



## MEMO

**To:** Grandpa Sushi – 495 Holly Street

**From:** Permit Technician Dawn Northey

**Date:** 3-24-2025

**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  
BUILDING & PLANNING DEPARTMENT

---

**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)

*Staff Contact: Permit Technician, Dawn Northey*

*Planning ■ 1171 Elm Street/PO Box 250 Junction City OR 97448*

*Ph 541-998-4763 ■ [jcplanning@ci.junction-city.or.us](mailto:jcplanning@ci.junction-city.or.us) ■ [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)*

---

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

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

|   | Type I          | Type II | Type III<br>Public<br>Hearing | Type IV<br>Public<br>Hearings |
|---|-----------------|---------|-------------------------------|-------------------------------|
| 1. Land Use application submitted   | X               | X       | X                             | X                             |
| 2. Completeness Review to determine if all necessary information is included<br>with application (14-30 days)   | X               | X       | X                             | X                             |
| 3. Application is incomplete, necessary information is requested from<br>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<br>Final Plat | 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<br>Amendment only           | X<br>Amendment only           |
| 8. Referrals sent to City Departments and outside agencies for their review<br>(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<br>site (may run concurrent w/ Referrals) (20-40 days before meeting)                                      |                 | X       |                               |                               |
| 10. Planning Commission Notice of Public Hearing mailed to property owners<br>within 300-ft of subject site (may run concurrent with referrals)<br>(20-40 days prior to public hearing) |                 |         | X                             |                               |
| 11. Planning Commission review and decision   | X<br>Final Plat | X       | X                             |                               |
| 12. Planning Commission Recommendation to City Council  |                 |         | X<br>Map Amendment            | X                             |
| 13. City Council Notice of Public Hearing mailed to property owners within 300-ft<br>of subject site (may run concurrent with referrals)<br>(20-40 days prior to public hearing)        |                 |         |                               | X                             |
| 14. City Council review and decision  |                 |         | X<br>Map Amendment            | X                             |
| 15. Letter of Decision, with supporting documentation, sent to<br>applicant/representative (w/in 5 business days of decision)   | 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).



# JUNCTION CITY PLANNING OFFICE MOBILE FOOD UNIT PERMIT APPLICATION

- 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: Leonardo Hernandez

Mailing Address: 4095 Forsythia st Springfield, Or 97178

Email Address: mlteniumHernandez@gmail.com Phone: 458 264 9110

|   |  |  |
|---|--|--|
| <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 <i>not</i> 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  |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | How will wastewater be disposed? <u>dump a MWWC wastewater Treatment</u>   |
| <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) <u>owner probly electrical</u> |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Does your food truck have a suppression system   |
| <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: nelson rosales

Mailing Address: 495 Holly st Junction city Or 97448

Email Address: \_\_\_\_\_ Phone: 541 370 0662

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

Site Address: 495 Holly st Junction city Or 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: [Signature] Date: 04/07/25

**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)

