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BY: .....

# MEMO

**To:** Tiny Sips Coffee  
**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

MFU-25-15  
Tiny Sips Coffee

# 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 Public Hearing	Type IV Pub' Heari...
<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 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 Amendment only	X Amendment only
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 Final Plat	X	X	
12. Planning Commission Recommendation to City Council			X Map Amendment	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 Map Amendment	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)

MFU-25-15

- 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:		Tiny Sips Coffee	
Mailing Address:		40244 Storement Ln. <sup>Storment</sup> Springfield OR 97478	
Email Address:		Tinysipscoffee@gmail.com	Phone: (541) 913-6843
<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 checked="" type="checkbox"/> No	Mobile Food Unit has a degreaser system	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	How will wastewater be disposed? RV Dump @ <del>Bush's</del> Bush's	
<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 checked="" type="checkbox"/> No	Will electrical service be needed? If yes, describe (additional permit may be required)	
<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:		Jahneya Santolaja	
Mailing Address:		40244 Storement Ln. Springfield OR 97478	
Email Address:		santolajayahneya@gmail.com	Phone: (541) 913-6843

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

Site Address:		190 IVY 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:

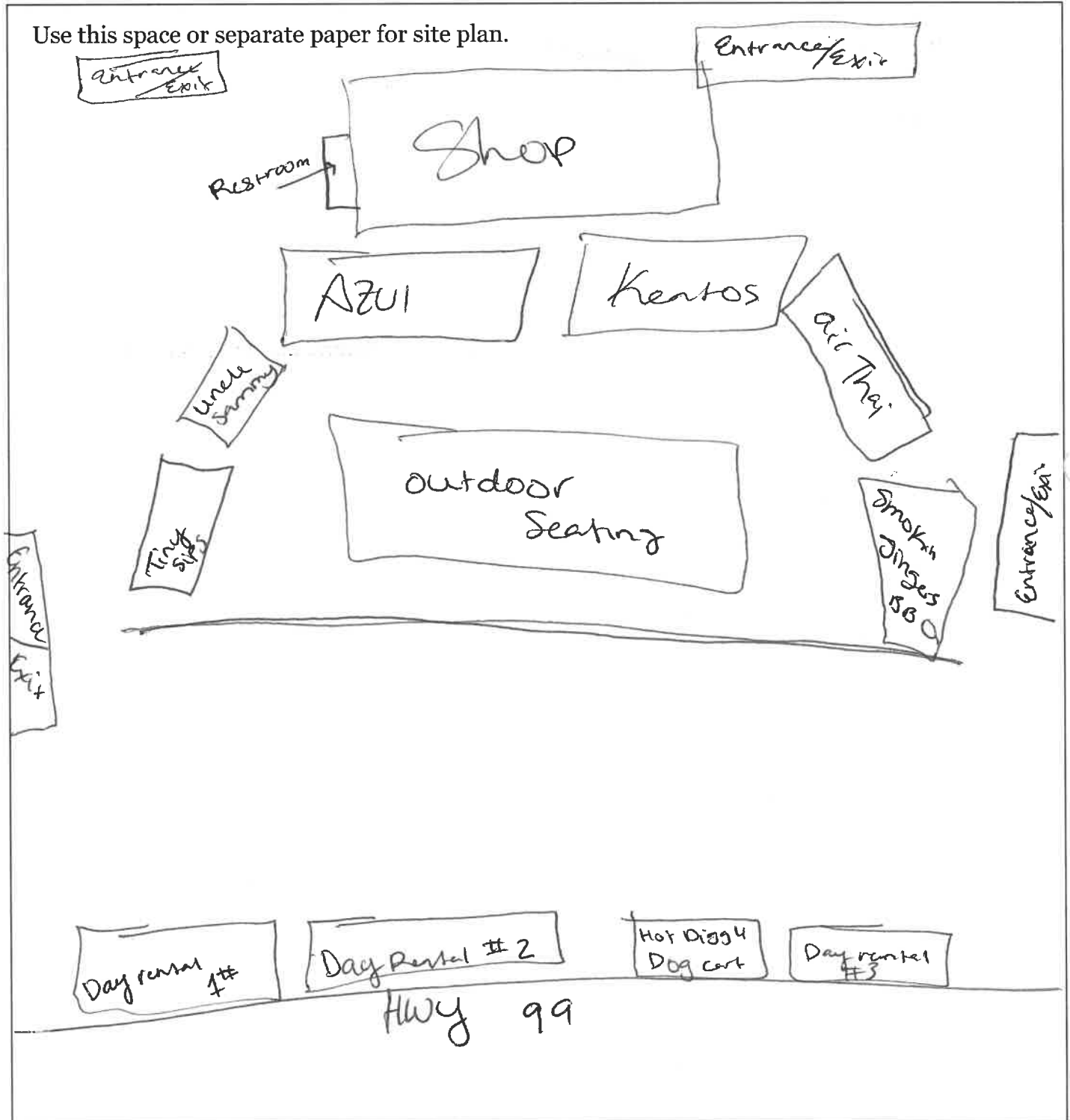
I acknowledge the information provided is true and accurate. All agreements, terms, and resolutions of conflict between myself and the property owner related to the location and operation on the above referenced property are a private party matter and are neither regulated nor enforced by the City of 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:** **Date:** 3/26/25

**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)

Use this space or separate paper for site plan.



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

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DATE : 4/15/2025 12:42 PM  
OPER : Dawn  
TKBY : Dawn Northey  
TERM : 3  
REC# : R00077685  
=====

03 Miscellaneous Payments 100.00  
Tiny Sips Coffee Company LLC 100.00

Paid By: Tiny Sips Coffee Company LLC  
2-Check 100.00 REF: 150

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APPLIED 100.00  
TENDERED 100.00  
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CHANGE 0.00  
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