

## FINDINGS OF FACT and FINAL ORDER TYPE II DECISION

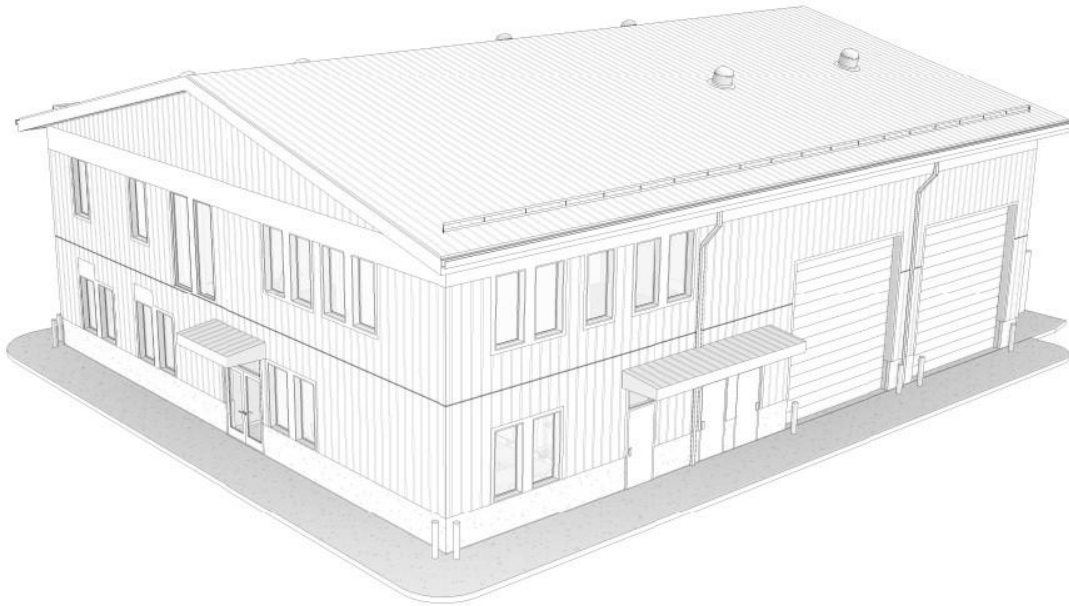
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<b>DATE:</b>	May 11, 2026
<b>FILE NO.:</b>	26-008 DR
<b>PROJECT NAME:</b>	Sandy Operations Center Transit Maintenance Building
<b>APPLICANT:</b>	Andi Howell, Transit Director
<b>OWNER:</b>	City of Sandy
<b>ADDRESS:</b>	16610 Champion Way
<b>TAX MAP AND LOT:</b>	R24E Section 15A Tax Lot 206
<b>ZONING:</b>	Light Industrial (I-2)
<b>ACRES:</b>	5.72 Acres
<b>STAFF CONTACT:</b>	Patrick Depa, Senior Planner

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### PROPOSAL

The City of Sandy Operations Center submitted an application requesting a Type II Design Review to Section 17.90.130 for the construction of a new 5,228 square foot pre-engineered operations and maintenance building. The gross building square footage is 7,421 square feet with 5,228 square feet on the main floor and a 2,193 square foot mezzanine (see Figure 1). The building is a part of the Sandy Operations Center Master Plan and will provide much needed office, training, and maintenance space for the Operations Center and more importantly for the Sandy Transit Department. This will allow the City Transit Department the capacity to provide driver training (CDL and transit), office space, break space, and City-wide vehicle maintenance.



### **SANDY OPS EXPANSION MAINTENANCE BLDG**

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Figure 1

## **BACKGROUND**

In March 2007, the Planning Commission unanimously approved File No. 06-062 CUP/DR, the conditional use permit request for both Phase One of the site development as well as the Master Plan for the site, and the design review for Phase 1 to allow construction of the City of Sandy Transit and Public Works Facility at 16610 Champion Way. The approval of the conditional use permit request for the City of Sandy consisted primarily of the transit and public works headquarters building, maintenance and storage buildings, the maintenance yard, and material storage. The Phase One improvements have already been completed and additional phases for future building siting are now being considered.

Within Phase One of the site improvements the City of Sandy constructed office space for the City's Transit Department and Public Works Department employees, covered areas for vehicle storage, maintenance areas for transit vehicles, a transit wash station, enclosed storage for the Public Works Department and Police Department, outdoor storage space for materials (concrete spoils, topsoil, pipes, scrap metal, road sand, and other similar materials), and parking for both employees and park-and-ride users.

Within future phases, the applicant has proposed expanding the office space, increasing the parking lot size, adding a secure parking area, adding new buildings and enlarging the developed area to the entire 5.72 acres. The proposed buildings with this land use application are located behind existing structures and the approved master plan contains additional buildings between the proposed buildings and Champion Way. The applicant attended a pre-application conference regarding this design review on September 9, 2024.

## **EXHIBITS**

### **Applicant's Submission**

- A. Land Use Application
- B. Project Narrative
- C. Site Plan – Erosion Control Plan
- D. Floor Plans
- E. Exterior Elevations
- F. Landscape Plan
- G. Site Utility Plan
- H. Stormwater Calculations
- I. Photometric Plan
- J. Lighting Fixture Cut Sheets
- K. Moratorium Letter from the City Manager dated April 22, 2026

### **Agency's Comments**

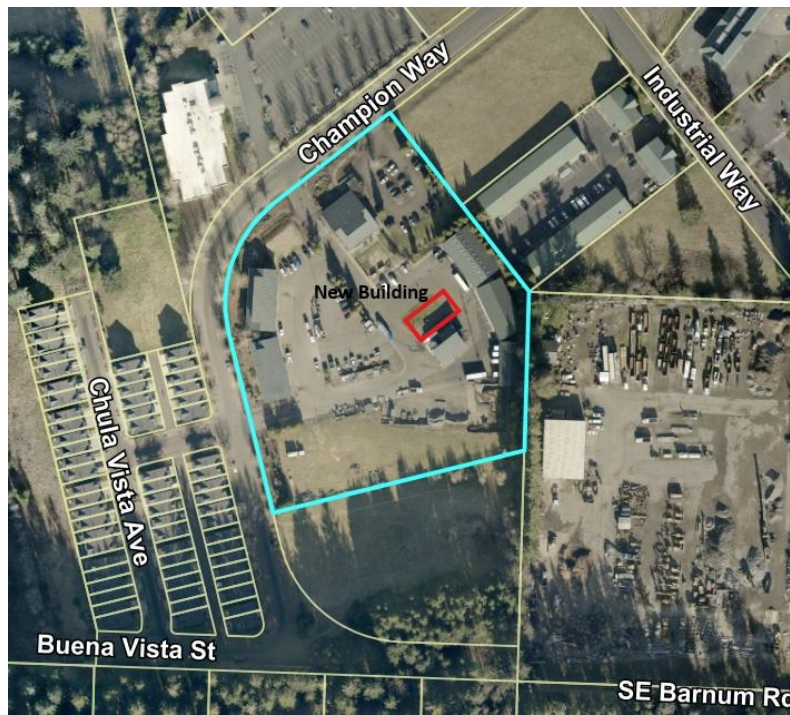
- L. Clackamas Fire Marshall
- M. Public Works Email
- N. SandyNet Email

### **Public Comments**

- O. Elie Kassab – Sandy Cinema LLC

## **GENERAL FINDINGS OF FACT**

- Finding 1.** These findings are based on the applicant's submittal received on March 5, 2026, and additional information received on March 16, 2026. The application was deemed complete on March 17, 2026, and the 120-day deadline is July 15, 2026.
- Finding 2.** Notification of the proposal was mailed to property owners within 300 feet of the subject property and to affected agencies on March 19, 2026. One public comment was received (Exhibit N).
- Finding 3.** The parcel has a Comprehensive Plan Map designation of Industrial and a Zoning Map designation of Light Industrial (I-2). Properties to the North, South, and East are zoned Light Industrial (I-2). The property to the West, across Champion Way, is zoned High Density Residential (R-3).
- Finding 4.** The site is located south of Industrial Way, east of Champion Way, and north of Barnum Road/Buena Vista Street.
- Finding 5.** The proposed location of the new building is inside the Sandy Operations Center Headquarters (see Figure 2). The property also serves as the home of the Sandy Public Works and Transit Departments.



**Figure 2**

**Finding 6.**

Section 1. of Moratorium Resolution 2025-14 (extended by Resolution 2025-39) states, “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 4.a. of the moratorium goes on to state, “Section 1 of this Resolution does not apply to the following land use applications or other applications for approval of development: 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.” The applicant submitted a letter (Exhibit K) explaining that this land use application qualifies for the exception in Section 4.a. of the moratorium because the new building does not require a new connection and will not result in increased flow through an existing sanitary sewer connection.

The site already has an existing 6-inch sanitary sewer connection which the applicant proposes to use for the new structure. The applicant has also committed in writing (Exhibit K) to maintain existing operations and staffing at the subject site so as not to increase sanitary sewer flows. The new building will allow for a reconfiguring of existing staffing and operations at the subject site but will not impact sanitary sewer flows. The applicant does anticipate increases in staffing and operations at some time in the future but is committed to not making any such changes until the necessary sanitary sewer capacity is available at the site.

In accordance with the consent decree, office space is calculated at 1 Equivalent Residential Unit (ERU) per 2,000 square feet. The new building square footage is 7,421 square feet with 5,228 square feet on the main floor and a 2,193 square foot mezzanine. Staff calculated that approximately 3,176 square feet is office space (with removal of mechanical/electrical room, restrooms, etc.) which equates to 1.59 ERUs. However, Section 13.16.030. of the Sandy Municipal Code states, “When calculating ERUs for all user classes except multi-family, fractions will be rounded to the nearest full ERU.” This means that the office space in the new building equates to 2 ERUs. The other square footage in the new building is not predicted to lead to any additional sanitary sewer flows. This analysis suggests that, prior to the new building having an increase in staffing and operations, the applicant shall acquire two (2) additional ERUs.

**The applicant shall not increase staffing levels or operations on the subject property above levels in effect on March 3, 2026, until the applicant pays the system development charge (SDC) for 2 ERUs of sanitary sewer service, and until the occurrence of the any of the following:**

- a. The City of Sandy is no longer subject to a development moratorium based on sanitary sewer capacity;**
- b. The terms of any development moratorium based on sanitary sewer capacity then in effect would allow 2 ERUs of additional flows on the subject property; or,**
- c. The applicant provides evidence to the Development Services Director demonstrating that the applicant has acquired the right to 2 ERUs of sanitary sewer capacity on the subject property pursuant to the terms of a development**

moratorium based on sanitary sewer capacity, and any other applicable regulations, then in effect.

**FINDINGS APPLYING DEVELOPMENT CODE CRITERIA**

**CHAPTER 17.50 LIGHT INDUSTRIAL (I-2)**

**Section 17.50.00. Intent.**

It is the intent of this district to provide locations in suitable areas for manufacturing and warehousing business, or other commercial uses that do not depend on high visibility. Commercial or retail uses must be compatible with an environment that includes heavy truck traffic and outdoor storage of industrial materials. Because building design standards are less restrictive in this zone than in other zones, buildings (regardless of use) shall be screened from view from arterial streets and highways.

**Section 17.50.20. Minor conditional uses and conditional uses.**

*A. Minor Conditional Uses:* None.

*B. Conditional Uses:*

1. Automotive fueling station;
2. Concrete or asphalt batch plant;
3. Convenience market/store of less than 2,500 gross square feet;
4. Drive-up/drive-in/drive-through (drive-up windows, kiosks, ATM, restaurants, car wash, quick vehicle servicing, and similar uses);
5. **Major public facility;**

**Finding 7.** A public facility is a conditional use; however, an additional conditional use review is not required because the Operations Center campus is part of an overall master plan approved in 2007 and updated in 2019, addressing an expansion of the conditional use.

**Section 17.50.30. Development requirements.**

Lot Area	No minimum
Lot Dimension	No minimum
Setbacks	
Front	30 ft. minimum; 70 ft. maximum from a transit street
Side or Rear	None, unless abutting a more restrictive district; if abutting, the minimum setback is 50 ft.
Corner	15 ft.
Outdoor Display/Sales Lot Area	40% maximum
Lot Coverage	80% maximum
Landscaping Requirement	15% minimum
Structure Height	45 ft. maximum

Transit Street Setback	See Chapter 17.82
Off-Street Parking	See Chapter 17.98

- A. *Special Setbacks—Side or Rear Yard Abutting a More Restrictive District.*
1. An additional ten feet shall be added for each 10-foot increment in building height over 35 feet;
  2. Measurement of the height transition area shall be made between the foundation of the proposed building and the property line of the abutting district;
  3. When the proposed structure has different sections that have different heights, the height transition area shall be measured for each vertical surface as if it were to be freestanding. The building then must be located on the site so that no section is closer to the abutting property line than it would be if the section was free-standing;
  4. The required buffering and screening and utilities may be located within the height transition area. Off-street parking, accessory structures and incidental development may be located within the height transition area but not any areas designated as buffering and screening area.
- B. *Off-Street Parking.* Parking shall not be located in a required standard 30-foot setback area. Where feasible, ingress and egress to parking shall be provided from side streets or alleys. When access must be provided directly from a public right-of-way, driveways for ingress or egress shall be limited to one per 150 feet. For lots with frontage of less than 150 feet or less, a shared driveway may be required.
- C. *Screening.* All buildings (regardless of use) that are visible from an arterial street or highway shall be screened from view by a vegetative buffer as specified below:
1. Minimum depth of the buffer shall be 20 feet measured from the property line and run the entire length of the property.
  2. Existing trees shall be preserved to the greatest extent possible.
  3. Evergreen trees at least eight feet in height and capable of growing to at least 30 feet in height shall be planted at a density that will create a visual screen within five years.
  4. If the property does not abut a highway or arterial street, the screening requirement can be met by an offsite screen that has the effect of screening the property from view from arterial streets and highways.

**Finding 8.** The entirety of Section 17.50.30. Development Standards have been met or are evaluated under their specific chapters.

- All proposed setbacks meet the approved 2007 Master Plan layout and the 2019 updated plan.
- The proposed height of the proposed building is twenty-eight (28) feet – seven (7) inches measured at the midpoint of the gable and is below the maximum allowed gable and is below forty-five (45) feet.
- All special setback requirements under Section 17.50.30.A. have been met and no new buffering is required.

- All the Operations Center outdoor storage and display areas pre-existed this review and their locations were part of the 2019 approval. No new outdoor storage is proposed with this design review application.
- A landscaping plan was submitted and approved per the 2019 updated master plan.
- Parking setback requirements under Section 17.50.30.B. have been met. All other off-street parking requirements will be evaluated in this document under the review of Chapter 17.98 Parking, Loading, and Access Requirements.
- Existing screening meets the requirements of Section 17.50.30.C. No new landscaping is required.

## **CHAPTER 17.84 IMPROVEMENTS REQUIRED WITH DEVELOPMENT**

### **Section 17.84.00. Intent.**

This chapter provides general information regarding improvements required with residential, commercial, and industrial development. It is intended to clarify timing, extent, and standards for improvements required in conjunction with development. In addition to the standards in this chapter, additional standards for specific situations are contained in other chapters.

**Finding 9.** Chapter 17.84 requires certain public improvements with development. Section 17.84.30. and Section 17.84.50. require pedestrian and street improvements concurrently with development when those improvements are absent. The subject site already contains public improvements (i.e. street, curb and gutter, sidewalks, street trees, lighting, etc.) on Champion Way. No additional public street improvements are required at this time.

### **Section 17.84.60. Public facility extensions.**

- A. All development sites shall be provided with public water, sanitary sewer, broadband (fiber), and storm drainage and shall meet the following requirements:
1. The required improvements shall be installed at the expense of the developer.
  2. Public water facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and the 2022 City of Sandy Water System Master Plan and shall be designed in conformance with the City of Sandy Water Service Utility Standard Details.
  3. Sanitary sewer facilities shall meet the requirements of Title 13 of the Sandy Municipal Code and shall be designed in conformance with the City of Sandy Sewer Service Utility Standard Details.
  4. Storm drainage facilities meet the requirements of Title 13 of the Sandy Municipal Code and the City of Portland Stormwater Management Manual, as adopted by the City of Sandy, and shall be designed in conformance with the City of Sandy Stormwater Utility Standard Details.

**Finding 10.** The Public Works Department reviewed the stormwater analysis from 2019. The analysis included an overview of the stormwater analysis from December 2006 that was completed by Firwood Design Group. The existing stormwater facilities consist of a vegetated detention pond that drains through a vegetated water quality treatment swale prior to discharge. The existing stormwater facilities were designed to detain and treat at least 3.44

acres of impervious area. The proposed Sandy Operations Center Building is to be built on existing impervious surfaces such as asphalt and compacted gravel so no superfluous stormwater collection will be generated. The proposed facility expansion will not require enlargement of the stormwater facilities.

**Finding 11.** The plan sets details a new private sanitary sewer line and an oil-water separator. **The sanitary sewer modifications, including the new private sanitary sewer lateral and the oil-water separator, shall be approved by the Public Works Director.** The existing sanitary sewer moratorium is addressed in Finding 6 of this document.

**Finding 12.** The site is currently served by a 2-inch water meter. Based on the additional fixtures being added with the new maintenance building, the existing meter is more than adequate to provide sufficient water flow for the site. No new water service is needed.

## **CHAPTER 17.90 DESIGN STANDARDS**

### **Sec. 17.90.130. Light Industrial (I-2) and General Industrial (I-3) design standards.**

#### **A. Access.**

1. All lots shall abut or have legal access to a dedicated public street.
2. All lots that have access to a public alley shall provide for all personnel and service access for vehicles from that alley.
3. Joint use of access points and interconnections shall be required, where deemed needed by the Director and Public Works Director.
4. Each lot shall be permitted one access point, except lots with street frontage of 150 feet or more may be permitted one or more additional access points, if approved by the Public Works Director.

**Finding 13.** Personnel and service clients can access the subject property from Champion Way via two access points which remain as part of the approved Master Plan. There is also a large parking lot on the north side of the main administrative building which has access from Champion Way. This parking lot is used predominately by employees at the site but is also available to residents with general inquiries and transit riders buying tickets.

#### **B. Pedestrian Accessibility.**

1. Special attention shall be given to designing a primary building entrance for each unit within a building that is both attractive and functional (e.g., Sandy Style).
2. Building entries shall comply with the accessibility requirements of the Oregon State Structural Specialty Code.

The proposed building is internal to the campus and was approved as part of an accepted Master Plan in 2007 and is not open to the general public. However, the main

administrative building that directly fronts onto Champion Way has an attractive and functional entranceway open to the public.

An attractive double door entranceway with a canopy is proposed as an internal pedestrian access point and connection between the main administrative building and the new maintenance building. A wide striped pedestrian crosswalk is proposed to traverse the maneuvering lane adjacent to the buildings. Because the intended use will be generally for all employees and not equipment or maintenance personnel, the proposed building should have an ADA Handicap ramp and a Push Plate or Push-to-Open Switch to activate an automatic low-energy doors to open for the handicap. Clackamas County's ADA adaption program may still have available grants for making government buildings more ADA accessible.

C. *Building Materials and Colors for All Structures.*

1. *Building Materials.* Exterior building materials shall convey an impression of durability. Materials such as masonry, stone, stucco, wood, composite siding, and metal are permitted. Vertical grooved (i.e., T1-11) sheet siding is prohibited.

**Finding 14.** The proposed pre-engineered building will contain a standing seam metal roof and fiber cement panels with vertical battens on vertical siding. All trim will be comprised of fiber cement to match the elevation panels. There will be fiberglass windows with triple pane glass and metal overhead doors. All colors will match the colors of existing buildings on the operations center campus.

2. *Masonry Finishes.* Where masonry is used for exterior finish, decorative patterns must be incorporated. Examples of these decorative patterns include multicolored masonry units, such as brick, stone, or cast stone, in layered or geometric patterns or split-faced concrete block to simulate a rusticated stone-type construction.

**Finding 15.** No exterior masonry materials are proposed for this project, but the lower 36-inches of the structure is proposed to include cast-in-place concrete.

3. *Change in Relief.* Buildings must include changes in relief on ten percent of the facades facing public streets or residential development.

**Finding 16.** The proposed building is located inside a gated (secure but not public), developed campus and will not be visible from perimeter streets. Given the proposed setback and that the proposed building's location is screened by existing buildings and mature landscaping, no change in relief is necessary.

4. *Colors.* Building exteriors shall comply with the following standards:
  - a. Permitted colors include warm earth tones (tans, browns, reds, grays, and greens).
  - b. High-intensity primary colors, metallic colors and black, may be utilized as trim and detail colors only, not to exceed one percent of the surface area of any elevation. Such color shall not be used as primary wall colors.
  - c. Day-glow colors, highly reflective colors, and similar colors are not permitted.

**Finding 17.** The new structure will contain an integrated color similar to the existing buildings as noted in ‘Elevations: General Notes’ painted to match Miller Paint #8665D “Gristmill”. The following colors are proposed:

- Fiber cement panels: “Gristmill” a neutral, muted, olive-sage green color. Matches existing buildings.
- Fiberglass windows, triple pane, “Pella -Brown”.
- Standing seam metal roof and metal fascia will be “Forest Green”.
- Overhead coiling doors: “Gristmill” or tan.

5. *Ornamental Devices.* Ornamental devices, such as molding, entablature and friezes, are encouraged at the roofline. Where such ornamentation is present in the form of a linear molding or board, the band must be at least eight inches wide.

**Finding 18.** The applicant is not proposing any of these features.

D. *Roof Pitch, Materials, and Parapets.*

1.

Zoning District	Minimum Pitch (principal and accessory structures)
I-2 and I-3	1:12

2. Flat roofs (with minimum pitch for drainage) are permitted with detailed stepped parapets or detailed brick coursing.
3. Parapet corners shall be stepped or the parapet shall be designed to emphasize the center or primary entrance(s), unless the primary entrance is at the corner of the building.
4. Visible roof materials shall be architectural grade composition shingle, slate, concrete tile, or metal. Metal with standing or batten seam shall conform to the Color Palette in Appendix D.
5. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls or by other approved means.

**Finding 19.** The pre-engineered building will have a standing seam metal roof with a 3:12 pitched roof which is permitted in the Light Industrial (I-2) District.

E. *Building Orientation and Entrance Standards.*

1. Primary entries shall face a public street or designated pedestrian way that connects to a parking lot.
2. Secondary entries may face parking lots or loading areas.

3. Pedestrian entries, but not garage door entries, shall be sheltered with an overhang or portico with a depth of at least five feet.

**Finding 20.** The proposed building is not visible from any public right-of-way nor will be open to the general public. Per the approved Master Plan, the building will be used as an operations and maintenance building for the City of Sandy Transit Department. The proposed building contains access doors on the west and south building elevations. As shown on the submitted building elevations, awnings are proposed over all access doors.

F. Windows.

1. Windows shall be located in a manner that enables tenants, employees, and police to watch over pedestrian, parking and loading areas. Windows shall include sills at the bottom and pediments at the top. Glass curtain walls, reflective glass, and painted or darkly tinted glass are prohibited.

**Finding 21.** The proposed building has windows with transparent glass that enable operations personnel to watch over pedestrians, movement of transit vehicles, and loading areas for safety purposes.

G. Landscaping/Streetscape.

1. All buildings (regardless of use) that are visible from a local street, collector street, arterial street, or highway, shall be screened from view by a vegetative buffer as specified below:
  - a. Minimum depth of the buffer shall be 20 feet measured from the property line and run the entire length of the property.
  - b. Existing trees shall be preserved to the greatest extent possible.
  - c. Evergreen trees at least eight feet in height and capable of growing to at least 30 feet in height shall be planted at a density that will create a visual screen within five years.
  - d. If the property does not abut a local street, collector street, arterial street, or highway, the screening requirement can be met by an offsite screen that has the effect of screening the property from view from collector streets, arterial streets and highways.
2. Benches, outdoor seating, and trash receptacles shall complement the existing ornamental street lighting and be in keeping with the overall architectural character of the area.

**Finding 22.** The proposed building will not be visible from any public right-of-way on account of the landscaping installed under the initial landscape plan, plus additional landscaping plantings that were completed in 2019, and other compliance measures that adequately screen all planned interior buildings outlined in the “Campus Master Plan”. The maturity of the current landscaping vegetation in concert with the existing buildings in front of the proposed building location requires no additional landscape screening. All remaining landscaping requirements are in compliance.

H. *Lighting.*

1. Streetscape lighting shall conform to Chapter 15.30 Dark Sky Ordinance.
2. Exterior lighting shall be an integral part of the architectural design and shall complement any ornamental street lighting and remain in context with the overall architectural character of the district.

3. Lighting shall be adequate for safety purposes. Building entrances, walkways, and parking lots shall be illuminated to at least 1.5—2.0-foot candles.

**Finding 23.** The lighting plan included in the submittal package is in compliance with this section and Chapter 15.30 Dark Sky Ordinance. The existing streetscape lighting along Champion Way meets all specifications and this expansion does not require additional street light coverage.

All exterior lighting fixtures are downward facing and appear compatible with the industrial style municipal building facade. The proposed lighting at each entrance exceeds minimum foot candle requirements, ensuring safe illumination for all walkways, parking areas, and vehicle maneuvering lanes.

I. *Safety and Security.*

1. Provide an identification system that clearly locates buildings and their entries for patrons and emergency services.
2. On-site lighting shall be located, oriented, and selected to facilitate surveillance of onsite activities from the public right-of-way or other public areas.

**Finding 24.** The proposed building lighting is more than sufficient to clearly identify entranceways to employees and emergency services. Security and surveillance currently exists on site and no additional systems are required.

J. *External Storage.*

1. The exterior storage of merchandise and/or materials, except as specifically authorized as a permitted accessory use, is prohibited.

**Finding 25.** The site received conditional use permit approval for outdoor storage of materials in 2007. No new external storage is proposed with this design review application.

K. *Trash Collection/Recycling Areas.*

1. All trash collection/recycling areas shall be located within the structure or behind the building in an enclosure in accordance with the provisions of the City of Sandy Design Standards, Appendix A.

**Finding 26.** Garbage facilities are centralized as part of the approved Master Plan and are available for the proposed building. These facilities are existing and sized for inclusion of this building per the Master Plan.

## **CHAPTER 17.92 LANDSCAPING AND SCREENING GENERAL STANDARDS**

### **Section 17.92.00. Intent.**

The City of Sandy recognizes the aesthetic and economic value of landscaping and encourages its use to establish a pleasant community character, unify developments, and buffer or screen unsightly features; to soften and buffer large scale structures and parking lots; and to aid in energy conservation by

providing shade from the sun and shelter from the wind. The community desires and intends all properties to be landscaped and maintained.

**Section 17.92.20. Minimum improvements—Landscaping and screening.**

The minimum landscaping area of a site to be retained in landscaping shall be as follows:

Zoning District or Use	Percentage
R-3	25%
Manufactured Dwelling Park	20%
C-1 Central Business District	10%
C-2 General Commercial	20%
C-3 Village Commercial	10%
I-1 Industrial Park	20%
I-2 Light Industrial	15%
I-3 Heavy Industrial	10%

**Sec. 17.92.40. Irrigation.**

Landscaping shall be irrigated, either with a manual or automatic system, to ensure long-term maintenance of the plantings.

**Finding 27.** The construction of the proposed building will not remove any existing landscaping. The site is currently 5.72 acres in size. Close to 41 percent of the property is either landscaped or currently serves as open space. The open space area is primarily grass and has limited trees and vegetation. Section 17.92.20. Minimum Improvements requires that 15 percent of the site have landscaping and screening. The areas identified as a landscape buffer or parking lot landscaping consist of over 18 percent of the property. The applicant proposes to maintain the current landscaping percentage, but no new landscaping or irrigation systems are proposed.

**Section 17.92.30. Required tree plantings.**

Planting of trees is required for all parking lots with four or more parking spaces, public street frontages, and along private drives more than 150 feet long.

Area/Type of Planting	Canopy	Spacing
Street Tree	Medium	Maximum 30 ft. on center
Street Tree	Large	Maximum 50 ft. on center
Parking Lot Tree	Medium	Minimum 1 per 8 cars
Parking Lot Tree	Large	Minimum 1 per 12 cars

**Finding 28.** The existing streetscape and buffering landscaping appear well maintained. The City has a continuous maintenance contract for the subject site to maintain the health and vitality of the landscaping. All landscape buffering under Section 17.92.80. Buffer planting has been addressed earlier in this document in the review of Section 17.90.130.G Landscaping/Streetscape. The existing landscaping is in full compliance with Chapter 17.92.

## **CHAPTER 17.98 PARKING, LOADING, AND ACCESS REQUIREMENTS**

### **Section 17.98.10 - General Provisions**

- A. Provision and Maintenance. The provision of required off-street parking for motor vehicles and bicycles and loading facilities for motor vehicles is a continuing obligation of the property owners. Building permits or other permits will only be issued after review and approval of site plans showing location of permanent access, parking and loading facilities.
  
- C. New Structure or Use. When a structure is constructed or a new use of land is commenced, on-site vehicle and bicycle parking and loading spaces shall be provided in accordance with Section 17.98.20 below or as otherwise modified through a planned development or specific area plan.

**Finding 29.** The existing parking areas were designed to meet the full build out of the Operations Center Master Plan and meet the needs of the current workforce. The current employee workforce is not expanding at this time and no new vehicle or bicycle parking is being proposed. Upon inspection, the existing parking areas appear to be well maintained.

Subsections A. and C. are in compliance, and all provisions will remain as they currently exist.

- D. Alteration of Existing Structures. When an existing structure is altered to the extent that the existing use is intensified, on-site vehicle and bicycle parking shall be provided in the amount required for such intensification.

**Finding 30.** This provision does not apply as the proposal is for a new building, not an alteration to an existing building.

- E. Increased Intensity. When increased intensity requires no more than 2 vehicle spaces, no additional parking facilities shall be required. However, the effects of changes, additions, or enlargements shall be cumulative. When the net effect of one or more changes generates a need for more than two spaces, the additional required spaces shall be provided. Additional spaces shall be required for the intensification but not for the original use.

**Finding 31.** The proposed building constitutes a continuation of the existing use per the approved Master Plan. All existing parking spaces are to remain. This project does not bring additional vehicles or personnel to this site; however, the applicant does anticipate increases in staffing and operations at some time in the future (Exhibit K). **Prior to the new building having an increase in staffing and operations, the applicant shall submit a parking analysis to the Planning Division for review to determine if additional parking at the site is required.**

## **CHAPTER 15.30 - DARK SKY ORDINANCE**

### **Section 15.30.000 - Purpose**

The purpose of the Sandy Dark Sky Ordinance is to regulate outdoor lighting in order to reduce or prevent light pollution. This means to the extent reasonably possible the reduction or prevention of glare and light trespass, the conservation of energy, and promotion of safety and security.

**Finding 32.** The overall site lighting will not change. All existing light poles and fixtures are proposed to remain. All new building lighting is designed in accordance with Chapter 15.30, Dark Sky Ordinance standards.

The applicant has provided a photometric plan (Exhibit I) that details the placement of thirteen new wall mounted lights on the proposed new building. The photometric plan shows the use of two types of wall mounted fixtures. The wall mounted lights are LED architectural wall pack as specified in the fixture cut sheets (Exhibit J). The proposed wall pack lights are full cutoff. The new lights are rated at 4,000 Kelvins. The photometric plan shows that the foot candles of the proposed lights being used on the proposed maintenance building will not exceed 0.25 past any property line. **The applicant shall provide an expanded photometric plan that shows the foot candles at all property lines at time of building permit submission.**

## **CHAPTER 15.44. – EROSION CONTROL**

### **15.44.00. Intent.**

The purpose is to regulate land disturbing activities that may lead to soil erosion and sedimentation into watercourses, wetlands, riparian areas, and public and private property. No land disturbing activity shall be conducted so as to cause slides of mud, soil, rock, vegetative material, or any other material to be pushed onto, deposited upon, or gravitated to the property of another, either public or private.

**Finding 33.** A separate Grading and Erosion Control Permit will be required prior to any site grading. **The applicant shall submit for a grading and erosion control permit and request an inspection of installed devices prior to any additional grading onsite.**

## **DECISION**

For the reasons described above in the findings of fact, the request by MWA Architects on behalf of the City of Sandy to construct a new Operations Center Maintenance Building for new office, training, and maintenance space for the Sandy Transit Department is hereby **approved** as modified by the conditions listed below.

## **CONDITIONS OF APPROVAL**

**A. The applicant shall apply for a grading and erosion control permit and building, plumbing, and mechanical permits through the Sandy Building Division. The applicant shall contact Clackamas County for electrical permit requirements. The applicant shall also submit the following:**

1. An expanded photometric plan that shows the foot candles at all property lines.

**B. Prior to earthwork, grading, or excavation the applicant shall complete the following and receive necessary approvals as described:**

1. Apply for and receive approval for a grading and erosion control permit in conformance with City standards detailed in Section 15.44 of the Municipal Code.
2. Request an inspection of erosion control measures.

**C. Prior to occupancy (temporary or final) of the building the applicant shall complete the following or provide assurance for their completion:**

1. All required and approved improvements shall be installed or financially guaranteed prior to final occupancy of the building.
2. The sanitary sewer modifications, including the new private sanitary sewer lateral and the oil-water separator, shall be approved by the Public Works Director.
3. The proposed building should install next to the double door entranceway an ADA Handicap Push Plate or Push-to-Open Switch to activate automatic low-energy doors to open for the handicap. Clackamas County's ADA adaptation program may still have available grants for making government buildings more ADA accessible.

**D. General Conditions:**

1. Design review approval shall be void after two (2) years from the date of the Final Order, unless the applicant has submitted plans for building permit approval.
2. The applicant shall not increase staffing levels or operations on the subject property above levels in effect on March 3, 2026, until the applicant pays the system development charge (SDC) for 2 ERUs of sanitary sewer service, and until the occurrence of the any of the following:
  - a. The City of Sandy is no longer subject to a development moratorium based on sanitary sewer capacity;
  - b. The terms of any development moratorium based on sanitary sewer capacity then in effect would allow 2 ERUs of additional flows on the subject property; or,
  - c. The applicant provides evidence to the Development Services Director demonstrating that the applicant has acquired the right to 2 ERUs of sanitary sewer capacity on the subject

property pursuant to the terms of a development moratorium based on sanitary sewer capacity, and any other applicable regulations, then in effect.

3. Prior to the new building having an increase in staffing and operations, the applicant shall submit a parking analysis to the Planning Division for review to determine if additional parking at the site is required.
4. Prior to construction of additional facilities and buildings as identified in the approved Master Plan that are not part of the Operations Center Maintenance Building or this application, additional land use approval is required.
5. All utilities including franchise utilities shall be installed to City standards. The sanitary sewer modifications shall be approved by the Public Works Director. All utilities are required to be placed underground in accordance with Section 17.100.250. All franchise utilities shall be installed underground with the exception of those listed in Section 17.84.80 (E).
6. The applicant shall comply with the requirements of Section 13.18 of the Sandy Municipal Code and the City of Portland Stormwater Management Manual.
7. The applicant shall comply with all other conditions or regulations imposed by Clackamas County, Fire District No. 72, or state and federal agencies. Compliance is made a part of this approval and any violations of these conditions and/or regulations may result in the review of this approval and/or revocation of approval.



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Patrick Depa  
Senior Planner

## **RIGHT OF APPEAL**

A decision on a land use proposal or permit may be appealed to the Planning Commission by a party with appeal standings by filing an appeal with the Director within twelve (12) calendar days of notice of the decision. Any person interested in filing an appeal should contact the City to obtain the form, "Notice of Appeal", and Chapter 17.28 of the Sandy Development Code regulating appeals. All applications for an appeal shall indicate the nature of the interpretation that is being appealed and the matter at issue will be a determination of the appropriateness of the interpretation of the requirements of the Code.

An application for an appeal shall contain:

1. An identification of the decision sought to be reviewed, including the date of the decision;
2. A statement of the interest of the person seeking review and that he/she was a party to the initial proceedings;
3. The specific grounds relied upon for review;
4. If de novo review or review by additional testimony and other evidence is requested, a statement relating the request to the factors listed in Section 17.28.50;
5. Payment of required filing fees. Payment of required filing fees is jurisdictional and must accompany an appeal at the time it is filed;
6. The name and mailing address of the person or entity appealing the decision; and
7. List and two sets of mailing labels for property owners within 300 feet of the subject property (for appeal of a Type I decision) or 500 feet of the subject property for appeal of a Type II or Type III decision. The property owner list and labels shall be obtained from a Title Company no more than seven days prior to submitting the appeal. Note that a Type IV decision may be appealed to the Land Use Board of Appeals (LUBA) or to other tribunals in accordance with Oregon law.