



Junction City Public Works

Planning
1171 Elm / PO Box 250,
Junction City Or 97448
Phone: 541-998-3125
www.junctioncityoregon.gov
jcplanning@ci.junction-city.or.us

PRE-APPLICATION MEETING INFORMATION

Before attending a Pre-Application Meeting, you should have a working knowledge of all applicable codes and their requirements and during the meeting present any issues within the context of the Code. The City of Junction City is not responsible for the identification of issues not raised by you. The Pre-Application Meeting is not a replacement for the Development Review process. The Development Review process is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070(A)(1), Type I Procedure – Administrative Decision.

Prior to the Pre-Application Meeting, you are expected to:

- Submit a Pre-Application Meeting application including specific questions to be address.
- Pay Pre-Application fees (\$45/hour for the Planning Staff, \$60/ hour for the Public Works Director or \$100/ hour for both at a minimum interval of 0.5 hour).
- Fees are required for all Pre-Application Meetings and must be paid prior to or at the time your meeting is scheduled. Meetings will not take place without verification that all required fees are paid.

In order to get the most out of your Pre-Application Meeting, please be prepared to:

- Present an overview of the proposed project using a survey, site plan and/or other necessary graphics. Provide additional plan and elevation drawings as is necessary to clearly present issues of your proposal that need clarification and/or feedback.
- Take detailed meeting notes accurately summarizing the issues discussed at the Pre-Application Meeting. This includes documentation of recommendations made and identification of any outstanding issues that require attention.

After the Pre-Application Meeting, please be ready to:

- Within 5 business days of the Pre-Application Meeting, email or deliver a copy of the draft meeting minutes to all City staff represented at the conference for their review in order to clarify any miscommunications that may exist. Upon receipt of applicant's meeting notes, City Staff will review and provide feedback within 10 working days of the delivered document.

ACKNOWLEDGEMENT OF ACCEPTANCE

I, the undersigned, hereby acknowledge receipt of and understand the contents of this Pre-Application Meeting Information document.

Shannon F. Nill
Applicant Signature

1/31/23
Date

Shannon F. Nill
Print Name



PRE-APPLICATION MEETING PROJECT INFORMATION FORM

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Date Requested for Pre-Application Meeting:

APPLICANT INFORMATION

Property Owner: Nill Family Partnership ACTA	
Mailing Address: PO Box 279 Junction City, OR 97448	
Phone: 541-998-4002	Email: marty.nill@guaranty.com; shannon.nill@guaranty.com
Applicant/Contact (if other than property owner): ACTA LLC; Attn: Marty Nill	
Mailing Address: 20 OR-99 Junction City, OR 97448	
Phone: 541-998-4002	Email: see above.
I have the following interest in the Property : <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other	

PROJECT INFORMATION

Project Address: Address not assigned; Southeast of the intersection of W 1st Avenue and Highway 99
What are the existing uses on site? Used Car Dealership/Car Wash
What is the square footage of the existing structure(s)? Approximately 2,632 square foot (SF) structure; two (2) approximately 930 SF structures; approx. 860 SF and an approximately 465 SF building. See cover letter for further detail.
What is the proposed use(s) and associated square footage of each use? No change in use. Applicant proposes an approximately 1,500 SF permanent, fully enclosed building attached to the existing 465 SF building. See cover letter for detail.
If the project includes dwelling units, how many units are proposed? N/A
How many parking spaces are proposed No proposed. 15 striped parking spaces with one (1) ADA compliant stall to remain
Does this project include demolition of an existing structure? Relocation but no demolition is anticipated.
Is the project a new construction or remodel, or both? new construction
Are there any other project/permit numbers associated with this project? N/A

PROJECT ISSUES/QUESTIONS

Please list all specific questions about your project that you would like to have answered at the Pre-Application Meeting, including any relative code sections or citations as applicable. Attach additional sheets if needed.
Please see cover letter provided with this application.