



## M E M O R A N D U M

**TO:** Planning Commission  
**FROM:** Planning Department  
**MEETING DATE:** April 15, 2014  
**RE:** Planning Activities

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### **Land Use Application and Planning Project Status**

- Development Review application submitted - Holly Street Project
- The City anticipates two (2) annexation submittals in the near future.
- AutoZone is completing reviews with the county and railroad. Once approvals are received, they will submit building permit application to the City.

### **City Council Update**

- The City Council approved the Ivory LLC annexation.

### **City Planner Recruitment**

- The City is receiving applications for the half-time Planner position. The first deadline for review is Monday, April 14, 2014. The Planning Commission will be updated as the process continues.

### **Future Action Items**

- Work Plan Items 13-02 a-e and 13-07 are pending Council direction and are currently scheduled for review on Tuesday, April 22, 2014.

### **TSP Update**

- The City Council approved the revised Intergovernmental Agreement with Lane Council of Governments for the work to complete a draft.

### **Commissioner Inquiry**

- Group Annexations - The Code was reviewed and it does not appear that the Code prevents a 'group annexation'. LCOG Contracted Planning Staff and the City's Legal Counsel noted that issues could arise as the parcels may have different infrastructure needs thus different annexation agreements. Additionally, fees are paid by the applicant and costs incurred for contracted City services are billed to the applicant. It would be up to the applicant to determine which owners/who is responsible for what portion of these charges and fees. A suggested first step for a group of properties desiring to annex together, would be a pre-application meeting.

### **Building Activities:**

- The building report for the first quarter of 2014 is attached. There have been 13 permits issued for new homes with another six (6) applications currently in review.

