



December 20, 2024

Ignacio V. Torres
5668 SE Pueblo St.
Hillsboro, OR 97123

RE: Status of DR 24-10 "Tacos La Guera" at 1390 N Pacific Hwy (Tax Lots 051W08DB02700)

Dear Mr. Torres:

Thank you for submitting a Design Review (DR) application package for the subject property on November 21, 2024. Staff reviewed the application for completeness and determined it to be incomplete as of December 18, 2024. You are receiving this letter in compliance with Oregon Revised Statutes (ORS) [227.178\(2\)](#).

Needed items to deem the application complete are outlined below. Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

- A. [Required items from Marion County](#): *must be signed* by the County representative
 - 1. [Restroom Usage Agreement](#)
 - 2. [Wastewater Agreement Form](#)
 - a. Operator must state where they plan to dispose of their dirty/wastewater
 - 3. An agreement that no food preparation or storage will occur *outside* the mobile unit
 - a. Refrigeration, unapproved cooking equipment [fryers, burner stoves, flat top grills, etc.], prep tables, and similar items cannot be stored off the unit.
- OR-
- 4. [Commissary/Warehouse Agreement Form](#)
-
- B. Proof of City of Woodburn [business registration](#)
 - C. Show existing conditions of the parking lot and how the food truck and seating area will modify any drive aisles and parking spaces on a revised, more detailed site plan
 - 1. You may use the attached aerial photograph to draw a more detailed site plan

D. Written approval of the plan from the Woodburn Fire Marshal

Note: A building permit will be required for the shared seating area, regardless of its size, because it will be open to the public. Tents are not allowed. Any prefabricated building must include the engineering specifications that meet requirements (for wind/snow load etc.) to receive a building permit. (Many people have told us that pre-fab shelters often do not come with engineering specifications.)

Please contact me at 503-980-2494 or <Heidi.hinshaw@ci.woodburn.or.us> with questions.

Sincerely,



Heidi Hinshaw
Associate Planner

cc: Foohong Foong, Landowner, sammyfoong@comcast.net
Dago Garcia, City Engineer, dago.garcia@ci.woodburn.or.us
Jim Gibbs, Fire Marshal, james.gibbs@woodburnfire.com
Melissa Gitt, Building Official, Melissa.Gitt@ci.woodburn.or.us
Chris Kerr, Community Development Department Director, Chris.Kerr@ci.woodburn.or.us
Dan Handel, Planner, dan.handel@ci.woodburn.or.us



99E

948

1605

1625

E LINCOLN RD