



**CITY OF UNION OREGON PLANNING COMMISSION  
WORK SESSION AGENDA**

**September 18, 2024 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, Burton, Diller, Good, Hall, Williams

**2. Work Session Discussion Topics**

- 1. Ordinance 264 - Chapter 154 – Trailer Parks**
- 2. Ordinance 337 - Conditional Uses, Use Zones, setback requirements**
- 3. Ordinance 481 – Partition and Subdivision**
- 4. Public Works Standards**
- 5. Ordinance 336 – Flood Damage Prevention**

**3. Other**

**4. Adjourn**



**CITY OF UNION OREGON PLANNING COMMISSION AGENDA**  
**September 18, 2024 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, Burton, Diller, Good, Hall, Williams

**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

**3. Old Business**

- a. Operating Rules – X. Tickler Files - Update

**4. New Business**

- a. CUP-24-03 – Conditional Use Permit – Deborah Gibson

**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  
WORK SESSION MINUTES**

**June 19, 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 6:00PM

Roll Call: Commissioners Jocelyn Jones, Robert Burton, Edwin Baird, Samn Diller, Jeff Williams and Dan Hall were present. Commissioner Marlin Good was excused. Commissioner Edwin Baird arrived at 6:21 PM.

**2. Work Session Discussion Topics**

**1. Ordinance 264 - Chapter 154 – Trailer Parks**

Chapter 154 was reviewed including 154.05-154.07 which sets out the requirements for parking and/or occupying a trailer coach outside of a trailer park. Occupant must permit from City Hall for a period not to exceed 14 days. An applicant can apply for three permits in one calendar year. If an occupant wishes to occupy the trailer coach more than six weeks total per calendar year, they shall apply for a variance permit with the city. It was discussed that these requests have in the past come to the planning commission as a conditional use permit which is temporary. The difference between a variance and a conditional use permit was discussed with a conditional use permit normally being temporary and a variance being more permanent such as a variance allowing an individual to build on a piece of property that does not adhere to the normal setback requirements. Variances normally transfer with the property such as building on a property that does not adhere to the setback requirements. Conditional use permits for occupying RV's have typically been for a year. Under 154.08 it does speak to the non-transferability of permits issued under the terms of this chapter. Therefore, it could be a variance and not be permanent under this chapter and non-transferable. There was a discussion on the applicability of using a variance when the planning commission wishes for the applicant to be able to occupy an RV longer than a year but that it is non-transferable as opposed to a conditional use permit for an applicant to occupy an RV for less than a year. There was a discussion on the conditional use permits being subject to the needs of the neighborhood and that it is on a case-by-case basis. It is up to the planning commission as the City Administrator is only to approve the things that are clearly lined out and does not require independent thought per prior work session discussion. Commissioner Burton feels that if a person has a building permit to build a house, the person should have the right to live in their RV on that property for

at least a year without paying \$350 to come before the planning commission. It doesn't make sense, but it is just another resource for income for the city. If you are building a new house, chances are you are going to get out of that camper and into the new house as soon as you can. Commissioner Burton feel the city to look into changing the ordinance such that an issuance of a building permit allows you a certain number of days to live in your RV on that property while building.

**2. Ordinance 337 - Conditional Uses, Use Zones, setback requirements**

There was a discussion on the topic of setbacks and that variance requests of that nature would be permanent for that property. Setback requirements were discussed per Ordinance 337 3.516. There was also a discussion on road width and that some roads in Union are 40 feet and some are 60 feet and per 3.516, the setback requirements are based upon a 60-foot road. There was also a discussion on 4.090 Authorization of Variances through 4.091 Conditions for Granting a Variance as well as 4.093 Time Limit of Variances.

**3. Other**

**4. Adjourn**

This meeting was adjourned at 6:59PM

Approved: \_\_\_\_\_  
Chairman, Jocelyn Jones

Attest: \_\_\_\_\_  
City Administrator/Recorder, Celeste Tate



---

**CITY OF UNION OREGON PLANNING COMMISSION MINUTES**

**June 19, 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, Edwin Baird and Dan Hall were present. Commissioner Marlin Good was excused.

**2. Minutes**

- a. March 20, 2024 – Planning Commission Meeting Minutes
- b. April 17, 2024 - Planning Commission Work Session Minutes
- c. May 15, 2024 – Planning Commission Work Session Minutes

Commissioner Hall made a motion to approve minutes from March, April and May as presented. Motion was seconded by Commissioner Diller. The minutes were accepted as written.

**3. Old Business**

- a. Planning Commission Member assignment – Operating Rules – X. Tickler Files  
In the Planning commission operating rules, it discusses assigning a planning commission member on a rotating basis to follow up on conditional uses, buildings or fences authorized. Dall Hall nominated himself for this role for a one-year assignment. Commissioner Jones seconded the nomination. Passed unanimously.

**4. New Business**

- a. CUP-24-01 – Conditional Use Permit – Kenneth and Constance Crape  
Public hearing was opening at 7:07PM.  
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, Kenneth Crape 972 N Bellwood and Carrie Crape (daughter-in-law) 1020 N Bellwood came forward. Kenneth asked Carrie to speak for him. Carrie said that Kenneth and Constance like to stay in Union for the Summer. She and her husband don't get to Union as often, so they take care of their place as well. They are looking for a lifetime permit versus just a 12-month permit, to be able to stay more than six weeks, for the summer.  
No testimony in favor or opposition was received.  
The public hearing was closed at 7:18PM.  
After Commissioner deliberation, Commissioner Williams made a motion to give the applicants a lifetime variance to be able to reside in their RV at 972 N Bellwood no more than six months per year with the staff recommendations included in the staff report. Commissioner Diller seconded the motion. Motion passed unanimously.

b. V-24-01 – Variance – Vernon and Kay Slippy

Public hearing was opened at 7:27PM.

No members had a Conflict of Interest, Bias, or Ex Parte Contacts.

The Staff Report was reviewed.

No communication in opposition to the variance was received prior to the completion of the staff report. However, Evelyn Merriman 848 E Birch came into city hall after the staff report was completed and did voice her opposition to the variance.

On applicant testimony, Vernon Slippy 495 N Benson said he would like to build a 1,200-1,300 home in Union to retire in. He is asking for a variance from the current required setbacks on the North Benson front yard by 10 feet, reducing the 20-foot required setback to a 10-foot setback.

No testimony in favor was received.

Testimony in opposition was received with Evelyn Merriman 848 E Birch coming forward. Ms. Merriman would like to see the old mobile home removed. Mike Merriman is also concerned about the hydrant and who is going to pay to move that hydrant placement. Mr. Merriman has a concern about the fire department having difficulty hooking up when they get called out there.

Applicant rebuttal was received from Mr. Slippy. He said that the firefighters would not have a problem with the hydrant, that it is sitting in the city right of way and that he would be 10 foot back from that. He also spoke about the condition of the old mobile home. He said that the inside doesn't reflect the outside and that the inside has been torn out down to the studs. He said his intent is to put some nicer siding on the outside.

The public hearing was closed at 7:44PM

After Commissioner deliberation, Commissioner Baird made a motion that the planning commission maintain the current required setbacks and deny the variance. Commissioner Diller seconded the motion. Motion passed unanimously.

Commissioner Jones told the applicant that he has the right to appeal the planning commission decision to the city council and also has the right to redraw and resubmit a proposal to the planning commission.

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

No public comment was received.

**6. Upcoming:**

Nothing upcoming. If no applications are received for the July planning commission meeting, there will be a work session instead of a planning commission meeting.

**7. Adjourn**

This meeting was adjourned at 7:56PM

Approved: \_\_\_\_\_  
Chairman, Jocelyn Jones

Attest: \_\_\_\_\_  
City Administrator/Recorder, Celeste Tate



---

**CITY OF UNION OREGON PLANNING COMMISSION  
WORK SESSION MINUTES**

**August 21, 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 7:01PM

Roll Call: Commissioners Robert Burton, Edwin Baird, Marlin Good and Jeff Williams were present. Commissioners Samn Diller and Dan Hall were excused. Commissioner Jocelyn Jones arrived at 7:06 PM.

**2. Work Session Discussion Topics**

**1. Street Vacates – ORS 271.180-271.170**

A handout of ORS 271.180-271.170 was reviewed along with a timeline of a street vacate process and verbiage that comes from a street vacate staff report. Street vacate petitions are received by the city after a petitioner obtains notarized signatures that show consent of all property owners of all abutting property and consent of 2/3 of property owners of real property affected thereby. The area of notices was discussed whereby prior practice had been a 500-foot radius of the property. The ORS mentions 400 feet along its course beyond each terminus of the part proposed to be vacated and laterally to the next street that serves as a parallel street, but in any case, not to exceed 200 feet. The prior administrator noticed a 500-foot radius just to be safe. The content of the notices was discussed and a mocked-up timeline. It is about a 41-day process after the point that the petition is filed with the city. There is additional time prior to that for the petitioner to obtain the needed signatures which depends upon how long it takes them to complete that process before submitting the petition. If not all the abutting property owners' consent, then the petition cannot go forward. If 2/3 of the property owners of the real property affected do not consent, then the application cannot go forward. The required signatures were discussed whereby a petitioner cannot just go to the tax assessor's office and get the signatures of those on the property tax bills as there could be 6 different property owners for one piece of property and a petitioner would need to get consent of all 6 because those property owners are basically giving up a right to that property. A petitioner would need to go to a title company and obtain a logbook for the different parcels that are affected and obtain those needed signatures. It was discussed that the city needs to be careful about vacating roads that then hinder the public benefit of the City of Union. Utilities and access in that area must also be considered. The city must consider whether a vacate petition is in the public's best interest. As part of a street vacate process, a notice must be put in a paper of

general circulation as well. It was discussed that the city does not have its own Ordinance on street vacates but follows the ORS 271.180-271.170. The city could institute an Ordinance that gives more direction on street vacates if they so choose. There was a discussion on vacates that the city would not be able to approve which would be if vacating a street would then land lock someone's property and deny access. Another point to consider is if there are utilities, and a road is vacated, the utility easement must be maintained.

**2. Planner's Bible**

There was a discussion on the age of the Comprehensive Plan and new requirements that will be coming from the state at the end of 2025, beginning of 2026. It was discussed that although the city could work on elements of the comprehensive plan, that a new one should be completed after the new rules come out in order to ensure it adheres to the new rules. The population estimates survey that was just submitted was discussed and it was mentioned that in 1983 the City of Union had 1,955 people and that it was projected to double in 40 years from then but that in 2024 it is 2,107. It was also discussed that the city of union could market itself more as the permanent tax rate is one of the lowest in the state, and the city does not charge water or sewer development fees. Increasing development can help spread the costs of providing water and sewer over more people.

**3. Other**

**4. Adjourn**

This meeting was adjourned at 8:01PM

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: Deborah Gibson

- Application for Conditional Use Permit  
Application #CUP-24-03

PROPERTY: 321 W Delta  
County Assessor's Map #04S4018CB: , Tax Lot: 3100  
Union, Oregon 97883

**BACKGROUND**

Application was filed by Deborah Gibson, 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 August 29, 2024 of the application, process, and notifying the hearing date of September 18, 2024 at 7:00 PM.

**§ 155.140 NOTICES AND APPLICATION PROCEDURES.**

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

**§ 155.141 RADIUS FOR NOTICES.**

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

**§ 155.142 CONTENT OF NOTICES.**

Notices to property owners shall:

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

## REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 18, 2024

- (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

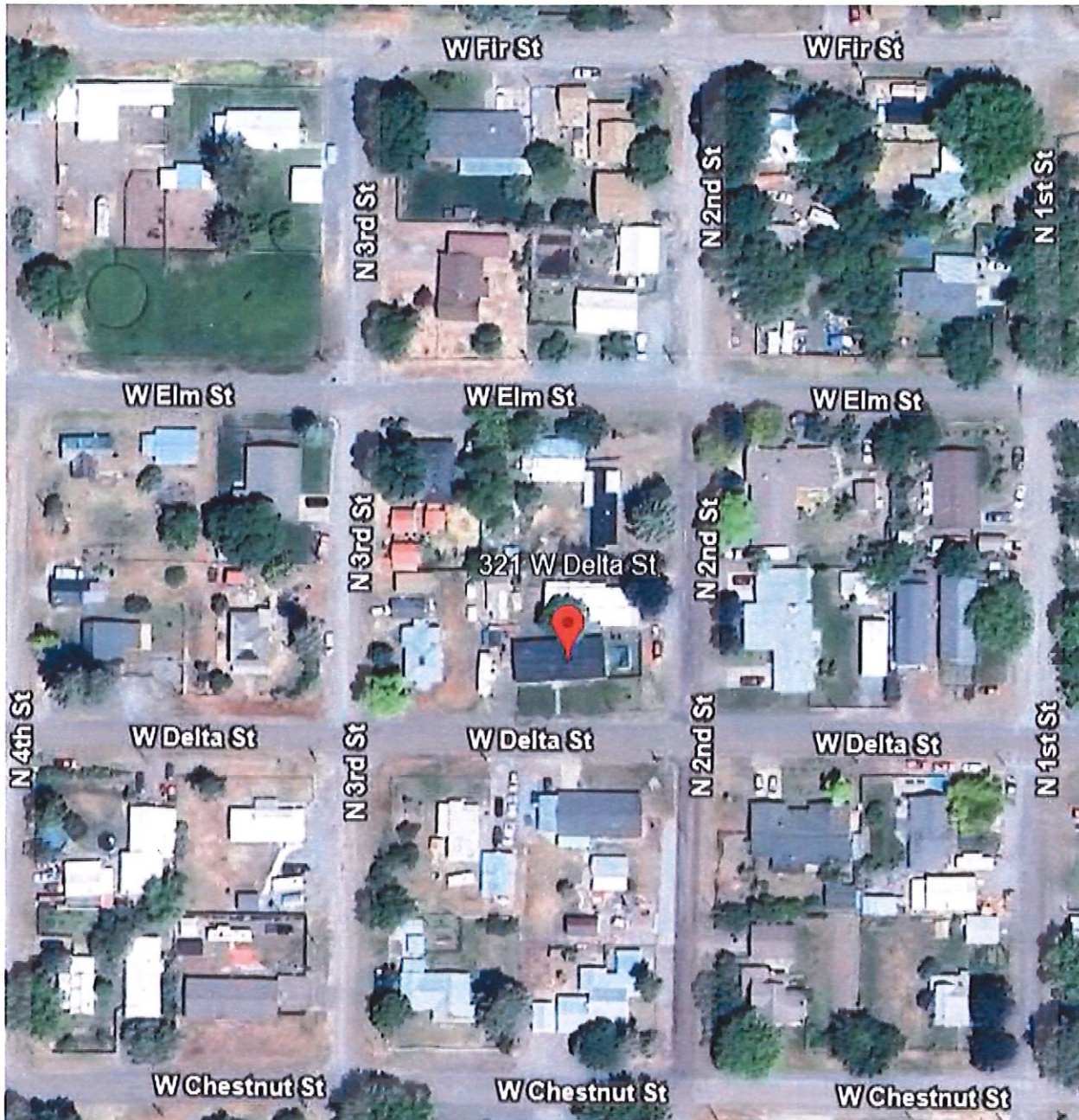
The applicant is requesting a CUP to stay in their RV until they are able to move into an apartment or house. They are currently on a waiting list. The current property is zoned Residential (R1). The lot size is approximately 8,000 square feet.



Additional Photo:

**REPORT TO CITY OF UNION PLANNING COMMISSION**

Prepared for the Public Hearing on September 18, 2024



Additional Photo:

**REPORT TO CITY OF UNION PLANNING COMMISSION**

Prepared for the Public Hearing on September 18, 2024



## REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 18, 2024

### SITE AND VICINITY DESCRIPTION

The property is located on the corner of the intersection at W Delta Street and N 2nd Street. Residential use is the predominant use surrounding the property with residences surrounding the lot.

### APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to stay in their RV until they are able to move into an apartment or house. They are currently on a waiting list. The applicant states she will not be using sewer hookups as she will be using the utilities provided by the landowner in their residence. They are requesting to use the RV for sleeping and privacy only. The applicant has a letter showing landowner approval.

### 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].

## REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 18, 2024

( 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, Deborah Gibson, has submitted an application to park and occupy a trailer coach or RV at 321 W Delta in Union. Said application has been reviewed, accepted, and referred to the Planning Commission.
- Water and Sewer services are available at this location in the landowner's residence 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 no feedback from any notices that have been sent to surrounding property owners.

### 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, Deborah Gibson, have met the requirements for applying for a variance permit to park and occupy a trailer coach at 321 W Delta, Union.

### STAFF RECOMMENDATION:

Provided that no relevant testimony regarding the application is provided to the Planning Commission meeting, staff recommends the Planning Commission approve the variance permit subject to the following conditions:

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 applicant uses the water and sewer facilities within the landowner's residence, not the RV, and the landowner continues to 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 PLANNING APPLICATION

Application #: 24-03

Date Submitted: 8-8-24

Received By: KG

Date of Notification: 8-29-24

Date of 1<sup>st</sup> Hearing: 9-18-24 @ 7pm

Date Completed: \_\_\_\_\_

APPLICATION TYPE (Check one):

<input checked="" type="checkbox"/>	Conditional Use Permit	Minor Partition	Street/Alley Vacate	Zone Text Amendment
<input type="checkbox"/>	Flood Zone Permit	Plan Amendment	Variance	Site Plan Review
<input type="checkbox"/>	Historic Design Review	Property Line Adjustment	Zone Change	Major Partition

Other: \_\_\_\_\_

Fee Amount: \$ 350.00

Applicant: Deborah Gibson

Address: 321 W. Delta

City: Union State: Oregon Zip: 97883 Phone: 541-620-1551

Property Owner (if Different): Mark + Patricia Dodge

Address: 321 W. Delta

City: Union State: Oregon Zip: 97883 Phone: \_\_\_\_\_

DEVELOPMENT REQUEST

Proposed Land Use {be specific}: see attached letter.

PROPERTY INFORMATION

- Physical Site Address: 321 W. Delta
- Map: 0454018 CB Tax Lot: 3100 Lot Size: 8,000 SQ FT
- Has property been surveyed?  Yes  No Inside urban growth boundary?  Yes  No
- Current zone classification? R1 Existing Structures: 1 House
- Existing Easements: UNKNOWN
- Overlay Zones: Flood Zone?  Yes  No Historic District?  Yes  No
- Major Topographical features (stream, ditch, slope, etc.): none

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: [Signature]

DATE: 8-15-24

To whom it may concern:

My name is Deborah Gibson  
I recently moved her from John Day.  
I'm asking to have my trailer parked  
at 321 W. Delta, until I can get an  
apartment or housing I'm on a waiting  
list. The trailer is on my sister's  
Patricia Dodge property. I will not be  
using sewer I will be taking showers  
and using the restroom in my sister's  
house. I AM by myself no one else  
will be in the trailer but me.

I would really appreciate until  
I can get into a place, I have  
no problem paying the 350<sup>00</sup>

Thank you very much

Deborah Gibson



I Mark Dodge own the Property  
at 321 West Delta IN UNION  
Oregon Debra Gibson is my  
Sister-in-Law and I Give Her my  
Permission to park Her Travel Trailer  
on my Property. She will not Be  
Using the Sewer Hook up as she will  
Be using Utilities Provided By us IN  
our Home. she is essentially using the  
Travel Trailer for sleeping and Privacy  
Reasons.

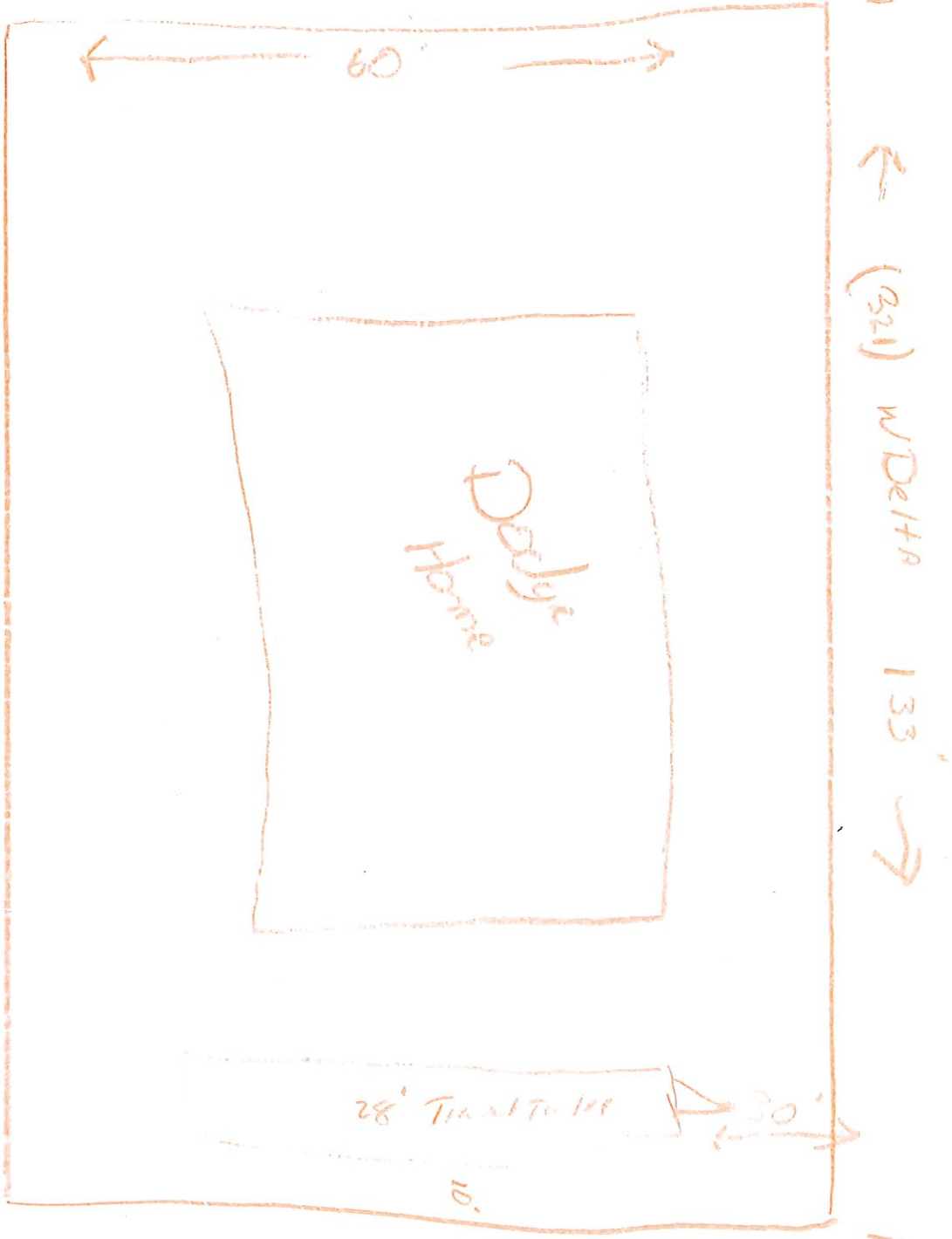
Thank You  
Mark Dodge

RECEIVED

AUG 15 2024

BY: KG

N 2<sup>nd</sup>



NO  
SEWER  
HOOKUP





Thursday, August 29, 2024

**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:

<b><i>Applicant:</i></b>	<i>Deborah Gibson</i>
<b><i>Land Use Application:</i></b>	<i>Conditional Use Permit to live in a RV on Residentially Zoned Property. (CUP-24-03)</i>
<b><i>Property Description:</i></b>	<i>Union County Assessor's Map 04S4018CB, Tax Lot 3100; otherwise, 321 W Delta, Union, Oregon 97883.</i>

The hearing to consider the application will be held on **September 18, 2024, 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 September 9<sup>th</sup> 12:00PM, 2024. 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](mailto: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