



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

1115 Jackson Street SE, Albany, OR 97322

Phone: 541-967-3950

[www.linnsheriff.org](http://www.linnsheriff.org)

## MEMORANDUM

To: Linn County Commissioners

From: Captain Langley, Linn County Sheriff's Office

Date: 06/14/22

Re: Resolution & Order 2022-208

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Resolution & Order 2022-208 is an Architecture and Engineering contract between Linn County and DLR Group Architecture & Engineering.

This contract asks DLR to do the following:

- 1) Develop scope of work narratives and diagrams for three previously developed concepts to include architectural, structural, mechanical, plumbing, electrical and security applications.
- 2) Provide updated graphic diagrams of each scheme suitable for presentation
- 3) Provide project cost budget for each concept
- 4) Hold two virtual review meetings with Owner stakeholder team
- 5) Assist with one virtual presentation meeting
- 6) PDF report summarizing all work

The concepts previously developed explore solutions to expand female housing in the Linn County Jail. It also includes a concept making architectural adjustments to address the need for transgender Adult in Custody housing on the male and female side of the building.



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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

TO: Board of Commissioners  
FROM: Alyssa Boles, Planning Manager and Steve Wills, Building Official  
DATE: June 14, 2022  
RE: Planning and Building Department Update: June 2022

The attached tables include the Department's current FY2021-22 Revenue Summary and Permit Activity Reports through May 31, 2022. Also attached with this memorandum is the list of May 2022 land use applications received, a code enforcement summary, and current wildfire permitting reports. The June 2022 Department update is summarized below.

### **BUILDING**

- Total building section permits issued in May 2022, including non-structural permits, totaled 271. The number of building permits issued for dwellings in May totaled 14: 13 single family dwellings and one manufactured dwelling. 13 permits were issued for dwelling additions/alterations and six permits for accessory buildings were issued.
- Total contract city permits issued in May 2022, including non-structural permits, totaled 27. Contract city permits issued in May include four new single family dwellings, one accessory building, and three permits for a dwelling addition/alteration.
- The Department has so far waived approximately \$112,550 in fees for permits related to the Wildfire Recovery. No new wildfire dwelling permits were issued in May; one electrical permit was issued.  
Total Permit Fee Waivers:
  - Single-family Dwellings: 22
  - Manufactured Homes: 15
  - Multi-Family Dwelling: 2
  - Electrical Services: 46
  - Temporary RV Permits: 19
- DCBS Fire Hardening and ODOE Grants Update

### **PLANNING**

- Land use permits issued in May 2022 totaled 73. The total number of land use permits issued in May 2022 is a slight decrease compared to the number of land use permits issued in May 2021.
- No Planning Commission Meeting is scheduled for June 2022
- Board Hearings: No land use hearings are scheduled before the Board in June.

### **OTHER DEPARTMENT MATTERS**

- The Department said goodbye to Jennifer Cepello and Breeanna Oxford. Breeanna has accepted a position with the Treasurer's Office and Jennifer accepted a position with the city of Albany.



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## Estimate of Annual Revenues From Fees Fiscal Year 2021-2022 Planning and Building Department May 2022

<u>REVENUE SOURCE</u>	(1) YTD REVENUE
Building Permits -- County, Permits & Sales	\$671,780.49
C.E.T Administrative Fees	\$4,994.16
Building Permits -- Contract Cities	\$437,510.09
Electrical Permits	\$254,234.60
Planning Fees	\$255,527.75
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TOTAL	\$1,624,047.09

<u>REVENUE SOURCE</u>	(2) ESTIMATED REVENUE June '22 - June '22	(3) TOTAL REVENUE ESTIMATED Column (1) + Column (2)
Building Permits -- County	\$85,000.00	\$756,780.49
C.E.T Administrative Fees	\$125.00	\$5,119.16
Building Permits -- Contract Cities	\$35,000.00	\$472,510.09
Electrical Permits	\$20,000.00	\$274,234.60
Planning Fees	\$20,000.00	\$274,234.60
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TOTAL	\$160,125.00	\$1,782,878.94

<u>REVENUE SOURCE</u>	(4) 2020/2021 Budget	(5) Projected Surplus or (Deficit) Column (3) - Column (4)
Building Permits -- County, Permits & Sales	\$1,015,000.00	(\$258,219.51)
C.E.T Administrative Fees	\$1,500.00	\$3,619.16
Building Permits -- Contract Cities	\$420,000.00	\$52,510.09
Electrical Permits	\$250,000.00	\$24,234.60
Planning Fees	\$250,000.00	\$24,234.60
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TOTAL	\$1,936,500.00	(\$153,621.06)

**PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES**  
**May 2022**

**TABLE 1**  
**PERMITS ISSUED FY 2021/2022**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	76	91	141	172	480
AUG	84	120	28	180	412
SEPT	90	86	55	177	408
OCT	68	117	43	158	386
NOV	40	81	32	152	305
DEC	54	80	74	117	325
JAN	74	84	18	126	302
FEB	71	69	43	163	346
MAR	89	99	47	161	396
APR	77	88	16	164	345
MAY	72	90	28	143	333
JUN					
TOTAL	795	1,005	525	1,713	4,038

**TABLE 2**  
**PERMITS ISSUED FY 2020/2021**

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

**TABLE 3**  
**PERMITS ISSUED FY 2019/2020**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	79	195	76	190	540
AUG	85	176	65	170	496
SEPT	84	158	96	144	482
OCT	59	166	132	158	515
NOV	78	138	59	148	423
DEC	74	164	65	151	454
JAN	74	120	116	132	442
FEB	45	108	111	126	390
MAR	93	173	93	134	493
APR	68	144	88	184	484
MAY	74	140	57	162	433
JUN	74	134	80	160	448
TOTAL	887	1,816	1,038	1,859	5,600

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

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR
JULY	11	10	6	12	10	3
AUG	9	7	11	4	10	9
SEPT	7 27	11 28	9 26	5 21	5 25	12 24
OCT	5	8	8	9	5	13
NOV	6	9	2	2	3	5
DEC	4 15	7 24	5 15	5 16	9 17	3 21
JAN	1	9	5	4	3	2
FEB	2	1	3	6	6	6
MAR	6 9	6 16	4 12	14 24	8 17	6 14
APR	9	6	4	10	8	8
MAY	3	5	6	4	6	13
JUN	8 20	7 18	11 21	8 22	5 19	21
<b>TOTAL</b>	<b>71</b>	<b>86</b>	<b>74</b>	<b>83</b>	<b>78</b>	<b>80</b>

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

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR	MO QTR
JULY	6	4	5	11	5	6
AUG	2	2	2	6	8	5
SEPT	4 12	3 9	7 14	6 23	6 19	4 15
OCT	5	6	8	4	8	3
NOV	2	2	3	7	14	2
DEC	6 13	2 10	3 14	7 18	10 32	4 9
JAN	0	5	6	4	2	2
FEB	3	4	5	1	4	2
MAR	2 5	5 14	6 17	3 8	4 10	6 10
APR	5	3	7	3	5	3
MAY	5	5	2	4	2	1
JUN	1 11	6 14	4 13	6 13	2 9	4
<b>TOTAL</b>	<b>41</b>	<b>47</b>	<b>58</b>	<b>62</b>	<b>70</b>	<b>38</b>



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

	2016/2017		2017/2018		2018/2019		2019/2020		2020/2021		2021/2022	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	145		213		174		195		138		91	
AUG	150		167		172		176		180		120	
SEPT	127	422	187	567	160	506	158	529	148	466	86	297
OCT	158		191		175		166		147		117	
NOV	106		167		138		138		98		81	
DEC	152	416	126	484	150	463	164	468	111	356	80	278
JAN	96		145		116		120		86		84	
FEB	108		154		105		108		73		69	
MAR	140	344	140	439	176	397	173	401	111	270	99	252
APR	166		140		127		144		97		88	
MAY	161		158		151		140		110		90	
JUN	171	498	156	454	163	441	134	418	119	326		178
<b>TOTAL</b>	<b>1,680</b>		<b>1,944</b>		<b>1,807</b>		<b>1,816</b>		<b>1,418</b>		<b>1,005</b>	

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

	FY 2021/2022			FY 2020/2021			FY 2019/2020			FY 2018/2019		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	52	1		14	1	2	7	1		4	1	1
HALSEY				1						2	1	
HARRISBURG	5		1	5			3	2	2	5	3	
LYONS	3	1		1	1		2			3	1	
MILL CITY	5		1	11	19	2	9	3		7		
MILLERSBURG	40			48			108			89	2	1
SCIO							1			4		
TANGENT							1			1	1	
<b>TOTAL</b>	<b>105</b>	<b>2</b>	<b>2</b>	<b>80</b>	<b>21</b>	<b>4</b>	<b>131</b>	<b>6</b>	<b>2</b>	<b>115</b>	<b>9</b>	<b>2</b>

**TABLE 8**  
**PLANNING SECTION PERMIT ACTIVITY**  
**FY 2021/2022**

*CURRENT MONTH: May 2022*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	22	2,200.00	299	29,900.00
Variance	2	1,300.00	44	28,600.00
Comprehensive Plan Amendment	0	0.00	0	0.00
Land Use Compatibility Statement	7	525.00	49	4,425.00
Conditional Use	3	2,550.00	39	34,000.00
Home Occupation CU's	1	900.00	9	5,500.00
Medical Hardship CU's	2	1,000.00	16	8,500.00
PD Partition	1	350.00	18	7,250.00
PM Partition	0	0.00	13	4,550.00
Property Line Adjustment	5	2,050.00	54	23,450.00
Easement	2	1,300.00	23	14,950.00
Appeal	0	0.00	1	250.00
Temp RV/Mfg. Home Placement	2	550.00	7	1,150.00
Zone Amendment	0	0.00	1	2,000.00
Mortgage Lot	0	0.00	0	0.00
Non-conforming Use Alteration	0	0.00	2	1,750.00
Step 1 - Soil Review	4	0.00	20	700.00
Agricultural Bldg Review	10	1,500.00	112	17,600.00
Dwelling/Property Status/SPR	6	2,150.00	76	27,050.00
Measure 49	0	0.00	1	750.00
Extensions	0	0.00	9	900.00
Misc. Applications	6	6,925.00	23	19,075.00
MONTHLY TOTAL	73	23,300.00	816	232,350.00
SALES REVENUES				
Xerox/Microfilm		0.00		1,407.25
Tapes		0.00		0.00
Maps		0.00		0.00
Comp. Plan/Code/Transportation Books		0.00		0.00
Reports		0.00		175.00
Postage		0.00		0.00
Extensions		350.00		2,350.00
MONTHLY TOTAL		350.00		3,932.25

**TABLE 9**  
**BUILDING SECTION PERMIT ACTIVITY**  
**FY 2021/2022**

*CURRENT MONTH: May 2022*

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	13	24,799.90	80	144,631.90
Manufactured Homes	1	434.00	39	16,626.00
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	13	7,530.89	113	43,768.39
Accessory Buildings	6	3,508.50	97	56,401.25
<b>SUBTOTALS</b>	<b>33</b>	<b>36,273.29</b>	<b>329</b>	<b>261,427.54</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	1	323.99	26	22,702.47
Public	0	0.00	5	1,570.00
Additions/Alterations	0	0.00	0	0.00
Transaction Fee	0	0.00	0	0.00
Misc. Permits	2	264.75	2	264.75
<b>SUBTOTALS</b>	<b>3</b>	<b>588.74</b>	<b>33</b>	<b>24,537.22</b>
Plumbing	28	10,633.25	239	85,636.78
Mechanical	59	7,781.72	671	80,940.82
<b>SUBTOTALS</b>	<b>87</b>	<b>18,414.97</b>	<b>910</b>	<b>166,577.60</b>
Electrical Permits	143	16,944.25	1702	241,776.10
Master Electrical Permits	4	1,282.50	17	6,053.00
<b>SUBTOTALS</b>	<b>147</b>	<b>18,226.75</b>	<b>1,719</b>	<b>247,829.10</b>
Demolition/Decommission	1	130.00	8	950.00
Flood Dev. Evaluation	0	0.00	44	5,280.00
Misc. Permits	0	0.00	29	12,086.01
<b>SUBTOTALS</b>	<b>1</b>	<b>130.00</b>	<b>81</b>	<b>18,316.01</b>
PLAN REVIEWS	27	15,661.25	358	156,057.66
<b>SUBTOTALS</b>	<b>27</b>	<b>15,661.25</b>	<b>358</b>	<b>156,057.66</b>
<b>RAND TOTAL MONTH</b>	<b>298</b>	<b>89,295.00</b>	<b>3,430</b>	<b>874,745.13</b>



**TABLE 10**  
**CONTRACT CITY PERMIT ACTIVITY**  
**FY 2021/2022**

*Current Month: May 2022*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	4	4,527.00	110	117,614.89
Manufactured Homes	0	0.00	2	705.38
Prefab. Buildings	0	0.00	1	256.88
Manufactured Home Parks (NEW)	0	0.00	0	0.00
Multi-Family Dwellings	0	0.00	2	3,150.94
Additions/Alterations	3	660.39	28	4,798.08
Accessory Buildings	1	289.50	26	7,679.84
SUBTOTALS	8	5,476.89	169	134,206.01
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	0	0.00	6	9,941.00
Prefab. Buildings	0	0.00	2	340.60
Public	0	0.00	4	17,430.63
Additions/Alterations	2	922.32	19	7,749.19
SUBTOTALS	2	922.32	31	35,461.42
MISC. APPLICATIONS				
Recreational (RV Parks etc.)	0	0.00	0	0.00
Misc. Structures	0	0.00	0	0.00
Miscellaneous Permits	1	65.00	17	7,465.52
SUBTOTALS	1	65.00	17	7,465.52
Plumbing	10	1,905.56	205	57,539.89
Mechanical	18	2,236.55	218	39,286.17
SUBTOTALS	28	4,142.11	423	96,826.06
Plan Review	12	5,527.05	163	129,383.97
GRAND TOTAL MONTH	39	16,133.37	640	403,342.98

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

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
JULY	96,067.45	277,607.06	100,351.77	113,616.87	77,484.14	82,404.31
AUG	54,060.25	60,044.74	94,947.94	217,461.46	95,732.23	88,155.76
SEPT	72,319.65	82,507.11	92,827.37	96,258.43	82,690.70	76,855.24
OCT	70,125.68	50,969.00	107,407.42	101,242.25	79,672.58	89,772.08
NOV	106,583.14	49,975.17	137,029.07	85,188.21	91,665.20	44,033.65
DEC	54,720.47	51,670.88	53,122.43	63,127.55	112,792.14	27,931.62
JAN	26,681.50	91,501.91	51,553.10	67,796.29	76,309.72	23,973.95
FEB	43,104.68	29,949.06	45,337.65	96,198.93	47,947.91	48,470.08
MAR	51,210.96	67,294.37	97,167.50	117,543.65	69,127.59	69,694.82
APR	136,748.77	101,894.94	54,328.25	113,700.67	103,850.68	51,810.69
MAY	74,277.41	56,214.06	80,519.05	90,138.22	61,270.86	71,863.53
JUN	85,551.59	64,222.51	111,285.80	85,017.44	70,631.10	
<b>TOTAL</b>	<b>871,451.55</b>	<b>983,850.81</b>	<b>1,025,877.35</b>	<b>1,247,289.97</b>	<b>969,174.85</b>	<b>674,965.73</b>

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

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
JULY	60,604.02	22,271.88	57,425.00	29,344.35	13,059.10	170,862.28
AUG	24,017.51	62,738.52	24,431.30	19,427.50	33,448.35	31,075.46
SEPT	21,122.91	8,881.54	44,166.25	15,595.37	55,466.88	57,223.05
OCT	25,816.61	60,958.22	32,066.76	41,208.37	31,518.40	15,331.99
NOV	47,555.25	25,219.33	137,095.15	70,234.77	9,395.01	28,909.11
DEC	2,543.26	17,739.57	10,453.12	15,984.40	25,222.81	37,232.20
JAN	79,221.38	61,250.12	13,715.27	22,529.94	22,246.17	7,774.24
FEB	21,212.64	1,945.51	0.00	47,698.94	21,535.68	65,052.25
MAR	7,049.47	16,803.77	12,056.67	55,798.39	63,166.07	10,334.59
APR	11,145.40	73,926.66	43,351.04	42,504.60	15,948.31	4,034.30
MAY	22,468.19	0.00	46,751.87	42,346.01	28,446.88	10,696.30
JUN	37,890.46	11,271.79	50,916.40	32,291.64	64,939.34	
<b>TOTAL</b>	<b>360,647.10</b>	<b>360,547.10</b>	<b>363,006.91</b>	<b>470,213.47</b>	<b>384,393.00</b>	<b>438,525.77</b>

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

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
JULY	23,798.00	30,171.00	23,402.00	22,715.00	12,081.00	19,671.25
AUG	21,360.00	20,715.00	23,683.00	19,484.00	19,901.00	25,964.60
SEPT	21,739.00	22,103.00	22,397.00	17,429.00	22,700.00	25,437.00
OCT	18,694.00	26,937.00	23,642.00	24,222.50	27,020.00	21,763.00
NOV	19,504.00	21,631.00	21,884.00	24,998.00	28,993.70	24,648.71
DEC	34,802.00	23,343.00	18,379.00	18,521.00	30,285.10	17,055.50
JAN	17,876.00	24,335.00	20,631.75	19,702.00	22,736.40	15,145.00
FEB	21,295.00	19,437.00	19,618.00	15,424.63	27,818.25	23,627.25
MAR	18,083.00	16,880.00	20,288.00	20,688.50	30,391.25	23,675.50
APR	19,172.00	23,171.00	18,515.00	30,663.00	25,127.50	26,044.50
MAY	23,010.00	21,664.00	20,815.00	23,846.50	23,393.93	20,205.25
JUN	23,114.00	21,280.00	20,890.00	22,829.38	29,276.05	
<b>TOTAL</b>	<b>262,447.00</b>	<b>263,047.00</b>	<b>254,144.75</b>	<b>260,523.51</b>	<b>299,724.18</b>	<b>243,237.56</b>

TABLE 14  
PLANNING & BUILDING DEPARTMENT  
FY 2021/2022 REVENUE AND EXPENDITURES  
May 2022

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
<b>REVENUE</b>					
PLANNING FEES		255,527.75			255,527.75
ELECTRIC PERMITS				254,234.60	254,234.60
BLDG, MECH, PLUMB PERMITS			454,853.34		454,853.34
MISC. PERMITS & PLAN REVIEW			211,089.15		211,089.15
REIMBURSEMENTS			16,759.24		16,759.24
MISC. (REIMBURSEMENTS)	50,000.00				50,000.00
SALES	5,838.00				5,838.00
CET FEES	4,994.16				4,994.16
CONTRACT CITIES			437,510.09		437,510.09
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	0.00				0.00
FEE OVERAGES/SHORTAGES	4.35				-4.35
SALE OF COUNTY EQUIPMENT	11,000.00				11,000.00
<b>TOTAL REVENUE</b>	<b>\$71,827.81</b>	<b>\$255,527.75</b>	<b>\$1,120,211.82</b>	<b>\$254,234.60</b>	<b>\$1,701,801.98</b>
<b>EXPENDITURES PERSONAL SVS</b>					
ELECTRICAL INSPECTOR I			66,956.38		66,956.38
ELECTRICAL INSPECTOR II				43,550.00	43,550.00
BLDG. INSPECTOR II			65,032.00		65,032.00
PLUMBING INSPECTOR I			79,332.00		79,332.00
PLANS EXAMINER II			75,592.00		75,592.00
BLDG INSP-CODE ENF		7,191.80	64,726.20		71,918.00
CODE ENFORCEMENT TECH			39,800.31		39,800.31
OFFICE MANAGER I	15,360.00		11,520.00	11,520.00	38,400.00
OFFICE SPECIALIST I	54,633.32				54,633.32
OFFICE SPECIALIST 2	0.00	0.00	0.00	0.00	0.00
OFFICE SPECIALIST 3	807.20	1,210.80	6,054.00		8,072.00
PERMIT CLERK			42,803.49		42,803.49
ASSISTANT PLANNER		37,856.00	9,464.00		47,320.00
ASSOCIATE PLANNER		45,838.00			45,838.00
SENIOR PLANNER		36,490.47	4,054.50		40,544.97
PLANNING MANAGER					68,091.00
BLDG. OFFICIAL	11,837.25		51,294.75	15,783.00	78,915.00
DIRECTOR	40,892.50	24,535.50	12,267.75	4,089.25	81,784.99
TEMPORARY HELP				8,952.50	8,952.50
OVERTIME				0.00	0.00
<b>WAGES</b>	<b>\$123,530.27</b>	<b>\$153,122.57</b>	<b>\$461,941.00</b>	<b>\$83,894.75</b>	<b>\$957,535.96</b>
<b>LONGEVITY PAY</b>	<b>149.23</b>	<b>1,812.11</b>	<b>170.55</b>		<b>2,131.89</b>
<b>CERTIFICATION PAY</b>			<b>0.00</b>		<b>0.00</b>
<b>FRINGE BENEFITS</b>	<b>16,440.32</b>	<b>65,761.27</b>	<b>124,946.41</b>	<b>121,658.34</b>	<b>328,806.33</b>
<b>PAYROLL COSTS</b>	<b>17,268.07</b>	<b>69,072.29</b>	<b>131,237.36</b>	<b>127,783.74</b>	<b>345,361.47</b>
<b>SALARY BENEFITS &amp; ADJ.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL PERSON. SERVICES</b>	<b>\$157,387.89</b>	<b>\$289,768.24</b>	<b>\$718,295.31</b>	<b>\$333,336.84</b>	<b>\$1,633,835.65</b>
<b>MATERIALS &amp; SERVICES</b>					
SUPPLIES	528.85	528.85	2,115.39	2,115.39	5,288.47
PRINT & REPRODUCTION	129.37	388.11	1,034.96	1,034.96	2,587.39
POSTAGE	420.22	6,723.46	420.22	840.43	8,404.33
SUBSCRIPT. & MEMBERSHIP		823.47	1,745.76	724.65	3,293.88
NOTICE & PUBLICATION		1,818.66	1,970.22		3,788.88
COPIER MAIN & USAGE	1,773.06	1,773.06	1,773.06	1,773.06	7,092.24
P.C.'S, ACCESS., SOFTWARE	14,213.81	14,213.81	14,213.81	14,213.81	56,855.25
SCHOOLS & SEMINARS	5,612.05				5,612.05
MEETINGS/TRAVEL	351.07				351.07
TELEPHONE	310.36	2,482.86	1,551.79	1,862.14	6,207.14
VISA BANK CHARGES		3,155.80	12,623.22		15,779.02
REPAIRS & MAINTENANCE	5.02	107.93	62.75	75.30	251.00
COMPUTER SUPPLIES & EQUIP	1,195.19	1,195.19	1,195.19	1,195.19	4,780.77
REFUNDS		4,912.54	7,498.09	517.11	12,927.74
OTHER CONTRACTED SERVICES			0.00		0.00
<b>TOTAL MAT. &amp; SERVICES</b>	<b>\$24,539.00</b>	<b>\$38,123.75</b>	<b>\$46,204.44</b>	<b>\$24,352.05</b>	<b>\$133,219.23</b>
<b>CAPITAL OUTLAY</b>					
MOTOR VEHICLE			24,600.32		24,600.32
SPECIAL EQUIP. (SIERRA)					0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,600.32</b>	<b>\$0.00</b>	<b>\$24,600.32</b>
<b>TOTAL EXPENDITURES</b>	<b>\$181,926.88</b>	<b>\$327,891.98</b>	<b>\$764,499.75</b>	<b>\$357,688.88</b>	<b>\$1,791,655.20</b>
<b>LESS REVENUE</b>	<b>\$71,827.81</b>	<b>\$255,527.75</b>	<b>\$1,120,211.82</b>	<b>\$254,234.60</b>	<b>\$1,701,801.98</b>
<b>GEN. FUND EXPENDITURES</b>	<b>\$110,099.07</b>	<b>\$72,364.23</b>	<b>(\$355,712.07)</b>	<b>\$103,454.28</b>	<b>\$89,853.22</b>

**Linn County Planning & Building  
Land Use Applications Tracking Sheet  
May 2022**

<b>DATE</b>	<b>FILE # &amp; NAME</b>	<b>PLANNER</b>	<b>STATUS</b>
5/3/2022	PLN-2022-00360; CAVALLARO, Jamison (SPR)	Alyssa	Approved
5/2/2022	PLN-2022-00362; ATHWAL, Sona (CU Soil Screen)	Alyssa	Approved
5/2/2022	PLN-2022-00363; ATHWAL, Sona (CU Soil Screen)	Alyssa	Approved
5/4/2022	PLN-2022-00368; ANG, Betty (CU Soil Screen)	Jennifer	Denied
5/5/2022	PLN-2022-00369; SENPHONG, Aenoy (CU)	Ashley	Notice
5/5/2022	PLN-2022-00371; FIREMAN, Sylvia (MH)	Ashley	Notice
5/6/2022	PLN-2022-00374; SPURLIN, Kyle (LUCS)	Jennifer	Approved
5/6/2022	PLN-2022-00375; Farm Together Shumaker, LLC (LUCS)	Jennifer	Approved
5/09/2022	PLN-2022-00376; GASSNER, Eugene & Patricia (PLA)	Jennifer	Pending
5/10/2022	PLN-2022-00379; 4L VENTURES, C/O Kyle Latimer (PLA)	Alyssa	Approved
5/10/2022	PLN-2022-00380; PENNICK, Bill & Christine (RD)	Alyssa	Approved
5/10/2022	PLN-2022-00382; KLEINSCHMIT, Troy (TMH)	Jennifer	Approved
5/11/2022	PLN-2022-00390; EPIC WHOLESALE LLC (SPR)	Alyssa	Notice
5/11/2022	PLN-2022-00391; TIMBER SERVICE COMPANY (PLA)	Alyssa	Approved
5/12/2022	PLN-2022-00399; HOLT OF CALIFORNIA (V)	Alyssa	Notice
5/13/2022	PLN-2022-00404; LOWTHER, Rex & Amy (PLA)	Alyssa	Approved
5/13/2022	PLN-2022-00405; COTA, Jim (E) (PLA)	Alyssa	Notice
5/13/2022	PLN-2022-00406; CELLCO (LUC)	Ashley	Pending
5/13/2022	PLN-2022-00407; BROWN, Milton & Pinh (LUC)	Ashley	Approved
5/16/2022	PLN-2022-00409; LANDIS, David & AZARENKO, Anifa (CU)	Ashley	Notice
5/18/2022	PLN-2022-00410; ELF HOLDINGS, LLC (CU)	Alyssa	Notice
5/19/2022	PLN-2022-00411; HICKENLOOPER, Ben & Jill (RD)	Alyssa	Approved
5/19/2022	PLN-2022-00416; HICKENLOOPER, Ben & Jill (RD)	Alyssa	Notice
5/20/2022	PLN-2022-00423; UPWARD BOUND CAMP (CU)	Alyssa	Approved

**Linn County Planning & Building  
Land Use Applications Tracking Sheet  
May 2022**

[illegible]



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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

### WILDFIRE RECOVERY PERMITS AND FEE WAIVERS

Permit Type	Total 2020	Total 2021	Total 2022	Grand Total: May 31, 2022
<b>County Building Permits</b>				
Replace Single-family Dwelling	2	14	2	18
Repair Single-family Dwelling	0	0	0	0
Replace/Repair Manufactured Home	1	7	0	9
Total Permits	4	21	1	26
Total County Building Fees Waived	\$10,668	\$64,127	\$6,357	\$81,152
<b>Contract City Dwelling Permits</b>				
Lyons	0	0	0	0
Mill City	3	9	1	13
Total Permits	3	9	1	13
Total City Building Fees Waived	\$2,851	\$15,430	\$3,122	\$21,403
<b>Electrical Permits</b>				
Total Permits	0	24	6	31
Total Electrical Fees Waived	\$0	\$6,024	\$1,428	\$7,452
<b>Land Use Permits</b>				
Total Permits	15	2	0	17
Total Land Use Fees Waived	\$2,250	\$300	\$0	\$2,550
<b>Total Fees Waived</b>	<b>\$15,769</b>	<b>\$85,881</b>	<b>\$10,907</b>	<b>\$112,557</b>





# CODE ENFORCEMENT

## MAY 2022 Statistics

New Cases Received

May-22

Cases by Category

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

Total new cases for May 2022

15

Cases Closed

May-22

4

Highlighted Cases

5/2022

After building a metal shop without permits, shipped here from an out-of-state company, this Crawfordsville owner was required to submit an "As Built" building application but also needed the original plans to help determine if it was built to specifications. After months of negotiating with that company with the help of a paralegal, the owner paid \$3500 for a copy of the plans. The owner then had to hire an engineer to certify the structure was sound. At long last, all the required paperwork and appropriate fees were paid, permit issued and - 10 months after the original reporting of the non-permitted structure was received-a final inspection was made and the property is now in compliance! The property owner was very grateful for the patience of Planning & Building staff throughout this whole process.

In May, Code Enforcement contacted several real estate agencies because their listings advertised more than one dwelling on each of the listed properties. They were encouraged to re-word the listings for prospective owners to do their "due diligence" to determine if the properties could actually have more than one dwelling. In one case, the listing said there was an attached apartment in the shop AND a dual living set-up in the basement while Linn County records only showed one dwelling permitted on this property. Cases were created for each address, documenting the posted listings and detailing the contacts made with each realtor. These cases create an alert on each address that will be noted if anyone applies for a permit for future work at any of these locations. Plans have been made for Code Enforcement to speak at a June gathering of real estate professionals regarding this issue.

On 5-12-22, Code Enforcement, the Planning Manager and the Building Official did an onsite inspection of a proposed chicken farm on Thomas Drive in Scio after a complaint was received about some excavating work there. It was determined the excavation work involved moving piles of soil to the front of the property, parallel to the roadway, to build a natural landscape fence. There will be new trees planted along the top and grass will grow over time to cover the soil. The excavation work will be repeated on the other side of the driveway as well.

On 5-26-22, Code Enforcement posted a "Stop Work" notice at a construction site on Griffith Drive and 99E in Tangent after information was received that there had been no land use approvals or permits issued for the metal building that had already been erected. In addition, after measuring the distances from the roadway and an adjacent wetland, it was determined the project will also need variances approved to remain where it is now.

Special Meetings

5/2022

A special meeting was held with Commissioner Tucker, Sheriff's Department representatives, County Counsel and others to discuss investigative and abatement actions for an unauthorized campground in Lebanon. Numerous people are purported to be occupying RVs and other structures on the property without benefit of approved sewage disposal systems which may also be impacting a nearby waterway.

A woman cited into court for occupying an RV in violation of Linn County's Temporary Use Code was fined by Judge Meyer for failing to remove her RV from her friend's property on Tolomei Lane in Lebanon. Numerous extensions had already been given by Code Enforcement but the defendant gave even more reasons as to why she could not remove the RV from the property or even stop living in it. In court, once the judgement is entered against the defendant, that citation process is closed. But for Code Enforcement, the case is still open. So, right after Judge Meyer finished fining the defendant, Code Enforcement presented her with another citation that gives her until next court date to remove the RV from the property.



## Linn County Parks And Recreation

# Memo

To: Board of County Commissioners

From: Brian Carroll, Parks Director

Date: 6/9/2022

Re: BOC Meeting Agenda Summary for **R & O 2022-190**- Transfer of Cascadia State Park From the Oregon State Parks & Recreation Department to the Linn County Parks & Recreation Department

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- **R & O 2022-190**: Approval of this Resolution and Order will transfer the ownership of Cascadia State Park from the Oregon State Parks & Recreation Department (OPRD) to the Linn County Parks & Recreation Department (LCPR).
  - History of Cascadia Park Transfer: LCPR and OPRD have been in discussions about a possible transfer of Cascadia Park to Linn County for over 20 years. In 2013, a budget note was added by the Oregon Legislature to OPRD's budget identifying Cascadia as one of eight Park facilities under OPRD ownership or management that should be considered for transfer to local management. Since that time, Linn County has been working with OPRD on the details to transfer the ownership of Cascadia to Linn County. In 2019, LCPR took over Management of Cascadia Park on an interim basis.
  - Cascadia State Park has operated under an Intergovernmental Agreement (IGA) by the LCPR since March of 2019. LCPR has funded the operations of Cascadia Park with the camping and day use fees received at the Park. The IGA allowed LCPR to operate Cascadia on a trial basis to determine whether Linn County was interested in acquiring ownership of Cascadia State Park from OPRD permanently. The LCPR Commission and Staff believe that LCPR's management of Cascadia over the past three years (2019-2022) has proven to be very successful and recommends approval of the permanent transfer of ownership of Cascadia State Park to Linn County. (See attached Benefits of Linn County Acquiring Ownership of Cascadia Park).
  - LCPR has already completed several projects at Cascadia Park to improve conditions after winds and ice storms damaged park facilities over the past three years. Overall, the Park is in good condition but does need some additional improvements and upgrades. OPRD made several improvement to the campground and infrastructure prior to LCPR taking over management.
-

# **Benefits to Linn County Acquiring Ownership of Cascadia State Park**

## Linn County Parks and Recreation Department

- A single recreation provider in the South Santiam River recreation area. Linn County Parks manages Foster Reservoir, Green Peter Reservoir, Waterloo and McDowell Creek, River Bend, as well as the USFS recreation areas along the South Santiam River.
- Linn County Parks would be the one agency to go to with questions or comments about the above recreation areas
- Logistics
  - Linn County Parks currently travels past Cascadia SP during their management of other nearby parks.
  - Linn County Parks has Rangers and staff that live at River Bend Park and Sweet Home, approximately 10-15 minutes from Cascadia SP
  - Manager level staff will be much closer to Cascadia SP then the current 1.5 hour drive.
  - The proximity to nearby county park work locations would allow for faster response to sudden unforeseen or urgent situations by park personnel.
- Linn County Parks has a reservation system, which can handle reservations at Cascadia SP
- Linn County Parks staff has experience with the area, given their current recreation portfolio, and should be successful in providing quality information and services to the public.
- Linn County Parks is well suited to build on existing partnerships and community relations in the Cascadia area.
- Linn County Parks has close access to work crews and other county resources to conduct more labor-intensive projects at Cascadia SP.

## Oregon Parks and Recreation Department

- Though Cascadia SP is of statewide significance in terms of quality recreation and outstanding natural beauty, the transfer would allow Southern Willamette MU to focus work on other worthwhile properties where the return on the investment may be higher.
- The transfer would reduce fuel consumption and greenhouse gas emissions due to fewer miles driven to manage the park.
- The transfer would increase safety of OPRD staff by reducing travel to Cascadia during inclement weather, in addition to overall travel.
- The transfer should save OPRD money, despite the loss in revenue. Also, the revenue/operations ratio should be higher for Linn County Park





# **Linn County Road Department**

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

## *Memorandum*

**Date:** 6/9/2022

**To:** Linn County Board of Commissioners

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

**RE:** Background Information for Agenda Items – 6/14/2022

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The Road Department has the following items on the Board of Commissioners agenda for the weekly meeting on June 14, 2022. The following is a brief description of the items.

**Resolution & Order 2022-201 – Authorize Road Closures, Mill City July 4<sup>th</sup> Parade**

This is a Resolution & Order to allow the City of Mill City to temporarily close portions of four County Roads for their annual Fourth of July Parade. The roads to be closed are First Avenue, SW Broadway Street, SW Linn Blvd. and Lyons Mill City Drive. The closure is scheduled from 12:00pm to 1:00pm on July 4, 2022.

**Resolution & Order 2022-202 – Delegation of Authority, Fuel Tank & Dispensers Replacement**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster and authorize the purchase to replace the fuel tank, dispensers and accessories at the Scio fuel facility. Carson Industrial Solutions provided the lowest quote at \$93,969.

**Resolution & Order 2022-216 – Bid Advertisement, Mill Creek – Folsom Road Bridge Replacement Project**

This is a Resolution & Order to authorize the publication of a bid advertisement and set the bid opening date for the Mill Creek – Folsom Road Bridge Replacement Project.

We request your approval.



## LINN COUNTY ATTORNEY'S OFFICE

104 4th Avenue SW, Room 123  
P.O. Box 100  
Albany, Oregon 97321-0031

Telephone: 541.967.3840  
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LEGAL ADMINISTRATIVE  
ASSISTANT

Dawna L. Steele  
[dsteele@co.linn.or.us](mailto:dsteele@co.linn.or.us)

TO: Board of Commissioners  
FROM: Gene Karandy, Linn County Attorney  
DATE: June 14, 2022  
RE: 2022-200

The following items are scheduled to be heard on June 14, 2022.

Resolution & Order 2022-200: An annexation petition has been filed by Kevin and Kacie Nelson to annex property located at 37850 Middle Ridge Drive, Lebanon, OR 97355 into the Lebanon Rural Fire Protection District. This resolution and order approves the annexation, after the hearing, and orders distribution of notice of the approval.

Financial Impact: None to Linn County, except staff time to process petition.

Staff Recommendation: Approve