

City of Union, Oregon.



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

CITY OF UNION OREGON PLANNING COMMISSION AGENDA

July 19, 2023 at 7:00pm

Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

1. Call to Order and Roll Call

Commissioners:

L. Jones, J. Jones, Burton, Diller, Baird, Hall, Williams

2. Minutes

a. June – Planning Minutes

3. Old Business

4. New Business

a. CUP 23-03 True Construction

b. CUP 23-04 Michelle Steevens

5. Public Comment (All speakers are entitled to 3 Minutes)

6. Upcoming:

7. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact City Hall at least 48 hours prior to the meeting at 541-562-5197 so appropriate accommodations can be made.

CITY OF UNION OREGON PLANNING COMMISSION MINUTES
Wednesday, June 14, 2023, at 7:00 p.m.
Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

This meeting was called to order at 7:02 p.m.

Roll Call: Commissioner Lani Jones absent, Commissioner Jocelyn Jones, Commissioner Robert Burton, Commissioner Edwin Baird arrived at 7:09 p.m., Commissioner Dan Hall, Commissioner Samn Diller, and City Administrator Doug Wiggins.

Commissioner Burton motioned to accept May's minutes with correction. Commissioner Diller second. The motion passed unanimously.

The first item under new business tonight was a hearing for variance 23-02.

The public hearing opened at 7:03 p.m.

Commissioners had no ex parte contact or conflict of interest.

On the staff report, CA Wiggins said they want to add a third residence to a single tax lot. It is zoned R-1. This requires a variance on the lot to allow another single home when there are already two homes. There is a drawing of the property for you to look at. The property is 8.2 acres. Staff findings are that the property can accommodate another home and water and sewer can accommodate as well. Current legislation from Salem is favorable towards this. There is a fire hydrant near to the property.

CA Wiggins said I did receive an email from ODOT that they would not allow another driveway going to the highway. There is another drawing for you to look at it. Commissioners and staff review the drawing and clarify where the buildings are and where a new one would go. Staff recommendations are a new home can be placed as long as it is up to code, and setbacks are strictly adhered to.

On applicant testimony, Martin Patterson said my father wants me to move back home.

On neutral testimony, Ralph Grafunder said we share a property line. Are there limits on homes on a single property? We also got a variance but it came with more strict restrictions. Is that similar to this?

CA Wiggins said there is a conditional use permit or a variance. Mr. Patterson said he only wants to put a home there and live there, which is a little different from taking care of aging parents.

Ralph said we asked for options and didn't get them so is this available to us? CA Wiggins discussed current legislation and that he could come back and get something more permanent.

Ralph said I just wanted to find more information. Staff and Commissioners discussed how legislation has changed and explained the differences in permits and variance.

Martin Patterson said I didn't realize there was a difference. I didn't know if it would be permanent or temporary. Staff, Mr. Patterson, and staff clarified the situation and answered questions.

The public hearing closed at 7:21 p.m.

Commissioners discussed that code doesn't directly say you can have three homes, but it also doesn't say you can't. They also discussed tiny home legislation that is coming. Staff and Commissioners discussed making sure there is plenty of space between buildings and that perhaps this lot should be partitioned.

They also discussed ODOT denying another driveway access. They do not want another approach. They also discussed how things change and people die.

After Commissioner deliberation, Commissioner Diller motioned to approve with staff recommendations. Commissioner Hall second. The motion passed with two no votes from Commissioners Baird and Williams.

The next item under new business was a Zone Change 23-01.

On the staff report, CA Wiggins said they want to change it from R1 to C2. There was a conditional use permit on this property to support the Cats Paw. The owner wishes to use the lot for light manufacturing. It is the opinion of the staff that community opinion has changed, and staff has not heard any testimony on this. It is important to realize you open it up to all sorts of businesses under C2 zoning.

If the zone does change, a traffic study will have to be done by ODOT. If it increases traffic, there are more special permits she would have to get.

Commissioner Jocelyn Jones and staff discussed if this could be done a different

way. Commissioner Williams and CA Wiggins discussed other similar businesses in town. They also discussed the possibility of a partition.

Staff, Commissioners, and Michelle Stevenson discussed the zoning of the lot now. They also discussed applying for agricultural zoning on the lot. Then they discussed if the house belonged to someone else and what having a house in a commercial zone would be like. Another option is to partition the lot and get a conditional use permit.

Michelle Steevens said I have been operating at the Bronson lumber building, but it wasn't the right building. This house and property are perfect. Everything I do is nontoxic, there are smells but we make sure to take care of those.

On testimony in opposition, Micaiah Mullens W. Brian said I have no problem with her business or her personally. We moved to Union because of the property we bought. We really don't want it zoned commercial. We found 9 commercial buildings for sale or lease in other areas of town. I spoke to my realtor about this because I don't want my property to lose value.

George Jones Brian Street said I am concerned about this impact on our environment, and I don't want a commercial zone that close to my home.

On neutral testimony, Dick Middleton 10th Street said I am not for or against this thing. I think you should look at the impact this is going to do. I don't know the process. I think you should get more information on the impact on the environment.

Michelle Steevens said I use citric acid in tanning. I use mineral tanning. I get rid of my salt properly. I use a non-toxic process. Mr. Mullens said our house comes up as a taxidermy. I don't know how you do that.

Commissioners and staff discussed taxidermy

Roger Huffman said I border the property in question. He asked for clarification. This is a prehearing on zoning. He agrees with partitioning the property.

Commissioners discussed having a buffer between the residential and commercial. Staff and Commissioners discussed the difference between taxidermy and a tannery. They discussed the history of tannery and why they weren't allowing tanneries at one point. Commissioners and staff discussed getting a lot more information and what the options are tonight.

Commissioner Baird said we recommend a partition to maintain a residential zone and to buffer it and make a commercial zone.

Commissioner Burton and CA Wiggins discussed if it would be the only C2 zone in the area.

There wasn't any further public comment.

CA Wiggins said the upcoming meeting will be a conditional use permit hearing for True Construction looking to build a home to run an AirBnB.

This meeting adjourned at 8:14 p.m.

Approved: _____

Chairwoman, Lani Jones

Attest: _____

City Administrator/Recorder, Doug Wiggins

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Home to the Buffalo Peak Golf Course

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

I CAN PAY \$ When open
Please let me get this on
the calendar for this month

CITY OF UNION PLANNING APPLICATION

Application #: 23-03
Received By: KRISTA G.

Date Submitted: 6-19-2023
Date of Notification: 6-30-2023
Date of 1st Hearing: 7-19-2023
Date Completed: _____

APPLICATION TYPE (Check one):

☒	Conditional Use Permit	☐	Minor Partition	☐	Street/Alley Vacate	☐	Zone Text Amendment
☐	Flood Zone Permit	☐	Plan Amendment	☐	Variance	☐	Site Plan Review
☐	Historic Design Review	☐	Property Line Adjustment	☐	Zone Change	☐	Major Partition

Other: _____

Fee Amount: \$ 350.00

Applicant: JOHN WAGNER TONY MAGEE True Construction
Address: 302 SUNSET DRIVE
City: LAGRANDE State: OR Zip: 97850 Phone: 541-805-0919
Property Owner (if Different): PAT & LISA MONTGOMERY
Address: 815 N. GALE
City: UNION State: OR Zip: 97883 Phone: _____

DEVELOPMENT REQUEST

Proposed Land Use {be specific): Duplex rental / Air bnb

PROPERTY INFORMATION

- Physical Site Address: 410 HERITAGE LANE
- Map: D4S4019CA Tax Lot: 110 Lot Size: 10000 SF ??
- Has property been surveyed? X Yes ___ No Inside urban growth boundary? ___ Yes ___ No
- Current zone classification? RESidential Existing Structures: NO
- Existing Easements: yes
- Overlay Zones: Flood Zone? ___ Yes ___ No Historic District? ___ Yes ___ No
- Major Topographical features (stream, ditch, slope, etc.): _____

STATEMENT OF UNDERSTANDING

I understand that I have the burden to prove my request meets all applicable ordinance requirements and that I must address all criteria that may apply. The criteria for approving or denying my request has been furnished to me as part of this application. I understand supplemental materials and information may be required by City of Union staff to complete the application.

I certify the above information to be true and correct and that I am the property owner, or authorized representative for the property owner. I understand that my application may be denied or delayed if incomplete or found to be falsified.

APPLICANT SIGNATURE: John Wagner

DATE: 6/15/23

ArcGIS WebMap



6/29/2023, 12:29:49 PM

City Limits UGB Taxlots

1:3,355
0 0.02 0.04 0.06 0.08 mi
0 0.03 0.06 0.12 km

Maxar, Microsoft, Esri Community Maps Contributors, Oregon State Parks,
State of Oregon GEO, © OpenStreetMap, Microsoft, Esri, HERE, Garmin,
City of Union
Copyright City of Union. All Rights Reserved.

True Construction LLC CCB# 226532 John Wagner-

Tony Magee 2202 1st ST La Grande OR, 97850

CITY OF UNION PROJECT IDEA.

We are thinking of buying a lot on the golf course to make a duplex rental/Air BB. This would be on the lot tucked away in the back behind the Prince house build. It would be two small nice homes attached to each other. No more then 2,000 sf between the both total. I'm guessing each a two bedroom, one bath with fire pits, and hot tubs. I think this would also be good for the city of Union and the golf course. We would buy year passes to the golf course to share with visitors. We would really try to make these golf themed and also provide bicycles for people to ride their bikes around Union. We would really be going for that small town vibe. Thank you very much. John Wagner 541-805-0919

*IM IN contact with the ward ASSOCIATES, waiting on the OK from them
Seems like there going to OK IT.*

June 28, 2023

City of Union
P.O. Box 529
Union, OR 97883

RE: Century Ranch Estates - Lot 10
Pat Montgomery & Lisa Lively, Property Owners

Dear City Staff,

Please accept this letter as acknowledgement of our understanding and approval of John Wagner (True Construction) petitioning the city to inquire of the use of the lot we own at the Century Ranch Estates in Union.

Mr. Wagner has expressed interest in purchasing this piece of property and we would like to support his efforts to complete his due diligence.

Should you have any questions, please contact me at the number listed below.

Kind regards,

A handwritten signature in cursive script that reads "Patric A. Montgomery".

Patric Montgomery
(541)805-9567

cc: True Construction, John Wagner



Thursday, June 29, 2023

NOTICE OF PROPOSED LAND USE ACTION PUBLIC HEARING

Dear Property Owner,

You are receiving this letter because the boundary of your property is located within 300 feet of a parcel of land being considered for the following proposed land use action.

<i>Applicant:</i>	<i>True Construction</i>
<i>Land Use Application:</i>	<i>Conditional Use Approval to use their residential property for a short-term rental business in a Residential Zone.</i>
<i>Property Description:</i>	<i>Union County Assessor's Map 04S4019CA, Tax Lot 110; Heritage Lane, Union, Oregon 97883.</i>

The hearing to consider the application will be held on **July 19, 2023 at 7:00 p.m.** in the Leonard Almquist Council Chambers, Union City Hall, 342 S. Main Street, Union, Oregon.

Applicable criteria for the Planning Commission's decision may be found within the following:

City Codified Code: Chapter 155 (Notices, Conditional Uses, Use Zones)

A copy of the application and all evidence relied upon by the applicant are available for inspection at no cost during business at City Hall, 342 S. Main Street, Union, Oregon. The staff report will be available for inspection at City Hall, at no cost, one week prior to the meeting. Copies of all materials will be available at cost.

Testimony for or against the proposed land use action may be presented orally at the hearing, or by a written statement presented before the hearing. Testimony and evidence must be directed toward the criteria above, or to other criteria in the Zoning Ordinance and/or Land Use Plan that you believe apply. Failure to raise an issue with enough specificity to afford the Planning Commission and the parties an opportunity to respond to the issue will preclude appeal of any resulting land use decision to the Land Use Board of Appeals.

If you have questions or need more information, please contact City Administrator Doug Wiggins at City Hall 541-562-5197 or email admin@cityofunion.com.

If you have a disability requiring any special materials, services, or assistance, please contact the City Office Manager at City Hall 541-562-5197 at least 48 hours before the hearing.

Sincerely,

Doug Wiggins
City Administrator

**REPORT TO CITY OF UNION
PLANNING COMMISSION**

TO: City of Union Planning Commission
FROM: Doug Wiggins, City Administrator/Recorder/Planner
RE: True Construction
• Application for Conditional Use Permit
Application #CUP-23-03
PROPERTY: County Assessor's Map #: 04S4019CA, Tax Lot: 110
Union, Oregon 97883

BACKGROUND

Application was filed by John Wagner of True Construction on June 19, 2023, for the referenced conditional use permit (CUP) and was determined to be complete. All property owners lying within 300 feet of the property described herein were mailed notices June 29, 2019 of the application, process, and notifying the hearing date of July 19, 2023 at 7:00 PM.

§ 155.140 NOTICES AND APPLICATION PROCEDURES.

The City Administrator or his or her designee shall give notice of a public hearing on a conditional use, variance, or quasi-judicial change to the zoning map, or any other public hearing required by this chapter to all property owners within the applicable radius for notices as specified in § 155.141, and to such other parties as are deemed affected by the proposed change. Notice shall be by first-class mail or personal service with proof of delivery. Names and addresses of property owners shall be those shown in the records of the Union County Assessor.

§ 155.141 RADIUS FOR NOTICES.

The radius for notices shall be within 300 feet of the exterior boundaries of the subject property, if the subject property is in the city limits but not in a farm or forest zone; or within 500 feet of the exterior boundaries of the subject property if the subject property is in a Farm or Forest Zone.

§ 155.142 CONTENT OF NOTICES.

Notices to property owners shall:

- (A) Explain the nature of the application and the proposed use or uses which could be authorized (O.R.S. 197.763(3)(a)).
- (B) List the applicable criteria from the Zoning Ordinance and land use plan that apply to the application (O.R.S. 197.763(3)(b)).
- (C) Set forth the street address or other easily understood geographical reference to the subject property (O.R.S. 197.763(3)(c)).

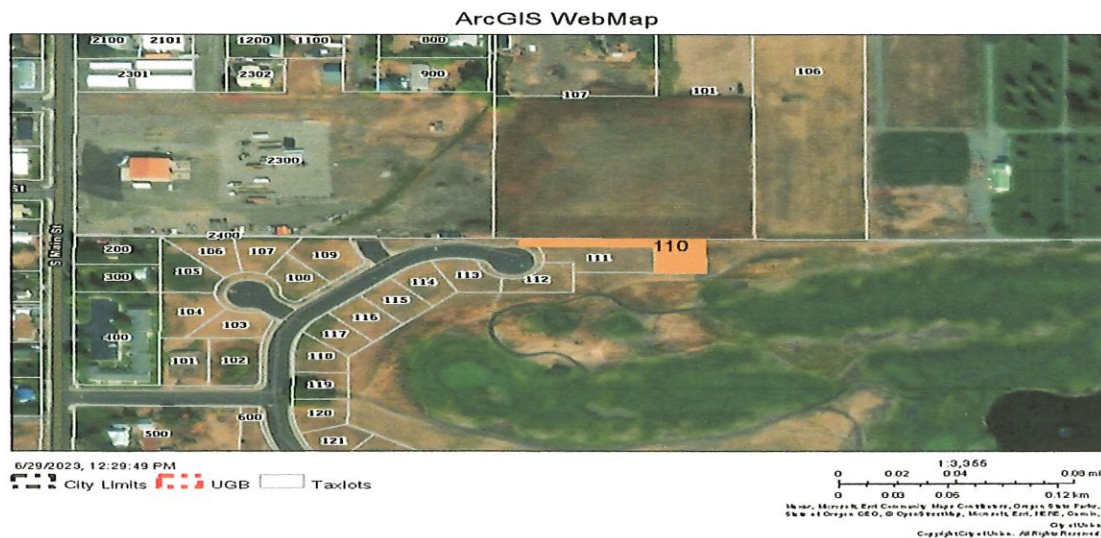
REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on July 19, 2023

- (D) State the date, time, and location of the hearing (O.R.S. 197.763(3)(d)).
- (E) State that the failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes appeal to the Land Use Board of Appeals based on that issue (O.R.S. 197.763(3)(e)).
- (F) Include the name of the local government representative to contact and the telephone number where additional information may be obtained (O.R.S. 197.763(3)(g)).
- (G) State that a copy of the application, all documents and evidence relied upon by the applicant, and the applicable criteria are available for inspection at no cost and will be provided at reasonable cost (O.R.S. 197.763(3)(h)).
- (H) If any staff report is to be used at the hearing, state that a copy of the staff report will be available at no cost at least seven days prior to the hearing and will be provided at reasonable cost (O.R.S. 197.763(3)(i)); and
- (I) Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearings (O.R.S. 197.763(3)(j)).

PROPOSAL DESCRIPTION

The applicant is requesting a CUP to run a business from a new home build. The business would be listed as a house to rent for short-term stays (less than 30 days). The current property is zoned Residential (R1). The lot size is approximately 9,226 square feet. It is unclear at the time of application what the home size would be, but minimum standards would be met for the City of Union.



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on July 19, 2023

SITE AND VICINITY DESCRIPTION

The property is located on a flag lot at the end of Heritage Way at the west end of the Buffalo Peak Golf Course. Residential homes are being built in the area along with vacant lands adjacent to and near the area. The surrounding properties are zoned Residential (R1) with the exception to the golf course which is zoned commercial amusement and a commercial construction lot nearby.

APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to run a short-term stay from a newly built house. The business will accommodate overnight stays for travelers to or through Union at less than 30-day stays.

LAND USE PLAN

The subject property is in Residential (R1) zoned ground. Light commercial use is allowed on the property if approved by the commission for a conditional use permit. Residential setbacks would still apply to all accessory buildings, if any, are to be erected for the business. Commercial property in a residential zone must also provide off-street parking. Noise and nuisance ordinances would have to be taken into consideration.

APPLICABLE CRITERIA AND STANDARDS

The following criteria must be applied for the CUP by the commission when deciding whether to allow the applicant to have a secondary residence on the Residential (R-1) zoned property:

§ 155.085 AUTHORIZATION TO GRANT OR DENY CONDITIONAL USE.

A conditional use listed in this chapter shall be permitted, altered, or denied in accordance with the standards and procedures of this section. In the case of a use existing prior to the effective date of this chapter and classified in this chapter as a conditional use, a change in the use or in the lot area, or an alteration of structure shall conform with the requirements for conditional use. In judging whether a conditional use proposal shall be approved or denied the Planning Commission shall weigh its appropriateness and desirability or the public convenience or necessity to be served against any adverse conditions that would result from authorizing the development at the location proposed and, in order to approve such use, shall find that the following criteria are met, can be met by observance of conditions, or are not applicable:

PROPOSED FINDINGS OF FACT

Additional information may be presented to the Planning Commission at its public hearing on this matter and may lead to different findings or conclusions. If so, appropriate changes in the proposed findings should be incorporated into the findings adopted to support the Planning Commission's Final Decision.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on July 19, 2023

1. Any person desiring to run a business in a Residential (R1) zone must apply for a conditional use permit through the planning commission.
 - a. True Construction, John Wagner, has applied to run a business on this property which is in a residential zone. Said application has been reviewed, accepted, and now referred to the Planning Commission.
 - b. The application did not contain a sketch depicting the location of where most of the business will take place relative to the property and surrounding properties; however, the application is clear on the purpose of his request.
2. The applicant will work with the City of Union to abide by noise ordinances and maintain a good neighborly standing.
3. Off-street parking is available and would be adequate to support the request.
4. I have received no feedback from any notices that have been sent to surrounding property owners.
5. City of Union utility services can handle the request with no undue strain to the system.
6. Given the temporary nature of the stays, there would be no effect to the school system.

CONCLUSION

Note: The proposed conclusion and recommendation were prepared prior to the Planning Commission's public hearing. Testimony presented at the hearing may affect the Planning Commission's determination of the facts and conclusion, and if so, this new information will be reflected in the adopted findings for this matter.

STAFF RECOMMENDATION:

Provided that no relevant testimony regarding the application is provided to the Planning Commission meeting, the staff recommends the following conditions should the planning commission move forward with the conditional use permit:

1. The conditional use permit shall be reviewed by complaint only and may not transfer with sale of the property to a new owner.
2. Noise ordinances shall be followed in the neighborhood, and should times need to be altered other than those enforced by ordinance, permits must be sought.
3. Visitor and customer parking shall be always maintained off-street.
4. The business is for short-term stays and not to exceed 30 days.

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Home to the Buffalo Peak Golf Course

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

CITY OF UNION PLANNING APPLICATION

Application #: 23-04
Received By: Krista

Date Submitted: 7/10/2023
Date of Notification: 7/10/2023
Date of 1st Hearing: 7/19/2023
Date Completed: _____

APPLICATION TYPE (Check one):

☒	Conditional Use Permit	☐	Minor Partition	☐	Street/Alley Vacate	☐	Zone Text Amendment
☐	Flood Zone Permit	☐	Plan Amendment	☐	Variance	☐	Site Plan Review
☐	Historic Design Review	☐	Property Line Adjustment	☐	Zone Change	☐	Major Partition

Other: Switched from zone change to CUP Fee Amount: \$ paid

Applicant: Michelle Steevens

Address: 1260 N. Second

City: Union State: OR Zip: 97883 Phone: (541) 415-0761

Property Owner (if Different): R'Chel Plank

Address: 1709 W. Arch

City: Union State: OR Zip: 97883 Phone: 541-910-4961

DEVELOPMENT REQUEST

Proposed Land Use (be specific): CUP to run business in residential zone.

PROPERTY INFORMATION

- Physical Site Address: 1260 N. Second Union, OR 97883
- Map: 04S4018BC Tax Lot: 700 Lot Size: 4.88 acres
- Has property been surveyed? ☒ Yes ☐ No Inside urban growth boundary? ☒ Yes ☐ No
- Current zone classification? R1 Existing Structures: _____
- Existing Easements: _____
- Overlay Zones: Flood Zone? ☒ Yes ☐ No Historic District? ☐ Yes ☒ No
- Major Topographical features (stream, ditch, slope, etc.): Little Creek Hwy Ditch

STATEMENT OF UNDERSTANDING

I understand that I have the burden to prove my request meets all applicable ordinance requirements and that I must address all criteria that may apply. The criteria for approving or denying my request has been furnished to me as part of this application. I understand supplemental materials and information may be required by City of Union staff to complete the application.

I certify the above information to be true and correct and that I am the property owner, or authorized representative for the property owner. I understand that my application may be denied or delayed if incomplete or found to be falsified.

APPLICANT SIGNATURE: on file

DATE: 7/10/23

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Home to the Buffalo Peak Golf Course

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

CITY OF UNION PLANNING APPLICATION

Application #: 23-01 ZC

Date Submitted: 5-9-23

Received By: DJ

Date of Notification: 5-31-23 5-24-23 Ka

Date of 1st Hearing: 6-2-23 6-14-23 Ka

Date Completed: _____

APPLICATION TYPE (Check one):

☐	Conditional Use Permit	☐	Minor Partition	☐	Street/Alley Vacate	☐	Zone Text Amendment
☐	Flood Zone Permit	☐	Plan Amendment	☐	Variance	☐	Site Plan Review
☐	Historic Design Review	☐	Property Line Adjustment	☒	Zone Change	☐	Major Partition

Other: _____

Fee Amount: \$ 300.00

Applicant: Michelle Steevens

Address: 1260 n2 st

City: Union State: OR Zip: 97883 Phone: 541 415 0761

Property Owner (if Different): R'chelle Plank

Address: 1709 W Arch St

City: Union State: OR Zip: 97883 Phone: 541 910 4961

DEVELOPMENT REQUEST

Proposed Land Use {be specific): From R1 to C2

PROPERTY INFORMATION

- Physical Site Address: 1260 n2nd St Union
- Map: 0454018BC Tax Lot: 700 Lot Size: 4.88
- Has property been surveyed? ☒ Yes ☐ No Inside urban growth boundary? ☒ Yes ☐ No
- Current zone classification? R1 Existing Structures: _____
- Existing Easements: city unit
- Overlay Zones: Flood Zone? ☒ Yes ☐ No Historic District? ☐ Yes ☒ No
- Major Topographical features (stream, ditch, slope, etc.): little creek Hwy ditch

STATEMENT OF UNDERSTANDING

I understand that I have the burden to prove my request meets all applicable ordinance requirements and that I must address all criteria that may apply. The criteria for approving or denying my request has been furnished to me as part of this application. I understand supplemental materials and information may be required by City of Union staff to complete the application.

I certify the above information to be true and correct and that I am the property owner, or authorized representative for the property owner. I understand that my application may be denied or delayed if incomplete or found to be falsified.

APPLICANT SIGNATURE: Michelle Steevens

DATE: 5/9/23

9 May 2023

City of Union, City of Union Planning Committee

City Administrator, Planning Committee Chair

342 S. Main Street

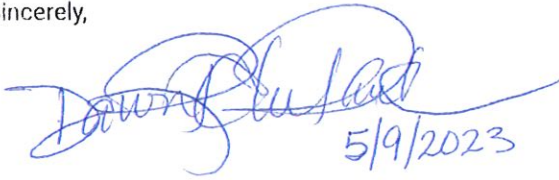
Union, OR 97883

RE: Express authorization from property owner for representation at hearing

Hello, City Administrator and Planning Committee Chair -

I, Dawn R'Chel Plank, expressly authorize Ms. Michelle Steevens to speak on my behalf, and act as my personal Agent, concerning property I own located at 1260 N 2nd Street, Union, OR 97883 (Map # 04S4018BC, Tax lot #00700), in the matter of my request to change zoning of said property from R1 (residential) to C2 (commercial).

Sincerely,



Dawn R'Chel Plank
1709 W Arch St
Union OR 97883
541-910-4961

I, Michelle Steevens, agree to act as a personal Agent for Ms. Dawn R'Chel Plank, and to represent her in the aforementioned effort to obtain a zoning change as described to the subject property.

Sincerely,



Michelle Steevens
1260 N 2nd St
Union OR 97883
541-415-0761

Verification on Oath or Affirmation

State of OREGON

County of Union

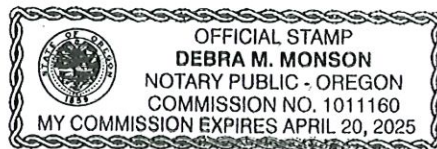
Signed and sworn to (or affirmed) before me on (date) May 9th, 2023

by (name(s) of individuals making statement) Dawn Rachel Plank & Michelle Steevens.

Debra M. Monson

Notary Public - State of Oregon

Official Stamp



Document Description

This certificate is attached to page 1 of a P.O.A. (title or type of document), dated May 9, 2023, 2023, consisting of 1 pages.

I will be using the mercantile Building facing the highway, to sell merchandise made by me and other local artists. All customers who are buying merchandise dropping off or picking up hides or mounts will use this building.

Building 4 will be where bones are processed. This includes prepping for beetle cleaning, then soaking in degreasing tanks and whitening tanks. Any smells associated with the Beatles will be dealt with using baking soda filters.

Then the bones will be dried, the detailed finishing work will be done. When the bones are finished, they will be taken to the mercantile Building to be sold or picked up by clients.

Building 3 will be where all the wet work will be done on hides. Starting with flashing then washing. From there they go into the pickling tanks, that is where the hides will be thinned. After the hides are thinned they go into the tanning tanks.

After the liquids from the pickling and tanning tanks are used they are collected and taken to the city dry beds for disposal, because of the high concentration of salt.

Then the hides are washed and sent to the Finishing building.

Building 2 is the finishing building. When the hides come into this building they are ready to be oiled then dried. While the hides are being dried they will be tumbled at various stages softening them.

After they are dry they will be buffed and combed. After they are finished they will go back to the mercantile Building to be Sold or picked up by clients.

Building 1 is where I'm living but half of the house is set up to do custom work like making clothing hats and other things with furs and leather.

I plan on having 3 employees this year.

My daughter will help with the mercantile. My son-in-law will help with the tanning. I will be hiring a high school student part time to help with the bones

All employees will park by the mercantile building and enter various buildings from the back avoiding Residential property.

The only things I will be changing are adding a water line to the city for dumping wastewater from the washing machine and the wastewater from fleshing and rehydrating hides. I will be adding a grease trap to this line to make sure no extra grease or flesh bits are added.

I also will be adding 2 10' by 20' storage containers. One will be a Climate controlled dry storage for salted hides. The other will be Freezer unit for storing frozen hides.

I want to make it clear that all products used to process bones and hides are non-toxic. Any machinery used to process hides have a very low noise level.

Close by residents will generally not see or hear any business being done at this property.

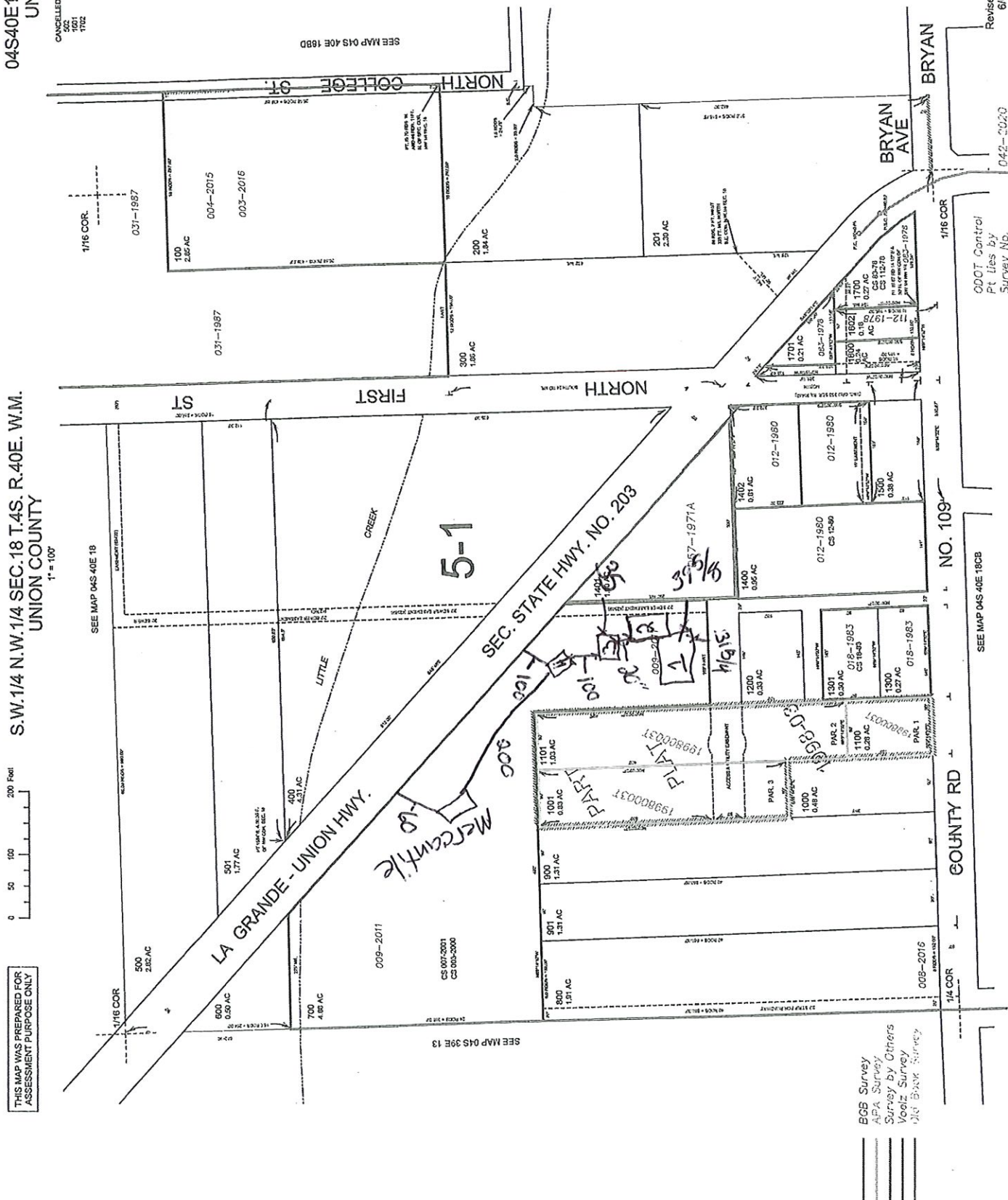
I will probably be receiving deliveries from UPS twice a month. I'm not real sure about what kind of traffic will be in and out of the Mercantile building since this building will be much more visible than the Bronson lumber building. Last year I received an estimate of about 5 to 6 people a week.

04S40E18BC
UNION

CANCELLED:
502
1601
1702

Revised: MRT
6/07/2010

UNION
04S40E18BC



City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Home to the Buffalo Peak Golf Course

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Monday, July 10, 2023

NOTICE OF PROPOSED LAND USE ACTION PUBLIC HEARING

Dear Property Owner,

You are receiving this letter because the boundary of this property is located within 300 feet of your property and is being considered for the following proposed land use action.

<i>Applicant:</i>	<i>Michelle Steevens / Richelle Plank (Owner)</i>
<i>Land Use Application:</i>	<i>Conditional Use Permit – Residential “R1” to operate a small tannery business.</i>
<i>Property Description:</i>	<i>Union County Assessor’s Map 04S4018BC, Tax Lot 700; 1260 N. Second Street, Union, Oregon 97883.</i>

The hearing to consider the application will be held on **July 19, 2023, at 7:00 p.m.** in the Leonard Almquist Council Chambers, Union City Hall, 342 S. Main Street, Union, Oregon.

Applicable criteria for the Planning Commission’s decision are found in Title XV (Land Use), Chapter 155 (Zoning), Use Zones, Amendments and Notices.

A copy of the application and all evidence relied upon by the applicant are available for inspection at no cost during business hours at City Hall, 342 S. Main Street, Union, Oregon. The staff report will be available for inspection at City Hall, at no cost, one week prior to the Planning Commission meeting. Copies of all materials will be available at cost.

Testimony for or against the proposed land use action may be presented orally at the hearing, or by a written statement presented before the hearing. Testimony and evidence must be directed toward the criteria above, or to other criteria in the Zoning Ordinance and/or Land Use Plan that you believe apply. Failure to raise an issue with enough specificity to afford the Planning Commission and the parties an opportunity to respond to the issue will preclude appeal of any resulting land use decision to the Land Use Board of Appeals.

If you have questions or need more information, please contact City Administrator Doug Wiggins at City Hall 541-562-5197 or email admin@cityofunion.com.

If you have a disability requiring any special materials, services, or assistance, please contact the City Office Manager at City Hall 541-562-5197 at least 48 hours before the hearing.

Sincerely,

Doug Wiggins
City Administrator

CITY OF UNION PLANNING COMMISSION
Staff Report

TO: City of Union Planning Commission
FROM: Doug Wiggins, City Administrator/Planner
RE: Michelle Steevens – Application for Conditional Use Permit 23-04
SITE: 160 N. Second Street
Map#: 04S4018BC, Tax Lot #: 700

1. DESCRIPTION

APPLICATION BACKGROUND

The City of Union received a complete application for a zone change on May 9, 2023. A public hearing before the Planning Commission was set for June 14, 2023, with notice to all residents, within 300 feet, mailed on May 24, 2023 and additional mailer was mailed July 10, 2023 notifying of the second hearing on July 19, 2023.

§ 155.140 NOTICES AND APPLICATION PROCEDURES.

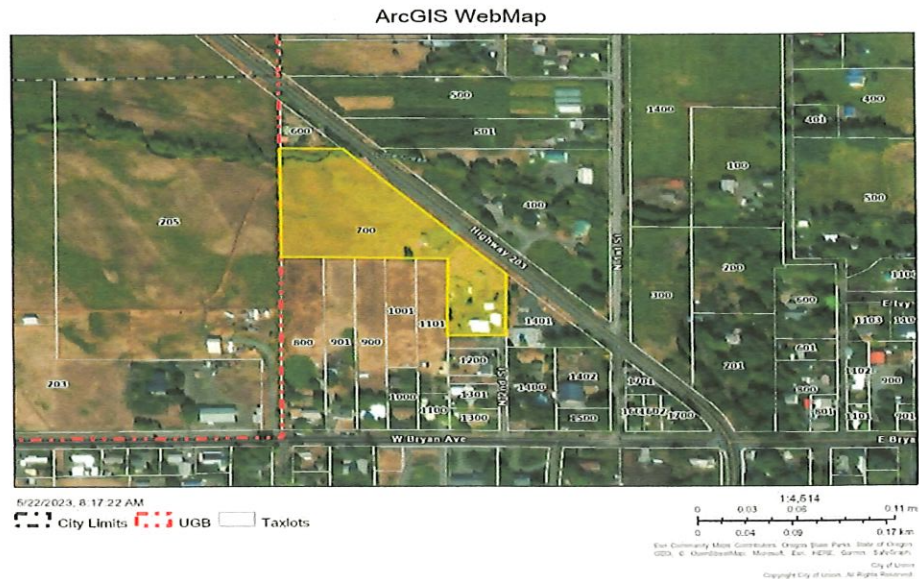
The City Administrator or his or her designee shall give notice of a public hearing on a conditional use, variance, or quasi-judicial change to the zoning map, or any other public hearing required by this chapter to all property owners within the applicable radius for notices as specified in § 155.141, and to such other parties as are deemed affected by the proposed change. Notice shall be by first-class mail or personal service with proof of delivery. Notice shall be mailed or delivered not more than 40 days, prior to the date set for the first public hearing on the application, or not less than ten days for applications requiring more than one evidentiary hearing. Names and addresses of property owners shall be those shown in the records of the Union County Assessor.
(Ord. 491, passed 6-13-2005; Ord. 509, passed 2-11-2008)

§ 155.141 RADIUS FOR NOTICES.

The radius for notices shall be within 300 feet of the exterior boundaries of the subject property if the subject property is in the city limits but not in a farm or forest zone; or within 500 feet of the exterior boundaries of the subject property if the subject property is in a Farm or Forest Zone.
(O.R.S. 197.763(2)(a); Ord. 491, passed 6-13-2005)

2. APPLICATION REQUEST & LOCATION

The applicant and City of Union have agreed to change the application to a Conditional Use Permit rather than a complete zone change after comments from the June 14, 2023, meeting and conversations with Council, Mayor and City Attorney. The lot is approximately 4.88± acres located along Oregon State Way 203 (N. Main Street). On the tax map they are identified as Map#: 04S40E18BC on Tax Lot: 700.



3. LAND USE PLAN

The subject property is currently zoned Residential “R1” with a home, numerous barns, sheds, outbuildings, and open pastureland. The zone can only support a retail or general business under a conditional use permit.

Given the business is a small hide tanning business with self-contained waste that does not utilize the public sewage system or is applied to land, it does meet the criteria of a small business that may be eligible for a conditional use permit.

4. EXISTING CONDITIONS

The ground currently contains pastureland, a home, and numerous outbuildings. It also contains a farm-like stand for retail sales as allowed in a previous conditional use permit issued by the planning commission in 2017. The owner wishes to move her current hide making business to this property and continue retail sales at this location after the completion of this permit. Conditional use permits do allow for small business in a Residential, therefore the application this change of application.

5. APPLICABLE CRITERIA AND STANDARDS

The following criteria must be applied for the CUP by the commission when deciding whether to allow the applicant to live in his travel trailer on Residential (R-1) zoned property:

§ 155.085 AUTHORIZATION TO GRANT OR DENY CONDITIONAL USE.

A conditional use listed in this chapter shall be permitted, altered, or denied in accordance with the standards and procedures of this section. In the case of a use existing prior to the effective date of this chapter and classified in this chapter as a conditional use, a change in the use or in the lot area, or an alteration of structure shall conform with the requirements for conditional use. In judging whether a conditional use proposal shall be approved or denied the Planning Commission shall weigh its appropriateness and desirability or the public convenience or necessity to be served against any adverse conditions that would result from authorizing the particular development at the location proposed and, in order to approve such use, shall find that the following criteria are met, can be met by observance of conditions, or are not applicable:

- (A) The proposal will be consistent with the comprehensive plan and the objectives of this chapter and other applicable policies of the city.
- (B) The location, size, design, and operating characteristics under the proposal will have minimal adverse impact on the livability, value, or appropriate development of abutting properties and the surrounding area.
- (C) The location and design of the site and structures of the proposal will be as attractive as the nature of the use and its setting warrant.
- (D) The proposal will preserve environmental assets of particular interest to the community; and
- (E) The applicant has a bona fide intent and capability to develop and use the land as proposed and has no inappropriate purpose for submitting the proposal, such as to artificially alter property values for speculative purposes.

(Ord. 337, passed 6-11-1979)

6. SUGGESTED FINDINGS OF FACT

The Planning Commission may use the following findings which are relevant to the approval, denial, or modification of the application, plus any additional findings as brought out through testimony presented at the public hearing. Only those findings which support the Planning Commission's motion should be read into the record for the approval, denial, or modification of such request.

STAFF FINDINGS:

1. Application was complete and submitted as required by City Code 155.114.
2. Notifications have been administered City Ordinance requirements.
2. The owner of the property would like to continue to retail her product and treat hides on her property.

3. Current Owner has been compliant with the current zoning regulations for the property. This new owner wishes to remain compliant.
4. The property borders both residentially zoned land and "C2" Heavy Commercial zoned land
5. The owner will continue to self-contain waste and dispose of it properly.
6. City infrastructure can handle the business proposed.
7. No other alternative sites have been considered.
8. At the time of this report, no letters or calls have come forward regarding the land use change of this property.
9. A hearing on June 14, 2023, did have many comments of people not minding the business at all, but did not wish for a zone change due to its permanent changing nature and future issues which may arise.

7. CONCLUSION

Barring any further testimony from the night of the hearing, staff has heard no complaints about allowing this hide business on the property in conjunction with the retail business. This would effectively continue a thriving business in the City of Union and add to the overall economics of the City of Union. Should the planning commission approve the conditional use permit, the following conditions shall apply:

1. Signage for the business may only be held along the State Highway system and comply with ODOT standards.
2. Business tanning waste shall continue to be self-contained and continued to be discarded in an approved manner as has been done in her previous address of business.
3. The permit will only be reviewed on a complaint basis and may be revoked shall violations occur as to offensive odors, improper waste and disposal, or health hazards become apparent.
4. The permit is non-expiring for this landowner only and solely for this business identified on the application.

Respectfully Submitted,



Doug Wiggins
City Administrator