



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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TO: Board of Commissioners  
FROM: Steve Wills, Planning & Building Department Director  
DATE: March 14, 2023  
RE: Planning and Building Department Update: March 2023

The attached tables include the Department's current FY2022-23 Revenue Summary and Permit Activity Reports through February 28, 2023. Also attached with this memorandum is the list of February 2023 land use applications received, a code enforcement summary, and current wildfire permitting reports. The March 2023 Department update is summarized below.

### PLANNING

- Land use permits issued in February 2023 totaled 42.
- There is one (1) Planning Commission Meeting scheduled in March 2023, this meeting will be held March 14, 2023 at 7:00 pm at the Old Armory Building.

**PLN-2023-00004;** an application by Brent and Yen Valentine RVC Trust for a conditional use permit to site a dwelling classified as a "pre-1985 high-value farmland dwelling" on a unit of land totaling 3.08 acres in the Farm/Forest (F/F) zone. Also, an application for a variance to the side-yard structural setback standard of 50 feet to construct the dwelling 10 feet from the west (side) property line. The property is identified as T13S, R01W, Section 6, Tax Lot 500, and is located on the south side of Harrington Drive, approximately 0.82 miles south of the city of Sodaville. The applicable criteria for the proposed dwelling are contained in Linn County Code (LCC) 933.310(B), LCC 933.705(B), LCC 933.708(B), and LCC 938.300(B).

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

### BUILDING

- Total County building permits issued in February 2023, including non-structural permits, totaled 239. The number of building permits issued for dwellings in February totaled 7: 4 single family dwellings and 3 manufactured dwelling. 21 permits were issued for dwelling additions/alterations and 2 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 2.
- Total contract city permits issued in February 2023, including non-structural permits, totaled 7. There were no contract city permits issued in February for new single-family dwellings, 0 for manufactured dwellings and 7 permits were issued for dwelling additions/alterations and 0 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 1.

- The Department has so far waived approximately \$113,381 in fees for permits related to the Wildfire Recovery. No new wildfire dwelling or electrical permits were issued in February.

Total Permit Fee Waivers:

- Single-family Dwellings: 22
- Manufactured Homes: 16
- Multi-Family Dwelling: 2
- Electrical Services: 47
- Temporary RV Permits: 19

- DCBS fire hardening
  - To date we have 41 applications submitted
  - 30 applications have been approved and we have paid out a total of \$114,650.
  - 9 have not yet begun rebuilding.
  - 2 are pending inspection
- ODOE grant program
  - Incentives requested total \$126,500.
  - Incentives approved and paid out total \$56,500.
  - Incentives in reserve totaling \$70,000.

## CODE ENFORCEMENT

- Total new cases for February 2023 was 17.
- Total cases closed in February 2023 was 15.
- Total open cases to date are 177.



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

<u>REVENUE SOURCE</u>	<u>(1) YTD REVENUE</u>
Refunds/Restitution	\$92,000.00
Building Permits -- County, Permits & Sales	\$495,943.63
C.E.T Administrative Fees	\$3,373.47
Building Permits -- Contract Cities	\$197,542.52
Electrical Permits	\$195,243.15
Planning Fees	\$134,471.50
	<u><u>\$1,118,574.27</u></u>
TOTAL	\$1,118,574.27

<u>REVENUE SOURCE</u>	<u>(2) ESTIMATED REVENUE Sept '22 - June '23</u>	<u>(3) TOTAL REVENUE ESTIMATED Column (1) + Column (2)</u>
Building Permits -- County	\$416,000.00	\$911,943.63
C.E.T Administrative Fees	\$2,500.00	\$5,873.47
Building Permits -- Contract Cities	\$317,000.00	\$514,542.52
Electrical Permits	\$217,000.00	\$412,243.15
Planning Fees	\$212,500.00	\$407,743.15
	<u><u>\$1,165,000.00</u></u>	<u><u>\$2,252,345.92</u></u>
TOTAL	\$1,165,000.00	\$2,252,345.92

<u>REVENUE SOURCE</u>	<u>(4) 2021/2022 Budget</u>	<u>(5) Projected Surplus or (Deficit) Column (3) - Column (4)</u>
Building Permits -- County, Permits & Sales	\$499,400.00	\$412,543.63
C.E.T Administrative Fees	\$3,000.00	\$2,873.47
Building Permits -- Contract Cities	\$380,000.00	\$134,542.52
Electrical Permits	\$260,000.00	\$152,243.15
Planning Fees	\$255,000.00	\$152,743.15
	<u><u>\$1,397,400.00</u></u>	<u><u>\$854,945.92</u></u>
TOTAL	\$1,397,400.00	\$854,945.92

**PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES**  
**February 2023**

**TABLE 1**  
**PERMITS ISSUED FY 2022/2023**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	49	76	20	113	258
AUG	71	113	51	168	403
SEPT	50	110	35	171	366
OCT	39	109	50	104	302
NOV	35	97	30	141	303
DEC	29	125	34	154	342
JAN	44	102	27	185	358
FEB	27	104	25	135	291
MAR					
APR					
MAY					
JUN					
TOTAL	344	836	272	1,171	2,623

**TABLE 2**  
**PERMITS ISSUED FY 2021/2022**

	PLANNING APPLICATIONS	COUNTY BUILDING PERMITS	CONTRACT CITIES PERMITS	ELECTRICAL PERMITS	TOTAL
JULY	76	91	141	172	480
AUG	84	120	28	180	412
SEPT	90	86	55	177	408
OCT	68	117	43	158	386
NOV	40	81	32	152	305
DEC	54	80	74	117	325
JAN	74	84	18	126	302
FEB	71	69	43	163	346
MAR	89	99	47	161	396
APR	77	88	16	164	345
MAY	72	90	28	143	333
JUN	72	86	6	166	330
TOTAL	867	1,091	531	1,879	4,368

**TABLE 3**  
**PERMITS ISSUED FY 2020/2021**

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

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

	2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	10		6		12		10		3		3	
AUG	7		11		4		10		9		16	
SEPT	11	28	9	26	5	21	5	25	12	24	3	22
OCT	8		8		9		5		13		7	
NOV	9		2		2		3		5		5	
DEC	7	24	5	15	5	16	9	17	3	21	5	17
JAN	9		5		4		3		2		4	
FEB	1		3		6		6		6		4	
MAR	6	16	4	12	14	24	8	17	6	14		8
APR	6		4		10		8		8			
MAY	5		6		4		6		13			
JUN	7	18	11	21	8	22	5	19	4	25		0
<b>TOTAL</b>	<b>86</b>		<b>74</b>		<b>83</b>		<b>78</b>		<b>84</b>		<b>47</b>	

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

	2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	4		5		11		5		6		3	
AUG	2		2		6		8		5		4	
SEPT	3	9	7	14	6	23	6	19	4	15	4	11
OCT	6		8		4		8		3		1	
NOV	2		3		7		14		2		2	
DEC	2	10	3	14	7	18	10	32	4	9	1	4
JAN	5		6		4		2		2		1	
FEB	4		5		1		4		2		3	
MAR	5	14	6	17	3	8	4	10	6	10		4
APR	3		7		3		5		3			
MAY	5		2		4		2		1			
JUN	6	14	4	13	6	13	2	9	5	9		0
<b>TOTAL</b>	<b>47</b>		<b>58</b>		<b>62</b>		<b>70</b>		<b>43</b>		<b>19</b>	

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

	2017/2018		2018/2019		2019/2020		2020/2021		2021/2022		2022/2023	
	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR	MO	QTR
JULY	213		174		195		138		91		76	76
AUG	167		172		176		180		120		113	189
SEPT	187	567	160	506	158	529	148	466	86	297	171	360
OCT	191		175		166		147		117		109	393
NOV	167		138		138		98		81		97	377
DEC	126	484	150	463	164	468	111	356	80	278	125	331
JAN	145		116		120		86		84		102	324
FEB	154		105		108		73		69		104	331
MAR	140	439	176	397	173	401	111	270	99	252		206
APR	140		127		144		97		88			104
MAY	158		151		140		110		90			0
JUN	156	454	163	441	134	418	119	326	86	264		0
<b>TOTAL</b>	<b>1,944</b>		<b>1,807</b>		<b>1,816</b>		<b>1,418</b>		<b>1,091</b>		<b>897</b>	

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

	FY 2022/2023			FY 2021/2022			FY 2020/2021			FY 2019/2020		
	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD	SFD	MH	MFD
BROWNSVILLE	1	1		52	1		14	1	2	7	1	
HALSEY							1					
HARRISBURG				5		1	5			3	2	2
LYONS				3	1		1	1		2		
MILL CITY	8			5		1	11	19	2	9	3	
MILLERSBURG	8			40			48			108		
SCIO										1		
TANGENT										1		
<b>TOTAL</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>105</b>	<b>2</b>	<b>2</b>	<b>80</b>	<b>21</b>	<b>4</b>	<b>131</b>	<b>6</b>	<b>2</b>

**TABLE 8**  
**PLANNING SECTION PERMIT ACTIVITY**  
**FY 2022/2023**

*CURRENT MONTH: February 2023*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	18	1,800.00	204	20,400.00
Variance	4	2,600.00	43	25,675.00
Comprehensive Plan Amendment	0	0.00	1	3,500.00
Land Use Compatibility Statement	3	225.00	29	2,175.00
Conditional Use	0	0.00	21	14,650.00
Home Occupation CU's	2	1,150.00	6	2,150.00
Medical Hardship CU's	0	0.00	10	5,000.00
PD Partition	0	0.00	0	0.00
PM Partition	0	0.00	7	2,450.00
Property Line Adjustment	1	350.00	18	7,800.00
Easement	1	650.00	10	7,350.00
Appeal	0	0.00	0	0.00
Temp RV/Mfg. Home Placement	0	0.00	3	1,250.00
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	1	350.00	4	1,400.00
Agricultural Bldg Review	6	600.00	68	9,900.00
Dwelling/Property Status/SPR	3	1,300.00	37	15,800.00
Measure 49	0	0.00	4	1,700.00
Extensions	2	200.00	9	900.00
Misc. Applications	1	650.00	10	6,950.00
MONTHLY TOTAL	42	9,875.00	484	129,050.00
Xerox/Microfilm	39.25		401.75	
Tapes	0.00		0.00	
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	500.00		2,425.00	
MONTHLY TOTAL		539.25		2,826.75

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

*CURRENT MONTH: February 2023*

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
<b>RESIDENTIAL</b>				
Single Family Dwelling	4	8,453.75	47	87,135.12
Manufactured Homes	3	1,302.00	19	9,572.00
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	21	7,883.00	181	59,155.10
Accessory Buildings	2	3,512.25	40	30,277.97
<b>SUBTOTALS</b>	<b>30</b>	<b>21,151.00</b>	<b>287</b>	<b>186,140.19</b>
<b>NON-RESIDENTIAL</b>				
Industrial	0	0.00	0	0.00
Commercial	2	889.00	36	29,705.10
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	2	346.00
<b>SUBTOTALS</b>	<b>2</b>	<b>889.00</b>	<b>38</b>	<b>30,051.10</b>
Plumbing	11	3,685.50	165	53,790.25
Mechanical	61	6,396.96	494	56,906.70
<b>SUBTOTALS</b>	<b>72</b>	<b>10,082.46</b>	<b>659</b>	<b>110,696.95</b>
Electrical Permits	135	23,254.00	1240	194,508.25
Master Electrical Permits	0	0.00	2	427.50
<b>SUBTOTALS</b>	<b>135</b>	<b>23,254.00</b>	<b>1,242</b>	<b>194,935.75</b>
Demolition/Decommission	0	0.00	5	650.00
Flood Dev. Evaluation	6	720.00	43	5,520.00
Misc. Permits	3	2,305.00	28	18,546.31
<b>SUBTOTALS</b>	<b>9</b>	<b>3,025.00</b>	<b>76</b>	<b>24,716.31</b>
PLAN REVIEWS	34	13,525.31	325	122,890.43
<b>SUBTOTALS</b>	<b>34</b>	<b>13,525.31</b>	<b>325</b>	<b>122,890.43</b>
<b>RAND TOTAL MONT</b>	<b>282</b>	<b>71,926.77</b>	<b>2,627</b>	<b>669,430.73</b>

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

*Current Month: February 2023*

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	0	0.00	17	20,977.01
Manufactured Homes	0	0.00	1	325.50
Prefab. Buildings	0	0.00	0	0.00
Manufactured Home Parks (NEW)	0	0.00	0	0.00
Multi-Family Dwellings	0	0.00	0	0.00
Additions/Alterations	7	969.38	46	10,164.23
Accessory Buildings	0	0.00	7	2,100.44
SUBTOTALS	7	969.38	71	33,567.18
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	1	101.44	41	36,772.02
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	1	1,505.81
Additions/Alterations	0	0.00	2	746.44
SUBTOTALS	1	101.44	44	39,024.27
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	7	4,978.82
SUBTOTALS	0	0.00	7	4,978.82
Plumbing	5	556.50	62	14,241.71
Mechanical	12	817.13	34	10,972.16
SUBTOTALS	17	1,373.63	96	25,213.87
Plan Review	11	1,752.54	126	58,791.98
GRAND TOTAL MONTH	25	4,196.98	218	161,576.12

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

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
JULY	277,607.06	100,351.77	113,616.87	77,484.14	82,404.31	37,173.04
AUG	60,044.74	94,947.94	217,461.46	95,732.23	88,155.76	85,872.59
SEPT	82,507.11	92,827.37	96,258.43	82,690.70	76,855.24	41,121.35
OCT	50,969.00	107,407.42	101,242.25	79,672.58	89,772.08	56,229.51
NOV	49,975.17	137,029.07	85,188.21	91,665.20	44,033.65	42,022.76
DEC	51,670.88	53,122.43	63,127.55	112,792.14	27,931.62	40,539.64
JAN	91,501.91	51,553.10	67,796.29	76,309.72	23,973.95	41,300.55
FEB	29,949.06	45,337.65	96,198.93	47,947.91	48,470.08	49,872.30
MAR	67,294.37	97,167.50	117,543.65	69,127.59	69,694.82	
APR	101,894.94	54,328.25	113,700.67	103,850.68	51,810.69	
MAY	56,214.06	80,519.05	90,138.22	61,270.86	71,863.53	
JUN	64,222.51	111,285.80	85,017.44	70,631.10	81,621.33	
<b>TOTAL</b>	<b>983,850.81</b>	<b>1,025,877.35</b>	<b>1,247,289.97</b>	<b>969,174.85</b>	<b>756,587.06</b>	<b>394,131.74</b>

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

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
JULY	22,271.88	57,425.00	29,344.35	13,059.10	170,862.28	14,481.91
AUG	62,738.52	24,431.30	19,427.50	33,448.35	31,075.46	31,190.65
SEPT	8,881.54	44,166.25	15,595.37	55,466.88	57,223.05	25,481.66
OCT	60,958.22	32,066.76	41,208.37	31,518.40	15,331.99	23,719.08
NOV	25,219.33	137,095.15	70,234.77	9,395.01	28,909.11	44,358.49
DEC	17,739.57	10,453.12	15,984.40	25,222.81	37,232.20	25,887.93
JAN	61,250.12	13,715.27	22,529.94	22,246.17	7,774.24	14,452.92
FEB	1,945.51	0.00	47,698.94	21,535.68	65,052.25	12,187.50
MAR	16,803.77	12,056.67	55,798.39	63,166.07	10,334.59	
APR	73,926.66	43,351.04	42,504.60	15,948.31	4,034.30	
MAY	0.00	46,751.87	42,346.01	28,446.88	10,696.30	
JUN	11,271.79	50,916.40	32,291.64	64,939.34	16,133.37	
<b>TOTAL</b>	<b>363,006.91</b>	<b>360,547.10</b>	<b>363,006.91</b>	<b>470,213.47</b>	<b>454,659.14</b>	<b>191,760.14</b>

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

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
JULY	30,171.00	23,402.00	22,715.00	12,081.00	19,671.25	15,285.25
AUG	20,715.00	23,683.00	19,484.00	19,901.00	25,964.60	26,724.50
SEPT	22,103.00	22,397.00	17,429.00	22,700.00	25,437.00	28,274.00
OCT	26,937.00	23,642.00	24,222.50	27,020.00	21,763.00	27,158.50
NOV	21,631.00	21,884.00	24,998.00	28,993.70	24,648.71	27,146.00
DEC	23,343.00	18,379.00	18,521.00	30,285.10	17,055.50	23,058.75
JAN	24,335.00	20,631.75	19,702.00	22,736.40	15,145.00	23,920.00
FEB	19,437.00	19,618.00	15,424.63	27,818.25	23,627.25	23,254.00
MAR	16,880.00	20,288.00	20,688.50	30,391.25	23,675.50	
APR	23,171.00	18,515.00	30,663.00	25,127.50	26,044.50	
MAY	21,664.00	20,815.00	23,846.50	23,393.93	20,205.25	
JUN	21,280.00	20,890.00	22,829.38	29,276.05	25,005.50	
<b>TOTAL</b>	<b>271,667.00</b>	<b>263,047.00</b>	<b>260,523.51</b>	<b>299,724.18</b>	<b>268,243.06</b>	<b>194,821.00</b>

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

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
<b>REVENUE</b>					
REFUNDS/RESTITUTION	92,000.00				92,000.00
PLANNING FEES		122,471.50			122,471.50
ELECTRIC PERMITS				172,146.40	172,146.40
BLDG, MECH, PLUMB PERMITS			288,935.67		288,935.67
MISC. PERMITS & PLAN REVIEW			153,212.16		153,212.16
REIMBURSEMENTS			1,638.08		1,638.08
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	3,384.25				3,384.25
CET FEES	3,373.47				3,373.47
CONTRACT CITIES			185,355.02		185,355.02
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	233.72				233.72
FEE OVERAGES/SHORTAGES	646.40				652.07
SALE OF COUNTY EQUIPMENT	0.00				0.00
<b>TOTAL REVENUE</b>	<b>\$7,170.40</b>	<b>\$122,471.50</b>	<b>\$629,140.93</b>	<b>\$172,146.40</b>	<b>\$1,022,934.90</b>
<b>EXPENDITURES PERSONAL SVS</b>					
ELECTRICAL INSPECTOR I			60,602.00		60,602.00
ELECTRICAL INSPECTOR II				29,321.25	29,321.25
BLDG. INSPECTOR II			51,711.00		51,711.00
PLUMBING INSPECTOR I			60,223.00		60,223.00
PLANS EXAMINER II			6,872.00		6,872.00
BLDG INSP-CODE ENF		2,075.86	18,682.73		20,758.59
CODE ENFORCEMENT TECH			36,870.90		36,870.90
ADMIN ASST/OFFICE MANAGER I	1,477.60		1,108.20	1,108.20	3,694.00
OFFICE SPECIALIST 1	37,022.77				37,022.77
OFFICE SPECIALIST 2	0.00	0.00	0.00	0.00	0.00
OFFICE SPECIALIST 3	2,123.40	3,185.10	15,925.50		21,234.00
PERMIT CLERK			28,557.44		28,557.44
ASSISTANT PLANNER		47,291.63	11,822.91		59,114.54
ASSOCIATE PLANNER		0.00			0.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					65,920.00
BLDG. OFFICIAL	9,164.85		39,714.35	12,219.80	61,099.00
DIRECTOR	29,037.00	17,422.20	8,711.10	2,903.70	58,074.00
TEMPORARY HELP				17,500.00	17,500.00
OVERTIME				0.00	0.00
<b>WAGES</b>	<b>\$78,825.62</b>	<b>\$69,974.79</b>	<b>\$280,199.13</b>	<b>\$63,052.95</b>	<b>\$618,574.49</b>
<b>LONGEVITY PAY</b>	<b>72.10</b>	<b>875.50</b>	<b>82.40</b>		<b>1,030.00</b>
<b>LEAD WORKER</b>	<b>140.60</b>				<b>140.60</b>
<b>CERTIFICATION PAY</b>			0.00		<b>0.00</b>
<b>FRINGE BENEFITS</b>	<b>10,300.07</b>	<b>41,200.29</b>	<b>78,280.55</b>	<b>76,220.53</b>	<b>206,001.44</b>
<b>PAYROLL COSTS</b>	<b>11,248.76</b>	<b>44,995.04</b>	<b>85,490.58</b>	<b>83,240.83</b>	<b>224,975.21</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>\$100,587.15</b>	<b>\$157,045.62</b>	<b>\$444,052.66</b>	<b>\$222,514.31</b>	<b>\$1,050,721.74</b>
<b>MATERIALS &amp; SERVICES</b>					
SUPPLIES	428.77	428.77	1,715.07	1,715.07	4,287.67
PRINT & REPRODUCTION	42.62	127.85	340.94	340.94	852.35
POSTAGE	230.51	3,688.14	230.51	461.02	4,610.18
SUBSCRIPT. & MEMBERSHIP		499.56	1,059.06	439.61	1,998.23
ACCELA SOFTWARE					56,260.58
NOTICE & PUBLICATION		1,251.42	1,355.70		2,607.12
MARKETING					19.99
MARKETING/PRODUCTION&MATERIALS				(658.75)	(658.75)
COPIER MAIN & USAGE	999.97	999.97	999.97	999.97	3,999.89
AVOCETTE SOFTWARE					42,693.75
P.C.'S, ACCESS., SOFTWARE	0.00	0.00	0.00	0.00	0.00
SCHOOLS & SEMINARS	2,683.40				2,683.40
MEETINGS/TRAVEL	298.53				298.53
TELEPHONE	205.14	1,641.14	1,025.71	1,230.86	4,102.85
VISA BANK CHARGES		2,783.56	11,134.24		13,917.80
REPAIRS & MAINTENANCE	8.13	174.80	101.63	121.95	406.50
COMPUTER SUPPLIES & EQUIP	780.08	780.08	780.08	780.08	3,120.31
CODE ENFORCEMENT/CLEAN UP					4,608.00
CELL PHONE ALLOCATION					280.00
REFUNDS		4,555.67	6,953.39	479.54	11,988.60
TAXABLE MEALS REIMBURSEMENT					19.50
OTHER CONTRACTED SERVICES			0.00		0.00
<b>TOTAL MAT. &amp; SERVICES</b>	<b>\$5,677.15</b>	<b>\$16,930.95</b>	<b>\$25,696.30</b>	<b>\$5,910.29</b>	<b>\$158,096.50</b>
<b>CAPITAL OUTLAY</b>					
MOTOR VEHICLE			0.00		0.00
SPECIAL EQUIP. (SIERRA)					0.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$106,264.30</b>	<b>\$173,976.57</b>	<b>\$469,748.95</b>	<b>\$228,424.60</b>	<b>\$1,208,818.24</b>
<b>LESS REVENUE</b>	<b>\$7,170.40</b>	<b>\$122,471.50</b>	<b>\$629,140.93</b>	<b>\$172,146.40</b>	<b>\$1,022,934.90</b>
<b>GEN. FUND EXPENDITURES</b>	<b>\$99,093.90</b>	<b>\$51,505.07</b>	<b>(\$159,391.98)</b>	<b>\$56,278.20</b>	<b>\$185,883.34</b>

# LINN COUNTY

## Activity Report by Dept, Fund

as of 02/28/2023 (66.7% 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	0.00	0.00	0.00	0.00	92,000.00	-92,000.00	0.0
3070	2410 PLANNING FEES	12,000.00	255,000.00	0.00	255,000.00	134,471.50	120,528.50	52.7
3071	2410 CODE ENFORCEMENT CLEANUP	0.00	20,000.00	0.00	20,000.00	-233.72	20,233.72	-1.1
3137	2410 ELECTRICAL PERMIT	23,096.75	260,000.00	0.00	260,000.00	195,243.15	64,756.85	75.0
3138	2410 BUILDING PERMIT	20,863.25	310,000.00	0.00	310,000.00	209,183.94	100,816.06	67.4
3140	2410 MISCELLANEOUS PERMITS	2,758.00	20,000.00	0.00	20,000.00	25,634.10	-5,634.10	128.1
3150	2410 REIMBURSEMENTS	150.00	1,000.00	0.00	1,000.00	1,788.08	-788.08	178.8
3170	2410 SALES	539.25	5,000.00	0.00	5,000.00	3,923.50	1,076.50	78.4
3178	2410 C.E.T. FEE	0.00	3,000.00	0.00	3,000.00	3,373.47	-373.47	112.4
3179	2410 CONTRACT CITIES	12,187.50	380,000.00	0.00	380,000.00	197,542.52	182,457.48	52.0
3182	2410 PLAN REVIEW	14,440.84	260,000.00	0.00	260,000.00	144,776.90	115,223.10	55.6
3183	2410 MECHANICAL PERMITS	6,656.96	84,000.00	0.00	84,000.00	57,493.42	26,506.58	68.4
3186	2410 PLUMBING PERMITS	5,153.25	80,400.00	0.00	80,400.00	54,931.77	25,468.23	68.3
3265	2410 OVERAGES/SHORTAGES	5.67	0.00	0.00	0.00	652.07	-652.07	0.0
TOTAL REVENUE		97,851.47	1,678,400.00	0.00	1,678,400.00	1,120,780.70	557,619.30	66.7
5002	2410 OFFICE SPECIALIST I	5,622.00	68,984.00	0.00	68,984.00	37,022.77	31,961.23	53.6
5007	2410 OFFICE SPECIALIST 3	0.00	0.00	0.00	0.00	21,234.00	-21,234.00	0.0
5044	2410 ADMIN ASST/OFFICE MANAGER I	3,694.00	52,992.00	0.00	52,992.00	3,694.00	49,298.00	7.0
5306	2410 PLANS EXAMINER II	0.00	82,464.00	0.00	82,464.00	6,872.00	75,592.00	8.3
5311	2410 ELECTRICAL INSPECTOR I	7,952.00	88,349.00	0.00	88,349.00	60,602.00	27,747.00	68.5
5312	2410 ELECTRICAL INSPECTOR II	3,780.00	45,804.00	0.00	45,804.00	29,321.25	16,482.75	64.0
5317	2410 PLUMBING INSPECTOR I	7,573.00	86,544.00	0.00	86,544.00	60,223.00	26,321.00	69.5
5321	2410 CODE ENFORCEMENT TECH	4,745.26	53,443.00	0.00	53,443.00	36,870.90	16,572.10	69.0
5323	2410 BLDG INSP-CODE ENFORCEMENT	0.00	78,456.00	0.00	78,456.00	20,758.59	57,697.41	26.4
5326	2410 BUILDING INSPECTOR II	6,539.00	74,446.00	0.00	74,446.00	51,711.00	22,735.00	69.4
5330	2410 PERMIT CLERK	3,415.00	47,496.00	0.00	47,496.00	28,557.44	18,938.56	60.1
5340	2410 ASSISTANT PLANNER	9,164.00	54,466.00	0.00	54,466.00	59,114.54	-4,648.54	108.5
5350	2410 SENIOR PLANNER	0.00	70,141.00	0.00	70,141.00	0.00	70,141.00	0.0
5355	2410 PLANNING MANAGER	8,240.00	94,176.00	0.00	94,176.00	65,920.00	28,256.00	70.0
5360	2410 BUILDING OFFICIAL	8,240.00	90,546.00	0.00	90,546.00	61,099.00	29,447.00	67.4
5370	2410 DIRECTOR PLANNING & BUILDING	8,634.00	102,276.00	0.00	102,276.00	58,074.00	44,202.00	56.7
5550	2410 TEMPORARY HELP	2,880.00	50,000.00	0.00	50,000.00	17,500.00	32,500.00	35.0
5920	2410 OVERTIME	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960	2410 LONGEVITY PAY	206.00	1,897.00	0.00	1,897.00	1,030.00	867.00	54.2
5977	2410 LEAD WORKER	0.00	0.00	0.00	0.00	140.60	-140.60	0.0

1

# LINN COUNTY

## Activity Report by Dept, Fund

as of 02/28/2023 (66.7% Months within Fiscal Year)

### 24 PLANNING & BUILDING 10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5980	2410 FRINGE BENEFITS	27,537.94	401,052.00	0.00	401,052.00	206,001.44	195,050.56	51.3
5985	2410 PAYROLL COSTS	28,798.95	445,420.00	0.00	445,420.00	224,975.21	220,444.79	50.5
5990	2410 SALARY & BENEFITS ADJUSTMENTS	0.00	114,576.00	0.00	114,576.00	0.00	114,576.00	0.0
	TOTAL PERSONAL SERVICES	137,021.15	2,105,028.00	0.00	2,105,028.00	1,050,721.74	1,054,306.26	49.9
6110	2410 SUPPLIES	338.34	8,000.00	0.00	8,000.00	4,287.67	3,712.33	53.5
6120	2410 PRINTING & REPRODUCTION	0.00	3,200.00	0.00	3,200.00	852.35	2,347.65	26.6
6125	2410 COPIER MAINT & USAGE	606.43	8,000.00	0.00	8,000.00	3,999.89	4,000.11	50.0
6150	2410 POSTAGE	759.34	9,000.00	0.00	9,000.00	4,610.18	4,389.82	51.2
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	0.00	3,300.00	0.00	3,300.00	1,998.23	1,301.77	60.5
6173	2410 ACCELA SOFTWARE	56,260.58	60,000.00	0.00	60,000.00	56,260.58	3,739.42	93.7
6174	2410 AVOCETTE SOFTWARE	0.00	65,000.00	0.00	65,000.00	42,693.75	22,306.25	65.6
6180	2410 NOTICES & PUBLICATIONS	0.00	4,500.00	0.00	4,500.00	2,607.12	1,892.88	57.9
6185	2410 MARKETING	19.99	0.00	0.00	0.00	19.99	-19.99	0.0
6186	2410 MARKETING/PRODUCTS&MATERIALS	0.00	0.00	0.00	0.00	-658.75	658.75	0.0
6195	2410 P.C.'S, ACCESS., SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
6200	2410 MEETINGS / TRAVEL	0.00	1,000.00	0.00	1,000.00	298.53	701.47	29.8
6205	2410 SEMINARS / SCHOOLS / TRAINING	80.00	6,000.00	0.00	6,000.00	2,683.40	3,316.60	44.7
6250	2410 TELEPHONE	438.17	6,000.00	0.00	6,000.00	4,102.85	1,897.15	68.3
6280	2410 REPAIRS & MAINTENANCE	40.00	5,000.00	0.00	5,000.00	406.50	4,593.50	8.1
6301	2410 VISA BANK CHARGES	1,585.47	18,000.00	0.00	18,000.00	13,917.80	4,082.20	77.3
6333	2410 COMPUTER SUPPLIES & EQUIP.	0.00	10,000.00	0.00	10,000.00	3,120.31	6,879.69	31.2
6357	2410 CODE ENFORCEMENT/CLEAN UP	23.97	30,000.00	0.00	30,000.00	4,608.00	25,392.00	15.3
6405	2410 CELL PHONE ALLOCATION	40.00	0.00	0.00	0.00	280.00	-280.00	0.0
6695	2410 REFUNDS	325.00	14,000.00	0.00	14,000.00	11,988.60	2,011.40	85.6
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	19.50	80.50	19.5
	TOTAL MATERIALS & SERVICES	60,517.29	251,100.00	0.00	251,100.00	158,096.50	93,003.50	63.0
7460	2410 MOTOR VEHICLE	0.00	31,000.00	0.00	31,000.00	0.00	31,000.00	0.0
	TOTAL CAPITAL OUTLAY	0.00	31,000.00	0.00	31,000.00	0.00	31,000.00	0.0
	REVENUE	97,851.47	1,678,400.00	0.00	1,678,400.00	1,120,780.70	557,619.30	66.7
	EXPENDITURE	197,538.44	2,387,128.00	0.00	2,387,128.00	1,208,818.24	1,178,309.76	50.6
	FUND BALANCE TOTAL					-88,037.54		

LINN COUNTY

Activity Report by Dept, Fund  
as of 02/28/2023 (66.7% 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	100,000.00	0.00	100,000.00	0.00	100,000.00	0.0
3991	2427030 BEGINNING BALANCE	0.00	0.00	0.00	0.00	23,400.00	-23,400.00	0.0
	TOTAL REVENUE	0.00	100,000.00	0.00	100,000.00	23,400.00	76,600.00	23.4
6032	2427030 2020 WILDFIRE VICTIMS GRANT	0.00	100,000.00	0.00	100,000.00	10,050.00	89,950.00	10.0
	TOTAL MATERIALS & SERVICES	0.00	100,000.00	0.00	100,000.00	10,050.00	89,950.00	10.0
	REVENUE	0.00	100,000.00	0.00	100,000.00	23,400.00	76,600.00	23.4
	EXPENDITURE	0.00	100,000.00	0.00	100,000.00	10,050.00	89,950.00	10.0
	FUND BALANCE TOTAL					13,350.00		

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

[illegible]

# CODE ENFORCEMENT

## February 2023 Statistics

### New Cases Received

Feb-23

### Cases by Category

OCCUPIED RVS (RV)	4
ILLEGAL BUSINESS (IB)	3
JUNK (J)	2
MARIJUANA GROW (MJ)	0
DRAINAGE(D)	0
NEIGHBOR DISPUTE (ND)	0
CONSTRUCTION W/O PERMITS (UP)	7
MULTIPLE DWELLINGS (MD)	1
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 Feb 2022

17

### Cases Closed

Total Closed Feb 2023

15

### Highlighted Cases

02/08/2032

Code Enforcement was contacted about a burned-out RV located on the shoulder of Park Way in Lebanon, right behind the Teen Challenge thrift store on Santiam Blvd. Unknown when the fire actually occurred, Code Enforcement responded to the area, confirmed the RV's location in County jurisdiction and notified the Linn County Sheriff's Office for its removal.

02/13/2023

After a woman came to the front counter at Planning & Building and said she needed a 2nd address because her husband had converted their single-family house into a duplex, a site inspection was attempted but no contact was made at the house on James Place in Lebanon. Notification was made via mail that a duplex would not be permitted in that area and that it needed to be converted back to a single-family house.

02/21/2023

Responded to a complaint of people living in tents and RVs on an undeveloped lot on North River in Sweet Home. In addition, the occupants were doing car repair as well as stripping vehicles for scrap. Notification was made to the owner, who lives in Foster, to clear the property of people and possessions.

Special Meetings

02/07/2023

Attended a quarterly meeting of all contract cities here at the courthouse. The meetings are a very positive way for cities to interact with the County and discuss common issues and solutions

02/09/2023

Met with the City Manager, Mayor, City Attorney and other staff at the City of Scio regarding a property owner who is living in a commercial building, operating a campground next to Thomas Creek and holding public events, all without permits. An action plan was developed and a site visit scheduled.

02/22/2023

Code Enforcement and other members of the Planning & Building staff met with the Linn County Assessor's Office staff to get to know each other and discuss ways to support each department.

Court Cases

02/21/2023

The owner of a property on Cascade Drive in Lebanon, with excessive junk and occupied RVs, was given a \$2000 suspended sentence. If significant clean-up has been accomplished within 90 days, as set by the judge, all but \$400 of the sentence will be dismissed.



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

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

### **AGENDA SUMMARY**

**To:** Board of Commissioners

**From:** Steve Wills

**Date:** March 14, 2023

**Re:** Resolution & Order No. 2023-090

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The following item is scheduled to be heard on March 14, 2023.

**Resolution & Order 2023-090:** Implement the adjustment to the rates set by the Greater Albany School Board (GAPS) for the purposes of the collection and distribution of the Construction Excise Tax (CET).

The current CET for GAPS is \$1.00 per square foot for residential and \$.50 per square foot for commercial. The increase would increase the CET to \$1.26 per square foot for residential and \$.63 per square foot for commercial.



## Linn County Road Department

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

### *Memorandum*

**Date:** 3/9/2023

**To:** Linn County Board of Commissioners

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

**RE:** Background Information for Agenda Items – 3/14/2023

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The Road Department has the following items on the Board of Commissioners agenda for the weekly meeting on March 14, 2023. The following is a brief description of the items.

**Resolution & Order 2023-070 – Delegation of Authority, Oil Rock Purchase**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for the purchase of oil rock for the Peoria Road surface treatment project. This purchase is from Knife River in the amount of \$53,607.50.

**Resolution & Order 2023-071 – Delegation of Authority, Oil Rock Purchase**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for purchase of oil rock for the 2023 chip seal project. This purchase is from Knife River for the delivery to the Belts Drive stockpile location in the amount of \$125,240.

**Resolution & Order 2023-072 – Delegation of Authority, Oil Rock Purchase**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for purchase of oil rock for the 2023 chip seal project. This purchase is from RiverBend Materials for the delivery to the Irish Bend Loop stockpile location in the amount of \$106,750.

**Resolution & Order 2023-073 – Delegation of Authority, Oil Rock Purchase**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for purchase of oil rock for the 2023 chip seal project. This purchase is from Knife River for the delivery to the Saddle Butte and Oak Plain Drive stockpile locations in the amount of \$107,490.40.

**Resolution & Order 2023-074 – Delegation of Authority, Oil Rock Purchase**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for purchase of oil rock for the 2023 chip seal project. This purchase is from RiverBend Materials for the delivery to the Truelove Pit stockpile location in the amount of \$58,500.

**Resolution & Order 2023-080 – Muddy Creek (Bowers Drive) Bridge Project IGA**

This is a Resolution & Order to approve a supplemental project agreement between Linn County and the State of Oregon, Department of Transportation for funding improvements to the Muddy Creek (Bowers Drive) Bridge. This is a federally funded project limited to reimbursement of \$337,833.45 for the preliminary engineering design of this project. We anticipate amendments to this agreement to include the right-of-way and construction phase of this project. The preliminary engineering phase cost is estimated to be \$200,000.

**Resolution & Order 2023-088 – Delegation of Authority, Purchase of Supplies Contract**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for purchase of liquid asphalt emulsion fog seal for the 2023 chip seals project. This purchase contract is between Linn County and Sierra Santa Fe Corporation in the amount of \$744,920.

**Resolution & Order 2023-091 – Delegation of Authority, Traffic Control Supply Purchase**

This is a Resolution & Order to approve a delegation of authority to the Roadmaster for the purchase of various traffic control supplies. This purchase is from Traffic Safety Supply Company in the amount of \$50,226.35.

We request your approval.



## LINN COUNTY ATTORNEY'S OFFICE

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Albany, Oregon 97321-0031

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DEPUTY  
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TO: Board of Commissioners

FROM: Gene Karandy, Linn County Attorney

DATE: March 14, 2023

RE: 2023-103

The following items are scheduled to be heard:

Resolution & Order 2023-103: This resolution and order authorizes Linn County's participation in the national opioids settlement agreements with Teva, Allergan, CVS, Walgreens, and Walmart. These agreements are substantially similar to the Distributor Settlement Agreement, the Jansen Settlement Agreement, and the State of Oregon Subdivision Agreement Regarding Distribution and Use of Settlement Funds previously entered into by Linn County in 2021. For full payment to be made to the State, counties, and cities under the settlements, 100 percent participation by Oregon counties and cities is required, and "critical mass" must be achieved before the settlement agreements become effective.

Financial Impact: Unknown at this time. Exact allocation amounts will be determined once all participating Oregon subdivisions have submitted participation forms (if the agreements become effective) based on the Oregon Subdivision Agreement Regarding Distribution and Use of Settlement Funds.

Staff Recommendation: Approve