



April 25, 2024

Ron Berkey
RW Buildings
PO Box 1129
McMinnville, OR 97128

RE: Status of DR 24-05 "Covers for Play Structure & Outdoor Event Area" at 1274 SW 5th St
(Tax Lot 051W07DB00300)

Dear Mr. Berkey:

Thank you for submitting a Design Review (DR) application package on March 26, 2024, for the subject property. Staff reviewed the degree of completion of the package and determined it to be incomplete as of April 25, 2024. 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 \(WDO\)](#).

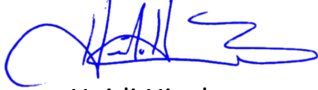
- A. Revise the Site Plan to provide more detail (also required for Building Permit): Show Right-of-Way (ROW) boundaries, new and any existing Public Utility Easements (PUE), any shared access or private easements including the 7-foot private gas line easement along N. 5th St., and driveway widths.
 1. Per direction from Public Works staff during a scoping meeting on April 23, 2024, **show where a 5-foot Public Utility Easement along N 5th St. frontage will be dedicated.** Proof of recordation shall be due by the time of the Building Permit final Planning inspection.
 2. On the site plan, please note any Significant Trees that may be impacted by this development. See section 3.06.07 for details.
- B. Exterior lighting: Does the proposed scope of work include any new or modified exterior lighting on-site? If so, please provide a photometric plan and demonstrate conformance with 3.11.02.
- C. Provide a fire access plan that conforms to State Fire Code in coordination with the independent Woodburn Fire District and Fire Marshal Jim Gibbs. A striped fire access lane

through the property that shall not be blocked by parked vehicles or used for storage may be required, and within one year of the date of project submittal, the Fire District will need test results of water flow measurements.

Contact Jim Gibbs, Fire Marshal for the Woodburn Fire District, at james.gibbs@woodburnfire.com or 503-982-2360 to discuss Oregon Fire Code (OFC) requirements.

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

Sincerely,



Heidi Hinshaw
Associate Planner

cc: Chris Kerr, Community Development Director
Colin Cortes, Senior Planner
Dan Handel, Planner
Dago Garcia, City Engineer
Jim Gibbs, Woodburn Fire Marshal
Stephen Brown, Berkey Engineering