



January 30, 2025

Reynaldo Regino
Los Tacos Juan
5668 SE Pueblo ST
Hillsboro, OR 97123

RE: Status of Design Review DR 24-08 at 795 Settlemier, Woodburn, OR 97071 (TL 051W07CA03100)

Dear Mr. Regino:

Thank you for submitting a Design Review (DR) application package on January 16, 2025 for the subject property. Staff reviewed the degree of completion of the application package and determined it to be incomplete as of January 30, 2025. You are receiving this letter in compliance with Oregon Revised Statutes (ORS) [227.178\(2\)](#).

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

- A. A scaled site plan. After reviewing the initial site plan with Director Kerr, we determined that a more detailed and scaled site plan is necessary for a comprehensive review. You may draw out a scaled site plan on grid paper or hire someone to do it for you. We will need to see the following on the site plan:
 1. Clearly indicate the location of the truck, the future location of the permanent shelter, all trash receptacles, the BBQ/Outdoor grill, any propane tank(s), all lighting (for example the pole that is currently outside the tent), all signage, where the utility lines will be, the electrical box, and the nearest fire hydrant.
 - a. Because the project will be spread over at least two lots, the truck and shelter must each be five (5) feet from any property line (which will require finding the property lines). This must be indicated on the site plan.

- B. Exterior lighting: please demonstrate conformance with [section 3.06](#).
- C. Signage: Any sign that is not on the truck must be permitted and comply with [section 3.10](#).
 - 1. Submit [a sign application](#) for each sign not on the truck.

Notes:

- Architecture: After the Design Review is approved, a **building permit** will be required for the shared seating area, regardless of its size, because it will be open to the public. To-scale architectural drawings &/or engineering specifications will be required as part of the building permit process for the covered seating area. These drawings are usually obtained through the manufacturer.
 - 1. The scaled site-plan showing setbacks between structures and property lines will also be required at this phase, and can be reused from the Design Review.
- Remember that the site must comply with Marion County Health Department requirements at all times, an inspector may visit at any time. To review those requirements look at [Food Sanitation Rules - Tools for Operators](#).

Please contact me at (503) 980-2494 or Heidi.Hinshaw@ci.woodburn.or.us with questions.

Sincerely,



Heidi Hinshaw, Associate Planner

cc: Amarjit Singh, Property Owner
Chris Kerr, Community Development Director
Dago Garcia, City Engineer
Max Rosenthal, Engineering Technician
Jim Gibbs, Woodburn Fire Marshal
Woodburn Code Enforcement

Attachment: Site plan instructions with Grid



City of Woodburn
Community Development Department
Building Division
270 Montgomery Street
503-982-5250
building@ci.woodburn.or.us

Instructions for preparing a **RESIDENTIAL SITE PLAN**

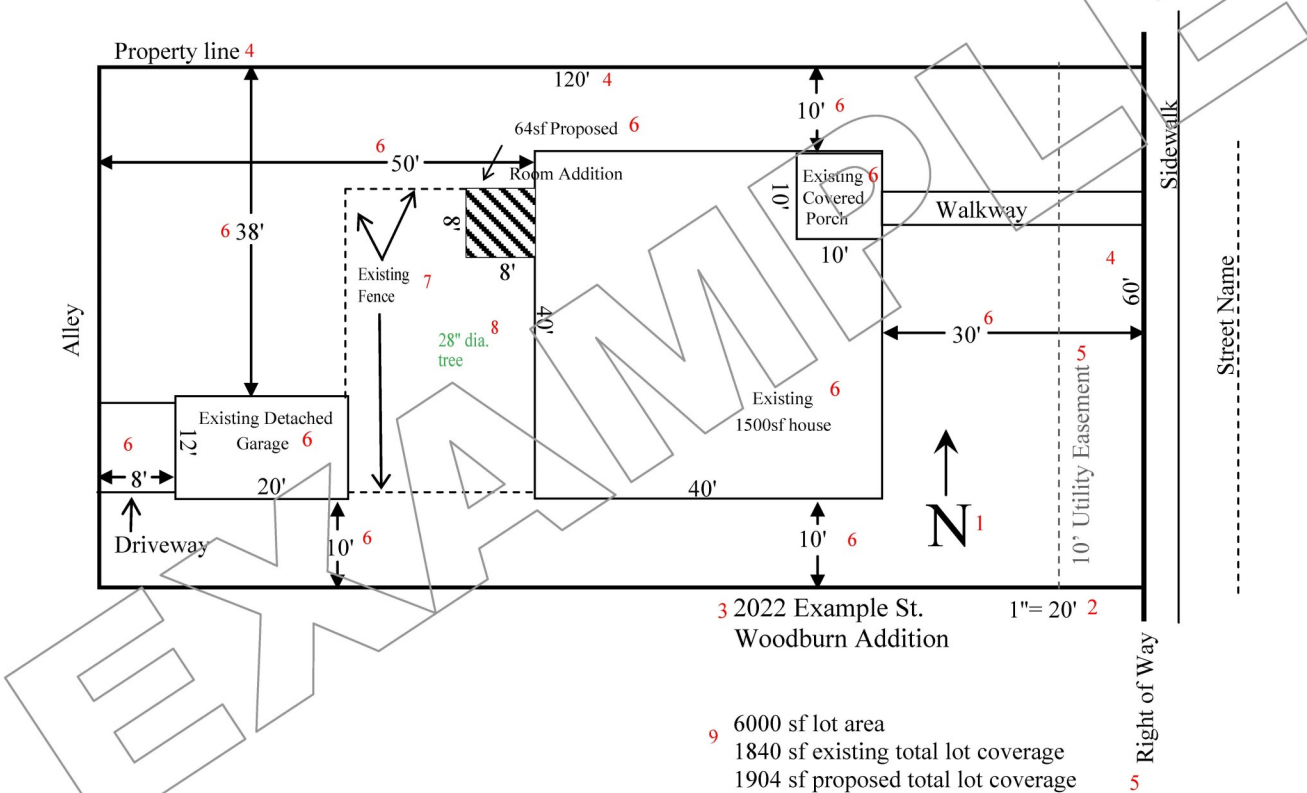
Site plan must be current, drawn to scale on minimum 8 1/2 x 11 paper, and show all property lines and easements.

ITEMS TO INCLUDE ON YOUR SITE PLAN:

- ◇ **North Arrow**
- ◇ **Scale of drawing**
- ◇ **Street name** accessing the property
- ◇ **Property lines and dimensions** (existing & proposed)
- ◇ **Onsite driveways, walkways, private roads** (existing & proposed)
- ◇ **Structures** (existing & proposed) - include dimensions and distance to all property lines and other structures
- ◇ **Utility lines and easements**
- ◇ **Fences, retaining walls** (existing & proposed)
- ◇ **Natural features** including ground slope and direction of slope, streams, ponds, other drainage ways, trees
- ◇ **Wells** (existing & proposed) on this property and adjacent properties within 100 feet
- ◇ **Septic System & Replacement Area** show existing septic tank, drain field lines and distance from structures and property lines
- ◇ **Cuts/Fills** adding and/or removing dirt
- ◇ **Elevations** at lot corners or construction area and at corners of building site
- ◇ **Total lot area & total lot coverage** amount of roofed area (existing and proposed)

Failure to include all of the required items listed may delay the review process and the issuance of a permit. Additional information such as patio slabs, walkways, roof overhangs, trees, etc., may be required.

Example Site Plan for a Residential Addition



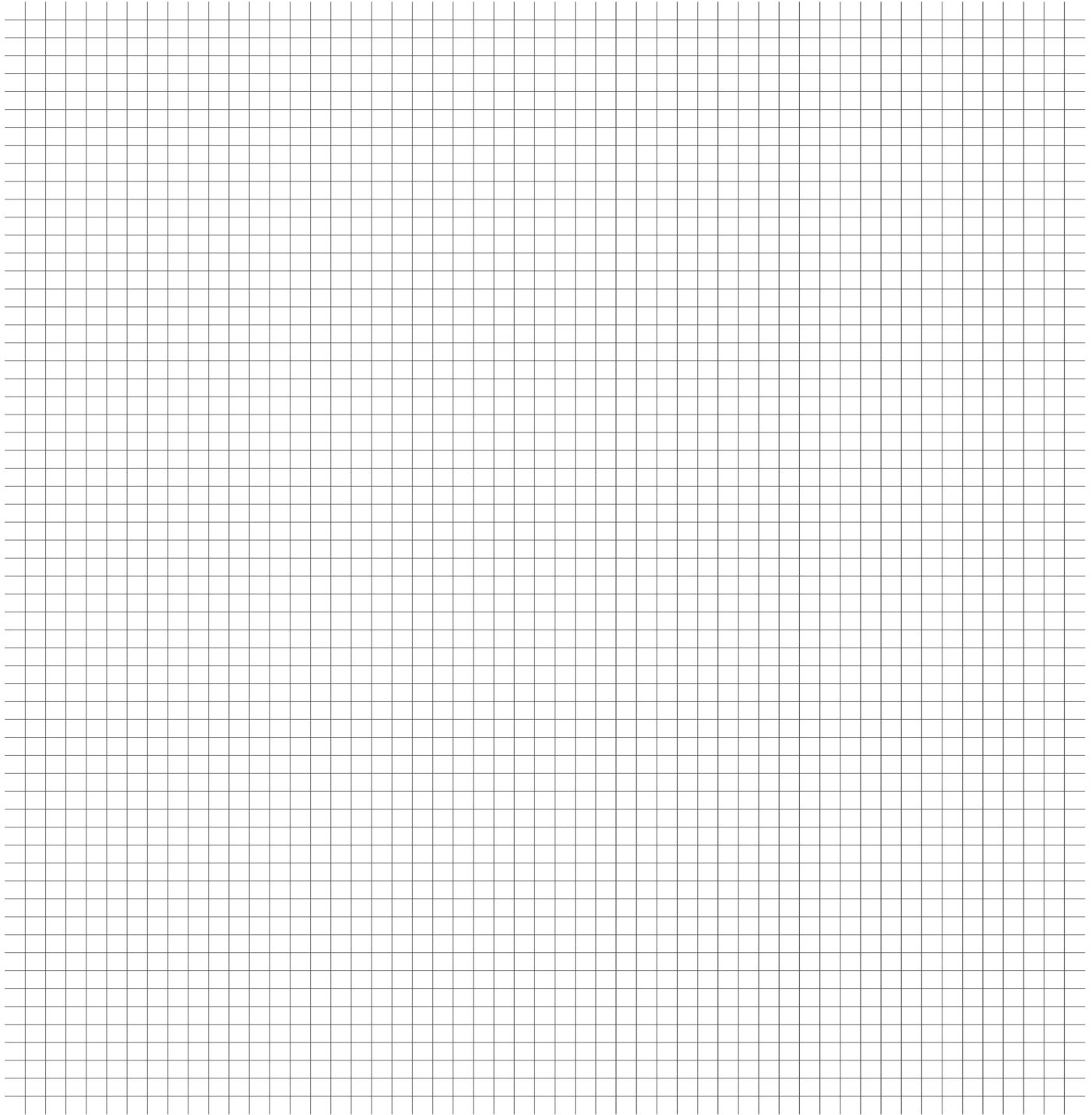
Basic Elements of a Site Plan

1. North Arrow
2. Scale
3. Address of the property
4. Property boundaries with dimensions
5. Locations of any easements, right of ways, & setbacks
6. Outline of all improvements and structures (existing & proposed) with dimensions and the distances to nearest boundaries.
7. Fences, retaining walls (existing & proposed)
8. Natural features including trees
9. Lot area and coverage

Project Name

Project Address

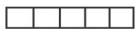
HOA Approval? YES NO N/A



SITE PLAN



2'

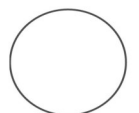


10'

Lot Area

Existing Lot Coverage

Proposed Lot Coverage



NORTH