



# CITY COUNCIL MEETING

Monday, June 03, 2024 at 7:00 PM  
Sandy City Hall and via Zoom

## AGENDA

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### TO ATTEND THE MEETING IN-PERSON:

Come to Sandy City Hall (lower parking lot entrance) - 39250 Pioneer Blvd., Sandy, OR 97055

### TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/82747859478>

Or by phone: (253) 215-8782; Meeting ID: 82747859478

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### CHANGES TO THE AGENDA

### PUBLIC COMMENT (3-minute limit)

The Council welcomes your comments on other matters at this time. The Mayor will call on each person when it is their turn to speak for up to three minutes.

-- **If you are attending the meeting in-person**, please submit your comment signup form to the City Recorder before the regular meeting begins at 7:00 p.m. Forms are available on the table next to the Council Chambers door.

-- **If you are attending the meeting via Zoom**, please complete the online comment signup webform by 4:00 p.m. on the day of the meeting:

<https://www.ci.sandy.or.us/citycouncil/webform/council-meeting-public-comment-signup-form-online-attendees>.

### RESPONSE TO PREVIOUS COMMENTS

### CONSENT AGENDA

1. [City Council Minutes: May 20, 2024](#)
2. [Library Advisory Board Appointment](#)

### RESOLUTIONS

3. [PUBLIC HEARING: Resolution 2024-11 - Revised Moratorium Raising Limit on New Wastewater Connections](#)
4. [PUBLIC HEARING: Resolution 2024-14 - Master Fees & Charges Annual Update](#)

### NEW BUSINESS

5. [Cedar Park Project Update](#)
6. [PUBLIC HEARING: Cedar Park Entry Sign Variance Request](#)

### REPORT FROM THE CITY MANAGER

### COMMITTEE / COUNCIL REPORTS

### STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

### ADJOURN

**EXECUTIVE SESSION:** The City Council will meet in executive session pursuant to ORS 192.660(2)(e)

Americans with Disabilities Act Notice: Please contact the City, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.



# CITY COUNCIL MEETING

Monday, May 20, 2024 at 6:00 PM  
Sandy City Hall and via Zoom

## MINUTES

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### WORK SESSION – 6:00 PM

1. Draft Plan Review: Envision Sandy 2050 Comprehensive Plan

Anais Mathez with 3J Consulting provided a presentation to the Council; slides were included in the agenda packet.

Council discussion ensued on the following topics:

- Overview of the regulatory mechanisms in place to protect wetlands
- Remarks about the wastewater system improvement text
- Discussion of the prudence of adding language suggested by DLCD
- Discussion of the likelihood of encountering historic sites in Sandy
- Suggestion that some buildings in Sandy would warrant special historical recognition
- Discussion of the draft action plan to address natural hazards
  - Note that the City would not be solely responsible for completing the plan, and there are no associated deadlines
  - Suggestion to split the action plan into a separate document from the rest of the Comprehensive Plan, and to not include it in a PAPA notice
  - Suggestion to not formally adopt the action plan; concern about taking on the proposed tasks
  - Concern about whether the action plan synthesizes with existing City master plans
- Concerns about the Comprehensive Plan document in general, related to photo choices, lack of sources for statistics, language in the housing policy section, and a general sense that the document reflects a certain bias in support of the centralized housing policy being set by the state
- Thanks for the work performed on the project

### REGULAR MEETING – 7:00 PM

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

##### PRESENT

Mayor Stan Pulliam

Council President Laurie Smallwood

Councilor Chris Mayton  
Councilor Rich Sheldon  
Councilor Kathleen Walker  
Councilor Carl Exner  
Councilor Don Hokanson

### CHANGES TO THE AGENDA

(none)

### PUBLIC COMMENT (3-minute limit)

(none)

### RESPONSE TO PREVIOUS COMMENTS

(none)

### CONSENT AGENDA

2. City Council Minutes: May 6, 2024
3. 2024 Mountain Festival Requests for Street Closures, Exclusive Use of Meinig Park, and Exclusive Use of Centennial Plaza
4. Funding Request: Sandy Historical Museum

#### **MOTION: Adopt the consent agenda**

Motion made by Councilor Sheldon, Seconded by Councilor Walker.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

**MOTION CARRIED: 7-0**

### ORDINANCES

5. PUBLIC HEARING - Ordinance 2024-09: Land Use Approval Extension Ordinance (File No. 24-020)

#### Abstentions

(none)

#### Conflicts of Interest

(none)

#### Staff Report

The Development Services Director summarized the staff report, which was included in the agenda packet along with presentation slides. In response to a question, clarification was provided about the letters in the record and the entities they represent.

## Public Testimony

Garrett Stephenson: Thanked staff and the City Attorney for the work on the proposed ordinance, which has been under development for some time. Stated that projects cannot get financing at present because of the moratorium in place. Stated that complications exist with respect to receiving building permits, ERU allocations, and financing. Stated that lenders need assurance that ERUs are available for development. Noted that a revision to the moratorium will be considered by the Council next month, but at this time things remain difficult. Stated that a one year approval extension would be insufficient; two years were lost during the moratorium and assistance is needed. Urged the Council to adopt the alternative version of the ordinance.

In response to questions from the Council, the following issues were discussed:

- The particular lots the extension would apply to Mr. Stephenson's project
- Details of the previous Bull Run Terrace approval
- The need for an extension in order to successfully complete site improvements that are required before final plat

## Staff Recap

Staff provided clarifying remarks on the subject developments, explained extension timelines and deadlines, provided clarification on when certain developments would need extensions, and noted other developments that are no longer subject to the deadlines at issue.

## Council Discussion

- Additional history and context of the Bull Run Terrace project, including expected design review and the process for soliciting public input
- Explanation of the proposed ERU allocation program
- Discussion of whether one year or two year extensions are appropriate
- Discussion on the incentive for developers to move forward with their projects quickly

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### **MOTION: Close the public hearing**

Motion made by Councilor Hokanson, Seconded by Council President Smallwood.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

### **MOTION CARRIED: 7-0**

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**MOTION: Approve the first reading of the alternative version of Ordinance 2024-09 (as included in the agenda packet)**

Motion made by Council President Smallwood, Seconded by Councilor Exner

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

**MOTION CARRIED: 7-0**

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**MOTION: Approve the second reading of the alternative version of Ordinance 2024-09 (as included in the agenda packet)**

Motion made by Councilor Mayton, Seconded by Councilor Hokanson

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

**MOTION CARRIED: 7-0**

**RESOLUTIONS**

- 6. PUBLIC HEARING - Resolution 2024-12: Adopting Findings to Support an Exemption from Formal Invitation to Bid Process

Abstentions

(none)

Conflicts of Interest

(none)

Staff Report

The Public Works Director summarized the staff report, which was included in the agenda packet. It was noted that concerns exist about a saturated construction market, and that the City needs to move quickly and stay nimble with respect to urgent projects. It was also noted that the proposal would still maintain competition, and that it is consistent with the process authorized by the Council in December 2023 for engineering contracts.

Public Testimony

(none)

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**MOTION: Close the public hearing**

Motion made by Councilor Sheldon, Seconded by Councilor Exner.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

**MOTION CARRIED: 7-0**

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Council Discussion

In response to Council questions, staff provided additional detail on the proposed process. It would be a qualification-based initial evaluation, and once firms are selected, individual projects would be put out for bids from the selected firms.

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**MOTION: Adopt Resolution 2024-12**

Motion made by Council President Smallwood, Seconded by Councilor Walker.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

**MOTION CARRIED: 7-0****NEW BUSINESS**

## 7. Funding Request: Sandy Area Chamber of Commerce

The Economic Development Manager summarized the staff report, which was included in the agenda packet. The Chamber Director, Khrys Jones, was also present.

Council discussion ensued on the following topics:

- Inquiry about the status of the Business Recovery Center, and whether aspects of it will be maintained
- Concern that \$28,000 is not enough to support the staffing needs of the Chamber
- Discussion of the Chamber's current staffing, and how the funds would be allocated to staffing hours
- Discussion on state tourism funding, and the relatively small amount allocated to the Sandy area
- Concern that creating a new level of hierarchy in the tourism funding structure will be ineffective
- Suggestion that advocacy for this area is needed, and this proposal would advance that cause
- Suggestion to invest in the Chamber and partner with them to advance progress
- Emphasis on the importance of ensuring that funds for tourism benefit Sandy itself
- Clarification from Chamber staff on plans to proactively highlight tourism assets in Sandy itself, which tourists can visit on their way to other attractions
- Suggestion that Chamber staff should attend a future meeting and further explain how the proposal would benefit Sandy itself, including possible performance metrics
- Note that more transient room tax revenue is being collected than was budgeted
- Discussion on the proposed budget for the Travel26 concept

- Suggestion that it is unclear what exactly the Council wishes to fund with respect to tourism
- Suggestion that tourism funding from the City needs to be Sandy-specific

**MOTION (original version): Approve the funding request from the Sandy Area Chamber of Commerce, with the addition that the Economic Development Advisory Board will take an active role in oversight and accountability for the use of the funds**

Motion made by Councilor Hokanson, Seconded by Councilor Walker.

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MOTION AMENDMENT: Amend the original motion to state that the funding request from the Sandy Area Chamber of Commerce is approved, with the condition that at the conclusion of the current biennium, the Chamber will provide a report to the Economic Development Advisory Board detailing the program's results with respect to Sandy in particular.

Amendment offered by Councilor Sheldon, Seconded by Councilor Hokanson

Voting Yea: Mayor Pulliam, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

Voting Nay: Council President Smallwood, Councilor Mayton

AMENDMENT APPROVED: 5-2

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**AMENDED MOTION: Approve the funding request from the Sandy Area Chamber of Commerce, with the condition that at the conclusion of the current biennium, the Chamber will provide a report to the Economic Development Advisory Board detailing the program's results with respect to Sandy in particular**

Voting Yea: Mayor Pulliam, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

Voting Nay: Council President Smallwood, Councilor Mayton

**MOTION CARRIED: 5-2**

8. Transportation System Development Charge Discussion

The City Manager summarized the Transportation System Development Charge (TSDC) staff report, which was included in the agenda packet.

Council discussion ensued on the following topics:

- Frustration that proposed system development charge updates across all City utilities were not presented to the Council at the same time

- Recognition that updating the TSDC rate and methodology would require a new 90-day notice
- Concern about the idea of waiting too long to replenish the Street Fund
- Emphasis on the importance of ensuring that the cost of reinvestment into the City's infrastructure is not solely borne by current residents
- Note that the proposed 'Scenario B' rate represents an average TSDC rate, according to the comparison rates provided
- Suggestion that TSDCs ensure that development pays its fair share, in light of past investments in the system
- Frustration regarding the idea of considering SDCs individually, rather than all at once
- Note that future increases to Water and Wastewater SDCs will push Sandy's total cost of permitting above average

**MOTION: Direct staff to make preparations to hold a public hearing on proposed revisions to the City's Transportation System Development Charges, to include a rate consistent with 'Scenario B' (high and medium priority projects).**

Motion made by Councilor Walker, Seconded by Councilor Hokanson.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Hokanson

Voting Nay: Councilor Exner

**MOTION CARRIED: 6-1**

## REPORT FROM THE CITY MANAGER

- A hearing on proposed Transportation System Development Charge revisions can be scheduled for the first Council meeting in September
- Discussion on an upcoming work session on homelessness issues to be attended by Clackamas County staff. The meeting will include discussion of the County's program providing temporary shelter for homeless individuals in the Sandy Best Western
  - Suggestion to convene the Homelessness Task Force in advance
  - Suggestion that County Staff should be asked where individuals housed in the Best Western are from
  - Suggestion that County staff should explain what services are being provided by the Health, Housing, and Human Services Department; and whether Sandy is receiving a proportional share of those services compared to more urban areas

## COMMITTEE / COUNCIL REPORTS

### Councilor Hokanson

(none)

### Councilor Exner

- Concerns regarding ODOT bollards lying on the ground



- Concern regarding maintenance of grass along the new Vista Loop sidewalk
- Note that the Clackamas River Basin Council has a new director

Councilor Walker

- Recap of the recent Yappy Hour event
- Recap of recent Library District Advisory Committee meeting
- Praise for recent Library Advisory Board applicant
- Suggestion to use Council contingency funds to install swings at Tupper Park
- Concerns regarding site slope at Cedar Park

Councilor Sheldon

- Concerns regarding vegetation in rights-of-way, which may block drivers' vision
- Suggestion to offer regular proactive programming at the new Base Camp park to ensure it remains a positive community asset

Council President Smallwood

- Recap of the recent Yappy Hour event

Councilor Mayton

(none)

Mayor Pulliam

- Praise for the efforts being made to develop Cedar Park
- Recognition of new businesses in town

**STAFF UPDATES**

Monthly Reports: <https://reports.cityofsandy.com/>

**ADJOURN**



# STAFF REPORT

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**Meeting Type:** City Council  
**Meeting Date:** June 3, 2024  
**From:** Jeff Aprati, Deputy City Manager  
**Subject:** Library Advisory Board Appointment

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**DECISION TO BE MADE:**

Whether to accept the interview panel's recommendation for an appointment to the Library Advisory Board.

**BACKGROUND / CONTEXT:**

The [Library Advisory Board](#) currently has one vacant seat (Seat #1), which is reserved for a resident of the Hoodland Service Area per the advisory board's [bylaws](#).

An application opportunity was advertised via multiple media over several weeks. Two applications were received that met the eligibility requirements, however one of the applicants withdrew their application. The interview panel (including Councilors Walker and Sheldon, and Board Chair Michet) reviewed the application materials and conducted an interview on May 20, 2024.

**RECOMMENDATION:**

The interview panel recommends appointment of Teresa Peltier to Library Advisory Board Seat 1 (term expires 12/31/2026). Ms. Peltier's application form is attached to this staff report.

**SUGGESTED MOTION LANGUAGE:**

"I move to appoint Teresa Peltier to Library Advisory Board Seat 1."

**LIST OF ATTACHMENTS / EXHIBITS:**

- Application form

Published on *Sandy, OR* (<https://www.ci.sandy.or.us>)

[Home](#) > [Library Advisory Board Application](#) > [Webform results](#) > Submission #18

#### Submission information

Form: [Library Advisory Board Application](#) [1]

Submitted by Visitor (not verified)

Tue, 03/26/2024 - 4:47pm

#### First Name

Teresa

#### Last Name

Peltier

#### Email

[REDACTED]

#### Phone Number

[REDACTED]

#### Address

62389 E Brightwood Loop Road

#### City

Brightwood

#### State

OR

#### Zip Code

97011

#### Mailing Address (if different)

#### Please explain your interest in serving on the Library Advisory Board

I value the variety and quality of books, events, programs and services the public library provides. I feel communities are strengthened by public access to information and connection fostered by our library, not to mention the safe and welcoming space the physical building offers some of our most vulnerable community members. And I hope that, through public input, we can continue to grow and target library offerings for all community members and therefore continue to strengthen our community. So hopefully my input and participation will help the Hoodland Library do so!

#### What knowledge, education, or skills would you bring to the Board?

I have a variety of professional experience in non-profit management; identifying, developing and delivering public service programs; and leading change, including cofounding a local non-profit (Mt. Hood Unida), several years as a professional change manager (consultant and at NIKE), and a senior leadership position at a public radio and television station serving 21 counties in two New York and Pennsylvania. I also have certifications in human-centered design, a methodology for designing better programs and products based on the needs and interests of the users. I am also a regular volunteer in our local schools and communities.

#### Upload Current Resume

[teresa\\_peltier\\_resume\\_sandy\\_library.pdf](#) [2]

Item # 2.

### **Interview Availability**

I understand that all applicants will be asked to participate in a 15 minute interview via Zoom (or by phone).

### **By checking this box, I agree to the following:**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed. I also affirm that I have read and understand the Sandy Code of Conduct for members of Boards and Commissions (available as a Supporting Document on this webpage), and I understand its application to my role and responsibilities while serving on a City Board. I pledge to conduct myself according to the Sandy Boards and Commissions Code of Conduct, and I understand that the City Council may remove me from my position if my conduct falls below these standards.

**Source URL:** <https://www.ci.sandy.or.us/node/15791/submission/21363>

### **Links**

[1] <https://www.ci.sandy.or.us/bc-lab/webform/library-advisory-board-application> [2]

[https://www.ci.sandy.or.us/system/files/webform/teresa\\_peltier\\_resume\\_sandy\\_library.pdf](https://www.ci.sandy.or.us/system/files/webform/teresa_peltier_resume_sandy_library.pdf)



# STAFF REPORT

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**Meeting Type:** City Council  
**Meeting Date:** June 3, 2024  
**From:** Josh Soper, City Attorney  
**Subject:** PUBLIC HEARING: Resolution 2024-11 - Revised Moratorium Raising Limit on New Wastewater Connections

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## DECISION TO BE MADE:

Whether to adopt a revised moratorium lifting the limit on equivalent residential units (ERUs) from 300 to 570 and making other changes and clarifications.

## PURPOSE / OBJECTIVE:

To establish alignment with the conditional approval from EPA and DEQ providing the City access to 570 ERUs, and to make additional changes to best address the needs of the City, developers, and property owners.

## BACKGROUND / CONTEXT:

The City first enacted a development moratorium relating to capacity issues with its wastewater treatment system on October 3, 2022 (Moratorium 1.0) prior to entering the Consent Decree with EPA and DEQ relating to those same issues. That moratorium prohibited most new land use applications and limited development to 120 ERUs, which was the Period 1 (initial) cap in the draft Consent Decree during negotiations at that time.

Subsequently, the City successfully negotiated a Period 1 cap of 300 ERUs prior to entering the Consent Decree. As a result, the City repealed and replaced Moratorium 1.0 with a new moratorium on June 20, 2023 (Moratorium 2.0) with a cap of 300 ERUs (among other changes). Notably, the count started over at 300 ERUs at that point—the ERUs used during Moratorium 1.0 did not count against the 300 ERUs in Moratorium 2.0, due to the terms of the Consent Decree.

Period 1 under the Consent Decree began when the Consent Decree was entered. Period 2 began after the City completed a comprehensive capacity evaluation process (stress test) to determine the actual capacity of the City’s wastewater system, and after the resulting report was reviewed and approved by EPA/DEQ. That process ended on April 11, 2024, with EPA/DEQ providing conditional approval. The terms of the conditional approval are as follows:

570 ERUs available immediately, without conditions

Cap will increase to 760 ERUs once:

1. The City submits to EPA/DEQ a detailed technical memorandum outlining proposed modifications to operations and/or to the WWTP to address EPA/DEQ’s remaining technical concerns. Memo must include records of recent operations, including all Mixed Liquor Suspended Solids and Sludge Volume Index data for the WWTP since

December 1, 2023, and updated information regarding the impact of its ongoing inflow and infiltration reduction efforts on the peak flows associated with the identified “design” storm.

2. Said memo is approved by EPA/DEQ, City completes the proposed modifications, City submits documentation of completion, and EPA/DEQ approve.

Staff is now bringing forward a resolution to establish a development moratorium that is in alignment with the terms of the conditional approval, among other changes. **Approval of this resolution will loosen the terms of the moratorium and allow additional new construction to move forward in the city.** This resolution would have the effect of adopting a new moratorium and repealing the existing moratorium, rather than being an extension of the existing moratorium, because state law requires a new moratorium be adopted in order to make any modifications to the moratorium terms.

Importantly, the ERUs the City has issued since entering the Consent Decree (Moratorium 2.0 forward) do count toward the 570 ERU cap, meaning that, as of this writing, the City has access to 451.2 ERUs. City staff estimates that it will consume up to 447.7 ERUs to accommodate all of the developments currently in the City’s development pipeline, i.e. those developments for which land use applications were submitted prior to the enactment of Moratorium 1.0. That means that, for the first time since adopting Moratorium 1.0, the City has access to enough ERUs to allow all of the developments for which land use applications were submitted prior to Moratorium 1.0 to move forward.

#### KEY CONSIDERATIONS / ANALYSIS:

As a result of the foregoing, as well as staff experience under the previous moratoria, City staff are proposing several key changes in Moratorium 3.0:

1. As of the time of publication of this staff report, the cap increases to 451.2 ERUs. This number is expected to change as more ERUs may be issued prior to the time of the Council meeting.
2. Creation of an ERU allocation program to allow developments in the pipeline to apply for and receive an allocation of ERUs
3. Limit use of remaining ERUs to situations such as failed septic systems, as well as construction of duplexes on developments in the pipeline (because most duplexes, except for those explicitly included in land use decisions, are not accounted for in the allocation methodology)
4. Allow ERUs to be reassigned under certain circumstances
5. Allow some additional types of land use applications (e.g. zone changes) and clarify language relating to other types of land use applications

The allocation program is intended to provide the assurances and certainty developers need in order to obtain financing and move forward with their projects. The number of ERUs a development can receive is limited to (1) the number of ERUs that can be calculated directly from the terms of the development approval, where applicable; or when that’s not the case, (2) one ERU per buildable lot created through a land use process.

Because the latter calculation does not allow for development of duplexes, the program makes the remaining ERUs available for construction of duplexes on a first-come, first-served basis. Based on what staff knows informally about developers’ plans, we anticipate that the number of ERUs that will be available for that purpose will almost precisely match the demand.

The allocation program also provides that any remaining ERUs can be used on a first-come, first-served basis for situations such as failed septic systems. Staff anticipates that there may be a need for a small number of ERUs for this purpose in the near future.

The ERU reassignment program is intended to address a few specific types of issues:

1. Where a developer has land use approval and ERUs allocated for a specific use on a particular property but desires to instead use the property for a different purpose.
2. Where a developer has land use approval and ERUs allocated for a specific use on a particular property but instead wishes to develop that same use on a different property.
3. Properties with vacant and/or derelict buildings which could be re-developed without consuming more ERUs than were allocated to the existing structure/use.
4. A potential need for the City to reallocate ERUs from property it owns, which are not currently being used, to other City property.

Finally, the draft moratorium makes clear that the City will re-evaluate the use of any ERUs not allocated (or for which the allocation has expired) when it next reviews the moratorium. As required by state law, this moratorium must be revisited by Council within six months after its adoption.

**BUDGET IMPACT:**

As compared to the moratorium currently in effect, this moratorium is expected to have a difficult to quantify, but positive, budgetary impact through reduced litigation risk, increased Development Services Department fee revenue from developments that move forward, increased property values which will result in more property tax revenue, and revenue from utility services on properties that are developed.

**RECOMMENDATION:**

Staff recommends the City Council approve Resolution 2024-11.

**SUGGESTED MOTION LANGUAGE:**

“I move to adopt Resolution 2024-11.”

**LIST OF ATTACHMENTS / EXHIBITS:**

1. Resolution 2024-11 with attached findings



**RESOLUTION NO. 2024-11**

**A RESOLUTION APPROVING A MORATORIUM ON DEVELOPMENT PURSUANT TO ORS 197.505 TO 197.540 BASED ON LIMITED SANITARY SEWER CAPACITY**

**WHEREAS**, pursuant to the federal Clean Water Act of 1972, the City of Sandy sanitary sewer collection and treatment system is subject to a National Pollutant Discharge Elimination System (NPDES) permit (the Permit) issued to the City by Oregon Department of Environmental Quality (DEQ) under authority granted by the U.S. Environmental Protection Agency (EPA); and

**WHEREAS**, the Permit limits the types and amounts of discharges from the City treatment plant into Tickle Creek; and

**WHEREAS**, population growth and development in the city has increased the demand on the available capacity at the treatment plant; and

**WHEREAS**, inflow and infiltration (I&I) into the City collection system (i.e. sewer pipes) from surface water has also increased the demand on available treatment plant capacity; and

**WHEREAS**, the combination of I&I and increased base flows has caused discharges from the treatment plant to violate permitted NPDES levels during certain weather events; and

**WHEREAS**, the City has engaged in a significant program of investigation, remediation, and repair of the collection system to reduce the amount of I&I and the corresponding demand on the treatment facilities; and

**WHEREAS**, the City is also amending the Facilities Master Plan to provide for the design, financing, and construction of additional treatment facilities to improve the capacity of the City's wastewater system in the long term; and

**WHEREAS**, the aforementioned permit violations resulted in enforcement proceedings from DEQ and EPA which were resolved via the consent decree entered in the U.S. District Court for the District of Oregon on September 11, 2023 (the "Consent Decree"); and

**WHEREAS**, the terms of the Consent Decree required the City to perform a "stress test" and comprehensive capacity analysis to determine the capacity of the City's existing sanitary sewer system based on work the City had already performed to improve capacity; and

**WHEREAS**, the Consent Decree also required the City to limit new connections to the City's sanitary sewer system, and modifications to existing connections to the City's sanitary sewer system that increase flows, to no more than 300 equivalent residential units (ERUs) until the comprehensive capacity analysis results were approved by EPA and DEQ, at which point the 300 ERU cap would be replaced with a cap determined by the results of the comprehensive capacity analysis; and



**WHEREAS**, the City submitted the results of the comprehensive capacity analysis to EPA and DEQ on September 29, 2023, which resulted in a conditional approval decision on April 11, 2024, authorizing the City to immediately access 270 additional ERUs above and beyond the 300 ERUs previously available, and to access 190 additional ERUs upon the completion of certain specified actions by the City and approval by EPA and DEQ; and

**WHEREAS**, as of the date of this Resolution, the City has issued 118.8 ERUs to developments out of the initial 300 ERUs, resulting in a total number of ERUs available as of this date of 451.2 ERUs; and

**WHEREAS**, upon completion of the actions described in the conditional approval, and further approval by EPA and DEQ, the City anticipates that more capacity will become available and additional development projects will be allowed to connect to the sanitary sewer system and add increased flows through existing connections; and

**WHEREAS**, the Consent Decree requires the City to take such actions as are necessary to meet the above obligations, including enactment of a development moratorium; and

**WHEREAS**, while negotiations with EPA and DEQ relating to the Consent Decree were ongoing, the City enacted a development moratorium via Resolution 2022-24 on October 3, 2022, and extended that moratorium via Resolution 2023-07 on March 20, 2023 (the "First Moratorium"); and

**WHEREAS**, upon approval of the Consent Decree by City Council, the City repealed and replaced the First Moratorium and enacted a new development moratorium with Resolution 2023-27 on June 20, 2023, and extended that moratorium via Resolution 2023-34 on November 20, 2023 (the "Second Moratorium"); and

**WHEREAS**, land use applications which were submitted prior to enactment of the First Moratorium (the "Pre-Moratorium Applications") were not subject to the prohibition on acceptance and processing of new land use and development applications in the First Moratorium and Second Moratorium, but were impacted by the limitations on issuance of building permits and other permits also established in the First Moratorium and Second Moratorium; and

**WHEREAS**, in the interest of fairness, a priority of the City has been and continues to be to limit negative impacts on the Pre-Moratorium Applications; and

**WHEREAS**, the additional ERUs now available to the City make it possible for the first time since the enactment of the First Moratorium for the City to ensure ERUs are available to allow each of the Pre-Moratorium Applications to move forward; and

**WHEREAS**, the Consent Decree also sets out a process the City is required to follow in order to address the need for additional capacity in its wastewater system into the future, including specific steps the City is required to take and deadlines for completion; and

**WHEREAS**, the moratorium imposed by this Resolution is intended to meet the City's obligations under the Consent Decree and to prevent the approval of additional development that will require new connections to the City's sanitary sewer system or increased flow through existing connections to the City's sanitary sewer system, until such time as sufficient additional capacity in the City's wastewater system is achieved; and

**WHEREAS**, the new moratorium enacted by this Resolution is intended to replace the Second Moratorium; and

**WHEREAS**, this Resolution is authorized by ORS 197.505 to 197.540.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY:**

**DEVELOPMENT APPLICATION LIMITATIONS**

Section 1.     **Generally.** The City of Sandy Development Services Department (the “Department”) staff shall not accept or process a land use application or other application for approval of development that is submitted on or after the effective date of this Resolution if the development will require a new connection to the City sanitary sewer system or will result in increased flow through an existing connection to the City’s sanitary sewer system.

Section 2.     **Subject Application Types.** Section 1 of this Resolution applies to the following types of land use applications or other similar applications as determined by the Department Director:

- a. Subdivision.
- b. Partition, except as provided in Section 3.n below.
- c. Specific area plan.
- d. Replat that results in creation of an additional lot.
- e. Design review that will require a new connection or increased flows through an existing connection if approved, including conversion of a single-family dwelling into a duplex.
- f. Accessory dwelling unit.
- g. Food cart permit outside of an existing food cart pod.
- h. Conditional use permit that requires a new connection or will result in increased flows through an existing connection.

Section 3.     **Exempt Application Types.** Section 1 of this Resolution does not apply to the following types of land use applications or other similar applications as determined by the Department Director:

- a. Comprehensive plan or zoning map amendment.
- b. Property line adjustment.
- c. Design review without a new connection and which will not result in increased flows through an existing connection.

- d. Conditional use permit without a new connection and which will not result in increased flows through an existing connection.
- e. Food cart permit inside an existing food cart pod.
- f. Adjustment, variance, or design deviation.
- g. Tree permit.
- h. Flood slope hazard permit.
- i. Hillside development permit.
- j. Replat that does not create an additional lot.
- k. Street vacation.
- l. Request for code interpretation.
- m. Development that relies on on-site septic treatment or another alternative that does not connect to the City sanitary sewer, as allowed under City code and other applicable laws.
- n. Middle Housing Land Division per Section 17.100.50 of the Sandy Municipal Code and SB 458 (2021).
- o. City projects described in a facility plan or master plan.
- p. Annexations.
- q. Hardship permits.

Section 4. **Other Exceptions.** Section 1 of this Resolution does not apply to the following land use applications or other applications for approval of development:

- a. Applications which will not require a new connection to the City sanitary sewer system and will not result in increased flow through an existing connection to the City's sanitary sewer system.
- b. Applications for which ERUs have been allocated pursuant to Sections 6 through 10 of this Resolution or to which ERUs have been reassigned pursuant to Section 12 of this Resolution.

#### **SEWER CONNECTION LIMITATIONS**

Section 5. **Generally.** During the time this Resolution is in effect, the Department will limit any new connections to the City's sanitary sewer system, and any increased flows through existing connections, to 451.2 ERUs. The Department shall not issue building permits or other permits that in total would allow more than 451.2 ERUs through new connections or increased flows through existing connections to the City's sanitary sewer system. This Section 5 is subject to the following:

- a. ERUs shall be calculated as set forth in the Consent Decree.
- b. A second connection to an existing duplex currently served by a single connection in order to allow a Middle Housing Land Division under Section 3.n above, per Section 17.100.50 of the Sandy Municipal Code and SB 458 (2021), shall not be considered a new connection for purposes of this Section 5.
- c. Because the City anticipates that all of the ERUs available under this Section 5 may be required in order to meet the needs described in Sections 6 through 10 below, the Department shall not issue any building permits or any other permits that would allow new connections or increased flows through existing connections to the City's sanitary sewer system except for developments for which ERUs have been allocated pursuant to Sections 6 through 10 of this Resolution or to which ERUs have been reassigned pursuant to Section 12 of this Resolution.

### **ERU ALLOCATION PROGRAM**

Section 6. **Generally.** The City will allocate ERUs to specific development projects for which land use applications were submitted prior to the enactment of the First Moratorium, and for which such approval was subsequently obtained, as set forth below, in the interest of ensuring maximum possible fairness and certainty under the circumstances, and in an effort to accommodate the housing and economic development needs of the City as much as possible, pursuant to ORS 197.520.

Section 7. **Application.** A person who wishes to obtain an allocation of ERUs for a development project on a property owned by that person must submit a written application to the Department no later than 4:00 p.m. on September 3, 2024. The application must include the following:

- a. A description of the property.
- b. A reference to the land use decision which approved the development on the property for which an ERU allocation is sought.
- c. The number of ERUs requested to be allocated.
- d. The names and signatures of all of the owners of the property.
- e. A narrative explaining how the criteria of Section 8 are met.
- f. A processing fee in the amount of \$530.00.

Section 8. **Approval Criteria.** The Development Services Director, or designee, shall review applications submitted under Section 7 as they are received, and shall approve each application in writing if it meets all of the following criteria:

- a. In regard to the land use approval for which ERUs are requested to be allocated, the application was submitted prior to the date the First Moratorium was enacted (October 3, 2022), and such application has received final approval.
- b. The number of ERUs requested to be allocated does not exceed:
  - i. For land use decisions where a specific number of ERUs can be calculated based on the terms and conditions of the approval (e.g. unit count, unit type, approved use) or based on building permits submitted prior to the effective date of this Resolution and not issued prior to the effective date of this Resolution, the number of ERUs so calculated.
  - ii. For all other land use decisions, 1 ERU per lot or parcel, excluding lots and parcels which are dedicated or restricted to use as open space, common areas, water quality facilities, or similar.
  - iii. If any building permits were issued for the property in question prior to the effective date of this Resolution, the number of ERUs attributable to those building permits will be subtracted from the number calculated under either subsection (i) or (ii) above.

Section 9. **Terms of Allocation Approval.** An allocation approval issued by the Department Director, or designee, shall:

- a. Specify and be restricted to the property for which it was requested and qualified, except as set forth in Section 12.
- b. Specify and be restricted to the land use approval for which it was requested and qualified, except as set forth in Section 12.
- c. Specify the number of ERUs allocated.
- d. Expire one (1) year after the date that it is issued, unless extended pursuant to this subsection. The recipient of the approval, or their successor or assign, may submit a written request meeting the requirements of Section 7(a) through (f) (except that information submitted under subsection 7(e) shall be related to the criteria in this subsection) to the Department for an extension of the expiration date, prior to such expiration date. Such extensions shall be granted in writing by the Department Director, or designee, if the request meets the criteria in this subsection. The duration of each extension shall not exceed one (1) additional year, and no more than two (2) extension may be granted, for a total period not to exceed three (3) years.

Section 10. **Additional ERUs.** Any ERUs not allocated under Sections 7 through 9 of this Resolution, or for which such allocations have expired, shall be reserved by the City for further allocation based on the following:

- a. ERUs will be allocated on a first come, first served basis at the time of issuance of the permit indicated below.

- b. ERUs may only be allocated for either:
  - i. Connection to the City's wastewater system for existing development where such connection is necessary due to pollution, health, or safety concerns, such as failed septic systems. These ERUs will be allocated at the time of plumbing permit issuance.
  - ii. Development of duplexes on properties and for land use approvals which obtained an ERU allocation under Sections 7 through 9 of this Resolution. These ERUs will be allocated at the time of building permit issuance.

Section 11. **Future Allocation of Unallocated ERUs.** Upon repeal of this moratorium, the City Council may re-evaluate the method of allocating ERUs for any ERUs which have not already been allocated under Sections 7 through 10 of this Resolution, or for which the allocation has expired.

## ERU REASSIGNMENT PROGRAM

Section 12. **Generally.** The owner of a property may submit an application to the Department to reassign ERUs associated with that property, subject to the following:

- a. **Eligible Properties.** ERUs may be reassigned only from either:
  - i. A property to which ERUs have been allocated pursuant to Sections 7 through 9 of this Resolution; or
  - ii. A property on which an existing development is located. For purposes of this Section, "existing development" means any existing improvements to the property that involve use of the City's sanitary sewer system.
- b. **Number of ERUs Available to be Reassigned**
  - i. For properties described in Section 12(a)(i) (allocated ERUs), the number of ERUs which can be reassigned is limited to the number of ERUs so allocated.
  - ii. For properties described in Section 12(a)(ii) (existing developments), the number of ERUs which can be reassigned is limited to the number of ERUs calculated for the existing development based on the terms of the Consent Decree.
- c. **Where ERUS May be Reassigned.**
  - i. ERUs from properties described in Section 12(a)(i) (allocated ERUs) may be reassigned to either:
    - i. The same land use on a different property; or
    - ii. A different land use on the same property.
  - ii. ERUs from properties described in Section 12(a)(ii) (existing developments) may only be reassigned to a different land use on the same property.

- iii. ERUs may not be reassigned to a different land use on a different property.
  - iv. Notwithstanding the foregoing, ERUs from properties described in Section 12(a)(ii) (existing developments) may be reassigned to a different property, regardless of land use type, for essential public facilities. For purposes of this subsection, essential public facilities means public safety facilities, public schools, and city administrative facilities.
- d. **Deed Restriction.** When the request is to reassign ERUs from one property to a different property, the owner of the property from which ERUs are requested to be reassigned (the “Originating Property”) must record a deed restriction on the Originating Property, preventing the Originating Property from being developed until such time as the City is no longer subject to the Consent Decree or such time as the City agrees, in its sole discretion, to release the deed restriction. The recording instrument for the deed restriction shall be approved by the Department Director prior to recording. For purposes of this subsection, “developed” refers to any use of the property that would involve use of the City’s sanitary sewer system.
- e. **Review and Approval.** If the application meets the requirements of this Section 12, the Department Director, or designee, shall approve the request in writing.

#### MISCELLANEOUS PROVISIONS

- Section 13. The moratorium previously enacted via Resolution 2023-27 on June 20, 2023, and extended via Resolution 2023-34 on November 20, 2023, is hereby repealed.
- Section 14. The City Council shall review this Resolution and determine whether there is a need to extend or repeal the moratorium it establishes not more than six months after the effective date of this Resolution.
- Section 15. The City hereby adopts the requirements of the Consent Decree as its program to correct the problems leading to this moratorium, as required by ORS 197.530.
- Section 16. This Resolution is based on the recitals above and the findings of fact set forth in the attached Exhibit A.
- Section 17. This Resolution is effective on the date it is adopted by the City Council and shall remain in effect for a period of six months, unless earlier extended or repealed.

This resolution is adopted by the City Council of the City of Sandy this 3rd day of June, 2024.

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Stan Pulliam, Mayor

ATTEST:

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Jeffrey Aprati, City Recorder



## EXHIBIT A

### FINDINGS OF FACT

1. These findings are intended to supplement the findings stated in the recitals to Resolution 2024-11.
2. ORS 197.520 provides:

- (1) No city, county or special district may adopt a moratorium on construction or land development unless it first:
  - (a) Provides written notice to the Department of Land Conservation and Development at least 45 days prior to the final public hearing to be held to consider the adoption of the moratorium;

**Finding: The City e-mailed notice to DLCD on April 19, 2024. This criterion is satisfied.**

- (b) Makes written findings justifying the need for the moratorium in the manner provided for in this section; and

**Finding: The findings stated in the recitals to Resolution 2024-11 and this Exhibit A are written findings justifying the need for the moratorium. This criterion is satisfied.**

- (c) Holds a public hearing on the adoption of the moratorium and the findings which support the moratorium.

**Finding: The City Council held a hearing on the adoption of the moratorium and the findings during a duly noticed public meeting on June 3, 2024. This criterion is satisfied.**

- (2) For urban or urbanizable land, a moratorium may be justified by demonstration of a need to prevent a shortage of public facilities which would otherwise occur during the effective period of the moratorium. Such a demonstration shall be based upon reasonably available information, and shall include, but need not be limited to, findings:

**Finding: The land affected by this moratorium is the entire city limits of the City of Sandy, which is urban or urbanizable land. The basis for the moratorium is a need to prevent a shortage of public facilities which would otherwise occur during the effective period of the moratorium. This criterion is satisfied.**

- (a) Showing the extent of need beyond the estimated capacity of existing public facilities expected to result from new land development, including identification of any public facilities currently operating beyond capacity, and the portion of such capacity already committed to development;

**Finding: The Consent Decree constitutes a legally binding agreement and court order establishing that the capacity of the City's wastewater system is the ERU cap set by EPA and DEQ pursuant to the Capacity Assurance Program component of the Consent Decree, which is 451.2 ERUs as of June 3, 2024. City staff has estimated that applications for land use approval submitted prior to the effective date (October 3, 2022) of the prior moratorium created by Resolution 2022-24, and not yet developed, will require 447.7 ERUs of wastewater system capacity, including planned duplexes within those developments. City staff further estimates that a small number of ERUs will be necessary during the term of this moratorium to address failed septic systems. Therefore, the wastewater system capacity already committed to development, for purposes of ORS 197.520(2)(a), is expected to consume the capacity of existing public facilities. Any need which may exist beyond the development represented by applications for land use approval that were submitted prior to October 3, 2022, and failing septic systems, is thus beyond the estimated capacity of existing public facilities. This criterion is satisfied.**

- (b) That the moratorium is reasonably limited to those areas of the city, county or special district where a shortage of key public facilities would otherwise occur; and

**Finding: The City sanitary sewer system serves the entire city. Therefore, the moratorium must apply to the entire city. This criterion is satisfied.**

- (c) That the housing and economic development needs of the area affected have been accommodated as much as possible in any program for allocating any remaining public facility capacity.

**Finding: The City negotiated with EPA and DEQ to maximize the number of ERUs of capacity that would be available under the Capacity Assurance Program component of the Consent Decree in order to accommodate as much development addressing housing and economic development needs as possible. The City anticipates more capacity becoming available in the future once the City is able to meet the conditions specified in the approval from EPA and DEQ, and the moratorium will be revisited as needed to ensure any such capacity will be made available to address additional housing and economic development needs. Moreover, as further capacity becomes available as a result of the City's ongoing efforts toward improvement to and repair of the collection and treatment systems, the City also intends that this capacity will be made available to address additional housing and economic development needs.**

The City anticipates that the number of ERUs now available under the Capacity Assurance Program and this revised moratorium will allow each of the developments for which land use applications were submitted prior to October 3, 2022, to move forward in accordance with their development plans. However, the City does not at this time anticipate that there will be an excess of capacity beyond what is needed to accommodate those developments. Therefore, by establishing an ERU allocation program designed to allow those developments to move forward, the City is accommodating housing and economic development needs as much as possible, with the level of need and the balance between economic development and housing needs determined by the market forces which resulted in those applications being submitted. If capacity remains after those developments have been given the opportunity to secure ERUs under this revised moratorium, the City intends to revisit the moratorium terms in order to make those ERUs available to address additional housing and economic development needs.

Finally, the City has structured the ERU allocation program and ERU reassignment program to ensure, to the maximum extent reasonably possible, that available capacity is actually used to address housing and economic development needs.

**This criterion is satisfied.**

3. ORS 197.530 provides:

- (1) A city, county or special district that adopts a moratorium on construction or land development in conformity with ORS 197.520(1) and (2) shall within 60 days after the effective date of the moratorium adopt a program to correct the problem creating the moratorium. The program shall be presented at a public hearing. The city, county or special district shall give at least 14 days' advance notice to the Department of Land Conservation and Development of the time and date of the public hearing.

**Finding: Resolution 2024-11 adopts the requirements of the Consent Decree as the City's program to correct the wastewater system problems creating the need for the moratorium. The City's program to correct the wastewater system problems is adopted simultaneously with adoption of the moratorium. This program was presented at a public hearing under consideration of Resolution 2024-11 on June 3, 2024. Notice of this public hearing was provided to DLCD via e-mail on April 19, 2024. This criterion is satisfied.**

- (2) No moratorium adopted under ORS 197.520(2) shall be effective for a period longer than six months from the date on which the corrective program is adopted...

**Finding: The effective period for this moratorium is six months. This criterion is satisfied.**

4. This Resolution is based on and directly implements state law. There are no applicable goals and policies in the Sandy Comprehensive Plan.



# STAFF REPORT

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**Meeting Type:** City Council  
**Meeting Date:** June 3, 2024  
**From:** Tyler Deems, City Manager  
**Subject:** PUBLIC HEARING: Resolution 2024-14 - Master Fees & Charges Annual Update

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## DECISION TO BE MADE:

Whether to adjust City fees and charges for fiscal year 2025, beginning July 1, 2024.

## PURPOSE / OBJECTIVE:

To ensure fee levels remain commensurate with the cost of providing services, to the extent feasible.

## BACKGROUND / CONTEXT:

The City annually reviews and updates fees and charges to adjust for, among other things, inflation for materials and operational expenses. In 2018 the Council began asking that fees be adjusted on a more regular basis to avoid less frequent but larger fee increases. The existing Master Fee Schedule can be found [here](#).

It is important to note that the attached resolution does not include any changes to utility rates. Relevant rate models are being revised to include updates to customer growth, overall project costs, and related funding packages, to be brought forward for Council consideration at a future meeting.

### Background on Development Services Fees

Fees are charged to developers, builders, and homeowners for land use applications, new construction, and improvements. These fees pay for staff's time to review the proposals and plans to ensure they are compliant with state building standards and reflects the community's goals and policies implemented through the City's development code. While the Planning Division receives general revenue to both subsidize these activities and to fund non-current planning related initiatives (for example, the comprehensive plan, housing capacity analysis, and housing production strategy), the Building Division is operated and accounted for as an enterprise. As such, the fees collected (plan review, permits, and inspection fees) should cover the costs of these services. In both cases, despite steady growth and development, our existing fees are not keeping pace with the costs of providing service.

## KEY CONSIDERATIONS / ANALYSIS:

### Miscellaneous Fees

A slight update of the Records Request fees is needed to ensure that the fee reflects the actual cost per hour spent for processing records requests. There are two fees that are being updated: the Administrative Fee which reflects the average hourly rate plus benefits for general staff processing records requests, and the Executive Fee which reflects the average hourly rate plus benefits for director level staff processing and reviewing records requests.

There is also one addition to the Business License fees – the addition of a \$12 fee for non-profit businesses. This fee will cover the cost that the City is charged for registering and tracking non-profits. Currently there is no charge for this, however, when the City moved to an on-line platform for business license renewals, no fee was adopted to cover the costs that are passed on to the City.

Lastly, there are some minor modifications to copies, maps, and document fees, removing charges for maps and relying on the “per page.” It is worth noting that these specific fees are rarely used, as the information is readily available online and customers can print these types of items from home.

### Planning Division and Building Division Fees

In an effort to continue making incremental increases based on current CPI, the proposed fee increase for the Planning and Building Divisions is approximately 3% for all fees. The City performed a comprehensive analysis of neighboring communities approximately two years ago to ensure we were charging appropriate fees for similar services. The proposed 3% is closely tied to recent CPI measurements.

In addition to the 3% increase in fees, the City is also proposing to add several new fees. These are summarized below:

- Deed research to determine the legality of a lot of record - \$120 per hour, two hours minimum: This fee is being proposed because staff completes several of these tasks each year and there is nothing currently in place to recoup the cost of the service.
- Middle Housing Land Division: Due to changes in State law, middle housing land divisions were not previously referenced in the fee schedule but are now allowed. This new fee would be \$438 for the pre-application conference, and \$275 for a request for time extension. Both fees match the Type II fees but would not be specifically called out for middle housing.
- Tree removal fee in-lieu - \$500: For property owners who desire to not plant mitigation trees, this provides an opportunity to “opt out” of planting trees. The funds collected will be used to offset future mitigation trees as required by Chapter 17.102.
- Technology fee – 3% of total planning and building fees: This fee would ensure a collection of funds that will be used to offset technology needs of the department, including hardware and software. The State of Oregon now allows for this fee to be charged, and many other cities have implemented this fee. The State has mandated that plan reviews are to be conducted electronically beginning in January 1, 2025 with no funding provided to implement the required technology. This fee would be one way to ensure that the department obtains the technology that is needed, as well as maintain the technology at an appropriate level going forward.

The State requires that the City provide notice of at least 45 days prior to adopting changes in these specific fees. Notice was provided to the State on March 11, 2024, which meets the 45-day requirement. The notice stated that a public hearing would be held on June 3, 2024, and the effective date of the change would be July 1, 2024.

Please note that the State mandated a large amount of language cleanup in the Building Division section. While there are not substantive changes from staff's perspective, the updated language now complies with the State Building Code Division requirements.

The average increase to a building permit for a new single-family home would be approximately \$220 per single family home, plus additional fees for the land use review that is charged to the developer.

### Sign Charges

All fees in this category of charges have been updated by 3%.

### Public Works

No changes are being proposed for right-of-way fees. A 3% increase is being proposed to small wireless facilities. An update to the plan review and inspection fees for street approach and sidewalks are being updated to reflect the actual cost borne by public works staff. The addition of a 'demolition inspection fee' is being proposed to cover the cost associated with public works staff completing a inspection post demolition of a structure. This inspection occurs to verify that utilities have been capped appropriately.

The fee additions and modifications noted above will ensure that the City continues to charge fees that are inline with neighboring communities, and also ensure the cost of certain services is recouped, when/where appropriate. This ensure the long-term financial sustainability of City departments, which is directly related to the Council's goal of 'Good Governance and City Operations,' specifically "maintain financial sustainability of city programs, events, and services through adequate cost recovery policies and practices."

### **BUDGET IMPACT:**

An increase in revenue for the impacted departments with a focus on keeping pace with increases in the cost of providing services.

### **RECOMMENDATION:**

Staff recommends the City Council hold a public hearing and adopt Resolution 2024-14.

### **SUGGESTED MOTION LANGUAGE:**

"I move to adopt Resolution 2024-14, a resolution amending the City of Sandy's Master Fee Schedule."

### **LIST OF ATTACHMENTS / EXHIBITS:**

- Resolution 2024-14



**RESOLUTION NO. 2024-14**

**A RESOLUTION AMENDING THE CITY OF SANDY’S MASTER FEE SCHEDULE**

**WHEREAS**, the City Council imposes municipal fees and charges via Resolution; and

**WHEREAS**, adjustments to fees and charges are necessary to reflect the current costs of service delivery; and

**WHEREAS**, the City Council has reviewed the proposed changes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY:**

**Section 1:** The Master Fee Schedule is amended as shown in Exhibit A.

**Section 2:** These changes shall become effective July 1, 2024.

This resolution is adopted by the City Council of the City of Sandy this 3rd day of June, 2024.

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Stan Pulliam, Mayor

ATTEST:

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Jeffrey Aprati, City Recorder



EXHIBIT A

Item # 4.

Fee Name	Amount	New Description
<b>1. MISCELLANEOUS CHARGES</b>		
<b>A. Business License</b>		
a. Home-Based Business	\$55.00	
b. Business License - businesses within City limit:	\$85.00	
c. Business License - businesses outside City limit:	\$115.00	
d. Residential Rental Business	\$85.00	plus \$6 per unit
e. <del>Non-Profit Processing Charge</del>		\$12.00
e-f. Business License Renewal Late Fee	\$39.00	If renewal is submitted after March 1 <sup>st</sup>
<b>B. Copies, Maps, and Documents</b>		
a. Copy: 8.5 x 11	\$0.25	per page
b. Copy: 8.5 x 14	\$0.25	per page
c. Copy: 11 x 17	\$0.50	per page
d. <del>Blue-line Color Map larger than 11 x 17</del>	\$10.00	varies based on actual print cost; minimum \$10.00
e. <del>Comprehensive Plan Map</del>	\$5.00	
f. <del>Zoning Map</del>	\$5.00	
g. <del>Comprehensive Plan</del>	\$30.00	
h. <del>Development Code or Transportation Systems Plan</del>	\$50.00	
<b>C. Events</b>		
a. Highway Banner	\$50.00	per week
b. Major Community		Actual cost + 20%
<b>D. Liquor License</b>		
a. Initial	\$100.00	
b. Change	\$75.00	
b. Renewal or Special Event	\$25.00	
<b>E. Miscellaneous</b>		
a. Finding Fee	\$20.00	
b. Interest Past Due		Annual interest rate set by Finance Director at the time the past due balance is accrued. Rate shall be fixed and based on current yields for long-term investments, plus 1%.
c. Lien Search	\$30.00	
d. Returned Item Fee	\$25.00	
<b>F. Records Request</b>		
a. Administrative Fee	\$50.00	\$53.00 per hour
b. Executive Fee	\$80.00	\$90.00 per hour
c. Legal Fee		actual cost
<b>2. PLANNING DIVISION CHARGES</b>		
<b>A. Addressing</b>		
a. Addressing	\$48.00	\$50.00 plus \$6-\$7 per lot
b. Readdressing - Residential	\$233.00	\$240.00 per lot (not exceeding two units)
c. Readdressing - Multi-family, commercial/industrial	\$233.00	\$240.00 plus \$6-\$7 per lot or unit
<b>B. Administrative</b>		
a. Administrative Fee		10% of total planning and public works fees assessed, excluding building, plumbing, and mechanical structural specialty code permit fees.
b. Land Use Compatibility Statement	\$132.00	\$136.00
c. Review of Non-Conforming Use	\$850.00	\$876.00
d. Public Hearing - Type III	\$1,590.00	\$1,640.00 review not specifically listed elsewhere
e. Public Hearing - Type IV	\$2,120.00	\$2,186.00 review not specifically listed elsewhere
f. Public Hearing - Reschedule (applicant's request)	\$530.00	\$546.00
g. Third-Party Review	\$2,120.00	\$2,186.00 Deposit for each anticipated third-party review shall be collected in conjunction with the initial application fee. Additional charges, if any, shall be assessed and shall be a lien against the property until paid in full.
h. Third Party Review Scope Consultation	\$530.00	\$546.00
i. Zoning Verification Letter	\$116.00	\$120.00 Bank/Loan Letter
j. <del>Deed research to determine the legality of a lot of record</del>		\$120.00 per hour, two hour minimum
k. <del>Technology fee</del>		3% of the total Planning Division fees
<b>C. Accessory Dwelling Unit</b>		
a. Accessory Dwelling Units	\$318.00	\$546.00
<b>D. Adjustments and Variances</b>		
a. <del>Type I Adjustment</del>	\$425.00	less than 10% a quantifiable provision
b. <del>Type II Adjustment</del>	\$530.00	\$546.00 less than 20% or less a quantifiable provision
c. <del>Type II Variance</del>	\$955.00	\$1,200.00 per variance
d. <del>Type III Special Variance</del>	\$1,590.00	\$2,000.00 per variance
e. <del>Type III Variance - Land Division</del>	\$1,590.00	\$2,000.00 per variance
f. <del>Type III Design Deviation</del>	\$530.00	\$546.00 per design deviation
g. <del>Sign Variance</del>	\$530.00	\$546.00 per variance
<b>E. Amendments</b>		
a. Comprehensive Plan Map Amendment	\$5,300.00	\$5,525.00
b. Comprehensive Plan Text Amendment	\$5,360.00	\$5,525.00

c. Zoning Map Amendment	\$4,240.00	\$5,525.00	
<b>F. Annexation Type IV</b>			
a. Type A	\$3,180.00	\$3,280.00	assign conceptual zoning
b. Type B	\$5,300.00	\$5,465.00	Type A, plus Zoning Map Change
c. Type C	\$7,420.00	\$7,620.00	Type A and B, plus Plan Map
d. De-Annexation	\$3,180.00	\$3,280.00	
<b>G. Appeal</b>			
a. Type I to Type II	\$265.00	\$275.00	Notice
b. Type II to Type III	\$425.00	\$600.00	Planning Commission appeal
c. Type III to Type IV	\$1,060.00	\$1,200.00	City Council appeal
<b>H. Conditional Uses</b>			
a. Modification, Major	\$1,060.00	\$1,093.00	
b. Modification, Minor	\$530.00	\$546.00	
c. Outdoor Display & Storage	\$530.00	\$546.00	
d. Type II	\$1,272.00	\$1,312.00	design review fees are separate
e. Type III	\$3,180.00	\$5,000.00	design review fees are separate
<b>I. Design Review (based on overall project valuation)</b>			
a. Type I: <del>\$0.00</del> up to \$10,000.00	\$265.00	\$275.00	staff review only; no notice
b. Type I: \$10,000.01 - \$25,000.00	\$477.00	\$492.00	staff review only; no notice
c. Type I: \$25,000.01 - \$100,000.00	\$800.00	\$825.00	staff review only; no notice
d. Type I: \$100,000.01 and above - \$250,000.00	\$955.00	\$985.00	staff review only; no notice
e. Type I: \$250,000.01 and above		\$1,500.00	staff review only; no notice
<del>e. Type II: \$0.00 - \$10,000.00</del>	<del>\$425.00</del>		
f. Type II: <del>\$10,000.01</del> up to \$25,000.00	\$636.00	\$656.00	
g. Type II: \$25,000.01 - \$100,000.00	\$2,120.00	\$2,190.00	
h. Type II: \$100,000.01 - \$1,000,000.00	\$5,300.00	\$5,465.00	
i. Type II: \$1,000,000.01 and above - \$3,000,000.00	\$9,540.00	\$9,840.00	
j. Type II: \$3,000,000.01 and above		\$14,000.00	
<del>j. Type III: \$0.00 - \$10,000.00</del>	<del>\$636.00</del>		
k. Type III: <del>\$10,000.01</del> up to \$25,000.00	\$1,060.00	\$1,093.00	variance fees are separate
l. Type III: \$25,000.01 - \$100,000.00	\$2,650.00	\$2,732.00	variance fees are separate
m. Type III: \$100,000.01 - \$1,000,000.00	\$6,360.00	\$6,558.00	variance fees are separate
n. Type III: \$1,000,000.01 and above - \$3,000,000.00	\$10,600.00	\$10,900.00	variance fees are separate
o. Type III: \$3,000,000.01 and above		\$16,000.00	variance fees are separate
<del>p. Design Review Minor Modification</del>	<del>\$530.00</del>	<del>\$546.00</del>	
<del>q. Design Review Major Modification: \$0.00 - up to \$25,000.00</del>	<del>\$636.00</del>	<del>\$656.00</del>	
<del>r. Design Review Major Modification: \$25,000.01 - \$100,000.00</del>	<del>\$1,060.00</del>	<del>\$1,093.00</del>	
<del>s. Design Review Major Modification: \$100,000.01 and above</del>	<del>\$2,120.00</del>	<del>\$2,190.00</del>	
<b>J. Erosion Control Permit and Plan Review Fees</b>			
a. Single Family/Duplex Addition - Permit Fee	\$138.00	\$143.00	
b. Single Family Dwelling/Duplex - Permit Fee	\$160.00	\$165.00	
c. Multi-Family - Permit Fee	\$212.00	\$220.00	per structure
d. Commercial/Industrial, Subdivisions - Permit Fee	\$318.00	\$328.00	per acre
<del>e. Single Family/Duplex Addition - Plan Review</del>	<del>\$53.00</del>	<del>\$55.00</del>	
<del>f. Single Family Dwelling/Duplex - Plan Review</del>	<del>\$90.00</del>	<del>\$93.00</del>	
<del>g. Multi-Family - Plan Review</del>	<del>\$138.00</del>	<del>\$143.00</del>	per structure
<del>h. Commercial/Industrial, Subdivisions - Plan Review</del>	<del>\$138.00</del>	<del>\$143.00</del>	per acre
<b>K. Final Plat Review</b>			
a. Property Line Adjustment Final Review	\$425.00	\$500.00	
b. Middle Housing Land Division Plat Review	\$636.00	\$656.00	
c. Partition or Replat Final Plat Review	\$636.00	\$656.00	
d. Subdivision Final Plat Review	\$1,060.00	\$1,093.00	
<b>L. Grading Permit</b>			
a. 50 cubic yards or less	\$43.00	\$50.00	
b. 51 - 100 cubic yards	\$69.00	\$75.00	
c. 101 - 1,000 cubic yards	\$73.00	\$90.00	First 100 cubic yards, plus \$25 each additional 100 cubic yards up to 1,000
d. 1,001 - 10,000 cubic yards	\$298.00	\$315.00	First 1,000 cubic yards, plus \$26 each additional 1,000 cubic yards up to 10,000
e. 10,001 - 100,000 cubic yards	\$532.00	\$549.00	First 10,000 cubic yards, plus \$99 each additional 10,000 cubic yards up to 100,000
f. 100,001 cubic yards and above	\$1,432.00	\$1,440.00	First 100,000 cubic yards, plus \$50 each additional 10,000 cubic yards
<b>M. Grading Plan Review</b>			
a. 50 cubic yards or less	\$27.00	\$50.00	
b. 51 - 100 cubic yards	\$53.00	\$75.00	
c. 101 - 1,000 cubic yards	\$85.00	\$90.00	
d. 1,001 - 10,000 cubic yards	\$106.00	\$110.00	
e. 10,001 - 100,000 cubic yards	\$106.00	\$120.00	First 10,000 cubic yards, plus \$30 each additional 10,000 cubic yards up to 100,000
f. 100,001 - 200,000 cubic yards	\$376.00	\$390.00	First 100,000 cubic yards, plus \$16 each additional 10,000 cubic yards up to 200,000
g. 200,001 cubic yards and above	\$520.00	\$550.00	First 200,000 cubic yards, plus \$8.50 each additional 10,000 cubic yards

<b>N. L-Food Pod / Cart Permit</b>		
a. Initial Permit Review New Food Cart Pod	\$1,590.00	\$1,640.00 per new pod lot; design review fees separate
b. Renewal New Cart in Existing Pod	\$212.00	\$220.00 single carts in existing pod
<b>O. M-FSH Overlay</b>		
a. Type I FSH Review	\$265.00	\$275.00 in addition to fees listed, required deposit toward cost of any third-party reviews
b. Type II FSH Review	\$530.00	\$546.00 in addition to fees listed, required deposit toward cost of any third-party reviews
c. Type III or Type IV FSH Review	\$1,060.00	\$1,093.00 in addition to fees listed, required deposit toward cost of any third-party reviews
<b>P. N-Medical Hardship Trailer</b>		
a. Type III Initial Review	\$318.00	\$500.00
b. Type II Renewal	\$212.00	\$220.00
<b>Q. O-Historic or Cultural Resource</b>		
a. Type IV Designation of Resource	\$1,060.00	\$1,093.00
b. Type I Minor Alteration	\$138.00	\$143.00
c. Type II Major Alteration	\$530.00	\$546.00
<b>R. P-Interpretation of Code</b>		
a. Type II, Director	\$530.00	\$546.00
b. Type III, Quasi-Judicial	\$1,060.00	\$1,093.00
c. Type IV, Legislative	\$1,590.00	\$1,640.00
<b>S. Q-Land Division</b>		
a. Type I Property Line Adjustment	\$636.00	\$900.00
b. Type I Land Division (Minor Partition)	\$1,272.00	\$1,312.00
c. Middle Housing Land Division	\$2,650.00	\$2,732.00 per division even when a batch plat is processed
d. Type II Land Division (Major Partition)	\$1,590.00	\$1,640.00 plus <del>\$53</del> \$55 per lot
e. Type II Land Division (Minor Revised Plat)	\$1,590.00	\$1,640.00 plus <del>\$53</del> \$55 per lot
f. Type III Land Division (Major Partition)	\$3,180.00	\$3,280.00 plus <del>\$53</del> \$55 per lot
g. Type III Major Replat (revised plat)	\$3,180.00	\$3,280.00 plus <del>\$53</del> \$55 per lot
h. Type II Subdivision 4 to <del>10</del> 20 lots	\$4,240.00	\$6,000.00 plus <del>\$106</del> \$110 per lot
i. Type II Subdivision <del>11</del> 21 to 50 lots or more lots	\$4,240.00	\$8,000.00 plus <del>\$106</del> \$110 per lot
j. Type II Subdivision with 51 or more lots		\$10,000.00 plus \$120 per lot
k. Type III Subdivision 4 to <del>10</del> 20 lots	\$5,830.00	\$8,000.00 plus <del>\$127</del> \$135 per lot
l. Type III Subdivision <del>11</del> 21 to 50 lots or more lots	\$5,830.00	\$10,000.00 plus <del>\$127</del> \$135 per lot
m. Type III Subdivision with 51 or more lots		\$15,000.00 plus \$140 per lot
n. Re-naming of Tentative Subdivision	\$370.00	\$382.00
o. Model Home Agreement	\$530.00	\$546.00
p. Phasing Plan Review	\$1,590.00	\$1,640.00 in addition to subdivision fees
<b>T. R-Pre-Application Conference</b>		
a. Type I	\$160.00	\$165.00
b. Type II	\$425.00	\$438.00 plus \$100 Public Works fee (when necessary)
c. Type III/IV	\$850.00	\$876.00 plus \$150 Public Works fee (when necessary)
d. Subdivision	\$1,272.00	\$1,312.00 plus \$250 Public Works fee
e. Middle Housing Land Division		\$438.00 plus \$100 Public Works fee (when necessary)
<b>U. S-Request for Time Extension</b>		
a. Type I	\$127.00	\$136.00
b. Type II	\$265.00	\$275.00
c. Type III/IV	\$530.00	\$546.00
d. Middle Housing Land Division		\$275.00
<b>V. T-Specific Area Plan</b>		
a. Development Process: Type IV	\$5,300.00	\$5,465.00 plus <del>\$64</del> \$66 per acre, plus subdivision fees
b. Administrative Amendment: Type I	\$425.00	\$438.00
c. Minor Amendment: Type II	\$530.00	\$546.00
d. Major Amendment: Type III	\$1,272.00	\$1,312.00
<b>W. U-Street Vacation</b>		
a. Street Vacation		Cost plus 20% ( <del>\$2,650</del> \$2,732 deposit required)
<b>X. V-Temporary Permits</b>		
a. Temporary Structure Permit: Type I - Initial	\$138.00	\$143.00
b. Temporary Structure Permit: Type II - Renewal	\$265.00	\$275.00
c. Temporary Use Permit	\$138.00	\$143.00
<b>Y. W-Tree Removal</b>		
a. Type I	\$116.00	\$120.00
b. Type II	\$233.00	\$240.00
c. Type III	\$636.00	\$656.00
d. In-lieu payment of mitigation tree		\$500.00 per tree
<b>Z. X-Zoning Administration Fee</b>		
a. Single Family Dwelling Addition or ADU	\$116.00	\$120.00

b. Single Family Dwelling	\$185.00	\$200.00	
c. Duplex	\$318.00	\$350.00	
d. Multi-Family	\$318.00	\$350.00	plus \$46 \$50 per unit
e. Commercial/Industrial	\$116.00	\$120.00	minimum; up to 25% of design review fee

**3. BUILDING DIVISION CHARGES**

**A. Building Permit (valuation)**

a. \$0.01 - \$500.00	\$90.00	\$93.00	
b. \$500.01 - \$2,000.00	\$90.00	\$93.00	First \$500.00, plus \$4.00 for each additional \$100 or fraction thereof to and including \$2,000
c. \$2,000.01 - \$25,000.00	\$150.00	\$153.00	First \$2,000.00, plus \$11.00 for each additional \$1,000 or fraction thereof to and including \$25,000
d. \$25,000.01 - \$50,000.00	\$403.00	\$406.00	First \$25,000.00, plus \$9.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$628.00	\$631.00	First \$50,000.00, plus \$6.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$928.00	\$931.00	First \$100,000.00, plus \$5.00 for each additional \$1,000 or fraction thereof
g. Permit Fee Valuation			The determination of the valuation for permit fees shall be based on the most current ICC Building Valuation Data Table as of April 1 each year and specified in OAR 918-050-0100 and 918-050-0110.

**B. Demolition Permits**

a. <del>Commercial: Building Demolition Permits, general—State of Oregon</del>		\$120.00	<del>Minimum.</del> Commercial demolition fees are calculated on the total value of the demolition and are assessed using the <del>valuation in the Structural Permit fee table.</del> <del>building permit fees schedule.</del> Residential demolition fees are based on a flat charge to include building and mechanical elements.
<del>b. Commercial: Building</del>	\$106.00	<del>minimum</del>	
<del>c. Commercial: Public Works</del>	\$75.00	<del>minimum</del>	
<del>d. b. Residential: Building</del>	\$106.00	\$120.00	<del>minimum.</del> Residential demolition fees are based on a flat charge to include building and mechanical elements.
<del>e. Residential: Public Works</del>	\$75.00	<del>minimum</del>	

**C. Derelict Buildings and Structures**

a. Appeal Fee	\$318.00	\$328.00	
b. Application Fee for Rehabilitation Plan	\$160.00	\$165.00	per application

**D. Residential Fire System Plan Review and Inspection Fee (includes plan review) - applies to structural standalone and plumbing multipurpose/ continuous loop systems**

a. Home Size: 0 - 2,000 square feet	\$170.00	\$200.00	
b. Home Size: 2,001 - 3,600 square feet	\$233.00	\$300.00	
c. Home Size: 3,601 - 7,200 square feet	\$297.00	\$400.00	
d. Home Size: 7,201 square feet and greater	\$340.00	\$500.00	
e. Commercial Fire Sprinklers and Alarms			by valuation - see Structural Permit fee table

**E. Foundation Permit**

a. Single Family Dwelling or Addition	\$53.00	\$55.00	
b. Duplex/Multi-Family	\$53.00	\$55.00	per dwelling unit
c. Commercial/Industrial	\$106.00	\$110.00	Minimum. Fees will be calculated by the Building Official based on the size and scope of the project and overall project value.

**F. Grading Permit—**

a. 50 cubic yard or less	\$43.00		
b. 51 - 100 cubic yards	\$69.00		
c. 101 - 1,000 cubic yards	\$73.00		First 100 cubic yards, plus \$25 each additional 100 cubic yards up to 1,000
d. 1,001 - 10,000 cubic yards	\$208.00		First 1,000 cubic yards, plus \$26 each additional 1,000 cubic yards up to 10,000
e. 10,001 - 100,000 cubic yards	\$532.00		First 10,000 cubic yards, plus \$99 each additional 10,000 cubic yards up to 100,000
f. 100,001 cubic yards and above	\$1,432.00		First 100,000 cubic yards, plus \$50 each additional 10,000 cubic yards

**G. Grading Plan Review—**

a. 50 cubic yard or less	\$27.00		
b. 51 - 100 cubic yards	\$53.00		
c. 101 - 1,000 cubic yards	\$85.00		
d. 1,001 - 10,000 cubic yards	\$106.00		
e. 10,001 - 100,000 cubic yards	\$106.00		First 10,000 cubic yards, plus \$30 each additional 10,000 cubic yards up to 100,000
f. 100,001 - 200,000 cubic yards	\$376.00		First 100,000 cubic yards, plus \$16 each additional 10,000 cubic yards up to 200,000

<del>g.</del> 200,001 cubic yards and above	\$520.00		First 200,000 cubic yards, plus \$8.50 each additional 10,000 cubic yards
<b>F. H. Manufactured Dwellings</b>			
a. Manufactured Dwelling Installation Fee	\$425.00	\$438.00	
b. Manufactured Dwelling Park Fees			Per OAR 918-600-0030.
c. Manufactured Dwelling State Fees	\$30.00		
d. Recreational Park and Camps			Per OAR 918-650-0030.
<b>G. I. Mechanical Permit</b>			
a. Mechanical Permit Review Fee			<del>30%</del> 40% of permit issuance fees.
<b>H. J. Mechanical Permit - Commercial (value)</b>			
a. \$1 - \$1,000	\$90.00	\$93.00	
b. \$1,000.1 - \$10,000.00	\$90.00	\$93.00	First \$1,000 plus \$1.50 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$225.00	\$228.00	First \$10,000 plus \$16.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$465.00	\$468.00	First \$25,000.00, plus \$14.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$815.00	\$818.00	First \$50,000.00, plus \$14.00 for each additional \$1,000
f. \$100,000.01 and above	\$1,515.00	\$1,518.00	First \$100,000.00, plus <del>\$7.00</del> \$8.00 for each additional \$1,000 or fraction thereof
<b>I. K. Mechanical Permit - Residential</b>			
a. Minimum Permit Fee	\$90.00	\$93.00	
b. HVAC	\$23.00	\$24.00	
c. Air conditioning	\$23.00	\$24.00	
d. Alteration of existing HVAC	\$22.00	\$24.00	
<del>e.</del> Boiler, compressor	<del>\$43.00</del>		
<del>f.</del> Fire/smoke damper/duct smoke detectors	\$16.00	\$17.00	
<del>g.</del> Heat pump	\$23.00	\$24.00	
<del>h.</del> Install/replace furnace burner	\$23.00	\$24.00	
<del>i.</del> Install/replace/relocate heater/suspend wall/floor	\$23.00	\$24.00	
<del>j.</del> Vent for appliance other than furnace	\$16.00	\$17.00	
<del>k.</del> Environmental exhaust and ventilation (appliance vent	\$16.00	\$17.00	
<del>l.</del> Dryer exhaust	\$16.00	\$17.00	
<del>m.</del> Hoods Type I/II residential kitchen/hazmat hood fire suppressor			
<del>n.</del> Exhaust fan with single duct (bath fan)	\$16.00	\$17.00	
<del>o.</del> Exhaust system apart from heating/AC	\$16.00	\$17.00	
<del>p.</del> Gas Fuel piping and distribution (up to four outlets	\$16.00	\$17.00	
<del>q.</del> Gas Fuel piping each additional outlet over four	\$2.35	\$2.50	
<del>r.</del> Decorative fireplace	\$30.00	\$31.00	
<del>s.</del> Fireplace insert	\$30.00	\$31.00	
<del>t.</del> Wood/pellet stove	\$30.00	\$31.00	
<b>J. L. Movement of Buildings</b>			
a. Movement of Buildings Fee	\$88.00	\$90.00	
<b>K. M. Other Inspections and Fees</b>			
a. Inspections outside of normal business hour:	\$127.00	\$131.00	per hour, two hour minimum
b. Reinspection fees	\$90.00	\$93.00	
c. Inspection for which no fee is specifically indicated	\$90.00	\$93.00	per hour
d. Additional plan review required by changes/addition:	\$106.00	\$110.00	per hour
e. Permit reinstatement fee	\$90.00	\$150.00	For renewal of a permit that has been expired for six months or less provided no changes have been made in the original plans and specifications for such work (plus state surcharge)
f. Temporary certificate of occupancy	\$265.00	\$275.00	per month
g. Penalty for work commencing before permit issuance	\$106.00	\$120.00	
<del>h.</del> Technology fee			3% of the total Building Division fees
<del>i.</del> Solar Photovoltaic Installation Prescriptive Path Fee	\$170.00	\$175.00	
<del>j.</del> Solar Photovoltaic Installation Non-Prescriptive Path Fee			by valuation - see Structural Permit fee table
<b>L. N. Plan Review</b>			
a. Building			70% of permit issuance fees (residential and commercial)
b. Fire & Life Safety Plan Review Fee			<del>50%</del> 55% of permit issuance fees
c. Seismic Plan Review			1% of permit issuance fees
d. Plumbing			<del>30%</del> 40% of plumbing permit issuance fees
e. Mechanical			<del>30%</del> 40% of mechanical permit issuance fees
f. Phased permit plan review fee	\$265.00	\$275.00	plus 10% of the total project permit fee with a \$1,500.00 maximum per phase
g. Deferred submittals	\$250.00		10% of the permit fee calculated using the value of the deferred portion with a \$250 minimum minimum \$250 or 10% of the project valuation, whichever is greater
h. Simple one and two family dwelling plans	\$138.00	\$143.00	
<del>i.</del> Solar Photovoltaic Installation Prescriptive Path Fee	\$170.00		
<b>M. O. Plumbing Permit</b>			

a. Minimum Permit Fee	\$90.00	\$93.00	
b. Each fixture	\$27.00	\$28.00	
c. Catch basin	\$37.00	\$38.00	each
<del>d. Fire hydrant</del>	<del>\$37.00</del>		each
<del>e. Footing drain</del>	<del>\$0.30</del>		per foot
d. f. Manhole/OWS	\$37.00	\$38.00	each
e. g. Manufactured home set-up plumbing fee	\$85.00	\$88.00	
<del>h. Rain drains connector</del>	<del>\$27.00</del>		per 100 feet
<del>i. Residential fire sprinkler</del>	<del>\$11.00</del>		per head
f. j. Sanitary sewer	\$90.00	\$93.00	per 100 linear feet
g. k. Single family one bath	\$477.00	\$492.00	New 1 and 2 family dwellings includes 100 feet for each utility includes one kitchen, first 100 feet of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.
h. l. Single family two bath	\$583.00	\$600.00	New 1 and 2 family dwellings includes 100 feet for each utility includes one kitchen, first 100 feet of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.
i. m. Single family three bath	\$690.00	\$712.00	New 1 and 2 family dwellings includes 100 feet for each utility includes one kitchen, first 100 feet of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.
j. n. Single family additional bath or kitchen	\$116.00	\$120.00	
k. o. Storm sewer	\$90.00	\$93.00	per 100 linear feet
l. p. Water service	\$90.00	\$93.00	per 100 linear feet
m. q. Commercial Plumbing - Medical Gas			by valuation - see Structural Permit fee table

**N. P-State Surcharge**

- a. State Surcharge Fee

All building, plumbing, and mechanical permits are subject to a State of Oregon surcharge of 12% payable with the payment of the permit. This surcharge is subject to change at the State's discretion

**4. SIGN CHARGES**

**A. Penalty**

- a. Signs installed without permit

All sign permit fees doubled if the sign is installed or displayed prior to obtaining a permit.

**B. Permanent Sign**

- a. Sign Permits - Permanent

\$80.00 \$83.00 Plus, fees based on the valuation of the sign, using the building permit fee schedule.

**C. Temporary Signs**

- a. Temporary sign penalty
- b. Copy change or change in panel
- c. A-Frame Signs
- d. Garage Sale Sign

\$53.00 \$55.00 Fee is waived if the permit is obtained before the sign is installed.  
 \$25.00 \$26.00  
 \$25.00 \$26.00  
 \$4.00 per sign

**D. Zoning Review Fee**

- a. Zoning Review Fee - Permanent Sign

\$25.00 \$26.00 Does not include banners, A-Frames, or change in panel

**5. PUBLIC WORKS CHARGES**

**A. Right-of-Way Fees**

- a. Electric Utilities
- b. Natural Gas Utilities
- c. Garbage Utilities
- d. Telephone Utilities
- e. Cable Utilities
- f. Utilities that do not provide retail service within City
- g. Small Wireless Facilities
- i. Sites
- ii. Application Fee
- iii. Annual Usage Fee

5% of gross revenues  
 5% of gross revenues  
 3% of gross revenues  
 7% of gross revenues  
 5% of gross revenues  
 \$2.00 per lineal foot of facility  
 \$500.00 \$515.00 for up to five sites, \$100 for each additional site  
 \$1,000.00 \$1,030.00 per site (new, replacement, or modification) or actual cost, whichever is higher  
 \$270.00 \$280.00 per facility

**B. Plan Review without inspection**

- a. Plan Check Fee

\$72.00 \$93.00 per hour

**C. Street Approach/Sidewalks Inspection Fee**

- a. Single Family or ADU or Duplex with one driveway
- b. Single Family or Duplex with two driveways

\$50.00 \$100.00  
 \$50.00 \$200.00

c. Multi-Family/Commercial/Industrial	\$300.00	\$300.00	<del>deposit. The deposit shall be collected in conjunction with the permit fee. Additional charges, if any, shall be assessed and paid prior to issuance of any certificates of occupancy.</del>
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**D. Street Sweeping**

a. Street Sweeping Fee			Actual cost + 20%
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**E. Water/Wastewater**

a. Dye Test & Letter	\$25.00		
b. Water Meter Test Fee			Actual cost + 20%
c. Penalty Fee	\$5.00		per month
d. Shut-Off Fee	\$50.00		each occurrence
e. Meter Tampering Fee	\$50.00		each occurrence
f. Damaged Padlock Fee	\$65.00		each occurrence

**F. Public Improvement Plan Review and Inspection Fees (valuation)**

a. Initial Fee	\$150.00		
b. \$0.01 - \$10,000.00	12%		plus \$150
c. \$10,000.01 - \$50,000.00	8%		plus \$150
d. \$50,000.01 - \$100,000.00	6%		plus \$150
e. \$100,000.01 - \$500,000.00	5%		plus \$150
f. \$500,000.01 - \$1,000,000.00	3%		plus \$150
g. \$1,000,000.01 and above	2%		plus \$150

h. Demolition Inspection		\$120.00	
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**6. SYSTEM DEVELOPMENT CHARGES**

**A. Water**

a. Equivalent Dwelling Unit (EDU)	\$4,294.25		
b. 5/8" x 3/4" Meter	\$4,294.25		
c. 3/4" Meter	\$6,441.22		
d. 1" Meter	\$10,735.62		
e. 1 1/2" Meter	\$21,471.26		
f. 2" Meter	\$34,353.26		
g. 3" Meter	\$63,780.02		
h. 4" Meter	\$107,353.48		
i. 6" Meter	\$214,706.97		
j. Meters greater than 6"			calculated based on EDU
k. Meter Cost: 3/4 inch or 1 inch meter and meter box	\$475.00		Larger meters are <del>assessed based on time and material costs,</del> paid for by the contractor.

l. Water Tapping Fees			Costs + 20%
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**B. Wastewater**

a. City wide	\$6,126.36		per equivalent residential unit
b. Wastewater Tapping Fees			Costs + 20%

**C. Park**

a. Single Family	\$12,117.67		
b. Multi-Family	\$8,984.50		
c. Mobile Home	\$9,760.26		

**D. Payment in Lieu of Park Land Dedication**

a. Payment in Lieu of Park Land Dedication, Not Deferrec	\$869,242.00		per acre
b. Payment in Lieu of Park Land Dedication, Deferred	\$869,242.00		per acre, plus 10% administration fee on the amount of the remaining portion owed

**E. Street**

a. Residential	\$4,826.00		per single family dwelling unit
b. AADPT (Trip) Cost	\$304.10		per adjusted average daily person trip

**7. WATER RATES**

**A. Base by Customer Class**

a. Single Family	\$14.97		per month
b. Single Family - Reduced	\$7.49		per month
c. Multi-Family	\$14.97		per month
d. Commercial/Industrial	\$14.97		per month
e. Wholesale	\$17.91		per month
f. Single Family - outside City limits	\$22.51		per month

**B. Charge by Meter Size - inside city limits**

a. 5/8" Meter	\$0.54		per month
b. 3/4" Meter	\$0.81		per month
c. 3/4" Meter - Reduced	\$0.40		per month
d. 1" Meter	\$1.39		per month
e. 1 1/2" Meter	\$2.65		per month
f. 2" Meter	\$4.25		per month
g. 3" Meter	\$8.06		per month
h. 4" Meter	\$13.36		per month
i. 6" Meter	\$26.78		per month
j. 8" Meter	\$42.83		per month
k. 10" Meter	\$61.61		per month

<b>C. Charge by Meter Size - outside city limits</b>		
a. 5/8" Meter	\$0.79	per month
b. 3/4" Meter	\$1.24	per month
c. 1" Meter	\$2.03	per month
d. 1 1/2" Meter	\$4.02	per month
e. 2" Meter	\$6.34	per month
f. 3" Meter	\$11.95	per month
g. 4" Meter	\$19.90	per month
h. 6" Meter	\$39.76	per month
i. 8" Meter	\$66.33	per month
j. 10" Meter	\$91.52	per month
<b>D. Volume Charge by Customer Class</b>		
a. Single Family	\$6.01	per 100 cubic feet
b. Single Family - Reduced	\$3.00	per 100 cubic feet
c. Multi-Family	\$5.65	per 100 cubic feet
d. Commercial/Industrial	\$5.18	per 100 cubic feet
e. Wholesale	\$6.34	per 100 cubic feet
f. Single Family - outside City limits	\$9.01	per 100 cubic feet
g. Commercial/Industrial - outside City limits	\$8.06	per 100 cubic feet
h. Skyview Acres	\$1.55	per 100 cubic feet, plus COP pass through
<b>E. Metered Use From Fire Hydrant</b>		
a. Deposit	\$300.00	
b. Set-up/take-down/billing fee	\$60.00	
c. Meter Rental (day 1 to day 30)	\$2.00	per day
d. Meter Rental (day 31 and beyond)	\$5.00	per day
e. Water Rate		Inside or Outside Comm/Ind depending on location
<b>F. Fire Hydrant Flow Test</b>		
a. Set-up and observe (without neutralization)	\$75.00	per test
b. Set-up and observe (with neutralization)	\$200.00	per test
<b>8. WASTEWATER RATES</b>		
<b>A. Base by Customer Class</b>		
a. Single Family	\$30.24	per month
b. Single Family - Reduced	\$15.13	per month
c. Multi-Family	\$30.24	per month
d. Commercial/Industrial	\$14.41	per month
<b>B. Volume Charges by Customer Class</b>		
a. Single Family	\$7.76	per 100 cubic feet
b. Single Family - Reduced	\$3.89	per 100 cubic feet
c. Multi-Family	\$7.76	per 100 cubic feet
d. Commercial/Industrial	\$10.54	per 100 cubic feet
e. Residential - No water service	\$109.09	per month
<b>9. STORMWATER RATES</b>		
<b>A. Utility Fee</b>		
a. Equivalent Residential Unit (ERU)	\$8.00	per month, per ERU (ERU = 2,750 sq. ft. of impervious surface)
<b>10. SANDYNET CHARGES</b>		
<b>A. Miscellaneous</b>		
a. Installation Fee	\$100.00	\$300.00 for 10 gbps installation
b. Shut-Off Fee	\$50.00	
<b>B. Wireless</b>		
a. Residential - 5 mbps	\$24.95	per month
b. Residential - 10 mbps	\$34.95	per month
c. Rural - 5 mbps	\$29.95	per month
d. Rural BIP - 5 mbps	\$39.95	per month
e. Rural Enhanced - 10 mbps	\$49.95	per month
<b>C. Fiber</b>		
a. Residential - 500 mbps	\$44.95	per month
b. Residential - 1 gbps	\$59.95	per month
c. Residential - 2 gbps	\$80.00	per month
d. Residential - 5 gbps	\$110.00	per month
e. Residential - 10 gbps	\$280.00	per month
f. Business - 500 mbps	\$44.95	per month
g. Business - 1 gbps	\$59.95	per month
h. Business - other		per contractual agreement, authorized by department director and/or City Manager
i. Rural - 500 mbpd	\$64.95	per month
j. Rural - 1 gbps	\$84.95	per month
<b>D. Digital Voice</b>		
a. Residential	\$20.00	per month
b. Business	\$28.95	per month



<b>E. Other</b>		
a. Static IP address	\$10.00	per month
b. Fax line	\$11.95	per month
c. Mesh unit	\$5.00	per month
<b>11. MUNICIPAL COURT</b>		
<b>A. Administrative</b>		
a. File Review Fee	\$25.00	
b. Payment Arrangement Fee	\$50.00	
c. Suspension Fee	\$15.00	
<b>12. PARKING</b>		
<b>A. Citations</b>		
a. Parking in area not allowed	\$50.00	
b. Parking in excess of posted time	\$30.00	
<b>13. POLICE</b>		
<b>A. Impound</b>		
a. Vehicle Impound Fee	\$100.00	
<b>B. Reports</b>		
a. Copy of accident report	\$10.00	
b. Copy of other police report	\$15.00	
<b>C. Alarm Registration</b>		
a. Residential	\$20.00	no charge for 65 or older with primary resident
b. Business	\$50.00	
c. Government		no charge
d. Penalty Fee	\$75.00	failure to obtain registration within 30 days of alarm installation
e. False Alarm - first	\$0.00	
f. False Alarm - second	\$50.00	
g. False Alarm - third	\$100.00	
h. False Alarm - fourth	\$150.00	after the four false alarm the registration is suspended for one year
<b>D. Miscellaneous</b>		
a. Fingerprinting Fee	\$20.00	for first card, \$10 for each additional card
b. Local background check letter	\$5.00	additional \$5 for notarized letter
c. DVD	\$20.00	each
d. Photo CD	\$15.00	each
<b>14. TRANSIT</b>		
<b>A. Fares</b>		
a. SAM Gresham, Estacada, and Shopper Shuttle (in town)		no charge in city limits
b. SAM Commuter Route to Gresham or Estacada	\$1.00	per trip (one-way origin-to-destination including transfers)
c. STAR Dial-A-Ride	\$1.00	per trip (one-way origin-to-destination including transfers)
d. STAR - Seniors or disabled	\$1.00	round trip (in town)
e. STAR Dial-A-Ride Complementary Paratransit	\$1.00	per trip (one-way origin-to-destination including transfers)
f. ED Dial-A-Ride (out of town)	\$2.00	per trip (one-way origin-to-destination)
<b>B. Fare Media</b>		
a. Multi-Trip Pass (24 trips)	\$20.00	per pass
b. Monthly Pass	\$30.00	per month
c. All Day Pass	\$5.00	Redeemable on SAM and Mt. Hood Express
<b>15. LIBRARY</b>		
<b>A. Damaged Items</b>		
a. Damaged book, audio/visual material, or Library of Things item		Full replacement cost
<b>B. Library Fines</b>		
a. Overdue Fines	\$0.10	per day
b. Maximum Overdue Fine	\$1.00	
c. Library of Things item	\$1.00	per day
d. All lost Items		Full replacement cost
<b>C. Meeting Space</b>		
a. Community Room	\$25.00	Individual
b. Community Room	\$25.00	per hour - for-profit organizations or groups
c. Community Room		no charge for non-profits
<b>D. Non-Resident Fees</b>		
a. Out of District Fee	\$95.00	per year
<b>E. Prints and Copies</b>		
a. Grey scale	\$0.25	per side
b. Color	\$0.50	per side
<b>16. PARKS &amp; RECREATION</b>		
<b>A. Community/Senior Center</b>		
a. Auditorium		
i. Resident	\$40.00	per hour

ii. Non-Resident	\$60.00	per hour
b. Dining Room		
i. Resident	\$40.00	per hour
ii. Non-Resident	\$60.00	per hour
c. Art Room		
i. Resident	\$15.00	per hour
ii. Non-Resident	\$30.00	per hour
d. Lounge		
i. Resident	\$15.00	per hour
ii. Non-Resident	\$30.00	per hour
e. Kitchen		
i. Resident	\$15.00	per hour
ii. Non-Resident	\$30.00	per hour
f. Building		
i. Resident	\$125.00	per hour
ii. Non-Resident	\$145.00	per hour
g. Custodial Fee	\$20.00	
<b>B. Parks</b>		
a. Meinig Park - Gazebo/Ampetheater		
i. Resident	\$200.00	
ii. Non-Resident	\$300.00	
b. Meinig Park - Small Shelters		
i. Resident	\$10.00	per hour
ii. Non-Resident	\$15.00	per hour
c. Centennial Plaza		
i. Resident	\$200.00	
ii. Non-Resident	\$300.00	
d. Bornstedt Park - Large Shelter		
i. Resident	\$100.00	11:00 am - 2:00 pm
ii. Non-Resident	\$130.00	11:00 am - 2:00 pm
e. Cascadia Park and Bluff Park - Shelters		
i. Resident	\$50.00	11:00 am - 2:00 pm
ii. Non-Resident	\$70.00	11:00 am - 2:00 pm
f. Community Garden		
i. Resident	\$20.00	first bed, each additional bed \$25
ii. Non-Resident	\$25.00	first bed, each additional bed \$25
<b>C. Fields/Green Spaces</b>		
a. Community Campus - Upper Field		
i. Resident	\$20.00	per hour
ii. Non-Resident	\$30.00	per hour
b. Community Campus - Lower Field		
i. Resident	\$20.00	per hour
ii. Non-Resident	\$30.00	per hour
c. Green Space		
i. Resident	\$20.00	per hour
ii. Non-Resident	\$30.00	per hour



# STAFF REPORT

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**Meeting Type:** City Council  
**Meeting Date:** June 3, 2024  
**From:** Rochelle Anderholm-Parsch, Parks and Recreation Director  
**Subject:** Cedar Park Project Update

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**DECISION TO BE MADE:**

No decision required. Staff is providing an update on the Cedar Park Construction Project.

**BACKGROUND / CONTEXT:**

Construction of Cedar Park began in early 2024. Goodfellows Bros. Inc. is the general contractor for the earthwork, grading, parking lot, pathways, and all park amenities except the skate park, pump track, and jump line. As of May 20, 2025, American Ramp Company has started constructing the action sports elements within Cedar Park, now called Base Camp Action Sports. The project is tentatively scheduled for completion in late 2024 or early 2025.

**KEY CONSIDERATIONS / ANALYSIS:**

The Parks and Recreation Department is on track to meet the Council's goal to design and construct the Community Campus Park improvements, fulfilling a priority listed in the 2022 Parks and Trails Master Plan.

**BUDGET IMPACT:**

The project is funded by \$4.5 million from the Sandy Urban Renewal Agency, \$2 million from System Development Charges, and a \$485,000 grant from the Oregon Parks and Recreation Department, totaling \$6,985,000. The project includes a limited contingency, and staff is working diligently to stay within budget. Currently, the project is on schedule and on budget. Notably, due to Council priorities and community feedback, staff is seeking refined quotes for the pour-in-place add alternative. Staff is optimistic that savings from the demolition project will assist in covering this addition.

**LIST OF ATTACHMENTS / EXHIBITS:**

Google Link to presentation: [HERE](#).

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**Meeting Type:** City Council  
**Meeting Date:** June 3, 2024  
**From:** Kelly O'Neill Jr., Development Services Director  
**Subject:** PUBLIC HEARING: Cedar Park Entry Sign Variance Request

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**DECISION TO BE MADE:**

This public hearing is intended for the City Council to consider approval, approval with conditions, or denial of the City of Sandy Parks and Recreation Department's request for a sign variance for Cedar Park.

**BACKGROUND / CONTEXT:**

The City of Sandy had a sign variance committee for a short period of time, but the committee has been defunct since at least March 2017. As we all know, staffing an ad hoc committee is especially challenging when the committee only meets once or twice a year. City Council is the appealing body of the sign variance committee, so instead of holding a meeting before the non-functioning sign variance committee, staff believes that the best scenario would be to bring this sign variance request directly before City Council.

The property has a zoning classification of Medium Density Residential (R-2) with a Flood, Slope, Hazard (FSH) overlay. The applicant is proposing the sign location be entirely outside the FSH overlay area, therefore no additional review criteria is required. Because the property is owned by the City and planned for a community park, the application was reviewed under **Section 15.32.030.E Commercial and Institutional Uses within Residential Zones.**

**PURPOSE / OBJECTIVE:**

The City of Sandy Parks and Recreation Department is requesting a variance for their new Cedar Park sign located at the main entrance at Meinig Avenue. The sign is a freestanding sign with an eighteen (18) inch high base made up of stone facing with a stone cap. The stone base measures twenty-eight (28) feet in length and provides a sitting area along the length of the base as a seating/respice area. The signage is located atop the stone base area and is comprised of forty-two (42) inch high steel letters that spell out 'CEDAR PARK'. The letters are painted a dark bronze (earth-tone color), and the stone is proposed as a local grey basalt.

**APPLICABLE CRITERIA/ANALYSIS:****Section. 15.32.030. Signs allowed in residential zones—Permits required.****E. Commercial and Institutional Uses within Residential Zones.**

1. *Number.* Only one sign is allowed for a development or complex, even if more than one tax lot or ownership is included in the development, except that if a development has more than one access point, one additional sign may be located at a major public access point located on a different public road.

**Staff Response: The applicant is proposing one sign at this time.**

2. *Type.* The sign may be freestanding or on-building.

**Staff Response: The applicant is proposing the sign to be freestanding.**

3. *Area.* The maximum sign face area is 32 square feet.

**Staff Response: The applicant is proposing an 88 square foot sign (see Section 15.32.210 Definitions - Area).**

4. The maximum height for a freestanding sign is five feet.

**Staff Response: The applicant is proposing the sign to be five feet in height.**

**The applicant exceeds the maximum sign face area for a freestanding sign for an institutional use and therefore requires a variance. The size of the applicant's sign face was reviewed following the description on how to determine sign face area outlined in Section 15.32.210. Definitions.**

**Section 15.32.210 Definitions - Area, sign face means:**

- A. The area of sign enclosed in a frame or cabinet is determined based on the outer dimensions of the frame or cabinet surrounding the sign face. Sign area does not include foundations, supports, or other essential structures which are not serving as a backdrop or border to the sign.
- B. When a sign is on a base material and attached without a frame, the dimensions of the base material are to be used, unless it is clear that part of the base contains no related display or message.
- C. When signs are constructed in individual pieces attached to a building wall, sign area is determined by a perimeter drawn around all the pieces.
- D. For sign structures containing multiple modules oriented in the same direction, the modules together are counted as one sign face.
- E. The maximum surface area visible at one time on a round or three-dimensional sign is counted to determine sign area.

**Based on the above description of how to quantify the sign face area, the applicant is fifty-six (56) square feet over the maximum allowed sign face area for an institutional use.**

**Section. 15.32.150. Variances to standards.**

There may be rare instances where a combination of strict application of the standards in this chapter and/or public safety concerns may preclude use of signs as a communication medium for a primary frontage. In these cases, it may be appropriate to vary a particular standard to enable a property owner to utilize signs in a manner similar to others in a district.

- A. To request a variance, an applicant shall submit a completed sign variance application and appropriate review fee.
- B. The Sign Review Committee shall hold a public meeting on the application.
- C. **To approve a sign variance request, the Sign Review Committee must find that the requested variance is consistent with the intent of the signage regulations for the zoning district is requested for, and the sign is of a reasonable size. The Committee shall balance business needs with the community aesthetics.**
- D. The Sign Review Committee may impose such conditions on the approval as necessary to achieve the purposes of these regulations.
- E. Unless appealed, the Sign Review Committee's decision shall be the final decision of the city.
- F. Appeals to the Sign Review Committee's decisions shall be decided by the City Council, and the City Council's decision shall be the final decision of the city.
- G. Where a sign approved through these variance procedures is not installed within 12 months, the variance approval shall expire, and all work must fully comply with these regulations as amended to that date.

**The validity of the sign variance shall be reviewed based on the material requirements above and the review criteria in Section 15.32.150.(C).**

**BUDGET IMPACT:**

None, except the cost to construct the sign.

**RECOMMENDATION:**

Staff recommends the City Council weigh the merits of the sign variance request and decide if the variance shall be approved or denied.

**SUGGESTED MOTION LANGUAGE:**

Staff suggests that any motion agreed upon reflects the language and reasoning found in Section 15.32.150.(C) above.

**LIST OF ATTACHMENTS/EXHIBITS:**

- Exhibit A. Application
- Exhibit B. Sign Renderings
- Exhibit C. Site Plan



CITY OF SANDY, OREGON

### SIGN VARIANCE APPLICATION

Planning Department  
39250 Pioneer Blvd.  
Sandy, OR 97055  
503-668-4886 (Phone)  
503-668-8714 (Fax)

To apply for a Sign Variance, please fill out the entire application and attach supplemental materials as appropriate.

Applicant name Rochelle Anderholm-Parsch, EMPA, CPRP, Parks and Recreation Director

Property Address City of Sandy, Cedar Park, 17165 SE Meinig Street, Sandy, OR 97055

Mailing Address (if different) 39250 Pioneer Boulevard, Sandy, OR 97055

Daytime Phone 503-489-2157 Fax \_\_\_\_\_ Email randerholmparsch@ci.sandy.or.us

Applicant is:     Building & Business Owner     Tenant/Business Owner     Building Owner

Proposed Project Description:    (Attach graphic materials as appropriate)

The Cedar Park entry sign embraces the new park design by providing a unique marker and gateway into Sandy’s newest open space. With a park that will be both a community and regional attraction, the design team felt that the standard city sign requirements should be modified to create a sign that is dynamic, unique and playful; all the qualities of elements within Cedar Park. 42-inch-high steel letters that spell out CEDAR PARK sit on a well-crafted stone plinth at the entry to the open space adjacent to Meinig Street. The letters are painted a dark bronze (earth-tone color), and the stone is a local grey basalt. The park address letters are incorporated into the stone base. The stone base measures 28-feet in length and provides a sitting area at the entry and certainly an “instagrammable” moment along with many of the other park features. The letters themselves are dynamic with the interplay of sun, shadows and clouds slightly changing the hue of the letters.

Rochelle Anderholm-Parsch  
Applicant’s Signature

5/2/24  
Date

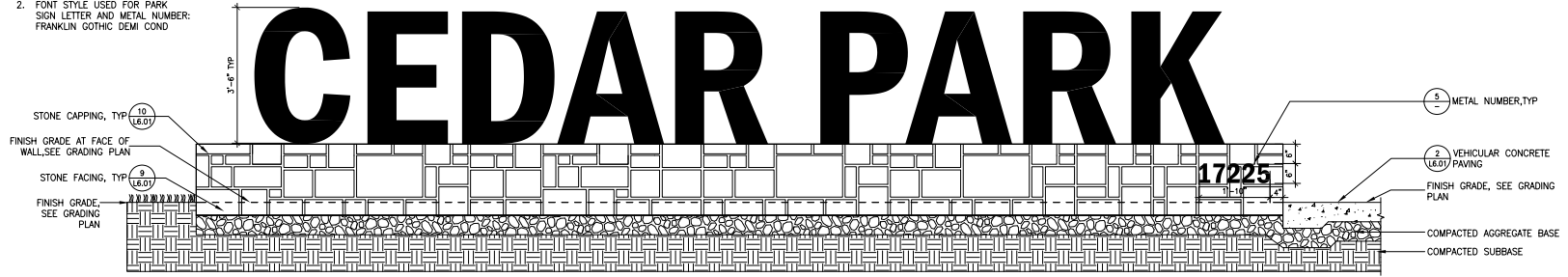
(Please see other side for an explanation of Sign Variance Process)



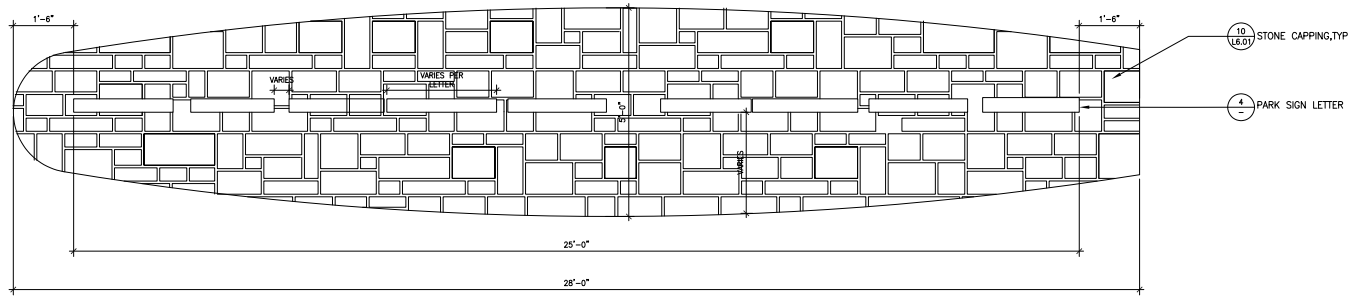
**EXHIBIT B.**

Item # 6.

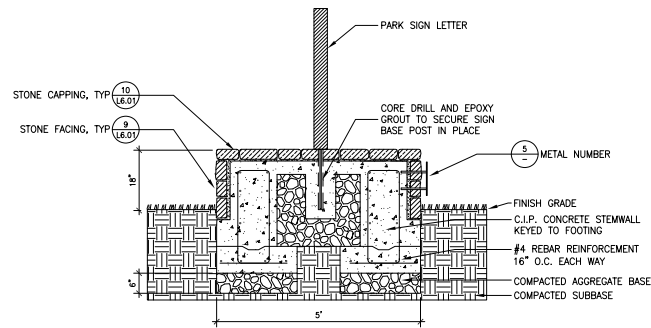
- NOTE:  
 1. SEE DETAIL 11/L6.01 FOR TYPICAL STONE WALL PATTERN  
 2. FONT STYLE USED FOR PARK SIGN LETTER AND METAL NUMBER: FRANKLIN GOTHIC DEMI COND



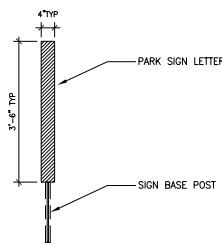
**1 PARK SIGN** Elevation  
NTS



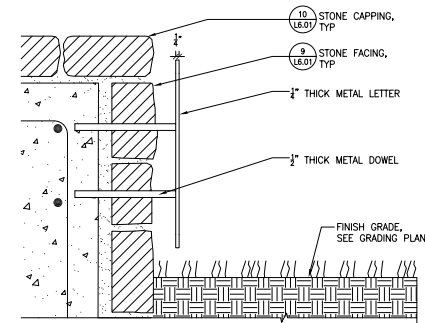
**2 PARK SIGN** Plan  
NTS



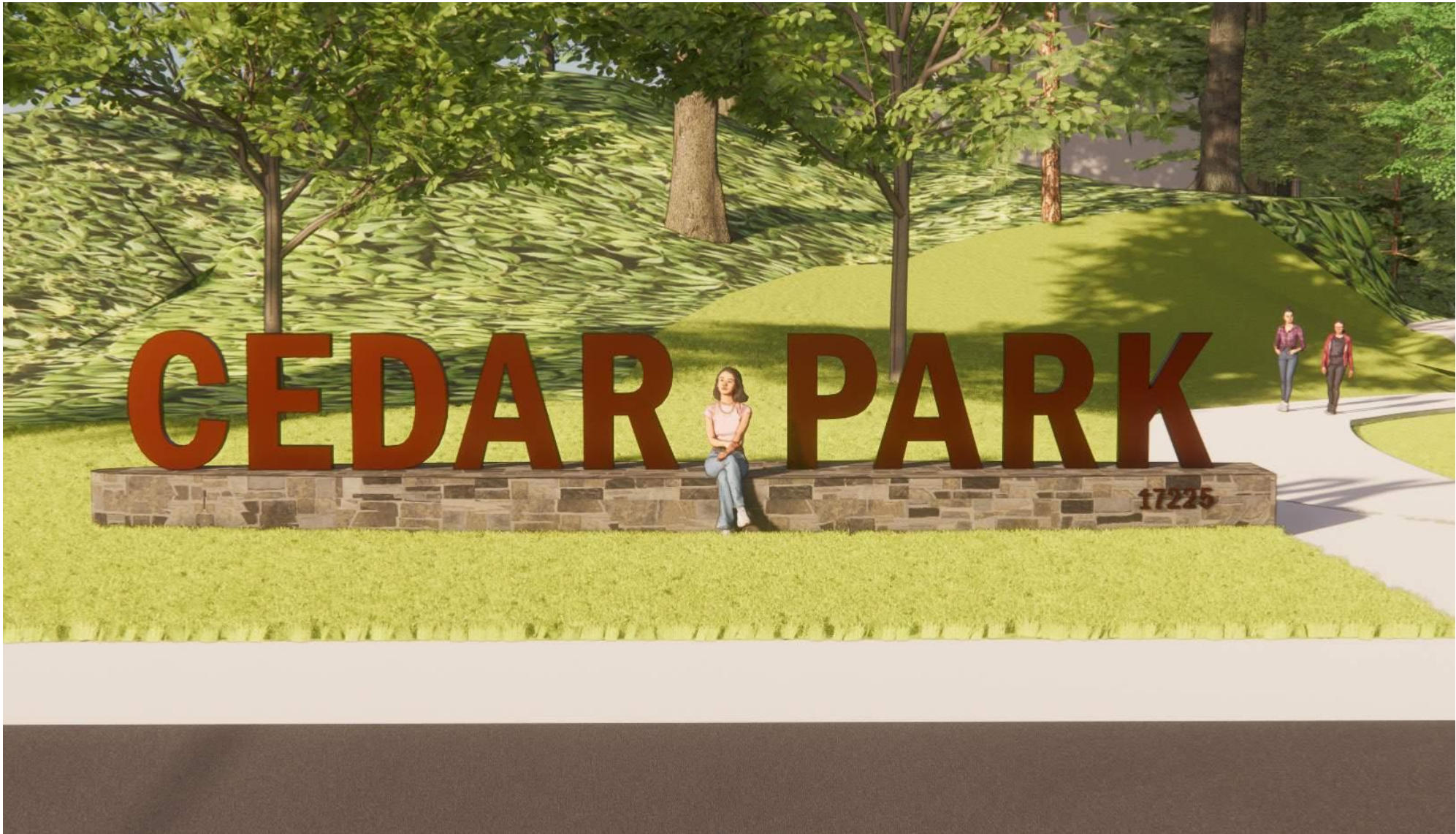
**3 PARK SIGN** Section  
NTS



**4 PARK SIGN LETTER** Section  
NTS



**5 METAL NUMBER** Section  
NTS



**Cedar Park Sign**

2024.04.24





**Cedar Park Sign**

2024.04.24



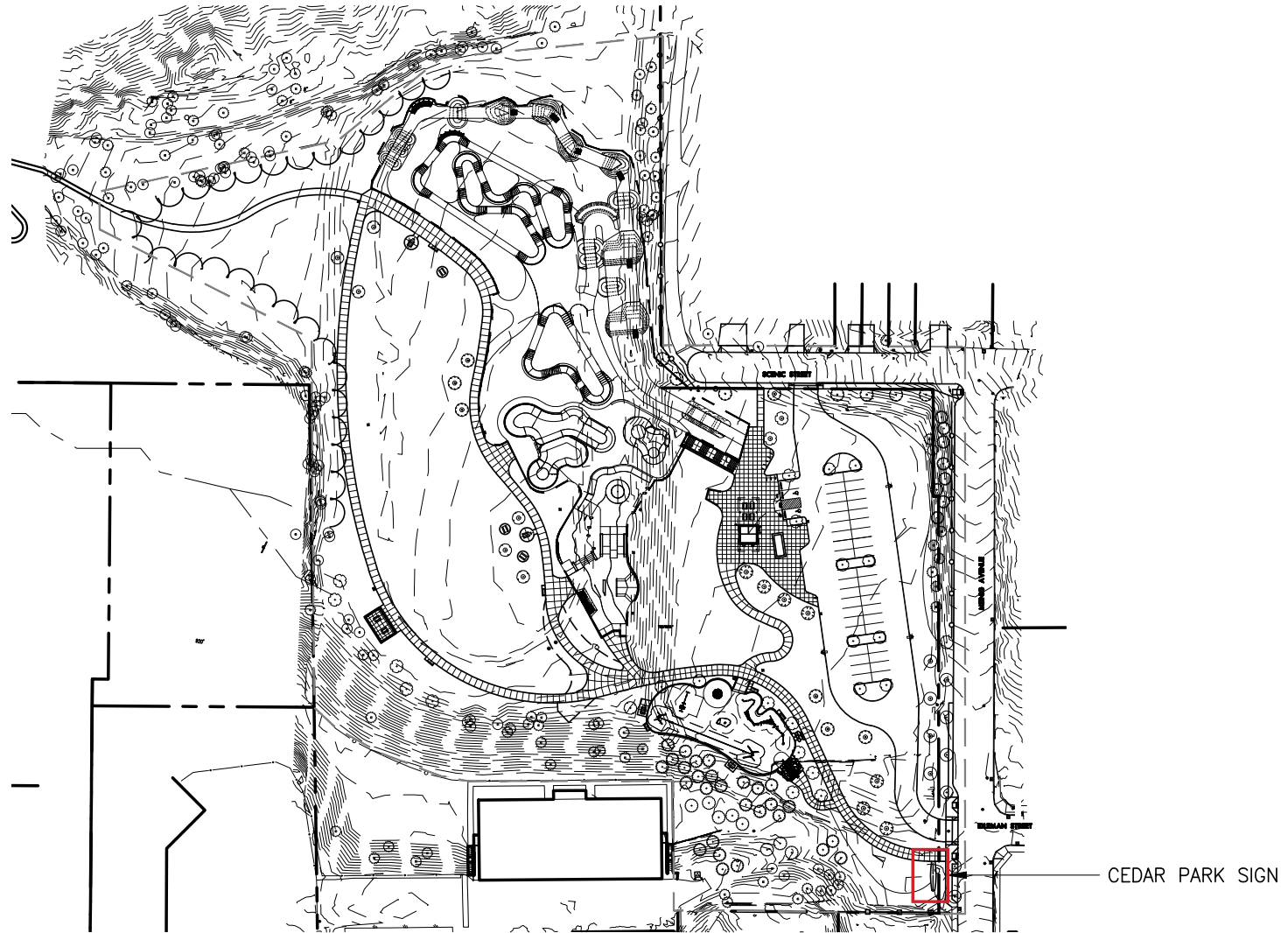


**Cedar Park Sign**

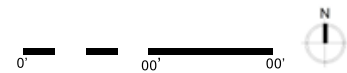
2024.04.24

EXHIBIT C.

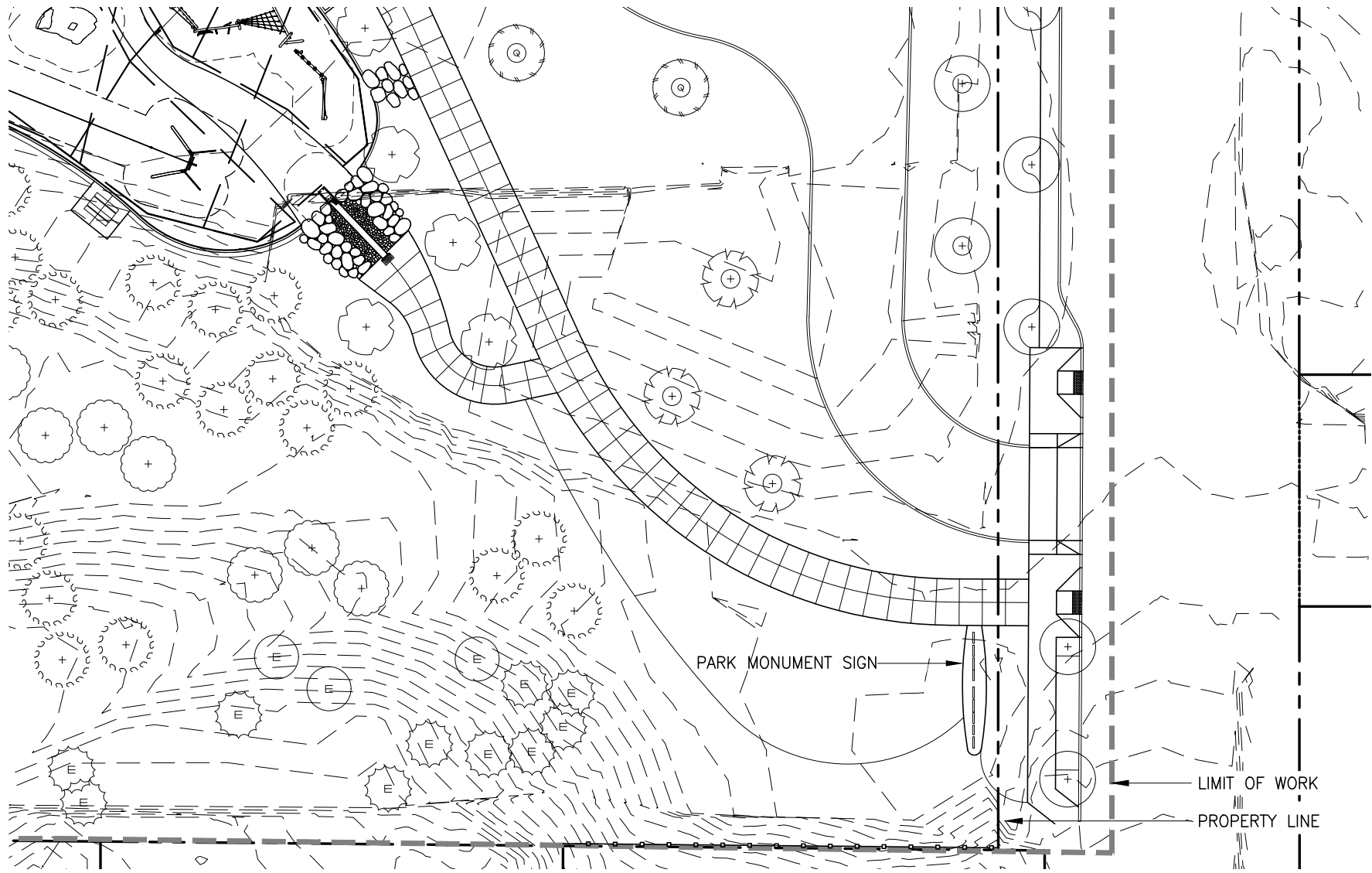
Item # 6.



FULL SITE - CEDAR PARK SIGN  
024.04.26







CEDAR PARK SIGN ENLARGEMENT  
2024.04.26

