

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 OREGON PLANNING COMMISSION AGENDA

March 15, 2023 at 7:00pm

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

1. Call to Order and Roll Call

Commissioners:

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

2. Minutes

a. November – Planning Minutes

3. Old Business

4. New Business

- a. Elect New Chairman
- b. CUP 23-01 - Temporary RV Living – Melissa Hunt
- c. CUP 23-02 - Temporary RV Living – Dortehea Sutor

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, November 16, 2022, at 7:00 p.m.
Leonard Almquist Chambers located at 342 S. Main Union, OR 97883

This meeting was called to order at 7:00 p.m.

Roll Call: Commissioner Dan Davenport, Commissioner Robert Burton, Commissioner Dan Hall, Commissioner Lani Jones, Commissioner Jocelyn Jones, Commissioner Edwin Baird, Commissioner Samn Diller, and City Administrator Doug Wiggins.

The first item on tonight's agenda is the minutes from September's meeting. Commissioner Baird motioned to approve the minutes. Commissioner Jocelyn Jones second. The motion passed unanimously.

The next item on tonight's agenda under new business was a hearing for Conditional Use Permit 22-06; for temporary RV living. This public hearing opened at 7:01 p.m.

On the staff report, CA Wiggins said this property is located at 1010 Titus Drive, which is the road that leads to the city well. He would like to live in an RV temporarily until his home is built. I have received no comments on this. It is mainly residential land around there, a lot of it is vacant residential land. Water services are at the property, we can't provide sewer services, but he is trying to get a septic system. This permit should expire in one year, it will be hooked up to water and electricity up to code. No propane bottle shall exceed 50 gallons.

On applicant testimony, Coby Joseph said I was born and raised in Union; I sold my home on Grande Street. We are looking to put a manufactured home on the lot. We got a 27-foot travel trailer to occupy until the home can be obtained. I am going to put a sand filtration septic system up there.

There were not any further comments on this hearing.

This public hearing closed at 7:09 p.m.

After Commissioner deliberation, Commissioner Lani Jones motioned to approve with staff recommendations. Commissioner Baird second. The motion passed unanimously.

The next item was a public hearing for Variance 22-02. This public hearing opened at 7:10 p.m.

Commissioner Hall stated he has relatives living near the property in question.

On the staff report, CA Wiggins said the VFW, they began putting a covered shelter area over picnic benches and they had to stop construction because they didn't obtain building permits. They are looking to encroach on First and Birch Street. It is a residential zone so the setback should be 20 feet. The right of way must be clear. No siding placed on the covering to maintain clear vision for drivers on the corner. This variance will expire if the pavilion is torn down.

On applicant testimony, Ed Tibbs said we did get the horse before the cart. We decided to get a cover for our picnic area when the tree died that used to cover the concrete pad. The pictures show that it doesn't have siding and we don't plan on siding it. We just need shade for our picnic area, we do allow the community to use our facilities as well. CA Wiggins showed pictures to the commissioners.

Commissioners, staff, and Mr. Tibbs clarified that the structure can be moved 5 feet back and where it would go.

On testimony in favor, LaVon Hall said I am the closest neighbor to the VFW hall. They are very good neighbors. They did have a small canopy over the concrete before. They do a lot of good for the community. It is not ideal, but I think in the long run it is admirable they came forward to correct the problem.

There was not any further testimony on this hearing.

This public hearing closed at 7:27 p.m.

After Commissioner deliberation, Commissioner Jocelyn Jones motioned to approve with staff recommendations and get a survey completed so the property lines are clearly known. Commissioner Diller second. The motion passed unanimously.

There was not any public comment.

CA Wiggins said there is some state planning training coming up if you would like to go. He discussed who is coming to the end of their term with the Commissioner's.

This meeting adjourned at 7:42 p.m.

Approved: _____

Chairman, Dan Davenport

Attest: _____

City Administrator/Recorder, Doug Wiggins

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CITY OF UNION PLANNING APPLICATION

Application #: 23-01
Received By: Krista

Date Submitted: 1/20/2023
Date of Notification: 2/24/2023
Date of 1st Hearing: 3/15/2023
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: Melissa Hunt
Address: 3108 W Fulton
City: Union State: OR Zip: 97883 Phone: 541-975-4388
Property Owner (if Different): Lonnie Weaver
Address: 505 Alder
City: Cove State: OR Zip: 97824 Phone: 541-786-4915

DEVELOPMENT REQUEST

Proposed Land Use (be specific): Use for sister to stay in trailer until they find housing

PROPERTY INFORMATION

- Physical Site Address: 3108 W Fulton Union, OR 97883
- Map: 04S4019 BC Tax Lot: 801 Lot Size: 100' x 105'
- 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.): _____

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: Melissa Hunt

DATE: 12.28.22

1-31-2023

Lonnie Weaver
505 Alder
PO Box 134
Cove, OR 97824

To Whom It May Concern,

I am writing regarding my property located at 368 W Fulton in Union, OR. My daughter Melissa Hunt and her family occupy the property. My other daughter Heather Baldwin and her family are staying the in the trailer on the property. Heather and her husband Kevin ran an adult foster home for Kevin's parents for the last 4 years, where they lived. They recently have had a change of employment and were forced to move. Their son attends Union school after having a not so good experience in La Grande so they want to find housing in Union.

Heather and Kevin both have new employment, Heather a receptionist at GRH and Kevin at Outdoor. They would like to occupy the trailer until they can save and find adequate housing in Union.

Sincerely,

Lonnie D Weaver

Lonnie Weaver

RECEIVED

FEB 01 2023

BY: KG

**REPORT TO CITY OF UNION
PLANNING COMMISSION**

TO: City of Union Planning Commission

FROM: Doug Wiggins, City Administrator/Recorder/Planner

RE: Melissa Hunt, 368 W. Fulton Street, Union, OR. 97883

- Application for Conditional Use Permit CUP-23-01
 - To temporarily live in a RV until suitable housing is found.

PROPERTY: County Assessor's Map 04S 40E 19BC, Tax Lot 801
368 W. Fulton Street, Union, OR. 97883

BACKGROUND

Application was filed by Melissa Hunt with permission of the property owner, Lonnie Weaver, on January 20, 2023, for the referenced conditional use permit (CUP). The application was determined complete with no drawing depicting the location and placement of the RV. All property owners lying within 300 feet of this property described herein were mailed notices February 24, 2023, notifying residents of the applications, process, and the hearing date (March 15, 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. 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)

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023

§ 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/APPLICATION REQUEST

The applicant is requesting a CUP to live in a recreational vehicle (RV) on the subject property until suitable housing can be obtained in Union.

SITE AND VICINITY DESCRIPTION

The property is located on Fulton Street (368 W. Fulton Street). The property is zoned Residential (R-1) with residential zoned ground and buildings surrounding the property. The lot is approximately 10,500 square feet and consists of a 1,810 square foot mobile home and

REPORT TO CITY OF UNION PLANNING COMMISSION
Prepared for the Public Hearing on March 15, 2023

small shed. Additionally, the property sits right across the Union High School little league and kids' softball fields.



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023



LAND USE PLAN

The subject property is in a Residential zone R-1. One and two-family dwelling units are allowed, but the use of a travel trailer as a temporary primary dwelling unit may be allowed through a CUP within the provisions of City Ordinance Title XV and that such application shall be referred to the Planning Commission

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:

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023

§ 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)

PROPOSED FINDINGS OF FACT

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

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 applicant, Melissa Hunt, applied to park and occupy a travel trailer at 368 W. Fulton Street, Union, OR. 97883. Application has been reviewed, accepted, and referred to the Planning Commission.
- The application had no drawing showing the location and placement of the travel trailer within the property boundary.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023

- The Fire Chief will require a minimum separation of 10 feet between occupied travel trailers and other structures for fire, life, and safety concerns.
- The Fire Chief will require no propane bottles attached to the unit greater than 50 U.S. gallons.
- Setbacks from other buildings and property lines shall adhere to City of Union codes and building rules.
- As of the writing of this staff reports, no comments have come forward on the proposal.

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 should the Planning Commission approve the CUP the following conditions shall apply:

1. The conditional use permit shall expire in one (1) year; but may be extended by review of the Planning Commission for living in the travel trailer.
2. The RV shall be connected to City Water and Sewer and pay appropriately for a monthly service.
3. All electrical hookups shall meet standards set forth with the most current electrical code.
4. Off street parking must be maintained on the property.
5. The RV must maintain adequate street and side yard setbacks.
6. No propane bottle shall exceed a size of greater than 50 gallons.

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Thursday, February 24, 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.

Applicant: *Melissa Hunt/Lonnie Weaver*
Land Use Application: *Conditional Use approval to allow temporary living in a recreational vehicle until suitable housing is found.*
Property Description: *Union County Assessor's Map 04S4019BC, Tax Lot 801; otherwise, 368 W. Fulton Street, Union, Oregon 97883.*

The hearing to consider the application will be held on **March 15, 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 evidence relied upon by the applicant are available for inspection at no cost during business hours (10 a.m. to 5:00 p.m. Monday thru Thursday) at City Hall. The staff report and its supporting documentation will be available for pick up at City Hall one week prior to the meeting.

Testimony for or against the proposed land use action may be presented orally at the hearing, or by 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 would apply to the decision. Failure to raise an issue with sufficient 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, 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,

Doug Wiggins
City Administrator

CITY OF UNION PLANNING APPLICATION

Department of Planning
342 S. Main St. Union, Oregon 97883
Phone 541.562.5197
Fax 541.562.8196

Application # 23-02
Date Submitted: 2/8/23
Received by: Laura
Date Complete: _____

APPLICATION TYPE (Check one)

- ☒ Conditional Use ☐ Minor Partition ☐ Street / Alley Vacations ☐ Zone Text Amendment
☐ Flood Zone Permit ☐ Plan Amendment ☐ Variance ☐ Site Plan Review
☐ Historic Design Review ☐ Property Line ADJ ☐ Zone Change ☐ Major Partition
☐ Other _____

FEE AMOUNT: \$ 350.00

Applicant Doretha Sutor Phone 541-975-3799
Address 940 N Cove City Union State OR Zip 97883
Property Owner Sherryl Burke Phone _____
Address 940 N Cove City Union State OR Zip 97883

A. DEVELOPMENT REQUEST

Proposed Land Use (be specific) Trailer to take care of our mom

B. PROPERTY INFORMATION

1. Site Address 940 N Cove
2. Map 04S4018 CA Tax Lot 3200 3. Lot Size 50' X 100'
4. Has Property Been Surveyed? ☐ Yes ☒ No 5. Urban Growth Boundary ☒ Inside ☐ Outside
6. Zone R1 7. Overlay Zones ☐ Flood Hazard ☐ Historic District
8. Existing Structures ☒ Yes ☐ No 9. Existing Easements ☐ Yes ☒ No
10. Current land use (residence, etc.) residence
11. Major topographic features (stream, ditches, slope, etc.) _____

C. STATEMENT OF UNDERSTANDING

(Please initial after reading DS.)

I understand that I have the burden of proving my that request meets all applicable ordinance requirements, and that I must address all of the criteria that apply. The criteria for approving or denying my request have been furnished to me as part of this application. I understand that supplemental materials, as determined by the City of Union maybe required to process my application. I further understand that planning staff is entitled to request additional information or documentation within 30 days after submission of this application if it is determined such information is needed for a complete application.

D. I HEREBY APPLY FOR THE ABOVE REQUEST.

I certify that I am the property owner, or an authorized representative for the property owner.

APPLICANTS SIGNATURE

Doretha Sutor

DATE 2-9-23

Dorthea Sutor

66984 Miller Ln

Union Oregon 97883

Union City Counsel::

I want to take the time to say thank you for considering our mom's situation and

We are trying to take care of her, she has been a prime member in Union for year:

We are asking to park a 25 foot trailer in her drive way at 910 n cove so we can

With her at all times, she can not live alone any more due to her health. We will

Make it look nice and not full of junk or garbage out front, I think our mother would

Ring our necks if we didn't. I think that you all know our mom and how she has

A big part of the community and we would like her to pass away at her home in

Union and not a nursing home, so I hope that you can help us by letting her family

Take care of her in her home. And keep the trailer there so we can be there by he

Side. Thank you for your time.

Dorthea Sutor (oldest Daughter)

Sincerely,

Dorthea Sutor
541-975-3799

[https://onedrive.live.com/redir?resid=E034EBE9D8958AF0%21109&page=Edit&wd=target%28Untitled Sec](https://onedrive.live.com/redir?resid=E034EBE9D8958AF0%21109&page=Edit&wd=target%28Untitled%20Sec)

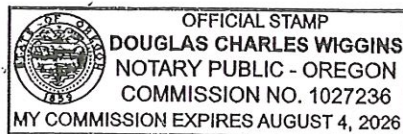
won't let me be alone anymore and I need the
Help, and I don't want to leave my home or
Town this is where I belong.

Thank you for your time.

• George Burke

I Doug Wiggins, Notary of Union Court, Union,
OREGON DO witness Sherryl Burke sign this
Document. DATED THIS DAY 3-6-23.

My Commission Expires 8-4-26



**REPORT TO CITY OF UNION
PLANNING COMMISSION**

TO: City of Union Planning Commission

FROM: Doug Wiggins, City Administrator/Recorder/Planner

RE: Dortehea Sutor, 910 N Cove Street, Union, OR. 97883

- Application for Conditional Use Permit CUP-23-02
 - To allow living in a RV for taking care of a family member

PROPERTY: County Assessor's Map 04S 40E 18CA, Tax Lot 3200
910 N. Cove Street, Union, OR. 97883

BACKGROUND

Application was filed by Dortehea Sutor with permission of the property owner Sheryl Burke, on February 8, 2023, for the referenced conditional use permit (CUP). The application was determined complete with no drawing depicting the location and placement of the RV but stated it would be in the driveway. All property owners lying within 300 feet of this property described herein were mailed notices February 24, 2023, notifying residents of the applications, process, and the hearing date (March 15, 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. 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)

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023

§ 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/APPLICATION DESCRIPTION/REQUEST

The applicant is requesting a CUP to live in a recreational vehicle (RV) on the subject property while they care for a family member. Applicant plans to park the RV in the driveway to live in.

REPORT TO CITY OF UNION PLANNING COMMISSION
Prepared for the Public Hearing on March 15, 2023



SITE AND VICINITY DESCRIPTION

The property is located at 910 N. Cove Street and the lot size is approximately 5000 square feet and has a 985 square foot home on the lot along with a small shed. This property is zoned Residential (R-1). The property is surrounded by other residential lots within the same zone.

LAND USE PLAN

The subject property is in a Residential zone R-1. One and two-family dwelling units are allowed, but the use of a travel trailer as a temporary primary dwelling unit may be allowed through a CUP within the provisions of City Ordinance Title XV and that such application shall be referred to the Planning Commission.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023

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)

PROPOSED FINDINGS OF FACT

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

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 applicant, Dorteia Sutor, applied to park and occupy a recreational vehicle at 910 N. Cove Street, Union, OR. 97883. Application has been reviewed, accepted, and

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on March 15, 2023

referred to the Planning Commission.

- The application had no drawing showing the location and placement of the travel trailer within the property boundary but did state it would be parked in the driveway.
- The Fire Chief will require a minimum separation of 10 feet between occupied travel trailers and other structures for fire, life, and safety concerns.
- The Fire Chief will require no propane bottles attached to the unit greater than 50 U.S. gallons.
- Setbacks from other buildings and property lines shall adhere to City of Union codes and building rules.
- As of the writing of this staff reports, no comments have come forward on the proposal.

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 shall the Planning Commission approve the CUP the following conditions should be applied:

1. The conditional use permit shall expire in one (1) year; but may be extended by review of the Planning Commission for living in the travel trailer.
2. The RV shall be connected to City Water and Sewer and pay appropriately for a monthly service.
3. All electrical hookups shall meet standards set forth with the most current electrical code.
4. Off street parking must be maintained on the property.
5. The RV must maintain adequate street and side yard setbacks.
6. 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

Home to the Buffalo Peak Golf Course

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

Thursday, February 24, 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.

Applicant: *Dorthea Sutor/Sherryl Burke*
Land Use Application: *Conditional Use approval to allow temporary living in a recreational vehicle while taking care of family.*
Property Description: *Union County Assessor's Map 04S4018CA, Tax Lot 3200; otherwise, 910 N. Cove Street, Union, Oregon 97883.*

The hearing to consider the application will be held on **March 15, 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 evidence relied upon by the applicant are available for inspection at no cost during business hours (10 a.m. to 5:00 p.m. Monday thru Thursday) at City Hall. The staff report and its supporting documentation will be available for pick up at City Hall one week prior to the meeting.

Testimony for or against the proposed land use action may be presented orally at the hearing, or by 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 would apply to the decision. Failure to raise an issue with sufficient 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, 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,

Doug Wiggins
City Administrator