Community and Economic Development
220 N. Main Street / P.O. Box 330
Phoenix, Oregon 97535
(541) 535-2050
www.phoenixoregon.gov

ADMINISTRATIVE NOTICE OF DECISION

File: SP26-01 & VR26-01
Location: 105 E 4th St; 38-1W-09DD-600
Land Use District: City Center (C-C)
Date Notice of Application mailed: February 24, 2026
Date of Decision: April 13, 2026



I. APPLICANT / OWNER INFORMATION

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

File # SP26-01 & VR26-01 reviewed and tentatively approved a proposal for a Medical Office Building and parking lot.

Copies of the decision, application, all documents and evidence submitted, and applicable criteria and standards are available for review at the Phoenix Community and Economic Development Department. Copies may be provided at the cost of 25 cents a page. Application materials and supporting documents can also be found at https://www.phoenixoregon.gov/current-planning.

This decision may be appealed to the Planning Commission if a Notice of Appeal is filed within 14 days of the date this notice was mailed and with the required fee in accordance with Chapter 4.1.4 (G) of the Phoenix Land Development Code. Appeals proceed according to the following procedures:

III. APPEAL PROCESS

4.1.4 (G) Appeals.

Type II decisions may be appealed to the Planning Commission as follows:

1. Notice of appeal. Any person with standing to appeal may appeal a Type II Decision by filing a Notice of Appeal according to the following procedures;
   a. A Notice of Appeal shall be filed with the Planning Department within 14 days (not including the date mailed) of the date the Notice of Decision was mailed;
   b. The Notice of Appeal shall contain:
      (1) An identification of the decision being appealed, including the date of the decision;
      (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
      (3) A statement explaining the specific issues raised on appeal;
      (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period;
      (5) Filing fee.
2. Scope of appeal. The appeal of a Type II Decision by a person with standing shall be limited to the specific issues raised during the written comment period, unless the Planning Commission allows additional evidence or testimony concerning any other relevant issue. The Planning Commission may allow such additional evidence if it determines that such evidence is necessary to resolve the case.

Date Mailed: April 13, 2026. The appeal period will expire 14 days after the mailing of this notice; the decision will be final on April 27, 2026.

Please contact Jeff Wilcox at jeff.wilcox@phoenixoregon.gov -or- 541-535-2050 Ext 318 with any questions pertaining to this Notice of Decision.