



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL/  
COUNTY SUPERVISORS

**FROM:** Joseph Horwedel

**SUBJECT:** ISLAND ANNEXATION PROGRAM      **DATE:** August 17, 2006

Approved

Date

8/17/06

The City of San José is conducting a multi-year, three-phase program for the annexation of 58 unincorporated “islands” of 150 acres or less within the City. The phased approach provides time for the various City service providers to prepare for increased responsibilities and minimizes the near-term impact to the level of services for the current City population. The proposed phasing also will distribute workload related to the rezoning and annexation processes consistent with staffing resources.

While County policy and standard development practices would likely result in the eventual annexation of the island areas, this annexation program will possibly reduce the administrative cost of these annexations for the City by taking advantage of the County’s current commitment to facilitate annexations and the State’s temporary streamlining of the annexation process.

Staff has an outreach strategy that operates at three levels: ongoing, 6 months prior to annexation, and 3 months prior to annexation. This will allow staff to tailor the message and outreach to the timing of the annexation activity in a given area of the City.

- Ongoing outreach - An Annexation Answer Book will be distributed annually to all of the known neighborhood groups where annexations are planned along with an update on the annexation program and staff contact information. The goal is to give neighborhood leadership the information and tools they need to answer questions they may hear from neighborhood residents. Extra copies of the Answer Book would be provided to them for distribution as needed.
- 6 months prior to annexation - As a specific area is selected for a given year, staff will send each property owner in the area being annexed a welcome letter with an offer to meet with staff, the Annexation Answer Book, and a project schedule for any community meetings and public hearings. In addition, staff is reviewing the phasing plan to look at opportunities to hold community meetings for multiple annexations in the same geographic area to maximize staff resources and more effectively address common community concerns.

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- 3 months prior to annexation – About three months prior to the final annexation hearing, another mailing will occur reminding the affected property owners of the proposed zoning and annexation actions, the opportunity to meet with staff at a meeting in the neighborhood, and a schedule of hearings.

Staff will be adding the questions as we get them from affected property owners into the Annexation FAQ as a means of broadening the information available. The Annexation Answer Book is intended to be a changing document, and will be updated, as new information is available.

At the completion of the annexation program, the City will have gained an estimated population of approximately 16,650 people and increased its incorporated area by 1,534 acres. The impact of annexing County islands to the City would include operational costs to provide direct services to the new areas such as emergency services provided by the Police and Fire Departments, and demands by residents and businesses for street maintenance, code enforcement, recreational and library services. There is a significant potential cost to fund capital improvements that City residents receive, but the County never required at the time of development nor provided through its Capital Improvement budget process. Neither the County nor the City has quantified these costs to date.



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Planning, Building and Code Enforcement