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
WORK SESSION AGENDA
February 19, 2025 at 6:00pm
Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

1. **Call to Order and Roll Call**
   Commissioners:
   J. Jones, Baird, Steinbeigle, Diller, Good, Hall, Williams

2. **Work Session Discussion Topics**
   1. **Chapter 154 – Trailer Parks**
   2. **Chapter 155 – Zoning, Conditional Uses, setback requirements**

3. **Other**

4. **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.

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CITY OF UNION OREGON PLANNING COMMISSION AGENDA
February 19, 2025 at 7:00pm
Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

1. **Call to Order and Roll Call**
   Commissioners:
   J. Jones, Baird, Steinbeigle, Diller, Good, Hall, Williams

2. **Minutes**
   a. September 18, 2024 – Planning Commission Work Session Minutes
   b. September 18, 2024 - Planning Commission Meeting Minutes

3. **New Business**
   a. Elect New Vice-Chair
   b. CUP-25-01 – Conditional Use Permit – Michelle Steevens
   c. CUP-25-02 – Conditional Use Permit – Corey Morris
   d. V-25-01 – Variance – Carter and Kailin Wells

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

5. **Upcoming:**

6. **Adjourn**

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CITY OF UNION OREGON PLANNING COMMISSION
WORK SESSION MINUTES
September 18, 2024 at 6:00PM
Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

1. **Call to Order and Roll Call**

   This meeting was called to order at 6:03PM
   Roll Call: Commissioners Jocelyn Jones, Samn Diller, Dan Hall and Jeff Williams were present. Commissioners Robert Burton and Marlin Good were excused. Commissioner Edwin Baird arrived at 6:12 PM.

2. **Work Session Discussion Topics**
   1. **Ordinance 264 - Chapter 154 – Trailer Parks**
      Administrator Tate reviews Ordinance 264 and Chapter 154, which deals with trailer parks and discusses the conditions for temporary parking of occupied visitor trailers and the requirements for obtaining a variance permit. Administrator Tate explains the process for obtaining a 14-day permit and the maximum duration allowed without planning commission approval. Administrator Tate clarifies that the 14-day permit is free.
   2. **Ordinance 337 - Conditional Uses, Use Zones, setback requirements**
      There was a discussion on the conditions for obtaining a conditional use permit to occupy an RV outside of a trailer park, including the need for hookups to water and sewer or a fully self-contained unit. Setback requirements for trailers, including the distance from property lines and buildings were also discussed along with the application process for variance permits and the conditions that must be met, including compliance with state health division requirements. Administrator Tate discussed previous cases where conditional use permits were granted and the conditions under which they were extended.
   3. **Ordinance 481 – Partition and Subdivision**
   4. **Public Works Standards**
      Administrator Tate reviews the Public Works standards, including the technical specifications for drawings and the requirements for street work, water lines and sanitary sewer lines.
   5. **Ordinance 336 – Flood Damage Prevention**
      Administrator Tate explains the flood damage prevention ordinance, which is included in tab six, and its relevance to the planning commission. Tate also discussed the historical context of the flood damage prevention ordinance and its importance in maintaining compliance with state regulations.

3. **Other**

   Chairman Jocelyn Jones thanks Administrator Tate for her efforts in updating the planning materials and guiding the commissioners through the process. The commissioners discuss the importance of reviewing the updated materials and ensuring that all tabs and pages are

correctly placed. The commissioners express their appreciation for the updated materials and the thorough discussion that took place during the work session.

4. **Adjourn**
   This meeting was adjourned at 6:57PM

Approved: _____
Chairman, Jocelyn Jones

Attest: _____
City Administrator/Recorder, Celeste Tate

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CITY OF UNION OREGON PLANNING COMMISSION MINUTES
September 18, 2024 at 7:00pm
Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

1. **Call to Order and Roll Call**

   This meeting was called to order at 7:00 PM
   Roll Call: Commissioners Jocelyn Jones, Robert Burton, Edwin Baird, Samn Diller, Jeff Williams and Dan Hall were present. Commissioner Marlin Good was excused.

2. **Minutes**
   a. June 19, 2024 – Planning Commission Work Session Minutes
   b. June 19, 2024 - Planning Commission Meeting Minutes
   c. August 21, 2024 – Planning Commission Work Session Minutes

   Commissioner Baird made a motion to approve minutes from June and August Work Sessions and June Planning Commission Meeting as presented. Motion was seconded by Commissioner Williams. The minutes were accepted as presented.

3. **Old Business**
   a. Planning Commission Member assignment – Operating Rules – X. Tickler Files
   Administrator Tate and Commissioner Hall will be working together to get an update to the commission on the status of the conditional use permits and other items that the commission has approved.

4. **New Business**
   a. CUP-24-03 – Conditional Use Permit – Deborah Gibson
   Public hearing was opening at 7:04 PM.
   No members had a Conflict of Interest, Bias, or Ex Parte Contacts.
   The Staff Report was reviewed.
   No communication in opposition to the conditional use permit was received prior to the hearing.
   On applicant testimony, Deborah Gibson 321 W Delta came forward. Deborah said that she just moved here from John Day to be closer to her father and help take care of him. She said she is on a waiting list for a residence and has been for 6 months so this request is temporary. She was told that it could take 12-18 months to get into a place and it has been 6 months so far. She said she does work part time. It would be hooked to a grounded electrical outlet. It would not be used for a full residence as she takes showers and uses the restroom in her sister's house where the RV is located. Mark Dodge one of the property owners spoke in support of the application. He said that the trailer is a 2021, fairly new and looks nice and said that Deborah Gibson is a good person. Nelson Cook at 368 W Delta spoke in support of the application and said the applicant is a nice quiet lady. Patricia Dodge the applicants sister spke in support of the application and also said the trailer is very nice and that Deborah is very helpful. Amy Kate 514 N 2nd St. spoke in support of the application. She said she has known Debbie for several years and that she is very clean and works really hard to make things better around her.

No testimony in opposition was received.
The public hearing was closed at 7:10PM.
Commissioner Diller asked the applicant about setbacks to ensure setbacks were met and Commission Chair Jones asked about the electrical hookup to ensure it is grounded and asked about off street parking to ensure that would be met. She also commented that the applicant cannot have a propane tank bigger than 50 gallons. After Commissioner deliberation, Commissioner Hall made a motion to approve the application for one year with the staff recommendations included in the staff report. Commissioner Diller seconded the motion. Motion passed unanimously.

5. **Public Comment (All speakers are entitled to 3 Minutes)**
   No public comment was received.

6. **Upcoming:**
   Nothing upcoming. No meeting will be held in October. The next meeting will be held when an application is received for Planning Commissions review and consideration and a work session will be held prior to that planning meeting.

7. **Adjourn**
   This meeting was adjourned at 7:20PM

Approved: _____
Chairman, Jocelyn Jones

Attest: _____
City Administrator/Recorder, Celeste Tate

REPORT TO CITY OF UNION
PLANNING COMMISSION

TO: City of Union Planning Commission
FROM: Celeste Tate, City Administrator/Recorder/Planner
RE: Michelle Steevens

- Application for Conditional Use Permit
  Application #CUP-25-01

PROPERTY: 1260 N 2nd St.
County Assessor's Map #04S4018BC, Tax Lot: 700
Union, Oregon 97883

BACKGROUND

Application was filed by Michelle Steevens, 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 January 30, 2025 of the application, process, and notifying the hearing date of February 19, 2025 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)).

(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 have her daughter Christine Benitez occupy the RV. The current property is zoned Residential (R1). The lot size is approximately 4.88 acres.

Additional Photo:

Additional Photo:

SITE AND VICINITY DESCRIPTION

The property is located just south of Highway 203, and at the end of N 2nd Street. off of W Bryan Street. Residential use and Heavy Commercial use surround the property.

APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to park, and have her daughter Christine Benitez occupy, a trailer coach or RV.

LAND USE PLAN

The subject property is in Residential (R1) zoned ground. One and two-family dwelling units are allowed, but the use of a RV travel trailer as a temporary, primary dwelling unit is not allowed out right or as a conditional use within the provisions of Chapter 155.041. However, Chapter 154.05, *Rates Parking Outside of Trailer Parks*, (a) states that "Any person desiring to park, locate, keep or maintain an occupied trailer (RV) coach shall apply for a variance permit with the City of Union. Such application shall be referred to the Planning Commission".

**The record shows that these types of requests have been processed as a conditional use application rather than an application for a variance permit. Granting a variance permit in this case which will allow an applicant to occupy a trailer coach for a period of 12 months as requested in the application is not the same as granting a variance to certain development requirements as provided for in the Zoning Ordinance. The criteria that the Planning Commission is to use in evaluating the request in the application are given in Chapter 154.05 Rates Parking Outside of Trailer Parks.*

APPLICABLE CRITERIA AND STANDARDS

§ 154.05 RATES PARKING OUTSIDE OF TRAILER PARKS.

It shall be unlawful for any person to park, locate, keep or maintain an occupied trailer coach, except an occupied visitor's trailer under the provisions of § 154.07, without a permit as herein provided.

(A) (1) Any person desiring to park, locate, keep or maintain an occupied trailer coach shall apply for a variance permit with the city. Such application shall be referred to the Planning Commission.

(2) The application for the variance permit shall contain the name of the person desiring to park, locate, keep or maintain such trailer coach, the arrangement and location of sanitary, water and electrical facilities to be provided therein, identify the location of the unit and such other information as the City Planner and Planning Commission may request. Public Works and Fire Department shall give written notice to the Planning Commission regarding concerns with the application if such arises.

(B) Applicant shall meet all standards and requirements of the State of Oregon Health Division, Union County Health Department and the City of Union, including those requirements set forth in Section 16, (A) (3) of Ordinance No. 276, Series 1969, as amended by Ordinance No. 281, Series 1970. [Subsection (e) added by Ordinance No. 284 on May 10, 1971].
(Ord. 530, passed 5-13-2013) Penalty, see § 10.99

REPORT TO CITY OF UNION PLANNING COMMISSION
Prepared for the Public Hearing on June 19, 2024

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.

The staff review of the proposal has identified the following findings of fact and conclusions:

- The applicant, Michelle Steevens, has submitted an application to park, and have her daughter Christine Benitez occupy, a trailer coach or RV at 1260 N 2nd St. in Union. Said application has been reviewed, accepted, and referred to the Planning Commission.
- The application did contain a suitable drawing showing the location of the RV trailer.
- Water and Sewer services are available at this location and resident is currently paying for services.
- Electrical is available at this location.
- The Fire Chief will require a minimum separation of 10 feet between occupied RV trailers and any other structure for fire, life, and safety concerns.
- I have received one letter from a surrounding property owner that supports the application.
- I received a letter from ODOT due to proximity to Highway 203, with the feedback that ODOT does not have any concerns or comments regarding the application.

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.

Conclusion: The applicant, Michelle Steevens, has met the requirements for applying for a variance permit to park, and have her daughter Christine Benitez occupy, a trailer coach at 1260 N 2nd St., Union.

STAFF RECOMMENDATION:

Provided that no relevant testimony regarding the application is provided at the Planning Commission meeting, staff recommends that if the Planning Commission approves the variance permit, the following conditions should apply:

1. The conditional use permit shall expire in 1 year; but may be extended by review of the Planning Commission.
2. The RV is properly anchored to the property for winds.
3. All electrical hookups meet standards set forth with the most current electrical code.
4. The RV be hooked up to sanitary water and sewer services from the City and pay appropriately for a monthly service.
5. Off street parking must be maintained on the property.
6. The RV must maintain adequate street and side yard setbacks.
7. No propane bottle shall exceed a size of greater than 50 gallons.

City of Union, Oregon

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Home to the Buffalo Peak Golf Course

Thursday, January 30th, 2025

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:

Applicant:	*Michelle Steevens*
Land Use Application:	*Conditional Use Permit to live in a RV on Residentially Zoned Property. (CUP-25-01)*
Property Description:	*Union County Assessor's Map 04S4018BC, Tax Lot 700; otherwise, 1260 N 2nd St., Union, Oregon 97883.*

The hearing to consider the application will be held on **February 19, 2025 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 within the following:
City Ordinance Codified Code: Chapter 155 (Notices, Conditional Uses, Use Zones)

A copy of the application and provided supporting material from the applicant are available for inspection at no cost during City Hall business hours. The staff report will be available for inspection at City Hall, at no cost, one week prior to the hearing date. Copies of all materials will be available at cost.

Testimony for or against the proposed land use action may be presented orally at the planning commission hearing, or by written statement presented to City Hall staff by February 10th 12:00PM, 2025. Testimony and evidence must be directed toward the criteria above, or other criteria in the Zoning Ordinance and/or Land Use Plan that you believe to be appropriate. Failure to raise an issue with enough specificity to afford the Planning Commission and the parties an opportunity to respond 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 Celeste Tate at City Hall 541-562-5197, or fax 541-562-5196 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,

Celeste Tate

Celeste Tate
City Administrator

City of Union, Oregon

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CITY OF UNION PLANNING APPLICATION

Application #: 25-01

Received By: KG

Date Submitted: 1/9/2025

Date of Notification: 1/30/2025

Date of 1st Hearing: 2/19/2025

Date Completed: _____

APPLICATION TYPE (Check one):

X	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: Michelle Steevens

Address: 1260 N 2nd St

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

Property Owner (if Different): R'Chel Plank

Address: 1709 N. Arch

City: Union State: OR Zip: 97883 Phone: _____

DEVELOPMENT REQUEST

Proposed Land Use {be specific): See attached

PROPERTY INFORMATION

1. Physical Site Address: 1260 N 2nd St
2. Map: 04S4018BC Tax Lot: 700 Lot Size: 4.88 acres
3. Has property been surveyed? ___Yes ___No Inside urban growth boundary? X Yes ___No
4. Current zone classification? R1 Existing Structures: home + 2 out-buildings
5. Existing Easements: _____
6. Overlay Zones: Flood Zone? ___Yes X No Historic District? ___Yes X No
7. Major Topographical features (stream, ditch, slope, etc.): _____

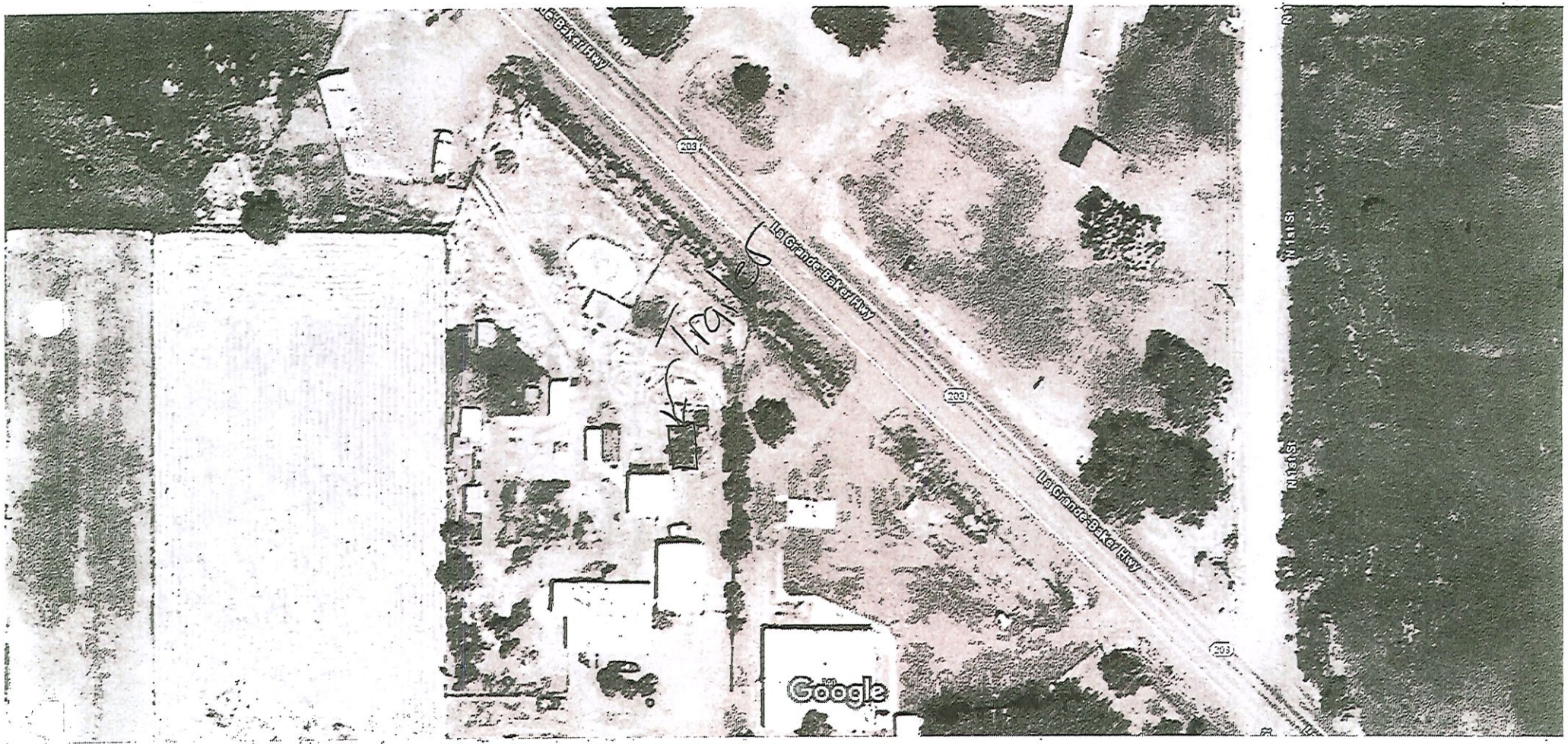
STATEMENT OF UNDERSTANDING

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 SIGNTURE: Michelle Steevens **DATE:** 1/9/25

Google Maps



Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 50 ft

R'Chel Plank

1709 W Arch St

Union, OR 97883

541-910-4961

1/9/2025

To City of Union Planning Commission:

I am aware that Christine Benitez is occupying an RV at 1260 N 2nd St, Union, OR in order to be near her mother Michelle Steevens for medical reasons. I am ok with this.

Sincerely,

R'Chel Plank

To whom it may concern,

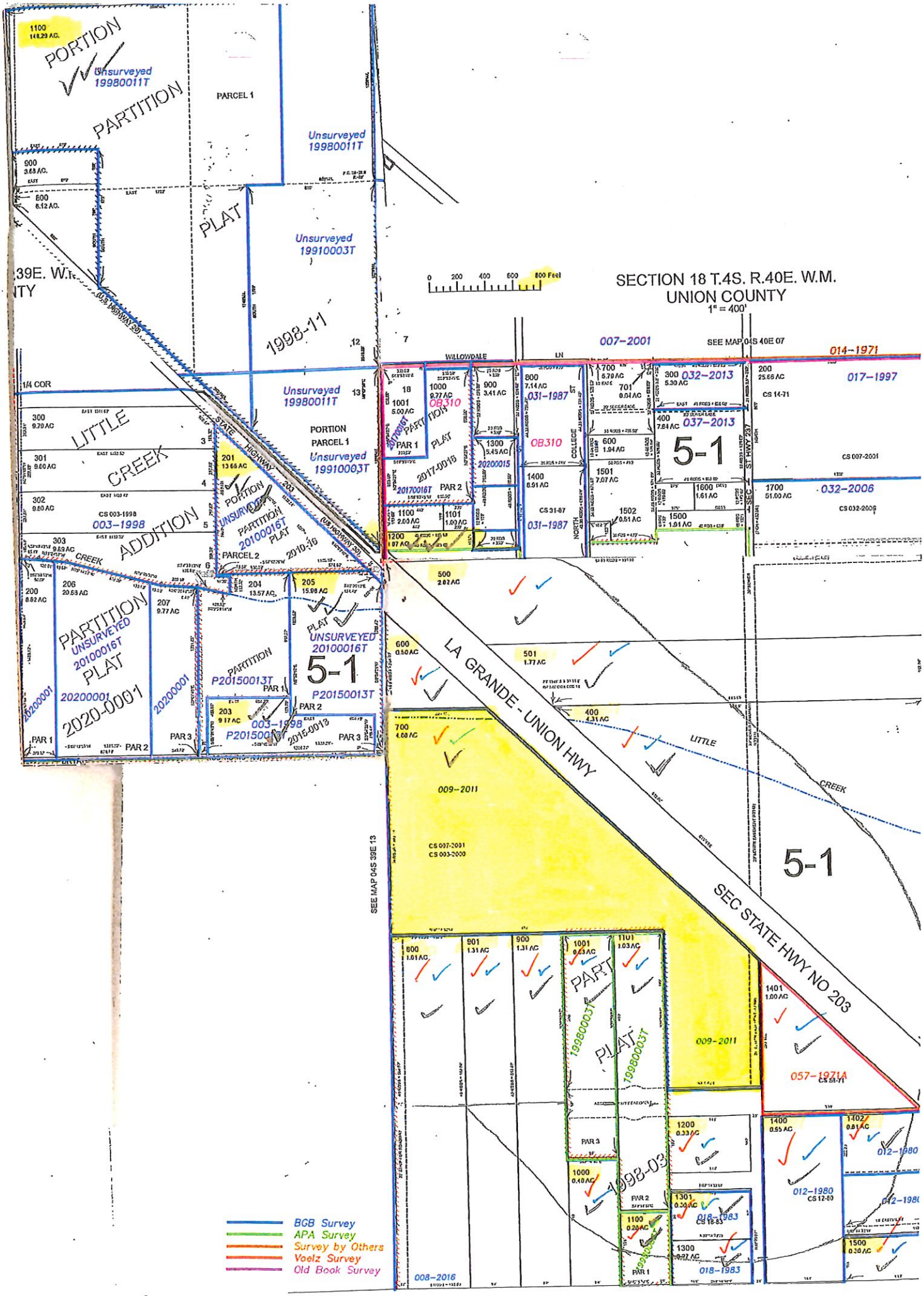
My name is Christine Benitez and I am requesting permission to live in my trailer on Michelle Steevens, my mothers, property with my two children. I'm requesting permission due to medical and financial reasons.

As we all know, rent and mortgage rates are at an all time high. As a single mom, affording rent is difficult when living in Union and commuting to La Grande. My oldest daughter loves the Union Elementary school and to uproot her to a different school would be a difficult transition. I've done all I can to keep her in the school with her friends and teachers who already know her.

My medical concerns are also a factor. I would prefer to keep them private, but for the sake of this letter I will go into detail. In the middle of last year, I nearly took my own life. Shortly after, I was diagnosed bipolar. I have been on medication since, but it's better for my health if I stay close to someone who knows my situation and can check that I'm continuing my medication and notice any changes in my mental state. My disorder can change my mood drastically and my main concern is that I will get back to the state I was in last year.

I would be so grateful if I could get approval to keep my trailer on my mothers property.

Thank you for your consideration,
Christine Benitez


SECTION 18 T.4S. R.40E. W.M.
UNION COUNTY
1" = 400'
0 200 400 600 800 Feet
PORTION
PARTITION
PLAT
Unsurveyed 19980011T
Unsurveyed 19910003T
PARCEL 1
1998-11
LITTLE CREEK ADDITION
PARTITION PLAT UNSURVEYED 20100016T
2020-0001
20200001
P20150013T
003-1998
2015-0013
5-1
LA GRANDE - UNION HWY
SEC STATE HWY NO 203
U.S. HIGHWAY 30
STATE HIGHWAY
WILLOWDALE LN
COLLEGE ST
NORTH
SEC STATE HWY 237
SEE MAP 04S 40E 07
SEE MAP 04S 39E 13
007-2001
014-1971
017-1997
032-2013
037-2013
031-1987
OB310
032-2006
009-2011
057-1971A
1998-03
012-1980
018-1983
008-2016
BGB Survey
APA Survey
Survey by Others
Voelz Survey
Old Book Survey

REPORT TO CITY OF UNION
PLANNING COMMISSION

TO: City of Union Planning Commission
FROM: Celeste Tate, City Administrator/Recorder/Planner
RE: Corey Morris
- Application for Conditional Use Permit
  Application #CUP-25-02

PROPERTY: 1035 S 4th St.
County Assessor's Map #04S4019CB, Tax Lot: 1400
Union, Oregon 97883

BACKGROUND

Application was filed by Corey Morris, 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 January 30, 2025 of the application, process, and notifying the hearing date of February 19, 2025 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.

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§ 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)).

(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)).

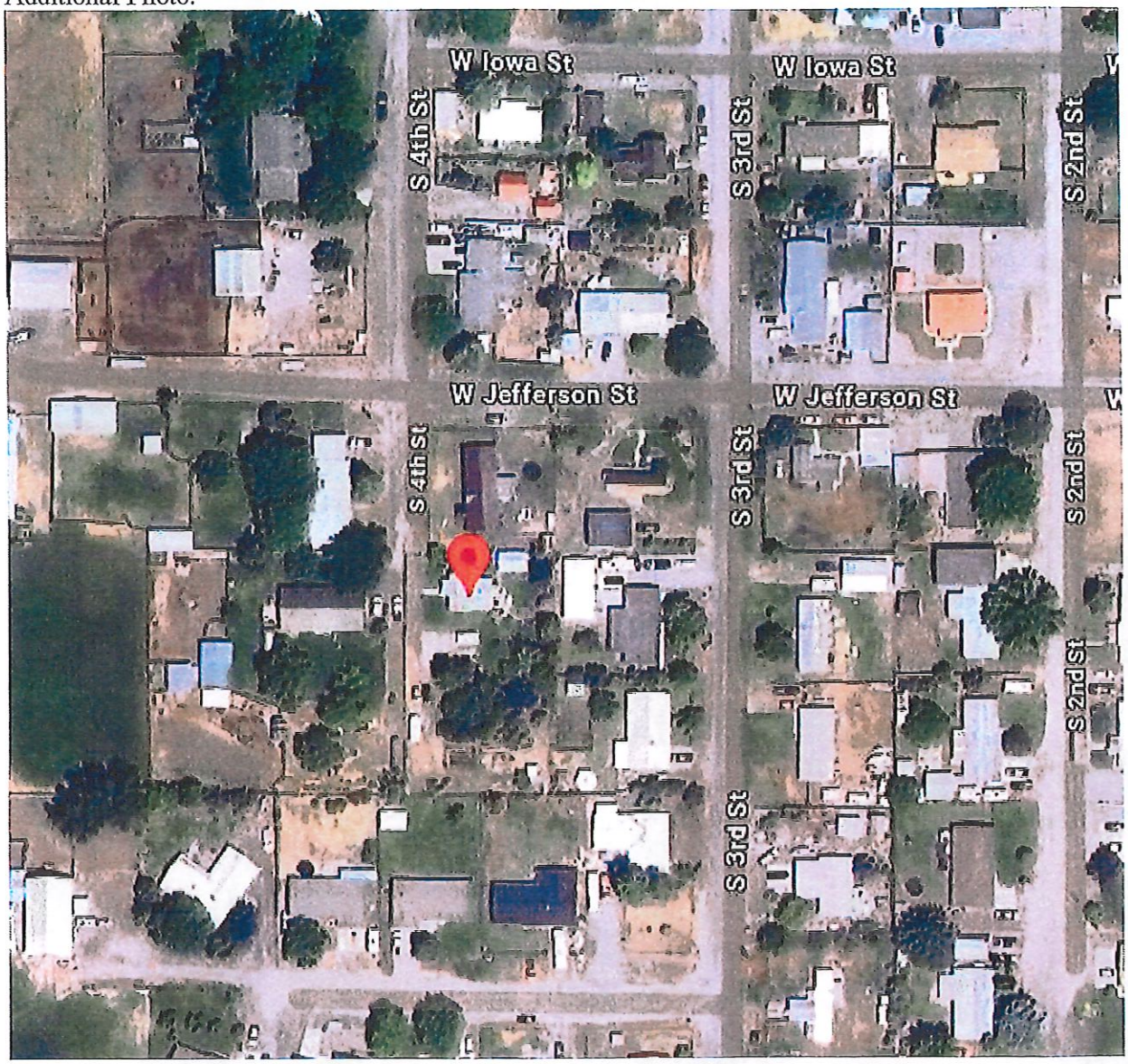
(H) If any staff report is to be used at the hearing, state that a copy of the staff report will be available at no cost at least seven days prior to the hearing and will be provided at reasonable cost (O.R.S. 197.763(3)(i)); and

(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 bring their RV and stay in the RV for up to one year while they relocate, find some land and build in or around Union. The current property is zoned Residential (R1). The lot size is approximately .54 acres.

Additional Photo:



Additional Photo:

SITE AND VICINITY DESCRIPTION

The property is located just south of the intersection at S 4th Street and W Jefferson Street. Residential use, Exclusive Farm use and Non-Exclusive Farm use surrounds the property.

APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to bring their RV and stay in their RV for up to one year while they relocate, find some land and build in or around Union.

LAND USE PLAN

The subject property is in Residential (R1) zoned ground. One and two-family dwelling units are allowed, but the use of a RV travel trailer as a temporary, primary dwelling unit is not allowed out right or as a conditional use within the provisions of Chapter 155.041. However, Chapter 154.05, *Rates Parking Outside of Trailer Parks*, (a) states that "Any person desiring to park, locate, keep or maintain an occupied trailer (RV) coach shall apply for a variance permit with the City of Union. Such application shall be referred to the Planning Commission".

**The record shows that these types of requests have been processed as a conditional use application rather than an application for a variance permit. Granting a variance permit in this case which will allow an applicant to occupy a trailer coach for a period of 12 months as requested in the application is not the same as granting a variance to certain development requirements as provided for in the Zoning Ordinance. The criteria that the Planning Commission is to use in evaluating the request in the application are given in Chapter 154.05 Rates Parking Outside of Trailer Parks.*

APPLICABLE CRITERIA AND STANDARDS

§ 154.05 RATES PARKING OUTSIDE OF TRAILER PARKS.

It shall be unlawful for any person to park, locate, keep or maintain an occupied trailer coach, except an occupied visitor's trailer under the provisions of § 154.07, without a permit as herein provided.

(A) (1) Any person desiring to park, locate, keep or maintain an occupied trailer coach shall apply for a variance permit with the city. Such application shall be referred to the Planning Commission.

(2) The application for the variance permit shall contain the name of the person desiring to park, locate, keep or maintain such trailer coach, the arrangement and location of sanitary, water and electrical facilities to be provided therein, identify the location of the unit and such other information as the City Planner and Planning Commission may request. Public Works and Fire Department shall give written notice to the Planning Commission regarding concerns with the application if such arises.

(B) Applicant shall meet all standards and requirements of the State of Oregon Health Division, Union County Health Department and the City of Union, including those requirements set forth in Section 16, (A) (3) of Ordinance No. 276, Series 1969, as amended by Ordinance No. 281, Series 1970. [Subsection (e) added by Ordinance No. 284 on May 10, 1971].
(Ord. 530, passed 5-13-2013) Penalty, see § 10.99

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.

The staff review of the proposal has identified the following findings of fact and conclusions:

- The applicant, Corey Morris, has submitted an application to park and occupy a trailer coach or RV at 1035 S 4th St. in Union. Said application has been reviewed, accepted, and referred to the Planning Commission.
- The property owner, Charles & Cora LeBold signed the application as a co-applicant and are in full support of their nephew's application.
- The application did contain a sketch or suitable drawing showing the location of the RV trailer.
- Full RV hookups are available at this location to include Electrical, Water and Sewer services are available at this location.
- The Fire Chief will require a minimum separation of 10 feet between occupied RV trailers and any other structure for fire, life, and safety concerns.
- I have received no feedback from any notices that have been sent to surrounding property owners.
- I received a couple of questions from a surrounding property owner, specifically what length of time the applicant is requesting and whether the legal landowner will be registered as a co-applicant, and a request for a copy of the application from the same landowner.

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.

Conclusion: The applicant, Corey Morris and co-applicant Charles & Cora LeBold have met the requirements for applying for a variance permit to park and occupy a trailer coach at 1035 S 4th St., Union.

STAFF RECOMMENDATION:

Provided that no relevant testimony regarding the application is provided at the Planning Commission meeting, staff recommends that if the Planning Commission approves the variance permit, the following conditions should apply:

1. The conditional use permit shall expire in 1 year; but may be extended by review of the Planning Commission.
2. The RV is properly anchored to the property for winds.

3. All electrical hookups meet standards set forth with the most current electrical code.
4. The RV be hooked up to sanitary water and sewer services from the City and pay appropriately for a monthly service.
5. Off street parking must be maintained on the property.
6. The RV must maintain adequate street and side yard setbacks.
7. No propane bottle shall exceed a size of greater than 50 gallons.

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

Thursday, January 30th, 2025

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:

Applicant:	*Corey Morris*
Land Use Application:	*Conditional Use Permit to live in a RV on Residentially Zoned Property. (CUP-25-02)*
Property Description:	*Union County Assessor's Map 04S4019CB, Tax Lot 1400; otherwise, 1035 S 4th St., Union, Oregon 97883.*

The hearing to consider the application will be held on **February 19, 2025 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 within the following:
City Ordinance Codified Code: Chapter 155 (Notices, Conditional Uses, Use Zones)

A copy of the application and provided supporting material from the applicant are available for inspection at no cost during City Hall business hours. The staff report will be available for inspection at City Hall, at no cost, one week prior to the hearing date. Copies of all materials will be available at cost.

Testimony for or against the proposed land use action may be presented orally at the planning commission hearing, or by written statement presented to City Hall staff by February 10th 12:00PM, 2025. Testimony and evidence must be directed toward the criteria above, or other criteria in the Zoning Ordinance and/or Land Use Plan that you believe to be appropriate. Failure to raise an issue with enough specificity to afford the Planning Commission and the parties an opportunity to respond 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 Celeste Tate at City Hall 541-562-5197, or fax 541-562-5196 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,

Celeste Tate

Celeste Tate
City Administrator

City of Union, Oregon

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 PLANNING APPLICATION

Application #: 25-02

Received By: KG

Date Submitted: 1/13/2025

Date of Notification: 1/30/2025

Date of 1st Hearing: 2/19/2025

Date Completed: _____

APPLICATION TYPE (Check one):

X	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: Corey T. Morris

Address: 2207 NE 154th Ave

City: Vancouver State: WA Zip: 98684 Phone: 971-998-2078

Property Owner (if Different): Charles & Cora LeBold

Address: 1035 S. 4th St.

City: Union State: OR Zip: 97883 Phone: 541-562-6153

DEVELOPMENT REQUEST

Proposed Land Use {be specific): _____

PROPERTY INFORMATION

1. Physical Site Address: 1035 S. 4th St.
2. Map: 045401 9-CB-01400 Tax Lot: 1400 Lot Size: .54 acres
3. Has property been surveyed? X Yes ___ No Inside urban growth boundary? X Yes ___ No
4. Current zone classification? Residential Existing Structures: House & Shed
5. Existing Easements: NO
6. Overlay Zones: Flood Zone? ___ Yes X No Historic District? ___ Yes X No
7. Major Topographical features (stream, ditch, slope, etc.): NA

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 SIGNTURE: Charles L. LeBold **DATE:** 1-13-2025

C. T. Morris 1/13/2025

To: City of Union

Re: **Planning Commission** – Conditional Use Permit – Details surrounding the request provided

Property Information:

Charles (Chuck) and Cora LeBold

1035 S. 4th St

Union, Oregon 97883

To Planning Commission,

My wife and I and two small kids, have been thinking of moving to Union for some time to join my Uncle Chuck and Aunt Cora! We have been coming to Union for years and we love it here! We are in a spot in our lives where we have an opportunity to make the journey and move to the great small town of Union!

My Uncle and Aunt have graciously invited us to come live with them as we transition our lives and move out to Union which will give us time to find some land and build our new home on the property. It will be great to be with family as we begin our new chapter in Union and be wonderful to have family support, especially with our two young kids.

We would like a conditional use permit to allow us to live in a new destination trailer (RV) on my Uncle Chuck and Aunt Cora's property, we will provide power, water and sewer connections to meet city requirements. We have attached a layout of their property along with the adjacent neighbors' names to give you reference, in addition to a picture of the destination trailer we would purpose. We are anticipating finding our new property within a year in or around the city of Union. Once we have our new property the destination trailer will be removed soon after from my Uncle and Aunt's property.

We appreciate your time and consideration for this conditional use permit and we super look forward to moving to Union, being with our family and getting our new life started in the great city of Union! Please feel free to reach out with any questions, email, text or phone provided below.

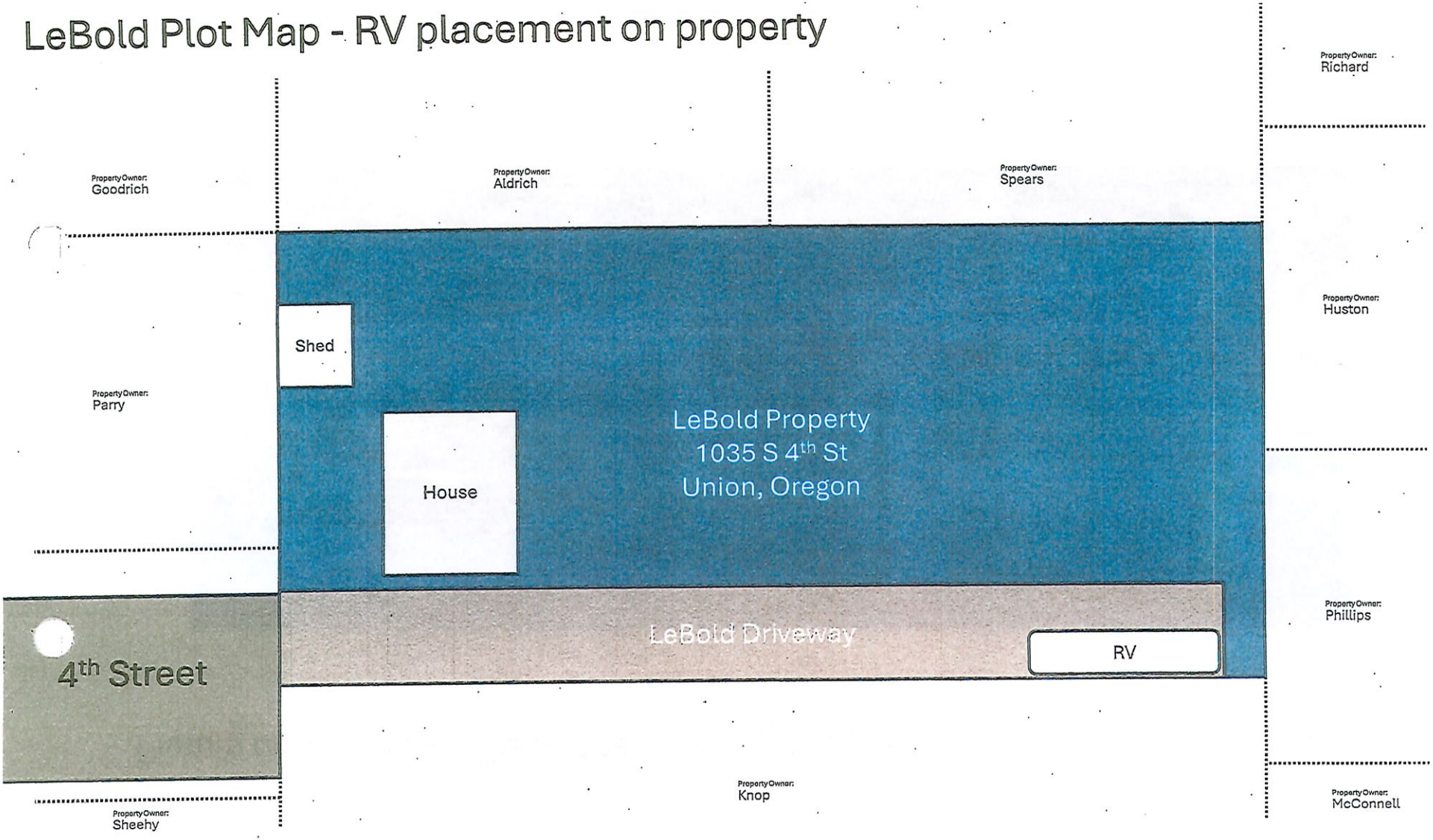
Regards,

Corey T. Morris (Nephew of LeBold's)

Corey.t.morris@gmail.com

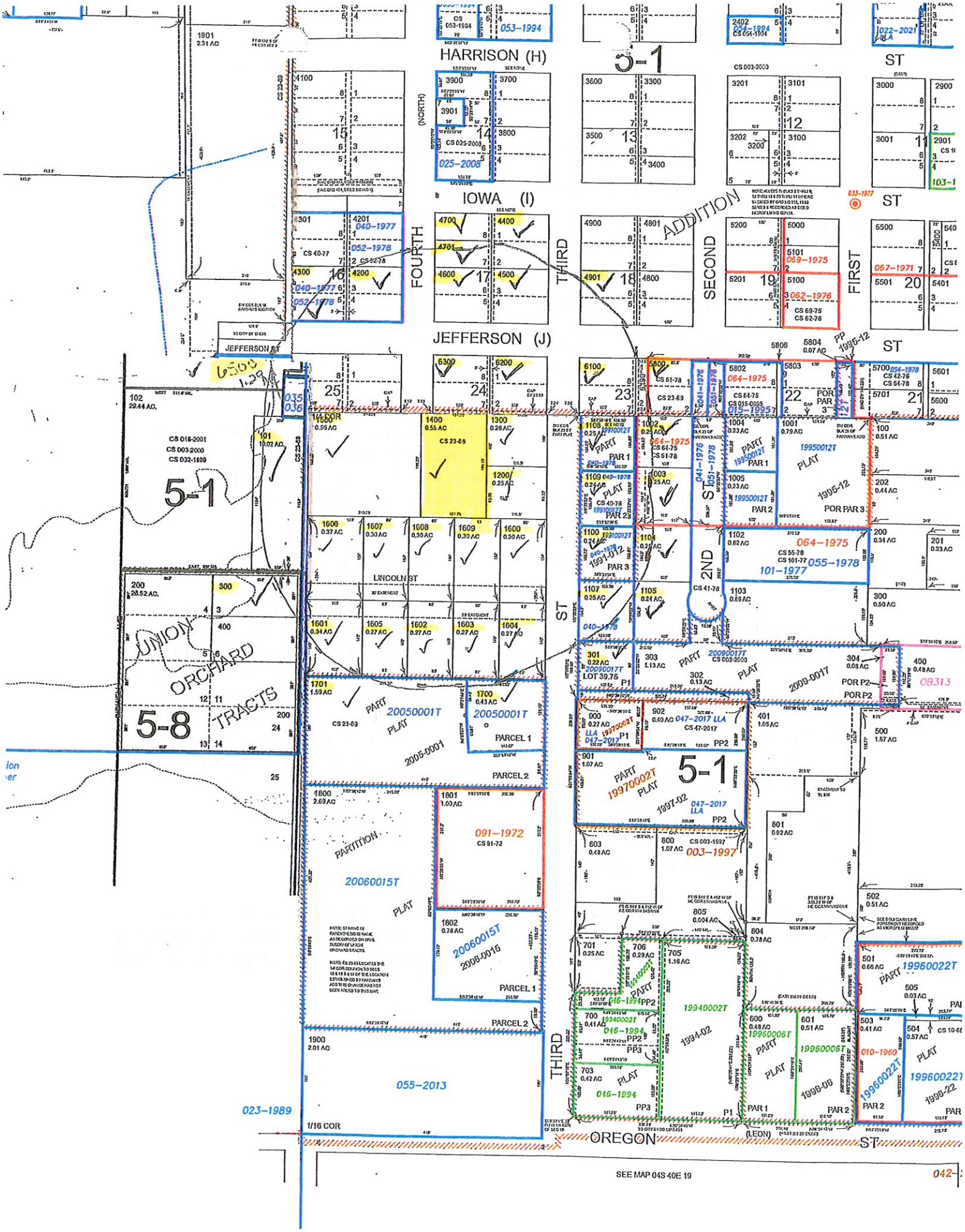
971-998-2078

LeBold Plot Map - RV placement on property



Picture of Destination Trailer that will be purchased and parked on the property.

(Upon Approval of the Conditional Use Permit)


HARRISON (H)
IOWA (I)
JEFFERSON (J)
FOURTH
THIRD
SECOND
FIRST
ADDITION
ST
JEFFERSON ST
LINCOLN ST
UNION ORCHARD TRACTS
PARTITION PLAT
OREGON ST
(LEON)
5-1
5-8
SEE MAP 04S 40E 19

REPORT TO CITY OF UNION
PLANNING COMMISSION

TO: City of Union Planning Commission

FROM: Celeste Tate, City Administrator/Recorder/Planner

RE: Carter and Kailin Wells, Century Drive, Union, OR. 97883
- Application for Variance V-25-01

PROPERTY: County Assessor's Map 04S4019CA, Tax Lot 112
Century Drive, Union, OR. 97883

BACKGROUND

Application was filed by Carter and Kailin Wells for the variance (V). The application was determined to be complete and included drawings depicting the reason for the variance request. Property owners lying within 300 feet of this property described herein were mailed notices January 30, 2025 notifying them of the application, process, and the hearing date of February 19, 2025 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. Notice shall be mailed or delivered not less than 20 days, but 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)

§ 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)).

(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)).

(Ord. 491, passed 6-13-2005)

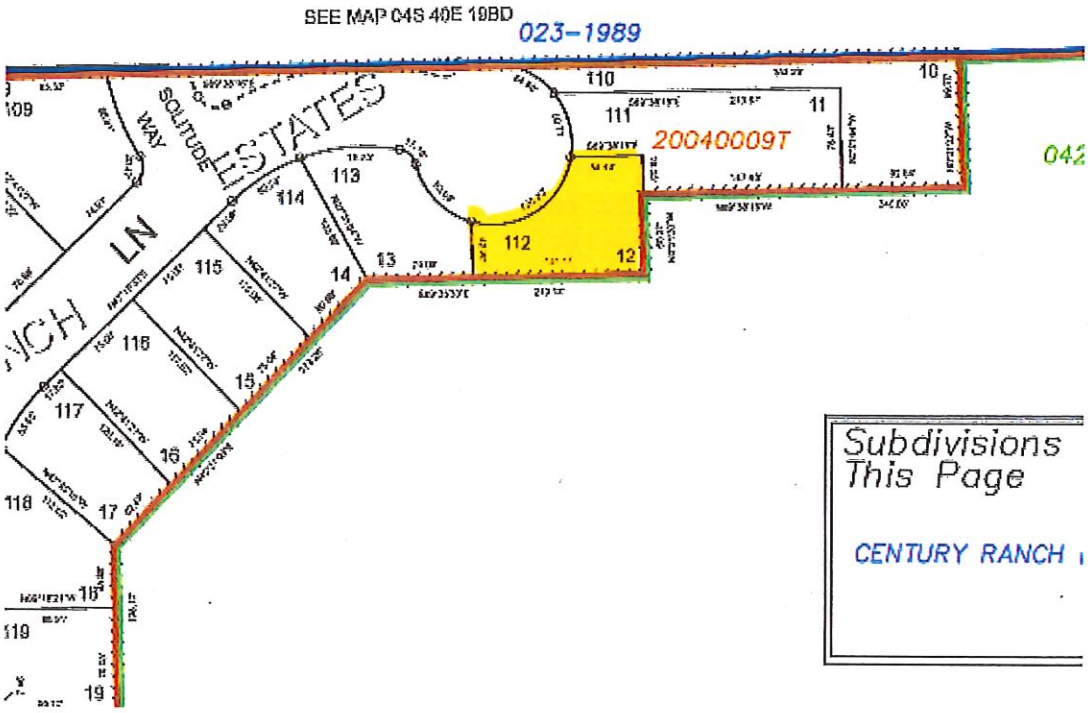
PROPOSAL/REQUEST/DESCRIPTION AND VICINTY

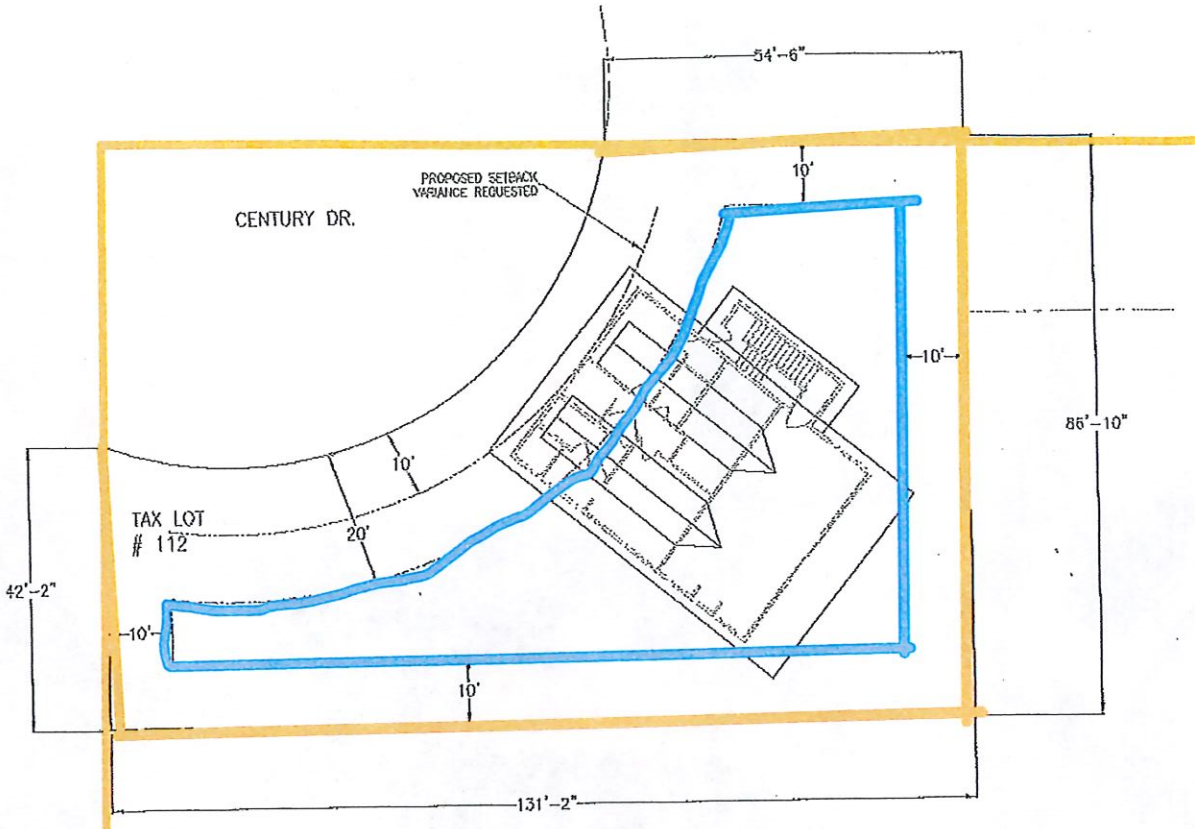
The application submitted is requesting a variance (V) to encroach setback rerquirements from the front yard line by 10 feet (10 foot setback rather than 20 foot). Current City standards require setbacks from front yard line to be 20 feet and applicant is asking for 10 foot setback from the northwest front lot boundary of his property on a cul-de-sac.

The property is located on Century Drive at the north end of the cul-de-sac, west of Buffalo Peak golf course and next door to 400 Century Dirve. The said property is zoned residential with commercial amusement zoned property to the south and east. The size of the lot is 8,632 SqFt.

REPORT TO CITY OF UNION PLANNING COMMISSION
Prepared for the Public Hearing on June 19, 2024

Lot highlighted in yellow below:





The orange line depicts the property line. The blue line depicts the buildable lot area if all setbacks are adhered to.

APPLICABLE ZONING/LAND USE/CRITERIA/STANDARDS

The following criteria must be applied for the variance by the commission when deciding whether to allow the applicant to impede setbacks on Residential (R-1) zoned property:

§ 155.068 AUTHORIZATION OF VARIANCES.

The Planning Commission may authorize variances from the requirements of this chapter where it can be shown that owing to special and unusual circumstances related to a particular piece of property, the literal interpretation of this chapter would cause undue or unnecessary hardship. No variance shall be granted to allow the use of property for purposes not authorized within the zone in which the proposed use would be located. In granting a

variance, the Planning Commission may attach conditions which it finds necessary to protect the best interest of the surrounding property and to otherwise achieve the purposes of this chapter.
(Ord. 337, passed 6-11-1979)

§ 155.041 RESIDENTIAL ZONE (R).

(E) *Setback requirements.* Minimum requirements shall be 20 feet front yard line, ten feet side yard line, and ten feet rear yard line. Both street frontages of corner lots shall be considered front yards. Accessory structure minimum setback requirements shall be five feet from side yard or rear lot lines. On all streets and street easements of less than 40 feet, building setbacks shall be calculated so that if the street right-of-way were widened to 60 feet the above minimum setbacks would result. No building permit shall be issued for construction of a building without such setback adjustments unless a variance is granted.
(Ord. 337, passed 6-11-1979; Ord. 351, passed 9-9-1980; Ord. 429, passed 2-11-1991; Ord. 437, passed 1-11-1993; Ord. 496, passed 6-12-2006; Ord. 558, passed 8-12-2019)

§ 155.069 CONDITIONS FOR GRANTING A VARIANCE.

No variance shall be granted by the Planning Commission unless it can be shown that all of the following conditions exist:

(A) Exceptional or extraordinary conditions applying to the property that do not apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography, or other circumstances over which the applicant has no control;

(B) The variance is necessary for the preservation of a property right of the applicant substantially the same as is possessed by owners of other properties in the same zone or vicinity;

(C) The authorization of the variance shall not be materially detrimental to the purposes of this chapter, be injurious to the property in the zone or vicinity in which the property is located, or be otherwise detrimental to the objectives of any municipal development plan or policy; and

(D) The variance request is the minimum variance from the provisions and standards of this chapter which will alleviate the hardship.

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

PROPOSED FINDINGS OF FACT

The staff review of the proposal has identified the following 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.

1. The applicants, Carter and Kailin Wells, have applied to impede front yard setback along the northwest side of their property in Union, OR. Application has been reviewed, accepted, and referred to the Planning Commission.

2. The application contained a sketch or suitable drawing showing the location of the proposed residence.

3. Exceptional conditions apply to the property that do not apply generally to other properties in the same zone as a result of the shape of the lot.

4. The variance is necessary for the preservation of the applicants property right substantially the same as is possessed by owners of other properties in the same zone.

5. The property is zoned Residential (R1).

6. No comments have been voiced or written from the public as of the writing of this report.

STAFF RECOMMENDATION

Note: The proposed recommendations 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.

Provided that no relevant testimony regarding the application is provided to the Planning Commission meeting, staff recommends that if the Planning Commission approves the Variance, the following conditions should apply:

1. The setback may only affect that setback along the northwest side of the property in the area depicted by the applicants drawing and shall not impede more than 10 foot of the 20-foot setback.

City of Union, Oregon

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

Thursday, January 30th, 2025

NOTICE OF PROPOSED LAND USE ACTION PUBLIC HEARING

Dear Property Owner,

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

Applicant:	*Carter and Kailin Wells*
Land Use Application:	*Variance to impede City setback requirement of 20 feet on a front yard line by 10 feet. (V-25-01)*
Property Description:	*Union County Assessor's Map 04S4019CA, Tax Lot 112;*

The hearing to consider the application will be held on **February 19, 2025, 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 within the following:
City Ordinance Codified Code: Chapter 155 (Notices, Variances, Use Zones)

A copy of the application and provided supporting material from the applicant are available for inspection at no cost during City Hall business hours. The staff report will be available for inspection at City Hall, at no cost, one week prior to the hearing date. Copies of all materials will be available at cost.

Testimony for or against the proposed land use action may be presented orally at the planning commission hearing, or by written statement presented to City Hall staff by February 10th 12:00PM, 2025. Testimony and evidence must be directed toward the criteria above, or other criteria in the Zoning Ordinance and/or Land Use Plan that you believe to be appropriate. Failure to raise an issue with enough specificity to afford the Planning Commission and the parties an opportunity to respond 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 Celeste Tate at City Hall phone 541-562-5197, fax 541-562-5196, 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,

Celeste Tate

Celeste Tate
City Administrator

pl

City of Union, Oregon

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

Home to the Buffalo Peak Golf Course

CITY OF UNION PLANNING APPLICATION

Application #: 25-01

Received By: KG

Date Submitted: 1/15/2025

Date of Notification: 1/30/2025

Date of 1st Hearing: 2/19/2025

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: CARTER L. WELLS KALLIN D. WELLS

Address: 524 W. BRYAN ST

City: UNION State: OR Zip: 97883 Phone: 541 910 9001

Property Owner (if Different): _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

DEVELOPMENT REQUEST

Proposed Land Use {be specific): VARIANCE

PROPERTY INFORMATION

1. Physical Site Address: CENTURY DR.
2. Map: 04S4 019CA Tax Lot: 112 Lot Size: 8632 SQ FT.
3. Has property been surveyed? ✓ Yes ___ No Inside urban growth boundary? ✓ Yes ___ No
4. Current zone classification? RESIDENTIAL Existing Structures: NONE
5. Existing Easements: FRONT 20' SIDE 10' BACK 10'
6. Overlay Zones: Flood Zone? ___ Yes ✓ No Historic District? ___ Yes ✓ No
7. Major Topographical features (stream, ditch, slope, etc.): SLOPE

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 SIGNTURE: _____ **DATE:** 1/15/25

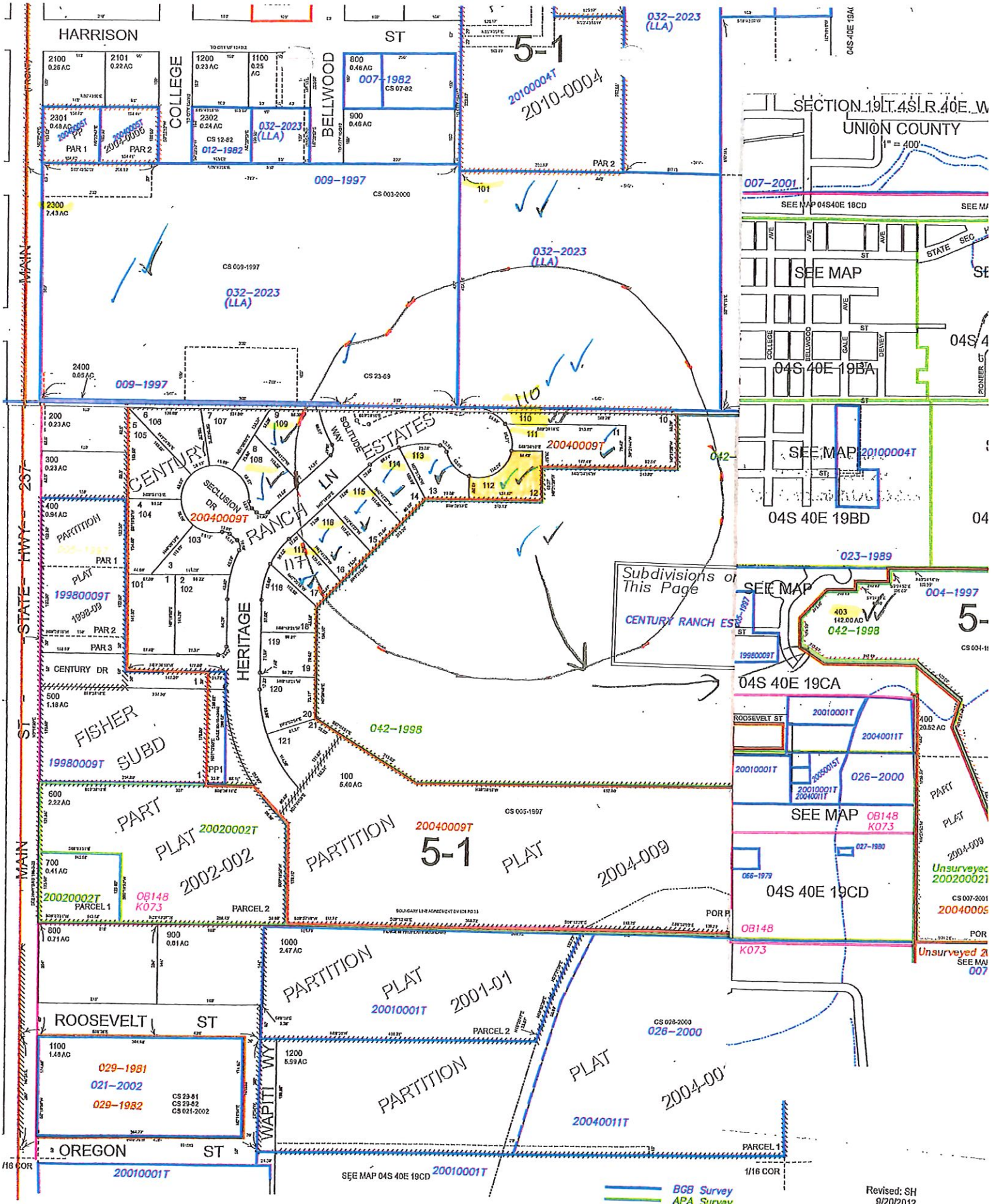
Associated Design & Engineering Services LLC

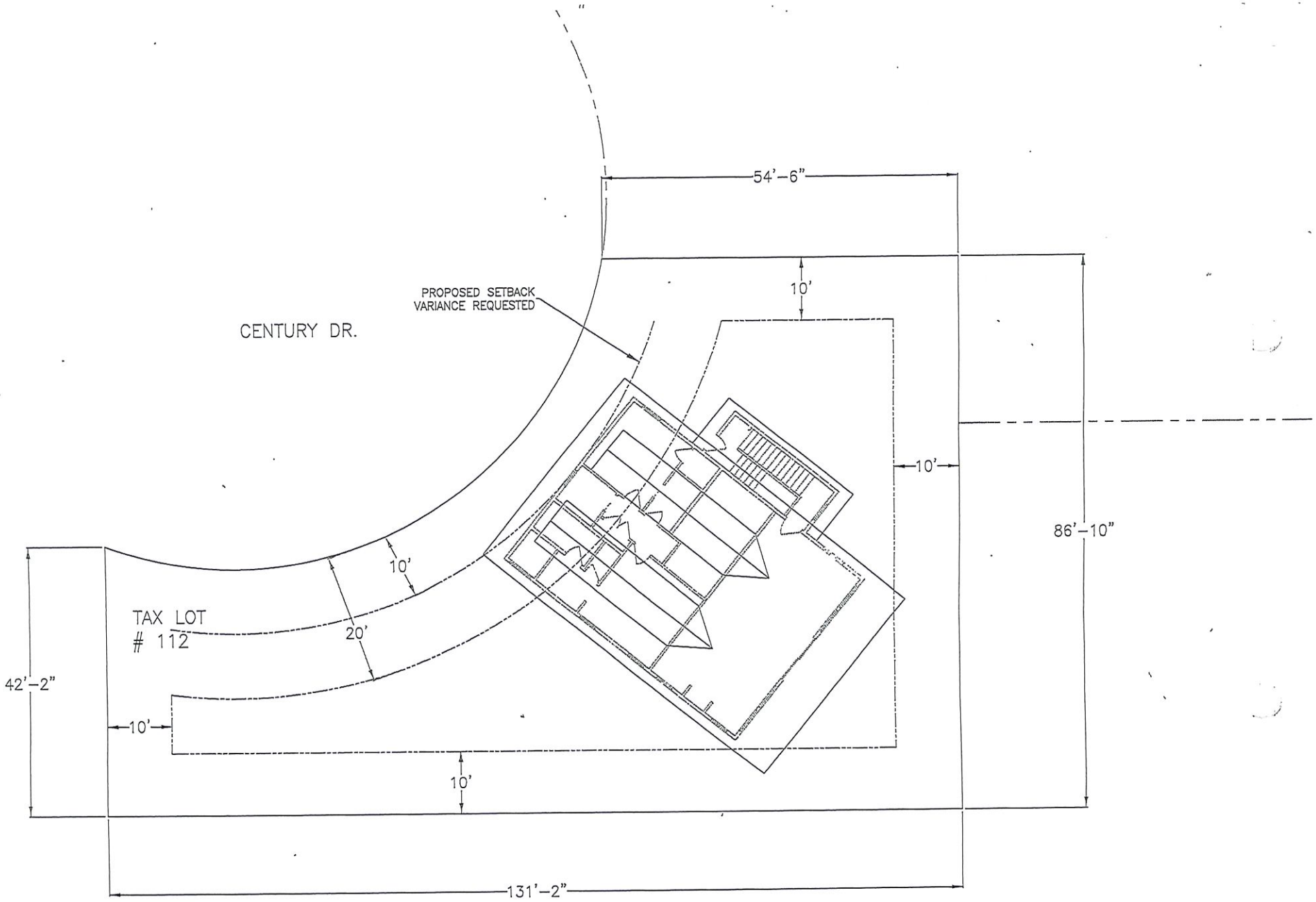
PLANS@ADES-LLC.COM (541) 963-0100

Full-Service Design from Plans to Permit

To whom it concerns:

This letter is to address the constraint in buildable area of tax lot #112 map 04S4019-CA. The current street setback distance of 20' street setback extremely restricts the buildable area. At the widest distance of 55' from the setback radius to an opposing narrowed point. Shifting to the left or right of this distance, the buildable area narrows up exponentially. We are requesting a variance to move the front yard setback from the existing 20' to a new 10' setback of the front yard. The existing home on tax lot #111 is located in such a manner that the new construction will not obscure the view or limit access of emergency vehicles. Tax lot #113 is in a position where views will not be obscured due to the new construction, and will set far enough away from the adjoining property line.


HARRISON ST
COLLEGE
BELLWOOD
MAIN
STATE HWY 237
CENTURY RANCH LN
SOLITUDE WAY
ESTATES
SECLUSION DR
HERITAGE
CENTURY DR
FISHER SUBD
PARTITION PLAT 2002-002
PARTITION PLAT 2004-009
PARTITION PLAT 2001-01
ROOSEVELT ST
WAPITI WY
OREGON ST
5-1
20040009T
Subdivisions on This Page
CENTURY RANCH ES
SECTION 19 T.4S R.40E. W
UNION COUNTY
1" = 400'
SEE MAP
04S 40E 19BA
04S 40E 19BD
04S 40E 19CA
04S 40E 19CD
BGB Survey
APA Survey
Survey by Others
Voelz Survey
Old Book Survey
Revised: SH
9/20/2012
UNION
04S40E19CA


54'-6"
10'
PROPOSED SETBACK
VARIANCE REQUESTED
CENTURY DR.
10'
86'-10"
10'
TAX LOT
112
20'
42'-2"
10'
10'
131'-2"