

STAFF REPORT & DECISION

File: SP25-05 Type II Site Design Review

Location: 3932 South Pacific Hwy; 38-1W-09B-1500

Land Use District: Commercial Highway (C-H)

Date Notice of Application mailed: February 20, 2026

Date of Decision: April 8, 2026



I. APPLICANT/OWNER

Jaswant Singh
932 Suncrest Rd
Talent, OR 97540

II. PROJECT INFORMATION

Before the Almeda Fire, the subject property was developed with a non-profit center (Rogue Action Center) and a small auto sale lot. This application is for the development of Extended Stay Lodging (Less than 30 days).

A. Surrounding Land Uses:

North: Commercial Highway (Harley Davidson)

South: Commercial Highway (Phoenix Animal Hospital)

East: Commercial Highway (Highway 99 and Acorn Self-Storage)

West: Medium-Density Residential (Pacific Village Mobile Home Park)

B. Property Zoning: Commercial Highway District (C-H)

C. Comprehensive Plan Land Use Designation: Commercial

D. Comments (EXHIBIT A):

- Oregon Department of Transportation (ODOT)
- Rogue Valley Sewer Service (RVSS)
- Public Works/Engineering
- Public Comments regarding property value, crime and business impact were received. The Phoenix Land Development Code (PLDC) regulates new land uses and development. As such, It does not *directly* regulate development based on impact to nearby property value, crime or business. However, these concerns are *indirectly* addressed through the application of the PLDC Architectural, Site Improvement and Landscape standards (property value, business impact) and Bicycle Parking and Outdoor Lighting requirements (crime).

III. COMPLIANCE WITH APPLICABLE CRITERIA

Overall, the application on review met applicable submittal criteria and PLDC development standards. In order to approve the request, findings must be made showing consistency with all applicable criteria. The Applicant submitted a narrative addressing the standards and criteria of Chapters 2 and 3 along with a preliminary site plan and other supporting documents. PLDC approval criteria for Site Design Review in relation to Applicant's submittal are summarized in the staff report and addressed in detail in the findings that follow.

CHAPTER 2 – LAND USE DISTRICTS

Chapter 2.4 – Commercial Highway (C-H)

2.4.2 – Permitted and Conditionally Permitted Land Uses

- A. *Permitted and Conditionally Permitted Uses. Permitted and conditionally permitted land uses within the Commercial Highway zone district are listed in Table 2.4.2, subject to the provisions of this Chapter. Only land uses that are specifically listed in Table 2.4.2, and those uses that are approved as similar to those in Table 2.4.2, may be permitted.*

Commercial		Notes
Retail Sales and Service, indoor only: ▪ less than 30,000 square feet GLA* ▪ 30,000 to 50,000 square feet GLA ▪ greater than 50,000 square feet GLA	P C C, I-5	Excludes auto-oriented uses
Personal and Professional Services (laundromats and drycleaners, barber shops and salons, and similar uses)	P	
Restaurants, Food Service, Bakeries, Cafes (without drive-through)	P	
Drive-up, Drive-in, and Drive-through Facilities (restaurants, banks, pharmacy and similar)	C	See 2.4.3.F
Offices	P	
Banks and Financial Institutions	P	
Medical and Dental Offices, Clinics and Laboratories	P	
Child Care Center	P	
Hotels and Motels	P	See 2.4.5.H
Bed & Breakfast Inns	P	

FINDING: The subject property is located within the Commercial Highway (C-H) District. The applicant proposes to develop the site with ‘Extended Stay Lodging’ – a motel which includes a front office, 41 suites and a parking lot; motels are permitted in the C-H District. It should be noted that stand-alone residential uses within 100 ft of the adjacent street are *not* permitted in the C-H District per PLDC § 2.4.5(L). A key distinction between hotel/motel/lodging and residential uses is the duration of stay. And as with all hotel/motel/lodging facilities in the City, Sunshine Suites Extended Stay Lodging will be limited to occupant stays of less than 30 days, and subject to Transient Lodging Tax in accordance with Phoenix Municipal Code Chapter 3.16. No permanent residential use is allowed; use violations will be addressed pursuant to Chapter 1.4 – Enforcement. As an ongoing condition of approval, All 41 Lodging units are subject to occupancy limits of less than 30 days and Transient Lodging Tax in accordance with Phoenix Municipal Code Chapter 3.16 shall be remitted for all 41 Lodging Units. **The standard is met with conditions.**

2.4.3 – Development Standards

- A. *Building Height. Maximum building height is 50 feet. Building height is measured as measured in accordance with the definition of “Height of Building” in Chapter 1.3 –Definitions. Where applicable, cornices (e.g., building tops or first-story cornices) shall be aligned to generally match the heights of those on adjacent buildings. Height transition or step-down required adjacent to residential development, where applicable.*

FINDING: The applicant narrative (Page 4) indicates that building height is proposed to be 24 ft. As a condition of approval, prior to submittal for building permits, the applicant shall submit elevations showing building heights do not exceed 50 ft. **The standard is met with conditions.**

2.4.4 – Architectural Guidelines and Standards

- A. *Streetscape*
1. *Setbacks and Frontage.*
 - a. *There is no minimum yard setback required, except that:*
 - i. *Buildings shall conform to the vision clearance standards in 3.2.2 – Vehicular Access and Circulation, Section M and the applicable fire and building codes for attached structures, firewalls, and related requirements. (Setbacks for self-storage facilities are in Chapter 2.4.5 – Special Standards for Certain Uses, Section G.)*

- ii. *Buildings along Highway 99 frontage in the C-H zone must maintain a minimum setback of 10 feet and a maximum setback of 20 feet. All buildings within the Oregon 99 Setback Overlay Zone shall comply with the requirements of PLDC Chapter 2.10.*
- b. *For frontages within 100 feet of Highway 99, off-street parking, driveways, and other vehicular circulation may only be located:*
 - i. *Behind buildings meeting the minimum and maximum setback requirements set forth in PLDC 2.4.4.1.a.(2).*
 - ii. *To the side of buildings, except that off-street parking, driveways, or other vehicle circulation may not occupy more than 50% of the street frontage of the development site.*

FINDING: The site plan is configured in a manner that provides vision clearance in compliance with PLDC § 3.2.2(M). The subject property is located along Highway 99 frontage in the C-H zone. The applicant's site plan shows structures are within 10-20 ft of that frontage and the site features less than 50% side-load parking/driveways/vehicle circulation. **The standards are met.**

- 2. *Streetscape Amenities. Developments within 100 feet of Highway 99 must provide the following streetscape amenities:*
 - a. *Street trees in accordance with Section 3.3.4 – Street Trees and Chapter 3.5 – Street and Public Facilities Standards.*
 - b. *Decorative pedestrian-scale light fixtures, in compliance with Chapter 3.12 – Outdoor Lighting.*
 - c. *In addition to the amenities required by subsections 'a' and 'b', developments must also provide at least one of the following streetscape amenities:*
 - i. *A pedestrian plaza, courtyard, or extra-wide sidewalk (minimum 8 feet wide) adjacent to the building entrance.*
 - ii. *Seating areas (e.g., benches or planters) between the building entrance and the sidewalk (minimum 16 inches high and 30 inches wide).*
 - iii. *Canopies, awnings, or overhangs projecting at least 4 feet over pedestrian pathways to provide weather protection.*
 - iv. *Transit amenities, such as a bus shelter, which must comply with the provisions of Chapter 3.5 – Street and Public Facilities Standards and Rogue Valley Transportation District standards.*

FINDING: Because the development is within 100 ft of Highway 99, it must provide Streetscape Amenities. Streetscape Amenities include Street Trees, Decorative Pedestrian-scale Light Fixtures and at least one of the Amenity items listed in subsection c(i-iv). Street Trees are shown on the Landscape Plan. However, to the contrary, the application narrative (Page 4 and 7) indicates Street Trees are not proposed. Street Trees are required and have been conditioned in Chapter 3.3 findings herein below. The application narrative (Page 11) acknowledges Outdoor Lighting requirements and an Outdoor Lighting Plan has been submitted (Sheet-LT-1), however lighting along the Streetscape is not shown. As a condition of approval, prior to submittal for building permits, the applicant shall submit a revised Outdoor Lighting Plan that shows Decorative Pedestrian-Scale Light Fixtures matching downtown lights along the Streetscape. The application narrative (Page 4) indicates that there is an extra-wide sidewalk that was constructed by ODOT along the Highway 99 frontage, this satisfies the Streetscape Amenity requirement. **The standards are met with conditions.**

- 3. *Primary Building Entrances*
 - a. *The primary entrance for each non-residential tenant space on the ground floor must face the higher classification street.*
 - b. *If a building fronts on both a higher classification street and another street, a single primary entrance may be located at the corner where the streets intersect.*
 - c. *All primary entrances must be connected to the sidewalk by a direct and continuous walkway.*

- d. *Building entrances must include weather protection. Awnings or canopies must cover at least 50% of the ground-floor building façade adjacent to the street, with a minimum clearance height of 8 feet above the sidewalk or ground surface. These canopies may encroach into the street right-of-way as permitted.*

FINDING: The primary motel building is the office building, the Site Plan shows that it has an entrance that faces the street (Highway 99). The primary entrance of all buildings are interconnected by a pathway that ultimately connects to the public sidewalk. Staff was unable to locate information regarding building entrance weather protection. As a condition of approval, prior to submittal for building permits, the applicant shall submit elevations showing the primary building entrance (Office) with an awning or canopy for weather protection. **The standards are met with conditions.**

B. Site Design

1. *Fencing.*
 - a. *Fences and walls must comply with the standards set forth in PLDC Section 3.3.5.*
 - b. *Chain-link fences are prohibited along street frontages.*
2. *Mechanical Equipment.*
 - a. *Ground level mechanical equipment must be located behind or beside buildings, away from public streets, and shall be screened with landscaping or a site-obscuring fence or wall.*
 - b. *The materials used for screening must be consistent with the primary building design.*
 - c. *Rooftop mechanical equipment, with the exception of solar panels and wind generators, shall be set back or screened so as to not be visible to a person standing at ground level 60 feet from the building.*
3. *Parking Areas. Parking lots must be designed with clearly defined pedestrian pathways meeting the standards set forth in PLDC 3.2.3(B)(4) that provide safe and direct connections from parking areas to building entrances and public sidewalks.*
4. *Bicycle Parking. Bicycle parking facilities must be provided in accordance with the standards set forth in PLDC Chapter 3.4.*
5. *Trash Enclosures. Trash enclosures shall be constructed of 6-foot-high masonry walls with solid metal gates. The floor of the enclosure shall be constructed of concrete with a 6-foot by 10-foot concrete apron placed in front of the enclosure. The masonry material used shall be selected to match the material used in the building or buildings that it serves. Trash enclosures shall not be located within 25 feet of a public entrance or a required pedestrian walkway.*

FINDING: (1) Fences are neither proposed nor required. (2) Details regarding the location of mechanical equipment could not be located by staff. As a condition of approval, prior to issuance of building permits, the applicant shall submit a revised site plan and elevations showing: mechanical equipment is setback or screened in accordance with PLDC § 2.4.4(B)(2) and 3.3.3(E)(4)(d). (3) Pedestrian pathways standards are addressed in Chapter 3.2 findings herein below and can feasibly be met. (4) Bicycle parking standards are addressed in Chapter 3.4 findings herein below and can feasibly be met. (5) The Trash Enclosure location is provided on the Site Plan, and the applicant's narrative sufficiently details wall and gate dimensional and material requirements. **The standards are met with conditions.**

C. Building Design

1. *Ground floor activation.*
 - a. *At least 40% of the ground-floor façade of non-residential uses must be transparent (windows or glass doors) to create visibility and interaction with pedestrians.*
 - b. *Windows must not be mirrored or treated to block visibility into the building. The windows must have a minimum visible transmittance (VT) of 37%.*
 - c. *Street-facing non-residential facades must include at least one of the following elements:*
 - i. *Awnings or canopies extending over pedestrian walkways.*
 - ii. *Outdoor seating or display areas.*

- iii. *Decorative lighting, signage, or public art integrated into the façade.*
- 2. *Residential Uses on the Ground Floor. Where residential uses are located on the ground floor within 100 feet of the Highway 99 frontage:*
 - a. *Ground floor height must be a minimum of 12 feet.*
 - b. *Vertical separation between the public right-of-way and the residential entryway is required, consisting of several steps or a ramp to a porch, stoop, or terrace (minimum of 1.5 feet, maximum of 3 feet).*
 - c. *Horizontal separation must take the form of a landscaped area or hardscaped plaza (minimum of 5 feet, maximum of 10 feet) between the public right-of-way and any habitable rooms or entryways.*
- 3. *Design of Large-Scale Buildings and Developments. Buildings exceeding 100 feet in length must be broken up into smaller visual modules through the use of:*
 - a. *Articulated façade elements, such as recesses, projections, or changes in materials or rooflines, at intervals of no more than 50 feet.*
 - b. *A combination of vertical and horizontal articulation to create depth and visual interest.*
- 4. *Building Articulation. All buildings must include articulation elements on street-facing facades. At least two of the following must be incorporated:*
 - a. *Façade offsets or recesses (minimum 2 feet deep) for every 30 feet of building width.*
 - b. *Changes in materials, textures, or colors along the building façade.*
 - c. *Vertical elements, such as pilasters or columns, integrated into the design.*

FINDING: (1) The Site Plan includes a note addressing the Ground Floor Activation requirements of this section. (2) Residential uses are not proposed in this request. (3) The Site Plan shows one building that approaches 100 ft in length and includes a note acknowledging building articulation requirements. (4) The Site Plan includes a note indicating that buildings will include variations in color scheme and texture as well as column-supported covered balconies to create varied façade articulation. As a condition of approval, prior to issuance of building permits, the applicant shall submit elevations showing compliance with the Ground Floor Activation, Large-Scale Building Design and Building Articulation standards of PLDC § 2.4.4(C). **The standards are met with conditions.**

CHAPTER 3 – DESIGN STANDARDS

Chapter 3.2 – Access and Circulation

3.2.2 - Vehicular Access and Circulation

E. Access Options.

- 1. *When new vehicle access is required for development...*
 - ...b. *Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., shared driveway). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive.*
If it is not possible to provide access by one of the above methods, access may be provided from a public street adjacent to the development parcel. If possible, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in Sections F and H, below. Owner/developer may be required to create a common access easement to allow joint use of a driveway, parking area, or other circulation as a condition of development approval.

H. Shared Driveways. *The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards:*

- 1. *Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be*

stubbed to adjacent developable parcels to indicate future extension. “Stub” means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. “Developable” means that a parcel is either vacant or it is identified as redevelopable in the City’s Buildable Land Inventory.

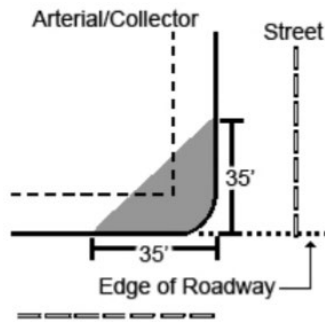
2. *Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval (Chapter 4.3 – Land Divisions and Lot Line Adjustments) or as a condition of site development approval (Chapter 4.2 – Development Review and Site Design Review).*

FINDING: New vehicle access is required to serve the development; the applicant proposes to utilize a newly constructed driveway approach that connects with Highway 99 to serve the development. The City Transportation System Plan identifies Highway 99 as an ‘arterial’ street. The quantity of driveway approaches to the subject property was reduced to one (1) from two (2) during the ODOT Highway 99 improvement project. Because Highway 99 is identified as an arterial road, cross-connection from the developing property is a requirement. Driveway cross-connections to these properties are shown on the Site Plan. As part of the compliance with this section, a cross-access easement covering the entire driveway shall be provided to benefit Tax Lots 1400 and 1700. As a condition of approval, prior to final inspection, the applicant shall provide a recorded cross access easement benefiting abutting Tax Lots 1400 and 1700. As an ongoing condition of approval, the applicant shall install and maintain a physical curb/barricade at each cross-connection terminus until such time that abutting Tax Lots 1400 and 1700 provide cross access to the subject property. **The standards are met with conditions.**

- J. *Driveway Openings. Driveway openings shall be the minimum width necessary to provide the required number of vehicle travel lanes (10 feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:*
 3. *Multiple family uses with more than eight dwelling units, and off-street parking areas with 16 or more parking spaces, shall have a minimum driveway width of 24 feet, and a maximum width of 30 feet. These dimensions may be increased if the Planning Director determines that more than two lanes are required based on the number of trips generated or the need for turning lanes.*

FINDING: ODOT comment indicates the recently constructed driveway opening measures 50 ft. The Site Plan indicates thirty-nine (39) off-street parking spaces are proposed and the driveway is to be re-developed to a width of 24 ft. This proposed driveway width satisfies City driveway width requirements. Because Highway 99 is under the access jurisdiction of ODOT, the City will defer re-dimensioning of this driveway opening to ODOT. As a condition of approval, prior to the issuance of building permits, the applicant shall provide a copy of an access permit approved by the Oregon Department of Transportation. **The standard is met with conditions.**

- M. *Vision Clearance. The vision clearance setback shall be measured from curb line or where no curb line exists, from edge of pavement. No signs, structures, or vegetation in excess of three feet in height shall be placed in vision clearance areas, as shown below. The Planning Director may increase the minimum vision-clearance area upon finding that more sight distance is required (i.e., due to Police Department requirements, traffic speeds, roadway alignment, topography, etc.).*



FINDING: The City Transportation System Plan identifies Highway 99 as an ‘arterial’ street. Therefore, vision clearance ‘triangles’ of 35 ft will be required at the driveway connection. The Site Plan shows these vision clearance areas remaining open and unobstructed. As an ongoing condition of approval, 35 ft vision clearance areas at the Driveway approach shall remain open and unobstructed in accordance with PLDC § 3.2.2(M). **The standard is met with conditions.**

N. Construction. The following development and maintenance standards shall apply to all driveways and private streets:

1. *Surface Options. Driveways, parking areas, aisles, and turn-arounds may be paved with asphalt or concrete surfacing. Paving surfaces shall be subject to review and approval by the Building Official.*

FINDING: The Site Plan shows driveways, parking areas, aisles and turn-arounds are to be asphalted. As a condition of approval, prior to final inspection, driveways, parking areas, aisles, and turn-arounds shall be surfaced in accordance with PLDC § 3.2.2(N). **The standard is met with conditions.**

3.2.3 - Pedestrian Access and Circulation

A. Pedestrian Access and Circulation.

1. *Continuous Pathways. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent trails, public parks and open space areas whenever possible. The developer may also be required to connect or stub pathways to adjacent streets and private property, in accordance with the provisions of Chapter 3.2.2 – Vehicular Access and Circulation and Chapter 3.5.2 – Transportation Standards.*
2. *Safe, Direct, and Convenient Pathways.*
 - a. *Reasonably direct. A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of direction travel for likely users.*
 - b. *Safe and convenient. Bicycle and pedestrian routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.*
 - c. *For commercial, industrial, mixed use, public, and institutional buildings, the primary entrance is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance...*
3. *Connections within Development. For all developments subject to Site Design Review, pathways shall connect all building entrances to one another. In addition, pathways shall connect all parking areas, storage areas, recreational facilities and common areas (as applicable), and adjacent developments to the site, as applicable. Internal pedestrian circulation within new office parks and commercial developments shall be provided through clustering of buildings, construction of accessways, walkways and similar techniques.*
4. *Pathways shall have adequate lighting for safety purposes. The City may require lighting as a condition of development review.*

FINDING: (1) The Site Plan shows pathways extended through the majority of the development site. (2 & 3) The pathways are reasonably direct, safe and convenient as shown on the Site Plan, featuring connections

to primary building entrances, most parking areas, and adjacent developments. However, the northeast-most parking area (stalls labeled 12 and 13) are not shown to be connected by pathways. As a condition of approval, prior to submittal for building permits, the applicant shall submit a revised site plan showing Parking Stalls 12 and 13 connected to the development with a pathway. (4) Outdoor lighting requirements can feasibly be met, and are discussed in Chapter 3.12 findings herein below. **The standards are met with conditions.**

B. Design and Construction. Pathways shall conform to all of the standards in 1-5:

1. *Vehicle/Pathway Separation.* Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six inches and curbed, or separated from the driveway/street by a five-foot minimum strip with bollards, a landscape berm, or other physical barrier. If a raised path is used, the ends of the raised portions must be equipped with curb ramps.
2. *Housing/Pathway Separation.* Pedestrian pathways shall be separated a minimum of five feet from all residential living areas on the ground floor, except at building entrances. Separation is measured as measured from the pathway edge to the closest dwelling unit. The separation area shall be landscaped in conformance with the provisions of Chapter 3.3 – Landscaping, Street Trees, Fences, and Walls. No pathway/building separation is required for commercial, industrial, public, or institutional uses.
3. *Crosswalks.* Where pathways cross a parking area, driveway, or street, they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping. An example of contrasting paving material is the use of a concrete crosswalk through an asphalt driveway. If painted striping is used, it shall consist of thermo-plastic striping or a similar type of durable application. Crosswalks on state highway facilities shall be developed in coordination with the Oregon Department of Transportation (ODOT), shall be designed to state standards, and may require an Intergovernmental Agreement (IGA) to address maintenance responsibilities.
4. *Pathway Surface.* Pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, at least six feet wide, and shall conform to ADA requirements. Multi-use paths shall be the same materials, at least 10 feet wide. (See also Chapter 3.5.2 – Transportation Standards for public, multi-use pathway standard.)
5. *Accessible routes.* Pathways shall comply with the Americans with Disabilities Act, which requires accessible routes of travel.

FINDING: (1) The applicant's narrative (Page 6) appears to indicate that some pathways are to be raised/curbed. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan showing the method of vehicle/pathway separation in conformance with PLDC § 3.2.3(B)(1). (2) Housing is not proposed. (3) The Site Plan shows pathways crossing parking areas. As a condition of approval, prior to final inspection, the applicant shall clearly mark the pathway/crosswalk with contrasting paving materials, humps/raised crossings, or painted striping. (4 & 5) The applicant's narrative (Page 6) indicates that pathways measure 5.5 ft in width, falling shy of the required 6 ft, and the pathway material type is unspecified. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan showing Pathway Surface Width and Material Type in conformance with PLDC § 3.2.3(B)(4). Staff finds it feasible for the applicant to provide pathways that are compliance with the Americans with Disabilities Act. As a condition of approval, prior to submittal for building permits, the pathways system shall be reviewed and approved by the City Building Official to verify compliance with the Americans with Disabilities Act. As a condition of approval, prior to final inspection, the applicant shall surface pathways in accordance with the approved Site Plan. **The standards are met with conditions.**

Chapter 3.3 – Landscaping, Street Trees, Fences, and Walls

3.3.3 - New Landscaping

- A. *Applicability.* This Section shall apply to all developments requiring Site Design Review, and other developments with required landscaping.
- B. *Landscaping Plan Required.* A landscape plan is required. All landscape plans shall conform to the requirements in 4.2.5 – Site Design Review Application Submission Requirements, Section B.5

(Landscape Plans). All landscape and irrigation plans must be reviewed and approved by the Planning Director

- C. *Landscape Area Standards. The minimum percentage of required landscaping equals:*
1. *Residential Districts. 20 percent of the site.*
 2. *City Center District. 10 percent of the site.*
 3. *Commercial Districts. A minimum of 20 percent of the site shall be landscaped.*
 4. *Industrial Districts. 20 percent of the site.*
- D. *Landscape Materials. Landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, and outdoor hardscape features, as described below:*
1. *Natural Vegetation. Natural vegetation shall be preserved or planted where practicable.*
 2. *Plant Selection. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions. When developing new building sites, native and fire-resistant plants are encouraged to enhance safety, conserve water, and support local ecosystems. As necessary, soils shall be amended to allow for healthy plant growth.*
 3. *Existing non-native, invasive plants, as per Chapter 3.3.2 – Landscape Conservation, Section B, shall not be counted towards meeting the vegetation requirements.*
 4. *Hardscape features, such as patios, decks, plazas, etc., may cover up to 20 percent of the required landscape area; except in the City Center District where hardscape features may cover up to 50 percent of the landscape area. Swimming pools, sports courts, and similar active recreation facilities may not be counted toward fulfilling the landscape requirement.*
 5. *Non-plant Ground Covers. Bark dust, chips, aggregate or other non-plant ground covers may be used, but shall cover no more than 20 percent of the area to be landscaped. Coverage is measured based on the size of plants at maturity or after two years of growth, whichever comes sooner.*
 6. *Tree Size. Trees shall have a minimum caliper size of 1.5 inches at DBH or greater, or be six feet or taller, at time of planting.*
 7. *Shrub Size. Shrubs shall be planted from 5-gallon containers or larger.*
 8. *Ground Cover Size. Ground cover plants shall be sized and spaced so that they grow together to cover a minimum of 75 percent of the underlying soil within three years.*
 9. *Significant Vegetation. Significant vegetation preserved in accordance with Chapter 3.3.2 – Landscape Conservation may be credited toward meeting the minimum landscape-area standards. Credit shall be granted on a per square foot basis. The Street Tree standards of Chapter 3.3.4 – Street Trees may be waived when trees preserved within the front yard provide the same or better shading and visual quality as street trees would otherwise provide.*
 10. *Storm Water Facilities. Storm water facilities (e.g., detention/retention ponds and swales) shall be landscaped with water tolerant, native plants.*

FINDING: (A) The application is for a Site Plan Review; therefore, the provisions of this section are applicable. (B) A Landscape Plan has been submitted with the application (Sheet-L1). (C) The subject property is located within the 'Commercial Highway' district, and Sheet-L1 indicates that 20% of the site is to be landscaped. (D) The subject property was destroyed in the Alameda Drive Fire of 2020, and today there is no significant vegetation present on site. The Landscape Plan shows that a mix of trees, shrubs, groundcover and screen plantings are proposed. Sheet L-2 shows tree size is proposed to be 1.5 inch caliper and shrubs are 5 gallon, it also acknowledges the Ground Coverage requirements. **The standards are met.**

E. *Landscape Design Standards.*

All yards, parking lots, and required street tree planter strips shall be landscaped in accordance with the provisions of this Chapter. Landscaping shall be installed with development to provide erosion control, visual interest, buffering, privacy, open space, shading, and wind buffering, based on the following standards:

1. *Yard Setback Landscaping. Landscaping shall satisfy the following criteria:*
 - a. *Use shrubs and trees as windbreaks, as appropriate;*

- b. *Retain natural vegetation, as practicable;*
 - c. *Define pedestrian pathways and open space areas with landscape materials;*
 - d. *Provide focal points within a development, such as signature trees (i.e., large or unique trees), hedges and flowering plants;*
 - e. *Use trees to provide summer shading within common open space areas, and within front yards when street trees cannot be provided;*
 - f. *Use a combination of plants for yearlong color and interest;*
 - g. *Use landscaping to screen outdoor storage and mechanical equipment areas, and to enhance graded areas such as berms, swales, and detention/retention ponds.*
 - h. *If the applicant is able to prove that the view shed is impaired, the shrubs may be used instead of trees.*
2. **Special Landscaping Standards Along Highway 99.**
To prioritize walkability, building visibility, and pedestrian-friendly landscaping along Highway 99, the following standards apply to properties with frontage on this corridor. These standards focus on enhancing the streetscape with flexible landscaping options, creating shaded, inviting environments for pedestrians, and ensuring storefront visibility close to the right-of-way.
- a. **Front Yard Landscaping:** *Landscaping must be incorporated within any front yard setback to enhance the pedestrian experience. This may include a mix of plantings and hardscape features such as small plazas, seating areas, or outdoor dining spaces.*
 - i. *Trees: Large or medium-sized shade trees must be planted to provide canopy cover over pedestrian areas. These trees should be spaced to ensure shading without obstructing building visibility, typically 30 to 40 feet apart.*
 - ii. *Shrubs: Low shrubs (no higher than 3 feet) and groundcover must be included along walkways and in landscaping beds to enhance aesthetics and provide a transition between pedestrian spaces and storefronts. Shrubs should not block views of storefronts.*
 - iii. *Groundcover: Groundcover should include a combination of turf, low-growing plants, or mulch that achieves full coverage within 2 years.*
 - b. **Pedestrian pathways and plaza features.**
 - i. *Where a front yard setback exists, at least 20% of the landscaped area should incorporate pedestrian-friendly features such as small plazas, seating areas, or hardscaped spaces. These features must provide direct access to building entrances and should be shaded by nearby trees or canopies.*
 - ii. *Pedestrian pathways (minimum width of 5 feet) must connect the public sidewalk to the primary building entrance and may integrate with adjacent landscaping. The pathways must provide a clear and direct route for pedestrians from the sidewalk to storefronts.*
 - iii. *Hardscape elements, such as paving, planters, benches, and other decorative features, may be used to activate the front yard and create a welcoming space for pedestrians.*
3. **Special Landscaping Standards Along the Bear Creek Greenway...**
4. **Parking areas.**
- a. **General Parking Lot Landscaping Standards.** *A minimum of eight percent of the combined area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, shall be landscaped. Such landscaping shall consist of an evenly distributed mix of shade trees with shrubs and/or ground cover plants. "Evenly distributed" means that the trees and other plants are distributed around the parking lot perimeter and between parking bays to provide a partial canopy. At a minimum, one tree per five parking spaces total shall be planted to create a partial tree canopy over and around the parking area. All parking areas with more than 20 spaces shall include landscape islands with trees to break up the parking area into rows of not more than 12 contiguous parking spaces. All landscaped areas shall have minimum dimensions of eight feet by 19 feet and all tree wells shall have minimum dimensions*

of four feet by four feet to ensure adequate soil, water, and space for healthy plant growth. Trees planted within parking areas shall be a minimum of 2-inch caliper trees, unless the landscape plan includes a dense planting of varying sized trees.

- b. Large Parking Lot Standards (Over One-Half Acre)...*
- c. Buffering and Screening of Parking Areas.*
 - i. Parking/Maneuvering Area Adjacent to Building. Where a parking or maneuvering area, or driveway, is adjacent to a building, the area shall be separated from the building by a raised pathway, plaza, or landscaped buffer no less than eight feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect buildings from being damaged by vehicles. When parking areas are located adjacent to residential ground-floor living space, a landscape buffer is required to fulfill this requirement.*
 - ii. Highway 99 and Bear Creek Greenway Frontage. Where parking lots front Highway 99 or the Bear Creek Greenway, a landscaped buffer shall be placed between the parking area and the public right-of-way. This buffer must include shade trees, spaced 30 feet apart, with low shrubs (no taller than 3 feet) to preserve visibility of storefronts while providing shading and visual interest.*
 - iii. Large Parking Lots. Where parking lots exceed one-half acre, a combination of landscaping and decorative fencing must be used to screen the parking area from adjacent residential zones or public streets. The screening must include a mix of shade trees, evergreen hedges, and decorative fencing no taller than 4 feet, with at least 50% transparency (e.g., wrought iron) to maintain visual permeability while screening.*
- d. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Automobile-Oriented Uses. All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and Residential districts. Screening shall be provided by one or more of the following: decorative wall (i.e., masonry or similar quality material), evergreen hedge, non-see through fence, or a similar feature that provides a non-see through barrier. Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with Chapter 3.2 – Access and Circulation. (See also Chapter 3.3.5 – Fences and Walls)*

FINDING: This section prescribes when landscaping is to be installed, and in what manner. As a condition of approval, prior to final inspection, landscaping shall be installed in accordance with the approved Landscape Plan. (1) Yard Setback Landscaping details that adhere to these criteria have been provided on Sheet-L1. (2) The subject property abuts Highway 99; the Landscape Plan provides front yard landscaping that includes a mix of trees, shrubs, ground cover and extra-wide sidewalks with direct connections to the primary building entrance. Conditions have been applied to ensure the entries are shaded. (3) The subject property does not abut the Bear Creek Greenway. (4) A parking area measuring approximately 0.42 acres is proposed, and the subject property abuts Highway 99. Therefore, the General Parking Lot Landscape and Highway 99 Landscape Buffer standards apply. The Sheet-L1 indicates the frontage is to be planted with Street Trees and Shrubs, and the Parking Area is to be planted with a mix of nine trees and seven shrubs along the perimeter. Aside from their location and name, Staff was unable to locate planting density/measurement details about the Parking Area Trees in the Landscape Plan or Application Narrative. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Landscape Plan showing Parking Area Trees are to be a minimum of 2-inch caliper measurement. Outdoor storage, service and delivery areas and auto-oriented uses are not proposed. However, staff anticipates there will be mechanical equipment used to support the development. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan and Elevations showing mechanical equipment is setback or screened in accordance with PLDC § 2.4.4(B)(2) and 3.3.3(E)(4)(d). **The standards are met with conditions.**

3.3.4 – Street Trees

Street trees shall be planted for all developments that are subject to Land Division or Site Design Review. Requirements for street tree planting strips are provided in Chapter 3.5.2 – Transportation Standards. Planting of unimproved streets shall be deferred until the construction of curbs and sidewalks.

- A. *Growth Characteristics. Trees shall be selected based on growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection:*
1. *Provide a broad canopy where shade is desired.*
 2. *A minimum of two tree species is required to prevent total loss of tree cover in case of disease.*
 2. *Use low-growing trees for spaces under utility wires.*
 3. *Select trees that can be limbed-up where vision clearance is a concern.*
 4. *Use narrow or columnar trees where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.*
 5. *Use species with similar growth characteristics on the same block for design continuity.*
 6. *Avoid using trees that are susceptible to insect damage, and avoid using trees that produce excessive seeds or fruit.*
 7. *Select trees that are well adapted to the environment, including soil, wind, sun exposure, and exhaust. Drought-resistant trees should be used in areas with sandy or rocky soil.*
 8. *Use deciduous trees for summer shade and winter sun.*
- B. *Caliper Size. The minimum caliper size at planting shall be 1.5 inches at DBH, based on the American Association of Nurserymen Standards.*
- C. *Spacing and Location. Street trees shall be planted within existing and proposed planting strips, and in sidewalk tree wells on streets without planting strips. Street tree spacing shall be based upon the type of trees selected and the canopy size at maturity. In general, trees shall be spaced no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers.*
- D. *Soil Preparation, Planting, and Care. The developer shall be responsible for planting street trees, including soil preparation, ground cover material, staking, and temporary irrigation for two years after planting. Street trees shall be planted after the house is finished. The developer shall also be responsible for street tree care (pruning, watering, fertilization, and replacement as necessary) during the first two years after planting. The lot or parcel landscaping shall be completed within six months of occupancy. If the lot or parcel is to be landscaped by the developer, the developer shall have the option of having an account for landscaping which would allow the home owner to decide on types of vegetation.*

FINDING: The proposed development is subject to Site Design Review, therefore, Street Trees are required. (A) Sheet-L1 shows one Street Tree type is proposed, a European Hornbeam; at a minimum, two species of tree are required. As a condition of approval, prior to submittal for building permits, the applicant shall provide a Revised Landscape Plan showing Street Trees with Growth Characteristics in accordance with PLDC § 3.3.4(A). (B) Landscape Trees are shown to measure 1.5 Inch caliper on Sheet L-2, this is sufficient for Street Trees. (C) The subject tract has approximately 190 ft of frontage on Highway 99, and 24 ft is reserved for the driveway entrance, therefore, Street Trees will be required along 166 ft of frontage at an interval of 30 ft or less. This means that at least six (6) Street Trees are required. As shown on Sheet-L1, six (6) Street Trees are proposed. (D) Sheet L-2 provides information on soil preparation, planting and care. As an ongoing condition of approval, the property owner shall ensure landscaping on site is maintained in accordance with the approved Landscape Plan. **The standards are met with conditions.**

- G. *State Agency Coordination. The City shall require the developer to coordinate landscape plan review with the Oregon Department of Transportation (ODOT) on all projects proposing street trees and/or vegetation along state transportation facilities. Coordination is necessary to ensure ODOT's safety, operations, and maintenance responsibilities.*

FINDING: Because the subject property abuts Highway 99, the Street Tree location will need to be coordinated with ODOT. The City will support the siting of Street Trees within tree wells in the public sidewalk -or- on the subject property, adjacent to the public sidewalk. ODOT comment indicates that *permits for any*

improvements, including irrigation, planned within the ODOT Permanent Easement will be required along with verification that the two trees proposed on each side of the new driveway will not block site distance for access to the highway. As a condition of approval, prior to submittal for building permits, the applicant shall provide documentation showing Street Tree planting locations have been coordinated and permitted by ODOT. **The standard is met with conditions.**

Chapter 3.4 – Vehicle and Bicycle Parking

3.4.3 – Vehicle Parking Standards

- A. *Number of Spaces Required. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 3.4.3.A.*

Commercial Uses
Auto, boat, or trailer sales, retail nurseries, and similar bulk retail uses. One space per 1,000 square feet of the first 10,000 sq. ft. of gross land area devoted to retail use; plus one space per 5,000 sq. ft. for the excess over 10,000 sq. ft. of gross land area; and one space per two employees.
Business, general retail, personal services. General – one space for 350 square feet of gross floor area. Furniture and appliances: One space per 750 square feet of gross floor area.
Chapels and mortuaries. One space per four fixed seats in the main chapel.
Hotels and motels. One space for each guest room, plus one space for the manager.
Offices: Medical and Dental Offices: One space per 350 square feet of gross floor area. General Offices: One space per 450 square feet of gross floor area.
Restaurants, bars, ice cream parlors and similar uses: One space per four seats or one space per 100 sq. ft. of gross leasable floor area, whichever is less.
Theaters, auditoriums, stadiums, gymnasiums, similar uses: One space per four seats.

- B. *Parking Location and Shared Parking.*
- Location. Vehicle parking is allowed only on approved parking shoulders (streets), within garages or carports (no temporary or tarp carports are allowed), or on driveways or parking lots that have been developed in conformance with this code. Specific locations for parking are indicated in Chapter 2 for some land uses (e.g., the requirement that parking be located to side or rear of buildings, with access from alleys, for some uses). (See also, Chapter 3.2 – Access and Circulation).*
- C. *Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces provided by this Section by more than 5%.*
- D. *Parking Stall Standard Dimensions and Compact Car Parking. All off-street parking stalls shall be improved to conform to City standards for surfacing, stormwater management, and striping. Standard parking spaces shall conform to the dimensions in Figure 3.4.3.E.*
- E. *Disabled Person Parking Spaces. The following parking shall be provided for disabled persons, in conformance with the Americans with Disabilities Act. Disabled parking is included in the minimum number of required parking spaces in Section A, above.*

FINDING: (A) Per state law (OAR 660-012-0440), the City is no longer permitted to require parking within one-half mile of 'frequent transit corridors.' Highway 99 meets the state definition of a frequent transit corridor. Therefore, this 'minimum parking' subsection is not enforceable and an applicant may develop a site with no provisions for parking if desired. (B) In this case, the applicant proposes a parking lot with thirty-nine (39) spaces in conjunction with their commercial development. The parking area has been proposed to the side and interior of the lot, which complies with the locational requirements of Chapter 2. (C) Commercial uses call for one space per each guest room, plus one space for the manager. With 41 rooms on offer, plus one site manager, the maximum parking would be 42 spaces, including ADA parking spaces. (D) The Site Plan indicates that the parking area drive aisles are to measure 24 ft wide at the narrowest; there are eleven (11) 90 degree-in standard or ADA stalls dimensioned at 9 ft x 19 ft or greater and twenty-six (26) 90 degree-in compact parking stalls measuring 7.5 ft x 15 ft. The Site Plan indicates the Parking Area is to be asphalted. As a condition of approval, prior to final inspection, the applicant shall improve all off-street parking stalls to conform with City standards for surfacing, stormwater management and striping. (E) The Site Plan indicates two (2) Americans with Disabilities Act parking spaces are to be provided. **The standards are met with conditions.**

3.4.4 – Bicycle Parking Requirements

All uses that are subject to Site Design Review shall provide bicycle parking...

A. *General Bicycle Parking Requirement. Bicycle parking shall be provided for all new multiple family residential developments (4 units or more), commercial, industrial and institutional uses, in the following manner:*

1. *The minimum number of required bicycle parking spaces is listed in Table 3.4.4.*
2. *The required minimum number of bicycle parking spaces is based on the primary uses on a site. There are no bicycle parking requirements for accessory uses.*
3. *When there are two or more separate primary uses on a site, the required bicycle parking for the site is the sum of the required parking for the individual primary uses.*
4. *When the short and long term bicycle parking percentages do not result in whole numbers, the numbers shall be rounded to favor short term bicycle parking.*

Commercial Use Categories		
Commercial Lodging	The greater of 4 spaces or 1 space per 10 rentable rooms	25% ST 75% LT
Eating and Drinking Establishments	The greater of 4 spaces or 1 space per 1,000 square feet gross floor area	50% ST 50% LT
Commercial Entertainment - Indoor and Outdoor	The greater of 10 spaces or 1 space per 20 vehicle spaces or as determined during land use review	75% ST 25% LT
Office and Business Services	The greater of 4 spaces or 1 space per 3,000 square feet of gross floor area	75% ST 25% LT
Retail and Wholesale Sales and Service	The greater of 4 spaces or 1 space for 5,000 square feet.	75% ST 25% LT
Motor Vehicle – Sales and Service	1 space per 9,000 square feet of gross floor area	75% ST 25% LT
Motor Vehicle – Structured Parking, Park & Ride Lots, Major Transit Stations	The greater of 4 spaces or 10% of the number of vehicle spaces provided	25% ST 75% LT

FINDING: The proposed development is subject to Site Design Review, therefore, Bicycle Parking is required. The Commercial Lodging use calls for the greater of 4 spaces or 1 space per 10 rentable rooms. The application proposes to provide lodging with 41 rentable rooms. Therefore, five (5) bicycle parking spaces are required; one (1) short-term, and four (4) long-term. Page 8 of the application narrative acknowledges this requirement. **The standard is met.**

B. *Bicycle Parking Design Standards. Required bicycle parking shall comply with the following standards:*

1. *Standards for all bicycle parking. These standards ensure that required bicycle parking is designed so that bicycles may be securely locked without undue inconvenience and will be reasonably safeguarded from intentional or accidental damage.*
 - a. *Where required bicycle parking is provided in lockers, the lockers must be securely anchored.*
 - b. *Required bicycle parking may be provided in floor, wall, or ceiling racks. Where required bicycle parking is provided in racks, the racks must meet the following standards:*
 - i. *The bicycle frame and one wheel can be locked to the rack with a high security, U-shaped shackle lock if both wheels are left on the bicycle. Staple-design steel racks are recommended.*
 - ii. *A bicycle six feet long can be securely held with its frame supported so that the bicycle cannot be pushed or fall in a manner that will damage the wheels or components.*
 - iii. *The rack must be securely anchored.*
 - c. *Each required bicycle parking space must be accessible without moving another bicycle.*
 - d. *There must be an aisle at least 5 feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.*
 - e. *The area devoted to bicycle parking must be hard surfaced.*

2. *Additional standards for short-term bicycle parking. Short-term bicycle parking encourages shoppers, customers, messengers, and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Short-term bicycle parking should serve the main entrance of a building and should be visible to pedestrians and bicyclists. Required short-term bicycle parking shall meet the following standards in addition to the standards in Subsection (a) above:*
 - a. *Short-term bicycle parking shall be provided in lockers or racks.*
 - b. *Short-term bicycle parking shall be located outside a building and at the same grade as the sidewalk or at a location that can be reached by an accessible route.*
 - c. *Bicycle parking may be located anywhere on the site, provided it is visible from a primary building entrance and is no further from the primary building than the furthest vehicle parking area.*
 - d. *If there are multiple primary building entrances, bicycle parking should be dispersed so that bicycle parking facilities are visible from each primary building entrance.*
 - e. *Each required short-term bicycle parking space must be at least 2 feet by 6 feet.*
 - f. *Required short-term bicycle parking spaces must be available for shoppers, customers, messengers, and other visitors to the site.*
3. *Additional standards for long-term bicycle parking. Long-term bicycle parking provides employees, students, residents, commuters and others who generally stay at a site for several hours, a secure and weather-protected place to park bicycles. Although long-term parking does not have to be provided on-site, the intent of these standards is to ensure bicycle parking is within a reasonable distance in order to encourage bicycle use. Required long-term bicycle parking shall meet the following standards in addition to the standards in Subsection (a) above*
 - a. *Long-term bicycle parking must be provided in racks or lockers.*
 - b. *Long-term bicycle parking must be located on the site or in an off-site area where the closest point is within 500 feet of the site. If provided off-site, the standards of Subsection 133.070 shall be met.*
 - c. *At least 50 percent of required long-term bicycle parking shall be covered. Covered bicycle parking can be provided inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures. Where required covered bicycle parking is not within a building or locker, the cover shall be:*
 - i. *Permanent.*
 - ii. *Designed to protect bicycles from rainfall.*
 - iii. *At least 7 feet above the floor or ground.*
 - d. *To provide security, long-term bicycle parking shall be in at least one of the following locations:*
 - i. *A locked room or storage container.*
 - ii. *An area that is enclosed by a fence with a locked gate. The fence shall be either 8 feet high, or be floor-to-ceiling.*
 - iii. *Within view of an attendant or security guard.*
 - iv. *Within 100 feet of an attendant or security guard.*
 - v. *An area that is monitored by a security camera.*
 - vi. *An area that is visible from employee work areas.*
 - e. *Required long-term bicycle parking spaces must be available for employees, students, residents, commuters, and others who stay at the site for several hours.*

FINDING: Staff was unable to locate details about the Bicycle Parking Design Standards in the application but finds compliance with these standards feasible based on available space and the general site configuration. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan showing the Bicycle Parking Design Standards employed in compliance with PLDC § 3.4.4(B). As a condition of approval, prior to final inspection, the applicant shall install one (1) short-term bicycle parking space; and four (4) long term bicycle parking spaces to the specification of PLDC § 3.4.4(B). **The standard is met with conditions.**

Chapter 3.5 – Street and Public Facilities Standards

3.5.2 – Transportation Standards

A. *Development Standards.* No development shall occur unless the development has frontage or approved access to a public street, in conformance with the provisions of Chapter 3.2 – Access and Circulation, and the following standards are met:

1. Streets within or adjacent to a development shall be improved in accordance with the Transportation System Plan and the provisions of this Chapter.
2. Development of new streets, and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this Section, and public streets shall be dedicated to the applicable city, county or state jurisdiction;
3. New streets, alleys and drives connected to a collector or arterial street shall be paved; and

FINDING: The subject property abuts Highway 99, a public street that the City Transportation System Plan classifies as an 'arterial street.' The roadway authority in this case is Oregon Department of Transportation (ODOT). ODOT is currently working to fully improve this right-of-way, to include paving, striping, curbs, gutters, sidewalks and bike lanes. ODOT Comment (EXHIBIT A) indicates improvements related to the development, such as installation of connecting pathways, and the reconfiguration of driveway apron will require a permit through their agency. As a condition of approval, prior to issuance of building permits, the applicant shall submit a copy of the ODOT-approved access permit to Community & Economic Development Department. The Site Plan shows driveways, parking areas, aisles and turn-arounds are to be asphalted. As a condition of approval, prior to final inspection, driveways, parking areas, aisles, and turn-arounds shall be surfaced in accordance with PLDC § 3.2.2(N). **The standards are met with conditions.**

5. *When a Traffic Impact Analysis is Required.* The City or other road authority with jurisdiction may require a Traffic Impact Analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA shall be required where a change of use or a development would involve one or more of the following:
 - a. A change in zoning or a plan amendment designation;
 - b. The road authority indicates in writing that the proposal may have operational or safety concerns along its facility(ies);
 - c. An increase in site traffic volume generation by 200 Average Daily Trips (ADT) or more;
 - d. An increase in peak hour volume of a particular movement to and from a street or highway by 10 percent or more; or
 - e. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day;
 - f. The location of an existing or proposed approach or access connection does not meet minimum spacing or sight distance requirements or is located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;
 - g. A change in internal traffic patterns may cause safety concerns; or
 - h. A TIA is required by ODOT pursuant with OAR 734-051.

FINDING: (a) The application does not include a request for zone or comprehensive plan designation change. (b) ODOT is the roadway authority and has made comment; however, comment regarding operational or safety concerns were not among them. (c) According to the Institute of Transportation Engineers Trip Generation Manual (11th Edition), a Motel (Land Use Code 320) will generate an average of 3.35 Average Daily Trips per Room. With 41 Rooms proposed, this equates to approximately 137 Average Daily Trips. (d) According to ODOT GIS, this segment of Highway 99 has between 10001 and 15000 Average Daily Trips. The development of this Motel use, resulting in an increase of 137 Average Daily Trips, will therefore not exceed the peak hour volume to/from Highway 99 by 10% or more. (e) The Motel use does not involve the use of 10 or more vehicles exceeding 20,000 pounds gross vehicle weight per day. (f & g) The proposed development features the minimum quantity of access points needed onto the Highway, and provides vision clearance in alignment with the provisions of Chapter 3.2. The proposal involves re-

developing a site that historically generated a similar intensity of traffic before the fire [a non-profit center (Rogue Action Center) and a small auto sale lot]. No comments have been received by the road authority (ODOT), public works, or police department with regard to safety. (h) ODOT has not required a TIA, and because the threshold standards of this section have not been reached, the City is also not requiring a (TIA). **The standard is met.**

3.5.4 – Sanitary Sewer and Water Service Improvements

- A. *Sewers and Water Mains Required. Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the City's construction specifications and the applicable Comprehensive Plan policies.*
- B. *Sewer and Water Plan approval. Development permits for sewer and water improvements shall not be issued until the City Engineer has approved all sanitary sewer and water plans in conformance with City standards.*

FINDING: Regarding Water Service, new water mains along the highway have also been installed in conjunction with the Highway 99 improvements mentioned above. Public Works and Engineering Comment (EXHIBIT A) advise the applicant to obtain a water connection as soon as practical, because the road surface is soon to be re-paved. Staff notes that PMC § 12.12.010 prohibits road excavation for a 5-year period in newly paved roads. RVSS is the City's Sanitary Sewer service provider. RVSS Comment (EXHIBIT A) indicates that there is an existing 8-inch sewer main bisecting the property that is available for connection. As a condition of approval, prior to construction, the applicant shall provide the Community and Economic Development Department with a Construction Authorization Letter from RVSS. **The standards are met with conditions.**

Chapter 3.8 – Storm and Surface Water Management Standards

3.8.1 – Purpose and Applicability

- B. *Applicability. No permit for construction of new development or tenant improvements that result in impervious cover greater than 500 square feet within the city and urban growth boundary shall be issued until effects on stormwater management are evaluated. The level of review varies according to the affected area...*
 - 1. *500–1999 square feet. No stormwater management measures beyond any mitigation measures for pollution reduction or flow control are required.*
 - 2. *2000–4999 square feet. Conceptual plans that conform to the stormwater management manual shall be submitted for approval.*
 - 3. *5000+ square feet. A comprehensive stormwater study that conforms to the stormwater management manual shall be submitted for approval.*

FINDING: Before the Alameda Fire, the subject property was developed with a non-profit center (Rogue Action Center) and a small auto sale lot. Planning staff estimates this generated approximately 19,000 ft² of impervious surface area based on review of historic aerial imagery and GIS calculations. According to the Site Plan, the proposed development will result in approximately 30,728 ft² of impervious surface area (building footprint, pathways and asphalt).

Rogue Valley Sewer Service (RVSS) is the stormwater management authority (MS4 Phase II Permit holder) for the City of Phoenix. According to RVSS comment (EXHIBIT A), *The proposed development will not require on-site stormwater management as it is located within the Glenwood Road regional stormwater facility drainage basin.*

However, the subject property, which receives access from State Highway 99 is also beholden to the development requirements of ODOT. ODOT has provided comment (EXHIBIT A) indicating their own stormwater management requirements for the project.

Because these regional facilities serve the subject property, the City will not require additional on-site stormwater management outside of any ODOT requirements. **As a condition of approval, prior to final**

inspection, the applicant shall obtain ODOT approval of drainage calculations and provide documentation to the Community and Economic Development Department. **The standard is met with conditions.**

Chapter 3.9 – Erosion Prevention and Sediment Control

3.9.1 – Applicability and Purpose

- B. *Applicability. An erosion prevention and sediment control plan shall be required and approved by the city engineer under any of the following circumstances:*
2. *Prior to Site Design Review, in accordance with Chapter 4.2 – Development Review and Site Design Review.*
 3. *Prior to approval of any building or grading permit that results in: a. Disturbance of 500 square feet or more of land surface.*
- Nothing in this Section shall relieve any person from the obligation to comply with the regulations or permits of any federal, state, or local authority.*

FINDING: The proposed development includes the disturbance of more than 500 square feet of land surface and requires Site Design Review in accordance with Chapter 4.2. As the Phase II Permit holder for the City of Phoenix, processing of erosion control permits for projects that disturb less than one acre shall be administered and approved by Rogue Valley Sewer Services prior to onsite construction or the disturbance of any land surface. Approval of the required Medium Storm Drain Protection Permit meets the standards of this section. As a condition of approval, prior to construction, the applicant shall provide a copy of a SDPP-M (erosion control) Permit approved by Rogue Valley Sewer Services. **The standard is met with conditions.**

Chapter 3.12 – Outdoor Lighting

3.12.6 – Standards for Non-Residential Lighting

- A. *Prescriptive Method. An outdoor lighting installation complies with this section if it meets the requirements of subsections 1, 2, and 3 below.*
1. *Total Site Lumen Limit.*
 2. *Limits of offsite impacts.*
 3. *Full or 100% cutoff lighting.*
- B. *Performance Method I. An outdoor lighting installation complies with this section if it meets the requirements of subsections 1 and 2 below.*
1. *Total Site Lumen Limit.*
 2. *Limits of offsite impacts.*

FINDING: The application includes an Outdoor Lighting Plan on Sheet-LT-1. This plan shows the proposed location of Outdoor Lighting, and fixture type, but does not address which method has been chosen, nor does it provide other fixture details, such as lumen output, backlight, uplight, glare, etc. As a condition of approval, prior to submittal for building permits, the applicant shall provide a Revised Outdoor Lighting Plan, showing location of all proposed Outdoor Lighting and lighting specifications for all Outdoor Lighting Fixtures using either the prescriptive or performance method in accordance with Chapter 3.12.6 of the Phoenix Land Development Code. As a condition of approval, prior to final inspection, all Outdoor Lighting Fixtures shall be installed in accordance with the approved Outdoor Lighting Plan. **The standard is met with conditions.**

CHAPTER 4 – APPLICATIONS AND REVIEW PROCEDURES

Chapter 4.2 – Development Review and Site Design Review

4.2.5 – Major Site Plan Review Application Submission Requirements

- A. *General Submission Requirements.*
- B. *Site Design Review Information.*
- C. *Traffic Analysis.*

FINDING: The proposed plan set provides much of the required information, and all required changes have been conditioned as needed in Chapters 2 and 3 findings herein above. **The standard is met with conditions.**

4.2.6 – Site Design Approval Criteria

The Planning Director shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

A. *The application is complete, as determined in accordance with Chapter 4.1 – Types of Applications and Review Procedures and Chapter 4.2.5 – Site Design Review Application Submission Requirements, above.*

FINDING: The applicant's proposal was deemed complete on February 20, 2026. **The standard is met.**

B. *The application complies with the all of the applicable provisions of the underlying Land Use District (Chapter 2), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;*

FINDING: The applicant's proposal meets or can meet with conditions of approval the provisions of the underlying Land Use District (Chapter 2). **The standard is met with conditions.**

C. *The applicant shall be required to upgrade any existing development that does not comply with the applicable land-use district standards, in conformance with Chapter 5.3 – Non-Conforming Uses and Developments;*

FINDING: The subject property is undeveloped, therefore the provisions of Chapter 5.3 – Non-Conforming Uses and Developments do not apply to this property. **The standard is not applicable.**

D. *The application complies with the Design Standards contained in Chapter 3...*

FINDING: The applicant's proposal either meets the Design Standards of Chapter 3 or can be made to do so through the application of conditions of approval. **The standard is met with conditions.**

E. *Conditions required as part of a Land Division (Chapter 4.3 – Land Divisions and Lot Line Adjustments), Conditional Use Permit (Chapter 4.4 – Conditional Use Permits), Planned Unit Developments (Chapter 4.5 – Planned Unit Developments), or other approval shall be met.*

FINDING: The application is stand alone; it comes with no request for land division, lot line adjustment, conditional use permit, planned unit development, et cetera. **The standard is not applicable.**

F. *For non-residential uses, all adverse impacts to adjacent properties, such as light, glare, noise, odor, vibration, smoke, dust, or visual impact, are avoided; or where impacts cannot be avoided, they are minimized*

FINDING: The application is for a non-residential (commercial) use. Therefore, this criterion is applicable. Staff finds that adverse impacts to adjacent properties are avoided/minimized for the following reasons:

The site is conveniently situated on a major transportation corridor, it is zoned appropriately for commercial uses, and public facilities in the area are sufficient to accommodate for transportation, water, and waste demands. The proposed Motel use is not commonly associated with nuisances such as light, glare, noise, odor, vibration, smoke, dust or visual impact. Extended Stay Lodging, being a fairly passive land use, will also be able to act as a buffer between the highway for the adjacent residential use to the west (Pacific Village Mobile Estates).

The application has been subjected to the standards and criteria of Chapters 2 and 3 – which will also prevent or minimize the aforementioned issues. These standards and criteria have prescriptions for: development of attractive urban streetscapes, enhancing the urban tree canopy with landscaping and street tree requirements, improving vehicle and pedestrian connectivity between developments, and limiting light pollution with the Outdoor Lighting standards. **The criterion is met with conditions.**

IV CONCLUSION/DECISION

As proposed, the site development plan meets or can meet with conditions, the applicable standards set forth in the Phoenix Land Development Code and as enumerated in this staff report. The request is tentatively **APPROVED** subject to the following conditions of approval.

V CONDITIONS OF APPROVAL PRIOR TO CONSTRUCTION

1. RVSS, Construction Authorization: the applicant shall provide the Community and Economic Development Department with a Construction Authorization Letter from RVSS.
2. Erosion Control Permit, RVSS: the applicant shall provide a copy of a SDPP-M (erosion control) Permit approved by Rogue Valley Sewer Services.

PRIOR TO SUBMITTAL FOR BUILDING PERMITS

3. Site Plan, Revised: The applicant shall provide a Revised Site Plan showing
 - mechanical equipment is setback or screened in accordance with PLDC § 2.4.4(B)(2) and 3.3.3(E)(4)(d)
 - Parking Stalls 12 and 13 connected to the development with a pathway.
 - the method of vehicle/pathway separation in conformance with PLDC § 3.2.3(B)(1).
 - Pathway Surface Width and Material Type in conformance with PLDC § 3.2.3(B)(4)
 - the Bicycle Parking Design Standards employed in compliance with PLDC § 3.4.4(B)
4. Landscape Plan, Revised: The applicant shall provide a Revised Landscape Plan showing
 - Parking Area Trees are to be a minimum of 2-inch caliper measurement
 - Street Trees with Growth Characteristics in accordance with PLDC § 3.3.4(A)
5. Street Tree Location, Approved: the applicant shall provide documentation showing Street Tree planting locations have been coordinated with ODOT
6. Outdoor Lighting Plan, Revised: The applicant shall provide an Outdoor Lighting Plan showing
 - Decorative Pedestrian-Scale Light Fixtures matching downtown lights along the Streetscape
 - location of all proposed Outdoor Lighting and lighting specifications for all Outdoor Lighting Fixtures using either the prescriptive or performance method in accordance with Chapter 3.12.6 of the Phoenix Land Development Code.
7. ADA Pathways, Reviewed: the pathways system shall be reviewed and approved by the City Building Official to verify compliance with the Americans with Disabilities Act
8. Elevations: the applicant shall provide Elevations showing
 - building heights do not exceed 50 ft.
 - primary building entrance (Office) with an awning or canopy for weather protection
 - mechanical equipment is setback or screened in accordance with PLDC § 2.4.4(B)(2) and 3.3.3(E)(4)(d)
 - compliance with the Ground Floor Activation, Large-Scale Building Design and Building Articulation standards of PLDC § 2.4.4(C)

PRIOR TO ISSUANCE OF BUILDING PERMITS

9. Access Permit, ODOT: the applicant shall provide a copy of an access permit approved by the Oregon Department of Transportation.

PRIOR TO FINAL INSPECTION

10. Cross Access Easement: the applicant shall provide a recorded cross access easement benefiting abutting Tax Lots 1400 and 1700
11. Drive Surfaces, Improved: driveways, parking areas, aisles, and turn-arounds shall be surfaced in accordance with PLDC § 3.2.2(N)

12. Parking Stalls, Improved: the applicant shall improve all off-street parking stalls to conform with City standards for surfacing, stormwater management and striping.
13. Pathway Crosswalks, Marked: the applicant shall clearly mark the pathway/crosswalk with contrasting paving materials, humps/raised crossings, or painted striping.
14. Pathways, Installed: the applicant shall surface pathways in accordance with the approved Site Plan
15. Landscaping, Installed: landscaping shall be installed in accordance with the approved Landscape Plan
16. Bicycle Parking, Installed: the applicant shall install one (1) short-term bicycle parking space; and four (4) long term bicycle parking spaces to the specification of PLDC § 3.4.4(B)
17. Stormwater Facilities, Installed: the applicant shall obtain ODOT approval of drainage calculations and provide documentation to the Community and Economic Development Department.
18. Outdoor Lighting Fixtures, Installed: all Outdoor Lighting Fixtures shall be installed in accordance with the approved Outdoor Lighting Plan

ONGOING CONDITIONS OF APPROVAL

19. Landscaping, Maintained: the property owner shall ensure landscaping on site is maintained in accordance with the approved Landscape Plan.
20. Lodging Requirements: All 41 Lodging units are subject to occupancy limits of less than 30 days and Transient Lodging Tax in accordance with Phoenix Municipal Code Chapter 3.16 shall be remitted for all 41 Lodging Units.
21. Cross-connection Barrier, Installed/Maintained: the applicant shall install and maintain a physical curb/barricade at each cross-connection terminus until such time that abutting Tax Lots 1400 and 1700 provide cross access to the subject property.
22. Driveway Vision Clearance, Maintained: 35 ft vision clearance areas at the Driveway approach shall remain open and unobstructed in accordance with PLDC § 3.2.2(M).

COMMUNITY AND ECONOMIC DEVELOPMENT



By: Jeff Wilcox
Senior Planner

Date: April 8, 2026