



May 6, 2024

Colin Cortes, AICP, CNU-A  
Senior Planner  
City of Woodburn  
Community Development Department  
270 Montgomery Street  
Woodburn, OR 97071

**RE: US Market Gas Station at 2115 Molalla Road (CU 24-01, DR 24-01, and ZA 24-01) Completeness Response**

Mr. Cortes:

Please accept this letter and the accompanying materials as our response to the City's April 19, 2024, determination that the Conditional Use (CU) consolidated application package for the US Market Gas Station at 2115 Molalla Road, City Case File No. CU 24-01, DR 24-01, and ZA 24-01, was incomplete as submitted. We believe the materials provided fully respond to the items outlined in the City's letter and provide the necessary basis to deem the application complete. We look forward to continuing to work with City staff on any issues, as necessary, during the review and approval process.

Our responses to the completeness items and staff's recommended revisions are as follows:

#### **Responses to Part 1: Completeness Items**

**B. Frontage/street improvements: Revise the Sheet L100 landscape plan to:**

1. *Indicate in the legend for each tree species either the size category at maturity as Table 3.06B describes or height in feet at maturity.*

*The revised landscape plan (Sheet L100) illustrates and notes the proposed street [tree] species as one reaching a mature height of 45 to 50 feet (ft). WDO Table 3.06B row 3 defines medium size category at maturity as 40-60 ft height.*

*3.06.03A.2a requires along the highway, which is "Major Arterial" class, large trees. Table 3.06B row 2 defines these as 60-120 ft height.*

*Revise the street tree species to a large one.*

**Response:** The Preliminary Landscape Plan has been revised as requested above. Refer to Sheet L100 in the revised Preliminary Land Use Plans in Attachment 1. This item is complete.

**D. Driveway: Regarding the proposed driveway at 26 feet width:**

1. *Submit Woodburn Fire District documentation allowing the developer to make use of Table 3.04A footnote 7 and revise the narrative under 3.04.04 to refer to the documentation.*

*The applicant's response memo of March 22, 2024 stated (p. 2):*

*"Applicant's original submittal incorrectly attributed the need for a 26-foot wide driveway to safe fire and emergency service access/egress. The planned 26-foot wide driveway at Molalla Road is necessary to accommodate safe and efficient turning movements for fuel trucks and other delivery vehicles that will routinely access the site. A 26-foot wide*

*driveway accommodates right turns onto Molalla Road, by fuel trucks and large delivery vehicles, without the need to enter into the eastbound lane of travel. Subsequently, this additional driveway width will help to improve the safety of motorists traveling on Molalla Road and will avoid disruption to the normal traffic operation of the roadway (see the truck turning model on the Preliminary Site Plan in Attachment 2)."*

*The site plan (Sheet C100) illustrates turning movement that doesn't need 26 ft of width, and in any case the description above doesn't affect the applicability of the WDO standard.*

*Note: Zoning Adjustment (ZA) of maximum driveway width to 26 ft is permissible per 5.02.06C.19c – with a ZA application including a revised uniform application form, ZA fee payment of \$3,520 per the Planning Division fee schedule, and application materials that address the factors and meet the criteria of 5.02.06B; however, staff doesn't see how a proposal could meet criteria 1, 3, & 5 and would be disinclined to recommend approval.*

*Revise the site plans (or apply for ZA).*

**Response:** The Preliminary Site Plan has been revised as requested above. Refer to Sheet C100 in the revised Preliminary Land Use Plans in Attachment 1. This item is complete.

- I. **Walkway islands/peninsulas:** *To conform with 3.06.03C.4, revise the site and landscape plans to provide a landscaped island or peninsula along the west side of the wide walkway where it passes through the parking aisle at the convenience store. (Revision could change the walkway alignment.)*

*The applicant's response memo of March 22, 2024 stated (pages 5-6):*

*"As required in the accessible parking space requirements in Oregon Revised Statutes (ORS) 447.233(2)(d), the access aisle for an accessible parking space shall be located on the passenger side of the parking space except that two adjacent accessible parking spaces may share a common access aisle. Only one accessible parking space is provided; therefore, the realignment of the walkway on the driver's side of the accessible stall so that it is immediately adjacent to the landscape island is not feasible without losing a parking space. The wide walkway is still positioned near the landscape island, allowing it to benefit from the shade provided by the landscaping. Similarly, the close proximity of the crossing point to the convenience store roof overhang and the fueling area canopy guarantees ample shade for pedestrians, fulfilling the intended purpose of this standard. No change is necessary. This item is complete."*

*The description above doesn't affect the applicability of the WDO standard.*

*Revise the site plans (or apply for a variance).*

**Response:** The Preliminary Site Plan has been revised as requested above. Refer to Sheet C100 in the revised Preliminary Land Use Plans in Attachment 1. This item is complete.

Please note: Due to the rearrangement of the walkway abutting the landscape peninsula, one vehicle parking space was lost along the convenience store frontage. To compensate for this loss, a new vehicle parking space was added next to the EV parking spaces in the northwest corner of the site. The front yard was also increased to account for the landscaping removed to create the new parking space, thus maintaining the required minimum 20 percent of landscape area.

O. **Queueing:** *There appears too little room for vehicle queues at the pumps, and the application materials lack information about how queueing and circulation would operate. Guiding questions include:*

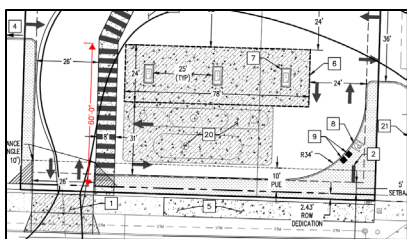
1. *Is queueing one way?*
2. *Are some pumps allocated for self-serve and others for attendant service or “mini serve”?*
3. *What signage and striping should the site plans illustrate and note to describe intended queueing?*
4. *How is queueing handled in the field during operations?*
5. *What would prevent queued vehicles from backing up onto the highway?*
6. *Because the site plan indicates no attendant booth, where and how would the attendant(s) be stationed?*

*The applicant’s response memo of March 22, 2024 stated (pages 5-6):*

*“This project involves the construction of a small-scale gasoline station. Typically, such establishments do not require excessive dedicated queueing space due to the specific characteristics of their operations and customer behavior. In contrast to larger discount or membership-based gas stations like Fred Meyer and Costco, where lengthy queues are common due to high customer volumes and competitive pricing, smaller gas stations generally cater to a more localized customers with lower traffic volumes resulting from pass-by trips. Customers at small gas stations are inclined to stop only if they perceive that their wait will be brief, thereby minimizing the need for extensive queueing areas. Upon entering the site via the driveway, customers typically proceed directly toward the convenience store. The proposed design includes six fueling spaces and approximately 60 feet of available queueing area (refer to Figure 1), which would accommodate approximately three additional vehicles. No queueing concerns are anticipated. This item is complete.”*

*The response ended with a graphic exhibit:*

**Figure 1: Queueing Area**



*The response doesn't address the item and guiding questions, particularly Question 3.*

- Response:** The following responses address staff's guiding questions regarding queuing space. They confirm that the site has sufficient queuing room to accommodate the needs of a small-scale gas station.
1. *Is queuing one-way?* Unlike gas stations with multiple rows of pump islands, where one-way queuing is often implemented to manage traffic flow, the single row of pumps doesn't require this control. Vehicles can enter the site from either Molalla Road or the Woodburn Eastside Apartments entrance, allowing for more flexible queuing arrangements.
  2. *Are some pumps allocated for self-serve and others for attendant service or "mini serve"?* Pumps will be allocated for self-serve and attendant service in accordance with current State regulations. Gas stations in Marion County currently allow up to 50 percent of fuel pumps to be allocated for self-serve.
  3. *What signage and striping should the site plans illustrate and note to describe intended queueing?* As previously stated, this project involves the construction of a small-scale gas station. Typically, such establishments do not require excessive dedicated queuing space or specified directional signage and striping due to the specific characteristics of their operations and customer behavior. In contrast to larger discount or membership-based gas stations like Fred Meyer and Costco, where lengthy queues are common and multiple lanes of pump islands are provided to accommodate high customer volumes, smaller gas stations generally cater to localized customers with lower traffic volumes resulting from pass-by trips. Customers at small gas stations are inclined to stop only if they perceive that their wait will be brief, thereby minimizing the need for extensive queuing areas. No queuing concerns are anticipated which would necessitate directional signage and striping for the single row of fuel pump islands. Furthermore, directional striping is provided on site as indicated on the site plan in Attachment 1.
  4. *How is queueing handled in the field during operations?* Queueing will be managed by the layout of the gas station itself. The single row of pumps and the designated entry and exit points will guide drivers on how to line up.
  5. *What would prevent queued vehicles from backing up onto the highway?* As previously stated, this project involves the construction of a small-scale gas station. Typically, such establishments do not require excessive dedicated queuing space due to the specific characteristics of their operations and customer behavior. In contrast to larger discount or membership-based gas stations like Fred Meyer and Costco, where lengthy queues are common due to high customer volumes and competitive pricing, smaller gas stations generally cater to a more localized customers with lower traffic volumes resulting from pass-by trips. Customers at small gas stations are inclined to stop only if they perceive that their wait will be brief, thereby minimizing the need for extensive queuing areas and reducing the risk of vehicles backing up onto the highway.

6. *Because the site plan indicates no attendant booth, where and how would the attendant(s) be stationed? Attendant locations will shift between pumps and the convenience store based on demand.*

## **Responses to Part 2: Staff Recommended Revisions**

*Part II anticipates developer actions and revisions, whether before or after public hearing and ideally before staff finalizes conditions of approval. Read in whole first, taking notes, before asking staff to clarify or revising app materials. I'd be happy to set up a virtual meeting between staff and the applicant or applicant's team to help understand the items and continue discussion from there. A phone call to me would also suffice, (503) 980-2485.*

*EE. Front yard trees: Looking ahead to conditioning, to better buffer the gas station from the south, please revise the site plans to:*

- (1) Deepen the front yard landscaping by 3 ft and add a row of at least 3 trees to complement street tree locations; and*
- (2) Add to the highway landscape strip, between street trees, a row of evergreen shrubbery of at least 21 plant units (PUs) of small to medium size category at maturity as Table 3.06B defines.*

*Notes:*

- A 10-foot wide streetside PUE is required per WDO Figure 3.01B "Major Arterial";*
- The Public Works Department Engineering Division dislikes newly planted trees in PUEs;*
- The streetside PUE almost wholly overlaps the front yard landscaped area behind curbing;*
- Planting trees necessitates a deeper landscaped area, extending north;*
- An additional 3 ft width of landscaping along the front yard landscaped area would be enough to plant trees just outside the streetside PUE boundary and have adequate room on the north side for growth, similar to the 3-foot width of half of a conventional street landscape strip; and*
- Room can be found and taken from the three east-west drive aisle widths, the north one of which is 27 ft wide, and from the landscaped peninsula and island that are in the north rear yard, the island at its narrowest point being 7 ft wide.*

**Response:** Applicant appreciates the desire for enhanced screening; however, adding more trees along the property frontage, and shrubbery in the highway landscape strip, would have unintended consequences. The Applicant's Registered Landscape Architect has determined that the additional required landscaping will crowd plants and will restrict the growth and health of the trees and shrubbery, ultimately hindering their effectiveness as a screen. Furthermore, these additional plantings would fall under the Oregon Department of Transportation's (ODOT) jurisdiction along Molalla Road, which may not be desired due to the additional maintenance which would be required.

Staff requested that additional trees be located on the street side of the public utility easement (PUE) boundary. However, since the 10-foot PUE directly abuts the property line, these requested trees would fall within the newly dedicated Molalla Road right-of-way. Adding an additional 3 feet to the front yard, as suggested, would not allow the landscaped area to project beyond the 10-foot PUE boundary. Additionally, according to

the Applicant's Registered Landscape Architect, the existing right-of-way dedication area of  $\pm 2.43$  feet is not enough space to plant a tree.

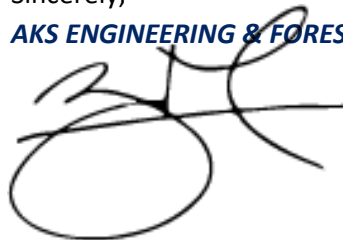
The planned screening, as shown on the current landscape plan in Attachment 1, already exceeds the screening requirements specified in WDO Table 3.06D. The table states that screening must be provided "if no comparable screening exists on abutting protected property." Since the residential properties across Molalla Road include a tall fence and shrubbery, additional plantings along the subject property's frontage are not necessary.

Applicant maintains that the current landscape configuration can achieve the desired aesthetics and screening without compromising plant health. Additional trees along the property frontage are not advisable due to lack of suitable space. Additional shrubbery can be provided in the Molalla road landscape strip, if necessary.

Thank you for reviewing our application. We believe these additional clarifications and plan revisions completely respond to the items included in your April 19, 2024, incompleteness letter. Please contact me if you require any additional information.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

A handwritten signature in black ink, appearing to be 'Zach Pelz', written over a horizontal line.

Zach Pelz, AICP

3700 River Road N, Suite 1

Keizer, OR 97303

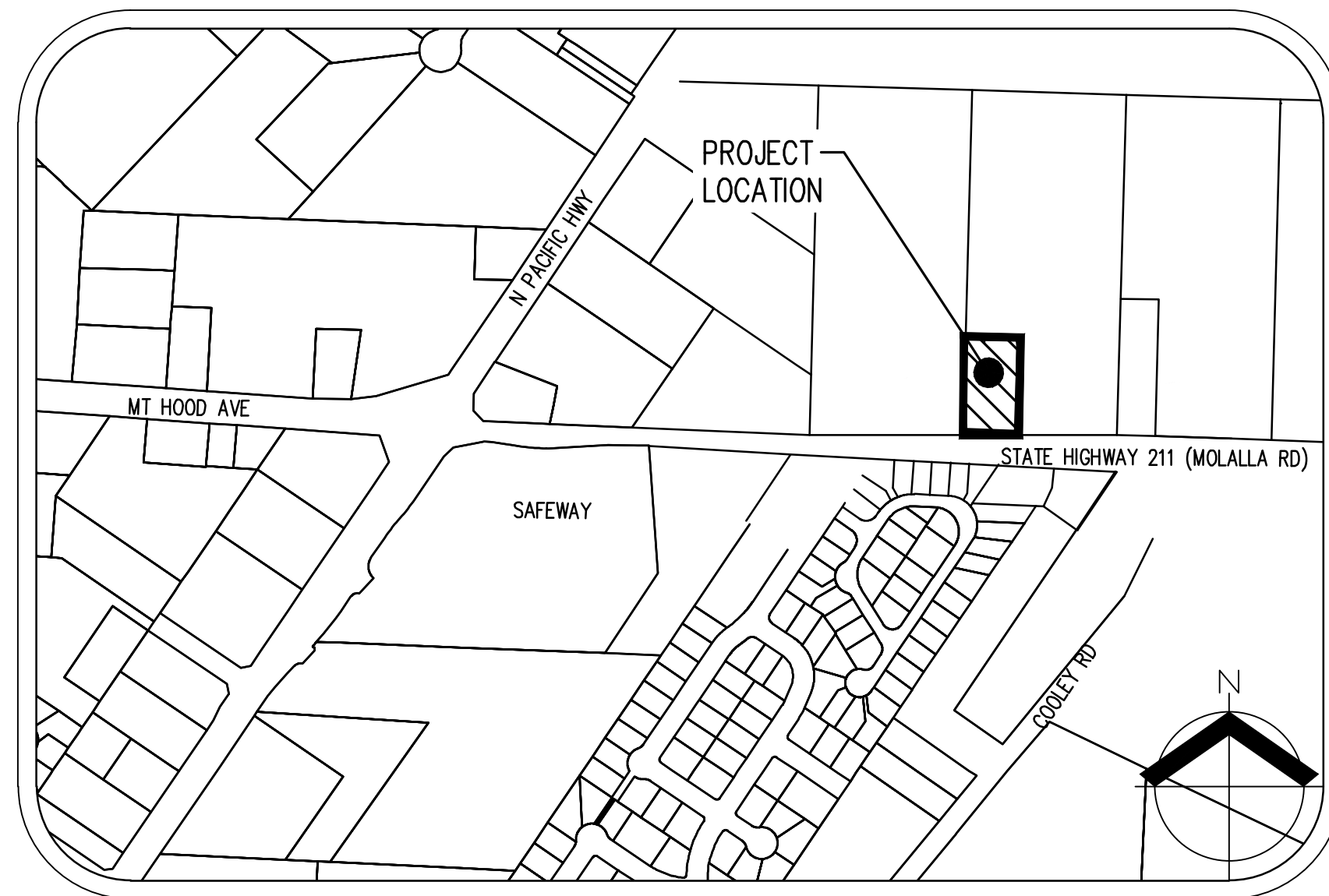
(503) 400-6028 | pelzz@aks-eng.com

**Attachments:**

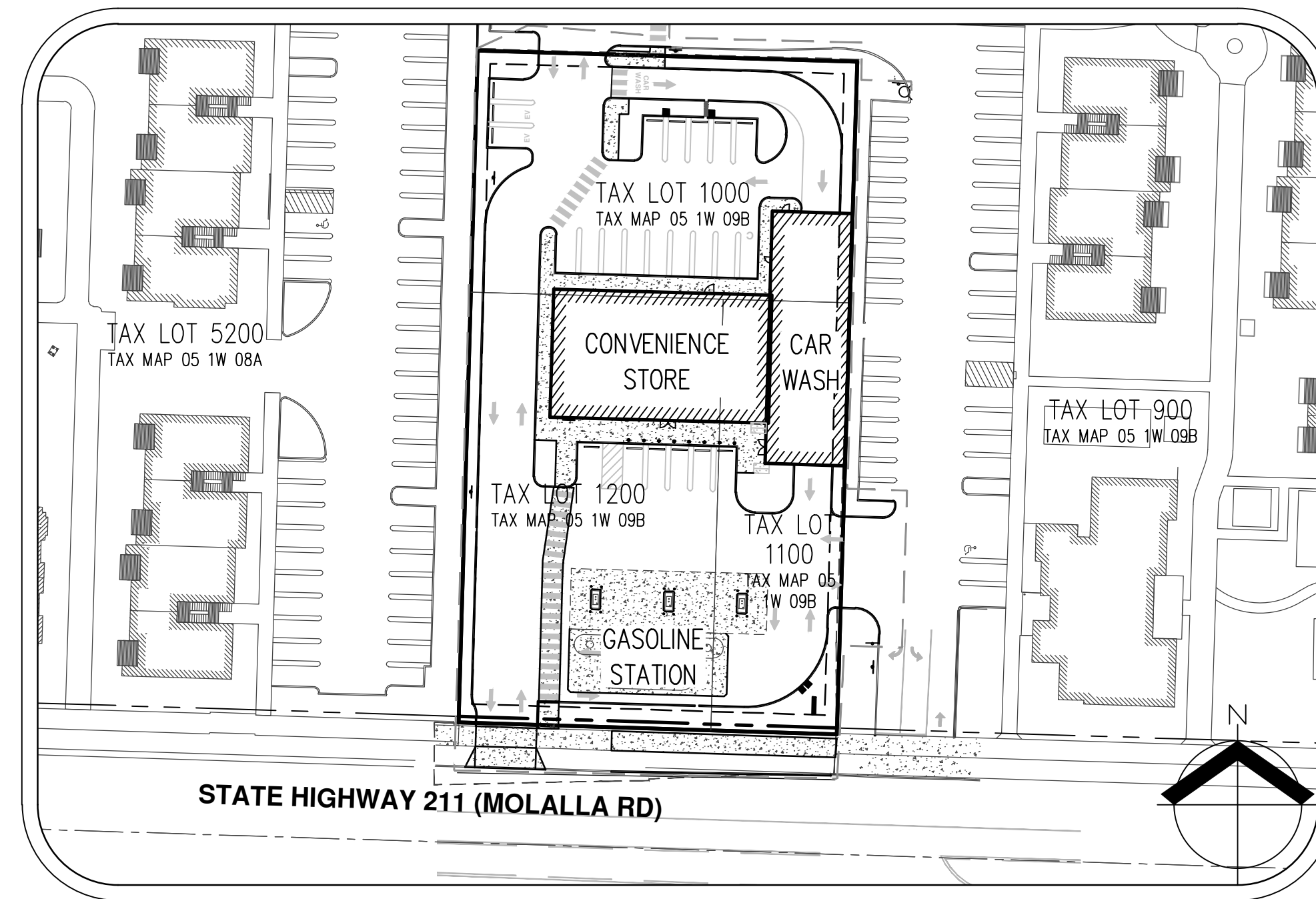
1. Revised Preliminary Land Use Plans
2. Letter of Incompleteness for CU 24-01, DR 24-01, & ZA 24-01

# 2115 MOLALLA RD NE - WOODBURN

## PRELIMINARY LAND USE PLANS



**VICINITY MAP**  
NOT TO SCALE



**SITE MAP**  
NOT TO SCALE

**CIVIL ENGINEERING/  
SURVEYING/LAND USE  
PLANNING/LANDSCAPE  
ARCHITECTURE**

AKS ENGINEERING & FORESTRY, LLC  
CONTACT: TYLER ROTH  
3700 RIVER RD N, STE 1  
KEIZER, OR 97303  
503.400.6028  
WWW.AKS-ENG.COM

**ARCHITECT**

RONALD PED ARCHITECT, P.C.  
CONTACT: RON PED  
537 HIGH ST SE  
SALEM, OR 97301  
PH: 503.363.1456

**OWNER**

MATVEEV DEVELOPMENT, LLC  
31696 S ONA WAY  
MOLALLA, OR 97038

**APPLICANT**

I&E CONSTRUCTION, INC.  
27375 SW PARKWAY AVENUE  
WILSONVILLE, OR 97070

**TRANSPORTATION**

LANCASTER MOBLEY  
CONTACT: JENNIFER DANZIGER  
321 SW 4TH AVE, STE 400  
PORTLAND, OR 97204  
PH: 503.248.0313

**LEGEND**

EXISTING		PROPOSED		EXISTING		PROPOSED	
DECIDUOUS TREE				STORM DRAIN CLEAN OUT			
CONIFEROUS TREE				STORM DRAIN CATCH BASIN			
FIRE HYDRANT				STORM DRAIN AREA DRAIN			
WATER BLOWOFF				STORM DRAIN MANHOLE			
WATER METER				GAS METER			
WATER VALVE				GAS VALVE			
DOUBLE CHECK VALVE				GUY WIRE ANCHOR			
AIR RELEASE VALVE				UTILITY POLE			
SANITARY SEWER CLEAN OUT				POWER VAULT			
SANITARY SEWER MANHOLE				POWER JUNCTION BOX			
SIGN				POWER PEDESTAL			
STREET LIGHT				COMMUNICATIONS VAULT			
MAILBOX				COMMUNICATIONS JUNCTION BOX			
				COMMUNICATIONS RISER			

	EXISTING	PROPOSED
RIGHT-OF-WAY LINE		
BOUNDARY LINE		
PROPERTY LINE		
CENTERLINE		
DITCH		
CURB		
EDGE OF PAVEMENT		
EASEMENT		
FENCE LINE		
GRAVEL EDGE		
POWER LINE		
OVERHEAD WIRE		
COMMUNICATIONS LINE		
FIBER OPTIC LINE		
GAS LINE		
STORM DRAIN LINE		
SANITARY SEWER LINE		
WATER LINE		
RECLAIMED WATER LINE		

**PROPERTY DESCRIPTION:**

MARION COUNTY TAX MAP 05 1W 09B  
TAX LOTS 1000, 1100 AND 1200  
CITY OF WOODBURN, OREGON

**VERTICAL DATUM**

ELEVATIONS ARE BASED ON NGS BENCHMARK RD0246.  
LOCATED IN WOODBURN APPROXIMATELY 100 FEET  
SOUTHWEST OF THE CENTERLINE OF WEST LINCOLN STREET  
IN THE CONCRETE ENTRANCE STEPS OF THE FORMER CITY  
HALL. ELEVATION = 187.52 FEET (NAVD 88). THEN  
ADJUSTED TO NGVD 29 WITH A VERTCON SHIFT OF -3.37  
FEET SETTING THE NGVD 29 ELEVATION AT 184.15 FEET.

**PROPERTY LOCATION:**

2115 MOLALLA RD NE  
WOODBURN, OR 97071

**SHEET INDEX**

C000	COVER SHEET
C100	PRELIMINARY SITE PLAN
C105	PRELIMINARY PHOTOMETRICS PLAN
C200	PRELIMINARY GRADING AND DRAINAGE PLAN
C300	PRELIMINARY COMPOSITE UTILITY PLAN
C301	PRELIMINARY FIRE SERVICE PLAN
L100	PRELIMINARY LANDSCAPE PLAN

**SITE PLAN KEYED NOTES:** #

- PROPERTY LINE SIDEWALK AT DRIVEWAY APPROACH PER DETAIL NO. 4150-4 CONFORMING WITH CITY OF WOODBURN PUBLIC WORKS UNLESS THE OREGON DEPARTMENT OF TRANSPORTATION IN WRITING DIRECTS OTHERWISE.
- FREESTANDING SIGN.
- AC PAVEMENT.
- TYPE "C" CONCRETE CURB (TYP).
- CONCRETE SIDEWALK.
- FUEL STATION OVERHEAD (CANOPY TO BE CONSTRUCTED DESIGN-BUILD).
- FUEL PUMP ISLAND (3 ISLANDS; 6 GAS PUMPS).
- PROPANE TANK FILLING STATION.
- AIR AND WATER PUMP MACHINE STATION.
- VACUUM STATION (2 STALLS EACH).
- WHEEL STOP (TYP).
- CONVENIENCE STORE BUILDING.
- DRIVE THROUGH CARWASH.
- ACCESSIBLE PARKING SIGNAGE MOUNTED ON BUILDING. COORDINATE WITH BUILDING PLANS.
- ACCESSIBLE PARKING STALL AND ACCESS AISLE.
- BOLLARD (TYP).
- CARPOOL/VANPOOL PARKING STALL.
- UNCOVERED BICYCLE PARKING.
- COVERED BICYCLE PARKING (COVERED BY 4-FOOT BUILDING OVERHANG).
- UNDERGROUND FUEL TANKS.
- RELOCATED "NO PARKING FIRE LANE" SIGN.
- DIRECTIONAL SIGN WITH ARROW AND HIGHWAY SYMBOL.

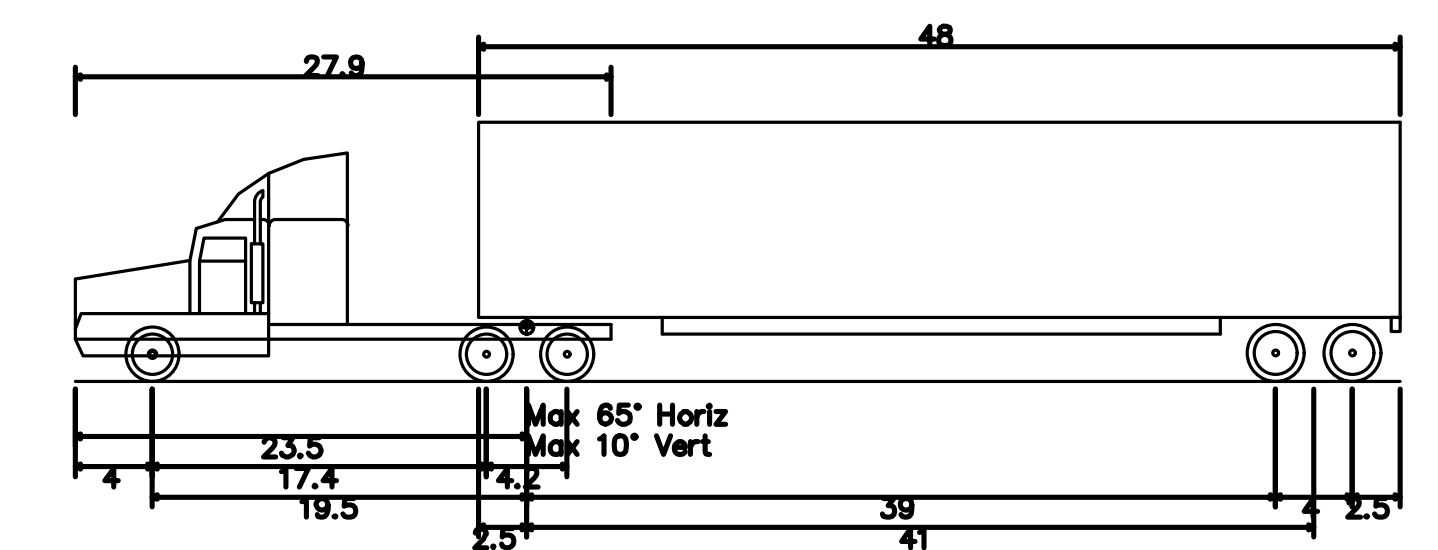
**SITE AREA SUMMARY**

AREA DESCRIPTION	AREA (SF)	% OF TOTAL AREA
TOTAL SITE AREA:	±40,000	--
STRUCTURES:	±7,556	±19%

**PARKING COUNT:**

TOTAL SPACES REQUIRED:	25 (1 STALL/200 SF OF RETAIL AREA + 1 STALL/PUMP STATION)
STANDARD SPACES PROVIDED:	14
COMPACT SPACES PROVIDED:	1
ADA SPACES PROVIDED:	1
ELECTRIC VEHICLE SPACES PROVIDED:	2
CARPOOL/VANPOOL SPACES PROVIDED:	1
FUEL SPACES PROVIDED:	6
TOTAL SPACES PROVIDED:	25
BICYCLE PARKING REQUIRED:	4 (15% OF REQUIRED PARKING SPACES)
BICYCLE PARKING PROVIDED:	4

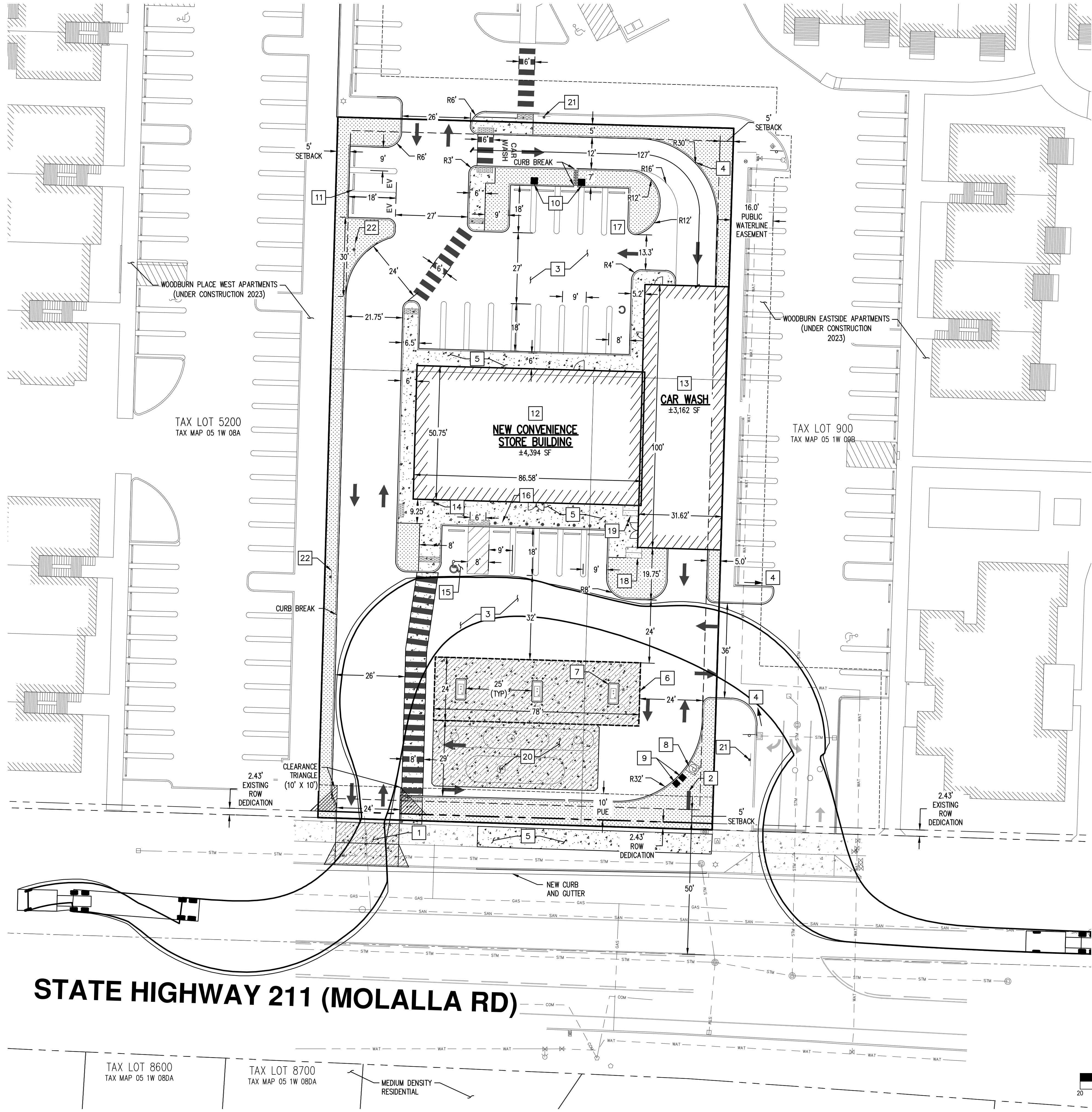
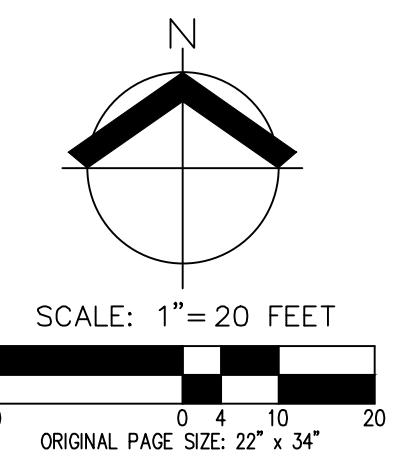
**BASIS OF TRUCK TURNING MODELING**



**WB-62 - Interstate Semi-Trailer**  
 Overall Length 69.00ft  
 Overall Width 8.50ft  
 Overall Body Height 13.50ft  
 Min Body Ground Clearance 1.334ft  
 Max Track Width 8.50ft  
 Lock-to-lock time 6.00s  
 Max Steering Angle (Virtual) 28.40°

**LEGEND**

CONCRETE SIDEWALK (4" MIN THICKNESS)	
CONCRETE PAVEMENT SECTION (8" MIN THICKNESS)	
LANDSCAPE	



**STATE HIGHWAY 211 (MOLALLA RD)**

**PRELIMINARY SITE PLAN  
 2115 MOLALLA RD NE  
 MOLALLA PETROLEUM, LLC  
 WOODBURN, OR**

REGISTERED PROFESSIONAL ENGINEER  
**PRELIMINARY**  
 NOT FOR CONSTRUCTION  
 ERIC D. ROTH  
 REVISIONS: DECEMBER 31, 2024  
 JOB NUMBER: 9438  
 DATE: 05/31/2024  
 DESIGNED BY: TDR  
 DRAWN BY: ED  
 CHECKED BY: TDR

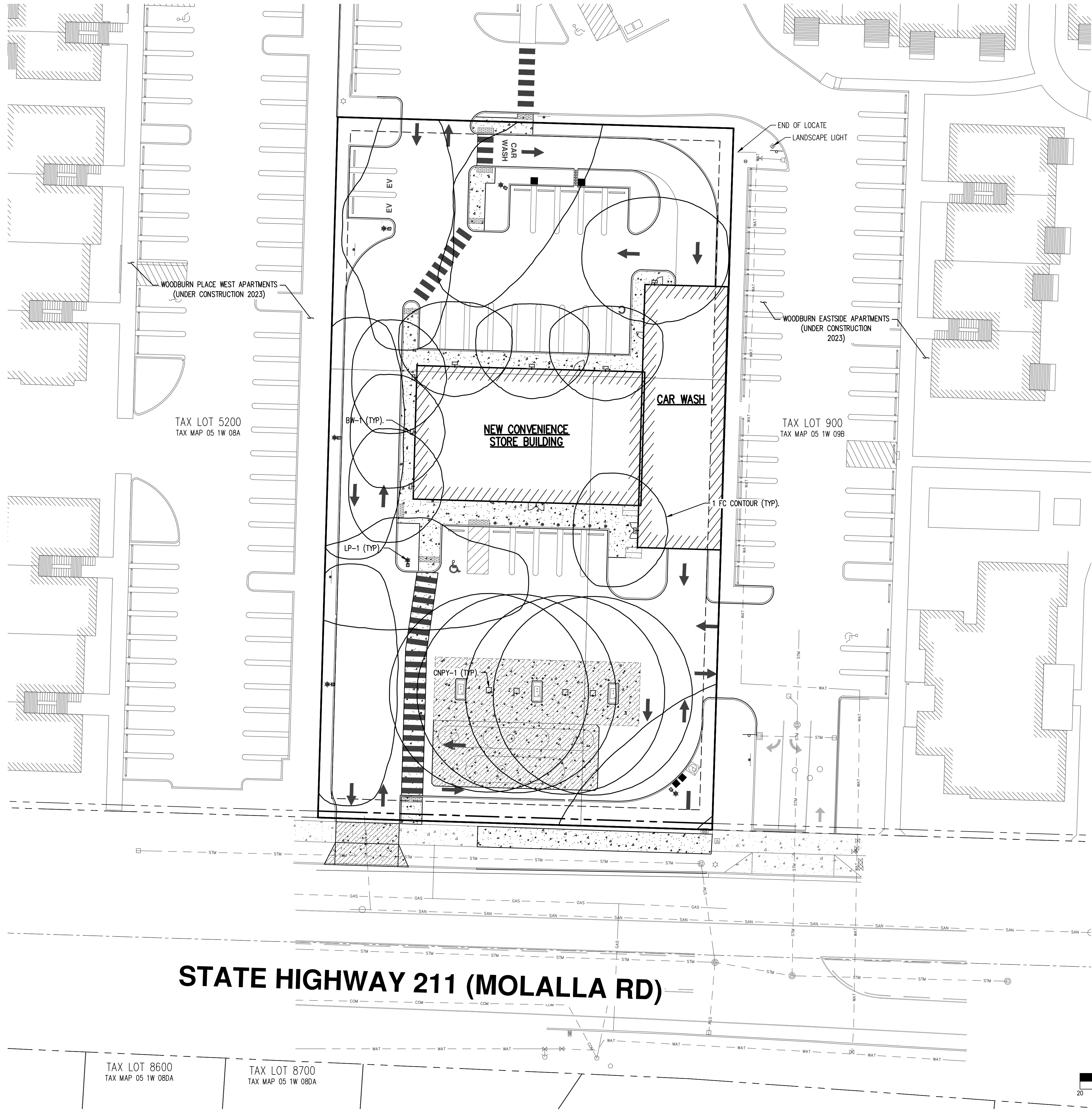
**C100**



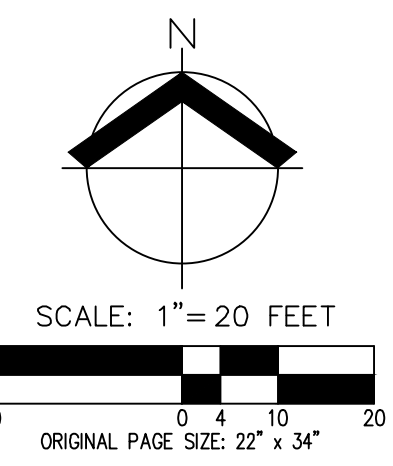
**NOTES**

- BACK LIGHT SHIELDING SHALL BE INSTALLED TO LIGHT POLES ADJACENT TO PROPERTY LINES TO LIMIT LIGHT ENCROACHMENT ON TAX LOTS 900 AND 5200.

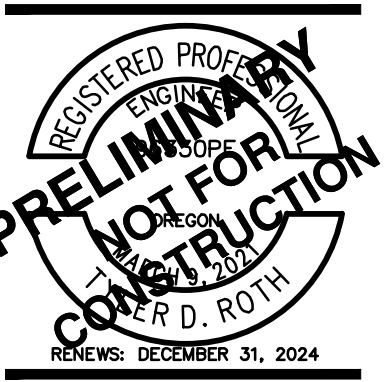
LUMINAIRE AND POLE SCHEDULE								
LABEL	TAG	DESCRIPTION	MOUNTING HEIGHT (FT)	ARM LENGTH (FT)	QTY	TOTAL LUMENS	LUM. WATTS	LIGHT LOSS FACTOR (LLF)
LP-1	NEW	LEOTEK ARIETA 13 ARCHITECTURAL LED AREA LUMINARIE (AR13 MV WW 2 DB 030)	12	3.3	6	2,970	22	0.85
CNPY-1	NEW	GE EVOLVE CANOPY LED SOFFIC ECLS (ECLS01 T5SM730)	20	N/A	4	3,600	29	0.85
BW-1	NEW	LUMARK XTOR CROSSTOUR LED (XTOR4B-Y)	8	N/A	8	3,995	38	0.85



**STATE HIGHWAY 211 (MOLALLA RD)**



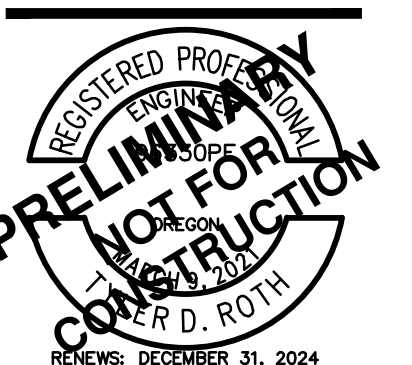
**PRELIMINARY PHOTOMETRICS PLAN**  
**2115 MOLALLA RD NE**  
**MOLALLA PETROLEUM, LLC**  
**WOODBURN, OR**



REVISIONS:	DECEMBER 31, 2024
JOB NUMBER:	9438
DATE:	05/31/2024
DESIGNED BY:	TDR
DRAWN BY:	ED
CHECKED BY:	TDR

**C105**

**PRELIMINARY GRADING AND DRAINAGE PLAN**  
**2115 MOLALLA RD NE**  
**MOLALLA PETROLEUM, LLC**  
**WOODBURN, OR**



REVISIONS: DECEMBER 31, 2024  
 JOB NUMBER: 9438  
 DATE: 05/31/2024  
 DESIGNED BY: TDR  
 DRAWN BY: ED  
 CHECKED BY: TDR

**C200**

**STORM DRAIN (SD) KEYED NOTES: #**

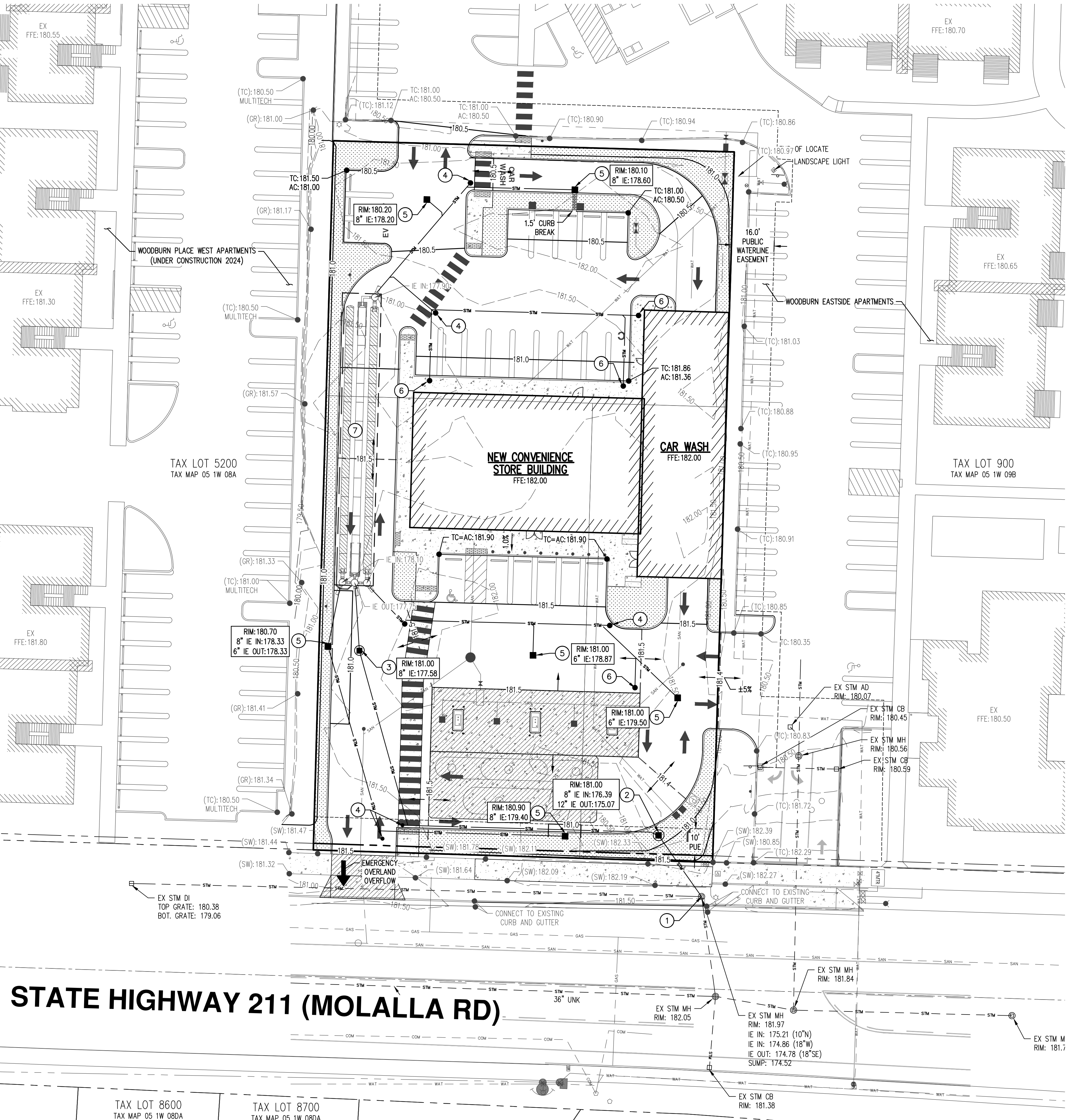
- CONNECT TO EXISTING SD MANHOLE.  
12" IE IN (N): 174.90
- CONTECH 48" STORMFILTER WATER QUALITY MANHOLE.  
RIM AND INVERTS PER PLAN.  
3 LOW DROP CARTRIDGES.
- FLOW CONTROL MANHOLE.  
ORIFICE SIZE: 2.21"  
OVERFLOW: 179.09
- SD CLEANOUT.
- SD CATCH BASIN. RIM AND INVERT ELEVATIONS SHOWN ON PLAN.
- 4" DOWNSPOUT CONNECTION WITH CLEANOUT.
- ADS UNDERGROUND STORMTECH SC-310 CHAMBER  
DETENTION SYSTEM.  
NUMBER OF CHAMBER: 42  
SYSTEM VOLUME: 1,865 CFS

**ABBREVIATIONS:**

- EXISTING:**  
 (SW): EXISTING SIDEWALK ELEVATION  
 (TC): EXISTING TOP OF CURB ELEVATION  
 (GR): EXISTING GRAVEL ELEVATION  
 (EG): EXISTING GROUND ELEVATION
- PROPOSED:**  
 FFE: FINISHED FLOOR ELEVATION  
 RIM: RIM ELEVATION  
 TC: TOP OF CURB ELEVATION  
 AC: ASPHALT CONCRETE ELEVATION

**LEGEND**

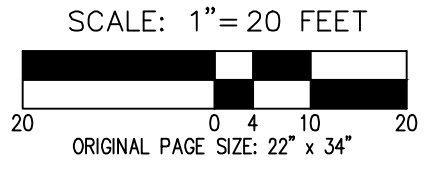
EXISTING GROUND CONTOUR (1 FT)	---	181
EXISTING GROUND CONTOUR (5 FT)	---	180
FINISHED GRADE CONTOUR (1 FT)	---	181
FINISHED GRADE CONTOUR (5 FT)	---	180
PROPOSED MANHOLE (MH)	●	
PROPOSED CLEANOUT (CO)\DOWNSPOUT (DS)	•	
PROPOSED CATCH BASIN (CB)	■	
GRADING RIDGE	↑	



**STATE HIGHWAY 211 (MOLALLA RD)**

AKS DRAWING FILE: 9438 GRADING.DWG | LAYOUT: C200 PRELIMINARY GRADING AND DRAINAGE PLAN

TAX LOT 8600 TAX MAP 05 1W 08DA  
 TAX LOT 8700 TAX MAP 05 1W 08DA

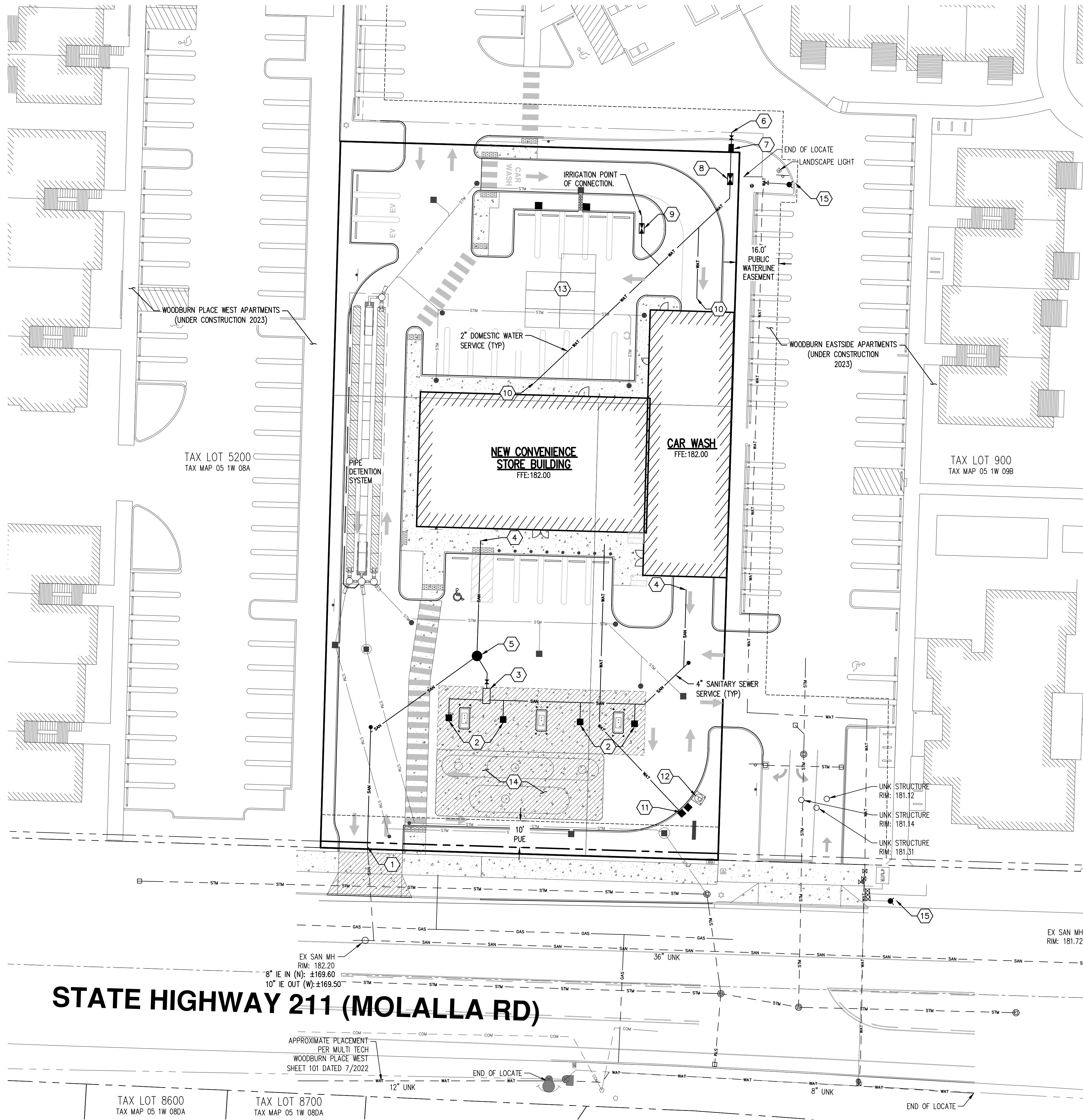


**COMPOSITE UTILITY PLAN KEYED NOTES:** #

- CONNECT TO EXISTING SANITARY SEWER LATERAL. ASSUMED IE: 169.74
- SANITARY SEWER CATCH BASIN.
- OIL/WATER SEPARATOR.
- SANITARY SEWER CONNECTION AT BUILDING. 4" IE: 178.82
- SANITARY SEWER MANHOLE. RIM: 181.00. 4" IE IN (S): 177.00. 4" IE IN (N): 177.53. 4" IE OUT (S): 176.00
- CONNECT TO EXISTING 8" PUBLIC WATER MAIN WITH 2" TAP.
- 2" WATER METER.
- 2" REDUCED PRESSURE (RP) BACKFLOW.
- 1" DCDA FOR IRRIGATION SYSTEM.
- 2" WATER SERVICE CONNECTION AT BUILDING.
- 1" DOMESTIC SERVICE TO WATER STATION.
- PROPANE TANK FILLING STATION.
- UNDERGROUND STORAGE TANKS FOR RECYCLING SYSTEM. DESIGNED BY VELOCITY WATER WORKS.
- 27'X40.5' UNDERGROUND FUEL TANKS. DESIGNED BY JF PETROLEUM GROUP. 20K GALLON TANK, 10' DIAMETER. 6K/6K/6K GALLON TANK, 8' DIAMETER.
- FIRE HYDRANT TO BE CONSTRUCTED WITH WOODBURN PLACE APARTMENTS.

**NOTES:**

- 50 GPM GREASE INTERCEPTOR TO BE INSIDE OF BUILDING AND SPECIFIED BY ARCHITECT.

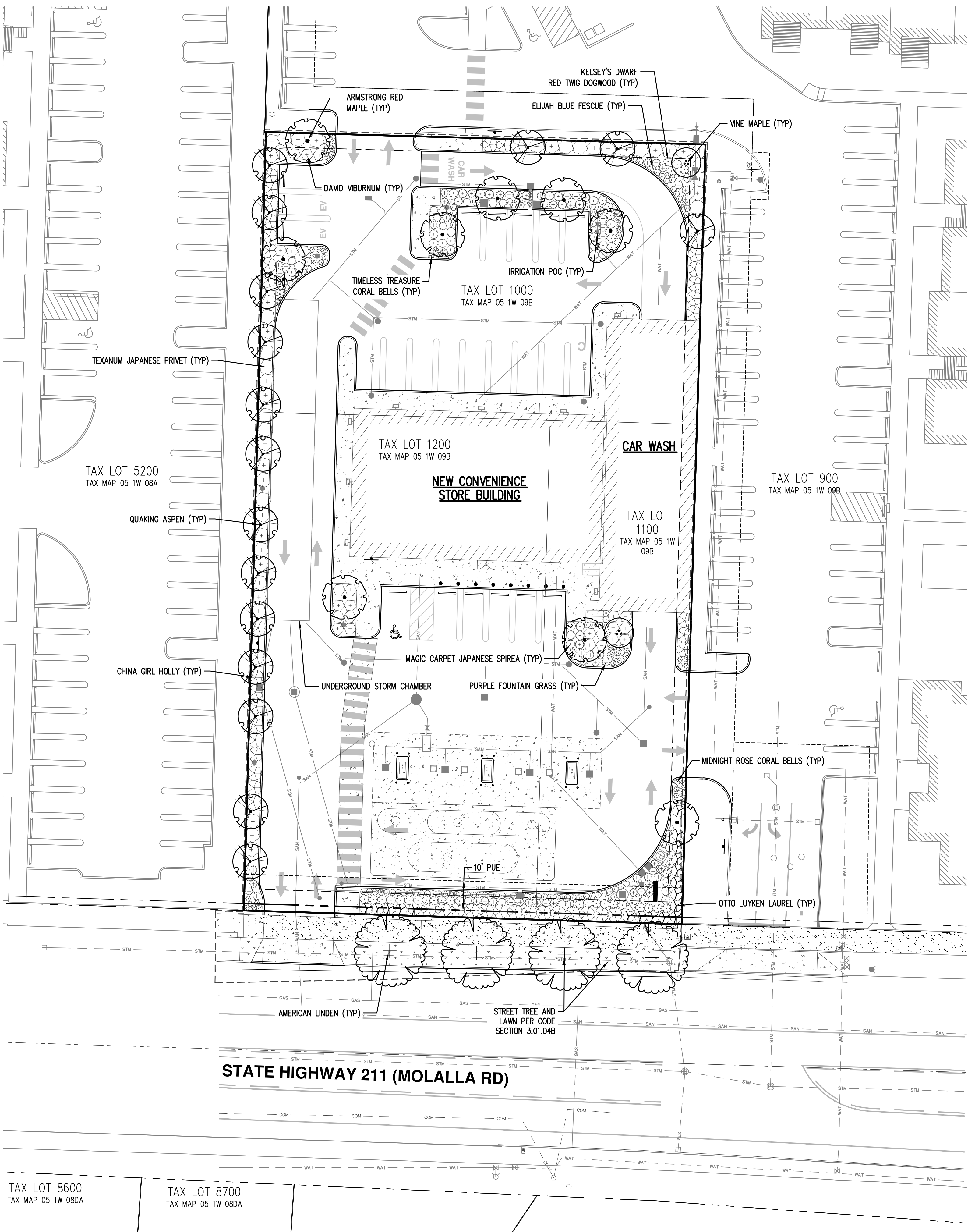


**PRELIMINARY COMPOSITE UTILITY PLAN  
 2115 MOLALLA RD NE  
 MOLALLA PETROLEUM, LLC  
 WOODBURN, OR**



REVISIONS:	DECEMBER 31, 2024
JOB NUMBER:	9438
DATE:	05/31/2024
DESIGNED BY:	TDR
DRAWN BY:	ED
CHECKED BY:	TDR





**PRELIMINARY PLANT SCHEDULE**

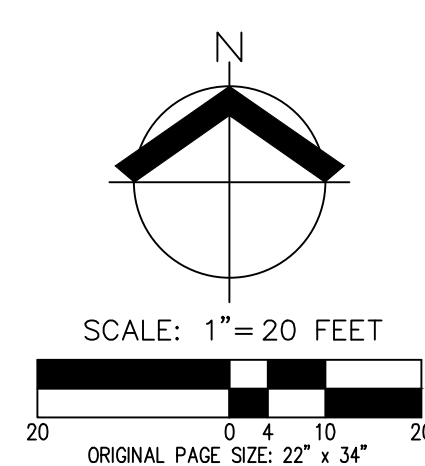
TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	MATURE HEIGHT
	2	ACER CIRCINATUM	VINE MAPLE	5'-6" HT/B&B MULTI-TRUNK	AS SHOWN	10' - 15'
	9	ACER RUBRUM 'ARMSTRONG'	ARMSTRONG RED MAPLE	2" CAL. B&B	AS SHOWN	40' - 45'
	16	POPULUS TREMULOIDES 'ERECTA'	COLUMNAR QUAKING ASPEN	2" CAL. B&B	AS SHOWN	35' - 40'
STREET TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	MATURE HEIGHT
	4	TILIA AMERICANA	AMERICAN LINDEN	2" CAL. B&B	AS SHOWN	60' - 80'
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	
	41	CORNUS SERICEA 'KELSEY'	KELSEY'S DWARF RED TWIG DOGWOOD	2 GAL. CONT.	36" o.c.	
	100	FESTUCA GLAUCA 'ELJAH BLUE'	ELJAH BLUE FESCUE	1 GAL. CONT.	24" o.c.	
	45	HEUCHERA X 'MIDNIGHT ROSE'	MIDNIGHT ROSE CORAL BELLS	1 GAL. CONT.	24" o.c.	
	10	HEUCHERA X 'TIMELESS TREASURE'	TIMELESS TREASURE CORAL BELLS	1 GAL. CONT.	24" o.c.	
	45	ILEX X MESERVEAE 'CHINA GIRL'	CHINA GIRL HOLLY	5 GAL. CONT.	60" o.c.	
	45	LIGUSTRUM JAPONICUM 'TEXANUM'	TEXANUM JAPANESE PRIVET	5 GAL. CONT.	60" o.c.	
	73	PENNISETUM SETACEUM 'RUBRUM'	PURPLE FOUNTAIN GRASS	1 GAL. CONT.	36" o.c.	
	18	PRUNUS LAUROCERASUS 'OTTO LUYKEN'	OTTO LUYKEN ENGLISH LAUREL	5 GAL. CONT.	48" o.c.	
	34	SPIRAEA JAPONICA 'WALBUMA'	MAGIC CARPET JAPANESE SPIREA	2 GAL. CONT.	36" o.c.	
	25	VIBURNUM DAVIDII	DAVID VIBURNUM	2 GAL. CONT.	48" o.c.	
GROUND COVERS	QTY	DESCRIPTION				
	±929 SF	LAWN: NORTHWEST SUPREME LAWN SEED MIX - SUNMARK SEEDS (OR APPROVED EQUAL) DASHER 3 PERENNIAL RYEGRASS (LOLIUM PERENNE VAR. DASHER 3) 35%; CUTTER II PERENNIAL RYEGRASS (LOLIUM PERENNE VAR. CUTTER II) 35%; GARNET CREEPING RED FESCUE (FESTUCA RUBRA VAR. GARNET) 15%; WINDWARD CHEWINGS FESCUE (FESTUCA RUBRA SPP FALLAX VAR. WINDWARD) 15% APPLY AT A RATE OF 8 LBS. PER 1,000 SF OR AS RECOMMENDED BY SUPPLIER				

**PRELIMINARY LANDSCAPE NOTES**

- PRELIMINARY LANDSCAPE PLAN IS INTENDED TO PORTRAY DESIGN INTENT ONLY. PLAN CHANGES, INCLUDING CHANGES TO PLANT VARIETY, LOCATIONS, AND OTHER PLAN ELEMENTS MAY OCCUR PRIOR TO FINAL PLAN APPROVAL, WHERE ALLOWED BY CITY OF WOODBURN STANDARDS.
- ALL LANDSCAPING SHALL CONFORM TO APPLICABLE CITY OF WOODBURN STANDARDS (WOODBURN DEVELOPMENT ORDINANCE (WDO) CHAPTER 3.06) AND TO AMERICAN STANDARDS FOR NURSERY STOCK, ANSI Z60.1, CURRENT EDITION. ALL LANDSCAPING MATERIAL SHALL BE INSTALLED IN ACCORDANCE WITH RECOGNIZED, BEST-PRACTICE INDUSTRY STANDARDS, SUCH AS THOSE ADOPTED BY THE OREGON LANDSCAPE CONTRACTORS BOARD (OLCB).
- CONTRACTOR SHALL BE RESPONSIBLE FOR PLANTING AND PROVIDING IRRIGATION, AS NECESSARY, FOR ALL LANDSCAPE AREAS, PER WDO 3.06.02 AND 3.01.04B. IRRIGATION SYSTEM SHALL BE DESIGN-BUILD BY THE LANDSCAPE CONTRACTOR.
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- MULCH: APPLY 3" DEEP WELL-AGED MEDIUM GRIND OR SHREDDED DARK HEMLOCK BARK MULCH IN PLANTING BEDS, TAKING CARE TO NOT COVER FOLIAGE OR BURY ROOT CROWNS.
- CHINA GIRL HOLLY AND OTTO LUYKEN LAUREL HEDGE IS TO BE MAINTAINED AT A HEIGHT OF NO MORE THAN 42" WITHIN VISION CLEARANCE AREAS. THE CHINA GIRL HOLLY AND TEXANUM JAPANESE PRIVET HEDGE ALONG THE REST OF THE PERIMETER IS TO BE MAINTAINED AT A HEIGHT OF 6-7 FEET FOR SCREENING IN LIEU OF ARCHITECTURAL WALL.

**LANDSCAPE DATA**

TOTAL PAVEMENT AREA: ±25,343 SF  
TOTAL LANDSCAPE AREA: ±5,095 SF (20.1%)



JOB NUMBER: 9438  
DATE: 05/31/2024  
DESIGNED BY: JRH  
DRAWN BY: JRH  
CHECKED BY: TEB



April 19, 2024

Zach Pelz, Principal  
AKS Engineering & Forestry, LLC  
3700 River Road N., Suite 1  
Keizer, OR 97303-5699

RE: Status of CU 24-01, DR 24-01, & ZA 24-01 "US Market gas station" at 2115 Molalla Rd (Tax Lots 051W09B001000, 1100, & 1200 [primary])

Dear Mr. Pelz:

Staff reviewed the degree of completion of the Conditional Use (CU) consolidated applications package for the subject property with materials submitted January 23, 2024 with revised and additional materials received March 22 (electronic) & 25 (print) and April 1 (TIA) & 17 (site plan), 2024 and determined it incomplete as of April 19, 2024. Staff sends this letter to demonstrate compliance with Oregon Revised Statutes (ORS) [227.178\(2\)](#).

This letter is divided into two parts:

- Part I: Missing items required to make the application package complete; and
- Part II: Recommendations and initial site plan revision directions that are optional for a completeness response by the applicant and, if the applicant defers, would be resolved by the time of conditioning.

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

Italicized items below are from the February 22 incompleteness letter.

## Part I

### *B. Frontage/street improvements: Revise the Sheet L100 landscape plan to:*

- 1. Indicate in the legend for each tree species either the size category at maturity as Table 3.06B describes or height in feet at maturity.*

The revised landscape plan (Sheet L100) illustrates and notes the proposed street species as one reaching a mature height of 45 to 50 feet (ft). WDO Table 3.06B row 3 defines medium size category at maturity as 40-60 ft height.

3.06.03A.2a requires along the highway, which is “Major Arterial” class, large trees. Table 3.06B row 2 defines these as 60-120 ft height.

Revise the street tree species to a large one.

### *D. Driveway: Regarding the proposed driveway at 26 feet width:*

- 1. Submit Woodburn Fire District documentation allowing the developer to make use of Table 3.04A footnote 7 and revise the narrative under 3.04.04 to refer to the documentation.*

The applicant’s response memo of March 22, 2024 stated (p. 2):

“Applicant’s original submittal incorrectly attributed the need for a 26-foot wide driveway to safe fire and emergency service access/egress. The planned 26-foot wide driveway at Molalla Road is necessary to accommodate safe and efficient turning movements for fuel trucks and other delivery vehicles that will routinely access the site. A 26-foot wide driveway accommodates right turns onto Molalla Road, by fuel trucks and large delivery vehicles, without the need to enter into the eastbound lane of travel. Subsequently, this additional driveway width will help to improve the safety of motorists traveling on Molalla Road and will avoid disruption to the normal traffic operation of the roadway (see the truck turning model on the Preliminary Site Plan in Attachment 2).”

The site plan (Sheet C100) illustrates turning movement that doesn’t need 26 ft of width, and in any case the description above doesn’t affect the applicability of the WDO standard.

Note: Zoning Adjustment (ZA) of maximum driveway width to 26 ft is permissible per 5.02.06C.19c – with a [ZA application](#) including a revised [uniform application form](#), ZA fee payment of \$3,520 per the [Planning Division fee schedule](#), and application materials that address the factors and meet the criteria of 5.02.06B; however, staff doesn’t see how a proposal could meet criteria 1, 3, & 5 and would be disinclined to recommend approval.

Revise the site plans (or apply for ZA).

*I. Walkway islands/peninsulas: To conform with 3.06.03C.4, revise the site and landscape plans to provide a landscaped island or peninsula along the west side of the wide walkway where it passes through the parking aisle at the convenience store. (Revision could change the walkway alignment.)*

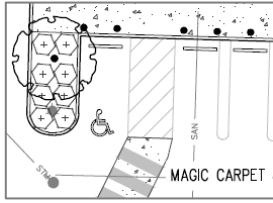


Exhibit I

The applicant's response memo of March 22, 2024 stated (pages 5-6):

"As required in the accessible parking space requirements in Oregon Revised Statutes (ORS) [447.233\(2\)\(d\)](#), the access aisle for an accessible parking space shall be located on the passenger side of the parking space except that two adjacent accessible parking spaces may share a common access aisle. Only one accessible parking space is provided; therefore, the realignment of the walkway on the driver's side of the accessible stall so that it is immediately adjacent to the landscape island is not feasible without losing a parking space. The wide walkway is still positioned near the landscape island, allowing it to benefit from the shade provided by the landscaping. Similarly, the close proximity of the crossing point to the convenience store roof overhang and the fueling area canopy guarantees ample shade for pedestrians, fulfilling the intended purpose of this standard."

The description above doesn't affect the applicability of the WDO standard.

Revise the site plans (or apply for a variance).

*O. Queueing: There appears too little room for vehicle queues at the pumps, and the application materials lack information about how queueing and circulation would operate. Guiding questions include:*

- 1. Is queueing one way?*
- 2. Are some pumps allocated for self-serve and others for attendant service or "mini serve"?*
- 3. What signage and striping should the site plans illustrate and note to describe intended queueing?*
- 4. How is queueing handled in the field during operations?*
- 5. What would prevent queued vehicles from backing up onto the highway?*
- 6. Because the site plan indicates no attendant booth, where and how would the attendant(s) be stationed?*



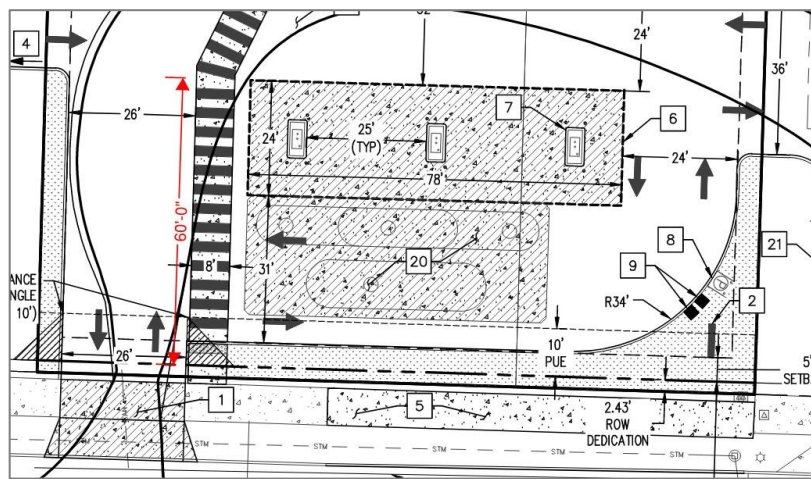
The applicant's response memo of March 22, 2024 stated (pages 5-6):

"This project involves the construction of a small-scale gasoline station. Typically, such establishments do not require excessive dedicated queuing space due to the specific characteristics of their operations and customer behavior. In contrast to larger discount or membership-based gas stations like Fred Meyer and Costco, where lengthy queues are common due to high customer volumes and competitive pricing, smaller gas stations generally cater to a more localized customers with lower traffic volumes resulting from pass-by trips. Customers at small gas stations are inclined to stop only if they perceive that their wait will be brief, thereby minimizing the need for extensive queuing areas.

Upon entering the site via the driveway, customers typically proceed directly toward the convenience store. The proposed design includes six fueling spaces and approximately 60 feet of available queuing area (refer to Figure 1), which would accommodate approximately three additional vehicles. No queuing concerns are anticipated. This item is complete."

The response ended with a graphic exhibit:

"Figure 1: Queuing Area



The response doesn't address the item and guiding questions, particularly Question 3.

## Part II

Part II anticipates developer actions and revisions, whether before or after public hearing and ideally before staff finalizes conditions of approval. Read in whole first, taking notes, before asking staff to clarify or revising app materials. I'd be happy to set up a virtual meeting between staff and the applicant or applicant's team to help understand the items and continue discussion from there. A phone call to me would also suffice, (503) 980-2485.

EE. Front yard trees: Looking ahead to conditioning, to better buffer the gas station from the south, please revise the site plans to:

- (1) Deepen the front yard landscaping by 3 ft and add a row of at least 3 trees to complement street tree locations; and
- (2) Add to the highway landscape strip, between street trees, a row of evergreen shrubbery of at least 21 plant units (PUs) of small to medium size category at maturity as Table 3.06B defines.

### Notes:

- A 10-foot wide streetside PUE is required per WDO Figure 3.01B "Major Arterial";
- The Public Works Department Engineering Division dislikes newly planted trees in PUEs;
- The streetside PUE almost wholly overlaps the front yard landscaped area behind curbing;
- Planting trees necessitates a deeper landscaped area, extending north;
- An additional 3 ft width of landscaping along the front yard landscaped area would be enough to plant trees just outside the streetside PUE boundary and have adequate room on the north side for growth, similar to the 3-foot width of half of a conventional street landscape strip; and
- Room can be found and taken from the three east-west drive aisle widths, the north one of which is 27 ft wide, and from the landscaped peninsula and island that are in the north rear yard, the island at its narrowest point being 7 ft wide.

In closing, please provide to my attention all revised and new materials both in print (3 copies of site plans plotted at site plan size and 2 copies of other documents) and in Adobe PDF files. Acceptable print sizes are letter, ledger, and 24" x 36" plan size. Include a cover letter quoting and addressing each incompleteness item, referencing the plan set and sheet(s) or other document(s) and page number(s) that address each item.

You may email the PDF files if the total attachments remain under 10MB in size. Either a USB thumb drive or use of a file sharing website are also acceptable means to convey electronic files, and staff prefers a file sharing service.

Please contact me at (503) 980-2485 or [colin.cortes@ci.woodburn.or.us](mailto:colin.cortes@ci.woodburn.or.us) with questions.

Sincerely,



Colin Cortes, AICP, CNU-A  
Senior Planner

cc: Architect: Ronald "Ron" Ped, President/Architect, Ronald James Ped Architect, PC, 1220 20<sup>th</sup> St SE, Ste 125, Salem, OR 97302-1205  
Chris Kerr, Community Development Director  
Dan Handel, Planner  
Cassandra Martinez, Administrative Specialist  
Curtis Stultz, Public Works Director  
Dago Garcia, P.E., City Engineer

Enclosure:

1. Site and landscape plans (April 17, 2024; 2 sheets)

file(s): CU 24-01, DR 24-01, & ZA 24-01 "US Market gas station" at 2115 Molalla Rd (Tax Lots 051W09B001000, 1100, & 1200 (primary)); Accela record no. 971-24-000006-PLNG; AKS Engineering & Forestry job number 9438

**SITE PLAN KEYED NOTES:** #

- PROPERTY LINE SIDEWALK AT DRIVEWAY APPROACH PER DETAIL NO. 4150-4 CONFORMING WITH CITY OF WOODBURN PUBLIC WORKS UNLESS THE OREGON DEPARTMENT OF TRANSPORTATION IN WRITING DIRECTS OTHERWISE.
- FREESTANDING SIGN.
- AC PAVEMENT.
- TYPE "C" CONCRETE CURB (TYP).
- CONCRETE SIDEWALK.
- FUEL STATION OVERHEAD (CANOPY TO BE CONSTRUCTED DESIGN-BUILD).
- FUEL PUMP ISLAND (3 ISLANDS; 6 GAS PUMPS).
- PROPANE TANK FILLING STATION.
- AIR AND WATER PUMP MACHINE STATION.
- VACUUM STATION (2 STALLS EACH).
- WHEEL STOP (TYP).
- CONVENIENCE STORE BUILDING.
- DRIVE THROUGH CARWASH.
- ACCESSIBLE PARKING SIGNAGE MOUNTED ON BUILDING. COORDINATE WITH BUILDING PLANS.
- ACCESSIBLE PARKING STALL AND ACCESS AISLE.
- BOLLARD (TYP).
- CARPOOL/VANPOOL PARKING STALL.
- UNCOVERED BICYCLE PARKING.
- COVERED BICYCLE PARKING (COVERED BY 4-FOOT BUILDING OVERHANG).
- UNDERGROUND FUEL TANKS.
- RELOCATED "NO PARKING FIRE LANE" SIGN.
- DIRECTIONAL SIGN WITH ARROW AND HIGHWAY SYMBOL.

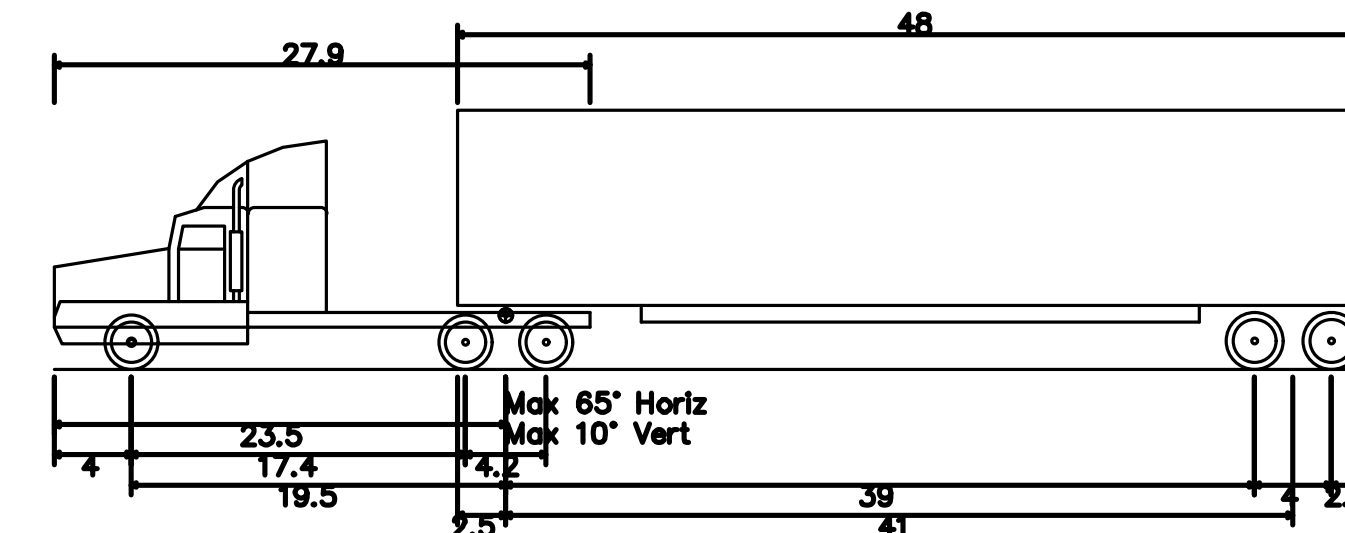
**SITE AREA SUMMARY**

AREA DESCRIPTION	AREA (SF)	% OF TOTAL AREA
TOTAL SITE AREA:	±40,000	--
STRUCTURES:	±7,556	±19%

**PARKING COUNT:**

TOTAL SPACES REQUIRED:	25 (1 STALL/200 SF OF RETAIL AREA + 1 STALL/PUMP STATION)
STANDARD SPACES PROVIDED:	14
COMPACT SPACES PROVIDED:	1
ADA SPACES PROVIDED:	1
ELECTRIC VEHICLE SPACES PROVIDED:	2
CARPOOL/VANPOOL SPACES PROVIDED:	1
FUEL SPACES PROVIDED:	6
TOTAL SPACES PROVIDED:	25
BICYCLE PARKING REQUIRED:	4 (15% OF REQUIRED PARKING SPACES)
BICYCLE PARKING PROVIDED:	4

**BASIS OF TRUCK TURNING MODELING**

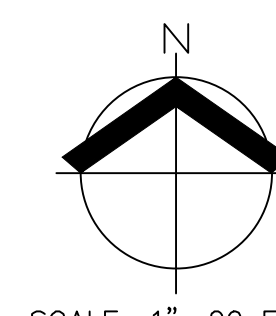


**WB-62 - Interstate Semi-Trailer**

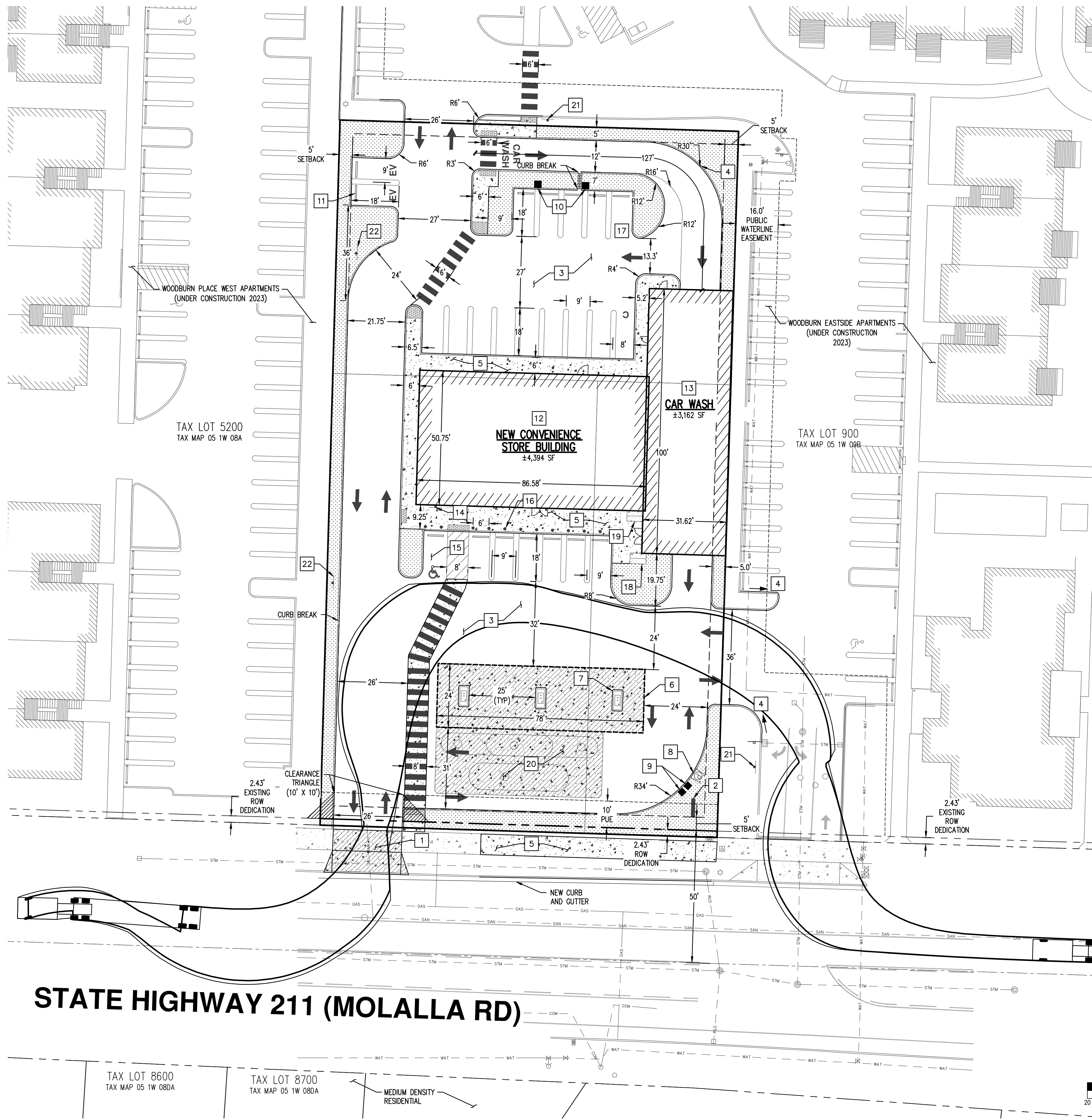
Overall Length	69.000ft
Overall Width	8.500ft
Overall Body Height	13.500ft
Min Body Ground Clearance	1.334ft
Max Track Width	8.500ft
Lock-to-lock time	6.00s
Max Steering Angle (Virtual)	28.40°

**LEGEND**

CONCRETE SIDEWALK (4" MIN THICKNESS)	
CONCRETE PAVEMENT SECTION (8" MIN THICKNESS)	
LANDSCAPE	



SCALE: 1" = 20 FEET  
 ORIGINAL PAGE SIZE: 22" x 34"



**STATE HIGHWAY 211 (MOLALLA RD)**

TAX LOT 8600  
 TAX MAP 05 1W 08DA

TAX LOT 8700  
 TAX MAP 05 1W 08DA

MEDIUM DENSITY  
 RESIDENTIAL

**PRELIMINARY SITE PLAN  
 2115 MOLALLA RD NE  
 MOLALLA PETROLEUM, LLC  
 WOODBURN, OR**



REVIEWS: DECEMBER 31, 2024  
 JOB NUMBER: 9438  
 DATE: 04/15/2024  
 DESIGNED BY: TDR  
 DRAWN BY: ED  
 CHECKED BY: TDR

**C100**

Enclosure 1

**PRELIMINARY PLANT SCHEDULE**

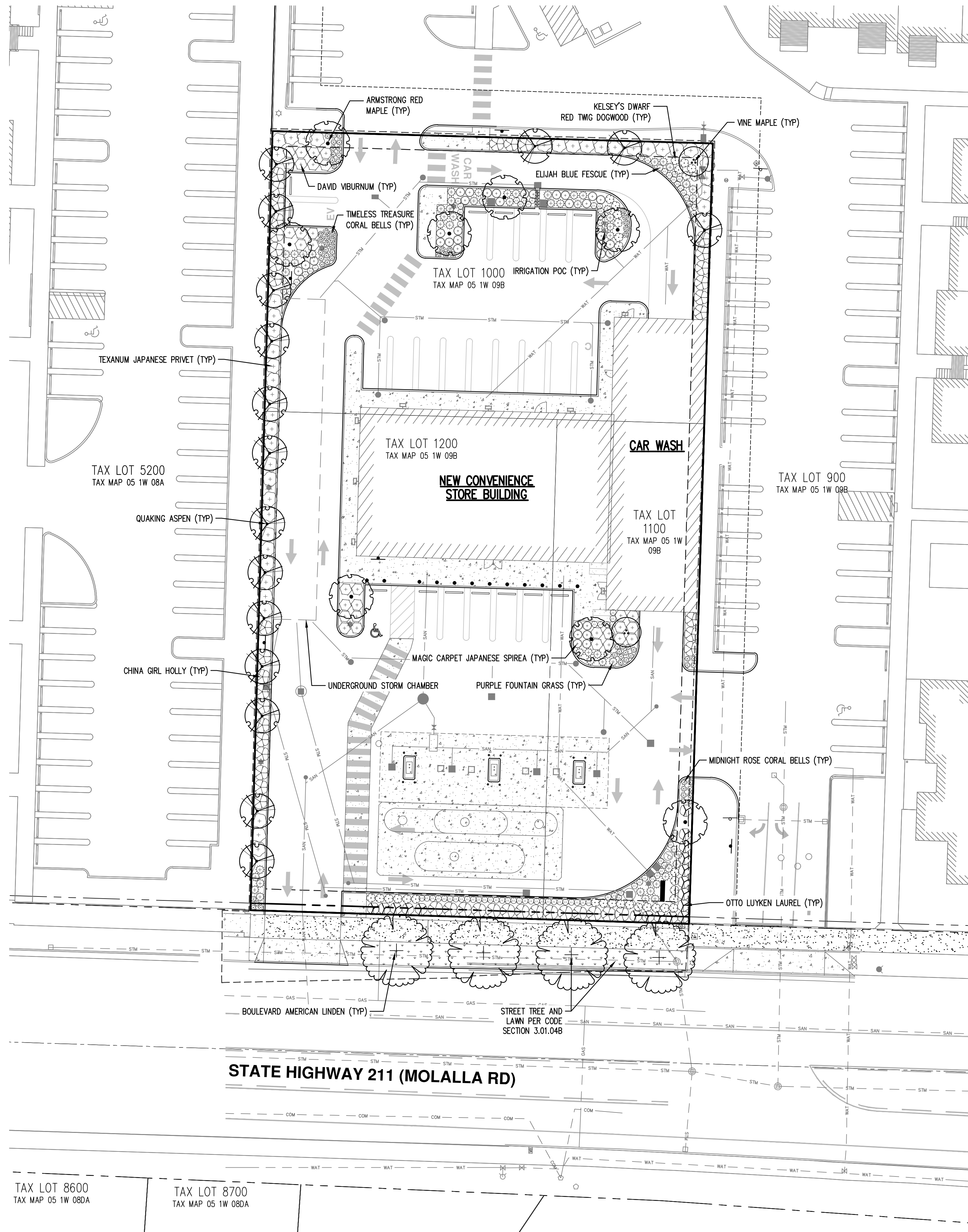
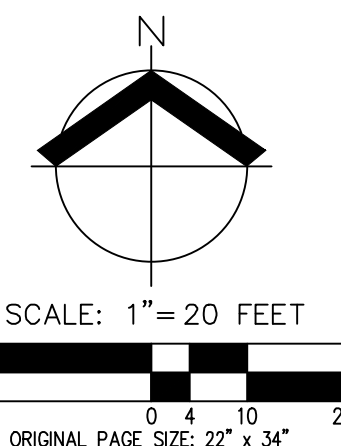
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STREET TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	MATURE HEIGHT
	4	TILIA AMERICANA 'BOULEVARD'	BOULEVARD AMERICAN LINDEN	2" CAL. B&B	AS SHOWN	45' - 50'
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	
	32	CORNUS SERICEA 'KELSEY'	KELSEY'S DWARF RED TWIG DOGWOOD	2 GAL. CONT.	36" o.c.	
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**LANDSCAPE DATA**

TOTAL PAVEMENT AREA: ±24,387 SF  
 TOTAL LANDSCAPE AREA: ±5,063 SF (20.7%)



**PRELIMINARY LANDSCAPE PLAN**  
**2115 MOLALLA RD NE**  
**MOLALLA PETROLEUM, LLC**  
**WOODBURN, OR**



JOB NUMBER:	9438
DATE:	1/18/2024
DESIGNED BY:	JRH
DRAWN BY:	JRH
CHECKED BY:	TEB

**L100**