Community & Economic Development Department
112 W Second St / PO Box 330
Phoenix, Oregon 97535
(541) 535-2050

STAFF REPORT & DECISION

File: SP26-01 Type II Site Design Review &
VR26-01 Type II Variance
Location: 105 E 4th St; 38-1W-09DD-600
Date Notice of Application mailed: February 24, 2026
Date of Decision: April 13, 2026



I. APPLICANT

Henry Wix
WIX Architecture
4853 Old Redwood Highway
Santa Rosa, CA 95403

OWNER
Phoenix Urban Renewal Agency
112 W Second St
Phoenix, OR 97535

II. PROJECT INFORMATION

The subject property once featured a small restaurant as recently as 2014; the site is now cleared. This application is for the development of a Medical Office Building and supporting parking lot.

A. Surrounding Land Uses:
North: City Center (Columbia Bank)
South: City Center (Phoenix Plaza Civic Center)
East: Bear Creek Greenway (Highway 99 and Greenway)
West: City Center (Commercial offices)

B. Land Use Designation: City Center (C-C)

C. Comprehensive Plan Land Use Designation: Commercial

D. Comments (EXHIBIT A):
- Jackson County Fire District # 5 (JCFD5)
- Rogue Valley Sewer Service (RVSS)
- Public Works/Engineering

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, 3 and 5 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 2.3 – City Center District (C-C)

2.3.2 – Permitted Land Uses

A. Permitted Uses. The land uses listed in Table 2.3.2.A are permitted in the City Center District, subject to the provisions of this Chapter. Only land uses which are specifically identified as Permitted (P) in Table 2.3.2.A, and land uses which are approved as "similar" to those in Table 2.3.2, may be permitted. The land uses as Conditional Uses (C) in Table 2.3.2.A require a Conditional Use Permit approval prior to development or a change in use, in accordance with Chapter 4.4 – Conditional Use Permits. The land uses listed as Prohibited (X) shall not permitted.

Commercial		Notes
Retail Sales and Service	P	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	X	
Offices	P	
Banks and Financial Institutions	P	
Medical and Dental Offices, Clinics and Laboratories	P	

FINDING: The subject property is located within the City Center (C-C) District. The applicant proposes to develop the site with a Medical Office Building and a parking lot; medical offices are permitted in the C-C District. **The standard is met.**

2.3.3 – Building Setbacks

A. Front Yard Setbacks.

1. Minimum Setback. There is no minimum front yard setback required.

2. Maximum Setback. The maximum allowable front yard setback is 10 feet.

FINDING: Sheet A1.1 indicates the front yard (against Fourth St) has a 10 ft setback. **The standard is met.**

2.3.5 – Block Layout and Building Orientation

B. Building Orientation Standard. All new development shall be oriented to a street. The building orientation standard is met when all of the following criteria are met:

1. The minimum and maximum setback standards in Chapter 2.3.3 – Building Setbacks are met;

2. Buildings have their primary entrances oriented to (facing) the street. Building entrances may include entrances to individual units, lobby entrances, entrances oriented to pedestrian plazas, or breezeway/courtyard entrances (i.e., to a cluster of units or commercial spaces). Alternatively, a building may have its entrance facing a side yard when a direct pedestrian walkway not exceeding 15 feet in length is provided between the building entrance and the street right-of-way.

3. Off-street parking, driveways or other vehicular circulation shall not be placed between a building and the street. On corner lots, buildings and their entrances shall be oriented to the street corner, as shown above; parking, driveways and other vehicle areas shall be prohibited between buildings and street corners.

FINDING: (1) Sheet A1.1 shows the structure meeting the yard setback standards. (2) It also indicates the building is to be oriented towards an alley along the southwest property line but offers a direct pedestrian pathway to the right-of-way. (3) Off-street parking is proposed to be placed behind the building and the building has an entrance oriented to the street corner. **The standards are met.**

2.3.7 – Architectural Guidelines and Standards

A. Purpose and Applicability. The City Center architectural guideline standards are intended to provide detailed, human-scale design, while affording flexibility to use a variety of building styles. This Section applies to all subject to Site Design Review…

…2. Streetscape Amenities.

a. Developments must provide the following streetscape amenities:

i. Street trees in accordance with Section 3.3.4 – Street Trees and Chapter 3.5 – Street and Public Facilities Standards.

ii. Decorative pedestrian-scale light fixtures, in compliance with Chapter 3.12 – Outdoor Lighting.

b. In addition to the amenities required by subsection 'a', 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: The proposal is subject to Site Design Review, therefore the provisions of this section are applicable. Sheet L1.1 shows Street Trees, and decorative outdoor lighting is proposed, as well as an extra-wide sidewalk adjacent to the building entrance. **The standards are met.**

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. Driveways and other vehicle areas are prohibited between buildings and street corners.

c. All primary entrances must be connected to the sidewalk by a direct and continuous walkway.

i. 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: There is a primary entrance facing both the street corner and the parking area. These entrances are connected to the sidewalk by a direct and continuous walkway. Sheet A3.1 shows an aluminum awning is provided over the primary building entrance. **The standards are met.**

C. 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 and the Bear Creek Greenway.

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) The application narrative (Page 3) indicates fencing is not proposed. (2) It also indicates mechanical equipment will be screened with Chinese Fountain Grass as shown on Sheet L1.1. (3) Sheet A1.1 shows parking areas feature pedestrian pathways that connect to building entrances and public sidewalks. (4) The application narrative (Page 3) indicates bicycle parking will be provided. (5) Sheet A1.1 shows a 6 ft tall trash enclosure with metal gate is proposed. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan showing the Trash Enclosure is constructed of concrete. Details regarding mechanical screening, pathway and bicycle parking requirements are addressed in Design Standards of Chapter 3 herein below. **The standards are met with conditions.**

D. Building Design

1. *Ground floor activation and storefront design.*
   a. *At least 60% 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. *Windows must be regularly spaced and similar in shape, with window hoods or trim on all building stories.*
   d. *A decorative cornice must be provided at the top of the building if it has a flat roof. If the building has a pitched roof, eaves must be provided.*
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 proposed use (medical office building) is non-residential, therefore 60% or more of ground floor must feature transparency. The elevations (Sheet A3.1) include 60% ground floor transparency. They also show the roof is pitched and features eaves. (2) Sheet A1.1 indicates façade offsets are provided and

change in color is provided between the contrasting light board and batten siding and dark standing seam metal roof. **The standards are met.**

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…

a. Option 1. Access is from an existing or proposed alley or mid-block lane.

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.

4. The following standards apply within the City Center District:

a. No private driveways are permitted unless all the following criteria have been met:

i. The City concludes that inadequate off-street, leased, shared, or public parking is available to serve the development.

ii. The property owner records a public access easement allowing cross access to and from adjacent properties that could potentially be served by the driveway. The easement vests with the City.

iii. The property owner records a joint maintenance agreement with the deed defining maintenance responsibilities of property owners that could logically be served by the common driveway.

b. Driveways to public parking are permitted when consistent with the City Center Plan.

FINDING: The site is currently undeveloped, therefore, new vehicle access is required; the applicant proposes to utilize two connection points: a new driveway approach that connects with Bear Creek Drive (Highway 99) and a connection with a new City Parking Area running parallel with Main Street, connecting East 4th Street and East 3rd Street. The City Parking Area is being developed in accordance with the City Center Plan for a realized need for more parking and interconnectivity in this area, which serves several nearby commercial developments, a nonprofit and the Phoodery. Because the City Parking Area is centralized between private developments, it acts as a conduit connecting them, and there will not be a requirement for this development to provide a cross access easement. **The standards are met.**

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.

5. Driveway Aprons. Driveway aprons (when required) shall be constructed of concrete and shall be installed between the street right-of-way and the private drive. Driveway aprons shall

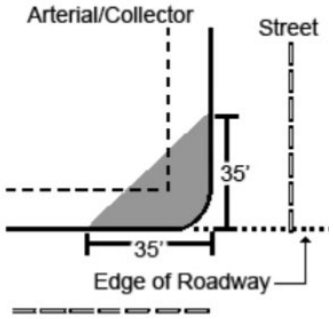
conform to ADA standards for sidewalks and pathways, which require a continuous route of travel that is a minimum of three feet in width, with a cross slope not exceeding two percent.

FINDING: Sheet A1.1 indicates a parking area with 24 parking spaces are proposed and the driveway has a width of 25 ft. Driveway apron construction material has not been specified. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan showing driveway apron constructed in accordance with PLDC § 3.2.2(J). **The standard is met with conditions.**

K. Fire Access and Parking Area Turn-arounds. Parking areas shall provide adequate aisles or turn-around areas for public safety, service, and delivery vehicles so that all vehicles may enter the street in a forward manner. (The City's Fire Chief may exempt turn-around requirements for fire trucks if compliance with the Fire Code is maintained.) For requirements related to cul- de-sacs, please refer to Chapter 3.5.2 – Transportation Standards, Section M.

FINDING: Fire District 5 has provided comment that addressed fire apparatus access, water supply, hydrants and landscaping. Fire District 5 comments recommend approval. Staff notes that the building plans will be subject to fire code review prior to their issuance. **The standard is met.**

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 Street Corner 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: Staff could not locate details addressing how driveways, parking areas, aisles and turn-arounds are to be improved. As a condition of approval, prior to final inspection, the applicant shall surface driveways, parking areas, aisles, and turn-arounds in accordance with PLDC § 3.2.2(N) and 3.4.3(D). **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 development site and interconnection to adjacent developments. (2 & 3) The pathways are reasonably direct, safe and convenient as shown on the Site Plan, featuring connections to primary building entrances, parking areas, and adjacent developments. (4) Pedestrian pathways are shown to be illuminated with light bollards and wall sconces. **The standards are met.**

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 4) indicates there will be curb stops in parking areas, the Site Plan shows ADA Ramps at the end of the paths. (2) Housing is not proposed. (3) Crosswalks are neither proposed nor required. (4 & 5) Most pathways measure 6 ft or greater according to Sheet A1.1, but 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) and (5). The Site Plan shows that DG (Decomposed Granite) is to be used for the corner pathway, and while it may be a durable material, it will also be subject to ADA requirements. The City Building Plans examiner will conduct a review for ADA compliance prior to building permit issuance. Staff finds it feasible for the applicant to provide pathways that are in compliance with the Americans with Disabilities Act. As a condition of approval, prior to final inspection, the applicant shall surface Pedestrian 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 L1.1). (C) The subject property is located within the 'City Center' district, the landscape plan is generously landscaped well over the minimum 10% requirement. (D) The subject property was leveled in the Almeda 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. Details regarding tree, shrub and ground cover sizing have not been provided. As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Landscape Plan showing vegetation sizing in compliance with PLDC § 3.3.3(D)(6, 7 & 8). **The standards are met with conditions.**

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 L1.1. (2) The subject property abuts Bear Creek Drive (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 0.25 acres is proposed, and the subject property abuts Highway 99. Therefore, the General Parking Lot Landscape and Highway 99 Landscape Buffer standards apply. Sheet L1.1 indicates the frontage is to be planted with Street Trees and Shrubs, and the Parking Area is to be planted with a mix trees and 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, 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. The application narrative indicates mechanical equipment is to be screened from view with vegetation. As a condition of approval, prior to final inspection, screening of mechanical equipment shall be installed in conformance with PLDC § 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 L1.1 shows six tree species are proposed on site. (B) Staff was unable to locate the Street Tree caliper size. As a condition of approval, prior to submittal for building permits, the applicant shall provide a Revised Landscape Plan showing Street Trees with a caliper size of no less than 1.5 inch at DBH. (C) The subject property has approximately 270 ft of frontage on Highway 99, and 30 ft is reserved for the driveway entrance, therefore, Street Trees will be required along 240 ft of frontage at an interval of 30 ft or less. This means that at least eight (8) Street Trees are required. As shown on Sheet L1.1, eight (8) Street Trees are proposed. (D) Staff could not located details regarding 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.**

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.

1. 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 twenty-four (24) spaces in conjunction with their 4100 ft^2 medical office building. The parking area has been proposed to the side and interior of the lot, which complies with the locational requirements of Chapter 2. (C) Medical office uses call for one space per 350 ft^2, including ADA parking spaces. This would normally allow for up to 12

parking spaces; however, a variance to this standard has been requested and is detailed in Chapter 5 findings herein below. (D) The Site Plan indicates that the parking area drive aisles are to measure 25 ft wide at the narrowest; there are twenty-four (24) 90 degree-in parking stalls measuring 9 ft x 16 ft or greater. Table 3.4.3(E) indicates the minimum 'standard' stall depth is 19 ft and that up to two-feet of overhang is allowed for standard spaces if the curb acts as the wheel stop. This means 1 ft of standard parking stall depth needs to be accounted for, or the parking spaces must be labeled as 'compact.' As a condition of approval, prior to submittal for building permits, the applicant shall submit a Revised Site Plan showing Parking Stall dimensions in conformance with PLDC Table 3.4.3(E); all compact stalls shall be labeled accordingly. Staff could not locate details addressing how driveways, parking areas, aisles and turn-arounds are to be improved. As a condition of approval, prior to final inspection, driveways, parking areas, aisles, and turn-arounds shall be improved in accordance with PLDC § 3.2.2(N) and 3.4.3(D). (E) The Site Plan indicates two (2) Americans with Disabilities Act parking spaces are to be provided. **The standards are met subject to conditions -and- approval of Type-II variance.**

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.

Institutional Use Categories-		
Civic, Social and Administrative Services	1 space per 5,000 square feet of gross floor area, except:	75% ST | 25% LT
Medical, Health and Correctional Services	1 space per 10,000 square feet of gross floor area	75% ST | 25% LT

FINDING: The proposed development is subject to Site Design Review, therefore, Bicycle Parking is required. Table 3.4.4 indicates that a 4,100 ft^2 Medical Office Building calls for one (1) short term space. Page 4 of the application narrative acknowledges this requirement. As a condition of approval, the applicant shall submit a Revised Site Plan showing the location of required short-term bicycle parking. **The standard is met with conditions.**

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 in accordance with the approved Site Plan. **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 Bear Creek Drive (Highway 99) and East 4th Street. Public streets that the City Transportation System Plan classifies as an 'arterial' and 'collector' street accordingly. The roadway authority in this case is both Oregon Department of Transportation (ODOT) and the City. ODOT has indicated that they have no comment regarding this project. Staff finds that both roads are appropriately sized and improved; they will not require further improvements or dedication at this time. **The standards are met.**

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) The roadway authority has no comment. (c) According to the Institute of Transportation Engineers Trip Generation Manual (11th Edition), a Medical Clinic (Land Use Code 630) will generate an average of 37.6 Average Daily Trips per 1,000 ft^2. At 4,100 ft^2, this equates to approximately 154 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 Medical use, resulting in an increase of 154 Average Daily Trips, will therefore not exceed the peak hour volume to/from Highway 99 by 10% or more. (e) The Medical 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 abutting streets, and provides vision clearance in alignment with the provisions of Chapter 3.2. The proposal involves infill development on a commercial block where the intensity of traffic generated has long been anticipated. No

comments have been received by the road authority, 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, Public Works Comment (EXHIBIT A) indicates that water is available to the site. City GIS shows a water main along East Fourth St. RVSS is the City's Sanitary Sewer service provider. RVSS Comment (EXHIBIT A) indicates that there is an existing 8-inch sewer main and a 4 inch lateral that is available for connection if found to be in good working order. 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: City Engineer Comment (EXHIBIT A) indicates storm drain treatment and detention will not be required because it is being handled by the Planning Infrastructure and Economic Revitalization (PIER) project being completed by the City. **The standard is met.**

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.

FINDING: The application includes an Outdoor Lighting Plan on Sheet L1.1. The subject property is zoned C-C and therefore must adhere to the LZ-2 lighting classifications. This plan shows the proposed location of Outdoor Lighting, fixture type, lumen output and backlight, uplight and glare ratings that are compatible with the LZ-2 lighting classifications using the 'Prescriptive Method.' As a condition of approval, prior to final inspection, the applicant shall install all Outdoor Lighting Fixtures in accordance with the approved Outdoor Lighting Plan. **The standards are 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 24, 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 comes with a variance request for additional parking. The variance request is detailed in Chapter 5 findings herein below. **The standard is met with conditions.**

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 medical office use is not commonly associated with nuisances such as light, glare, noise, odor, vibration, smoke, dust or visual impact. And there are no residential uses in the vicinity that may be disturbed by the day-to-day medical office operations.

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.**

CHAPTER 5 – EXCEPTIONS TO CODE STANDARDS

Chapter 5.2 – Variances

5.2.1 – Purpose

A. Purpose. The Planning Director, through an administrative review or the Planning Commission with a Public Hearing may grant a variance from strict compliance with standards contained in this Code in cases where documented evidence proves that it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the following Subsections.

B. Applicability. The facts and conclusions relied upon to grant a variance from a particular standard shall clearly be set forth in the FINAL ORDER of the Administrative Review or the review by the Planning Commission.

1. The variance standards are intended to apply to individual platted and recorded lots only, and in the case of signs, the applicant may be the business agent with a written letter of consent from the property owner.

2. An applicant who proposes to vary a specification standard for lots yet to be created through a subdivision process may only utilize the Type II or Type III variance procedure.

3. A variance shall not be approved which would vary the permitted uses of a land use district (Chapter 2).

4. Exceptional or extraordinary conditions applying to the subject property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or,

5. A Variance from the design standard for reasons set forth, will result in equal or greater compatibility with the architectural and/or site planning style and features that exist in adjacent and nearby buildings; or the proposed design is a functional requirement of the proposed use.

FINDING: (A) The application comes with a Type 2, "Administrative" Variance request to Table 3.4.3 and § 3.4.3(C), which limits the maximum allowable parking for a development. In this case, a Medical Office Building of this size is limited to twelve (12) parking stalls. (B)(1 & 2) The applicant requests to increase the total amount of parking stalls to twenty-four (24) for the subject property only (Map & Tax Lot 38-1W-09DD-600). (3) The Medical Office use is permitted in the C-C district. (4) Exceptional/extraordinary conditions apply to the subject property; the applicant argues that there is little nearby parking to serve the proposed use. The abutting roads have not been designed with street-side parking in mind. (5) The proposed parking variance is a functional requirement of the proposed use; the applicant narrative (Page 5) indicates the medical office will be serving clients with an average age of between 60-90 years old, the requested variance will allow for safer travel by limiting the distance medical patients must walk to obtain medical care, which sometimes includes surgery. **The criteria are met.**

5.2.2 – Type II Variances

A. Type II variances. Due to their discretionary nature, the following types of variances shall be reviewed using a Type II administrative procedure, in accordance with Chapter 4.1.4 – Type II Procedure (Administrative):

…5. Variance to Chapter 3.4 – Vehicle Parking

a. The Planning Director may approve variances to the minimum or maximum standards for off-street parking in Chapter 3.4.3 – Vehicle Parking Standards upon finding the following:

i. The individual characteristics of the use at that location require more or less parking than is generally required for a use of this type and intensity;

ii. The need for additional parking cannot reasonably be met through provision of on-street parking or shared parking with adjacent or nearby uses; and

iii. All other parking design and building orientation standards are met, in conformance with the standards in Chapter 2 and Chapter 3.

FINDING: The application includes a variance request to the maximum standards for off-street parking. (i) While the City Comprehensive Plan and PLDC generally encourages multimodal transit for new developments, the applicant narrative (Page 5) indicates the proposed medical office will provide a 'destination type use' serving clients from greater distances than local transit or walking would allow, in most cases. Furthermore, it serves clients with an average age range of 60-90, and surgery/recovery will be a routine consideration; these are instances where privately owned vehicles are an appropriate default method of conveyance. (ii) The abutting streets do not offer parking and there is a known/understood deficit in available downtown parking, which this variance request for additional parking can (partially) remedy. (iii) As addressed in Chapter 2 and 3 findings herein above, all other parking design and building orientation standards are met. **The criteria are met.**

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
   - the Trash Enclosure is constructed of concrete
   - showing driveway apron constructed in accordance with PLDC § 3.2.2(J).
   - a pedestrian connection (pathway and crosswalk) leading to the Civic Center Natural Area.
   - Pathway Surface Width and Material Type in conformance with PLDC § 3.2.3(B)(4) and (5)
   - Parking Stall dimensions in conformance with PLDC Table 3.4.3(E); all compact stalls shall be labeled accordingly.
   - the location of required short-term bicycle parking.
   - 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
   - vegetation sizing in compliance with PLDC § 3.3.3(D)(6, 7 & 8)
   - Parking Area Trees are to be a minimum of 2-inch caliper measurement
   - Street Trees with a caliper size of no less than 1.5 inch at DBH
   - all building entrances with an awning or canopy for weather protection in accordance with PLDC § 2.3.7(B)(3)(i)

PRIOR TO FINAL INSPECTION

5. Drive Surfaces, Improved: the applicant shall surface driveways, parking areas, aisles, and turn-arounds in accordance with PLDC § 3.2.2(N) and 3.4.3(D).
6. Pathways, Installed: the applicant shall surface Pedestrian Pathways in accordance with the approved Site Plan
7. Landscaping, Installed: landscaping shall be installed in accordance with the approved Landscape Plan
8. Screening, Installed: screening of mechanical equipment shall be installed in conformance with PLDC § 3.3.3(E)(4)(d)
9. Bicycle Parking, Installed: the applicant shall install one (1) short-term bicycle parking space in accordance with the approved Site Plan.
10. Outdoor Lighting Fixtures, Installed: the applicant shall install all Outdoor Lighting Fixtures in accordance with the approved Outdoor Lighting Plan

ONGOING CONDITIONS OF APPROVAL

11. Vision Clearance, Maintained: 35 ft vision clearance areas at the Street Corner shall remain open and unobstructed in accordance with PLDC § 3.2.2(M)
12. Landscaping, Maintained: the property owner shall ensure landscaping on site is maintained in accordance with the approved Landscape Plan.

COMMUNITY AND ECONOMIC DEVELOPMENT



By: Jeff Wilcox
Senior Planner

Date: April 13, 2026