


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

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

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.



January 23, 2023

Planning & Building Department
City of Junction City
1171 Elm Street/PO Box 250
Junction City, OR 97448

Subject: Pre-Application Conference Request – Guaranty Chevy – Car Wash

On behalf of the applicant, ACTA LLC, DOWL is requesting a pre-application conference to discuss an approximately 1,500 square-foot permanent metal, prefabricated structure proposed to be located on an approximately 2.6-acre lot (Tax Lot 101, Map 16040522) southeast of the intersection of W 1st Avenue and Highway 99. The intent of this proposed building is to allow for drainage improvements and the addition of a permanent sewer drain within the wash bay. This letter includes a description of existing site conditions, a description of the proposed development and questions the applicant would like to discuss at the meeting.

Existing Conditions

The proposed structure is to be located on a developed portion of an approximately 2.6-acre property (Tax Lot 101, Map 16040522). The project site is zoned General Commercial (GC). The project site abuts other GC zoned properties to the north, west, and south, and M2 zoned properties to the east. The project site is relatively flat adjacent to Highway 99 and generally slopes downward from W 1st Avenue. The project site fronts W 1st Avenue to the north, Hwy 99 to the east, Oregon Electric Railroad to the west and BNSF railroad property to the south. The site is accessed from a driveway approach on W 1st Avenue. There are 15 striped parking spaces with one (1) Americans with Disabilities Act (ADA) compliant accessible parking stall for employee and customer use.

The site contains an existing approximately 2,632 square foot (SF) structure that's used as the Guaranty Chevy used car dealership. Other existing site features include two approximately 930 square foot partially enclosed, metal carport structures with canopy roofs, and an approximately 860 square foot partially enclosed, metal carport structure with a canopy roof adjacent to existing building 465 square foot building. These metal carport structures are used for car wash and detailing services. There are also two (2), approximately 163 square foot sheds located east of the existing carports.

Description of Proposal

As shown on the preliminary site plan, the applicant is proposing to relocate existing metal carport structures and construct a permanent, fully enclosed approximately 1,500 square foot building on a concrete pad attached to the existing 465 SF building and semi-permanent structures. This building is proposed to provide necessary car wash services for the Chevy dealership and allow for used car wash water to be sent to a proposed sewer drain within the new building that is protected from exposure to weather and outside elements. Per Chapter 17.35.010, (D) automobile, boat or trailer sales, rental, service, and repair, (E) automobile service station, (G) car wash, and (M) uses like those listed above are all permitted uses within the GC zoning district.

Per Chapter 17.90.010 Parking Requirements, the site is required to have one (1) parking space per 600 square feet of building space. Therefore, the site's existing conditions exceed minimum parking requirements.

Questions for Discussion at the Pre-application Conference

The applicant is seeking to confirm the procedures and application requirements for this project. At the pre-application conference, the applicant would like to discuss the following items in greater detail:

Planning & Engineering Questions

- Chapter 17.150.110 indicates a permit is required to be obtained prior to erection, movement, reconstruction, extension, enlargement, or alteration of a structure. Please confirm whether the proposal requires land use action, and what land use application and procedure type would occur.
- Please address anticipated land use (if required) and construction document review timelines.
- Please confirm all required applications, fees, and submittal items to accomplish the project as proposed.
- Please confirm all necessary technical studies required with the land use submittal.
- Please specify any code standards of concern relative to this proposal.
- Please confirm all building and fire access requirements associated with the proposed improvements.
- Please confirm that no other site improvements will be required other than those associated with the proposed 1,500 SF wash building (i.e., street improvements, dedications, landscape or site paving modifications, utility work, etc.)
- Please confirm any stormwater quality and conveyance requirements for the project.

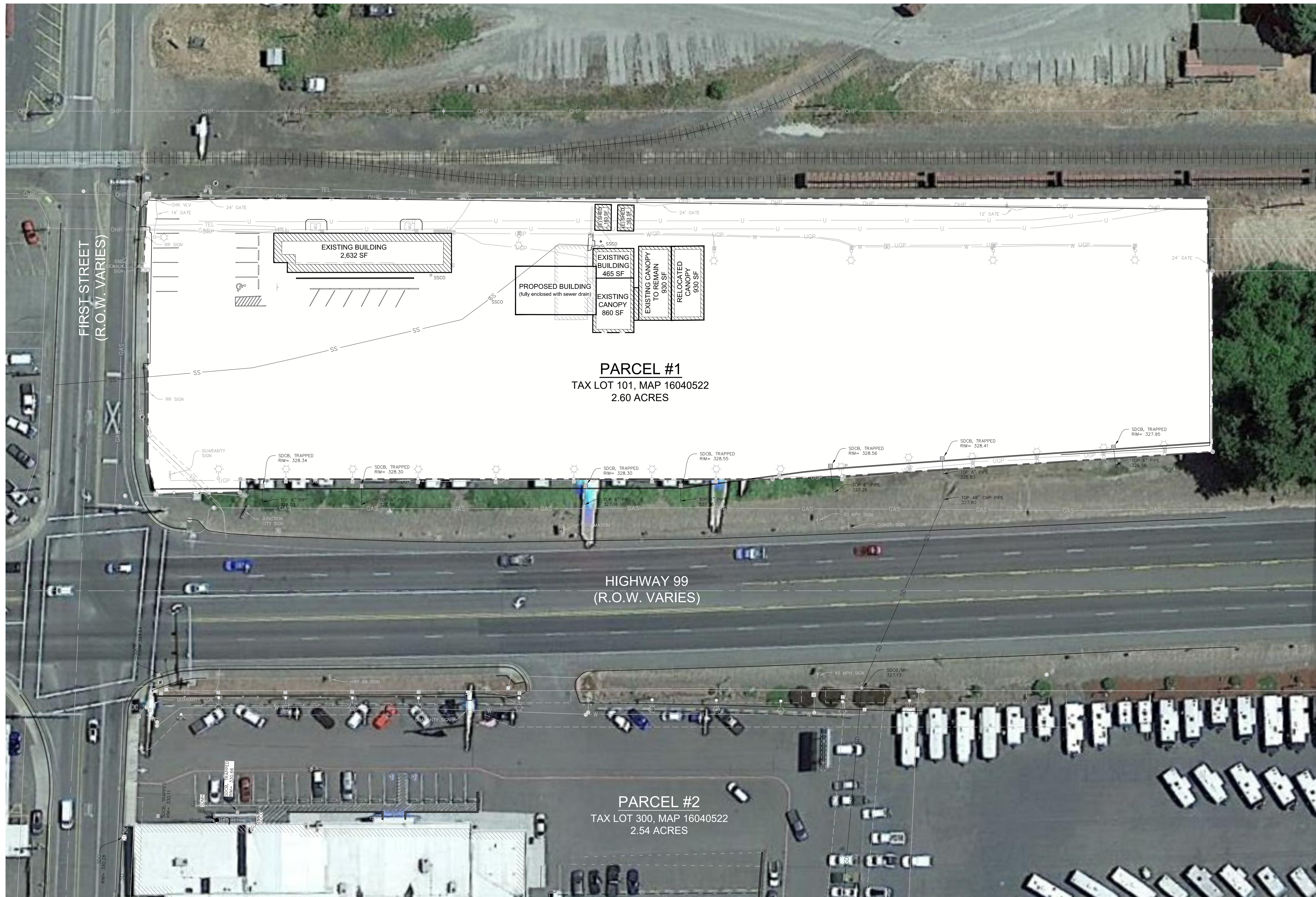
We look forward to discussing the proposal with you in more detail at the conference. If you have any questions regarding the submittal materials before our anticipated conference, please do not hesitate to contact me directly at (971) 280-8645 or at mtowle@dowl.com.

Sincerely,

Mike Towle, PE
Project Manager

Attachment(s): General Land Use Application
 Preliminary Site Plan

c: Marty Nill, ACTA LLC (Applicant)
 Sarah Gieseke, DOWL
 Read Stapleton, DOWL



Guaranty Chevy Car Wash

Concept Site Plan 01.19.2023



309 SW 6th Ave, Suite
 Portland, Oregon 971-280
 Project No. 2
 Contact: Mike Towle

Junction City, Oregon 974