

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 AGENDA
September 17, 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

Zoom Information

Join Zoom Meeting

<https://us06web.zoom.us/j/9315921644?pwd=VW50QUVhV2dwUzF6eW5nYTZGcmVjZz09>

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. Minutes

- a. August 20, 2025 – Planning Commission Work Session Minutes
- b. August 20, 2025 - Planning Commission Meeting Minutes

3. New Business

- a. MNP-25-01 – Minor Partition – Geneva Williams
- b. V-25-04 – Variance – Daniel and Shelby Johnson
- c. CUP-25-07 – Conditional Use Permit – Aimee Panches-Jones

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.

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CITY OF UNION PLANNING APPLICATION

Application #: MUP 25-01

Date Submitted: 7/14/25

Received By: AT

Date of Notification: 8/28/25

Date of 1st Hearing: 9/17/25

Date Completed: _____

APPLICATION TYPE (Check one):

<input type="checkbox"/> Conditional Use Permit	<input checked="" type="checkbox"/> Minor Partition	<input checked="" 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: \$ 300

Applicant: Geneva Williams

Address: 749 E FIR PO. Bx 25

City: Union State: OR Zip: 97883 Phone: 541 786-5563

Property Owner (if Different): _____

Address: _____

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

DEVELOPMENT REQUEST

Proposed Land Use {be specific): _____

PROPERTY INFORMATION

- Physical Site Address: 911 COVE ST
- Map: 0454018DB Tax Lot: 1,000 Lot Size: 2 40,000 SQ. FT.
- Has property been surveyed? Yes No Inside urban growth boundary? Yes No
- Current zone classification? R1 Existing Structures: Ø
- Existing Easements: _____
- Overlay Zones: Flood Zone? Yes No Historic District? Yes No
- Major Topographical features (stream, ditch, slope, etc.): no

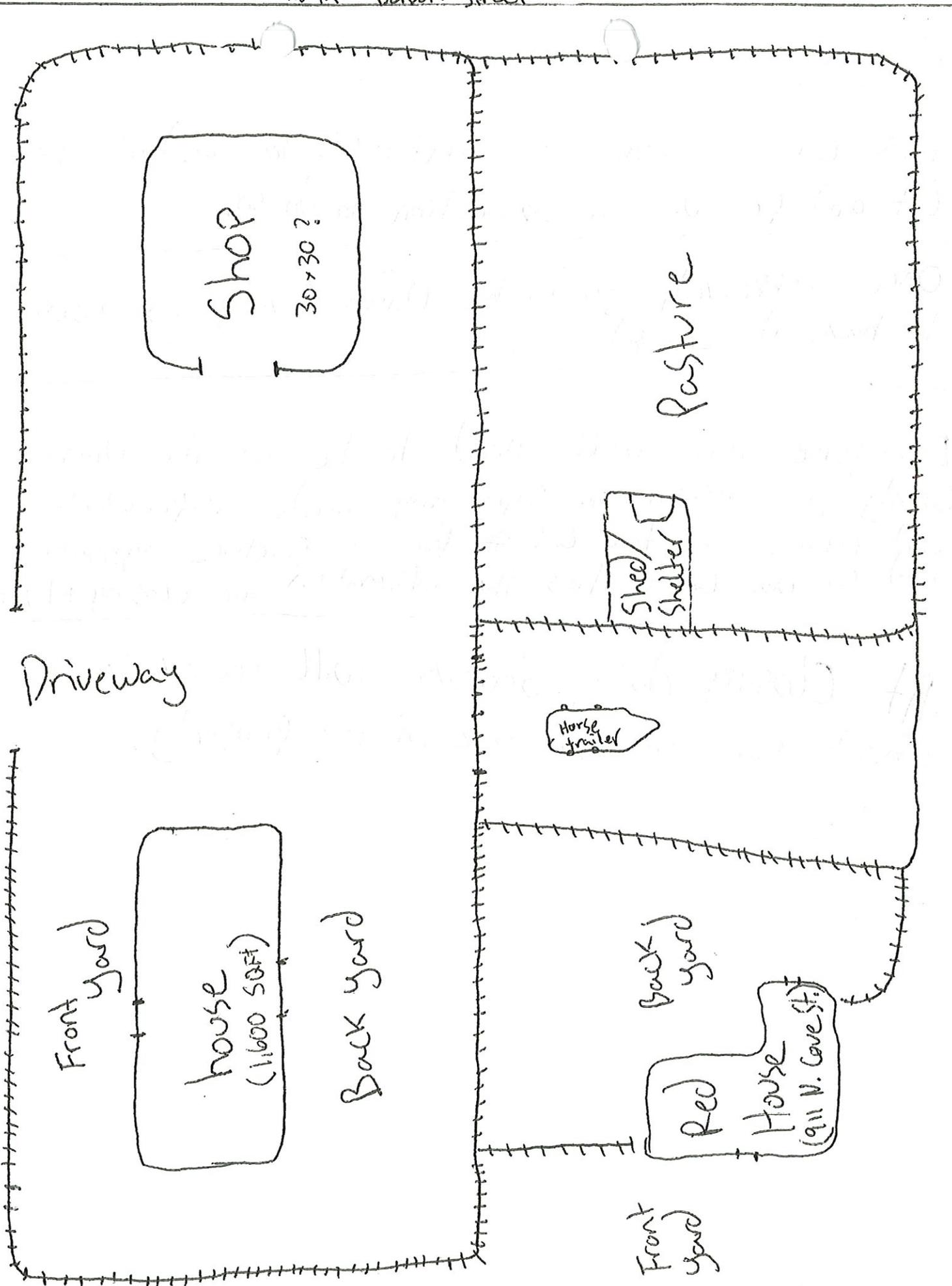
STATEMENT OF UNDERSTANDING

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: Geneva Williams

DATE: July 14, 2025



Driveway

Front yard

house
(1,600 SQFT)

Back yard

Shop
30 x 30 ?

Pasture

Horse trailer

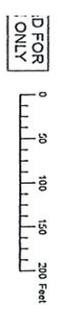
Sheep Shelter

Back yard

Red House
(911 N. Cave St.)

Front yard

Cancelled
204
300
601
703
802
1501



Subdivisions on
This Page
BARBARA JAMES SUBDIVISION
SWACKHAMER'S SECOND ADDITION

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

SEE MAP 04S 40E 18DB

SEE MAP 04S 40E

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Thursday, August 28, 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: *Geneva Williams*
Land Use Application: *Minor Partition 25-01*
Property Description: *Union County Assessor's Map 04S4018DB, Tax Lot 1000; otherwise, 911 N Cove Street, Union, Oregon 97883.*

The hearing to consider the application will be held on **September 17, 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 is found within the following:

City Ordinance Codified Code: Chapter 152 (Partitions and Subdivisions) and Chapter 155 (Notices, 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 8th, 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: Geneva Williams

- Application for Minor Partition
Application #MNP 25-01

PROPERTY: County Assessor's Map 04S40E18DB, Tax Lot 1000
911 Cove Street, Union, Oregon.

Site Area: 40,000 Square Feet

BACKGROUND

The City of Union received an application from Geneva Williams for minor partition on July 14, 2025 and the application was determined to be complete. A public hearing before the Planning Commission was set for September 17, 2025

PROPOSAL DESCRIPTION

The application proposes to create two parcels. The first lot includes the homeowner's home and outbuildings while the second lot would be an unimproved vacant lot. The first parcel to contain the existing home and Shed/Shelter and the lot east to North Benson Street. This first lot would be a 20,000 square foot lot with 100 feet running north and south and 200 feet running east and west. The second lot would also be 100 feet x 200 feet and 20,000 square feet in total. The second lot is proposed to have a 1,600 square foot residence on the west side of the lot with the possibility of a 30 ft x 30 ft shop on the east side.

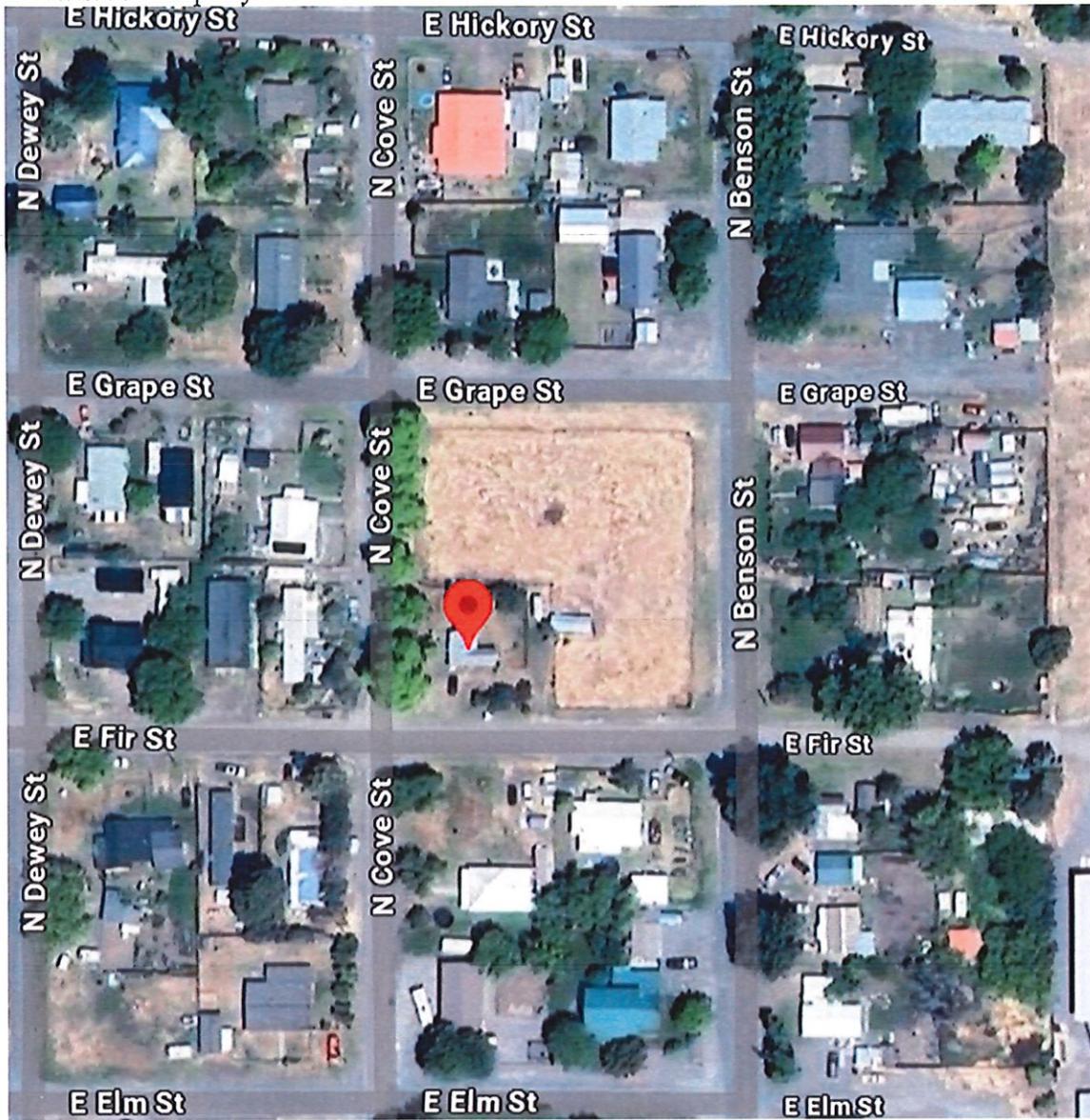
SITE AND VICINITY DESCRIPTION

The proposed minor partition site is located along North Cove Street and is a full block with East Grape Street on the North side, East Fir Street to the South side, North Cove Street to the West side and North Benson Street to the East side. The streets surrounding this block are a mixture of chipseal and asphalt and are in good condition to support added traffic from development of this lot. Water and sewer utilities are available in the street and is currently serving the existing residence. The property is zoned "Residential" ("R-1").

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

Location of Property:



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

Corner of North Cove Street and East Fir Street with original residence:



Middle of Block on East Fir Street:



REPORT TO CITY OF UNION PLANNING COMMISSION
Prepared for the Public Hearing on September 17, 2025

Corner of East Fir Street and North Benson Street:



Middle of Block on East Grape Street:



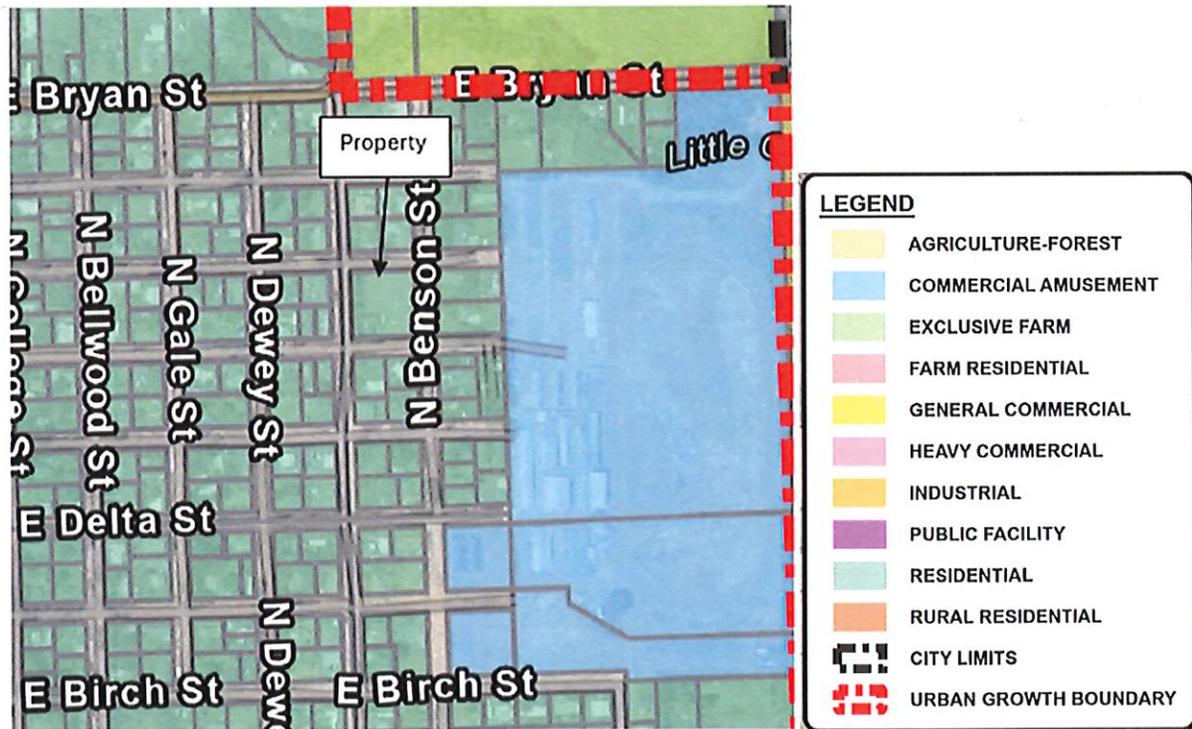
REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

Corner of North Cove Street and East Grape Street:



The property is surrounded by homes in Residential (R-1) zone and the property is not in the 100-year flood plain. The partition would meet the requirement for the zone on size and use and have been planned as such.



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

APPLICABLE CRITERIA AND STANDARDS

City of Union codified codes:

Title XV (Land Use), Chapter 152 (Partitions and Subdivisions), Chapter 155 (Zoning):

*** Additional provisions of the Zoning Ordinance or Comprehensive Plan may apply to this proposal and may be identified in testimony received by the Planning Commission. If this occurs, appropriate findings should be included with the Final Order.*

SUGGESTED FINDINGS OF FACT FOR THE CONDITIONAL USE PERMIT

The Planning Commission may use the following findings which are relevant to justify approval or denial of the application for a minor partition plus add additional findings as brought out through testimony presented at the public hearing. Each of the below findings will tend to support or deny the application.

FINDINGS

1. The minimum lot size for new lots and parcels in the R-1 zone shall be 7,500 square feet. The creation of these two lots well exceeds that standard.
2. Utility services are in and along College Street and are capable of handling additional residential services and currently serve the single-family home on the originating lot.
3. The minimum lot frontage shall be 60 feet, both proposed lots exceed this requirement.
4. There shall not be more than one dwelling and its accessory buildings constructed on one lot. The new lot created is vacant.
5. Notice were mailed to all residences located within 300 feet of the original lot's boundaries on August 28, 2025.
6. Public notice was placed as normal for public meetings around the City of Union.
7. The proposed minor partition is in accordance with the area land use plan and zoning requirements. It does not materially alter the stability of the overall land use pattern of the area, nor initiate or encourage a pattern of development incompatible with existing area uses.
8. It is required to review potential future development of the area for street and transportation challenges. All streets surrounding this block appear to meet the requirements of the zone.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

9. This minor partition, if developed with a residential home, could affect the economic and social conditions and other characteristics which makes this section of town desirable in which to live.
10. Property does not border an Oregon State Highway so that jurisdiction requires no notification.
11. The existing home is not in the Union Main Street Historic District nor is it listed on the National Register of Historic Places though the house was built in 1940 and may meet the criteria to be listed on the local landmark register if the homeowner so chose.
12. The school district appears to have no adverse impact from the partition and can accommodate additional students to the school system.
13. No future form of intended development beyond residential and pasture is indicated on the application.
14. No information has been provided about access, other than what was illustrated as driveway on the drawing.

COMMENTS RECEIVED:

No comments have been received at the time of this staff report, any comments presented after the printing of this report will be brought before the planning commission on September 17, 2025.

STAFF SUGGESTED CONDITIONS:

If the Planning commission passes the application, then the following conditions should be discussed and potentially applied:

1. Final plat must comply with the standards and criteria set forth in Title XV: Chapter 152.
2. If approved by the Planning Commission, the Applicant will have one year to submit their final plat for signing by the Mayor. After signing by the Mayor, the applicant will have 90 days in which to have the plat recorded.

(Failure to follow through on final plat requirements will make all decisions of the Planning Commission for this property null and void.)

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CITY OF UNION PLANNING APPLICATION

Application #: 25-04
Received By: LD

Date Submitted: 7-28-2025
Date of Notification: 8-28-2025
Date of 1st Hearing: September 17, 2025
Date Completed:

APPLICATION TYPE (Check one):

Table with 6 columns: Conditional Use Permit, Minor Partition, Street/Alley Vacate, Zone Text Amendment, Flood Zone Permit, Plan Amendment, Variance, Site Plan Review, Historic Design Review, Property Line Adjustment, Zone Change, Major Partition. 'Variance' is checked with an 'x'.

Other:

Fee Amount: \$ 350-

Applicant: Daniel + Shelby Johnson

Address: 175 W. Elm Street

City: Union State: OR Zip: 97882 Phone: 541.805.4096

Property Owner (if Different):

Address:

City: State: Zip: Phone:

DEVELOPMENT REQUEST (leave)

Proposed Land Use {be specific}: to have a multi family dwelling on the lot

PROPERTY INFORMATION

- 1. Physical Site Address: 175 W. Elm Street
2. Map: #10454018CB Tax Lot: #1800 Lot Size: 9000 ft^2
3. Has property been surveyed? Yes No Inside urban growth boundary? Yes No
4. Current zone classification? Existing Structures:
5. Existing Easements:
6. Overlay Zones: Flood Zone? Yes No Historic District? Yes No
7. Major Topographical features (stream, ditch, slope, etc.):

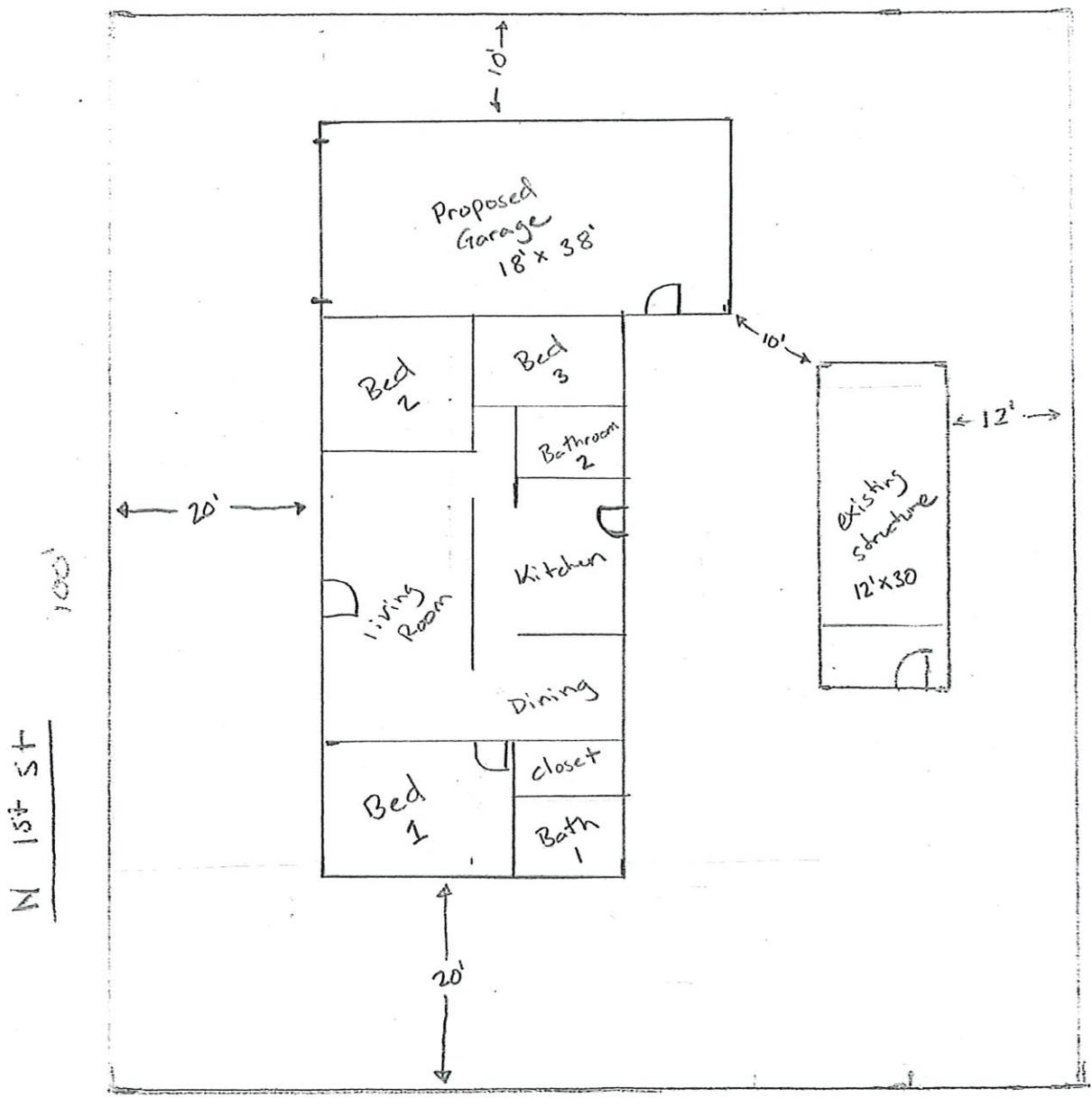
STATEMENT OF UNDERSTANDING

I understand that I have the burden to prove my request meets all applicable ordinance requirements and that I must address all criteria that may apply. The criteria for approving or denying my request has been furnished to me as part of this application. I understand supplemental materials and information may be required by City of Union staff to complete the application.

I certify the above information to be true and correct and that I am the property owner, or authorized representative for the property owner. I understand that my application may be denied or delayed if incomplete or found to be falsified.

APPLICANT SIGNATURE: [Signature]

DATE: 7/28/25



N 1st St
100'

W Elm St

40'

we would like to leave the existing structure to make a multifamily dwelling

1" = 16' scale

Johnson
175 W. Elm St

City of Union, Oregon



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Thursday, August 28, 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: *Daniel and Shelby Johnson*
Land Use Application: *Variance to have a multi-family dwelling / accessory dwelling unit on a 9,000 square foot lot (V-25-04)*
Property Description: *Union County Assessor's Map 04S4018CB, Tax Lot 1800, 175 W Elm St., Union, OR 97883.*

The hearing to consider the application will be held on **September 17, 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 September 8th, 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: Daniel and Shelby Johnson

- Application for Variance
Application #V-25-04

PROPERTY: County Assessor's Map 04S4018CB, Tax Lot 1800
175 W Elm Street, Union, Oregon 97883

BACKGROUND

The application was filed by Daniel and Shelby Johnson on July 28, 2025, for the referenced variance (V) and determined to be complete. All property owners lying within 300 feet of this property described herein were mailed notices August 28, 2025, notifying residents of the applications, process, and the hearing date (September 17, 2025, at 7:00 PM).

NOTICES

§ 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, but not more than 40 days, prior to the date set for the first public hearing on the application, or not less than ten days for applications requiring more than one evidentiary hearing. Names and addresses of property owners shall be those shown in the records of the Union County Assessor.

(Ord. 491, passed 6-13-2005; Ord. 509, passed 2-11-2008)

§ 155.141 RADIUS FOR NOTICES.

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

(O.R.S. 197.763(2)(a); Ord. 491, passed 6-13-2005)

§ 155.142 CONTENT OF NOTICES.

Notices to property owners shall:

- (A) Explain the nature of the application and the proposed use or uses which could be authorized (O.R.S. 197.763(3)(a)).

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

- (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 DESCRIPTION

The applicant is requesting a Variance to leave an existing structure on the property, hook it up to city water and sewer, and have an accessory dwelling unit or two-family dwelling that is detached. Current City standards for a "R1" Residential zone include the following:

§ 155.041 RESIDENTIAL ZONE (R).

- (A) *Uses permitted outright in a Residential Zone (R):*
 - (1) One and two-family dwellings;
 - (2) Manufactured homes meeting the requirements set forth in § 155.035, provided that the manufactured home and the lot on which it is situated are in the same ownership;
 - (3) Truck gardening;
 - (4) The keeping of cattle, horses, fowl, rabbits, sheep, or goats provided such animals are not allowed to run at large and a minimum of 10,000 square feet of open ground per animal unit is provided exclusive of dwelling and accessory building area; and
 - (5) The keeping of common household pets.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

- (B) *Conditional uses:*
- (1) Cemeteries;
 - (2) Churches;
 - (3) Community centers;
 - (4) Day cares or nursery schools;
 - (5) Dog kennels for boarding or breeding;
 - (6) Governmental and public structures and uses;
 - (7) Home occupations;
 - (8) Hospitals and clinics;
 - (9) Libraries, museums, and art galleries;
 - (10) Livestock, or animals other than those listed in division (A)(4);
 - (11) Manufactured dwellings not meeting minimum dimensions for uses permitted outright but meeting all other requirements for mobile homes;
 - (12) Multi-family dwellings;
 - (13) Private or public parks;
 - (14) Schools;
 - (15) Room and board to more than five non-family members;
 - (16) Public utility structures and lines;
 - (17) Manufactured dwelling parks;
 - (18) Neighborhood light commercial uses; and
 - (19) Manufactured dwellings placed in accordance with § 155.090.
- (C) *Prohibited uses.* Any use declared a nuisance or non-conforming to the neighborhood or zone by statute, by action of the City Council, or by a court of competent jurisdiction. All uses prohibited in the Commercial Zone (C-1). No dwelling shall be built or moved onto a lot not abutting a street.
- (D) *Minimum lot size requirements.*
- (1) The minimum lot size for new lots and parcels in the R-1 Zone shall be 7,500 square feet.
 - (2) In areas not served by city sewer, the minimum lot size shall be 20,000 square feet per single-family or two-family dwelling.
 - (3) For multi-family dwellings, the minimum lot size shall be 10,000 square feet for the first two family units and 2,500 square feet for each additional attached family unit.
 - (4) Minimum lot frontage shall be 60 feet, except that cul-de-sac lots may have 30 feet of frontage.
 - (5) There shall not be more than one dwelling and its accessory buildings constructed on one lot.
- (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.

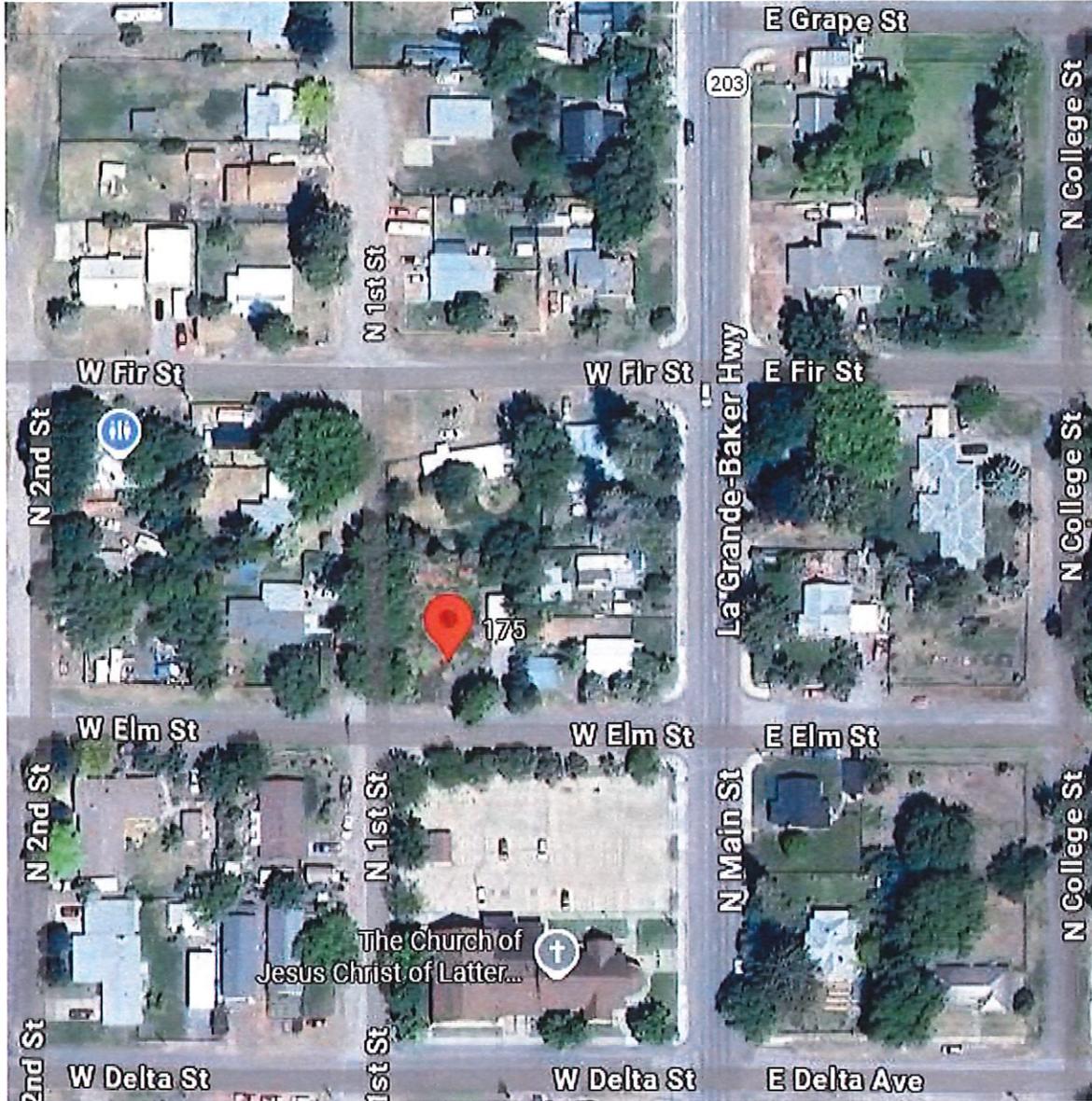
(Ord. 337, passed 6-11-1979; Ord. 351, passed 9-9-1980; Ord. 429, passed 2-11-1991; Ord. 437, passed 1-11-1993; Ord. 496, passed 6-12-2006; Ord. 558, passed 8-12-2019)

REPORT TO CITY OF UNION PLANNING COMMISSION

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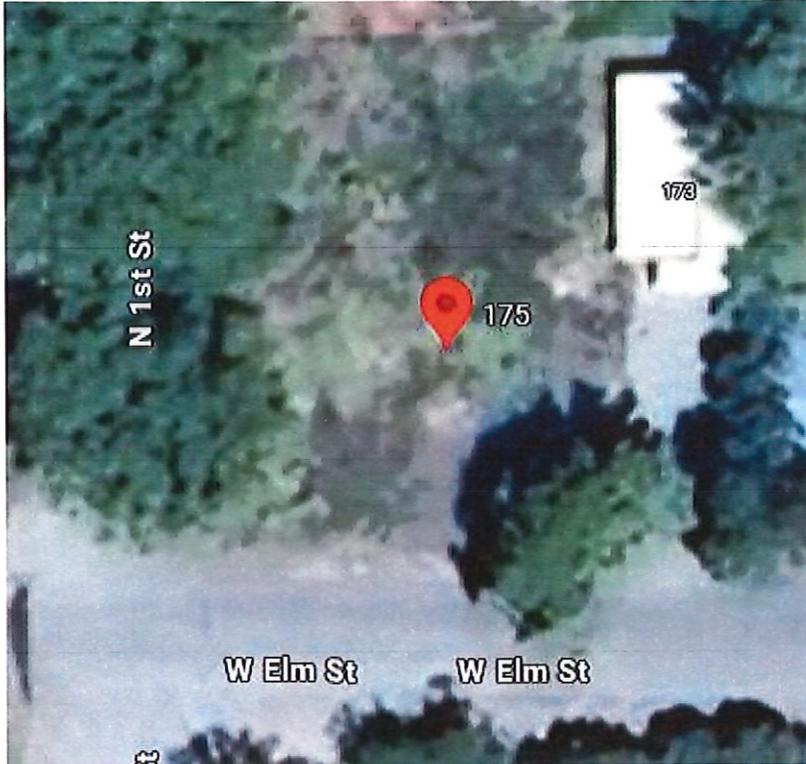
SITE AND VICINITY DESCRIPTION

The property currently has an approximately 1,500 square foot home with a proposed 684 square foot garage and the original structure that was originally planned to be removed. The property is of Residential use with surrounding properties also of residential use and public facility with the Church of Jesus Christ of Latter-Day Saints just to the south.

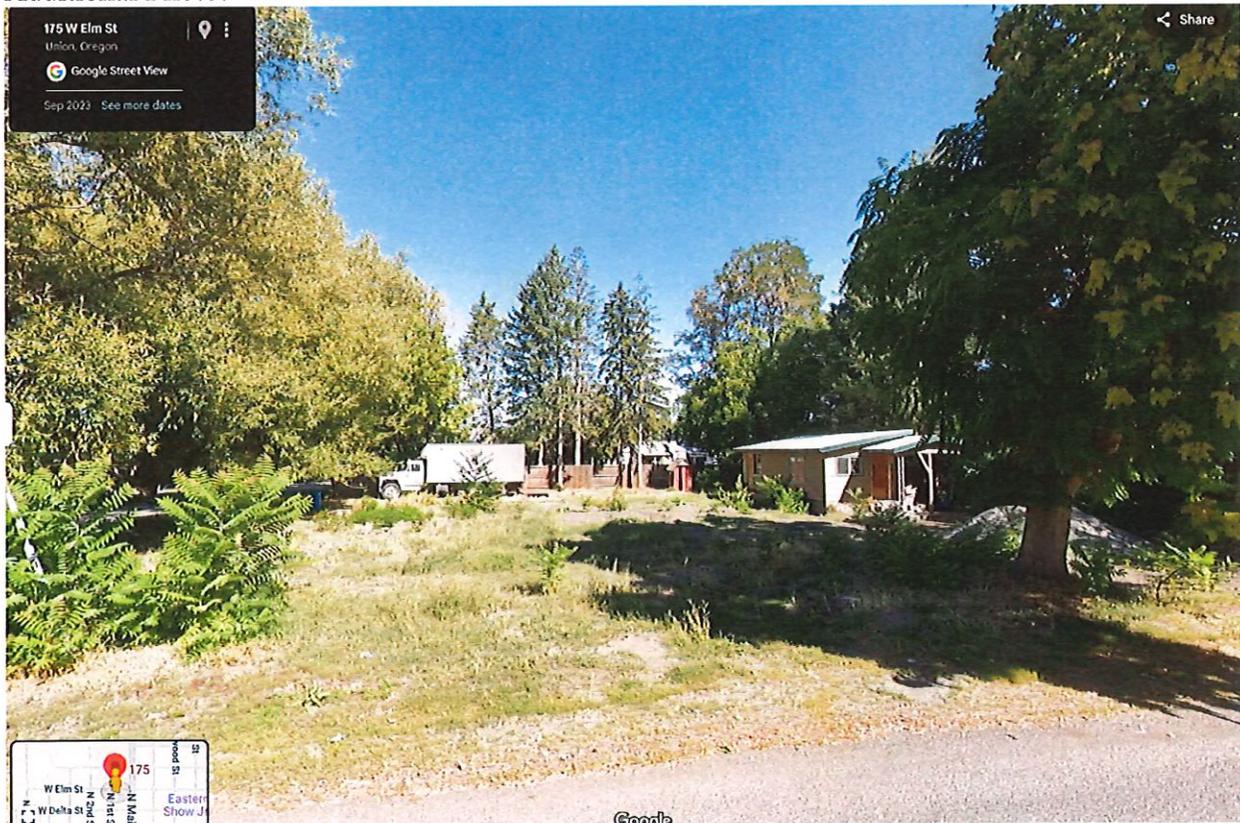


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Additional Photo:



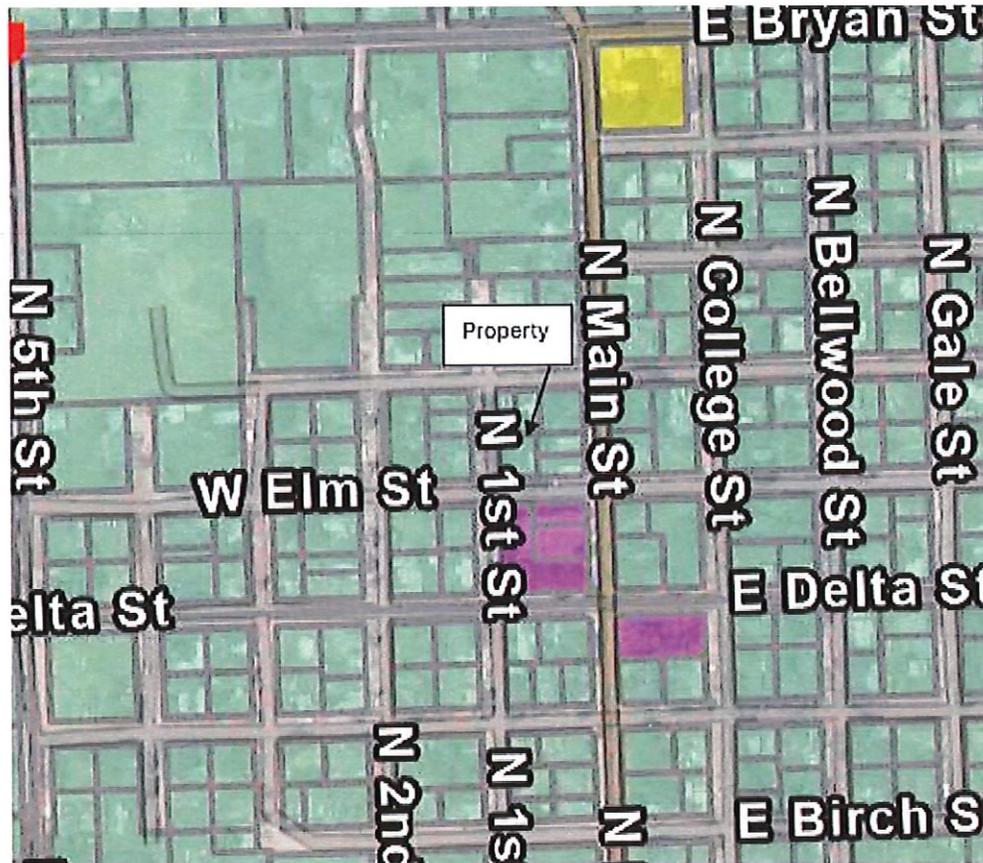
Additional Photo:



REPORT TO CITY OF UNION PLANNING COMMISSION

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Location of Property on Zoning Map:



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

APPLICATION REQUEST

The applicant is requesting a Variance to keep a small 12 foot x 30 foot (360 square feet) original structure on the property, hook it up to water, sewer and electrical and allow a family member to reside in the detached accessory dwelling unit. This structure is listed on tax records as from

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

1970. This would create a detached two-family dwelling on the single tax lot.

LAND USE PLAN

The subject property is in a Residential zone R-1 and as stated above may have one- or two-family homes outright with minimum square footage for multi-family lots.

APPLICABLE CRITERIA AND STANDARDS

The following criteria should be examined when applying the existence of current setbacks on City Streets and determining if a variance would be applicable:

§ 155.068 AUTHORIZATION OF VARIANCES.

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

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

§ 155.069 CONDITIONS FOR GRANTING A VARIANCE.

No variance shall be granted by the Planning Commission unless it can be shown that 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)

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

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. Applicant property is 9,000 square feet and can accommodate the additional dwelling while meeting setback requirements.
2. City water and sewer can accommodate the additional dwelling.
3. Without kitchen facilities, current ordinance would classify this accessory structure as a guest house per 155.067 and is silent on the minimum or maximum size of such a structure.
4. Current legislation at the state level is favorable for these types of additions to tax lots if safety can be maintained and is a required allowance for cities with populations over 2,500. ORS 197A.425(1)(a) A city with a population greater than 2,500 or a county with a population greater than 15,000 shall allow in areas within the urban growth boundary that are zoned for detached single-family dwellings the development of at least one accessory dwelling unit for each detached single-family dwelling, subject to reasonable local regulations relating to siting and design.
5. The proposed drawing would use current driveways established for the property.
6. The school system already serves the property for bussing.
7. The application contained a sketch or suitable drawing showing the location of the existing structure in relation to the property line and other structures.

STAFF RECOMMENDATION

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

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

1. The structure could stay on the property if it adheres to both building codes and City Ordinances for a dwelling space.
2. A second water and sewer hook up would be charged to the property.
3. Setbacks from other structures would be strictly adhered.
4. Accessory dwelling unit would not be used for a short-term rental such as an Airbnb unless the owner had an approved conditional use permit approved by the planning commission.



CITY OF UNION PLANNING APPLICATION

Application #: 25-07

Date Submitted: 8/11/25

Received By: KG

Date of Notification: 8/28/25

Date of 1st Hearing: 9/17/25

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: Aimee Panches - Jones

Address: 569 W Bryan St.

City: Union State: OR Zip: 97883 Phone: 719-210-6255

Property Owner (if Different): Kenna Panches

Address: 68679 Wilson Ln

City: Boardman State: OR Zip: 97818 Phone: 503-997-9226

DEVELOPMENT REQUEST

Proposed Land Use (be specific): Dog Grooming (out of Home)

PROPERTY INFORMATION

- Physical Site Address: 569 W Bryan St. Union OR 97883
- Map: 0454018 BC Tax Lot: 800 Lot Size: 1.91 ACRES
- Has property been surveyed? Yes No Inside urban growth boundary? Yes No
- Current zone classification? R1 Existing Structures: House / Garage / Barn
- 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: *Aimee Panches*

DATE: 8/11/25

August 11, 2025

Conditional Use Permit Proposal

Hello,

My name is Aimee Punches-Jones and I reside at 569 W Bryan ST in Union. My mom, Kenna Punches is the owner of the property, and we are purchasing the home from her directly. I am currently a small business owner doing Dog Grooming from our home. My business name is The Fox Den Pet Services and I had talked to Doug several yrs ago about if I needed a conditional use permit or not. At that time, I was working another full time job and volume was not that high. He had told me unless I was building and out building and/or wanting to put a sign out on the street, then the permit was not required.

With the other local groomer closing her shop and my grooming volume picking up, I have decided to go ahead and apply for a conditional use permit.

We will not be building any additional structures to the property and will be eventually grooming out of our existing garage. As of now, my drain has 3 hair strain/catchers to prevent any hair from getting into the drain. The new grooming tub has a layered hair filter system as well. There is a catcher in the tub itself, a mesh/nylon filter that goes on the end of the drain hose, and another filter before it drains into the drainage pipe.

Currently, all our neighbors whom we speak to regularly know about my business and our shop expansion. Again, we are not building any additional buildings or structures for this nor do I plan on putting a sign out. I just want to apply for a permit since I will be taking on more clients.

Thank You,

Aimee Punches-Jones

The Fox Den Pet Services

RECEIVED

AUG 11 2025

BY: _____

8/25/2025

To whom it may concern:

My name is Aimee Punches-Jones, owner of The Fox Den Pet Services. I wanted to include a supplemental letter in addition to my proposal for conditional use permit to let you know about some of my community involvement.

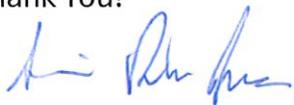
I not only provide grooming services to those in the city of Union, but I also bring people to Union from our surrounding areas. Many of these people visit our restaurants for lunch or breakfast while waiting for their dog to be done or go to our local coffee shop. This brings more business to our city.

I also do fundraising every year for Blue Mountain Humaine Association. This year we did an event at the grassroots festival and did gifts for donations and were very successful in raising money for our local shelter.

I have done charity and discounted grooming services for folks going through rough times or elderly people on fixed income as well. This not oly helps the animals in need, but also helps their owners and the people of our community.

Again, I am requesting this permit as a formality and I have the support of not only my neighbors but the community as well. We will not be building any additional structures on the property. I will not be putting a sign out or advertising on the street. I will continue to be a one-on-one groomer as well. All my products are natural and eco friendly.

Thank You!



Aimee Punches Jones

RECEIVED

AUG 26 2025

BY: KG

Aug 14, 2025

To: Whom It May Concern,

I am the owner of the property, 569 W Byron Street in Union, OR. I am giving ^{Tim} Punches-Jones permission to run her dog grooming business on the property.

Sincerely

Kenna Punchos

RECEIVED

AUG 26 2025

BY: KG

To whom it may concern,

My husband and I live next door to Aimee Panches and her husband George on W Bryan Street. We love living next to Aimee and George, they are incredible neighbors, very kind, cooperative, and considerate. I am writing to say that we are both completely fine with her running her dog grooming business out of their house.

We don't consider it disruptive or harmful to the neighborhood at all. Aimee's grooming business, even as her customers increase, has never caused us any inconvenience whatsoever. We are excited for her to be building her business and serving our community in this way.

I hope the city will grant her the necessary permitting to continue running her groom shop out of her house. From our perspective, only good things will come of it.

Thank you for your time,

Laurel Tanner and Daniel Minarich

RECEIVED

AUG 26 2025

BY: KR

Lani Jones
670 West Bryan St.
Union, OR. 97883
teammfjones@gmail.com
541-805-8452
August 11, 2025

City Planning Commission
342 S. Main Street
Union, OR. 97883

Dear Members of the ~~Union~~ City Planning Commission,

I am writing to express my enthusiastic support for the proposed dog grooming business in our neighborhood. As a resident of Union, I believe this addition would greatly benefit our community for several reasons.

Firstly, a local dog grooming service would provide much-needed convenience for pet owners in our area. Currently, many people have to travel significant distances to access quality grooming services. Having a nearby option would save time and reduce travel-related stress for both pets and their owners.

Secondly, the presence of a dog grooming business would contribute positively to the local economy. It would attract pet owners from surrounding areas, potentially increasing foot traffic to other local businesses as well. Pet owners might utilize local businesses while waiting for their pets to be groomed.

Additionally, we live in an area on the edge of town where there is minimal impact on parking or traffic. This makes our neighborhood an ideal location for such a business.

I strongly believe that a dog grooming business would be a valuable asset to our neighborhood. I urge ~~the~~ City Planning Commission to approve this proposal and support the growth and development of our community.

Thank you for considering my perspective.

Sincerely,


Lani Jones

RECEIVED

AUG 26 2025

BY:  _____

August 24, 2025

City of Union
PO Box 529
342 S Main Street
Union, OR 97883

To Whom It May Concern:

I am writing this letter on behalf of my neighbor, Aimee PUNCHES. Aimee has a dog grooming business, Fox Den, that she runs out of her home at 569 W Bryan Street.

The activities of this business do not disturb the neighborhood in any way. Likewise, the traffic is not impacted. If I didn't know that the business was there because my dog is groomed there, I would not be aware of its existence.

The business is quiet, any clients park in front of the house, and the business has never negatively impacted us in any way.

Sincerely,



Jodi Seale
671 W Bryan
Union, OR 97883
541-805-1618

RECEIVED

AUG 26 2025

BY: KG

August 18, 2025

Dear Union City Council,

I am writing this letter as a recommendation for Aimee Panches who is applying for a grooming business license. I have had the pleasure to have Aimee be my groomer for my dogs for the last three years. She is very professional and I highly recommend her.

Union and Union County desperately needs more quality groomers and Aimee can help fill the gap. Having the grooming business in Union it also brings more revenue and dollars spent locally.

Thank you for your time and consideration. If you have any other question's, please feel free to contact me.

Sincerely,



**Teresa Stratton
541-805-9685
1035 N 5th Street
Union, Oregon 97883**

RECEIVED

AUG 26 2025

BY: 

City of Union, Oregon



PO Box 529
342 S. Main Street
Union, OR 97883

Phone: 541-562-5197
Fax: 541-562-5196
www.cityofunion.com

Home to the Buffalo Peak Golf Course

Thursday, August 28, 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: *Aimee Punches-Jones*
Land Use Application: *Conditional Use Permit to operate a home-based Dog Grooming business on Residentially Zoned Property. (CUP-25-07)*
Property Description: *Union County Assessor's Map 04S4018BC, Tax Lot 800; 569 W Bryan St., Union, Oregon 97883.*

The hearing to consider the application will be held on **September 17, 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 September 8th, 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: Aimee Punches-Jones

- Application for Conditional Use Permit
Application #CUP-25-07

PROPERTY: County Assessor's Map #: 04S4018BC, Tax Lot: 800;
569 W Bryan Street, Union, Oregon 97883

BACKGROUND

Application was filed by Aimee Punches-Jones on August 11, 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 August 28, 2025 of the application process, and notifying the hearing date of September 17, 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 September 17, 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

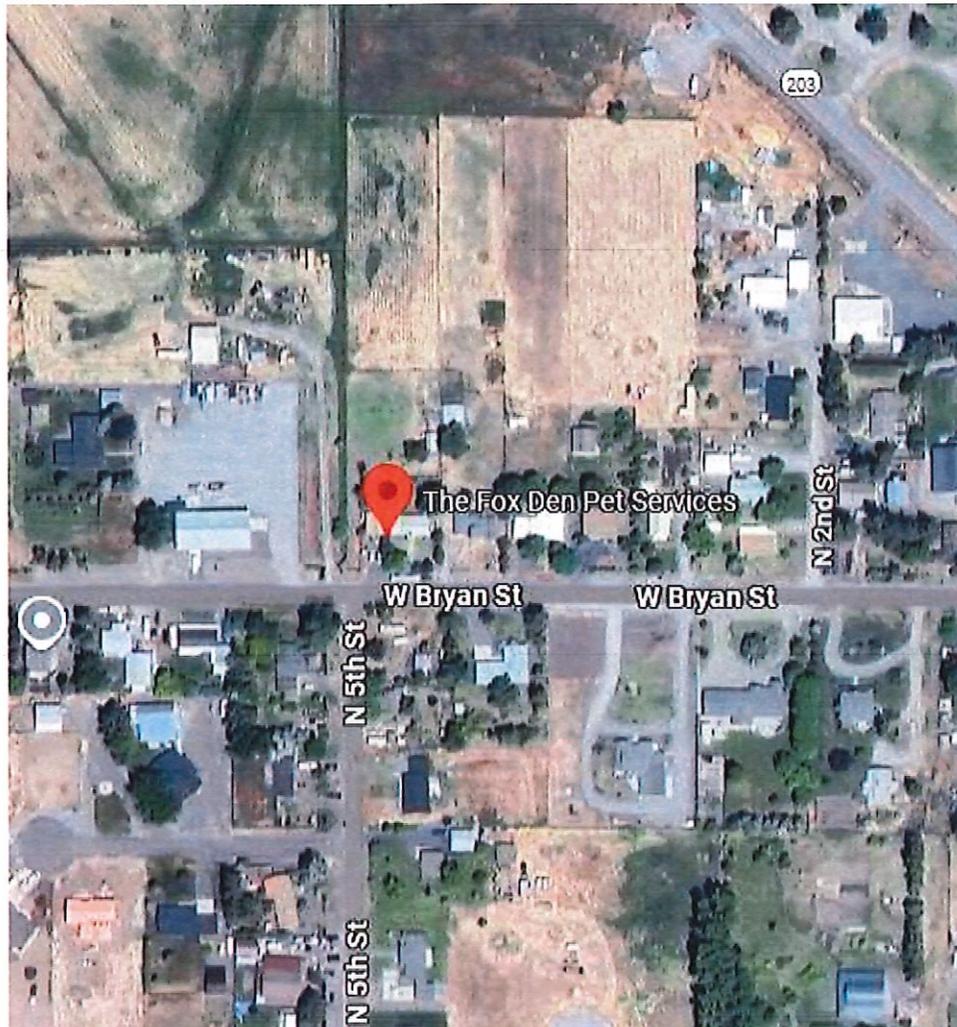
The applicant is requesting a CUP to expand a dog grooming business from her home residence. The applicant has been running this business minimally on the side up until now with verbal approval from Doug Wiggins. He communicated to her that if she; did not have a sign advertising her business outside of her residence; and it was not a full-time business with constant traffic but that customers were one at a time, then she did not need a conditional use permit. The current property is zoned Residential (R1). The lot size is approximately 1.91 acres. The residence is approximately 1,248 sq. ft. with additional space in a garage, barn and pasture.



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

Additional Photo:



SITE AND VICINITY DESCRIPTION

The property is located on W Bryan St. five blocks off Highway 203 and butts up against the Urban Growth Boundary. Residential homes surround the property along with Farm Residential zoned property and Heavy Commercial zone.

APPLICATION REQUEST

The applicant is requesting Conditional Use Approval to run a dog grooming business from her home residence. The applicant has noted in her supplemental letter that her business brings folks from out of town as well who then also visit local businesses while waiting for their dog to be groomed, bringing more business to the city. She has mentioned her fundraising activities in her letter as well which benefits animals and their owners in the community. In my visit with her during the application process, she expressed that she has filters on her grooming station to prevent animal hair or other things from causing build up or damage to the drains and sewer system and she will continue this process and dispose of pet hair and other by-products properly.

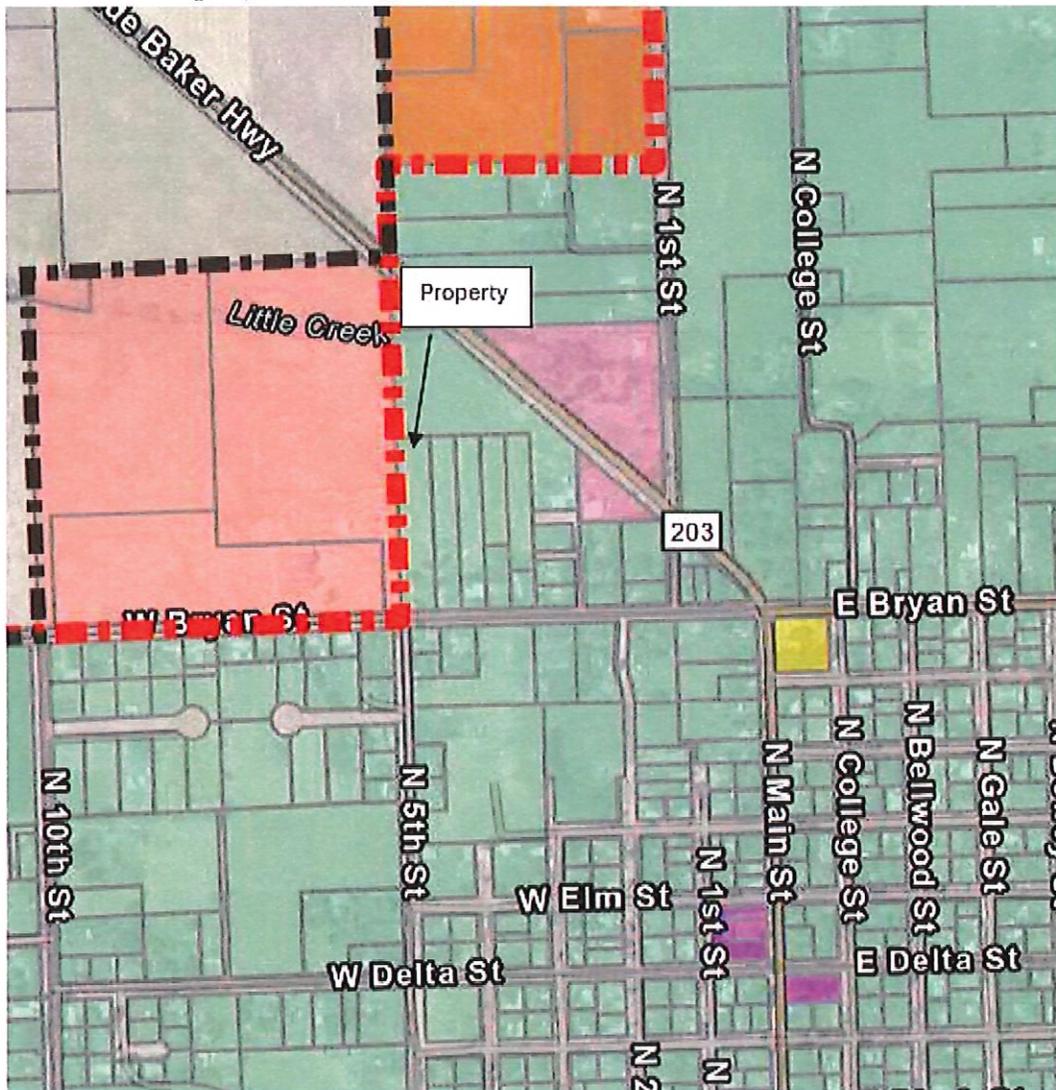
REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

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, to be erected for the business though the applicant has expressed that no additional structures would be built on the property for the business. Commercial activity in a residential zone must also provide off-street parking. Noise and nuisance ordinances would have to be taken into consideration.

Location of Property on Zoning Map:



REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

Legend for Zoning Map:

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

APPLICABLE CRITERIA AND STANDARDS

The following criteria must be applied for the CUP by the commission when deciding whether to allow the applicant to run a business 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:

- (A) The proposal will be consistent with the comprehensive plan and the objectives of this chapter and other applicable policies of the city.
- (B) The location, size, design, and operating characteristics under the proposal will have minimal adverse impact on the livability, value, or appropriate development of abutting properties and the surrounding area.
- (C) The location and design of the site and structures of the proposal will be as attractive as the nature of the use and its setting warrant.
- (D) The proposal will preserve environmental assets of particular interest to the community; and

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

- (E) The applicant has a bona fide intent and capability to develop and use the land as proposed and has no inappropriate purpose for submitting the proposal, such as to artificially alter property values for speculative purposes.

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

PROPOSED FINDINGS OF FACT

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. Aimee Panches-Jones 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
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. Off-street parking is available and would be adequate to support the request.
5. I have received three letters from the notices that have been sent to surrounding property owners that all supported the request. I have also received a letter of support from an outlying property owner supporting the application. Lastly, I have received a letter of support from the owner of the property the applicant currently resides on and wishes to expand her business. I have received no letters of opposition.
6. City of Union utility services can handle the request with no undue strain to the system.
7. The applicant has been compliant with the direction that she had been previously given and wishes to remain compliant as she expands her business.
8. Given the nature of the business, 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.

REPORT TO CITY OF UNION PLANNING COMMISSION

Prepared for the Public Hearing on September 17, 2025

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 permit will only be reviewed on a complaint basis and may be revoked shall violations occur as to improper waste and disposal, or health hazards become apparent.
2. The permit is non-expiring for this applicant at this location only and would not transfer with sale of the business to a new owner or moving of the business to a new location.
3. Noise ordinances shall be followed in the neighborhood.
4. Customer parking shall be always maintained off-street.