



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

August 20, 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, Conditional Uses and Setback requirements**
- b. 155.068-155.070 Variances**
- c. 155.085-155.094 Conditional Uses**

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.



CITY OF UNION OREGON PLANNING COMMISSION AGENDA

August 20, 2025 at 7:00pm

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

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

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Join Zoom Meeting

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Meeting ID: 931 592 1644

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1. Call to Order and Roll Call

Commissioners:

Brookshire, Diller, Hall, Steinbeigle, White, Williams

2. Minutes

- a. July 16, 2025 – Planning Commission Work Session Minutes
- b. July 16, 2025 - Planning Commission Meeting Minutes

3. New Business

- a. VAR-25-02 – Variance – Bill Garrison
- b. CUP-25-05 – Conditional Use Permit – Luke Johnson
- c. CUP-25-06 – Conditional Use Permit – SMG, Inc. dba Union Market

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

5. Upcoming:

6. 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.

**REPORT TO CITY OF UNION
PLANNING COMMISSION**

TO: City of Union Planning Commission

FROM: Celeste Tate, City Administrator/Recorder/Planner

RE: Bill Garrison, 568 N Main St., Union, OR. 97883

- Application for Variance V-25-02

PROPERTY: County Assessor's Map 04S4018CC, Tax Lot 2400
568 N Main Street, Union, OR. 97883

BACKGROUND

Application was filed by Bill Garrison on July 7, 2025, for the variance (V). The application was determined to be complete and included drawings depicting the variance request. Property owners lying within 300 feet of this property described herein were mailed notices July 31, 2025 notifying them of the application, process, and the hearing date of August 20, 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)

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

§ 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 requirements from the side yard line by 5 feet (5 foot setback rather than 10 foot). Current City standards require setbacks from side yard line to be 10 feet and applicant is asking for 5 foot setback from the west side lot boundary of his property.

The property is located just south of W Chestnut Street facing Main Street. The said property is zoned residential with residential use surrounding the property along with Public Facility to the north west of the property with the United Methodist Church. The size of the lot is approximately 9,750 SqFt.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

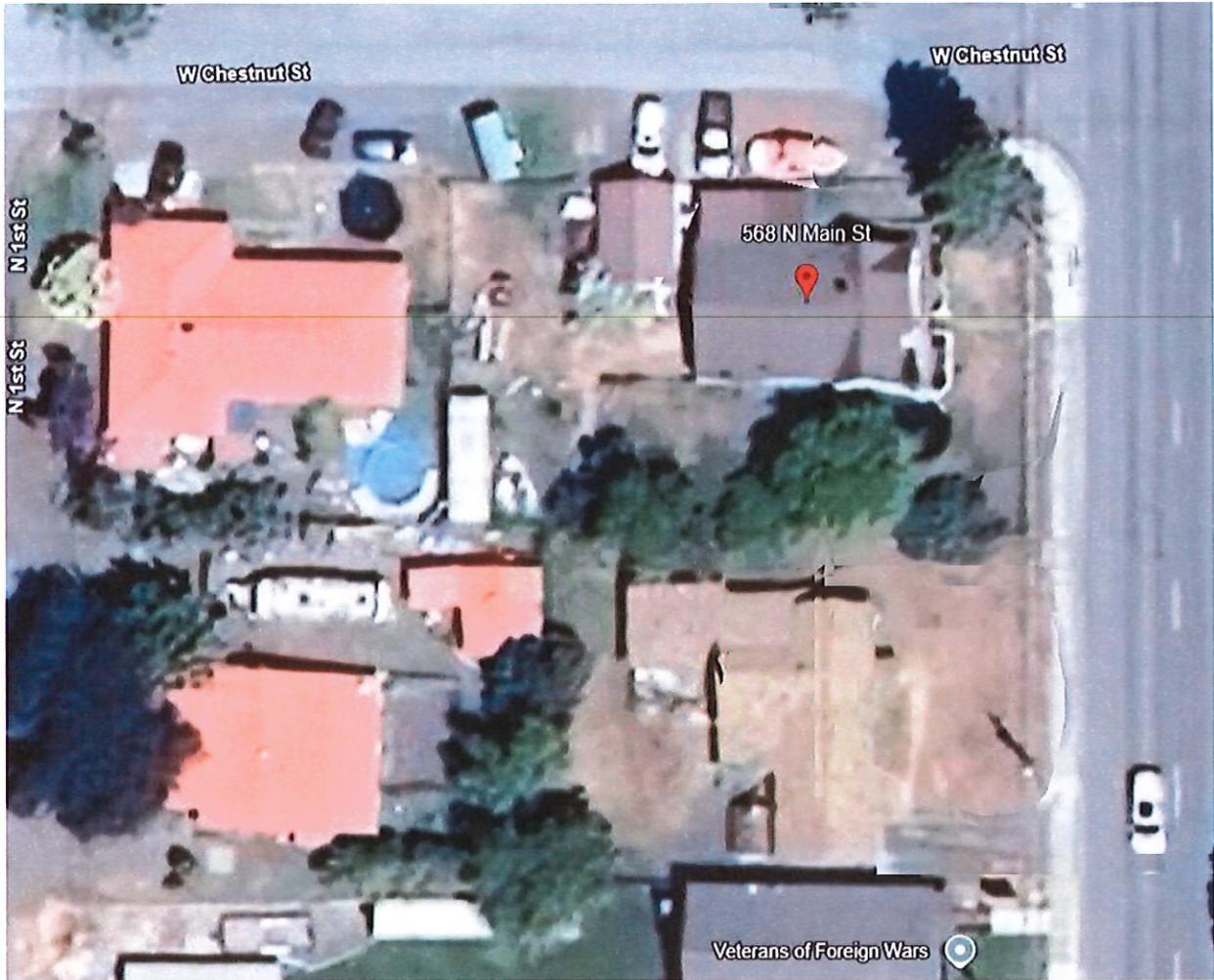
Lot depicted by red pin:



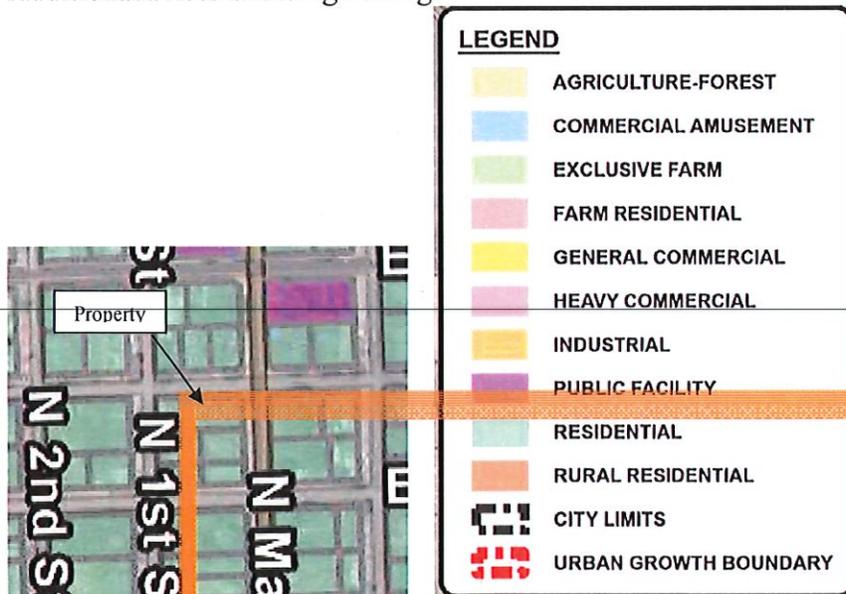
Additional Photo:

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025



Additional Photo showing zoning:



Side View of lot:

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025



Front View of Lot:



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

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

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 applicant, Bill Garrison, has applied to impede side yard setback along the west 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

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

proposed residence and ancillary building to be built.

3. The property is zoned Residential (R1).
4. 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 west side of the property in the area depicted by the applicants drawing and shall not impede more than 5 foot of the 10-foot setback.



CITY OF UNION PLANNING APPLICATION

Application #: 25-02

Date Submitted: 7-7-2025

Received By: KG

Date of Notification: 7-31-2025

Date of 1st Hearing: 8-20-2025

Date Completed: _____

APPLICATION TYPE (Check one):

<input 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 checked="" 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: \$ 350.00 paid ✓

Applicant: Bill Garrison

Address: 568 N Main

City: UNION State: OR Zip: 97883 Phone: 541 910-2914

Property Owner (if Different): _____

Address: _____

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

DEVELOPMENT REQUEST

Proposed Land Use {be specific}: 5 foot from property line

PROPERTY INFORMATION

- Physical Site Address: 0454018 CC - 568 N, Main
- Map: 0454018CC Tax Lot: 2400 Lot Size: 9,750 SQ FT.
- Has property been surveyed? Yes No Inside urban growth boundary? Yes No
- Current zone classification? R1 Existing Structures: House + Garage
- Existing Easements: _____
- 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: 7-7-25

MAIN ST

PROPERTY LINE

EXISTING HOUSE

55FT

CHESTNUT ST.

EXISTING GARAGE

NEW STORAGE BUILDING

35FT

25FT

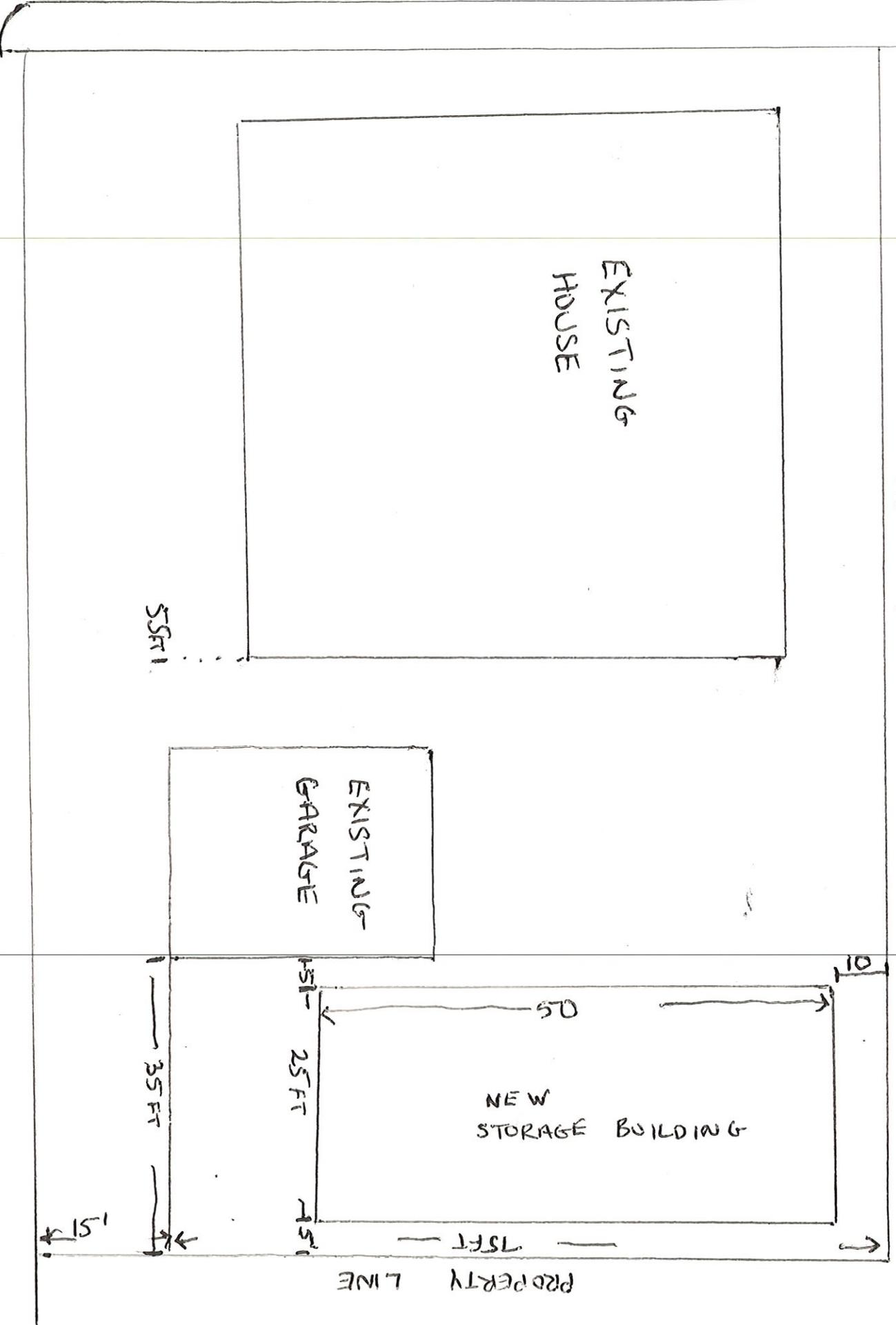
50

PROPERTY LINE

15FT

75FT

10





Thursday, July 31, 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: *Bill Garrison*
Land Use Application: *Variance to impede City setback requirement of 10 feet on a back yard line by 5 feet. (V-25-02)*
Property Description: *Union County Assessor's Map 04S4018CC, Tax Lot 2400, 568 N. Main St., Union, OR 97883.*

The hearing to consider the application will be held on **August 20, 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 August 11th, 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

**REPORT TO CITY OF UNION
PLANNING COMMISSION**

TO: City of Union Planning Commission
FROM: Celeste Tate, City Administrator/Recorder/Planner
RE: Luke Johnson
• Application for Conditional Use Permit
Application #CUP-25-05
PROPERTY: 559 E Bryan St.
County Assessor's Map #04S4018BD, Tax Lot: 1601
Union, Oregon 97883

BACKGROUND

Application was filed by Luke Johnson, 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 July 31, 2025 of the application, process, and notifying the hearing date of August 20, 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.

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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)).

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

- (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 his friend Simon Shira occupy the RV. The current property is zoned Residential (R1). The lot size is approximately .56 acres.



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

Additional Photo:



REPORT TO CITY OF UNION PLANNING COMMISSION
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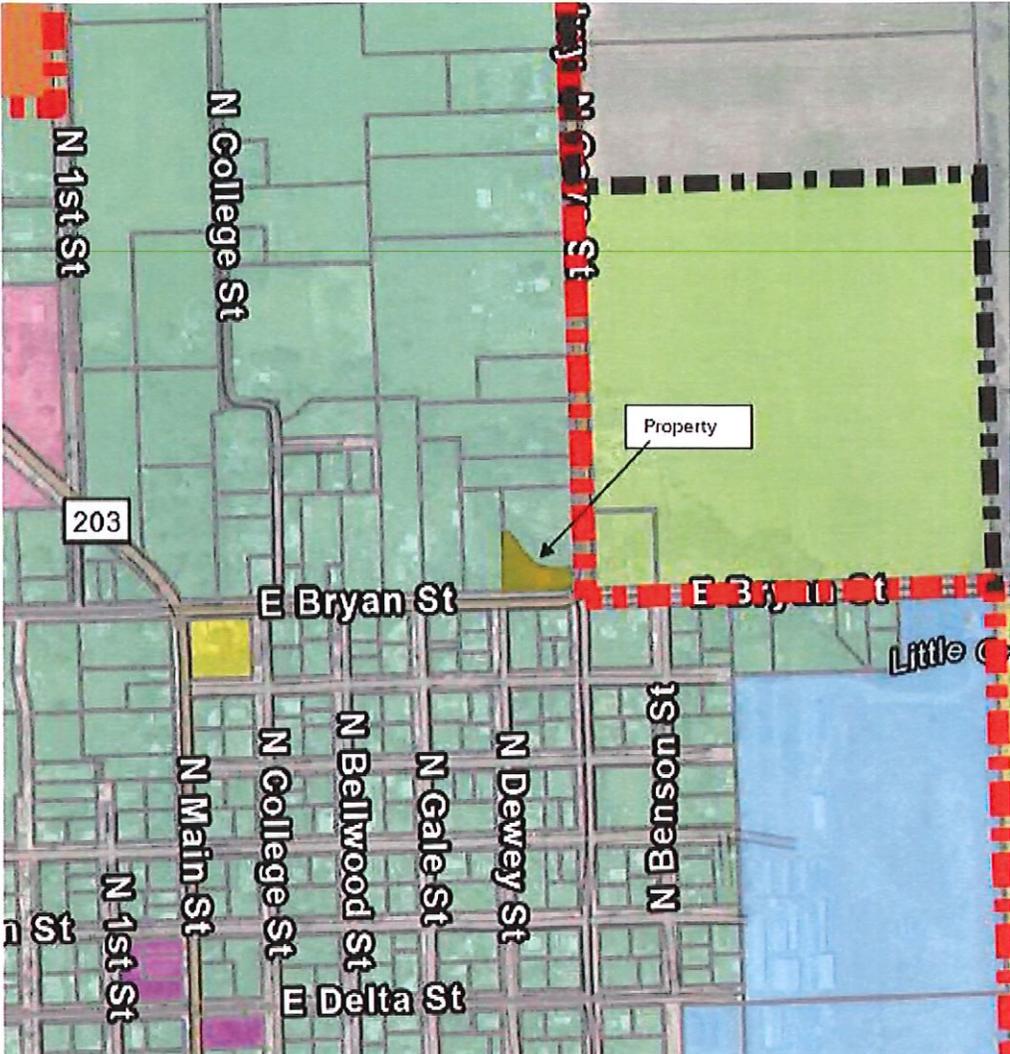
Additional Photo:



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

Additional Photo:



LEGEND

- AGRICULTURE-FOREST
- COMMERCIAL AMUSEMENT
- EXCLUSIVE FARM
- FARM RESIDENTIAL
- GENERAL COMMERCIAL
- HEAVY COMMERCIAL
- INDUSTRIAL
- PUBLIC FACILITY
- RESIDENTIAL
- RURAL RESIDENTIAL
- CITY LIMITS
- URBAN GROWTH BOUNDARY

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

SITE AND VICINITY DESCRIPTION

The property is located on Highway 237, at the corner of East Bryan St and North Cove St.. Residential use and Exclusive Farm use surround the property.

APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to park, and have his friend Simon Shira 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](#)

PROPOSED FINDINGS OF FACT

Additional information may be presented to the Planning Commission at its public hearing on this matter

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

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, Luke Johnson has submitted an application to park, and have his friend Simon Shira occupy, a trailer coach or RV at 559 E Bryan St. in Union. Said application has been reviewed, accepted, and referred to the Planning Commission.
- Though no sketch was included in the application, the applicant's description of location included in is email is referenced in photo above.
- 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 not received any letters of support or opposition from any surrounding property owners as of the date of this staff report.

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, Luke Johnson, has met the requirements for applying for a variance permit to park, and have his friend Simon Shira occupy, a trailer coach at 559 E Bryan 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.
8. Skirting around RV must be of non-flammable material.



Outlook

Re: Conditional Use Permit

From Atlas.book <Atlas.book@protonmail.com>
Date Tue 8/12/2025 10:00 AM
To Celeste Tate <CelesteTate@cityofunion.com>

Hey Celeste,

The name of the individual staying in the RV is Simon Shira. He is a new small business owner, with his general contracting business starting this last April, named Clayton Concrete and Masonry. I met him last winter while attending the North Powder Community Church, and since then he requested a place to park his RV with his Fiancee, Jaycee during the Summer.

His hope has been to save up enough money to get into a house this Fall/Winter. Jaycee is currently staying with family in Idaho and is not anticipated to be an occupant of the RV at this time.

The RV is located in my through-driveway on the Southside of my garage, just North of my fruit trees. To my knowledge, set backs are being accommodated for.

The RV is currently receiving power from an outlet from my garage with appropriate RV hookup adapters. City water is provided via an outdoor water hydrant spigot.

There is a separate sewer outlet adjacent to my garage put in by the previous owners (Big Red Construction) that has been used for the RV as well.

I believe I answered the main topics you brought up, but if I missed something or there are any other questions, please let me know and I will try to answer them to the best of my ability.

On a side note, I received a letter in the mail stating the meeting for the CUP was the 20th of August for public comment, next Wednesday, but you mentioned the 18th, next Monday. Can you clarify what the dates and times are for when Simon and/or I need to be present at City Hall?

Thanks,
Luke Johnson



Thursday, July 31, 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: *Luke Johnson*
Land Use Application: *Conditional Use Permit to live in a RV on Residentially Zoned Property. (CUP-25-05)*
Property Description: *Union County Assessor's Map 04S4018BD, Tax Lot 1601; otherwise, 559 E. Bryan St., Union, Oregon 97883.*

The hearing to consider the application will be held on **August 20, 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 August 11th, 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

**REPORT TO CITY OF UNION
PLANNING COMMISSION**

TO: City of Union Planning Commission
FROM: Celeste Tate, City Administrator/Recorder/Planner
RE: SMG, Inc dba Union Market
• Application for Conditional Use Permit
Application #CUP-25-06
PROPERTY: 829 S. 4th St.
County Assessor's Map #: 04S4019BC, Tax Lot: 3901;
Union, Oregon 97883

BACKGROUND

Application was filed by Justin Colkitt and Anna Michrina President and Vice President of SMG Inc. DBA Union Market on July 10, 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 July 31, 2025 of the application, process, and notifying the hearing date of August 20, 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)).

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

- (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

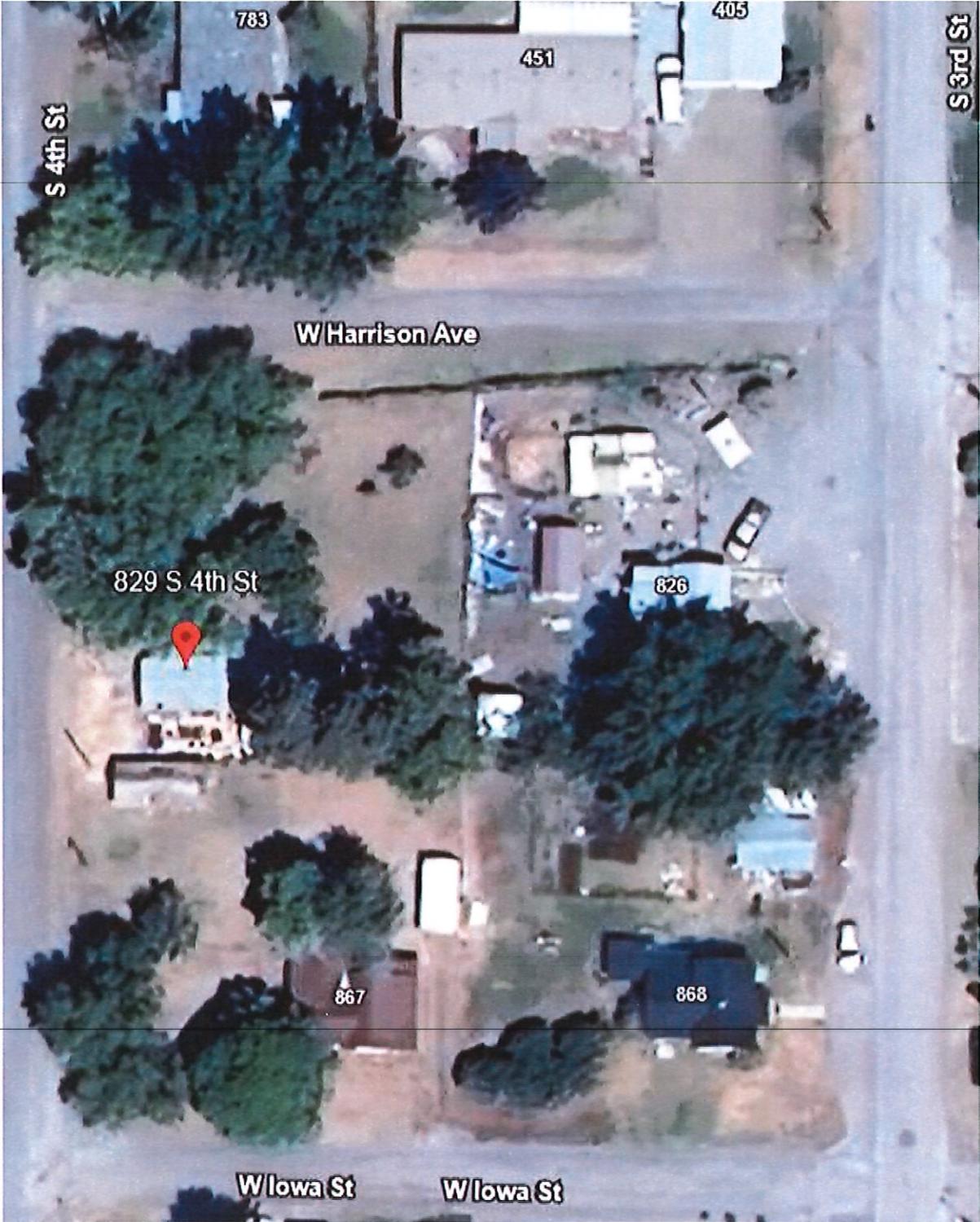
The applicant is requesting a CUP to run a business from a residential property. The business would be listed as a house to rent for short-term stays. The current property is zoned Residential (R1). The lot size is approximately 2,500 square feet.



REPORT TO CITY OF UNION PLANNING COMMISSION

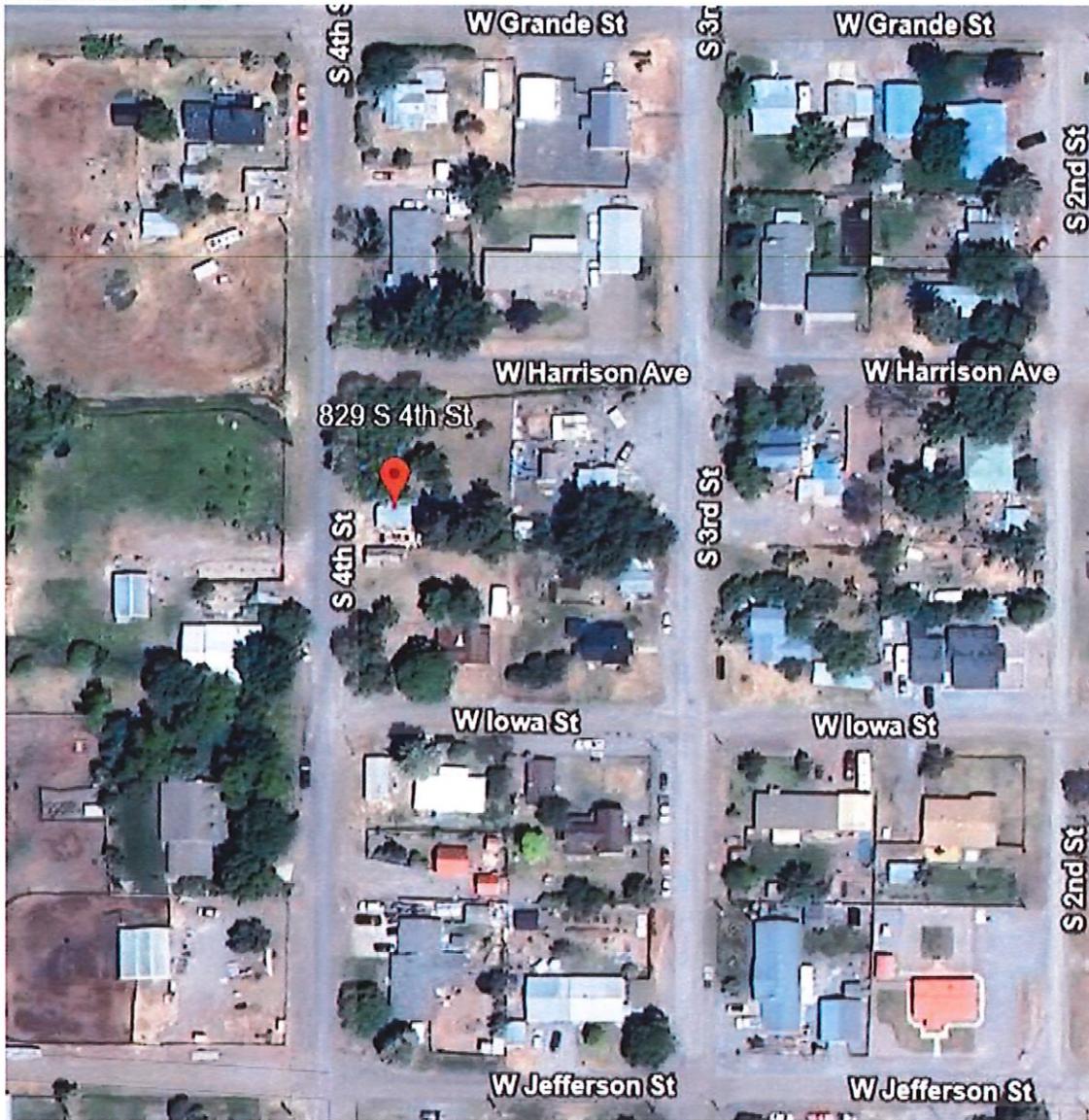
Prepared for the Public Hearing on August 20, 2025

Additional Photo:



REPORT TO CITY OF UNION PLANNING COMMISSION
 Prepared for the Public Hearing on August 20, 2025

Additional Photo:



LEGEND	
	AGRICULTURE-FOREST
	COMMERCIAL AMUSEMENT
	EXCLUSIVE FARM
	FARM RESIDENTIAL
	GENERAL COMMERCIAL
	HEAVY COMMERCIAL
	INDUSTRIAL
	PUBLIC FACILITY
	RESIDENTIAL
	RURAL RESIDENTIAL
	CITY LIMITS
	URBAN GROWTH BOUNDARY

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SITE AND VICINITY DESCRIPTION

The property is located on a small portioned off section of a half block on S 4th St. just south of W Harrison Ave. Residential use surrounds the property with some keeping of animals to the west of the property.

APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to run a short-term stay from a residential property. 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. 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.
2. Justin Colkitt and Anna Michrina of SMG Inc. dba Union Market has applied to run a

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on August 20, 2025

business on this property which is in a residential zone. Said application has been reviewed, accepted, and now referred to the Planning Commission.

3. 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 the request.
4. The current lot size of approximately 2,500 square feet is roughly 1/3 of the current minimum lot size in a Residential Zone at 7,500 square feet.
5. 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.
6. The home would be professionally cleaned and locally managed between stays and the applicants are based here in town and would be nearby if anything ever needs addressed.
7. Off-street parking is available and would be adequate to support the request.
8. I have received five letters of support from surrounding property owners and other residents in town.
9. City of Union utility services can handle the request with no undue strain to the system.
10. 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.



CITY OF UNION PLANNING APPLICATION

Application #: 25-06
Received By: KB

Date Submitted: 7-10-25
Date of Notification: 7-31-25
Date of 1st Hearing: 8-20-25
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: \$ 350.00

Applicant: SMG, Incorporated dba Union Market
Address: 132 N Main St. PO Box 886
City: Union State: OR Zip: 97883 Phone: 541 562 5424
Property Owner (if Different): Justin Colkit / Anna Michrina

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

DEVELOPMENT REQUEST

Proposed Land Use (be specific): Short term Rental. (Traveling Nurses, Air BnB-type, etc.)

PROPERTY INFORMATION

- Physical Site Address: 829 S. 4th Street
- Map: 0454019 BC Tax Lot: 3901 Lot Size: 50 x 50
- 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: [Signature]

DATE: 7/10/25

To Whom It May Concern,

We are submitting this letter on behalf of SMG Inc. DBA Union Market, the owner of the property located at 829 S 4th Street in Union. As President and Vice President of the business, we—Justin Colkitt and Anna Michrina—are requesting a Conditional Use Permit to allow short-term rental use of this property through a platform like Airbnb.

The home is a very small, single-unit structure that has previously been used as a long-term rental. Due to its size and layout, it hasn't been a very practical or profitable long-term rental option (this home was last rented for \$550 per month, including most utilities), but we believe it could be a great fit for short-term visitors. We intend to renovate and maintain it as a clean, peaceful, well-managed place for couples or solo travelers to stay while visiting Union.

There is a legal entrance to the property from S 4th Street, and we have space to provide off-street parking for at least one vehicle beside the home. There's also open space along the road in front of the lot that can serve as secondary parking if needed, though we expect most guests will bring only one vehicle.

We're doing a number of small improvements to make the property more attractive and low-maintenance. These include exterior painting, updating the interior, planting a few easy-care shrubs, and constructing a privacy fence around the lot (already discussed with the adjacent neighbor, who has expressed no objection). We also plan to gravel the full lot to keep things neat and contained.

We want to be respectful neighbors and will make sure our guests are, too. We'll be enforcing a two-person maximum occupancy, quiet hours in line with city guidelines, and a strict no-party policy. If guests are disruptive in any way, they'll be asked to leave. The home will be professionally cleaned and locally managed between stays, and we're based here in town as well, so we'll be nearby if anything ever needs to be addressed.

Given its small size and unique layout, this property is a hard space to use well long-term, but we think it can serve a great purpose as a short-term rental. We're hoping to create something that adds to the town, a nice lodging option for visitors and a small boost for other local businesses.

We appreciate your time and consideration, and we'll be happy to answer any questions at the upcoming meeting.

Sincerely,
Justin Colkitt & Anna Michrina
President & Vice President
SMG Inc. DBA Union Market

Krista Griffiths

From: Sara Hartley <sara@unionmerc.com>
Sent: Thursday, August 7, 2025 7:15 PM
To: Celeste Tate; Laura Dodds; Krista Griffiths; Susan Hawkins
Subject: Conditional Use Permit for 829 S 4th St.

To Whom It May Concern,

My name is Sara Hartley, and I own and run a small business here in Union. As a business owner in a small rural town, I think it is absolutely necessary, to allow more local residents to own and operate a nightly rental in town.

My business, and several other local businesses, rely on the out-of-town dollars that could potentially be spent in town. In other words, bring into Union, more out of towners. The issue is, we have very limited accommodation available. The hotel, being one of the main places to stay in town, is a disgrace. I would strongly encourage the planning Commission to allow Anna Michrina and Justin Colkitt to use their property as an Air BnB. They will improve the property, not only inside but outside and keep it looking great. This would improve the value of the surrounding properties too.

I would also like to add, that the golf course is growing in popularity and when the tournaments come into town, the competitors have to stay in La Grande.

Thank you for taking the time to read me letter.

If you have questions, please feel free to reach out. 541-975-3438

Sincerely

Sara Hartley

RECEIVED

AUG 07 2025

BY: e-mail

Regarding the application for a short-term rental located at 829 S. 4th Street. As the manager of Buffalo Peak, one of the questions I receive most from out-of-town players is where to stay locally. Union Hotel and short-term rentals are available; however, the need for more in-town accommodations will continue to grow.

I do support the permit for this short-term rental.

Dana R. Londin
503-302-3903

RECEIVED

AUG 11 2025

BY: KG

To whom it may concern,

I'm writing this letter in support of the property located at 829 S. 4th Street here in Union. There is currently a request to possibly use the property as an AirBnb. This property is owned by Justin and Anna Colkitt.

I'm also a home owner here in Union, I do not live near the property, however, I would like to see Union be able to provide nice accommodations for possible guests who are looking for a nice place to stay.

I have known Justin and Anna for many years as well as their parents. They will be caring and accommodating hosts when providing this needed service for our community. I know the property will be well maintained.

Justin and Anna not only care about their property, but others around them and our community. I'm sure the home will be everything and more if allowed.

Thank you for your consideration,

Darwin & Ronetta Prince

RECEIVED

AUG 11 2025

BY: KG

To the City of Union Planning Commission,

My name is Mike Colkitt, and I owned Union Market for nearly 40 years. I also owned the small house at 829 S. 4th Street during that time. I used it as a long-term rental, but to be honest, it wasn't much of a moneymaker. Once I covered the included utilities and upkeep, there wasn't much left. The house had its challenges—it's small, kind of tucked away, and over time it became a bit of an eyesore.

I'm glad to see Justin and Anna fixing it up. They've already made some noticeable improvements and have more plans to make it a clean, quiet, well-maintained place for people to stay. I think using it as a short-term rental is a smart idea. It's not the best long-term rental, but it could be a great spot for visitors passing through.

When I ran the market, I always enjoyed seeing new faces—people visiting town for events, sightseeing, or just getting away for a bit. Some of them still stop by to say hello when they're in town, which always means a lot. It's nice to share Union with folks who aren't from here and maybe even help them fall in love with it like we have.

I support their request to use the house for short-term stays. I think it's a good use of the property and a benefit to the town.

Sincerely,



George Colkitt

Former Owner of Union Market

RECEIVED

AUG 11 2025

BY: KG

Nick Shaffer
P.O. Box 498
Union, OR 97883

To whom it may concern,

Hello my name is Nick Shaffer and I am the barber at Main Street Barbershop here in Union. I have been a resident of Union since 2020 and recently became the local barber. I am writing to express my support for the conditional use permit application for 829 s. 4th street.

I trust that the property will be well managed and respectful to the neighbors. In addition I see the value in having more visitor lodging options available in our town. Lastly I have confidence in the applicants and their commitment to our community.

In closing I feel that the applicants will properly manage this property as to provide accessible lodging to visitors of Union. I would like to thank the Planning Commission for their time and consideration.



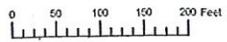
Nick Shaffer
Licensed Barber
Main Street Barbershop

RECEIVED

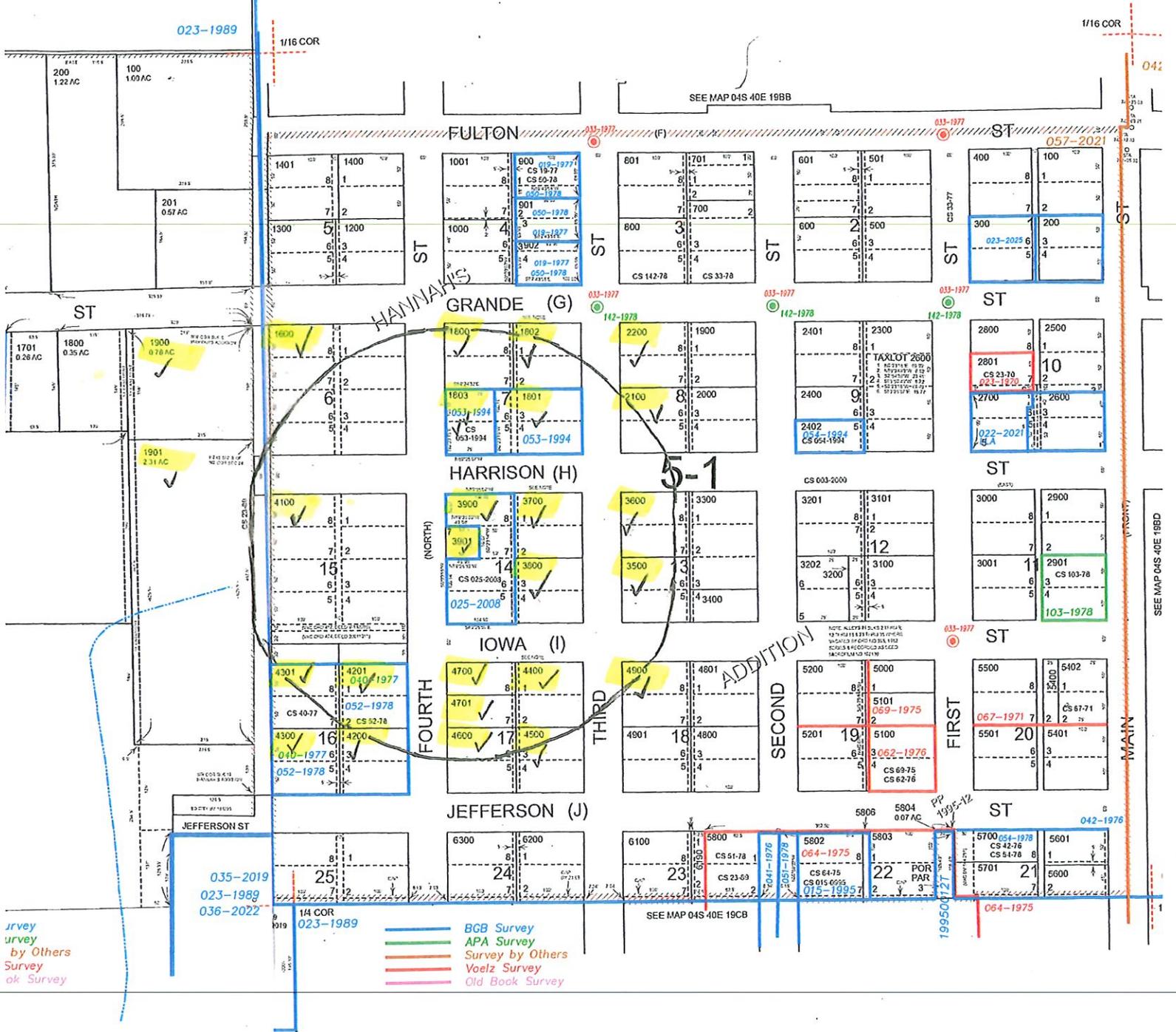
AUG 11 2025

BY: KG

FOR ONLY



S.W.1/4 N.W.1/4 SEC. 19 T.4S. R.40E. W.M. UNION COUNTY 1" = 100'



Survey by Others Survey ok Survey

- BGB Survey
- APA Survey
- Survey by Others
- Voelz Survey
- Old Book Survey

5-1

ADDITION

1/16 COR

042

1/16 COR

SEE MAP 04S 40E 19B

MAIN

SEE MAP 04S 40E 19CB

1



Thursday, July 31, 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: *SMG, INC dba Union Market*
Land Use Application: *Conditional Use Permit to operate an Airbnb in Residentially Zoned Property. (CUP-25-06)*
Property Description: *Union County Assessor's Map 04S4019BC, Tax Lot 3901; 829 S. 4th, Union, Oregon 97883.*

The hearing to consider the application will be held on **August 20, 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 August 11th, 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