



UNION COUNTY Planning Department

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Planning Director

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APPLICATION No. 2026-0042

STAFF REPORT CONDITIONAL USE - HOME OCCUPATION

Purpose of the Application	A home occupation to conduct administrative business for a contract painting company and the parking of no more than four (4) company painting vehicles.
Relevant Ordinance Criteria	Union County Zoning, Partition, and Subdivision Ordinance (UCZPSO) Section 8.03 (R-3 Conditional Uses); Article 21.07, Section 2 (Home Occupation standards)
Property Location	T02S R38E Section 16, Tax Lot 1002. Situs address is 62365 Igo Ln, La Grande, OR 97850. Tax assessor reference number: 18068
Property Owners & Applicants	Geoffrey & Rachel Robinson
Zone Designation	R-3, Farm Residential
Comprehensive Plan Designation	Farm Residential
Parcel Size	~9.61 acres

I. QUASI-JUDICIAL LAND USE DECISION

A motion to approve or deny includes findings that justify the approval or denial of the application as presented during the public hearing, which may include the application, exhibits, staff report, and testimony. Only findings that support the Commission's motion should be read into the record.

Motion to Approve

"I move that the Planning Commission approve this Conditional Use application for a home occupation as requested in Application No. 2026-0042. The application complies with applicable criteria of the Union County Zoning, Partition, and Subdivision Ordinance and is supported by *[choose any or all of the following]*

- analysis and findings in the staff report,
- information provided in the application,
- verbal testimony at the public hearing by the applicants,
- verbal testimony at the public hearing by the public in support of the application.

This motion includes the requirement for the applicants to comply with the conditions of approval, as listed in Section II of the staff report."

Motion to Deny

"I move that the Planning Commission deny this Conditional Use application for a home occupation as requested in File No. 2026-0042. The application does not comply with *[state relevant section of Code]* of the Union County Zoning, Partition, and Subdivision Ordinance and this is supported by *[choose any or all of the following*

- the staff report analysis and findings that the application does not comply with the land use regulations,
- information provided in the application that does not support an approval,
- testimony by the public in opposition of the application, more specifically..."

II. CONDITIONS OF APPROVAL

1. The following conditions are required to be followed for the duration of the home occupation.
 - a. The use shall remain secondary and incidental to the residential use and the applicants shall live in the dwelling on the subject property.
 - b. The occupation is limited to office work inside the dwelling and the area used for the office work shall be 49% or less of the dwelling square footage. The occupation may include off-street parking of no more than four (4) company painting vehicles.
 - c. No more than one person other than members of the applicants' immediate family may be engaged in the home occupation on the subject property.
 - d. No structural alteration shall be made that detracts from the outward residential appearance of the property.
 - e. No more than one sign identifying the home and occupation of the resident is permitted. No lighted window displays, no sample commodities displayed outside, and no sign or display in the road right-of-way.
 - f. No painting, spraying, mixing, equipment cleaning, fabrication, or repair work shall occur on the property. Paint, solvents, and associated chemicals are limited to the quantities ordinarily carried in the vehicles for job use and must remain stored in the vehicles. No bulk storage is allowed on the property.
 - g. No business activities shall be conducted outdoors. No materials or mechanical equipment shall be used that is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, smoke, odor, or interference with radio or television reception.
 - h. No customers or clients shall visit the property for business purposes.
 - i. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to create undesirable traffic or congestion.
 - j. Company vehicles shall be parked only in the off-street area shown on the approved site plan. That area shall be maintained with a durable, all-weather surface and drained per Subsection 20.11(3)(H)(1).
2. This use is approved for Geoffrey & Rachel Robinson only and does not transfer to new residents or property owners.

III. BACKGROUND AND PROPERTY INFORMATION FINDINGS

The parcel is a lawful parcel created by Major Partition Number 2006-0004T, Planning Department application number 2001-0029.

The applicants request a conditional use permit for a home occupation on a 9.61-acre parcel zoned R-3, Farm Residential. They propose to run the office side of a painting contracting business from a desk inside their home. Business operations include standard office practices including the use of phone, email, scheduling, estimates, invoices, and bookkeeping. The applicants also propose to park up to four company painting vehicles on the property when the vehicles are not in use. The applicants have stated that no customers would visit and no painting, equipment operation, or other work would occur on site.

Home occupations are a conditional use in the R-3 zone under Section 8.03(4).

IV. AGENCY COMMENTS

No agency comments were received by the time this report was finalized.

V. PUBLIC TESTIMONY

No testimony was received by the time this report was finalized.

VI. FINDINGS APPLYING CODE CRITERIA

All applications are subject to the requirements of the Union County Zoning, Partition and Subdivision Ordinance (UCZPSO), State Statute (ORS) and Oregon Administrative Rules (OAR). Sections in boldface type below denote relevant Ordinance sections. Sections in regular type denote staff analysis of the application.

UCZPSO Article 8.00 R-3 Farm Residential Zone

8.03 – Conditional Uses

The following uses may be established in an R-3 Zone as conditional uses subject to County review under Article 24.03 Quasi-Judicial land use decision, the applicable standards in Article 21.00 Conditional Uses, Section 20.10 Site Plan Requirements and Section 20.11 Off-Street Parking and Loading requirements:

4. Home Occupation.

Findings: The applicants have applied for a Conditional Use permit to conduct a home occupation on a parcel zoned R-3. Home occupations are listed as a conditional use in the R-3 zone under Section 8.03(4). The applicable standards are addressed below. Section 20.10 and 20.11 are not applicable to this application.

UCZPSO Article 21.00 Conditional Uses

Section 21.06 General Standards Governing Conditional Uses.

The following standards and criteria shall govern conditional uses, except as provided in Section 21.07:

- 1. A conditional use shall ordinarily comply with the standards of the zone concerned for uses permitted outright except as specifically modified by the Planning Commission in granting the conditional use.**

Findings: This use is being reviewed in accordance with the specific standards of Section 21.07(2). The proposed home occupation is an accessory use to the existing single-family dwelling and does not propose any new structure or change to the dimensional standards of the R-3 zone under

Section 8.05. The use complies with the standards of the zone. Under Section 21.03, the Planning Commission may attach conditions as it finds necessary in granting the conditional use

Section 21.07 Specific Standards Governing Conditional Uses

2. Home Occupation.

The purpose of this section is to permit the operation of certain small-scale business activities, hereafter described as "home occupations," which are conducted as an accessory use to a dwelling in zones which allow such activities as conditional uses. Home occupations are not recognized as any full-scale commercial or professional activity ordinarily required to be conducted in a commercial or industrial zone.

A home occupation shall conform to the following:

A. The home occupation shall be secondary to the main use of the property as a residence.

Findings: The applicants state the property is and will remain their primary residence and that the occupation, as proposed and as conditioned, is secondary to the residential use of the property.

B. The home occupation shall be limited to either an accessory structure or a dwelling in which more than 50% of the dwelling is devoted to residential use. If located within an accessory structure, the home occupation shall not utilize over 1,200 square feet of floor area.

Findings: No use of an accessory structure is proposed. The occupation will be conducted within the dwelling in a room to be used as a home office. The applicants indicate that the home office will consist of a desk. This indicates that the area used for the occupation will be less than 49% of the dwelling. The parking of the work vehicles is considered incidental to the office use where no work is done on the vehicles.

C. Structural alteration shall not detract from the outward appearance of the property as a residential use.

Findings: No alterations are proposed. The criterion is met by a condition of approval

D. No more than one person other than members of the immediate family may be engaged in the home occupation.

Findings: The applicants did not state how many people, if any, other than immediate family will be engaged. Condition 1.c limits the occupation to no more than one such person.

E. No lighted window display and no sample commodities displayed outside the building shall be allowed. Signs and displays shall not be located in the street right-of-way. The sign shall identify only the home and occupation of the resident.

Findings: No sign has been proposed. However, Condition 1.e. limits signage if the conditional use is approved. The criterion is met by a condition of approval.

F. No materials or mechanical equipment shall be used which is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, smoke, odor, interference with radio or television reception, or other factors.

Findings: The applicants state that no equipment operation outside the residence, outdoor business activity, storage of hazardous materials beyond ordinary household quantities, and no manufacturing, fabrication or assembly will occur on the property. This criterion is met with two conditions of approval.

G. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to create undesirable traffic or congestion.

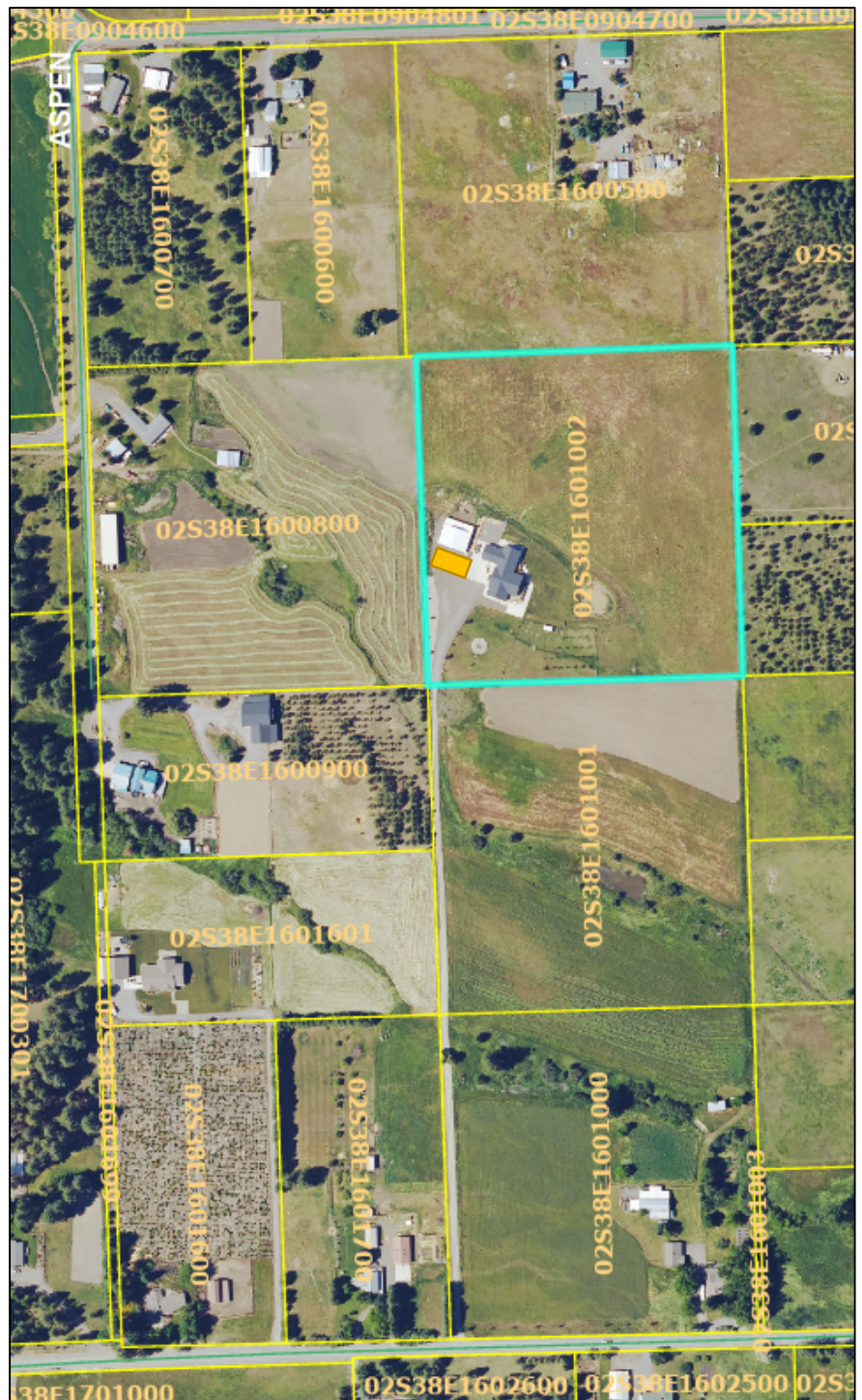
Findings: The applicants state that the business will not generate additional traffic beyond the normal use of a residential property. No customers will come to the dwelling and no deliveries to or from the dwelling beyond normal parcel service are expected. The applicants are proposing to park four work vehicles on the property behind the applicants' shop to the west of the dwelling, shown in the application's site plan attachment and also shown in Figure 1. The applicants' property is outlined in blue and the vehicle parking is shown as a yellow rectangle.

The vehicles may be visible to adjacent property residents but no dwellings are in close proximity to the proposed parking location.

H. No parking of customer's vehicles in a manner or frequency so as to cause disturbance or inconvenience.

Findings: The applicants state that no customers will visit the property. This criterion is met with a condition of approval.

Figure 1. Applicants' property and location of parking



VII. PLANNING COMMISSION AUTHORITY AND ACTION

UCZPSO 21.01 Authorization to Grant or Deny Conditional Uses

Uses designated in this Ordinance as permitted conditional uses shall be permitted or enlarged or altered upon approval by the Planning Commission in accordance with the standards and procedures specified in this article.

UCZPSO 21.03 Commission Action

In addition to the general requirements of this Ordinance, in granting a conditional use the Commission may attach conditions which it finds are necessary to carry out the purposes of this Ordinance. These conditions may increase the required lot or yard, control the location and number of vehicular access points to the property, increase the street width, limit the number of signs, limit coverage of height of buildings because of obstruction of view and reduction of light and air to adjacent property, and require sight obscuring fencing and landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area.

UCZPSO 24.12 Decision on Quasi-Judicial Land Use Application

The decision of the hearings body shall be based upon and accompanied by a brief statement that explains:

- A. The criteria and standards considered relevant to the decision;
- B. Statement of basic facts relied upon in rendering the decision; and
- C. Ultimate facts which explain and justify the reason for the decision based on the criteria, standards and basic facts set forth.

VIII. NOTIFICATION

This application was submitted to the Planning Department on July 22, 2026, and found complete on July 22, 2026. The department reviews this application type using the quasi-judicial process pursuant to Union County Zoning, Partition, and Subdivision Ordinance (UCZPSO) Article 24.03 and 24.09 through 24.12. In compliance with the UCZPSO, the department sent a Notice of Hearing to property owners within 250 feet of the subject property and placed a legal ad in the public notice section of the East Oregonian on September 16, 2026.

Once a decision is made, the department will send a Notice of Planning Commission Decision to the same property owners. The Notice of Planning Commission Decision will inform adjacent property owners of the applicable appeal period and that they may appeal the Planning Commission's decision to the Board of County Commissioners as provided in Article 34.00.



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RESIDENTIAL/COMMERCIAL/INDUSTRIAL LAND USE APPLICATION

Check correct one: ☒ Conditional Use ☐ Administrative Use ☐ Variance
☐ Other _____

Submission Date: _____

Applicant

Name(s)	Geoffrey Robinson
Phone Number	[REDACTED]
Email Address	[REDACTED]
Mailing Address	62365 Igo Lane LaGrande OR 97850

Owner ☒ Same as Applicant

Name(s)	
Phone Number	
Email Address	
Mailing Address	

Include an attachment with additional names and contact information if the above spaces are not sufficient.

Township	Range	Section	Tax Lot	Zoning Designation	Acreage	Tax Assessor's Ref. No.
G2S	38E	16	1002	R3	9.61	18068

Include additional property information as an attachment if more properties are involved in the request.

Situs address or N/A

Purpose of the Application

1) What use are you proposing that requires land use approval.

Home office and vehicle parking for painting ~~and~~
~~workshop~~ vehicles.

2) Cite the applicable Zoning, Partition and Subdivision Ordinance (UCZPSO) section(s).

21.06(2) Article 8.03(4)

Current Use of and Existing Structures on Property

Farming equipment Storage
House

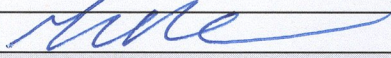
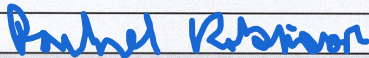
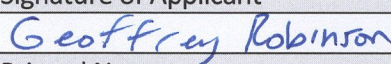
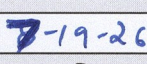
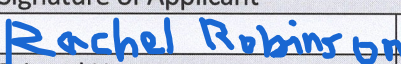
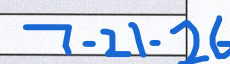
Required Attachments**1) Narrative & Supporting Evidence**

Applicants are responsible for submitting all necessary evidence to support their request. Each proposed use must comply with the requirements outlined in the Union County Zoning, Partition, and Subdivision Ordinance (UCZPSO) and must be clearly justified. Provide thorough, detailed responses for each relevant code section. Be sure to include documentation that supports any claims made. Staff will review the submitted materials and determine whether the request meets the applicable code requirements, does not meet them, or may meet them with specific conditions. Vague and unsupported statements may result in a denial based on insufficient evidence. Before submitting your application, consult with staff to ensure you are responding to all necessary code sections.

2) A vicinity map showing the subject property and surrounding roads and adjacent properties.**3) A site plan**, see attached example.**4) A copy of the latest deed.****ATTESTATION**

I/We, the undersigned, swear that this application, including the information and justifications submitted, is true and correct to the best of my/our knowledge and belief. I/We understand that this land use action may result in a change to the property valuation. I/We acknowledge that the property owners must abide by all conditions of approval and all applicable state statutes, federal regulations, and Union County regulations in order to get final approval and be able to begin the use.

All owners of the property must sign

			
Signature of Applicant		Signature of Applicant	
			
Printed Name	Date	Printed Name	Date

Signature of Owner, if not applicant		Signature of Owner, if not applicant	
Printed Name	Date	Printed Name	Date

Include an attachment with additional signatures if the above spaces are not sufficient.

For Planning Department Purposes Only

Date Considered Complete _____

Payment Receipt Number _____

Application Number _____

Home Office Permit Application

Required Attachments

Narrative and Supporting Evidence

I am requesting approval to operate a home-based business from my residence located in Union County, Oregon. The business activities will be conducted entirely from a dedicated desk inside my home. The home will serve solely as an administrative office where I will perform routine business functions such as answering telephone calls, responding to emails, scheduling work, preparing estimates and invoices, bookkeeping, purchasing materials, and other office-related tasks.

No customers or clients will visit the property. All customer interactions will occur by telephone, email, or at the customer's location. No meetings, consultations, or appointments will be conducted at the residence.

No work will be performed on the property. There will be:

- No equipment operation outside the residence.
- No manufacturing, fabrication, or assembly.
- No storage of hazardous materials beyond ordinary household quantities.
- No outdoor business activity.

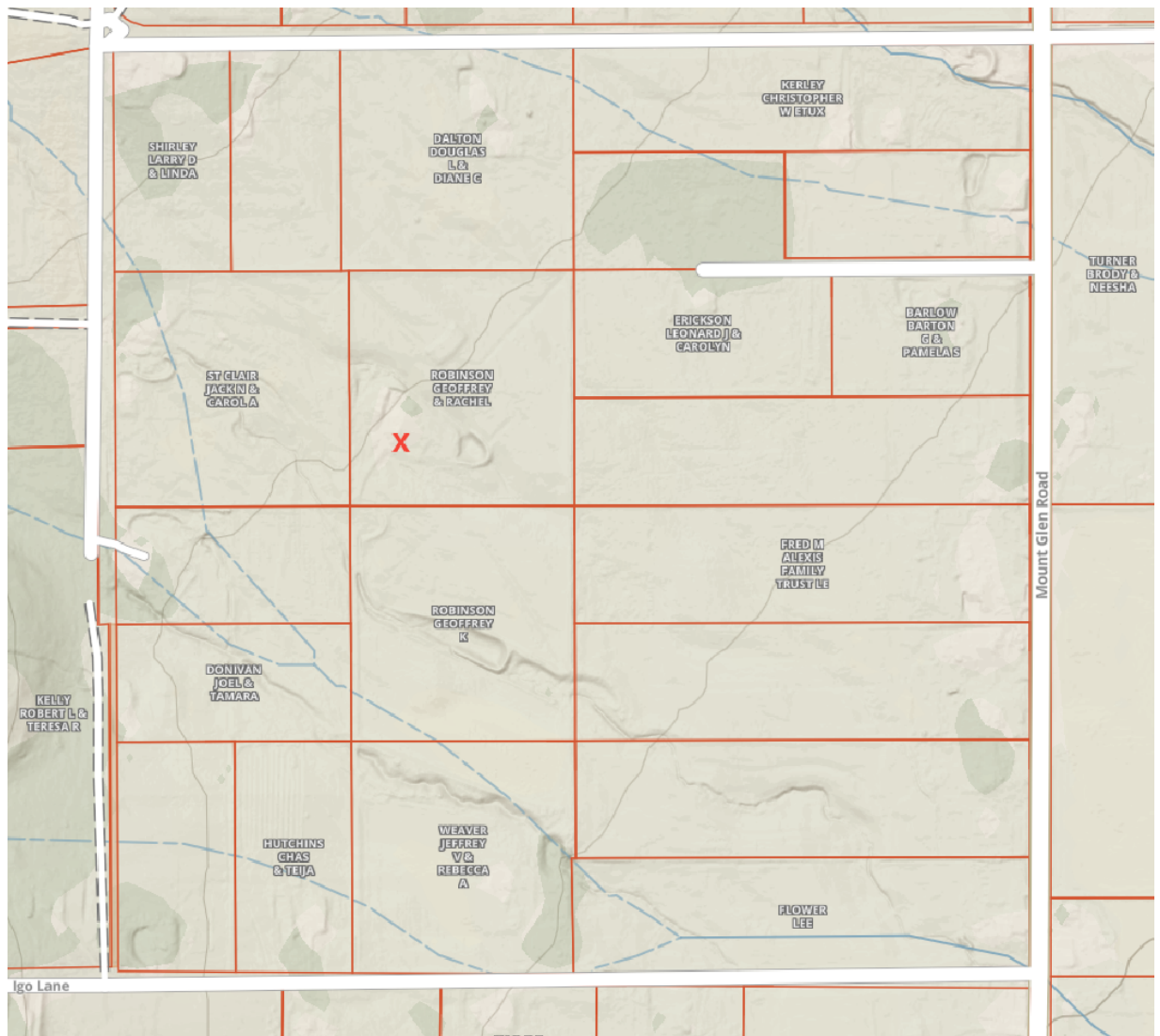
The only visible aspect of the business will be the parking of **4 or less company painting vehicles** on the property when they are not in use. These vehicles will be parked on private property and will not interfere with public roads, neighboring properties, or traffic.

The business will not generate additional traffic beyond the normal use of a residential property. Since there will be no customers, deliveries beyond normal parcel services, the home occupation will not create noise, odors, dust, vibration, glare, smoke, or other impacts that would be noticeable to neighboring properties.

This home occupation will remain clearly incidental and secondary to the residential use of the property. The residence will continue to function primarily as a private home, and the business activities will be limited to office administration conducted from within the dwelling.

Based on the nature of the proposed business, the home occupation will preserve the residential character of the rural residential neighborhood while allowing me to manage the administrative aspects of my painting business from my home.

2) A vicinity map:



3) Site Plan

