



UNION COUNTY Planning Department

Inga Williams
Planning Director

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File No. 2026-0027

STAFF REPORT HOME OCCUPATION CONDITIONAL USE

Purpose of the Application	A home occupation to conduct a small-scale auto repair and resale activity within an existing detached garage on a residential parcel.
Relevant Ordinance Criteria	Union County Zoning, Partition, and Subdivision Ordinance (UCZPSO) Section 7.03 (R-2 Conditional Uses); Article 21.00, Section 2 (Home Occupation standards)
Property Location	T03S R40E Section 22, Tax Lot 700. Situs address is 60331 Leopard Dr., Cove, OR 97824.
Property Owner	David Colton and Kristin Colton
Applicant	Curtis Pedro (Contract Purchaser)
Zone Designation	R-2, Rural Residential
Comprehensive Plan Designation	Rural Residential
Parcel Size	2.02 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 which support the Planning 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 File No. 2026-0027. 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 applicant,
- verbal testimony at the public hearing by the public in support of the application.

This motion includes the requirement for the applicant 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. 2026-0027. 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,
- verbal testimony by the public at the public hearing in opposition of the application, more specifically..."

II. CONDITIONS OF APPROVAL

There are no conditions required to be completed prior to the use commencing. The following conditions are required to be followed for the duration of the home occupation.

- 1) The use shall remain secondary and incidental to the use of the property as a residence. The applicant is required to live in the dwelling that is addressed as 60331 Leopard Dr., Cove.
- 2) The home occupation is limited to passenger vehicle repair and storage of passenger vehicles within the existing 528-square-foot detached garage.
- 3) No more than one person other than members of the applicant's immediate family may be engaged in the home occupation.
- 4) No structural alteration shall be made that detracts from the outward residential appearance of the property.
- 5) The applicant shall not use any materials or mechanical equipment that 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. Painting, parts replacement, and related repair activity shall be conducted within the enclosed garage.
- 6) The applicant is permitted one (1) sign identifying the home and occupation of the resident. No lighted window displays and no sample commodities displayed outside the building shall be allowed, and no sign or display shall be located within the street right-of-way.
- 7) 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.
- 8) All vehicles associated with the occupation shall be parked on the existing graveled/concrete off-street parking area on the subject parcel and shall not be parked in a manner or frequency that causes disturbance or inconvenience. Required parking spaces shall not be used for the storage of inoperable vehicles or materials.
- 9) This use is approved for the applicant only and does not carry over with any land transfer.

III. BACKGROUND AND PROPERTY INFORMATION FINDINGS

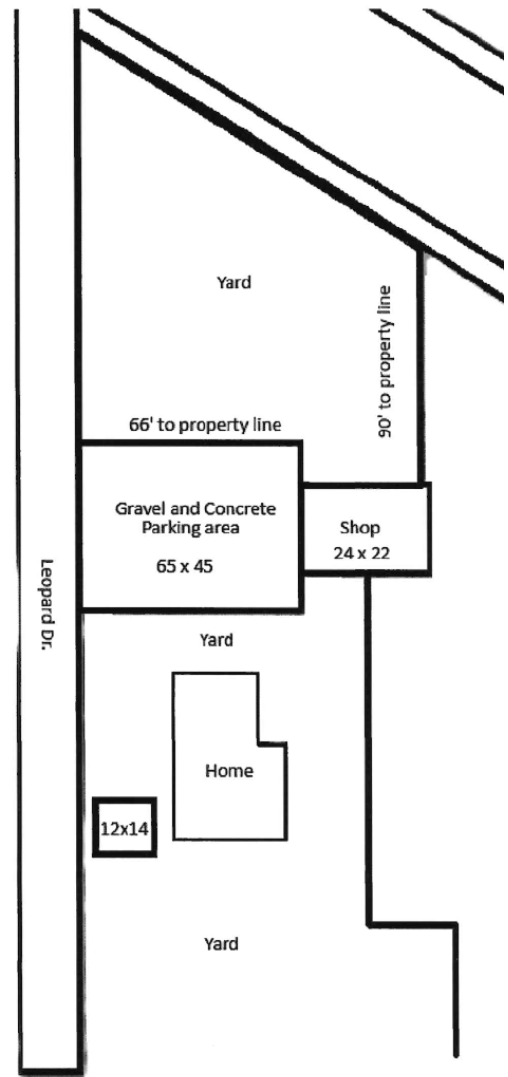
The subject property is 2.02± acres and is zoned R-2, Rural Residential. The property is a lawfully created parcel established by deed recorded in Book 139 on page 472 and signed on September 11, 1957.

The applicant, Curtis Pedro, is the contract purchaser of the property and states he has occupied the dwelling as his primary residence since September 2019. The deeded owners of record are

David and Kristin Colton, per Statutory Warranty Deed recorded September 5, 2019 (Document No. 20192518). Both the contract purchaser and the deeded owners signed the application.

The applicant proposes a small-scale auto repair and resale business operated out of the 24' X 22' shop (528 sq. ft.). The business will be purchasing vehicles at auction, conducting minor repairs (parts and accessory replacement and paint repair) to those vehicles, and resale. The use does not include working on vehicles owned by other people. The business will be used to subsidize household income and the home occupation approval is necessary to allow the applicant to obtain a vehicle dealer's license.

The occupation will make use of the existing shop with no structural alterations. Only the applicant and immediate family will be engaged in the business and completed vehicles will be parked on the existing graveled and concrete parking area. Access to the property is from Leopard Dr.



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. Sections in boldface type below denote the relevant Ordinance section. Sections in regular type denote staff analysis of the application.

UCZPSO Article 7.00 R-2 Rural Residential Use Zone

Section 7.03 Conditional Uses, Subsection (10) Home occupations

Findings: The applicant has applied for a Conditional Use permit to conduct a home occupation on a parcel zoned R-2. Home occupations are listed as a conditional use in the R-2 zone under Section 7.03(10).

UCZPSO Article 21.00 Conditional Uses

Section 21.07.2. Home Occupation.

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

Findings: The applicant states the property is and will remain his primary residence and that the occupation is part-time and intended to subsidize household income. As proposed and as conditioned, the occupation 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 1200 square feet of floor area.

Findings: The occupation will be conducted within the existing detached garage, which the assessment record and the applicant identify as approximately 528 square feet. This is less than the maximum square footage requirement.

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

Findings: The applicant states there will be no changes to any existing structures and that no alterations will be made that detract from the residential appearance of the home or garage.

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

Findings: The applicant states that only he and immediate family members will be engaged in the occupation. As conditioned, this criterion is met.

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: The applicant proposes a single sign of less than six square feet displaying the business name and contact information, and states no lighted displays or sample commodities will be used.

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 applicant states the work will be small-scale, limited to minor parts/accessory replacement and paint repair on vehicles purchased for resale, that no other persons' vehicles will be serviced, and that no materials or mechanical equipment detrimental to the residential use of the dwelling or neighborhood will be used. Conducting all repair and painting activity within the enclosed garage supports compatibility.

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 applicant states no materials or commodities will be delivered to or from the occupation that would create undesirable congestion or affect traffic, and that he does not intend to keep more than a couple of vehicles on site at one time in addition to the household vehicles.

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

Findings: The applicant states no parking will occur in a manner or frequency that causes a disturbance or inconvenience, and that completed vehicles will be neatly parked on the existing graveled and concrete parking area. The site plan depicts an off-street gravel and concrete parking area measuring approximately 65 by 45 feet.

UCZPSO Article 21.00, Subsection 21.06 General Standards Governing Conditional Uses

21.06.1 — 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: 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-2 zone under Section 7.05. The use complies with the standards of the zone. The Planning Commission may attach conditions as it finds necessary in granting the conditional use.

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 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 May 26, 2026 and subsequently found complete on May 28, 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 June 10, 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

Please complete & return this form with attachments

- Conditional Use
- Variance
- Administrative Use
- Other: _____

CONTACT INFORMATION

Applicant(s) Name(s)	Curtis Pedro
Phone Number	[REDACTED]
Email Address	[REDACTED]
Mailing Address	60331 Leopard Dr, Cove, OR 97824

The APPLICANT is a ... Legal Owner Legal Representative¹ Contract Purchaser² Agent³

¹ attach proof that this person has the legal right to sign for the trust/LLC/corporation/etc.

² attach a copy of the contract.

³ attach the signed Agent Permission Certification, or your own version, allowing the agent to represent the owner.

PROPERTY IDENTIFICATION

Include additional property information as an attachment if more than two properties.

Township	Range	Section	Tax Lot	Zoning Designation	Acreage	Tax Assessor's Ref. No.
TOSS	R40E	22	700	UC-R2	2.2 AC	12305

Provide situs address (if available)

60331 Leopard Dr, Cove, OR 97824

PROPOSED USE INFORMATION

Identify the specific use that you are submitting this application for and cite the Union County Zoning, Partition and Subdivision Ordinance (UCZPSO) section for reference. <https://unioncountyor.gov/planning/>

Home Occupation of auto repair/resale. Purchasing vehicles, making any needed repairs and resale. Occupation will be part time & make use of existing garage.

CURRENT USE OF PROPERTY – also identify any structures

Primary Residence for myself and family.

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.


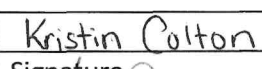
- 2) A **vicinity map** showing the subject property and surrounding roads and adjacent properties.
- 3) A **site plan**, see attached example.
- 4) A copy of the latest **deed**.

CERTIFICATION

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.

If the applicant is not an agent, then all owners, legal representatives, or contract purchasers must sign

			
Signature		Signature	
Curtis Pedro	5/13/26		
Printed Name	Date	Printed Name	Date

			
Signature		Signature	
David Colton	5/16/26	Kristina Colton	5/16/26
Printed Name	Date	Printed Name	Date

For Planning Department Purposes Only

Date of Submittal _____ Date Considered Complete _____

Payment Receipt Number _____

Application Number _____

Planning Department,

I'm submitting this application in request to operate a small scale auto repair/resale occupation out of my home. The home at 60331 leopard dr., Cove, OR 97824 is our main residence and I am under contract to purchase the home from the deeded owners, Kristin & David Colton since September of 2019.

I am requesting a conditional use permit to allow me to repair automobiles I purchase at auction and to resale them to subsidize our income. This will be a small scale occupation working on vehicles purchased for resale with minimal damage, repairs will consist of replacing parts and accessories as well as paint repairs. I will not be working on other peoples vehicles as part of the occupation. I do not intend to have more than a couple in addition to the vehicles we drive on the property at one time and all occupational vehicles will be neatly parked on the graveled parking area on the property once completed.

I have attached maps that have been printed off of the county website as well as a detailed map and assessment report I obtained from the assessor's office. There will be no changes to any existing structures to accommodate the home occupation.

- The home occupation will make use of the existing 528sqft two car detached garage on the property.
- No alterations shall be done to detract from the appearance of the home or garage.
- Only myself and immediate family members will be engaged in the home occupation.
- I will only display a small sign less than 6 sqft to display the business name and contact info as required by the department of motor vehicles. No lighted displays or commodities will be used for the occupation.
- No materials or mechanical equipment shall be used that would be detrimental to the residential use of the dwelling or neighborhood.
- No materials or commodities will be delivered to or from the occupation that will create undesirable congestion or effect traffic.
- No parking will take place in a manner or frequency that will cause a disturbance or inconvenience in the area.

Thank You,

Curtis Pedro

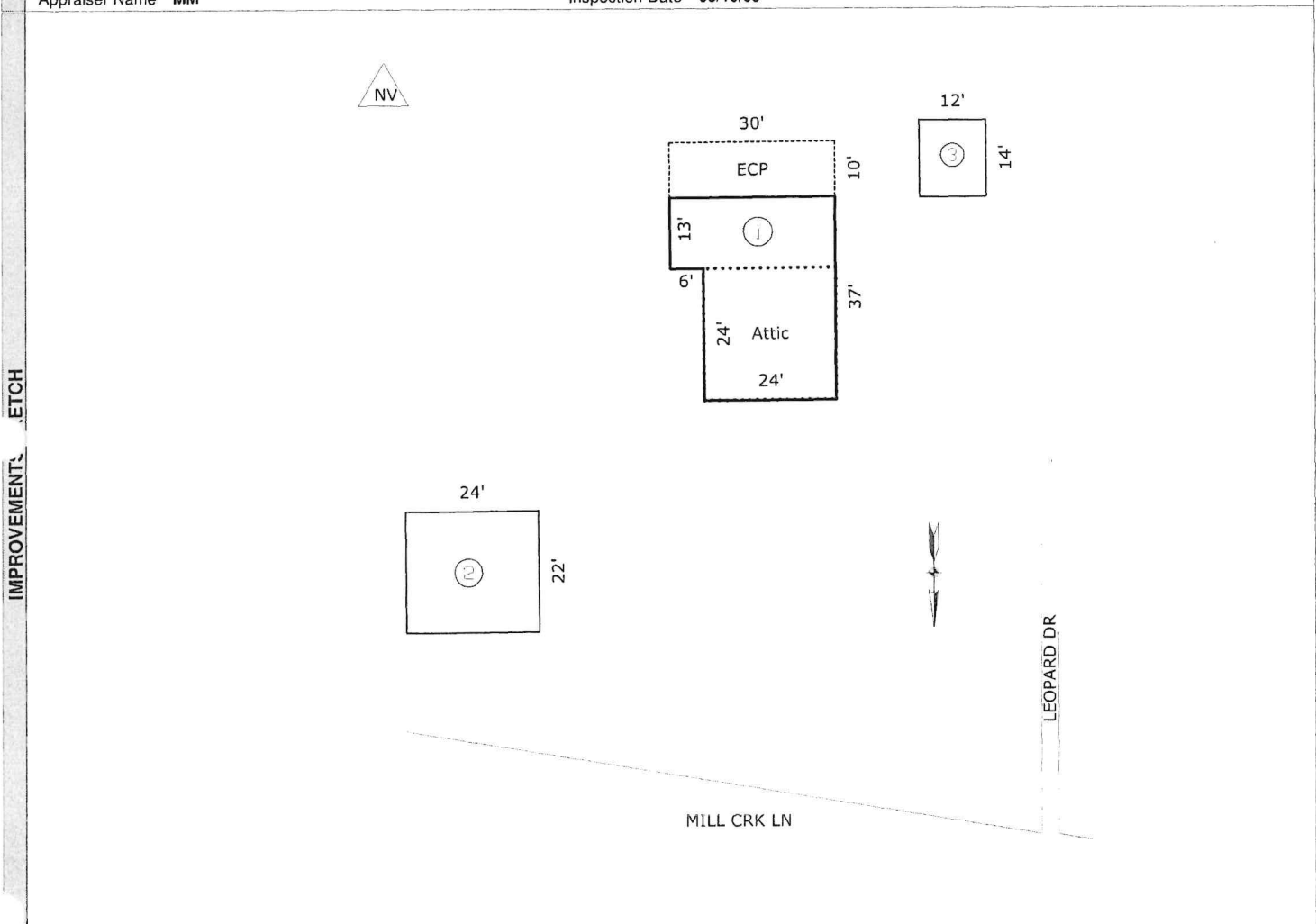


SKETCH/AREA TABLE ADDENDUM

Reference No. 012305

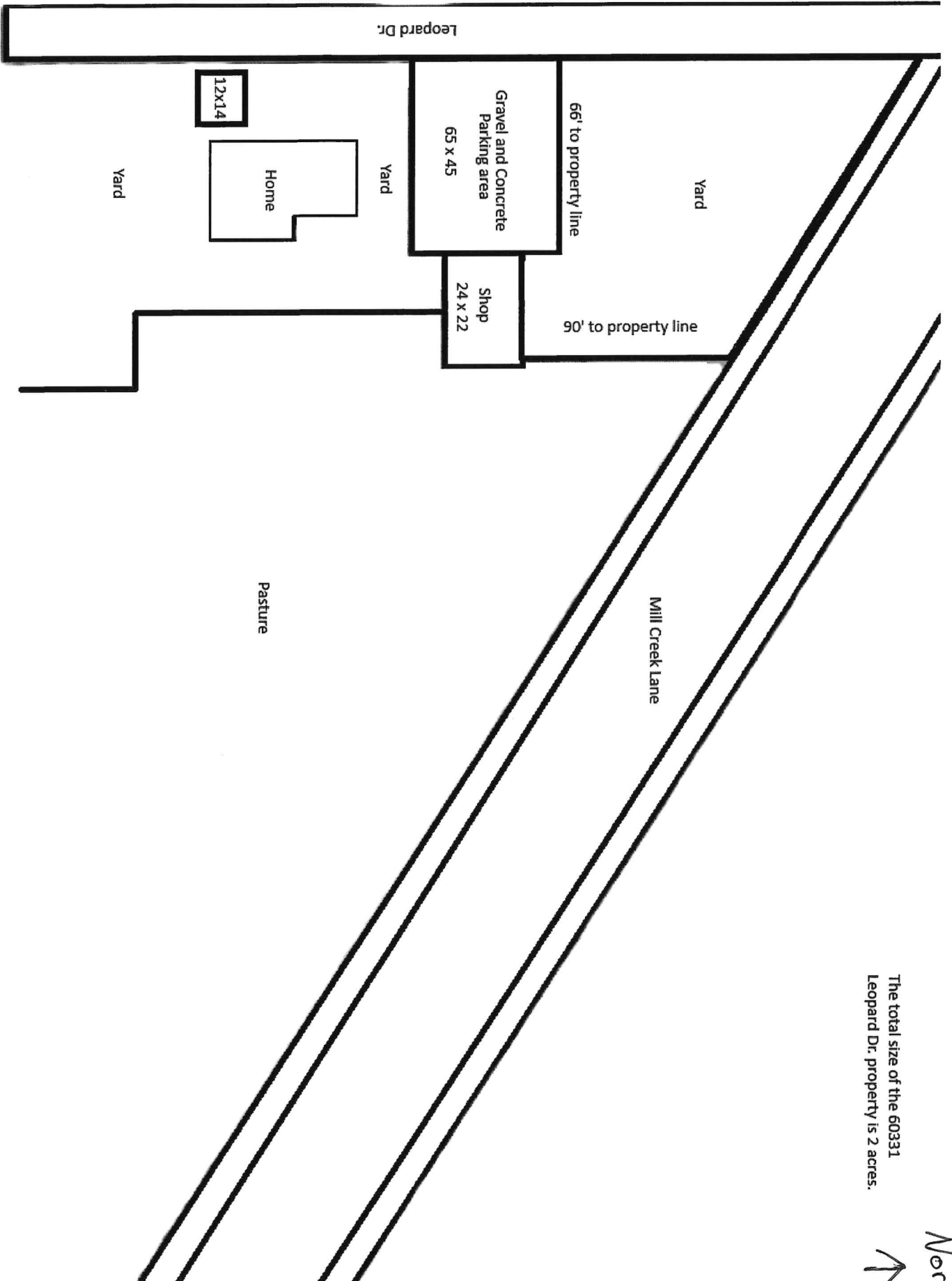
Map No. 03S4022BD-700

SUBJECT	Property Address 60331 LEOPARD DR
	City COVE
	Year Built 1900
Appraiser Name MM	Inspection Date 08/10/09



Scale: 1" = 30'

AREA CALCULATIONS SUMMARY						Comment Table 1		
Code	Description	Factor	Net Size	Perimeter	Net Totals			
01	Main Floor	1.00	966.00	134.0	966.00			
01b	Attic	1.00	576.00	96.0	576.00			
01e	ECP	1.00	300.00	80.0	300.00			
02	2 GARAGE	1.00	528.00	92.0	528.00			
03	3 MPS	1.00	168.00	52.0	168.00			
Net LIVABLE Area					(rounded w/ factors)	1842		
Net BUILDING Area					(rounded w/ factors)	528		
						Comment Table 2	Comment Table 3	



The total size of the 60331
Leopard Dr. property is 2 acres.

North
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