

**General Land Use Application**

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

Map & Tax Lot #	T: 2S	R: 4E	Section: 13	Tax Lot (s): 900, 901
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Request:	A permit is requested to hold a tree, shrub & plant sale, on the Sandy Farmers Market
Site. Attached:	1) Narrative; 2) Site Plan
May 24 <sup>th</sup> , 25 <sup>th</sup> 26 <sup>th</sup>	

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 Brent Leathers
Address PO Box 1411	Address 35050 SE Carpenter Lane
City/State/Zip Boring, OR 97009	City/State/Zip Gresham, OR 97080
Email Willisteam@msn.com	Email brent@leathersfuels.net
Phone 503-880-4670	Phone 503-956-2200
Signature <i>[Signature]</i>	Signature <i>Brent Leathers</i>

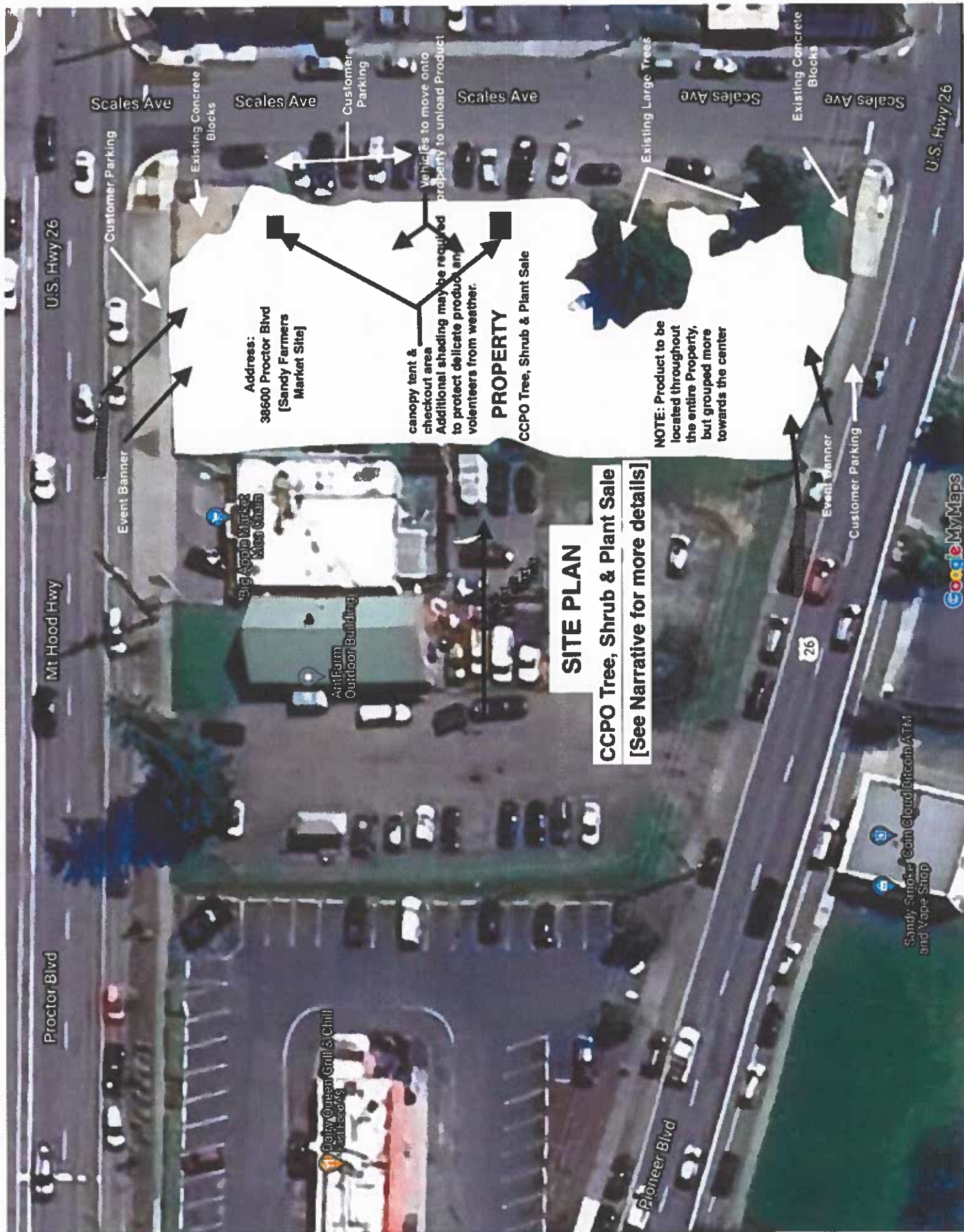
Staff Use Only			
File #: 25-029	Date: 5/2/25	Fee: 147.29	Planner:
Type of review:	Type I <input checked="" type="checkbox"/>	Type II <input type="checkbox"/>	Type III <input type="checkbox"/> Type IV <input type="checkbox"/>
Has applicant attended a pre-app? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of pre-app meeting: <i>NA</i>			

Development Services Department, 39250 Pioneer Blvd, Sandy, OR 97055, 503.489.2160

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 last year on the same site on April 13 – 14, 2024 and a Type I Temporary Use Permit issued under File No. 24-023 TEMP.
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 24, 2025 – 10am [move in 8am] - 5pm; May 25, 2025 – 10am [setup 9am] - 5pm; May 26, 2025 -10am [setup 9am] – 3 pm [move out by 5pm].
4. Parking and Unloading of Vehicles:
  - 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 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 24, 2025 and removed on May 26, 2025. A temporary sign permit has been 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.
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

Big Apple Market  
Meat Chain

AntiFarm  
Outdoor Building

Galaxy Queen Grill & Chill  
Meat House

Sandy Smoke, Com Cloud Bitchin' A.T.M.  
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 produce 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

# Temporary Sign Permit

**First Name \***

paul

**Last Name \***

willis

**Email Address \***

Willistea@msn.com

**Phone**

503-880-4670

**Business Name \***

Cottrell Community Planning Organization

**Business Street Address \***

PO Box 1411, Boring, OR 97009

**Basic description of temporary sign \***

Approx. 3' X 6' vinyl banner

A- Frame approx. 3' X 3'

Signage will be put up on Sandy's Friday Market Site @ 38600 Proctor Blvd, Sandy, OR 97055

**Is your temporary sign a vinyl banner? \***

☒ Yes

☐ No

**What are the dimensions of your sign? (note: sign area may not exceed 32 square feet) \***

3' X 6'

**First date that sign will be displayed**

May 24 2025

**Last date that sign will be displayed**

May 26 2025

Submit

