



Department of Land Conservation and Development 2025-2027 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by midnight on August 4, 2025.**

Date of Application: July 30, 2025

Applicant (Jurisdictional Entity): City of Hermiston

If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)

Contact Name and Title: Clinton Spencer, Planning Director

Contact e-mail address: cspencer@hermiston.gov

Contact phone number: (541)667-5025

Requested Service:

	Direct Grant (& budget estimate)	DLCD-Provided Consultant
Housing Planning Assistance Projects		
Development Code Amendment	<input type="checkbox"/> \$	<input checked="" type="checkbox"/>
Housing Capacity Analysis (HCA) ¹	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Production Strategy (HPS)	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Implementation Plan (Housing planning activities other than an HCA or HPS)	<input type="checkbox"/> \$	<input type="checkbox"/>
Urbanization Planning Assistance Projects		
Urban Growth Boundary Land Exchange	<input type="checkbox"/> \$	<input type="checkbox"/>
Urban Growth Boundary Amendment ²	<input type="checkbox"/> \$	<input type="checkbox"/>
One-Time Urban Growth Boundary Amendment ³	<input type="checkbox"/> \$	<input type="checkbox"/>
Urban Reserves	<input type="checkbox"/> \$	<input type="checkbox"/>
Public Facilities Area Plan	<input type="checkbox"/> \$	<input type="checkbox"/>
<p>1. Housing Capacity Analyses initiated under this Housing Planning Assistance Program are expected to be conducted under the Oregon Administrative Rules implementing the Oregon Housing Needs Analysis that the Land Conservation and Development will adopt in December 2025.</p> <p>2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis.</p> <p>3. As provided in SB 1537 (2024) Section 48-60.</p>		

Project Title: Hermiston Housing Code Legislative Update

Project Summary: (Summarize the project and products in 50 words or fewer)

Hermiston seeks to update the zoning code to reflect legislative changes since 2020 which have rendered several code provisions in need of revision. Compliance with middle housing, accessory dwellings, and manufactured housing are the priority updates. Additional updates for residential compliance are proposed if funding allows.

Project Description & Work Program

Please carefully review the attached Sample Work Program applicable to your jurisdiction's proposed project. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the project included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants applying for distinct or unique projects are expected to submit detailed applications that specify the work tasks, products, and timelines unique to their project. Priority will be given to applications that provide well-defined tasks, products, and timelines.*

Is the jurisdiction planning to utilize the applicable Sample Work Program as the project statement of work? Yes ☒ No ☐

If "yes", please skip to the "Tasks, Timelines, and Budget" section below. If "no", please attach a detailed work program including the following.

A. Goals and Objectives. The purpose of housing planning assistance projects is outlined in the attached Sample Work Program for reference. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

B. Products and Outcomes. Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

C. Work Program, Timeline & Payment. Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative. * Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than June 15, 2027;
- For direct grant projects, anticipated budget for all tasks; and
- Expected local contribution, including budget, staff time, and resources.

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1	Project Kick-off	12/25 to 1/26	\$	\$
2	Code Audit	1/26 to 3/26	\$	\$
3	Develop Compliant Code	3/26 to 6/26	\$	\$
4	Public Worksession and Open House	6/26 to 7/26	\$	\$
5	Final Code Revision	8/26 to 10/26	\$	\$
6	Adoption	12/26 to 1/27	\$	\$
7		to	\$	\$
8		to	\$	\$
TOTAL		to	\$	\$

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed. **If the following spaces are not sufficient for your responses, you may attach a separate document with additional information. Please clearly indicate the question number and/or prompt with each response to ensure it aligns with the application form.**

Project Criteria and Additional Information

- 1. Evaluation Criteria.** Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions ("Eligible Projects and Evaluation Criteria").

The project is focused on Priority 1, "Fulfilling Housing Related Statutory Obligations." Planning staff have identified many legislative changes which are not reflected in the development code. Hermiston's population of 20,000 requires prudent planning for the middle housing triggers at 25,000 in population. The desire of the city council and staff is to have all middle housing ready and in the code prior to hitting the population trigger. Additionally, staff have identified statutory non-compliance with ORS 197A.420, ORS 197A.425, and ORS 197.475. Furthermore, middle housing land division requirements in ORS 92.031 should be implemented. Staff began work on potential amendments in 2025 but the code amendments were postponed until HB 2135 was passed in the 2025 session so that those amendments will be captured as well. The most efficient use of funding is capture as many statutory changes as possible in one funding cycle.

Other deficiencies in the code relate to mandatory housing adjustments and limited land use decisions for replats and non-conforming use expansions (SB 1537). Residential partition calendar requirements have been changed by HB 4063. Residential use for affordable housing in commercial zones, single-room occupancy requirements, and emergency shelter siting have been changed by HB 3395. The code audit portion of the work plan is expected to reveal additional areas of potential code revision. Use of the Policy Development Code Amendment Work Program is proposed for this application.

- 2. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

Hermiston's development code is applicable only within the City of Hermiston and the Hermiston urban growth boundary. However, the urban growth boundary area is jointly managed by the City of Hermiston and Umatilla County with both entities issuing residential permits in this area. Umatilla County will coordinate during the code audit and code drafting stages, providing review and comment. Additionally, Umatilla County will co-adopt revisions to the Hermiston development code for applicability into the jointly managed urban growth boundary.

All post-acknowledgement code amendments are prepared in coordination with DLCD and ODOT. DLCD will provide technical assistance during the audit and code drafting stages, as well as project oversight since the city is proposing utilizing the DLCD provided consultant process. ODOT will review potential code amendments for Goal 12 compliance as necessary.

3. Advisory Committees. List any advisory committee or other committees that will participate in the project.

The Hermiston Planning Commission will act as the steering committee for this project. The planning commission has already hosted several housing workshops in the community and with local building representatives and is very familiar with the underlying statutory changes. The planning commission will host open houses to review the code audit and draft language development and then a second open house to review the final markup reflecting changes from the first open house session.

4. Cost-Sharing and Local Contribution. DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project's success. Cost-sharing (match) is not required, but recommended.

Staff time will be provided as an in-kind match for this project. Hermiston has utilized the DLCD provided consultant funding mechanism previously to develop middle housing compliance. This framework allows staff to guide the process and the local contributions listed in the timeline and budget section above are based on prior experience using a provided contractor.

Will a consultant be retained to assist in completing grant products? Yes ☒ No ☐

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes ☐ No ☒

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to:

E-mail: housing.dlcd@dlcd.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team: housing.dlcd@dlcd.oregon.gov

DLCD HAPO Team: dlcd.hapo@dlcd.oregon.gov

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	melissa.ahrens@dlcd.oregon.gov
Central Oregon	Angie Brewer	angie.brewer@dlcd.oregon.gov
North Coast & Lower Columbia	Brett Estes	brett.estes@dlcd.oregon.gov
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South Coast	Hui Rodomsky	hui.rodomsky@dlcd.oregon.gov
South Willamette Valley	Patrick Wingard	patrick.wingard@dlcd.oregon.gov

Important Housing Planning Assistance Dates

Date	Housing Planning Assistance Milestone
June 2, 2025 1:30 – 3p	Open Forum for follow-up question & answer Zoom link Meeting ID: 821 4886 4505 Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline

APPLICATION DEADLINE: August 4, 2025