

# CITY OF HERMISTON

## CONVERSION PROCEDURES

### **BACKGROUND**

A conversion allows a property to change from an urbanizable designation to an urban designation in the comprehensive plan map. A property must have an urbanizable designation in the comprehensive plan map before it can be annexed into the city.

### **PROCEDURES**

Applicants interested in converting property 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 conversion. After attending the pre-development meeting, an applicant may wish to obtain a conversion application from the city planning office. Complete this application and submit it along with an application fee to the city planning department. 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 comprehensive plan map amendment. This means that 35 days must elapse before the initial evidentiary hearing may be held.

The City will then notify by mail all property owners within 300 feet of the site of the proposed conversion. 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 30 days in advance of the planning commission hearing to be included on the agenda. The city council will then act on the planning commission's recommendations. If the city council accepts the proposed conversion, the change will be officially adopted by ordinance. 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 amendment is final.