

Notice of Application – August 18, 2025



Project Information

Project Name: Welburn Addition
Application Type: Site Design Review (Type II)
File Number: SP25-02
Project Location: 4529 South Pacific Hwy; 38-1 W-15B, Tax Lot 2000
Owner: Welburn Alan
Applicant: Same as above
Project Description: Addition of 7,200 ft² non-residential building
Process Type: Type II (No Public Hearing)
Associated Permits: N/A

Important Dates

Date Notice Mailed: August 19, 2025
Notice of Decision Date: To allow a comment period as specified in the City of Phoenix Land Development Code, the City will not issue a decision on this project prior to **September 2, 2025**.

Regulatory Information

Zoning: Commercial Highway (C-H)
Comprehensive Plan: Commercial
Consistent with Comprehensive Plan: Yes
Approval Criteria:
2.4 – Commercial Highway
3 – Design Standards
4.1.4 – Type II Procedure (Administrative)
4.2 – ...Site Design Review

Public Comment

The purpose of this notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application before the

Type II decision is made. The goal of this notice is to invite people to participate in the decision-making process.

Notice of a pending Type II Administrative Decision shall provide a **14-day period for submitting written comments** before a decision is made on the permit. **Notice period ends September 1, 2025.**

In addition, persons who want to be informed of future actions or would like to become a party of record on this proposal must provide their name and mailing address to the project planner.

See reverse, submit written comments or name and address to be added as party of record to the City of Phoenix Planning Department (contact info above). For questions regarding this proposal, please contact Jeff Wilcox, Senior Planner at jeff.wilcox@phoenixoregon.gov. Application materials and supporting documents can be found at <https://www.phoenixoregon.gov/current-planning>.

The final decision on this proposal may be appealed according to the City appeal provision specified in Land Development Code Chapter 4.1.4.G– Appeal.

If any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence.

All evidence relied upon by the Planning Director to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City.

After the comment period closes, Planning Staff shall issue a Type II Administrative Decision. The decision shall be mailed to the applicant and anyone else who submitted written comments or who is otherwise legally entitled to notice.

Notice to mortgagee, lien holder, vendor, or seller:

The City of Phoenix Development Code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.

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Comment Form

File No. **SP25-02**

- No comment.
- We encourage approval of this request.
- Please address the following concerns should this application be approved:

- We encourage denial of this request for the following reasons:

- Please let us know the results.

Please feel free to attach additional sheets as needed to complete your comments.

Comments by: _____

Mailing Address: _____

Date: _____

Failure to raise an issue by returning this form, or in person or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals.

Interested parties may review the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards at City Hall at no cost. Interested parties may obtain copies at 25 cents per page; 50 cents for 11" x 17" copies.