

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

July 16, 2025 at 6:00pm

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

For More Information, Please Contact Celeste Tate, City Administrator at 541-562-5197

Zoom Information

Join Zoom Meeting

<https://us06web.zoom.us/j/9315921644?pwd=VW50QUVkbV2dwUzF6eW5nYTZGcmVjZz09>

Meeting ID: 931 592 1644

Passcode: 760310

Dial by your location

• +1 253 215 8782 US (Tacoma)

1. Call to Order and Roll Call

Commissioners:

Brookshire, Diller, Hall, Steinbeigle, White, Williams

2. Work Session Discussion Topics

1. Chapter 155

a. 155.041 Use Zones – Residential Zone and Conditional Uses

b. 155.085-155.094 Conditional Uses

2. Flood Map online access

a. <https://www.fema.gov/flood-maps>

3. Flood Insurance Rate Map (FIRM) update process

a. <https://www.fema.gov/flood-maps/change-your-flood-zone/revision-process>

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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1. Call to Order and Roll Call

Commissioners:

Brookshire, Diller, Hall, Steinbeigle, White, Williams

2. Minutes

- a. June 18, 2025 – Planning Commission Work Session Minutes
- b. June 18, 2025 - Planning Commission Meeting Minutes

3. New Business

- a. CUP-25-04 – Conditional Use Permit – Tina Roethler

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

June 18, 2025 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 6:03 PM

Roll Call: Commissioners Walt Brookshire, Samn Diller, Marlin Good, Josh White and Dan Steinbeigle were present. Commissioner Jeff Williams arrived at 6:42PM. Commissioner Dan Hall was excused.

2. Work Session Discussion Topics

1. Ordinance 264 - Chapter 154 – Trailer Parks

Administrator Tate went over Ordinance's 284, 264, 281, 283, 276 and 337, mentioning that 337 repealed the other ordinances mentioned above. City Code 154.05 (B) was discussed and wanting to know what the standards and requirements of the State of Oregon Health Division and the Union County Health Department are that are mentioned in the section. There was a discussion on the Oregon Administrative Rules related to living in Recreational Vehicles including OAR 350-081-0092 Temporary Use-Hardship Dwelling.

2. Ordinance 337 - Conditional Uses, Use Zones

Commissioner Walt Brookshire asked for the definition of a tiny home. He also mentioned the impact of transportation in the future. Commissioner Brookshire also thinks that they should tighten up on the approvals and make sure of the locations, water, sewer and electrical.

3. State of Oregon ORS 271.080-271.190

Commissioner Josh White mentioned that the most recent alley vacates were 2002, 2006 and 2010. When planning approves a vacate, the applicant is responsible for recording it with Union County.

3. Other

4. Adjourn

This meeting was adjourned at 6:56PM

Approved: _____
Chairperson

Attest: _____
City Administrator/Recorder, Celeste Tate



CITY OF UNION OREGON PLANNING COMMISSION MINUTES

June 18, 2025 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 7:01 PM

Roll Call: Commissioners Walt Brookshire, Josh White, Dan Steinbeigle, Samn Diller, Marlin Good and Jeff Williams were present. Commissioner Dan Hall was excused.

2. Minutes

- a. February 19, 2025 – Planning Commission Work Session Minutes
- b. February 19, 2025 - Planning Commission Meeting Minutes
- c. April 16, 2025 – Planning Commission Work Session Minutes
- d. May 21, 2025 – Planning Commission Work Session Minutes

Commissioner Jeff Williams made a motion to accept the minutes as written.
Commissioner Dan Hall seconded the motion. Motion passed unanimously.

3. New Business

- a. Elect New Chair and Vice Chair: Commissioner Dan Steinbeigle made a motion to nominate Josh White as Chair, Commissioner Samn Diller seconded the motion. Motion passed unanimously. Commissioner Samn Diller made a motion to nominate Jeff Williams as Vice-Chair. Commissioner Dan Steinbeigle seconded the motion. Motion passed unanimously.
- b. CUP-25-03 – Conditional Use Permit –Brian Crader
Public Hearing was opened at 7:06PM
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.
One letter from a surrounding property owner in support of the application was discussed.
On applicant testimony, Brian Crader, 502 E Center Stret came forward. Brian said that he is trying to find housing and save money. There is electricity, sewer, and water right next to the RV and it is out of the way of the other buildings and there is also plenty of parking.
No other testimony in support of the application was received.
No testimony in opposition was received.
The public hearing was closed at 7:23 PM. Commissioner Walt Brookshire asked if the trailer was hooked up to sewer all the time, Brian explained that it was not. He dumps the RV approximately every 2 weeks. The Commission discussed whether the RV should be hooked up to water and sewer at all times. There was also a discussion on adding a condition that the skirting around the RV be non-flammable.

Commissioner Dan Steinbeigle made a motion to approve the application, adding a condition that the skirting around the RV be non-flammable. In addition, changing condition 4 in the staff report's recommended conditions that the RV does not need to be hooked up to water and sewer at all times but that the sewer be hooked up and dumped when needed and that the applicant pay appropriately for a monthly water and sewer service. All other conditions as outlined in the staff report's recommended conditions. Commissioner Marlin Good seconded the motion. Motion passed with a vote of 4 to 1.

c. V-25-01 – Street Vacate –

Public Hearing was opened at 7:28PM

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

The Staff Report was reviewed. Administrator Tate stated that the alley is not used and that there are structures on the alley listed in the application for requested vacate. Commissioner Dan Steinbeigle asked how the structures were built there; no one knew because they were built so long ago. Commissioner Samn Diller mentioned maybe it was grandfathered in.

On applicant testimony, Donna Beverage (applicant's daughter) brought forth a note from her mother who is in an assisted living facility, speaking for the applicant Lois Devore 668 S Main Street, explained where they thought the alley was located, and the purpose for the vacate.

On testimony in support of the application, Lester Coles 612 S Main Street said that his house was built as one of the oldest houses in town and was built before the alley was platted and that the alley was platted through the back of his house. He is in support of the application.

No communication in opposition to the Street Vacate was received prior to the hearing.

Public Hearing was closed at 7:53PM

Commissioner Dan Steinbeigle made a motion to deny the vacate. Commissioner Walt Brookshire seconded the motion. The denial of the street vacate passed with a vote of 3 to 2.

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

5. Upcoming:

Next meeting will be July 16th, 2025

6. Adjourn

This meeting was adjourned at 8:00PM

Approved: _____
Chair

Attest: _____
City Administrator/Recorder, Celeste Tate



CITY OF UNION PLANNING APPLICATION

Application #: 25-04

Date Submitted: 5/29/25

Received By: KG

Date of Notification: 6/26/25

Date of 1st Hearing: 7/16/25

Date Completed: _____

APPLICATION TYPE (Check one):

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

Other: _____

Fee Amount: \$ 350⁰⁰

Applicant: Tina D. Roethler

Address: 5354 S. Joplin

City: Mesa State: AZ Zip: 85212 Phone: 602-316-0548

Property Owner (if Different): _____

Address: _____

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

DEVELOPMENT REQUEST

Proposed Land Use {be specific}: Residential (seasonal Rental)

PROPERTY INFORMATION

- Physical Site Address: _____
- Map: D4S4019CA Tax Lot: 115 Lot Size: 8,726 SQ. FT.
- Has property been surveyed? Yes No Inside urban growth boundary? Yes No
- Current zone classification? R1 Existing Structures: None
- 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: Tina D. Roethler

DATE: 5/29/25

Tina.Roethler@gmail.com

May 28, 2025

I would like this letter to serve as a proposal regarding my property located at (290 Heritage Lane), a vacant lot in the Lucky Star subdivision in Union, Or.

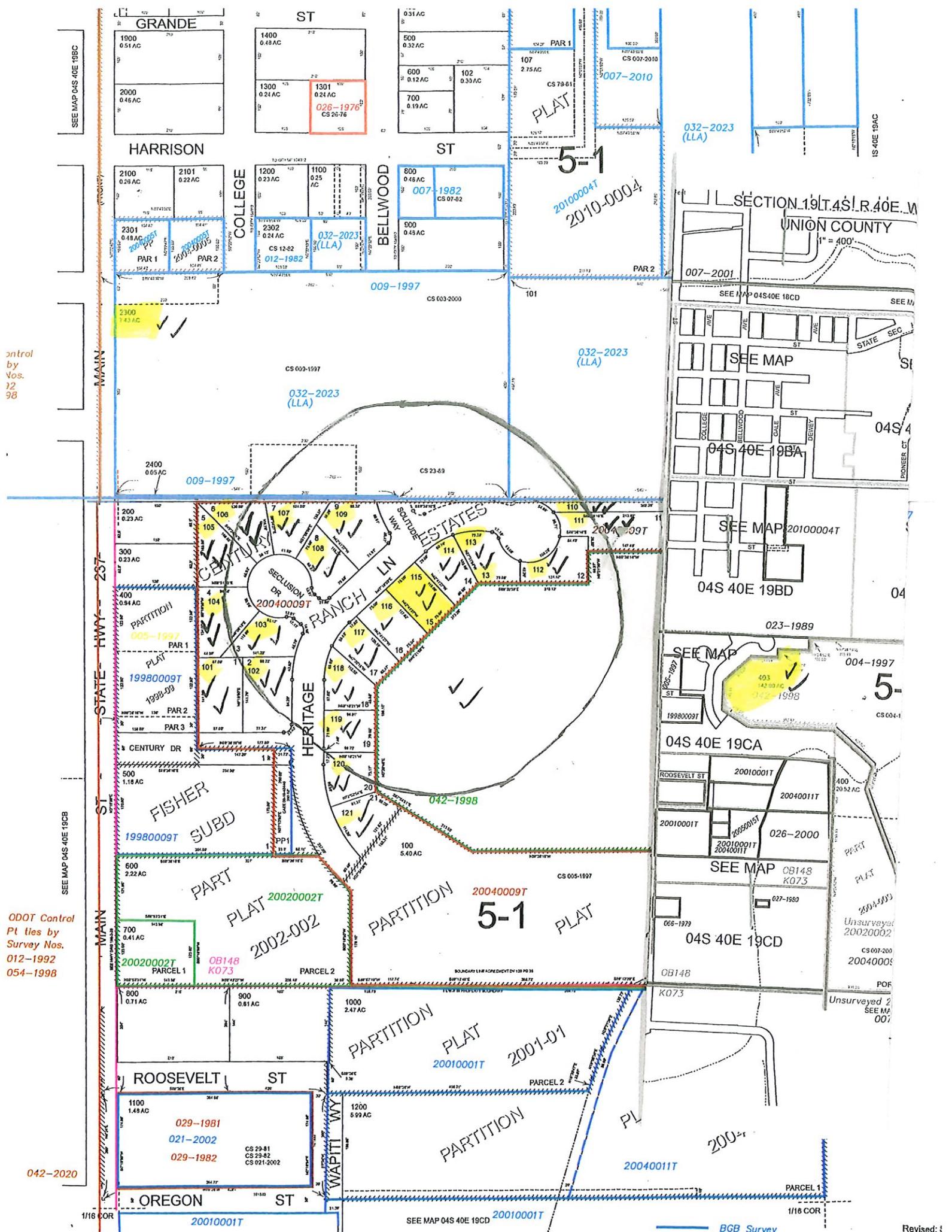
I'm requesting permission from the planning committee to allow me to temporarily and occasionally use the property as an Air B&B during the months I'm not occupying the residence myself.

I currently own a home in Mesa Arizona where I live full time. I was born and raised in Union and purchased the property to be able to live here part time, and be close to my family and lifetime friends who still live in Union. I wanted to establish roots here once again.

By allowing this request it will allow me to recoup some of the expenses occurred on the home while not being able to live in it full time. My plan is to do the same with my property in Arizona if and when possible.

Thank you in advance for your consideration,

Tina D. Roethler



Control by Nos. 12 98

ODOT Control Pt ties by Survey Nos. 012-1992 054-1998

042-2020

BGB Survey
APA Survey

Revised: 9/20/20

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Thursday, June 26th, 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: *Tina Roethler*
Land Use Application: *Conditional Use Permit to operate a seasonal Airbnb in Residentially Zoned Property. (CUP-25-04)*
Property Description: *Union County Assessor's Map 04S4019CA, Tax Lot 115; Heritage Lane., Union, Oregon 97883.*

The hearing to consider the application will be held on **July 16, 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 July 7th 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
PO Box 529
342 Main Street
Union, OR 97883

RE: Notice of proposed land use action public hearing (Tina Roethler)

Dear City Administrator,

We are writing today as owners of 295 Heritage Lane in response to the application notice that was sent to us on June 26th. This application was a request to allow the property owner of Tax Lot 115 to run a seasonal Airbnb on her residentially zoned neighborhood. As our house will be directly across from this lot, we have a high interest in this request.

This notice has created conversation with those of us in the neighborhood with various opinions. Based upon those various opinions, I would like to present my reasons why this request should be approved and respond to those opposing opinions.

1. I have heard concerns about this bringing riff raff into our neighborhood. To address this, we need to understand how an Airbnb works. As we are Airbnb/Vrbo tenants when we travel, we understand how the system works. The tenant of that Airbnb not only pays for a place to stay, but also has a rating (just like they rate the owners of the property). With this system, you are more likely to have a safer set of tenants than you would with a hotel as there is more liability to the customer if they are not polite, clean, or care for the home in which they are staying.
 - a. Additionally, this is safer than someone who brings their motorhome and parks on the streets of our neighborhood, which is not allowed, but has occurred. In the case of the Airbnb, that tenant is vetted and has a rating/ reputation within the system. As such the Airbnb tenant is a safer bet.
2. The average tenant of an Airbnb has paid to stay here to either ski/snow board, golf, hike, or visit family within our city/area. The advantages of an Airbnb is to have a place that is private, personal and can possibly accommodate multiple family members where otherwise they would have to have multiple hotel rooms. If someone is paying to stay in an Airbnb in our community, they are planning on spending time & money in our community. That's additional revenue within our community which benefits all.
3. The property is not going to be ignored when the owner is away. Her sister will be overseeing the property and lives in the neighborhood. As such, I feel safe knowing that we are not looking at someone who would come into the neighborhood and act up.

With all this being said, we are in favor of allowing this conditional use permit.

Thank you,

Carl & Elizabeth Sanders

July 7, 2025

To whom it may concern,

We are writing to offer our **conditional support** for the variance request submitted by **Tina Roethler** to allow **seasonal short-term rental use** of her property at **290 Heritage Ln. n n**

We acknowledge Ms. Roethler's desire to maintain meaningful connections with family and friends, and we recognize the important role this plays in personal well-being. We also understand that both **short-term vacation rentals** and **longer-term rentals** can help meet a real housing need in our area, which currently offers limited options for visitors and temporary residents.

That said, it's equally important that any short-term rental activity is handled thoughtfully and respects the **residential character, safety, and stability** of our neighborhood.

For these reasons, our support is **based on the inclusion of the following conditions** to help ensure the rental use remains limited, respectful, and responsibly managed:

Rental Duration Limits

- Limit short-term rentals (stays under 30 days) to a **maximum of 90 nights per calendar year**.
- **Longer-term stays (31+ days)** should be allowed and **not counted** toward the 90-night limit.

Minimum Stay Requirement

- Require a **minimum booking of 2 or 3 nights** to help reduce guest turnover and discourage party-related use.

Owner-Specific Variance

- The variance should be **tied to the current owner only and not transfer** automatically if the property is sold.

Neighborhood Standards & Guest Guidelines

- Establish clear expectations for:
No parties or events
Respect for quiet hours agreed upon by the community

July 7, 2025

Compliance with parking rules and general neighborhood conduct

- A **local contact person** (either the owner or a property manager) should be available **24/7** to address any concerns.

Revocation Clause

- The variance should be **revocable or subject to amendment** if the rental becomes the source of repeated complaints, violations, or if it negatively impacts the neighborhood.

We believe these guidelines offer a **balanced approach**—supporting Ms. Roethler’s request to recoup expenses and contribute positively to the community, while also **protecting the long-term interests of year-round residents**. With these conditions in place, we feel confident that the proposed use can be successful and respectful of our shared space.

Thank you for your thoughtful consideration.

Sincerely,

Shawn and Dana Jensen
220 Heritage Lane
jensenfam86@gmail.com

RECEIVED

JUL 08 2025

BY: _____

**REPORT TO CITY OF UNION
PLANNING COMMISSION**

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

- Application for Conditional Use Permit
Application #CUP-25-04

PROPERTY: County Assessor's Map #: 04S4019CA, Tax Lot: 115; Heritage Lane
Union, Oregon 97883

BACKGROUND

Application was filed by Tina Roethler on May 29, 2025, for the referenced conditional use permit (CUP) and was determined to be complete. All property owners lying within 300 feet of the property described herein were mailed notices June 26, 2025 of the application, process, and notifying the hearing date of July 16, 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)).

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on July 16, 2025

SITE AND VICINITY DESCRIPTION

The property is tax lot 115 and is located on a rectangle lot towards the middle of Heritage Way at the west end of the Buffalo Peak Golf Course. Residential homes are being built in the area along with vacant lands adjacent to and near the area. The surrounding properties are zoned Residential (R1) with the exception to the golf course which is zoned commercial amusement.

APPLICATION REQUEST

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

LAND USE PLAN

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

APPLICABLE CRITERIA AND STANDARDS

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

§ 155.085 AUTHORIZATION TO GRANT OR DENY CONDITIONAL USE.

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

PROPOSED FINDINGS OF FACT

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

1. Any person desiring to run a business in a Residential (R1) zone must apply for a conditional use permit through the planning commission.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on July 16, 2025

- a. Tina Roethler has applied to run a business on this property which is in a residential zone. Said application has been reviewed, accepted, and now referred to the Planning Commission.
 - b. The application did not contain a sketch depicting the location of where most of the business will take place relative to the property and surrounding properties; however, the application is clear on the purpose of his request.
2. The applicant will work with the City of Union to abide by noise ordinances and maintain a good neighborly standing including enacting rules to prevent parties at the property, and any misuse or damage.
 3. Applicant's sister Ronetta Prince who lives on Heritage Lane at the end of the cul-de-sac, will manage the property when the applicant is not on-site and be available 24/7 for any needs or concerns that arise.
 4. Off-street parking is available and would be adequate to support the request.
 5. I have received two letters from the notices that have been sent to surrounding property owners. The letters include one of conditional support based upon a list of requirements, and another general letter of support.
 6. City of Union utility services can handle the request with no undue strain to the system.
 7. Given the temporary nature of the stays, there would be no effect to the school system.

CONCLUSION

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

STAFF RECOMMENDATION:

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

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