



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.)*

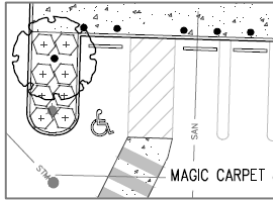


Exhibit I

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?*

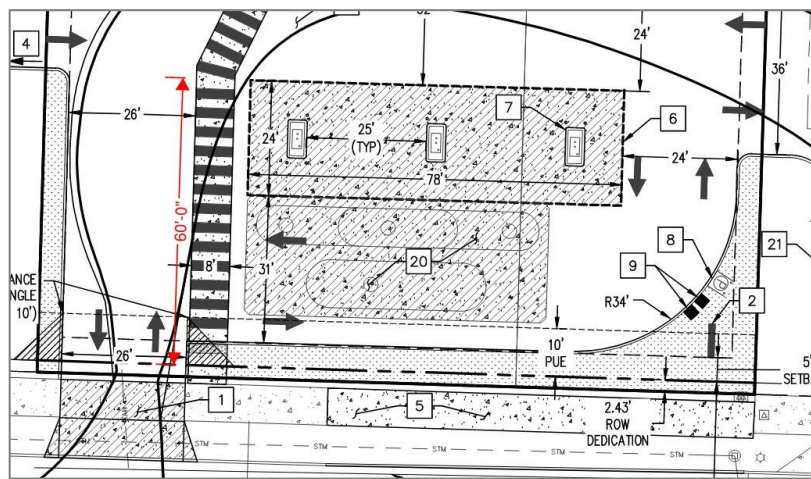
The applicant's response memo of March 22, 2024 stated (pages 5-6):

"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.

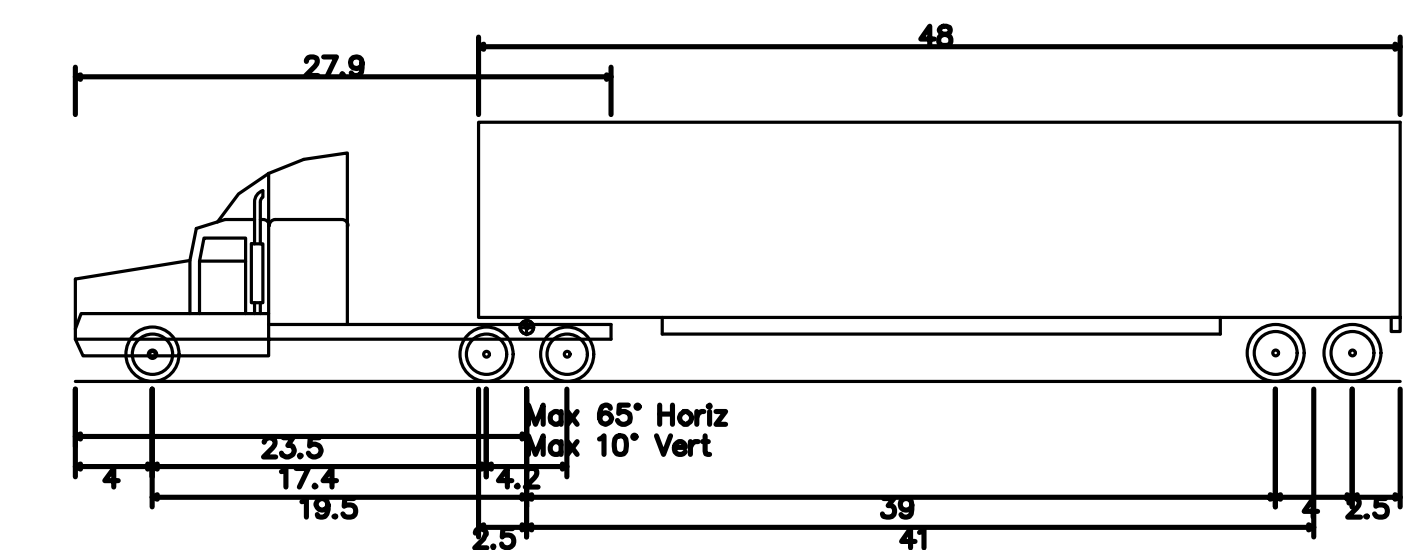
**SITE AREA SUMMARY**

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

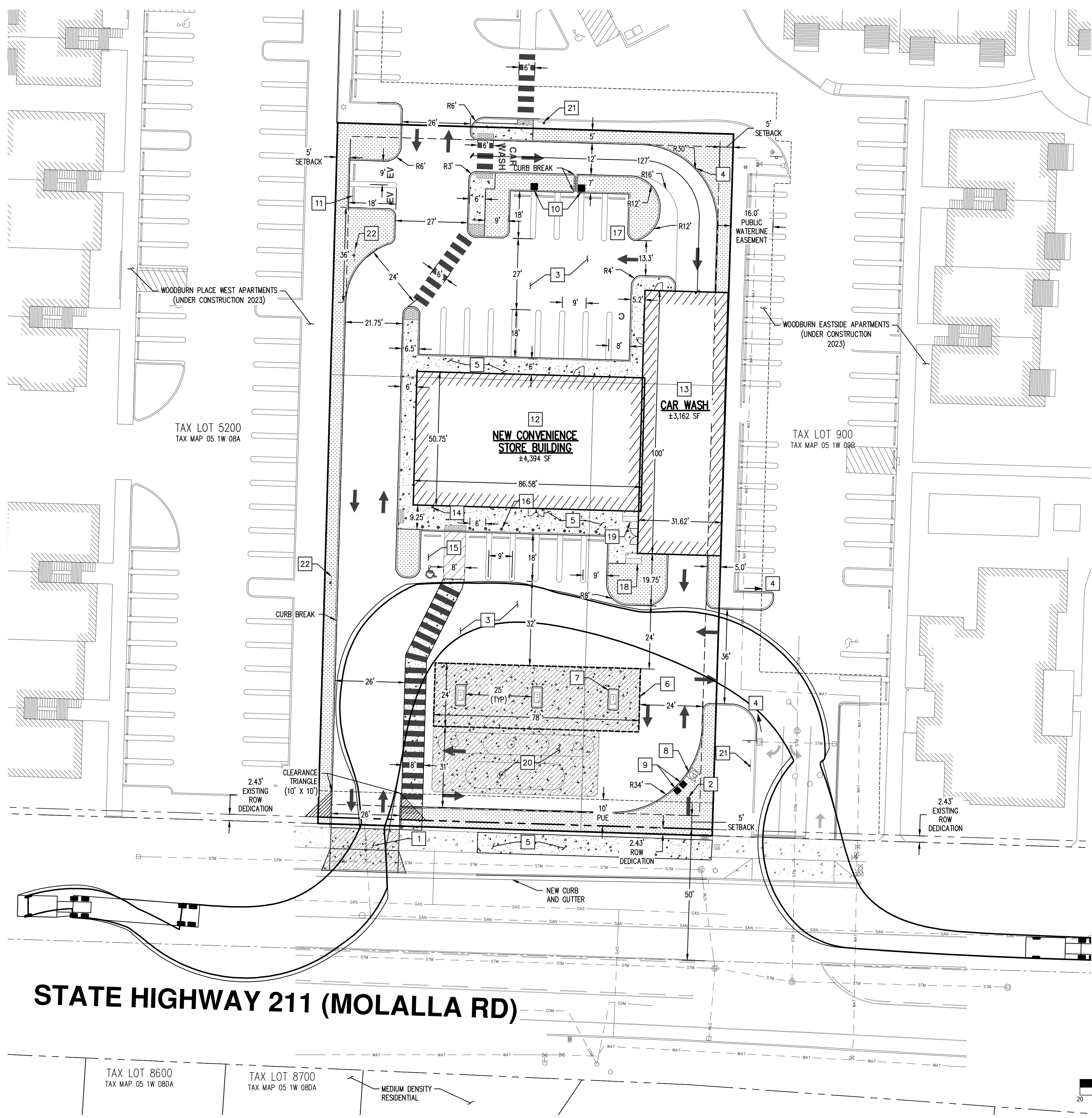
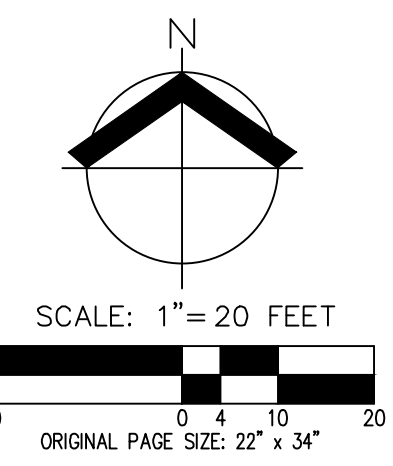
**BASIS OF TRUCK TURNING MODELING**



**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	



**STATE HIGHWAY 211 (MOLALLA RD)**

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



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

Enclosure 1

**C100**

**PRELIMINARY PLANT SCHEDULE**

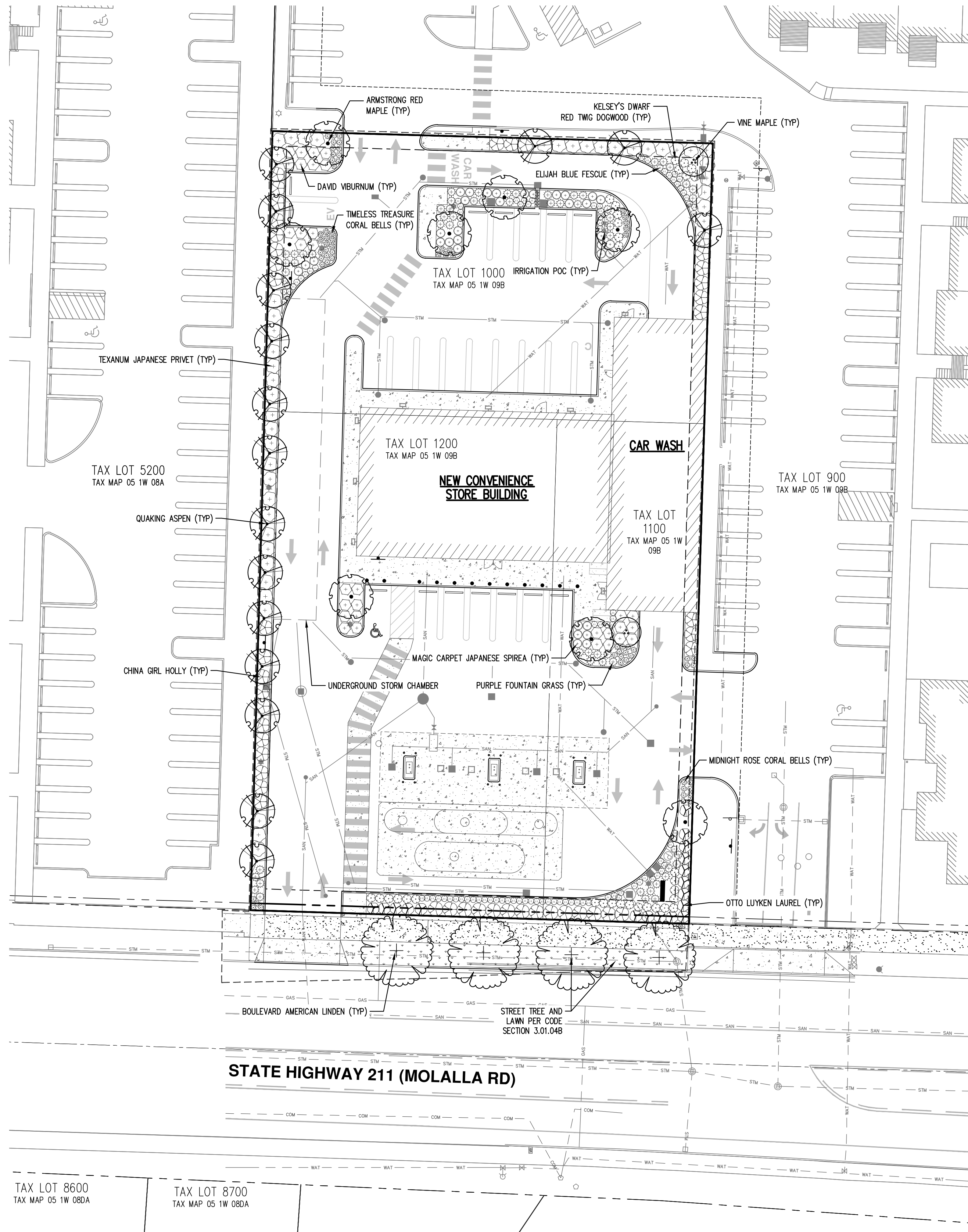
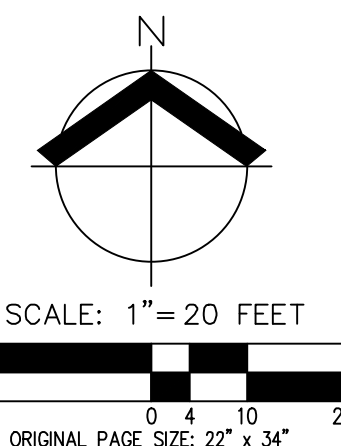
TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	MATURE HEIGHT
	2	ACER CIRCINATUM	VINE MAPLE	5'-6" HT/B&B MULTI-TRUNK	AS SHOWN	10' - 15'
	8	ACER RUBRUM 'ARMSTRONG'	ARMSTRONG RED MAPLE	2" CAL. B&B	AS SHOWN	40' - 45'
	16	POPULUS TREMULOIDES 'ERECTA'	COLUMNAR QUAKING ASPEN	2" CAL. B&B	AS SHOWN	35' - 40'
STREET TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING	MATURE HEIGHT
	4	TILIA AMERICANA '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.	
	95	FESTUCA GLAUCA 'ELIJAH BLUE'	ELIJAH BLUE FESCUE	1 GAL. CONT.	24" o.c.	
	47	HEUCHERA X 'MIDNIGHT ROSE'	MIDNIGHT ROSE CORAL BELLS	1 GAL. CONT.	24" o.c.	
	18	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.	
	58	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.	
	31	VIBURNUM DAVIDII	DAVID VIBURNUM	2 GAL. CONT.	48" o.c.	
GROUND COVERS	QTY	DESCRIPTION				
	±916 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.
- ALL PLANT MATERIAL SHALL BE OF HIGH GRADE, HEALTHY, EVENLY BRANCHED, TYPICAL FOR THEIR SPECIES, AND MEET THE SIZE AND GRADING OF THE AMERICAN STANDARDS FOR NURSERY STOCK (ANSI Z60.1). CONTAINERIZED PLANT STOCK SHALL BE FULLY ROOTED, BUT NOT ROOT-BOUND, IN THE CONTAINERS IN WHICH THEY ARE DELIVERED.
- 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: ±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**