



# MOBILE FOOD UNIT TYPE I APPLICATION PACKET

- Submit your completed application packet with documentation to Planning at 1171 Elm Street
- Payment of the base fee is due at the time an application is submitted.
- If you have questions, contact the Permit Technician, Dawn Northey at 541-998-4763 or [jcplanning@ci.junction-city.or.us](mailto:jcplanning@ci.junction-city.or.us)

RECEIVED  
MAY 24 2024

BY: .....

**City of Junction City**

**LAND USE APPLICATION – TYPE I**

**Table 2**  
**Land Use Review Classifications – Refer to JCMC 17.150.070**

	Type I	Type II	Type III Public Hearing	Type IV Public Hearings
<b>Administrative Decision</b> (City Administrator or Designee) Exception: Final Subdivision Plats are reviewed by the Planning Commission (Decision can be appealed to Planning Commission)	X			
<b>Planning Commission Decision</b> (No public hearing however one can be requested) (Decision can be appealed to City Council)		X		
<b>Planning Commission Public Hearing and Decision</b> (Decision can be appealed to City Council)			X	
<b>Planning Commission Public Hearing and recommendation to City Council; City Council Public Hearing and Decision</b> (Appealed to Oregon Land Use Board of Appeals)				X

**Table 3**  
**Land Use Application Review Steps**

	Type I	Type II	Type III Public Hearing	Type IV Public Hearings
1. Land Use application submitted	X	X	X	X
2. Completeness Review to determine if all necessary information is included with application (14-30 days)	X	X	X	X
3. Application is incomplete, necessary information is requested from applicant/representative (application on hold)	X	X	X	X
4. Application is deemed complete and applicant/representative notified	X	X	X	X
5. Tentative date set for application to go before the Planning Commission	X <small>Final Plat</small>	X	X	X
6. Tentative date set for application to go before the City Council				X
7. Department of Land Conservation & Development (DLCD) 35-day notice			X <small>Amendment only</small>	X <small>Amendment only</small>
8. Referrals sent to City Departments and outside agencies for their review (14-21 day response period, 30 days if Wetlands involved)	X	X	X	X
9. Opportunity to Comment mailed to property owners w/in 300-feet of subject site (may run concurrent w/ Referrals) (20-40 days before meeting)		X		
10. Planning Commission Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)			X	
11. Planning Commission review and decision	X <small>Final Plat</small>	X	X	
12. Planning Commission Recommendation to City Council			X <small>Map Amendment</small>	X
13. City Council Notice of Public Hearing mailed to property owners within 300-ft of subject site (may run concurrent with referrals) (20-40 days prior to public hearing)				X
14. City Council review and decision			X <small>Map Amendment</small>	X
15. Letter of Decision, with supporting documentation, sent to applicant/representative (w/in 5 business days of <b>decision</b> )	X	X	X	X
16. Appeal Period begins day notice is sent to applicant/representative	X	X	X	X
17. Decision becomes final (unless appealed)	X	X	X	X

\* Junction City Municipal Code 17.150.130 states multiple land use applications may be applied for at one time. An applicant may request reviews be conducted parallel to one another, or concurrently. If reviewed concurrently, they will be reviewed under the highest Land Use classification (i.e. a Type I review application concurrent with a Type IV, both are reviewed as a Type IV).



# CITY OF JUNCTION CITY MOBILE FOOD UNIT PERMIT APPLICATION (JCMC 17.135)

- Application Fee: \$100
- Approved Permits valid for 12 months from date of approval
- Mobile food units permitted in Central Commercial, or General Commercial zones

**Staff Review of your application may reveal the need for more information &/or other permits.**

### Section 1. Applicant Information

Name:		Ron Stansbury
Mailing Address:		92998 Hwy 99 S Junction City OR 97448
Email Address:		stansburyron@yahoo.com
Phone:		727-452-9420
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Lane County Health Department License is attached (must be valid for duration of permit)
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Proof of liability insurance is attached (must be valid for duration of permit)
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Site Plan is attached
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Signed Proof of Placement Permission is attached (If not property owner)
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile Food Unit has a containment field for the water
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile Food Unit has a degreaser system <i>N/A (No grease producing equipment used)</i>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	How will wastewater be disposed? <i>RV Dump Station</i>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile Food Units needs connection to City water &/or sewer (if yes, additional permits required)
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will electrical service be needed? If yes, describe (additional permit may be required) <i>15 Amp plug</i>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile food unit can be secured when not in use

### Section 2. Property Owner Information (If not Applicant)

Name:		ACTA
Mailing Address:		
Email Address:		
Phone:		

### Section 3. Site Information (Location of Mobile Food Unit)

Site Address:		190 W 1st Av Junction City 97448
Zoning:	Present Use/Uses:	

### Section 4. Additional Information

Is this application being filed with other land use applications?  
If yes, describe:

I acknowledge the information provided is true and accurate. All agreements, terms, and resolutions of conflict between myself and the property owner related to the location and operation on the above referenced property are a private party matter and are neither regulated nor enforced by the City of Junction City. Violation of JCMC Chapter 17.135 or a violation of any applicable land use approval may result in revocation of my Temporary Mobile Food Unit Permit.

**Applicant Signature:**  **Date:** 5/24/24

**Site Plan must include:**

- Location of the mobile food unit on the site
- Uses on surrounding properties.
- Vehicle parking and access
- On-site parking (if any)
- Pedestrian access/circulation (public sidewalks and on-site walkways)
- Exterior lighting
- Signage, other than painted/written directly on mobile food unit (may require sign permit)

Use this space or separate paper for site plan.

*See attached Site plan*

Entrance/Exit

Entrance/Exit

Smok'n Gingers BBQ

Air Thai

Shop

Kentos

Azul

Outdoor seating

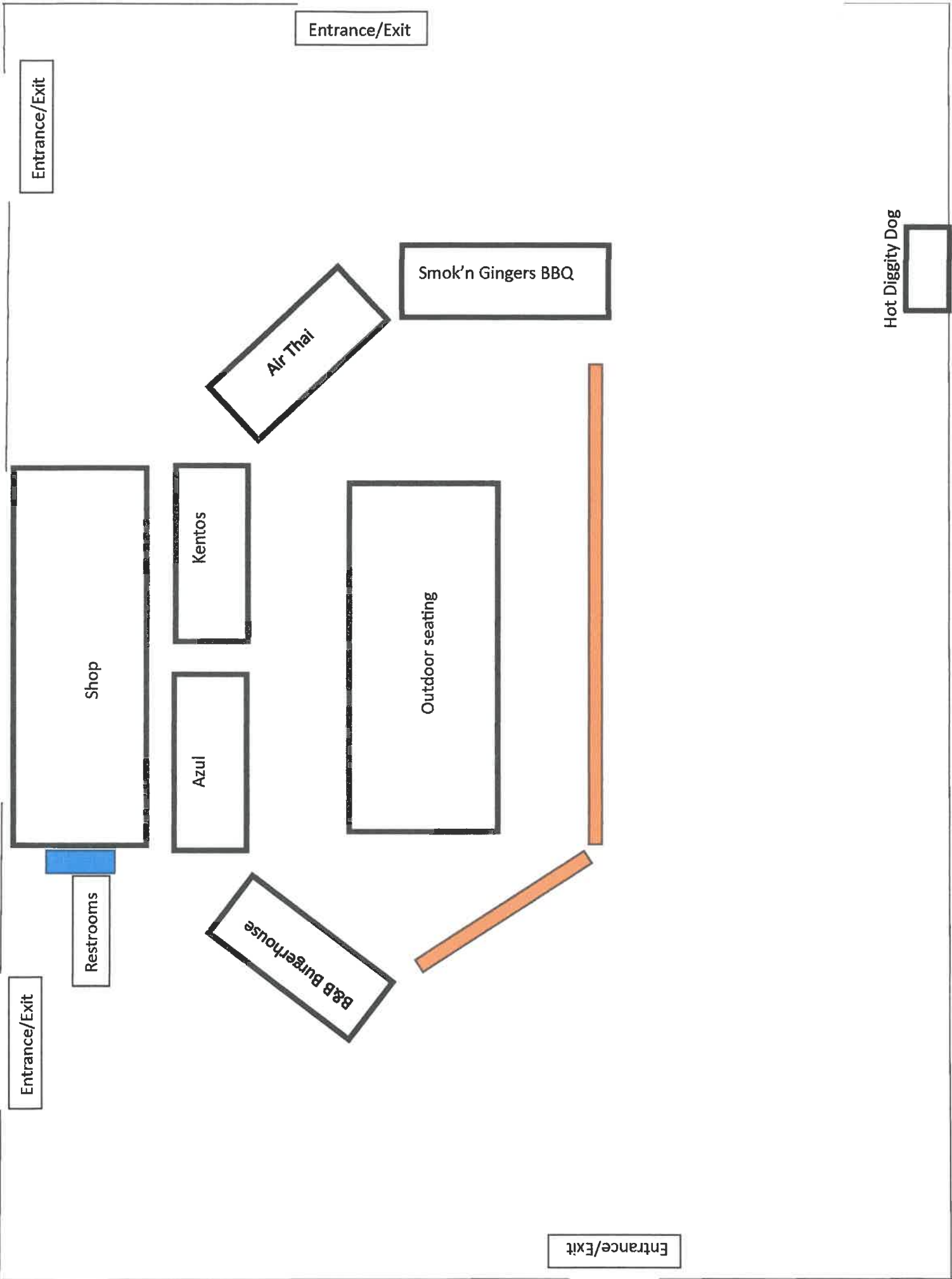
B&B burgerhouse

Entrance/Exit

Restrooms

Entrance/Exit

Hot Diggity Dog



City of Junction City  
P.O. Box 250, Junction City, OR 97448  
541-998-3125  
www.junctioncityoregon.gov

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DATE : 5/30/2024 9:34 AM  
OPER : Dawn  
TKBY : Dawn Northey  
TERM : 3  
REC# : R00047940  
=====

03 Miscellaneous Payments 100.00  
Ronald & Kimberly Stansbury 100.00

Paid By: Ronald & Kimberly Stansbury  
2-Check 100.00 REF:2298

-----  
APPLIED 100.00  
TENDERED 100.00  
-----  
CHANGE 0.00  
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**CITY OF JUNCTION CITY**  
**PROOF OF PLACEMENT PERMISSION**  
**PROPERTY OWNER APPROVAL**

Property Address:

*190 W 1<sup>st</sup> Av Junction City OR 97448*

Property Owner Name:

*ACTA*

Owner Mailing Address:

Mobile Food Operator Name:

*Ron Stansbury*

Mobile Food Unit Business Name:

*Hot Diggity Dog Cart*

By signing this form, I, as the property owner, authorize the above-named Mobile Food Unit Operator to conduct business on my property. I understand that all agreements, terms, and resolutions of conflict between myself and the Mobile Food Unit Operator related to their location and operation on the above referenced property are private party matters and are neither regulated nor enforced by the City of Junction City.

Property Owner Signature:

Date:

*See attached Lease Agreement*

## **Food Truck Lease Agreement**

**Landlord: ACTA                      Tenant: Hot Diggity Dog**

**Property Address:** 190 W 1<sup>st</sup> Avenue Junction City, OR 97448

**Term of Lease:** Month to Month

**1. Premises:** The Landlord hereby leases to the Tenant, and the Tenant hereby leases from the Landlord, the designated area on the Property for the operation of the Tenant's food truck.

**2. Term:** This lease shall commence on 6/01/2024. This lease may be renewed upon mutual agreement of both parties.

**3. Rent:** The Tenant agrees to pay the Landlord a monthly rent of \$150.00 due on the first of each month. Rent payments shall be made in advance & can be mailed to PO Box 278 Junction City OR 97448.

**4. Utilities:** The Tenant shall be responsible for all utility costs associated with operating the food truck, including but not limited to electricity, water, and waste disposal.

**5. Maintenance and Repairs:** The Tenant shall be responsible for maintaining the cleanliness and appearance of the area around the food truck. The Landlord shall be responsible for maintaining the general upkeep of the Property.

**6. Permits and Licenses:** The Tenant shall obtain and maintain all necessary permits, licenses, and certifications required to operate the food truck on the Property. The Tenant shall provide copies of these permits to the Landlord upon request.

**7. Use of Premises:** The Tenant shall use the designated area solely for the operation of a food truck and shall not use the area for any other purpose without the prior written consent of the Landlord.

**8. Compliance with Laws:** The Tenant shall comply with all applicable laws, regulations, and ordinances related to the operation of a food truck, including health and safety regulations.

**9. Insurance:** The Tenant shall maintain general liability insurance with a minimum coverage of \$2,000,000. The Landlord shall be named as an additional insured on the policy.

**10. Indemnification:** The Tenant shall indemnify and hold the Landlord harmless from and against any and all claims, damages, liabilities, costs, and expenses arising out of the Tenant's use of the designated area.

**11. Termination:** Either party may terminate this lease upon 30 days' written notice to the other party. In the event of termination, the Tenant shall vacate the premises and remove all personal property.

**12. Governing Law:** This lease shall be governed by and construed in accordance with the laws of [State].

**13. Entire Agreement:** This lease constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter herein.

**14. Signatures:** This lease agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**ACTA Representative Signature:**  Date: 5-10-24

**Tenant Signature:**  Date: 5/10/24



http://www.flipprogram.com  
844-520-6992  
Powered by Veracity Insurance  
Solutions, LLC



Great American Alliance Insurance Company  
301 E. Fourth Street, 25 S  
Cincinnati, OH 45202-4201

**COMMERCIAL GENERAL LIABILITY COVERAGE PART - OCCURRENCE FORM  
CERTIFICATE PAGE**

IT IS AGREED THAT THIS CERTIFICATE IS ISSUED TO THE CERTIFICATE HOLDER LISTED BELOW TO CERTIFY COVERAGE UNDER THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY LISTED BELOW.

<b>INSURANCE COMPANY:</b> GREAT AMERICAN ALLIANCE INSURANCE COMPANY	<b>POLICY NUMBER:</b> PLF046122
<b>NAMED INSURED:</b> HOSPITALITY & ENTERTAINMENT TRADE ALLIANCE	
<b>CERTIFICATE HOLDER:</b> Hot Diggity Dogs	<b>CERTIFICATE NUMBER:</b> F217473
<b>ADDRESS:</b> 92998 Oregon 99, Junction City, Oregon 97448	
<b>POLICY PERIOD:</b> 10/16/2023 to 10/16/2024 12:01 A.M. Standard Time at the Address of The Certificate Holder	

**LIMITS OF INSURANCE**

General Aggregate Limit (Other than Products-Completed Operations)	\$	2,000,000	
Products-Completed Operations Aggregate Limit	\$	2,000,000	
Personal and Advertising Injury Limit	\$	1,000,000	
General Each Occurrence Limit	\$	1,000,000	
Damage to Premises Rented to You Limit	\$	300,000	Any One Premises
Medical Expense Limit	\$	5,000	Any One Person
Professional Coverage Extension	\$	Not Purchased	Each Claim
	\$	Not Purchased	Aggregate
Professional Coverage Deductible	\$	Not Purchased	Each Claim
Liability Deductible		None	

**FORM OF BUSINESS:** Sole Proprietor/Individual

<b>PREMIUM:</b>	\$169.00
<b>BHTA FEE:</b>	\$130.00
<b>TOTAL POLICY COST:</b> (The cost is 100% earned/non refundable)	\$299.00

**CODE NUMBER:** 11168      **PREMIUM BASIS:** Gross Sales      **EXPOSURE:** Up to \$50,000  
**BUSINESS DESCRIPTION:** Vendor, Distributor, or Manufacturer of food products; Catering, Concessions, Food Truck, Farmers Market Vendor, Private / Personal Chef, Home-Based Baker, Food Manufacturer, Food Distributor, Food Trailer

THIS INSURANCE IS SUBJECT TO ALL THE TERMS AND CONDITIONS, INCLUDING APPLICABLE ENDORSEMENTS, OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY. A COPY OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY ACCOMPANIES THIS CERTIFICATE. ADDITIONAL COPIES WILL BE PROVIDED TO THE CERTIFICATE HOLDER. PLEASE READ THE POLICY AND ALL ENDORSEMENTS.

**NO ADMISSION OF LIABILITY MAY BE MADE EITHER VERBALLY OR IN WRITING**

FULL DETAIL OF ANY INCIDENT SHOULD BE SENT IMMEDIATELY BY EMAIL TO CLAIMS@VOPINS.COM OR BY LETTER TO VERACITY INSURANCE SOLUTIONS, LLC 260 SOUTH 2500 WEST SUITE 303, PLEASANT GROVE, UT 84062.

**FORMS AND ENDORSEMENTS** applicable to all Coverage Parts and made part of this Policy at time of issue are listed on the attached Forms and Endorsements Schedule IL 88 01 (11/85).

**ADMINISTRATED BY**



Veracity Insurance Solutions, LLC  
260 South 2500 West Suite 303  
Pleasant Grove Utah 84062  
888-568-0548  
info@fliprogram.com

**ADMINISTRATOR'S SIGNATURE:**



## MEMO

**To:** Ron Stansbury – Hot Diggity Dogs Mobile Food Unit

**From:** Permit Technician Dawn Northey

**Date:** May 8, 2024

**Re:** Mobile Food Unit Application

Please find enclosed a Mobile Food Truck application. Our records show that your annual permit has expired. Please submit your application along with the required documents and fee of \$100 to the Building and Planning office located at 1171 Elm Street between the hours of 7 AM and 3:30 PM.

The following documents are required in order for your application to be deemed complete.

- ✓ • Lane County Health Department License
- ✓ • Proof of Liability Insurance
- ✓ • Site Plan
- ✓ • Signed Proof of Placement Permission form

Should you have questions please reach out to our office at 541.998.4763

Sincerely,

Dawn Northey, Permit Technician for City of Junction City

City Of Junction City Public Works Department  
1171 Elm Street, Junction City OR 97448  
T: 541-998-3125 W: [junctioncityoregon.gov](http://junctioncityoregon.gov)

**Lane County Environmental Health  
Class 3 (Mobile-Has Commissary)**

Establishment ID: 204043

Hot Diggity Dog Cart, L.L.C.  
Mobile  
Eugene OR 974XX

Ron Stansbury  
92998 Hwy 99 S.  
Junction City OR 97448



PUBLIC HEALTH  
Protect. Promote. Prevent.  
LANE COUNTY  
Environmental Health  
97438

Issue Date: 01/01/2024

Expiration Date: 12/31/2024

License Fee Paid: \$400.00

Reference #:

Jocelyn T. Warren, Administrator

**THIS LICENSE IS NOT TRANSFERABLE AND MUST BE POSTED IN A CONSPICUOUS PLACE**