

# **CITY OF HERMISTON**

## **ZONE CHANGE PROCEDURES**

### **BACKGROUND**

An amendment to the zoning map may be initiated by a property owner or authorized agent, the city council or the planning commission. An amendment to the zoning map may be required to allow certain types of uses within the City. The nature of the proposed amendment will determine the type of hearings held by the city council. Most hearings regarding zone changes will be legislative hearings. However, if the proposed amendment is determined to have a widespread impact to the city, beyond the immediate surrounding properties, a quasi-judicial hearing will be held instead.

### **PROCEDURES**

Applicants interested in obtaining an amendment to the zoning map are encouraged to attend a pre-development meeting with the city development staff. In the pre-development meeting, staff will discuss the requirements and processes involved in a zone change. After attending the pre-development meeting, an applicant may wish to obtain an application to amend the zoning ordinance from the city planning office. Complete this application and submit it along with an application fee to the City planner. Once the application has been deemed complete, the City shall submit a notice of proposal to the Oregon Department of Land Conservation and Development (DLCD). DLCD is given a 35 day comment period to review the proposed zone change. This means that 35 days must elapse before the initial evidentiary hearing may be scheduled.

The City will then notify by mail all property owners within 300 feet of the proposed change. The application is then sent to the planning commission for review. The planning commission meets on the second Wednesday of each month and the application must be submitted at least 35 days in advance of the planning commission hearing to be included on the agenda. Following the hearing, the city council will act on the planning commission's recommendations. A notice of decision is then sent to DLCD and there is a 21 day period to allow and appeal to the Land Use Board of Appeals. If there is no appeal, the zone change is final.