
From: Planning@LaneCountyor.US <UnileverServices@mail.com>

Sent: Friday, July 31, 2026 7:06 AM

To: [REDACTED]

Subject: Application Review and Approval Fee – Planning Action File No. 509-PA26-05229

Lane County - Planning Department
[3050 North Delta Highway,](#)
[Eugene, Oregon 97408](#)

Dear [REDACTED],

I hope this message finds you well.

We are writing regarding **Planning Action File No. 509-PA26-05229**, concerning the Type II Special Use Permit application submitted by Lane County Public Works for the proposed recycling center with associated offices and an education center located at the Short Mountain Landfill (84777/84855 Dillard Access Road, Eugene, Oregon).

Following the completion of the technical review process and comprehensive evaluation of the submitted application materials, referral agency comments, supporting documentation, and applicable Lane County Code provisions, County planning staff have completed their review of the application. Based on the findings contained within the Staff Report, staff have recommended approval of the proposed Special Use Permit subject to the applicable review process and final action by the appropriate decision-making authority.

As part of the administrative requirements associated with the continued processing of this application, **the attached invoice for the Application Review and Approval Fee is now due for settlement.** Timely payment of this invoice is essential to ensure that the application continues moving through the remaining administrative and procedural stages without unnecessary delays.

The Application Review and Approval Fee supports numerous regulatory and administrative functions that are necessary for the lawful processing of land use applications. Specifically, the fee assists the Planning Department in funding the following activities:

- Comprehensive application intake, file establishment, and ongoing case management.
- Professional planning review to evaluate compliance with Lane County Code, zoning regulations, comprehensive plan policies, and applicable state land use

requirements.

- Coordination between Planning, Building, Public Works, Environmental Health, Engineering, Legal, and other reviewing departments and referral agencies.
- Staff time dedicated to reviewing applicant responses, supplemental materials, technical memoranda, engineering documents, and supporting studies.
- Preparation of detailed staff reports, findings of fact, recommendations, and administrative records required for decision making.
- Scheduling, coordination, and administration of public hearings and associated procedural requirements.
- Public notification, mailing, legal noticing, agenda preparation, publication, and documentation required under applicable regulations.
- Site inspections and field visits conducted to verify existing site conditions, surrounding land uses, infrastructure, environmental features, and compliance with applicable development standards.
- Geographic Information Systems (GIS), digital records management, electronic permitting systems, document archiving, and technological infrastructure necessary for maintaining accurate public records.
- Maintenance and enhancement of permitting software, online application management systems, cybersecurity safeguards, and digital communication platforms that facilitate efficient application processing.
- Administrative support, records retention, interdepartmental coordination, quality assurance reviews, and statutory compliance throughout the review process.
- Infrastructure compensation associated with County resources utilized during application processing, including administrative facilities, operational support services, and departmental resources necessary to complete the review and approval process.

Because planning staff have already completed their technical evaluation and recommended approval of the application, prompt settlement of this invoice will assist in streamlining the remaining approval process. Payment helps avoid unnecessary administrative delays and ensures that financial processing requirements have been satisfied before subsequent procedural milestones associated with the application are completed.

To facilitate efficient processing and maintain a complete administrative record, please complete the following steps:

1. Reply to this email requesting the official wire transfer instructions for payment of the attached invoice.
2. Complete payment using the wire instructions that will be issued in response to your request.

3. Return a copy of the wire transfer receipt by replying to this email so that payment can be verified, recorded, and associated with Planning Action File No. 509-PA26-05229.

For auditing purposes, administrative recordkeeping, agenda preparation, and inclusion within the official case file, **all correspondence associated with this planning action should be conducted exclusively via email.** Maintaining all communications within the official electronic record promotes transparency, ensures accurate documentation of the application history, and assists staff in efficiently managing the review and hearing process.

Upon confirmation of payment, the transaction will be documented in the application record and the file will continue through the remaining administrative procedures in accordance with applicable County requirements. Should additional information or documentation become necessary during subsequent stages of the review or hearing process, staff will communicate those requests through this email correspondence.

We appreciate your prompt attention to this matter and thank you for your continued cooperation throughout the review process. We look forward to receiving your reply requesting the wire instructions and to confirming receipt of your payment so the application may continue progressing efficiently toward final consideration.

Sincerely,



**Director
Lane County
Planning Division**