

March 29, 2024

Veneta Downtown Farmer's Market  
PO Box 504  
Veneta, OR 97487

Re: Veneta Downtown Farmer's Market – Temporary Use Permit Renewal  
24917 Highway 126, Veneta OR  
Map / Tax Lot: 17-06-36-11-00901  
File No. TUP-24-1(R)

To whom it may concern:

The Veneta Building and Planning Official has **approved** your application for the Temporary Use Permit Renewal for the Veneta Downtown Farmer's Market. Enclosed is the signed renewal dated **March 29, 2024**. The temporary use permit will be valid for a period of one (1) year, until March 29, 2025.

This renewal is subject to the following conditions of approval and compliance with the site plan approved under the original application (City File No. TUP-3-23):

1. Per Lane County Code 15.702 parking is not permitted on arterial roads. Neither is parking allowed on collectors without being planned for and approved via a parking study. Consequently, the event shall be managed and signed to prohibit parking on the adjacent roads of Territorial and Luther Lane.
2. All setup and placement of vending stalls and other facilities must be accommodated outside the county ROW.
3. All parking of customers and vendors must be provided off street and preferably in the adjacent commercial parking lot so pedestrian crossing of roadways is minimized.
4. The 20-foot clear vision triangle area at Luther Lane and Territorial shall remain clear of all vehicles.
5. All garbage/trash shall be removed at the end of every market.
6. The site shall be maintained in a clean manner free of trash and debris.
7. The applicant shall renew this temporary use permit on an annual basis.
8. Provide a minimum of one currently serviced 5-pound dry chemical fire extinguisher rated 2A:10BC.
9. One portable toilet is required and shall be located away from buildings or flammable materials and shall be securely locked when the market is not in operation

**VENETA**

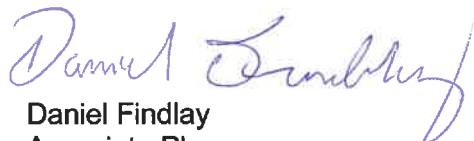
oregon

Inc.1962

10. Obtain a sign permit as necessary prior to erecting or placing any signs upon the property.

If you have any questions concerning this letter or the Building and Planning Official's decision, you may contact me at 541-935-2191 or [dfindlay@ci.veneta.or.us](mailto:dfindlay@ci.veneta.or.us).

Sincerely,



Daniel Findlay  
Associate Planner  
City of Veneta

Enclosure: Planning File

*The City of Veneta is an equal opportunity employer and provider*

88184 8<sup>th</sup> St • PO Box 458 • Veneta, Oregon 97487 • Phone 541-935-2191 • Fax 541-935-1838 •  
[www.venetaoregon.gov](http://www.venetaoregon.gov)



## Temporary Use Application

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

Planning Authorization: DF

**FEB 27 2024**

Renewal (if applicable):

Submission Date: 2-27-2024

Previous File #: TUP-3-23

Planning File #: TUP-24-2(R)

**CITY OF VENETA**

**Temporary Use Permits allow the establishment of specified uses on a short-term basis in certain, specified land use zoning districts. No temporary use permit can be granted which would have the effect of permanently rezoning or granting privilege not shared by other property in the same zone. RETAIL SALES are permitted only in Commercial or Industrial/Commercial zones.**

Garage Sales are permitted only in residential zones in accordance with Veneta Municipal Code Chapter 5.15 and do not need a permit.

**Temporary Use Renewal Permits shall be subject to review by the Building & Planning Official one (1) year from the date of approval. Public notice requirements may be waived for renewal of Temporary Use Permits at the discretion of the Building & Planning Official provided that no formal complaints have been filed regarding the temporary use or there have been no changes made to the site plan or activities from the time of initial approval.**

Application.....\$350 (non-refundable)

Technical Review/Public Notice.....\$350 (deposit)

### Renewal

Application Fee (Renewal only).....\$200 annually (non-refundable)

Applicant Name: Veneta Downtown Farmer's Market (VDFM)

Mailing Address: PO Box 504

City/State/Zip: Veneta, OR 97487

Applicant Phone: 541-521-7545

Applicant Email: sandfordmindy@gmail.com

Property Owner Name: City of Veneta

Mailing Address: PO Box 458

City/State/Zip: Veneta, OR 97487

Property Owner Phone: 541-935-2191

Property Owner Email: dfindlay@ci.veneta.or.us

Assessor's Map Number (Township, Range, Section, Quarter Section)	Tax Lots(s)	Site Address	Zone
17053120	200	88267 Territorial Road	

**PRIOR TO PREPARING AN APPLICATION, applicants should check with City Staff to make sure they have the most updated versions of the Veneta Comprehensive Plan and the Veneta Zoning and Development Code. Ordinances are available on the City website, [www.venetaoregon.gov](http://www.venetaoregon.gov)**

**Approval will be based on the general criteria listed in the Veneta Zoning and Development Code, Article 7, Section 7.03 (1) through (3) as well as specific criteria, depending upon the type of use, listed in Section 7.04. (Check the type of use and submit a written statement and plans supporting the criteria listed in the applicable subsections of the Veneta Zoning and Development Code, Section 7.03 & 7.04)**

- Temporary displays, sales, and/or event [Section 7.04, subsection (1)]**
- Mobile food and flower vendor or other kiosks [Section 7.04, subsection (2)]**
- Second dwelling on property during construction or demolition of dwelling [Section 7.04, subsection (3)]**
- Outdoor Storage (not involving sales) [Section 7.04, subsection (4)]**
- Manufactured dwelling as a temporary office in the commercial or industrial zone during construction of a permanent structure.**
- Other (explain) VDFM will operate Saturday's 10am - 2pm for 24 weeks. May 6-Oct 12, 2024**

**Required Submittals:**

**(Veneta Zoning and Development Code, Article 7, Section 7.02)**

- A completed application Form (signed by the applicant and property owner).
- A Statement explaining the request.
- Site plan showing location of any proposed structures, activity area, and parking with respect to property lines and existing buildings, parking areas and landscaping.
- Drawings or photos showing proposed structures.
- Any other information needed to describe the proposed use in sufficient detail for the Building and Planning Official to determine how the proposed use meets the approval criteria.
- Veneta Zoning and Development Code, Article 4 & 5 for zoning information, including but not limited to required setbacks, parking, signs traffic flow and special setbacks.

**Approval Criteria:**

**(Veneta Zoning and Development Code, Article 7)**

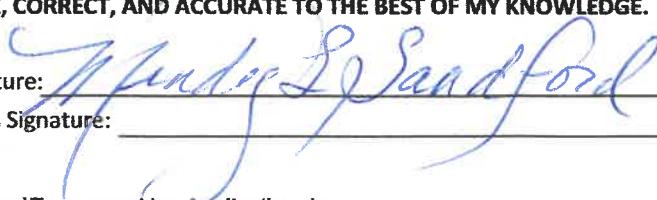
- The temporary use is not inconsistent with the purpose of the zoning district in which it is placed.
- The temporary use will not have a significant adverse impact on the surrounding uses.
- The temporary use shall comply with the applicable criteria listed in Section 7.04.

**Note: Temporary Use Renewals are subject to review and approval by the Building and Planning Official on an annual basis per Veneta Zoning and Development Code, Section 7.06. Public Notice requirements may be waived for a renewal of Temporary Use Permits at the discretion of the Building and Planning Official provided that:**

- (a) No formal complaints have been filed regarding the temporary use.
- (b) There have been no changes made to the site plan or activities from the time of initial approval as verified by the Building and Planning Official

**I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE, COMPLETE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Applicant's Signature:



Property Owner's Signature:

#### APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Applicants seeking development which requires more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Applicant acknowledges and agrees that Applicant's failure to pay City costs over the base fee amounts, as charged monthly by the City, may result in the City pursuing any or all legal remedies available, including but not limited to liening Property in the amount owed; prosecution for violation of the City's current fee resolution and the Veneta Zoning and Development Code; issuance of a stop work order, non-issuance of building permits for Property, or cessation of related proceedings; set-off against any reimbursement owed; and turning amounts owed over to a collection agency.

**Application Deposits:** Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to Applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by Applicant on a monthly basis. Applicant agrees that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

**Application Fees:** Fixed fees are non-refundable and are based on average application processing costs rounded to the nearest \$25.

**Technical Review/Publication Deposit:** The actual costs charged to the City for technical review of land use applications, including but are not limited to City's planning, public works, engineering, administration, legal, wetland specialists, geologists, biologists, arborist, and any other services provided in processing Application, shall be charged to Applicant, at the rate(s) charged to the City. In addition, the actual costs of preparing and mailing notices to abutting property owners or others required to be notified, the costs of publishing notices in newspapers, and any other mandated costs shall be charged to Applicant. Such costs shall be adjusted as soon as the specific amounts are known. Applicant agrees that any deficiencies shall be collected from Applicant, and that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.

## Renewal Report

### PLANNING DEPARTMENT USE

#### Application Information:

Previous Staff Report Date: 3-27-2023

Complaints Received: Yes  No

Changes to Previous Permit: Yes  No

*If yes to either, send notice and referral.*

Notice Posted: \_\_\_\_\_

Notice Mailed: \_\_\_\_\_

Referrals Sent: \_\_\_\_\_

#### Referrals & Public Comments:

The Veneta Building & Planning Official has received comments from referral agencies and/or the public regarding this temporary application.

Yes

No

#### Approval Criteria:

##### (Veneta Zoning and Development Code, Article 7, Section 7.03) – Check All That Apply

- The applicant has proposed no changes and all findings of fact in the attached report are consistent with the proposed land use.
- There have been no new criteria adopted by the City or other regulatory agencies that require new findings of fact.
- Other regulatory agencies have required the applicant to provide additional information which has required staff to amend the findings of fact in the attached staff report. Amended findings are listed below.
- The applicant has proposed changes to the temporary use which require amendment to the findings found in the previous report.

#### Conditions of Approval:

The Veneta Building & Planning Official has reviewed the conditions of approval in the attached staff report and has found:

- All conditions of approval listed in the attached staff report shall be applied to the land use application submitted for approval.
- There are no <sup>new</sup> conditions of approval for this application.
- Previous conditions of approval are attached and shall be added to the conditions of approval listed in the attached staff report. All previous conditions of approval still apply.
- The conditions of approval attached shall substitute the conditions previously listed in the attached staff report. All previous conditions are void for the current Temporary Use Permit.

All material relevant to the temporary use renewal, which has been submitted by the applicant, staff, and general public regarding this matter, has been reviewed and the required procedures and standards for taking action on a temporary use permit renewal have been followed. Based on the findings and conditions of approval, the Veneta Building & Planning Official grants conditional approval of the temporary use renewal. This conditional approval of the plans shall become final on the date this decision is signed below. An appeal of this decision to the Veneta Planning Commission must be filed in writing within fifteen (15) days of the date below

  
David Sundberg  
Veneta Building & Planning Official

3-29-2024  
Date