



May 24, 2024

Ron Berkey
RW Buildings
P.O. Box 1129
McMinnville, OR 97128

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

Dear Mr. Berkey:

Staff reviewed the degree of completion of the Design Review (DR) application for the subject property with materials submitted March 26, 2024, and revised and additional materials submitted May 21, 2024 and determined it complete as of May 24, 2024.

The application package is tentatively scheduled for a public hearing before the [Planning Commission](#) on Thursday, June 13, 2024 in the Council Chambers at City Hall, 270 Montgomery Street. The Commission will not only meet in person but also continue to video conference.

Sign Posting(s)

The date is tentative partly because the applicant needs to complete sign postings. (The City handles mailed notices.) Enclosed with this letter are the sign posting requirements with a certification form. It's the applicant's responsibility to meet these requirements on time, i.e. no later than 10 days prior to the hearing, which would equal Monday, June 3.

Meeting Details

A meeting would start at 7 p.m., and the scheduled start time of the application package and its order on an agenda is yet unknown. Staff would publish a staff report with a recommendation to the Commission a week prior to a hearing – for example, on June 6 for June 13. Please feel free to contact staff as the publication date approaches. The availability of commissioners and ability to attain quorum influences staff confirmation of scheduled meeting dates.

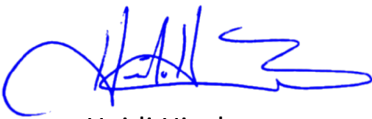
Because the Commission has not only returned to in-person meetings but also continues to video conference, individuals who want to observe or participate remotely can use a Microsoft Teams hyperlink via the calendar entry for the meeting when the entry with access appears on the [City calendar](#), which is available at <www.woodburn-or.gov/calendar>. The [Meetings webpage](#) also displays Commission and Council meetings at <www.woodburn-or.gov/meetings>. For administrative questions about the Commission, contact the Administrative Specialist at (503) 982-5246.

Projects webpage

Note that there's a [City project webpage](#). The gateway webpage for land development projects is the [Projects webpage](#), which is <www.woodburn-or.gov/projects>.

You may contact me at (503) 980-2494 or <heidi.hinshaw@ci.woodburn.or.us> with project questions.

Sincerely,



Heidi Hinshaw
Associate Planner

Enclosures:

- Sign posting instructions with certification form
- Sign posting template

cc: Stephen Brown, Berkey Engineering

Chris Kerr, Community Development Director

Colin Cortes, Senior Planner

Dan Handel, Associate Planner

Cassandra Martinez, Administrative Specialist

Curtis Stultz, Public Works Director

Dago Garcia, P.E., City Engineer

Casey Knecht, P.E., Development Review Coordinator, Oregon Dept. of Transportation (ODOT) Region 2,
885 Airport Rd SE Bldg P, Salem, OR 97301-5857

Jim Gibbs, Fire Marshal, Woodburn Fire District, 1776 Newberg Hwy, Woodburn, OR 97071-3121

file(s): DR 24-05 "Covers for Play Structure & Outdoor Event Area" at 1274 5th St (Tax Lot 051W07DB00300);
Accela record no. 971-24-000025-PLNG; MSS Job # 21156



Land Use Notice Sign Posting Instructions

The applicant is responsible for posting sign(s) regarding land use application public hearing on the property per [WDO 4.01.14B](#).

1. **Timing:** Post at least 10 days prior to the public hearing date.
2. **Size:** Print the notice at full size (18 inches by 24 inches). Printing at a smaller size will not give the required letter height.
3. **Weatherize:** Protect the notice from weather. Laminating, enclosing within clear plastic sleeve, or printing on plastic fiberboard is sufficient. Staff recommends mounting the sign on a building face or a post such that the top of the sign is 5 feet above sidewalk or ground.
4. **Number:** Post a notice on each frontage of the property. (If the property's frontage exceeds 600 feet, one copy of the notice must be posted for each 600 feet or fraction thereof.) Place sign(s) within 10 feet of the street so as to be visible to pedestrians and motorists. Once posted, you need not maintain a posted notice.
5. **Proof of Posting:** Upon posting, submit a photo of the sign and a complete certification form that the property has been properly posted. The form is the next sheet. Submit it to the Planning Division (planning@ci.woodburn.or.us) or directly to the project planner.
6. **Removal:** Remove all signs within 10 days following the hearing announced in the notice.

Staff offers a PDF sign template for applicants or their sign contractors to use for sign production.



Planning Division

Certificate of Sign Posting – Notice of Public Hearing

I hereby certify that on _____, I posted the notice of public hearing sign(s) for the Nuevo Amanecer Playground & Outdoor Event Area Covers project, file number *DR 24-05*, on the subject property (1274 5th St, Tax Lot 051W07DB00300). Attached is one or more photos of the posted sign(s).

The posting was accomplished in accordance with the requirements of WDO 4.01.14B.

Signature

Date

Print Name



NOTICE

DR 27-05

Planning Commission
June 13, 2024 at 7:00pm

Call **503-982-5246** or visit

www.woodburn-or.gov/bc-pc