



Name of Project:	Tree, Shrub & Plant Sale
Location or Address:	38600 Proctor Boulevard, Sandy, OR 97055

38600 Proctor Blvd

Map & Tax Lot #	T: 23E	R: 13CBOO	Section: 0700	Tax Lot (s):
----------------------------	---------------	------------------	----------------------	---------------------

Request: A permit is requested to hold a tree, shrub & plant sale, on the Sandy Farmers Market

Site. Attached: 1] Narrative; 2] Site Plan

I am the (check one) owner lessee of the property listed above, and the statements and information contained herein are in all respects true, complete and correct to the best of my knowledge and belief.

Applicant (if different than owner) Cottrell Community Planning Organization	Owner Paul Willard
Address PO Box 1411	Address
City/State/Zip Boring, OR 97009	City/State/Zip
Email Willisteam@msn.com	Email
Phone 503-880-4670	Phone
Signature Paul Willard for Cottrell CPO	Signature

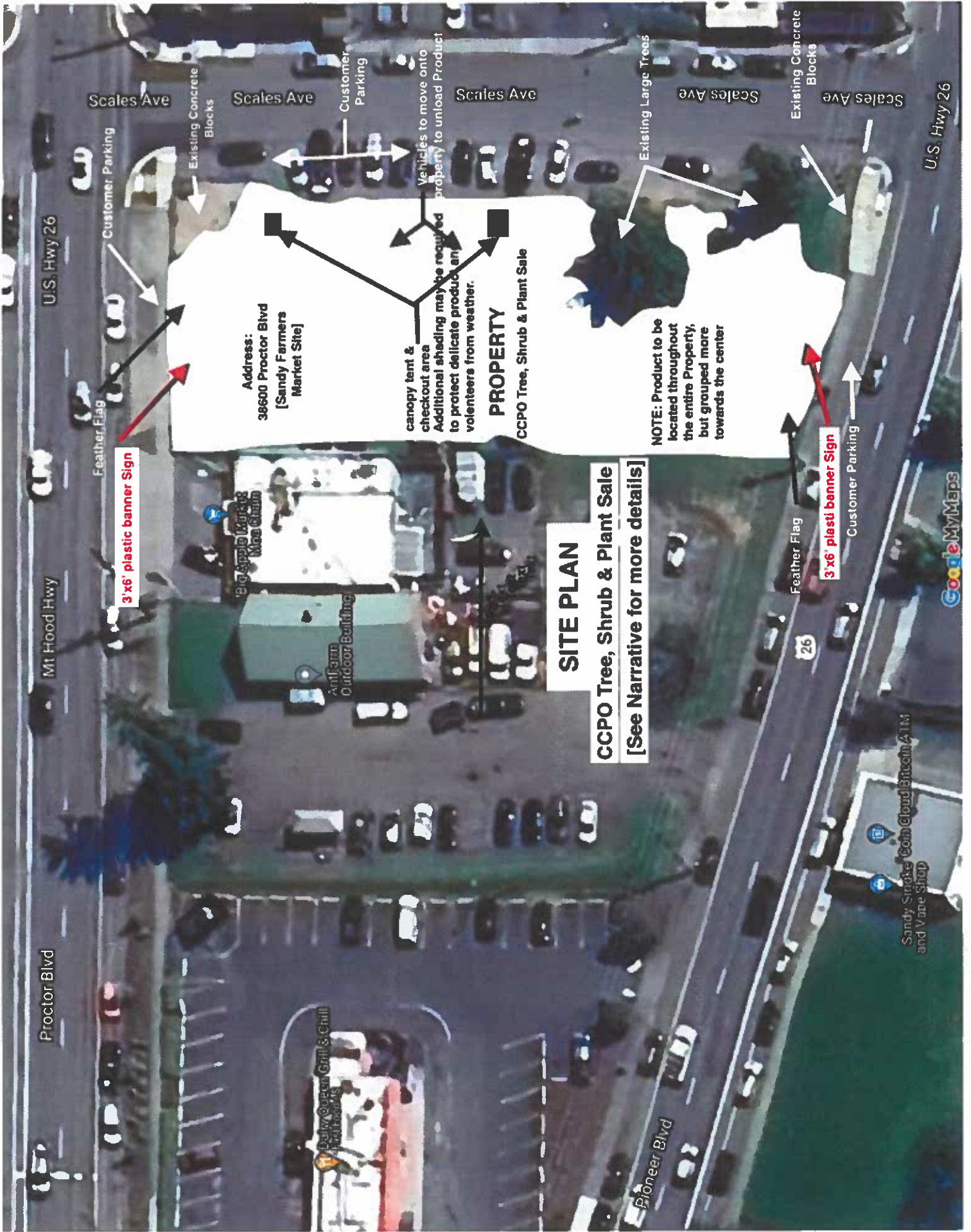
Staff Use Only

File #: 26-018	Date: 5/11/26	Fee \$: 150. ³⁸	Planner: P. DeRose	
Type of review:	Type I <input checked="" type="checkbox"/>	Type II <input type="checkbox"/>	Type III <input type="checkbox"/>	Type IV <input type="checkbox"/>
Has applicant attended a pre-app? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of pre-app meeting: N/A				

Tree, Shrub & Plant Sale
CCPO Permit Application Narrative

1. Event: The Cottrell Community Planning Organization [CCPO], a non-profit 501(c)(3) and an organization that is sanctioned by Clackamas County, is requesting an event permit to conduct the sale of trees, shrubs and plants for the purpose of generating funds for the CCPO's use in dealing with Land Use related issues.
 - a. A similar event was held and permitted last year on the same site on May 24 – 26, 2025 and a Type I Temporary Use Permit issued.
2. Event Location: The event will be on the property used for the Sandy Farmers Market, 38600 Proctor Blvd, between Pioneer Blvd, Proctor Blvd, and Scales Ave. See Site Plan.
3. Event Dates: May 22, 2026 – 11am - 9pm; May 23 - 24, 2026 – 8am - 6pm; May 25, 2026 -10am - 6 pm; May 26, 2026 – Move out – 9:30am – 1pm.
4. Parking and Unloading of Vehicles: See Site Plan.
 - a. Unloading of Vehicles: Vehicles will drive onto property from Scales Ave to unload product and exit onto Scales Ave. Once unloaded the vehicles [pickups with and without trailers and smaller flat-bed trucks] will either leave the Sandy area or park in the Pioneer Parking Lot on Bruns St.
 - b. Customer Parking: Customers will park along existing parking areas along Pioneer Blvd, Proctor Blvd and Scales Ave.
5. Product Sales Checkout/Payment: Checkout will be at tents along Scales Ave.
6. Temporary Structures & Covers: There will be the "Farmer's Market Tent" and in addition, there will be approximately two [2] 10'X10' canopy type tents, depending on weather conditions. In addition, depending on the weather, there may be additional "pop-up" style shades or canopies as needed to protect delicate ornamentals or flowering products and to protect volunteers.
7. Banners:
 - a. Two event 3' X 6' banners with event and event dates, will be placed... one on the Proctor Blvd side of the property and one on the Pioneer Blvd side of the property. Banners will be placed on May 22, 2026 and removed on May 26, 2026. See Site Plan. A temporary sign permit is requested and is attached.
8. Security: Product will be left at the property overnight. To secure the more valuable items, up to 3 locking enclosed-type trailers [i.e., utility or horse trailer] will be placed on the property in which to store product overnight. Applicant will drive by the property from time to time in the night to assure the site is secure. Activities will be coordinated with Sandy Police Dept.
9. Miscellaneous:
 - a. No utilities will be required
 - b. No food will be sold
10. Site Plan: See Site Plan for more details.

END



Proctor Blvd

Mt Hood Hwy

U.S. Hwy 26

Scales Ave

Scales Ave

Scales Ave

Scales Ave

Scales Ave

U.S. Hwy 26

Customer Parking

Customer Parking

Customer Parking

Feather Flag

Feather Flag

3'x6' plastic banner Sign

3'x6' plasti banner Sign

Big Apple Market
Meat Chain

Ant Farm
Outdoor Building

Dairy Queen Grill & Chill
Perfume

Sandy Smoke Corn Cloud Bitch ATM
and Vape Shop

Google MyMaps

Address:
38600 Proctor Blvd
(Sandy Farmers
Market Site)

canopy tent &
checkout area
Additional shading may be required
to protect delicate products and
volunteers from weather.

PROPERTY

CCPO Tree, Shrub & Plant Sale

NOTE: Product to be
located throughout
the entire Property,
but grouped more
towards the center

SITE PLAN

CCPO Tree, Shrub & Plant Sale

[See Narrative for more details]

Pioneer Blvd