occupant and the RV had come from the now-cleaned up property in Crabtree! A re-check a week later showed the RV had been removed from River Drive and was reported to have been tagged by police overnight at Pop's Branding Iron in Albany and then moved again to an unknown location.

Code Enforcement cited the owner of a commercial business with an apartment above it on Broadway Street in Mill City after extensive renovations were done without permits. The renovations included installing new windows and an air conditioning system upstairs and changing out the front of the business with new doors and windows and an overhang.

05/16/2024

Code Enforcement met with the owner of a property on Hungry Hill Road in Scio for a tour of the yard areas that have been in violation of Linn County codes for several years. Final count: 7 trucks, 14 cars, 15 boats and 13 RVs. A double-wide manufactured home had been brought onto the property but never installed due to the high cost of a required new septic. The owner currently lives in an older single-wide there with one other person and some pets.

Special Meetings 5/1/2024-5/2/2024

Staff attended a 2-day Oregon Code Enforcement Association (OCEA) Spring Conference near Bend, OR. Besides providing a great networking opportunity with other agencies, classes included Courtroom Procedures, Protecting Complainant Confidentiality and Coping with Occupied RVs.

5/16/2024

Code Enforcement attended the May Crabtree Neighborhood Watch meeting and provided updates on the Crabtree clean up and the visit to the Hungry Hill Road property just outside Crabtree. There was also handouts available for determining when you might need a permit for structural, electrical, plumbing and mechanical projects.

Court Cases

5/2022

Two defendants from a property on North River in Sweet Home failed to appear on charges of occupying a shop on a property with no water or septic system. The judge defaulted them and issued fines. Later that day, Code Enforcement visited them on the property and re-issued new citations. The property owner has stated he will not build a house there so the only way to bring it into compliance is for the occupants to move off the property.

Charges were dismissed against an occupant of an RV who moved it off the property on Russell Street in Lebanon and for a person who removed a bridge built in a floodplain without permits.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

TO: Linn County Board of Commissioners (Board)
FROM: Alyssa Boles, Planning Manager
DATE: June 11, 2024
RE: Resolution & Order No. 2024-201 and Ordinance 2024-202

The following items are scheduled to be signed by the Board on June 11, 2024:

Resolution & Order No. 2024-201 and Ordinance 2024-202 – PD23-0753: Applications by Linn Benton Community College for a Comprehensive Plan Text Amendment, Reasons Exception to Statewide Planning Goal 3, and Plan Map and Zoning Map amendments, affecting a 53.56-acre property. The property has a Plan Designation of Agricultural Resource and is zoned Exclusive Farm Use (EFU). The amendments would apply a Plan designation of Public Service and a zoning designation of Public Services (PS).

The Board conducted a duly noticed public hearing on this matter on April 9, 2024 and voted 3-0 to approve the applications.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

TO: Linn County Board of Commissioners (Board)
FROM: Alyssa Boles, Planning Manager
RE: June 11, 2024 Agenda Summary

The following items are scheduled to be signed by the Board on June 11, 2024

Resolution & Order No. 2024-205 and Ordinance No. 2024-206 - PD24-0027: Concurrent applications by Willamette Valley Excavating LLC for a *Comprehensive Plan* text amendment to include a proposed expansion of an existing aggregate quarry in the Linn County aggregate inventory as a significant aggregate resource site, totaling 60.97 acres; a zone amendment to apply an Aggregate Resource Overlay (ARO) to the proposed mining area and the surrounding ARO Impact Area; and a development permit for mining and processing on the subject properties.

The Board held a public hearing regarding this matter on April 30, 2024 and voted 3-0 to approve the applications.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

TO: Linn County Board of Commissioners (Board)
FROM: Alyssa Boles, Planning Manager
DATE: June 11, 2024
RE: Resolution & Order No. 2024-213 and Ordinance 2024-214

The following items are scheduled to be signed by the Board on June 11, 2024:

Resolution & Order No. 2024-213 and Ordinance 2024-214 – PD24-0038: An application by Riverland, LLC for a Code Text amendment to Linn County Code (LCC) Section 930.520 [UGA-RCM uses permitted through a Type IIA conditional use review] to add "The manufacturing, compounding, processing, assembling, packaging, treatment or fabrication of products conducted wholly indoors, excluding slaughterhouses, rendering plants and canneries." as Type IIA conditional use.

The Board conducted a duly noticed public hearing on this matter on May 28, 2024 and voted 3-0 to approve the applications.

LINN COUNTY PARKS & RECREATION

3010 FERRY STREET SW, ALBANY, OREGON, 97321
TELEPHONE: (541) 967-3917 FAX: (541) 924-6915



Board of Commissioners

From: Stacey Whaley, Parks Director

Date: June 6, 2024

Re: Resolution and Order 2024-190 and 2024-211

The following item(s) are scheduled to be heard on June 11, 2024:

Resolution & Order 2024-190 Linn County Parks and Recreation received an application from "S.H.Ore Kayaks" to put an automated kayak rental locker and kiosk at Lewis Creek County Park for the summer. This is an unstaffed concession that requires no power connection or other support from Parks staff.

Financial Impact: The annual fee for the permit to the vendor is \$250.

Staff Recommendation: Approve

Resolution & Order 2024-190 Linn County Parks and Recreation received an application from "Cool N Sweet" to sell ice cream and cold drinks from bicycles in Waterloo County Park and possible other park locations this summer. The application was put forth by two youth, with the support of their parents. There is no requirement for providing this service on certain days or times, as the youth need to work around sports schedules and other commitments.

Financial Impact: The annual fee for the permit to the vendor is \$250.

Staff Recommendation: Approve



LINN COUNTY GENERAL SERVICES

330 Third Avenue SW Albany, Oregon 97321

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🌐 gs.co.linn.or.us

To: Board of Commissioners

From: Russ Williams, Director of General Services

Date: Tuesday, June 11, 2024

Re: Resolution & Order 2024-191, 2024-192
Garten Services Custodial Contract for Fiscal Year 24-25
Willamette Valley Rehabilitation Center Custodial Contract for Fiscal Year 24-25

Russ Williams, Director of General Services, appears before the Board of Commissioners' with Resolution and Order #2024-191 and Resolution and Order #2024-192 to obtain the Board's approval for renewal of janitorial services provided by Garten Services, Inc for a 2024-2025 fiscal year contract and a new janitorial service contract with Willamette Valley Rehabilitation Center, Inc. (WVRC).

The County Attorney has performed a legal review of the contracts. Garten and WVRC quotes and prices are generated in conjunction with the Oregon Forward Program, formerly known as the QRF Program. Competitive bidding is not required within the Oregon Forward Program, as the Oregon Department of Administrative Services (DAS) sets and approves the pricing for products and services. Use of this program fulfills state law (ORS 279.835 – 279.855 and OAR 125-055-0005 through -0045) that supports meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities.

Financial Impact: The total amount for the 2024-2025 fiscal year janitorial contracts is **\$163,724.76**