

CITY OF HERMISTON

ANNEXATION PROCEDURES

BACKGROUND

All land proposed for annexation into the City of Hermiston must be located within the urban portion of the Urban Growth Boundary and must share a contiguous boundary with existing city limits. When the City looks at an annexation proposal, many factors are considered;

- Is the property contained within the urban portion of the Urban Growth Boundary?
- Is the property adjacent to existing city limits?
- Is the proposed development consistent with applicable comprehensive plan policies and map designations?
- May city services be readily extended?
- Is the property owner willing to bear the costs associated with extension of sewer, water and roads necessary to facilitate future growth?

There is no minimum parcel size for annexation of property with an urban designation on the comprehensive plan map. However, if a parcel must be converted from urbanizable to urban status, a minimum parcel size of 10 acres is required. Generally, three months is required for annexation, six months is required for conversion and annexation, and six months is required for comprehensive plan map amendment and annexation.

Please be advised that since the property lies outside the city limits, access to public rights-of-way may be along roads under County or State jurisdiction, so it will be necessary to contact either the county roadmaster or Oregon Department of Transportation for permission to access the road. The Hermiston Irrigation District also has jurisdiction in the Hermiston area and must also be contacted.

ANNEXATION PROCEDURES

The City encourages anyone interested in annexing property into the city to attend a pre-development meeting. In the pre-development meeting, city development staff will give advice on the requirements and processes involved in annexing property into the city. After attending the pre-development meeting, the applicant may wish to obtain an annexation application from the city planning department. Complete the annexation application and submit it along with the application fee to the city planning department. Once staff determines that the application is complete, the application will be referred to the city council to initiate annexation proceedings. The city council will then set the dates for hearings before the planning commission and city council. The planning commission will hold a public hearing on the proposed annexation and make a recommendation to the city council to accept or deny the annexation. The city council will then hold a public hearing and adopt findings to either accept or deny the annexation.

CONVERSION AND ANNEXATION PROCEDURES

The City encourages anyone interested in converting and annexing property into the city to attend a pre-development meeting. In the pre-development meeting, city development staff will give advice on the requirements and processes involved in converting and annexing property into the city. After attending the pre-development meeting, the applicant may wish to obtain a conversion and an annexation application from the city planning department. Complete the applications and submit them along with the application fee to the city planning department. Once staff determines that the application is complete, the city council will initiate conversion and annexation proceedings. After the conversion and annexation are initiated, the City shall submit a notice of proposal to the Oregon Department of Land Conservation and Development (DLCD). DLCD is given a 45 day comment period to review the conversion proposal. This means that 45 days must elapse before the initial evidentiary hearing may be held.

The City will then notify by mail all property owners within 100 feet of the proposed conversion. The planning commission will then hold a public hearing on the conversion and annexation and make a recommendation to the city council to accept or deny the proposal. If the city council accepts the planning commission recommendation and approves the conversion and annexation request, the city council then moves to officially convert and annex the property. The proposal is then sent to Umatilla County for co-adoption. Once the County has co-adopted the proposal, the City then moves to officially annex the property. If the County does not co-adopt the conversion, the property cannot be annexed. A notice of decision is then sent to DLCD and there is a 21 day period to allow an appeal to the Land Use Board of Appeals. If there is no appeal, the decision is final. State and county agencies are then notified to record the changes.

COMPREHENSIVE PLAN MAP AMENDMENT AND ANNEXATION PROCEDURES

The City encourages anyone interested in annexing property into the city with a different comprehensive plan map and zoning map designation to attend a pre-development meeting. In the pre-development meeting, city development staff will give advice on the requirements and processes involved in amending the comprehensive plan map and annexing property into the city. After attending the pre-development meeting, the applicant may wish to obtain a comprehensive plan amendment application and an annexation application from the city planning department. Complete the applications and submit them along with the application fee to the city planning department. Once staff determines that the application is complete, the city council will initiate comprehensive plan map amendment and annexation proceedings. After the comprehensive plan map amendment and annexation are initiated, the City shall submit a notice of proposal to the Oregon Department of Land Conservation and Development (DLCD). DLCD is given a 45 day comment period to review the proposed comprehensive plan map amendment. This means that 45 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 proposal. The planning commission will then hold a public hearing on the comprehensive plan map amendment and annexation and make a recommendation to the city council to accept or deny the proposal. Following the 45 day DLCD comment period, the proposal is scheduled for a city council hearing. If the city council accepts the planning commission recommendation and approves the comprehensive plan map amendment and annexation request, the city council then moves to officially amend the comprehensive plan map and annex the property. The proposal is then sent to Umatilla County for co-adoption. Once the County has co-adopted the proposal, the City then moves to officially annex the property. If the County does not co-adopt the comprehensive plan map amendment, the property cannot be annexed. A notice of decision is then sent to DLCD and there is a 21 day period to allow an appeal to the Land Use Board of Appeals. If there is no appeal, the decision is final. State and county agencies are then notified to record the changes.