



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

Room 114, Linn County Courthouse

PO 100 Box, Albany, Oregon 97321

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: January 9, 2024
RE: Planning and Building Department Update: December 2023

The attached tables include the Department's current FY2023-24 Revenue Summary and Permit Activity Reports through December 31, 2023. Also attached with this memorandum is the list of December 2023 land use applications received, a code enforcement summary, and current wildfire permitting reports. The December 2023 Department update is summarized below.

PLANNING

- Land use permits issued in December 2023 totaled 30.
- There is no Planning Commission meeting scheduled for January 2024.
- There is no Board hearing scheduled for January 2024.

BUILDING

- Total County building permits issued in December 2023, including non-structural permits, totaled 196. The number of building permits issued for dwellings in December totaled 20: 3 single family dwellings and 6 manufactured dwellings. 9 permits were issued for dwelling additions/alterations and 2 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 2. Out of the 196 combined residential and commercial permits, 36 required plan review.
- Total contract city permits issued in December 2023, including non-structural permits, totaled 17; There were 0 contract city permits issued in December for new single-family dwellings, 0 permits for a manufactured dwelling and 3 permits were issued for dwelling additions/alterations and 0 permits for accessory buildings were issued. Total number of Commercial permits issued totaled 5. Out of the 17 combined residential and commercial permits, 1 required plan review.

CODE ENFORCEMENT

- Total new cases for December 2023 was 13.
- Total cases closed in December 2023 was 21.

WILDFIRE GRANT

- We have had no new fire hardening applications and have not issued any grant checks.



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

<u>REVENUE SOURCE</u>	(1) YTD REVENUE
Building Permits -- County, Permits & Sales	\$633,789.02
C.E.T Administrative Fees	\$16,010.30
Building Permits -- Contract Cities	\$80,653.11
Electrical Permits	\$140,777.83
Planning Fees	\$115,589.05
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TOTAL	\$986,819.31

<u>REVENUE SOURCE</u>	(2) ESTIMATED REVENUE Aug '23 - June '24	(3) TOTAL REVENUE ESTIMATED Column (1) + Column (2)
Building Permits -- County	\$420,333.33	\$1,054,122.35
C.E.T Administrative Fees	\$3,333.33	\$19,343.63
Building Permits -- Contract Cities	\$316,666.66	\$397,319.77
Electrical Permits	\$216,666.66	\$357,444.49
Planning Fees	\$200,000.00	\$315,589.05
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TOTAL	\$1,156,999.98	\$2,143,819.29

<u>REVENUE SOURCE</u>	(4) 2020/2021 Budget	(5) Projected Surplus or (Deficit) Column (3) - Column (4)
Building Permits -- County, Permits & Sales	\$504,400.00	\$549,722.35
C.E.T Administrative Fees	\$4,000.00	\$15,343.63
Building Permits -- Contract Cities	\$380,000.00	\$17,319.77
Electrical Permits	\$260,000.00	\$97,444.49
Planning Fees	\$240,000.00	\$75,589.05
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TOTAL	\$1,388,400.00	\$755,419.29

PLANNING AND BUILDING DEPARTMENT PERMIT ACTIVITY TABLES
December 2023

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					0
FEB					0
MAR					0
APR					0
MAY					0
JUN					0
TOTAL	203	581	194	826	1,804

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
OCT	8	9	5	13		6
NOV	2	2	3	5		3
DEC	5 15	5 16	9 17	3 21	0	3
JAN	5	4	3	2		
FEB	3	6	6	6		
MAR	4 12	14 24	8 17	6 14	0	
APR	4	10	8	8		
MAY	6	4	6	13		
JUN	11 21	8 22	5 19	4 25	0	
TOTAL	74	83	78	84	19	33

**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
OCT	8	4	8	3		4
NOV	3	7	14	2		3
DEC	3 14	7 18	10 32	4 9	0	6
JAN	6	4	2	2		
FEB	5	1	4	2		
MAR	6 17	3 8	4 10	6 10	0	
APR	7	3	5	3		
MAY	2	4	2	1		
JUN	4 13	6 13	2 9	5 9	0	
TOTAL	58	62	70	43	3	23

**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	
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	
JAN	116		120		86		84		102			
FEB	105		108		73		69		104			
MAR	176	397	173	401	111	270	99	252	94	300		
APR	127		144		97		88		113			
MAY	151		140		110		90		128			
JUN	163	441	134	418	119	326	86	264		241		
TOTAL	1,807		1,816		1,418		1,091		1,232		600	

**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		52	1		14	1	2
HALSEY		1								1		
HARRISBURG							5		1	5		
LYONS	4	1					3	1		1	1	
MILL CITY	1			9			5		1	11	19	2
MILLERSBURG	5			18			40			48		
SCIO												
TANGENT		2		2								
TOTAL	10	4	0	30	1	0	105	2	2	80	21	4

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

CURRENT MONTH: December 2023

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Evaluation & Processing	7	700.00	103	10,300.00
Variance	3	1,950.00	23	14,950.00
Comprehensive Plan Amendment	2	10,000.00	3	18,000.00
Land Use Compatibility Statement	0	0.00	17	1,350.00
Conditional Use	2	1,000.00	11	12,500.00
Home Occupation CU's	0	0.00	1	900.00
Medical Hardship CU's	3	1,500.00	20	9,850.00
PD Partition	0	0.00	7	2,100.00
PM Partition	1	350.00	1	350.00
Property Line Adjustment	1	350.00	12	6,100.00
Easement	2	1,300.00	7	4,550.00
Appeal	0	0.00	1	2,000.00
Temp RV/Mfg. Home Placement	0	0.00	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	1	1,000.00
Step 1 - Soil Review	1	350.00	4	1,400.00
Agricultural Bldg Review	3	450.00	36	5,400.00
Dwelling/Property Status/SPR	2	1,000.00	17	6,700.00
Measure 49	0	0.00	2	1,100.00
Extensions	0	0.00	3	300.00
Misc. Applications	3	600.00	7	3,266.80
MONTHLY TOTAL	30	19,550.00	277	102,366.80

SALES REVENUES		
Xerox/Microfilm	17.25	183.50
Tapes	0.00	122.50
Maps	0.00	0.00
Comp. Plan/Code/Transportation Books	0.00	0.00
Reports	0.00	175.00
Postage	7.00	77.00
Extensions	920.00	3,500.00
MONTHLY TOTAL	944.25	4,058.00

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

CURRENT MONTH: December 2023

DESCRIPTION	MONTHLY TOTALS		YEAR TODATE TOTALS	
	NUMBER	FEES	NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	3	7,189.35	33	76,372.33
Manufactured Homes	6	2,966.50	22	10,505.50
Prefab. Buildings	0	0.00	0	0.00
Additions/Alterations	9	5,005.85	88	55,289.25
Accessory Buildings	2	1,888.05	21	16,070.19
SUBTOTALS	20	17,049.75	164	158,237.27
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	2	9,131.80	24	42,669.60
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	2	9,131.80	24	42,669.60
Plumbing	19	3,773.30	122	37,564.04
Mechanical	40	5,931.70	269	35,134.81
SUBTOTALS	59	9,705.00	391	72,698.85
Electrical Permits	100	16,366.92	824	134,234.28
Master Electrical Permits	0	0.00	1	285.00
SUBTOTALS	100	16,366.92	825	134,519.28
Demolition/Decommission	0	0.00	7	1,030.00
Flood Dev. Evaluation	2	240.00	18	3,600.00
Misc. Permits	13	6,267.36	43	22,290.48
SUBTOTALS	15	6,507.36	68	26,920.48
PLAN REVIEWS	36	23,469.53	203	126,554.60
SUBTOTALS	36	23,469.53	203	126,554.60
RAND TOTAL MONTH	232	82,230.36	1,675	561,600.08

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

Current Month: December 2023

DESCRIPTION	NUMBER	FEES	YEAR TO-DATE TOTALS	
			NUMBER	FEES
RESIDENTIAL				
Single Family Dwelling	0	0.00	9	9,893.56
Manufactured Homes	0	0.00	4	1,314.75
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	3	971.17	19	19,104.97
Accessory Buildings	0	0.00	6	2,626.23
SUBTOTALS	3	971.17	38	32,939.51
NON-RESIDENTIAL				
Industrial	0	0.00	0	0.00
Commercial	5	5,112.15	39	56,353.55
Prefab. Buildings	0	0.00	0	0.00
Public	0	0.00	0	0.00
Additions/Alterations	0	0.00	0	0.00
SUBTOTALS	5	5,112.15	39	56,353.55
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	3	344.40	63	27,417.07
Mechanical	7	487.50	52	5,389.57
SUBTOTALS	10	831.90	115	32,806.64
Plan Review	1	2,097.16	65	60,780.34
GRAND TOTAL MONTH	18	9,012.38	192	182,880.04

**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	
FEB	45,337.65	96,198.93	47,947.91	48,470.08	49,872.30	
MAR	97,167.50	117,543.65	69,127.59	69,694.82	164,143.26	
APR	54,328.25	113,700.67	103,850.68	51,810.69	64,547.02	
MAY	80,519.05	90,138.22	61,270.86	71,863.53	75,963.78	
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	646,410.45

**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	
FEB	0.00	47,698.94	21,535.68	65,052.25	12,187.50	
MAR	12,056.67	55,798.39	63,166.07	10,334.59	4,122.82	
APR	43,351.04	42,504.60	15,948.31	4,034.30	11,086.65	
MAY	46,751.87	42,346.01	28,446.88	10,696.30	18,858.57	
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	200,261.16

**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	
FEB	19,618.00	15,424.63	27,818.25	23,627.25	23,254.00	
MAR	20,288.00	20,688.50	30,391.25	23,675.50	20,490.00	
APR	18,515.00	30,663.00	25,127.50	26,044.50	22,785.75	
MAY	20,815.00	23,846.50	23,393.93	20,205.25	27,216.85	
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	140,777.84

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

LINE ITEM DESCRIPTION	ADMIN..	PLANNING	BUILDING	ELECTRICAL	BUDGET TOTAL
REVENUE					
PLANNING FEES		115,169.05			115,169.05
ELECTRIC PERMITS				139,207.23	139,207.23
BLDG, MECH, PLUMB PERMITS			537,255.52		537,255.52
MISC. PERMITS & PLAN REVIEW			91,808.51		91,808.51
REIMBURSEMENTS			176,606.00		176,606.00
MISC. (REIMBURSEMENTS)	0.00				0.00
SALES	2,222.75				2,222.75
CET FEES	16,010.30				16,010.30
CONTRACT CITIES			80,653.11		80,653.11
DEPOSIT SUSPENSE	0.00				0.00
CODE ENFORCEMENT CLEAN UP	0.00				0.00
FEE OVERAGES/SHORTAGES	721.47				721.47
SALE OF COUNTY EQUIPMENT	14,000.00				14,000.00
TOTAL REVENUE	\$32,954.52	\$115,169.05	\$886,323.14	\$139,207.23	\$1,173,653.94
EXPENDITURES PERSONAL SVS					
ELECTRICAL INSPECTOR I			49,302.00		49,302.00
ELECTRICAL INSPECTOR II				19,346.25	19,346.25
BLDG. INSPECTOR II			42,239.00		42,239.00
PLUMBING INSPECTOR I			46,953.00		46,953.00
PLANS EXAMINER I			9,559.09		9,559.09
BUILDING INSPECTOR I		527.50	4,747.50		5,275.00
CODE ENFORCEMENT TECH			29,410.24		29,410.24
OFFICE MANAGER 1	9,580.80		7,185.60	7,185.60	23,952.00
OFFICE SPECIALIST 1	36,616.00				36,616.00
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			21,175.00		21,175.00
ASSISTANT PLANNER		41,327.43	10,331.86		51,659.29
ASSOCIATE PLANNER		5,051.00			5,051.00
SENIOR PLANNER		0.00	0.00		0.00
PLANNING MANAGER					51,420.00
BLDG. OFFICIAL	7,713.00		33,423.00	10,284.00	51,420.00
DIRECTOR	26,937.00	16,162.20	8,081.10	2,693.70	53,874.00
TEMPORARY HELP				18,170.00	18,170.00
OVERTIME				0.00	0.00
WAGES	\$80,846.80	\$63,068.13	\$213,105.39	\$57,679.55	\$515,421.87
LONGEVITY PAY	89.99	1,092.68	102.84		1,285.50
LEAD WORKER	0.00				0.00
CERTIFICATION PAY			0.00		0.00
FRINGE BENEFITS	8,558.39	34,233.58	65,043.80	63,332.12	171,167.89
PAYROLL COSTS	10,147.93	40,591.70	77,124.24	75,094.65	202,958.52
SALARY BENEFITS & ADJ.	0.00	0.00	0.00	0.00	0.00
TOTAL PERSON. SERVICES	\$99,643.11	\$138,986.09	\$355,376.26	\$196,106.32	\$890,833.78
MATERIALS & SERVICES					
SUPPLIES	567.55	567.55	2,270.21	2,270.21	5,675.53
PRINT & REPRODUCTION	31.66	94.99	253.30	253.30	633.25
POSTAGE	201.63	3,226.01	201.63	403.25	4,032.51
SUBSCRIPT. & MEMBERSHIP		149.93	317.85	131.94	599.71
AVOCETTE SOFTWARE					4,267.50
NOTICE & PUBLICATION		634.21	687.07		1,321.28
COPIER MAIN & USAGE	1,040.86	1,040.86	1,040.86	1,040.86	4,163.42
P.C.'S, ACCESS., SOFTWARE	506.22	506.22	506.22	506.22	2,024.86
SCHOOLS & SEMINARS	3,519.51				3,519.51
MEETINGS/TRAVEL	1,465.35				1,465.35
TELEPHONE	17.73	141.86	88.66	106.39	354.64
VISA BANK CHARGES		1,679.87	6,719.50		8,399.37
CODE ENFORCEMENT					629.89
CELL PHONE ALLOCATION					240.00
REPAIRS & MAINTENANCE	7.39	158.88	92.37	110.85	369.49
COMPUTER SUPPLIES & EQUIP	3,771.00	3,771.00	3,771.00	3,771.00	15,084.00
REFUNDS		3,116.15	4,756.23	328.02	8,200.39
OTHER CONTRACTED SERVICES			0.00		0.00
TOTAL MAT. & SERVICES	\$11,128.89	\$15,087.52	\$20,704.87	\$8,922.02	\$60,980.70
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	\$110,772.00	\$154,073.61	\$376,081.14	\$205,028.35	\$1,004,571.10
LESS REVENUE	\$32,954.52	\$115,169.05	\$886,323.14	\$139,207.23	\$1,173,653.94
GEN. FUND EXPENDITURES	\$77,817.48	\$38,904.56	(\$510,242.00)	\$65,821.12	(\$169,082.84)

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

DATE	FILE # & NAME	PLANNER	STATUS
12/1/2023	PD23-0732; Joel & Gwendolyn Beer Rev Trust (PLA)	Alyssa	Approved
12/4/2023	PD23-0733; HORN, Rebecca (CU)	Alyssa	Notice
12/5/2023	PD23-0734; MUMEY, Scott (V)	Alyssa	Notice
12/5/2023	PD23-0736; TWEET, Andrew (PLA)	Kate	Incomplete
12/5/2023	PD23-0737; PARK, Eric (RD)	Kate	Pending
12/7/2023	PD23-0738; OLDENBURG, Lannon (V)	Alyssa	Notice
12/7/2023	PD23-0739; HAYWARD, Jessica (MH)	Alyssa	Notice
12/8/2023	PD23-0740; FERGUSON, Kevin (RD)	Kate	Pending
12/12/2023	PD23-0743; HENNESSY, Talan (ZA)	Alyssa	Pending
12/12/2023	PD23-0744; ANDERSON, Shawn & Dawnita (V)	Alyssa	Notice
12/13/2023	PD23-0746; KROPF, Lowell (Step One)	Kate	Pending
12/13/2023	PD23-0747; KROPF, Lowell (AR)	Kate	Pending
12/13/2023	PD23-0748; WEYERHAUSER (PM)	Kaye	Approved
12/13/2023	PD23-0749; NOYCE, Joan (Private Burial)	Alyssa	Approved
12/13/2023	PD23-0748; Weyerhauser Company (PM)	Alyssa	Approved
12/14/2023	PD23-0750; LINDLEY, Julie (MH)	Kate	Pending
12/14/2023	PD23-0751; JORDAN, Matt & Brandy (MH)	Alyssa	Notice
12/19/2023	PD23-0753; Linn-Benton Community College (CPT)(CPM)(CZM)	Alyssa	Pending
12/21/2023	PD23-0756; Balding Revocable Trust (Step One)	Alyssa	Complete
12/27/2023	PD23-0758; Timber Valley Development INC. (Prop Status)		Pending

LINN COUNTY
Activity Report by Dept, Fund
as of 12/29/2023 (50.0% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
3070 2410	PLANNING FEES	20,090.00	240,000.00	0.00	240,000.00	115,169.05	124,830.95	48.0
3137 2410	ELECTRICAL PERMIT	15,877.25	260,000.00	0.00	260,000.00	139,207.23	120,792.77	53.5
3138 2410	BUILDING PERMIT	68,407.31	310,000.00	0.00	310,000.00	446,245.76	-136,245.76	144.0
3140 2410	MISCELLANEOUS PERMITS	752.50	25,000.00	0.00	25,000.00	16,782.49	8,217.51	67.1
3150 2410	REIMBURSEMENTS	10.00	2,000.00	100,000.00	102,000.00	176,606.00	-74,606.00	173.1
3170 2410	SALES	64.50	5,000.00	0.00	5,000.00	2,222.75	2,777.25	44.4
3178 2410	C.E.T. FEE	3,200.84	4,000.00	0.00	4,000.00	16,010.30	-12,010.30	400.2
3179 2410	CONTRACT CITIES	0.00	380,000.00	0.00	380,000.00	80,653.11	299,346.89	21.2
3182 2410	PLAN REVIEW	1,569.15	260,000.00	0.00	260,000.00	75,026.02	184,973.98	28.8
3183 2410	MECHANICAL PERMITS	8,737.20	84,000.00	0.00	84,000.00	46,013.89	37,986.11	54.7
3186 2410	PLUMBING PERMITS	4,492.30	80,400.00	0.00	80,400.00	44,995.87	35,404.13	56.0
3242 2410	SALE OF COUNTY EQUIPMENT	0.00	0.00	0.00	0.00	14,000.00	-14,000.00	0.0
3265 2410	OVERAGES/SHORTAGES	0.00	0.00	0.00	0.00	721.47	-721.47	0.0
	TOTAL REVENUE	123,201.05	1,650,400.00	100,000.00	1,750,400.00	1,173,653.94	576,746.06	67.0
5002 2410	OFFICE SPECIALIST I	6,142.00	72,008.00	0.00	72,008.00	36,616.00	35,392.00	50.8
5044 2410	ADMIN ASST/OFFICE MANAGER I	4,022.00	41,326.00	0.00	41,326.00	23,952.00	17,374.00	58.0
5305 2410	PLANS EXAMINER I	0.00	0.00	0.00	0.00	9,559.09	-9,559.09	0.0
5306 2410	PLANS EXAMINER II	0.00	65,154.00	0.00	65,154.00	0.00	65,154.00	0.0
5311 2410	ELECTRICAL INSPECTOR I	8,270.00	95,424.00	0.00	95,424.00	49,302.00	46,122.00	51.6
5312 2410	ELECTRICAL INSPECTOR II	1,680.00	48,096.00	0.00	48,096.00	19,346.25	28,749.75	40.2
5317 2410	PLUMBING INSPECTOR I	7,876.00	90,876.00	0.00	90,876.00	46,953.00	43,923.00	51.6
5321 2410	CODE ENFORCEMENT TECH	5,018.08	56,112.00	0.00	56,112.00	29,410.24	26,701.76	52.4
5323 2410	BLDG INSP-CODE ENFORCEMENT	0.00	67,812.00	0.00	67,812.00	0.00	67,812.00	0.0
5325 2410	BUILDING INSPECTOR I	1,400.00	0.00	0.00	0.00	5,275.00	-5,275.00	0.0
5326 2410	BUILDING INSPECTOR II	7,140.00	82,054.00	0.00	82,054.00	42,239.00	39,815.00	51.4
5330 2410	PERMIT CLERK	3,552.00	41,840.00	0.00	41,840.00	21,175.00	20,665.00	50.6
5340 2410	ASSISTANT PLANNER	0.00	115,659.00	0.00	115,659.00	51,659.29	63,999.71	44.6
5342 2410	ASSOCIATE PLANNER	5,051.00	0.00	0.00	0.00	5,051.00	-5,051.00	0.0
5355 2410	PLANNING MANAGER	8,570.00	98,880.00	0.00	98,880.00	51,420.00	47,460.00	52.0
5360 2410	BUILDING OFFICIAL	8,570.00	98,880.00	0.00	98,880.00	51,420.00	47,460.00	52.0
5370 2410	DIRECTOR PLANNING & BUILDING	8,979.00	103,608.00	0.00	103,608.00	53,874.00	49,734.00	52.0
5550 2410	TEMPORARY HELP	3,660.00	50,000.00	0.00	50,000.00	18,170.00	31,830.00	36.3
5920 2410	OVERTIME	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.0
5960 2410	LONGEVITY PAY	214.25	2,472.00	0.00	2,472.00	1,285.50	1,186.50	52.0
5980 2410	FRINGE BENEFITS	28,496.22	393,312.00	0.00	393,312.00	171,167.89	222,144.11	43.5

LINN COUNTY
Activity Report by Dept, Fund
as of 12/29/2023 (50.0% Months within Fiscal Year)

24 PLANNING & BUILDING
10 GENERAL FUND

Account	Title	MTD	Adopted Budget	Transfers	Final Budget	Actual YTD	Balance	% Used
5985	2410 PAYROLL COSTS	31,515.36	424,960.00	0.00	424,960.00	202,958.52	222,001.48	47.7
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	140,155.91	2,042,970.00	0.00	2,042,970.00	890,833.78	1,152,136.22	43.6
6110	2410 SUPPLIES	1,684.28	8,000.00	50,000.00	58,000.00	5,675.53	52,324.47	9.7
6120	2410 PRINTING & REPRODUCTION	0.00	3,200.00	0.00	3,200.00	633.25	2,566.75	19.7
6125	2410 COPIER MAINT & USAGE	800.12	8,000.00	0.00	8,000.00	4,163.42	3,836.58	52.0
6150	2410 POSTAGE	506.73	9,000.00	0.00	9,000.00	4,032.51	4,967.49	44.8
6170	2410 SUBSCRIPTIONS & MEMBERSHIPS	649.99	5,000.00	0.00	5,000.00	599.71	4,400.29	12.0
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	1,321.28	3,178.72	29.3
6195	2410 P.C.'S, ACCESS., SOFTWARE	115.98	5,000.00	0.00	5,000.00	2,024.86	2,975.14	40.4
6200	2410 MEETINGS / TRAVEL	101.87	3,000.00	0.00	3,000.00	1,465.35	1,534.65	48.8
6205	2410 SEMINARS / SCHOOLS / TRAINING	80.00	10,000.00	0.00	10,000.00	3,519.51	6,480.49	35.1
6250	2410 TELEPHONE	27.46	10,200.00	0.00	10,200.00	354.64	9,845.36	3.4
6280	2410 REPAIRS & MAINTENANCE	30.00	5,000.00	0.00	5,000.00	369.49	4,630.51	7.3
6301	2410 VISA BANK CHARGES	20.00	18,000.00	0.00	18,000.00	8,399.37	9,600.63	46.6
6333	2410 COMPUTER SUPPLIES & EQUIP.	779.01	17,000.00	0.00	17,000.00	15,084.00	1,916.00	88.7
6357	2410 CODE ENFORCEMENT/CLEAN UP	71.21	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	240.00	240.00	50.0
6695	2410 REFUNDS	1,869.47	15,000.00	0.00	15,000.00	8,200.39	6,799.61	54.6
6900	2410 TAXABLE MEALS REIMBURSEMENT	0.00	100.00	0.00	100.00	0.00	100.00	0.0
	TOTAL MATERIALS & SERVICES	6,776.12	209,480.00	50,000.00	259,480.00	60,980.70	198,499.30	23.5
7450	2410 SPECIAL EQUIPMENT	17,756.62	0.00	50,000.00	50,000.00	17,756.62	32,243.38	35.5
7460	2410 MOTOR VEHICLE	8,621.69	35,000.00	0.00	35,000.00	35,000.00	0.00	100.0
	TOTAL CAPITAL OUTLAY	26,378.31	35,000.00	50,000.00	85,000.00	52,756.62	32,243.38	62.0
	REVENUE	123,201.05	1,650,400.00	100,000.00	1,750,400.00	1,173,653.94	576,746.06	67.0
	EXPENDITURE	173,310.34	2,287,450.00	100,000.00	2,387,450.00	1,004,571.10	1,382,878.90	42.0
	FUND BALANCE TOTAL					169,082.84		

LINN COUNTY

Activity Report by Dept, Fund

as of 12/29/2023 (50.0% 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	12,350.00	-12,350.00	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	12,350.00	187,650.00	6.1
	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	12,350.00	187,650.00	6.1
	FUND BALANCE TOTAL					17,300.00		

CODE ENFORCEMENT

ENF OF YEAR 2023 Statistics

New Cases Received	END OF YEAR	
Cases by Category	OCCUPIED RVS (RV)	42
	ILLEGAL BUSINESS (IB)	8
	JUNK (J)	33
	MARIJUANA GROW (MJ)	4
	DRAINAGE(D)	10
	NEIGHBOR DISPUTE (ND)	2
	CONSTRUCTION W/O PERMITS (UP)	62
	MULTIPLE DWELLINGS (MD)	14
	LIVESTOCK (LS)	1
	EASEMENT (E)	6
	MEDICAL HARDSHIP (MH)	0
	HOMELESS ENCAMPMENT (HE)	3
	DANGEROUS CONDITIONS (DC)	16
	CHICKEN FARM / FLOOD PLAIN (FP)	0
	(Some files have multiple categories)	
Total new END OF 2023		205
Cases Closed	Total Closed IN 2023	168

Highlighted Cases 12/14/2023

Code Enforcement and the Building Official met with the owner of the former Gates School property in Gates who now operates an Upward Bound Camp for special needs kids at that location. There had been concern about the use of the building for overnight stays after it had been damaged in the Beachie Creek fire. The owner gave a tour of the building that clearly showed it was only used for daytime activities. There are two manufactured homes on the property that provide overnight use for the owner and staff. Other than some minor expired electrical work and a manufactured home placement, all else was found to be in compliance.

12/14/2023

A property owner on Gates Bridge East in Gates had converted part of a shop building into a dwelling without permits or land use approval. Because of the Exclusive Farem Use zoning, a soils test was required to determine the farm value of the land before he could apply for the permits to legally convert part of the shop into a dwelling. He had been notified to obtain the soils report months ago and was then cited after failing to act. Note: the original complaint was received in September 2022 and numerous personal visits and phone calls failed to encourage him to obtain the soils report.

Special Meetings

12/04/2023

Code Enforcement attended an event at the main Albany Fire Station called "Improve your Community Connections" and met with representatives from several agencies who provide services as needed to the Linn County community. A large portion of agency assistance involves dealing with housing and drug/alcohol issues which are often factors in complaints received by Code Enforcement. This event is held on the first Monday of each month, beginning at 11:45AM, at the fire station.

Court Cases

12/20/2023

Two cases appeared in front of Judge Meyer that addressed multiple people living in RVs, tents and outbuildings. The first case was a follow up to a hearing in November where the property owner on River Drive in Lebanon had agreed to follow an agreement to do specific things each month to avoid being fined. The owner met the agreement for the December hearing and his case will be carried over to January 2024. He will need to file for legal evictions of the remaining campers on his property before the January hearing.

12/20/2023

The second case was the first appearance for the property owner and eight campers from a 15-acre property on Wiley Creek in Sweet Home who were cited for occupying RVs, tents and outbuildings. The owner pleaded "No Contest" and had signed an agreement to do specific actions before the January court date. He has handed out his own eviction notices to each camper and will then need to file for legal eviction in court for anyone who does not move off his property. One person cited pled "Not Guilty" stating she did not live on the property and was only there to help a friend. Judge Meyer set a status hearing in January to determine if her case needs to go forward to a trial.



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: January 9, 2023
RE: Resolution & Order No. 2024-011 and Ordinance 2024-012

The following items are scheduled to be signed by the Board on January 9, 2023:

Resolution & Order No. 2024-011 and Ordinance 2024-012 – PLN-2023-00593: Applications by T2, Inc. for a *Comprehensive Plan* (Plan) map amendment, a *Plan Text* amendment, and Zoning map amendment on three tax lots totaling 10.89 acres. The amendments would change the Plan designation on the subject properties from Farm/Forest to Industrial and change the zoning from Farm/Forest (F/F) to Heavy Industrial (HI). The *Plan text* application proposes a "reasons" exception to Statewide Planning Goals 3 and 4.

The Board conducted a duly noticed public hearing on this matter voted unanimously to approve the applications.



REQUEST FOR REFUND
OVER \$1,000

A refund for 1,000 or more must have the signature of the Linn County Board of Commissioners.

DATE 01/8/2024 DEPARTMENT Planning and Building

REQUESTED BY Michael Windom
Name

[Redacted]

[Redacted]

[Redacted]

City Zip Code

PLEASE RETURN REFUND CHECK TO DEPARTMENT FOR MAILING: YES X NO

REFUND AMOUNT \$ 1027.20 ACCOUNT NO. 2410 - 6695

EXPLANATION OF REFUND Not going forward with project

VERIFIED & AUTHORIZED BY [Signature]
Department Official

LINN COUNTY TREASURER'S INITIALS REQUIRED FOR REFUND [Signature]

Dated this January day of January, 2024

LINN COUNTY BOARD OF COMMISSIONERS

Chairman

Commissioner

Commissioner

COPY

LINN COUNTY, OREGON
 QUARTERLY FINANCIAL REPORT for Quarter Ended December 31, 2023

To: Commissioner Nyquist, Commissioner Sprenger, Commissioner Tucker, Darrin Lane, and Michelle Hawkins

Prepared by: Bill Palmer

GL5011 rpt

from py report

GL 5011, % col from py report

FOCUSED FUNDS	BEGINNING FUND BALANCES		
	Budget 2023-2024	Actual July 1, 2023	Change
10-GENERAL- UNRESTRICTED	7,625,160	6,309,779	(1,315,381)
10-GENERAL-COMMITTED	935,658	2,119,899	1,184,241
10-GENERAL- OVERALL	8,560,818	8,429,678	(131,140)
11-GENERAL ROAD	12,292,959	23,205,021	10,912,062
19-LE 4-Yr Levy Fund	9,248,993	10,758,701	1,509,708
11-HEALTH	24,102,677	24,378,192	275,515
TOTAL FOCUS FUNDS	54,205,447	66,771,592	12,566,145

FOCUSED FUNDS	FUND BALANCES			% Spent to date 50% Complete
	Actual 12/31/2023	Actual 12/31/2022	Change	
10-GENERAL- UNRESTRICTED	11,451,237	11,048,432	402,805	40.00%
10-GENERAL-COMMITTED	3,357,884	1,012,407	2,345,477	45.00%
10-GENERAL- OVERALL	14,809,121	12,060,839	2,748,282	40.00%
11-GENERAL ROAD	21,833,979	20,717,561	1,116,418	32.80%
19-LE 4-Yr Levy Fund	27,103,645	23,805,626	3,298,019	25.50%
11-HEALTH	29,670,248	22,099,193	7,571,055	38.50%
TOTAL FOCUS FUNDS	93,416,993	78,683,219	14,733,774	28.30%

OTHER FUNDS	BEGINNING FUND BALANCES		
	Budget 2023-2024	Actual July 1, 2023	Change
2-Fair	-	120,076	120,076
4-Law Library	193,000	158,196	(34,804)
7-General Grants	22,197,021	21,711,231	(485,790)
8-Bike Trails	283,968	292,836	8,868
1-Corner Preservation	274,243	331,221	56,978
1-Historical Restoration	1,977	13,535	11,558
2-County Forest	890,000	894,647	4,647
3-County School Fund	-	-	-
8-FedFores/restricted	110,000	-	(110,000)
2-Internal Service Fund	1,543,050	1,630,005	86,955
TOTAL OTHER FUNDS	25,493,259	25,151,747	(341,512)
TOTAL ALL FUNDS	79,698,706	91,923,339	12,224,633

OTHER FUNDS	FUND BALANCES			% Spent to date 50% Complete
	Actual 12/31/2023	Actual 12/31/2022	Change	
2-Fair	10,521	45,546	(35,025)	99.40%
4-Law Library	222,143	217,207	4,936	18.90%
7-General Grants	15,583,229	22,684,418	(7,101,189)	31.40%
8-Bike Trails	358,511	227,101	131,410	0.00%
1-Corner Preservation	291,471	370,759	(79,288)	25.00%
1-Historical Restoration	13,681	5,749	7,932	0.00%
2-County Forest	906,461	989,259	(82,798)	1.10%
3-County School Fund	351,150	247,251	103,899	0.00%
8-FedFores/restricted	-	66,870	(66,870)	0.00%
2-Internal Service Fund	1,785,421	788,904	996,517	0.00%
TOTAL OTHER FUNDS	19,522,588	25,643,064	(6,120,476)	10.50%
TOTAL ALL FUNDS	112,939,581	104,326,283	8,613,298	33.00%

no begin balance in revenue from py report

FOCUSED FUNDS	Revenue and Expense			% Chg
	Actual dollars 12/31/2023	Actual dollars 12/31/2022	Change	
10-GENERAL	27,399,274	26,685,067	714,207	2.68%
11-GENERAL ROAD	21,019,831	24,345,569	3,325,738	13.66%
19-LE 4-Yr Levy Fund	9,090,131	13,166,657	(4,076,526)	-30.96%
11-HEALTH	10,461,174	10,851,592	390,418	3.60%
10-GENERAL	32,471,860	31,500,246	971,614	3.08%
11-GENERAL ROAD	16,126,916	15,777,453	(349,463)	-2.21%
19-LE 4-Yr Levy Fund	23,006,191	21,818,167	1,188,024	5.45%
11-HEALTH	17,714,135	18,383,510	669,375	3.64%

Overall Linn County % spent:	
Personal Svcs	43.70%
Mat's & Svcs	35.50%
Capital Outlay	31.00%
	19.30%

a This difference is mainly due to the large begin balance carryover.
 b Purchase of Wheelhouse building for approx. \$6.3M.

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: January 9, 2024

Re: Resolution and Order 2024-16

The following item(s) are scheduled to be heard on January 9, 2024:

Resolution & Order 2024-16 Linn County Parks and Recreation was selected by the US Forest Service to be the campground concessionaire for the North Zone of the Willamette National Forest for the next 5 years (2024-2028), with an option to renew for another 5 years (2029-2033). This R&O grants signatory authority to Stacey Whaley, Parks Director, for the Special Use Permit to operate 25 US Forest Service campgrounds in Linn and Marion Counties.

Financial Impact: Over the previous three years, the average annual income from these parks was \$771,059 (excluding the parks in the Breitenbush corridor, which had been closed for fire since 2020.) LCPR will be completing Granger-Thye Act work in lieu of paying the 7% fee to the Forest Service for the concession. (Approximately \$54,000 of in-kind site improvements and projects that benefit the public using the Forest Service parks.) In Year 1, we do not anticipate making any money from the contract due to the costs associated with expansion (vehicles, equipment, additional staff, etc.) However, in subsequent years, this will provide additional income to the Parks Department to put toward projects such as deferred maintenance and replacing aging infrastructure, as well as new development of our own parks and properties.

Staff Recommendation: Approve