



City of Sandy

Agenda

City Council Meeting

Meeting Date: Monday, February 1, 2021

Meeting Time: 6:00 PM

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1. MEETING FORMAT NOTICE

The City Council will conduct this meeting electronically using the Zoom video conference platform. Members of the public may listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge. See the instructions below:

- To login to the electronic meeting online using your computer, click this link: <https://us02web.zoom.us/j/87261413678>
- If you would rather access the meeting via telephone, dial (253) 215-8782. When prompted, enter the following meeting number: 872 6141 3678
- If you do not have access to a computer or telephone and would like to take part in the meeting, please contact City Hall by Friday January 29 and arrangements will be made to facilitate your participation.

2. CITY COUNCIL WORK SESSION - 6:00 PM

2.1. **Sandy Arts Commission Next Steps** 4 - 5
[Staff Report](#)

2.2. **Proposed Changes to Title 13 of the Sandy Municipal Code** 6 - 20
[Staff Report and Code Change Details](#)

3. CITY COUNCIL REGULAR MEETING - 7:00 PM

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

6. CHANGES TO THE AGENDA

7. PUBLIC COMMENT

Please Note: there will be an opportunity to provide testimony during the public

hearing on Building Fee Increases later in the agenda.

The Council welcomes your comments on other topics at this time. Please see the instructions below:

- If you are participating online, click the "raise hand" button and wait to be recognized.
- If you are participating via telephone, dial *9 to "raise your hand" and wait to be recognized.

8. CONSENT AGENDA

- 8.1. **City Council Minutes** 21 - 27
[City Council - 19 Jan 2021 - Minutes - Pdf](#)

9. OLD BUSINESS

- 9.1. **Letter to Governor: COVID-19 Restrictions** 28 - 34
[Staff Report](#)
[OPTION A](#)
[OPTION B](#)
[Council COVID letter - as amended and approved](#)
- 9.2. **Public Hearing: Proposed Building Fee Increases** 35 - 50
[Building Fees Increases - Pdf](#)

10. REPORT FROM THE CITY MANAGER

11. COMMITTEE /COUNCIL REPORTS

12. STAFF UPDATES

- 12.1. [Monthly Reports](#)

13. ADJOURN

14. URBAN RENEWAL BOARD MEETING

- 14.1. **SURA Grant Review Board Membership and Appointments** 51 - 69
[Staff Report](#)
[Covered Structure Program - Staff Report and Program Amendment Details](#)
[Minutes - 21 Dec 2020](#)



Staff Report

Meeting Date: February 1, 2021

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: Sandy Arts Commission

BACKGROUND:

The Sandy Arts Commission was established by [Ordinance in 2017](#) and added as [Chapter 18 to the Municipal Code](#). The code outlines the Commission's responsibilities as:

- On behalf of the City, to encourage, conduct, sponsor or cosponsor public programs to further the development and public awareness of, and interest in the fine and performing arts;
- To provide recommendations to the Mayor and City Council in connection with cultural and artistic endeavors and projects in which the City becomes involved and to act as a representative of the community in such matters;
- To encourage donations, grants and other support to further expand the arts and cultural services and programs available to citizens of Sandy and members of the Sandy community;
- To take such other actions as the City Council may direct from time to time.

Since 2018, the Commission members have created their bylaws, conducted an inventory of the City's art, restored murals, held a public art forum, and organized a chalk art contest among other activities. Unfortunately, last fall several Commission members resigned and as of December 31, 2020 many terms have expired leaving six vacancies total on the Board. The Council decided to wait until the new year to set a direction and recruit members for the Commission.

Staff recommends the Council consider drafting an action plan outline for the Commission to provide clarity on the Commission's scope and priorities for the next biennium. Items to consider for the action plan would be:

- Completing a public arts master plan which could include: Vision and goals for public Art in Sandy; Opportunities for art installation in public and private developments; and funding options.
- Update and maintain the city's public art inventory.
- Develop recommendations for city policies and procedures for public art (acquisition and deaccession, donations, maintenance, etc.), and recommendations for city code updates (e.g. Mural code).

Additionally, staff would like the Council's input on whether the structure of the Arts Commission should be reexamined with the Commission established as an Advisory Board by resolution rather than as a Commission. Some Councilors have also expressed an interest in revisiting the membership requirements of the Commission, such as residency within the City of Sandy boundaries. The current residency requirements require that members reside within the Oregon Trail School District boundary.

RECOMMENDATION:

Staff recommends Council discuss and provide detailed direction for the Commission, as well as determine if changes to the residency requirements or structure of the Commission should be modified.



Staff Report

Meeting Date: February 1, 2021

From Mike Walker, Public Works Director

SUBJECT: Review Proposed Changes to Title 13 of the Sandy Municipal Code

BACKGROUND:

As part of the Wastewater Facilities Planning process it is necessary to revise and update several of the City's ordinances regarding the sanitary sewer system. The proposed changes (attached) to Chapter 13.12 include updating and clarifying the types of permitted discharges to the sewer system and assigning responsibility to public works staff to inspect and approve connections to public sewer laterals. This is necessary to prevent Inflow and Infiltration to the sewage collection system and cross-connections with the storm drain system. The current ordinance states that these inspections are performed by the Building Department.

In addition to these changes archaic and redundant references are updated or eliminated and changes are proposed to make the ordinance reflect current practices and procedures. In addition, a new section regarding Inflow and Infiltration is added as Chapter 13.14.

In addition to amending the chapters involving the sanitary sewer system, staff recommends taking advantage of the opportunity to make changes to sections involving the water system as well. The proposed changes to Chapters 13.04 and 13.08 also streamline procedures, eliminate or modernize outdated references (i.e. water furnished for 'motor power... steam whistles and boilers') and align the language in the ordinance with current practices.

The proposed changes to Title 13 were posted on the City's website on January 15th and interested parties are invited to submit comments by January 29th.

Proposed deletions, and changes are in red. All other portions of Title 13 would remain unchanged.

BUDGETARY IMPACT:

None, revenue neutral. A small fee (\$50) is established in 13.14.030 to cover the cost of ensuring compliance with the provisions of section 13.14.

RECOMMENDATION:

Review the proposed changes and direct staff to return at the first meeting in March with the approved changes in ordinance form.

SUGGESTED MOTION:

I move to approve the proposed changes to Title 13 and direct staff to return at the first meeting in March with the approved changes in ordinance form.

LIST OF ATTACHMENTS/EXHIBITS:

Title 13 - redlined

**Title 13
WATER AND SEWER¹**

**Chapter 13.04
WATER SYSTEM-RULES AND REGULATIONS**

13.04.010 Application for water use.

Application for the use of water shall be made on forms furnished by the city. Said application shall be made at the time a building or plumbing permit is applied for, ~~and the water and building permits shall carry the same expiration date. The water permit, along with the building permit, shall expire by limitation and become null and void if work authorized by these permits is not commenced within one hundred eighty days from the date of such permits, or if the work authorized by such permits is suspended or abandoned at any time after work is commenced for a period of one hundred eighty days.~~ The applicant or applicants shall agree to conform to the rules and regulations of the city, now or hereafter in effect, as a condition for the use of water. (Ord. 38-75 § 1, 1975; Ord. 10-73 § 2, 1973.)

~~**13.04.020 Application-Inspection of premises.**~~

~~No application for the use of water shall be granted until the premises where the water is to be supplied has been examined in person by the public works superintendent. (Ord. 10-73 § 3, 1973.)~~

13.04.030 Restriction on water use.

No person supplied with water from the city mains will be entitled to use it for any purpose other than that stated in his or her application. No user of water will be entitled to supply water in any way to other persons or ~~families, except upon special written permit from the city council users.~~ (Ord. 10-73 § 4, 1973.)

13.04.040 Connection.

The materials for the connection ~~from the main to and including the curb cock will be supplied by the city, and said material~~ the public water supply system, including the meter, shall be and remain the property of the city. All ~~tapping of connections to public water mains and pipes~~ shall be done ~~by under the direction of the public works superintendent director, or under his supervision their designee.~~ The meter shall be placed ~~at the curb line, or at the property line, at the option of the public works superintendent in the public right-of-way or in a dedicated utility easement, and shall be in a substantial concrete box with a cover, the cost of which box and cover shall be included in the cost of connection. The city may use such meter as the council may, by resolution or motion, from time to time provide.~~ Water Service service pipes laterals and connections are those pipes and connections which ~~bring convey~~ the water from the public water main to the ~~property line~~ water meter. ~~All service pipes and connections shall be laid two feet below the street grade, with the exception of installation of meters.~~ All public water mains, service pipes laterals and connections and appurtenances shall be under the exclusive control and ownership of the ~~city council~~ city, and no person, other than the public works ~~superintendent director or an assistant their designee,~~ will be permitted to install any service pipes laterals or connections or make any repairs or alterations or changes in any ~~public water lines, service pipes laterals, connections and meters.~~ (Ord. 10-73 § 5, 1973.)

13.04.045 Changes in service.

When new buildings are to be erected on the site of old ones ~~and or~~ it is desired to increase the size or change the location of ~~the old an existing~~ service connection, or where a service connection to any premises is abandoned or no longer in use, a new service shall be required, as needed, upon application of the occupant and upon payment for a new connection ~~including all applicable Systems Development Charges in the regular manner.~~ Water service shall be considered abandoned if utility bills, including any unpaid balance remain ~~unpaid for twelve consecutive billing cycles.~~ (Ord. 38-75 § 2, 1975; Ord. 10-73 § 5A, 1973.)

13.04.050 Placement of stop and waste cocks.

All private service pipes from the property line shall be ~~property properly~~ installed and at all times maintained

in good order by the owner with no leakage or wasting of water. ~~Outside pipes shall be placed at least two feet underground, and inside pipes shall be placed or protected so as to prevent freezing. Just inside the basement a stopcock and waste cock, of approved pattern, protected from the frost, must in all cases be placed in a convenient location, by means of which the pipes in the building may be drained when necessary during freezing weather. If the building is not provided with a basement, a stop and waste cock must be placed near the outside wall thereof. Additional stop and waste cocks must be placed at sags and bends in pipes when they cannot otherwise be drained.~~ (Ord. 10-73 § 6, 1973.)

~~13.04.060 Leaks-Excavation by public works superintendent.~~

~~Where there is a leak under the street and it is doubtful whether the water comes from a break in the city mains or from the private meter, the public works superintendent will make the excavation to determine which it is from. If the leak is found in the main, the city will make all repairs free of charge. If the leak is from the meter to the property served, the owner, lessee or agent will be notified either in person or by letter; it will be his obligation to have the condition corrected immediately by a qualified contractor, and he shall be liable for all damage.~~ (Ord. 10-73 § 7, 1973.)

13.04.070 Separate service for each house-Exception.

A separate service ~~direct to the tap on the main and meter~~ will be required for each house-parcel or legal lot of record that is to be supplied with water; ~~provided, that when there are two houses on an inside lot of ground or less, the service may be divided at the curb and a separate stopcock and a meter provided for each place to be supplied.~~ (Ord. 10-73 § 8, 1973.)

13.04.080 Conditions under which water will not be furnished.

Water will not be furnished where there are ~~defective or leaking faucets, closets or other fixtures, or where there are water closets or urinals without self closing valves, or tanks without self acting float valves, and when such may be discovered the supply may be shut off~~ defective or potential, unprotected cross-connections as defined in Section 13.06. (Ord. 10-73 § 9, 1973.)

13.04.090 Plumber-Prohibited actions.

No plumber or other person will be allowed to make any alteration in any conduit, pipe or other fixture connecting with the city mains, ~~or to connect pipes when they have been disconnected,~~ or to turn water off or on the premises ~~at the meter~~ without permission from the ~~public works superintendent~~city. (Ord. 10-73 § 10, 1973.)

~~13.04.100 Plumber-Report of work done.~~

~~Plumbers or persons doing any work by which additional water may be drawn from the city mains, or by which there is a change in the kind or classification of service used, must make in writing a true and accurate report of the work done and deliver it at the water office as soon as completed, or within twenty four hours thereafter.~~ (Ord. 10-73 § 11, 1973.)

13.04.110 Interrupted service.

The water may at any time be shut off from the mains, without notice, for repairs or other necessary purposes, and the city will not be responsible for any consequent damages. ~~Water for steam boilers will not be furnished by direct pressure from the mains. Tanks for holding an ample reserve supply of water shall always be provided by the owner of the boiler. While water is temporarily shut off from the mains, the hot water faucets should be kept open by the occupant of the premises to allow the steam to escape from the water heaters, and should damage result to the meter by reason of steam or hot water, the owner shall be charged for repairs.~~ (Ord. 10-73 § 12, 1973.)

~~13.04.120 Access.~~

~~Employees of the city shall have free access at proper hours of the day to all parts of the buildings and premises in which water may be delivered from the mains, for the purpose of inspecting the conditions of the pipes and fixtures and the manner in which the water is used.~~ (Ord. 10-73 § 13, 1973.)

13.04.130 Monthly reports by administrative office.

The administrative office shall prepare a monthly report indicating: ~~Number of consumers, amount collected for rentals, amount collected for applications, amount for penalties and fines, number of consumers delinquent~~ the number of customers (by customer class); the amount of water produced and sold, together with such other data as the council may require, ~~and shall at the close of the calendar year make a summary of these reports.~~ (Ord. 10-73 § 14, 1973.)

13.04.140 Records ~~of public works superintendent.~~

~~The public works superintendent~~ Utility staff shall, as a part of ~~his~~ their duties, ~~number~~ record the address, parcel number, meter number of all premises where water is furnished by the city, and shall furnish a record of such to ~~the administrative office~~ utility billing staff for purposes of accurate billing. ~~He~~ Utility staff shall also keep ~~an~~ and maintain ~~accurate hard copies and digital records~~ of all ~~mains and pipes laid by him or under his direction and belonging to the city, and shall, not oftener than once a month, if the council so requests, make a written report of the condition of the water system, or any part thereof, together with such recommendations as the said superintendent sees fit to include~~ pipes, valves, fittings, hydrants, services and other appurtenances within the water system . (Ord. 10-73 § 15, 1973.)

13.04.150 Use of fire hydrants.

It is unlawful for any person to operate, alter, change, remove, disconnect, connect with, or interfere in any manner with any fire hydrant owned ~~or used~~ by the city ~~or connected to the public water system~~ without ~~obtaining first obtaining written permission a permit~~ from the city. The provisions of this section shall not apply to ~~emergency or other uses by the Sandy Rural Fire Protection District No. 72.~~ emergency service providers. The city may require that accurate records or estimates of un-metered water from fire hydrants used for fire suppression, training or other purposes by the emergency service providers be submitted on a regular basis but not more frequently than monthly. (Ord. 10-73 § 16, 1973.)

13.04.160 Fire protection service.

Fire protection pipes to be used in case of fire will be allowed within and without buildings on the following conditions:

A. When the owner of a building desires, or when the building code calls for a certain size pipe to supply water to a wet or dry sprinkler system without hose connections, such pipe or pipes may be covered by an approved proportional meter or a detector check. The owner or agent of such building shall agree in writing that water supplied through this service will not be used for any purpose except for extinguishing a fire. If at any time it is found that ~~hose-unapproved~~ connections have been added to the system or that registration ~~is has been~~ recorded on the meter or detector check, the immediate installation of a ~~compound-billing~~ meter ~~on the fire service line~~ ~~will may~~ be required by the city ~~water department~~ at the sole expense of the owner or agent.

B. No charge shall be made for water used in the extinguishing of fires if the owner or agent reports such use to the city ~~water department~~ in writing within ten days of such usage. A minimum service charge ~~for fire protection purposes shall established by Council resolution may~~ be billed each month to the owner or agent of the property supplied.
(Ord. 10-73 § 17, 1973.)

13.04.170 Use of private water and city water.

Owners of buildings desiring to use both a city water supply and a supply of water other than that furnished by the city water system may obtain city water at meter rates upon the following conditions and not otherwise. Under no circumstances shall a physical connection, direct or indirect, exist or be made in any manner, even temporarily between the city water supply and that of a private water supply. Where such connection is found to exist, or where provision is made to connect the two systems by means of a spacer or otherwise, the city water supply shall be shut off from the premises without notice. In case of such discontinuance, service shall not be reestablished until satisfactory proof is furnished that the cross-connection has been completely and permanently severed. (Ord. 10-73 § 18, 1973.)

13.04.180 Water for building purposes on meter basis.

If the owner or agent of any premises applies for a permanent water service and the meter has been installed, water shall be furnished for building purposes at meter rates, to be charged against the premises. ~~A charge for water shall be billed to said owner or occupant when the meter registers at least five hundred cubic feet, or as soon as the building is occupied.~~ (Ord. 10-73 § 19, 1973.)

13.04.190 Ownership, damage and registration of meters.

All meters of the city water system are the property of the city, and any repairs to said meters shall be made by the city. If a meter is burned out by hot water or damaged by the carelessness or negligence of the owner or occupant of the premises, the city ~~water department~~ will repair or replace the meter, and the cost of such repairs or replacement shall be charged against the owner of the property and if not paid within thirty days, shall then become a lien against said property. When a meter fails to register accurately, the charge shall be either based on the average quantity of water used, as shown by the meter when in order, or if there is no such average consumption, then the ~~minimum rate of the city~~ quantity of water used during the same billing cycle in the prior year shall ~~apply~~ be used. If freezing or snowing weather shall make reading of the meters impracticable, an estimated reading shall be made by the city ~~water department~~ during the time such conditions exist. Estimated readings for other just conditions affecting reading of a meter shall be made only on approval of the ~~water department~~ city. (Ord. 10-73 § 20, 1973.)

13.04.200 Services outside the city.

A. Excess water of the city, as determined by the council, may be served to individual users, companies or water districts outside the city boundaries, under such rates, charges and rules as the council may from time to time prescribe, or as outlined under special contracts. All regulations now or hereafter that affect the users inside the city shall apply to users outside the city, except as provided by the council. Service to users outside the city shall at all times be subject to the prior superior right of ~~the people~~ residents of the city to said water. The city shall have the right to refuse to sell water to consumers who do not comply with the requirement of this section.

B. The city may require annexation prior to service extension if such annexation is practical and in the best interest of the city. If annexation is not required, the owner must enter into an agreement for future annexation to the city, upon the city's request in an agreement form, satisfactory to the city attorney. The water service extension will be installed to city standards. A person or persons requesting service extension will bear all costs of the extension of the service, including, but not limited to, the cost of public lines and any oversizing as specified by the public works director. A water service connection will be provided only for a permitted use as identified in the Clackamas County Development Code and the City Comprehensive Plan. The extension of water service facilities shall follow an approved shadow plat design for future extension of infrastructure for the site, which meets the satisfaction of the city. No service extension shall conflict with existent natural hazards and/or goals criteria.

(Ord. 5-93 § 1, 1993; Ord. 10-73 § 21, 1973.)

~~13.04.210 Report from other distributing agencies.~~

~~All water districts, water companies, agencies and other agreeing parties, supplying water furnished to the city from the waterworks of the city of Portland water bureau to customers outside the limits of the city must furnish, not later than June 30th of each year, to the city, a written description of the area supplied or to be supplied by such distributing agency, together with a report and maps showing all mains which now exist or which may be hereafter laid. Such description, report and maps shall be filed with the public works superintendent of the city. No increase in services or extensions of mains shall be made by any water district, company or any parties under agreement by the city unless approval of the city council shall first be obtained. (Ord. 10-73 § 22, 1973.)~~

13.04.220 Regulations pertaining to inadequate supply or shortages of water.

A. Upon determination that water consumption exceeds availability and/or water storage within the system is

approaching the minimum required to meet fire protection and other essential requirements, as determined by the city manager, the city manager shall have authority to request voluntary reduction of water use by customers, including but not limited to the following specific actions:

1. Requesting patrons to limit landscape watering between the hours of 10:00 a.m. and 6:00 p.m.;
2. Requesting voluntary compliance with alternate day system for landscaping watering (i.e. even numbered addresses water on even numbered days, and odd numbered addresses on odd numbered days);
3. Requesting other voluntary measures on the part of city customers.

B. Upon determination of serious water shortages by the city council, the city council may declare an emergency restricting certain uses. Pursuant to such action the city council may impose the following measures:

1. Prohibiting landscape watering between the hours of 10:00 a.m. and 6:00 p.m.;
2. Requiring compliance with alternate day system for landscaping watering (i.e. even numbered addresses water on even numbered dates, and odd numbered addresses on odd numbered days.);
3. Restricting other outdoor uses as determined by the city council.

C. Upon determination of critical water shortages by the city council, the city council may declare an emergency prohibiting certain uses. Pursuant to such action by the city council it shall be expressly prohibited to:

1. Water, sprinkle or irrigate lawns, grass or turf unless:
 - a. It is new lawn, grass or turf that has been seeded or sodded after March 1st of the calendar year in which any restrictions are imposed, and in such cases it may be watered as necessary until established,
 - b. Lawn, grass or turf that is part of a commercial sod farm,
 - c. High use athletic fields that are used for organized play,
 - d. Golf tees and greens, and
 - e. Park and recreation areas deemed by the city council to be of a particular significance and value to the community that would allow exception to the prohibition;
2. Washing, wetting down, or sweeping with water, sidewalks, walkways, driveways, parking lots, open ground or other hard surfaced areas unless:
 - a. In the opinion of the city council there is a demonstrable need in order to meet public health, safety requirements including but not limited to alleviation of immediate fire or sanitation hazards, or dust control to meet air quality requirements mandated by the Oregon Department of Environmental Quality,
 - b. Power washing of buildings, roofs and homes prior to painting, repair, remodeling or reconstruction and not solely for aesthetic purposes;
3. Washing cars, trucks, trailers, tractors, or other land vehicles or boats or other water borne vehicles except by commercial establishments or fleet washing facilities which recycle or reuse the water in their washing processes or by bucket and hose with a shut-off mechanism unless the city council finds that the public health,

safety and welfare is contingent upon frequent vehicle cleaning such as cleaning of solid waste transfer vehicles, vehicles that transport food and other perishables or otherwise required by law.

D. Upon determination that the restrictions and/or prohibitions permitted pursuant to this section have not reduced water consumption to the level necessary to eliminate emergency water conditions, the city council may as an additional conservation measure adopt a temporary conservation water rate schedule. The city council may do so by the passage of a resolution.

E. Any violation of the restrictions or prohibitions permitted by this section shall be enforced by the city as follows:

1. The city shall personally deliver a notice of violation to the occupant of the premises. If the occupant is not present, the city may post the same on the premises advising the user of the violation and warning the user of what specific sanctions may be imposed if the violations continue. The city shall also mail the notice of violation by regular mail to the occupant at the address of the subject premises where the violation has occurred.

2. The following penalties may be imposed if violations continue:

Second violation \$100.00 Fine

Third violation \$300.00 Fine

Fourth and subsequent violations \$500.00 Fine

In the case of continuing violations, the city also has the authority to discontinue water service. (Ord. 12-92 §1, 1992; Ord. 10-73 § 23, 1973.)

~~13.04.230 Water for motor power.~~

~~Water for motor power shall not be used until the consumer has made special application to the council and has been granted a special rate. Any failure to comply with the provisions of this section shall be sufficient cause for shutting off the water. (Ord. 10-73 § 24, 1973.)~~

13.04.240 Private pipe or main-Council permission required.

No person shall be permitted to lay any private pipes or mains in or upon any ~~public right-of-way~~, street or road in the city without ~~permission-issuance of a revocable permit of~~ by the council. (Ord. 10-73 § 26, 1973.)

13.04.250 Violation-Penalty.

Any person who shall in any way interfere with, change, alter or damage any water main, pipe, conduit, shutoff or any other part of the water system belonging to the city, or who shall turn on the water to any premises without due authority, shall upon conviction in municipal court of said city be fined in the sum of not more than one hundred dollars for each offense, or by imprisonment for a period of not more than ten days, or by both fine and imprisonment. (Ord. 10-73 § 25, 1973.)

Chapter 13.08

WATER SYSTEM-CONNECTION CHARGES AND RATES

13.08.010 Connection charges.

When an application for ~~the use of~~ water service has been ~~accepted~~made, as provided for in Chapter 13.04, a connection charge for each living unit as established by the city council by resolution, plus the cost of meter and connections, ~~system development charges~~ and ~~applicable~~ installation charges at the ~~actual cost of same or at~~ city's ~~prevailing~~ established fee schedule, shall be paid for connections inside the city limits. The connection fee for connections outside the city limits shall be set by the city council by resolution for each living unit, plus the cost meter and connections, ~~system development charges~~ -and ~~those applicable~~ charges for ~~the~~ installation ~~of~~ at

the actual cost of same or at the city's ~~prevailing-established~~ fee schedule. (Ord. 18-93 § 8, 1993: Ord. 387 § 1(A), 1987; Ord. 1480 § 1, 1980: Ord. 279 § 1, 1979: Ord. 3875 § 3, 1975: Ord. 973 § 2, 1973.)

13.08.020 Water Charges to Premises: Payment/Delinquent Charges.

All charges for furnishing water through the City's utility system with the exception of rental premises, shall be chargeable to the premises where the water is supplied. Charges for rental premises shall be charged to the owner of the premises who must consent to responsibility for charges where water is supplied. Whenever any charge for furnishing to any premises should not be paid within fifteen (15) days after the same becomes due and payable, the ~~water department~~city may terminate water service to such premises, and water shall not be furnished again thereto until all outstanding obligations for water supplied to such premises have been paid in full. Written notice of termination of water service for non-payment of water charges shall be given to the owner or occupant by regular mail, or by posting on the premises at least ten (10) days in advance of such termination of service. In the case of rental premises, the aforesaid notice shall be given both to the tenant and to the owner of the premises. For the purposes of this chapter, the terms "owner" and "tenant" shall have the meaning as defined in ORS 91.705. (Ord. 18-93 § 9, 1993: Ord. 11-91 § 2, 1991: Ord. 3-87 § 1(B), 1987: Ord. 9-73 § 3, 1973; Ord. 2001-02 § 1.)

13.08.050 Water rates.

A. Water rates, as permitted by this section are based upon actual costs of service, as reflected in the methodologies contained in the ~~city's current city of Sandy Water Rates Study, dated May, 1991~~utility rate model.

B. The water rates permitted by this section include a number of components. These components include the following:

1. A monthly service charge for each individual customer class;
2. A monthly service charge by meter size, with different rates for inside and outside city ~~patrons~~customers;
3. A volume charge ~~for each~~per each one hundred cubic foot unit of consumption, with different rates for inside and outside city customers based upon individual customer classes;
- ~~4. An additional outside city patron payment, representing payments in lieu of real property taxes. This payment is added to the volume charge of individual customer classes for out of city patrons;~~
- ~~5. An inside/outside rate differential setting total outside city rates at the sum of fifty percent over total inside city rates.~~

C. The monthly charges for individual water rate components shall be set by the city council by resolution. (Ord. 18-93 § 10, 1993; Ord. 13-92 § 1, 1992; Ord. 6-91 § 1, 1991: Ord. 9-90 § 1, 1990: Ord. 3-87 § 1(D), 1987: Ord. 19-81 § 1, 1981: Ord. 14-80 § 2, 1980: Ord. 2-79 § 2, 1979: Ord. 973 § 1, 1973.)

13.08.060 Testing meters.

When any water ~~consumer~~customer makes a complaint that the ~~bill~~consumption amount for any particular ~~period~~billing cycle is excessive, the ~~public works superintendent~~city will, upon request, have such meter reread and the service inspected for leaks. Should such consumer then desire that the meter be ~~changed or~~tested, he will be required to make a deposit in an amount established by the city council by resolution to cover the cost of making such ~~change or~~test. The meter will then be ~~changed or~~tested by an independent third-party. Should the meter upon testing show a registration in excess of three percent ~~in favor of the city~~of actual usage, the amount deposited will be refunded and the bill for the period in question adjusted accordingly. The excess registration not to exceed the two previous ~~readings~~billing cycles shall be credited to the account. Where no error is found,

the amount deposited will be retained to cover the expense of ~~such change or testing~~. (Ord. 18-93 § 11, 1993: Ord. 973 § 8, 1973.)

13.08.070 Use of funds.

Water service charges as and when collected shall be paid into a fund designated as the water fund. Payment of the operational costs of the city's water system costs associated with improvements of the city's water system shall be made from said funds. Moneys received in this fund are to be invested by the city manager in such manner as the council may from time to time direct. (Ord. 3-87 § 1(E), 1987: Ord. 1-80 § 1, 1980: Ord. 2-76 § 1, 1976: Ord. 9-73 § 10, 1973.)

13.08.080 Water shut-off on failure to comply.

On failure to comply with the rules and regulations established herein, or any of them as conditions to the use of water, or failure to pay water rates or other charges in the time and manner provided, the water may be shut off until payment is made in the amount due. Additionally, a reconnection fee will be charged for expenses of turning the service off and on.

These reconnection fees shall be established by resolution by the city council. (Ord. 18-93 § 12, 1993: Ord. 3-87 § 1(F), 1987; Ord. 8-82, 1982: Ord. 9-73 § 5, 1973.)

13.08.090 Violation-Penalty.

Any person or persons violating any of the provisions of this chapter shall upon conviction thereof be punished by a fine not to exceed one hundred dollars or imprisonment of not to exceed ten days, or both. (Ord. 9-73 § 9, 1973.)

**Chapter 13.12
SANITARY SEWER SYSTEM-RULES AND REGULATIONS²**

13.12.010 Application for sewer connection or repair.

A. No private ~~sanitary~~ sewer or sewer ~~connection-lateral~~ shall be built, repaired, extended or connected ~~with-to~~ any public ~~sanitary~~ sewer ~~or drain~~ unless and until an application has been made and plans for same submitted to and approved by the ~~building official and city council if necessary~~ city.

~~B. Any application for a sewer connection serving a nonresidential use that generates more than ten equivalent residential units (as defined in Section 13.16.020 of this chapter) of wastewater flow shall also require the approval of the city council.~~ All applications for sewer connection permits shall be made by the property owner or by the person, firm, or company employeed to perform the work. The plan shall show the whole course of the private sewer from its connection with the house or building to the public sewer and show the location of all branches.

C. In reviewing sewer connection applications the city council shall consider the following:

1. The impact of the use of the capacity (both present and future) of the sewage treatment plant;
2. The impact of the use on the sewer system and remaining capacity to serve other undeveloped (but serviced) or redevelopable property within the city;
3. The impact of the use on other municipal services;
4. Pending annexation applications;
5. The economic benefit to the community from the proposed use;

6. Assessed value of the proposed use;

7. Number and type of jobs generated by commercial and industrial development.
(Ord. 5-88 § 1, 1988.)

13.12.020 Permit.

The ~~building official~~city shall issue a permit therefor upon payment ~~of the application and inspection, based on~~ of the city's sewer connection fee ~~and applicable system development charges~~, which sum shall be paid and collected ~~for the city~~ before the permit shall be issued or any construction or work performed. (Ord. 3-73 § 2, 1973.)

13.12.030 Connection.

Wherever there is now or may hereafter be constructed in any ~~right-of-way~~, street or easement, a public sewer for the purpose of ~~carrying off conveying sewagewastewater within the city sewage system~~, the owner(s) of improved property abutting on, adjacent to or along the side of such sewer line and/or within two hundred feet of ~~the terminal end of~~ same, must connect and maintain a sewer connection with such sewer if the property poses a public health risk due to a failing or improperly maintained ~~septic-on-site sewage disposal~~ system as determined by county or state public health officials. Whenever ~~the building official~~Clackamas County Water Environment Services, the Oregon Department of Environmental Quality or the city shall notify in writing the owner or owners of improved property as stated, it shall be the duty of the owner or owners to make a sewer connection application and file plans therefor in the manner provided and complete such connection within sixty days from the date of such notice, unless good and sufficient reasons prevail, whereby the city council may approve an extension of time. (Ord. 99-4, 1999: Ord. 3-73 § 3, 1973.)

13.12.040 Pipe specifications.

All ~~sewer~~ connections to public laterals shall be made with sewer pipe not less than four inches in diameter, of materials listed as approved ~~by the building official~~ in the Oregon Plumbing Specialty Code. All sewer lateral connections on private property shall ~~be laid to straight line of grade not less than one fourth inch per one foot of length. changes in line or grade shall not be made between the building and "Y" or "T" in the main sewer except when necessary to avoid obstructions, and then it shall be made only with suitable bends, but not the cutting or chipping of the pipe~~ be water tight to prevent infiltration or inflow of surface or groundwater. (Ord. 3-73 § 4, 1973.)

13.12.050 Joints.

All joints shall be gas and watertight, in accordance with ~~specification prescribed and approved by the building official~~the testing and acceptance procedures in the Oregon Plumbing Specialty Code. (Ord. 3-73 § 5, 1973.)

13.12.060 Connections to the main sewer.

Where no ~~branch is available within a reasonable distance~~ public lateral is extended to a property, the main sewer shall be tapped ~~and a hub and a lateral extended to the property. shall be attached by a saddle to a hole cut in the pipe, which hub shall not protrude past the inside wall of the pipe.~~ All ~~taps-service lateral extensions or connections~~ shall be made under the supervision of the ~~city engineer, public works superintendentdirector~~, or someone under their direction. If the city makes the connection, it shall be done in accordance with ~~the city's prevailing established fee schedule or at the actual cost of the lateral extension.~~ If the property owner or their agent makes the connection such work shall comply with the standards and specifications of the City and the most recent version of the Oregon Standard Specifications for Construction(Ord. 33-75 § 1, 1975: Ord. 3-73 § 6, 1973.)

13.12.070 Excavations.

All excavations in public ~~rights-of-way~~, streets and or easements for sewer lateral connections shall be performed under the supervision and monitoring of the city engineer, ~~public works superintendentdirector~~, or someone else under their direction. ~~All trenches not on streets and easements shall be carefully backfilled to prevent sags or~~

changes in grade of the lateral. The entire sewer connection shall meet the approval of the ~~building official~~city before any sewage is allowed to pass through to the public sewer. ~~The city may require low-pressure air testing and video inspection of all sewer connections to ensure a water tight connection.~~ . Reasonable notice shall be given to the city to inspect all sewer connections before their completion and while said connections are still uncovered. ~~If the excavation work is done by the city, it shall be done in accordance with the city's prevailing fee schedule.~~(Ord. 33-75 § 2, 1975: Ord. 3-73 § 7, 1973.)

13.12.080 Obstructions Prohibited Discharges.

The ~~building official shall advise the city council immediately and the~~ city shall have the right to refuse to issue a sewer connection permit, or the city shall have the right to disconnect and plug any existing sewer connection in case it is found that any of the following will be or have been discharged into the public sewer:

A. Ashes, cinders, sand, earth, coal, sawdust, wood chips, garbage, rubbish, rags, metal or any other material, liquid or chemical that would form a deposit or obstruction in the sewer or damage its flow capacity;

B. Grease, gasoline, oil, oil sludge, or other similar materials from wash racks, garages, machine shops and other establishments. An ~~adequate approved and properly sized~~ grease trap or ~~catch basin~~interceptor ~~which shall be~~ constructed to meet the approval of the ~~building official and city engineer~~ shall be required in ~~the any~~ sewer ~~connection connected from to~~ all wash racks, garages, machine shops, ~~laundry~~laundries, ~~creamery~~creameries, hotels, restaurants ~~and other~~ food service establishments that may waste ~~fats, oils and~~ grease, gasoline, cleaning fluids, inflammable liquids and similar material;

C. Paints, asphalt, bitumen, coal tar and other similar substances;

D. Wheat, flour, grain, fruit pits, fruit skins, vegetable parings and other similar material, except the waste liquid from ~~same property~~processing ~~screened and settled~~;

E. Garbage, tin cans, bottles, rubbish and other similar materials. ~~These and all other materials shall not be dumped into manholes or pump pits~~;

F. Any waste material or liquid which ~~in the judgement of the city~~ may obstruct or injure the sewers or which does not yield readily to treatment by the process used in the sewage treatment plant. No acid, corrosive liquid, germicide or antiseptic of such strength and quantity as to interfere with bacterial action in the sewage treatment plant shall be discharged into public sewers.

G. Discharges of materials listed in sections A, C, D, E and F above may be permitted if such discharges are properly pre-treated to be reduced to levels at or below that of standard residential wastewater as defined in Section 13.16.020(B) or upon issuance of a discharge permit approved by the City Engineer or their designee; (Ord. 3-73 § 8, 1973.)

13.12.090 Separate connections.

Separate sewer connections shall be provided for each ~~city lot parcel and more than one in case the building official determines that better service will be afforded or that the system or treatment plant can be better operated.~~ Party sewers serving more than one dwelling or parcel are prohibited. Existing party sewers may be allowed if all parties served by a common lateral sign and record an agreement outlining responsibilities for repairs, replacement and maintenance. (Ord. 3-73 § 9, 1973.)

13.12.100-Septic tanks On-Site Sewage Disposal Systems.

Where there are existing ~~septic tanks on-site sewage disposal systems -in use or cesspools before~~ prior to the provision of public sewer service ~~sewer connection is required,~~ the a sewer connection shall not drain the same ~~but it~~ shall run direct from the ~~house~~home or building ~~soil pipe~~ to the public sewer lateral. Immediately after

connection, the ~~septic tank or cesspool shall be completely filled with earth~~ on-site disposal system shall be abandoned or decommissioned in accordance with Oregon Department of Environmental Quality and/or Clackamas County Water Environment Services guidelines. All ~~septic tank~~ on-site systems shall be replaced with public sewer connections ~~within sixty days from the time the sewer is available for hookup unless for good and sufficient reason the city council grants an extension of time~~ per the requirements of Section 13.12.030. (Ord. 3-73 § 10, 1973.)

13.12.110 Outdoor toilets.

No outdoor toilet or privy shall be permitted in the city except in an emergency situation during a construction project or other unusual circumstances. Authorization for such must be granted by the ~~building official~~ city. (Ord. 3-73 § 11, 1973.)

13.12.120 Illegal hookups.

No spring, creek, surface water drainage, downspout, refrigerator, ~~cooler, or other receptacle in which provisions are kept~~, open fixtures, steam exhaust boiler, blow-off, or drip pipes shall be connected ~~with~~ to the city sewer system without permission and the approval of the ~~building official~~ city. (Ord. 3-73 § 12, 1973.)

13.12.130 Unauthorized personnel.

No unauthorized person or persons shall enter ~~into~~, ~~or~~ obstruct or damage any manhole, sewer, pump station or anything pertaining to ~~said~~ the city's sewer system. No unauthorized person or persons shall enter the sewer treatment plant enclosure or structures or tamper or interfere or damage same in any manner. No person or persons shall interfere with or obstruct any city official or city employee when installing, operating, repairing, maintaining or inspecting any sewer, manhole, pump station, or the sewage treatment plant or when inspecting any private sewer connection. (Ord. 3-73 § 13, 1973.)

13.12.140 Replacements on private property.

The building official, the city engineer, public works ~~superintendent~~ director or any other authorized city employee or person shall have the right to enter upon the premises and enter any house or building ~~within~~ connected to the ~~city sewage~~ sewage collection and conveyance system during normal working hours, eight a.m. to five p.m., and except upon emergencies, the giving of twenty-four hour notice, for the purpose of inspection of sewers, drains, traps and plumbing fixtures connected therewith. ~~Inspections include closed circuit television inspection of sewers using cameras inserted at the building cleanout or launched from the public sewer lateral.~~ If it is found from such inspection or otherwise that any provision of ~~law or this~~ ordinance is not being complied with in any respect, or that any part of the drainage system is in need of cleaning out or repair, the ~~building official or other~~ city representative shall ~~immediately~~ serve notice upon the owner and upon the tenant or occupant, specifying the work to be done to make the installation, system or condition comply with state law, ~~Board of Health code~~ the Oregon Plumbing Specialty Code and city ordinances and standards. (Ord. 3-73 § 14, 1973.)

13.12.150 Appeal from official decision.

Appeal may be ~~taken made~~ to the city council from any ruling or decision by the ~~building official~~ City either granting or refusing a sewer connection permit. (Ord. 3-73 § 15, 1973.)

13.12.160 Location map.

It shall be the duty of the city ~~engineer to keep maintain in his office complete sewer maps on which shall be drawn, when laid, the location of each sewer connection with any measurements necessary to show the location, depth and any other detail concerning same. The sewer connection number shall be placed alongside each of the maps for reference~~ accurate hard copy and digital records of all sanitary sewer mains, manholes, cleanouts, laterals, pump stations and appurtenances. (Ord. 33-75 § 3, 1975: Ord. 3-73 § 16, 1973.)

13.12.170 Violation-Penalty.

Any person, persons, firm, company or corporation violating the terms and conditions of this chapter shall upon

conviction thereof be punished by a fine not to exceed three hundred dollars, or by imprisonment for not more than one hundred days, or both. (Ord. 3-73 § 17, 1973.)

13.12.180 Recovery of damages.

Any person or persons who, as a result of violating any of the provisions of this chapter, cause any expenses, loss or damages to the city shall immediately become liable to the city for the full sum of such expenses, loss or damages. The city council may, at its discretion, instruct the city attorney to proceed against any such person or persons, in any court of competent jurisdiction, in a civil action to be brought in the name of the city, for the recovery of the full sum of any such expense, loss or damage sustained by the city. (Ord. 3-73 § 18, 1973.)

**Chapter 13.14
INFILTRATION AND INFLOW**

13.14.010 Notification, Sources of Infiltration and Inflow.

All property owners identified by the city as contributors to excessive or improper infiltration or inflow to the collection system and treatment works shall be advised in writing of infiltration and inflow issues. This chapter does not apply to discharges to the public storm drainage system authorized under chapters 13.18 and 13.20 of this title.

A. Drainage or inflow from roofs, foundation drains, low-point drains, gutters, uncontaminated cooling water or surface or ground water drains shall not be permitted to enter the city's sanitary sewer system. Leaks or infiltration due to cracked or damaged pipe, non-watertight joints or fittings and connections in or on private sewer laterals, including but not limited to building and side sewers, into the city's sanitary sewer system shall not be permitted. Neither temporary nor permanent drainage or pumped discharges from excavations into the city's sanitary sewer system shall be allowed. Overflows or drains from private or public swimming pools, fountains or water features into the city's sanitary sewer system shall not be permitted without prior written approval of the city.

13.14.020 Abatement Plans, Corrections and Actions Taken.

Any such properties causing inflow from stormwater runoff, or infiltration from groundwater including but not limited to sources described in section 13.14.010 A shall be provided an opportunity in which to correct and eliminate the infiltration and inflow sources in a timely manner as identified by the city.

A. Upon notification by the city of a source of infiltration or inflow originating on their property a property owner or an agent authorized to act on their behalf shall submit a written plan within ten days of the date of the notification letter from the city which shall include steps and actions to be undertaken to correct and eliminate sources of infiltration and inflow.

B. Upon correction and elimination of identified infiltration and inflow sources, each property owner shall promptly notify the city of corrective actions that have been taken, or are in progress, which action shall be specified in the reply to the city.

13.14.030 Failure to Correct or Eliminate Infiltration and Inflow Sources, Abatement by City.

In the event of infiltration or inflow into the sanitary sewer system of the city continuing beyond the time identified for correction by the city, it is declared that the continuing infiltration or inflow is a public nuisance, that the city shall have the right to abate such public nuisance, and to enter upon any private property within the city for such purpose and shall assess the cost of the abatement as a lien against the property upon which the continuing infiltration and inflow occurs. The assessment shall be levied by the filing of statement of the costs together with the description of the name of the owner(s) thereof with the City Recorder, whereupon the City Recorder shall enter such assessment as a lien against the property in the lien docket of the city. An

administrative fee of \$50 shall be charged and collected by the city in addition to the other direct and incidental costs of abatement to cover the cost of notification, administration and abatement.

13.14.040 Additional Administrative Standards, Procedures and Criteria.

The City Council may by motion direct city staff to establish additional administrative standards, procedures and criteria for infiltration and inflow correction, elimination and abatement for the purpose of preventing and removing infiltration and inflow from the city's sanitary sewer system.



MINUTES
City Council Meeting
Tuesday, January 19, 2021 6:00 PM

COUNCIL PRESENT: Stan Pulliam, Mayor, Jeremy Pietzold, Council President, Laurie Smallwood, Councilor, Richard Sheldon, Councilor, Kathleen Walker, Councilor, Carl Exner, Councilor, and Don Hokanson, Councilor

COUNCIL ABSENT:

STAFF PRESENT: Jordan Wheeler, City Manager, Jeff Aprati, City Recorder, Ernie Roberts, Police Chief, Sarah Richardson, Community Services, David Doughman, City Attorney, Angie Welty, HR Manager, Tyler Deems, Deputy City Manager / Finance Director, and Greg Brewster, IT/SandyNet Director

MEDIA PRESENT: Sandy Post

1. MEETING FORMAT NOTE

The City Council conducted this meeting electronically using the Zoom video conference platform. A video recording of the meeting is available on the City's YouTube channel: https://www.youtube.com/channel/UCbYEclgC6VW_mV2UJGyYfg

2. CITY COUNCIL WORK SESSION - 6:00 PM

2.1. Council Position Regarding the COVID-19 Restrictions Issued by the Governor

Staff Report - 0362

The **City Manager** stated that the staff report only attempted to summarize some of the feedback received from the Council in recent days, but that the Council could now discuss the matter and determine how it would like to proceed.

Mayor Pulliam stated that he supports all the themes listed on the staff report, including calling on the Governor to consider the totality of the restrictions and loosen them, and stating that the city government will abide by the restrictions. He suggested that a Council statement should refrain from commenting on individual businesses' decisions on whether to comply with the restrictions.

Councilor Exner suggested the Council should develop a letter to the

Governor's Office on this issue. He stated that the letter should refrain from taking a specific position on whether or not businesses should comply with the restrictions. He urged that the statement should focus on the psychological impacts of the pandemic, that it should stress safety and law and order, that it should emphasize fairness and even-handedness, that decisions should be fact-based, that the views and needs of Sandy residents should be paramount, and that mutual respect must be maintained even when views differ. He stated that the letter should urge the Governor to amend the restrictions to allow more flexibility.

Councilor Hokanson emphasized that the strains created by the COVID-19 restrictions are not limited to businesses, and that factors such as family, mental health, and social cohesion should be considered in the Governor's decision making. He stated that decisions should be made with equity in mind, and that winners and losers should not be chosen by the government. He stressed the need to allow for innovation - certain businesses may be able to employ tailored precautionary measures to operate in a safe manner. He also underlined the importance of mental health.

Councilor Sheldon stated that people want leadership to protect residents and businesses in a constitutional manner. He shared observations on the elements of effective leadership, and stated his concern that the Governor has not sufficiently communicated the purpose and motivation of some of the COVID-19 restrictions. He emphasized the importance of equity, and raised concern regarding the City's provision of services for senior citizens. He noted that the Oregon Supreme Court upheld the legality of the restrictions, but stated the City could advocate for modifications. He called for more transparency to show local leaders how the restrictions are working.

Council President Pietzold emphasized the importance of law and order. He pointed to the effectiveness of the brevity of the letter from the City of Molalla. He urged that Sandy's letter should not delve into questioning scientific particulars, or promote breaking the law. He also noted the impact of the pandemic on suicide rates.

Councilor Walker noted that Sandy has a high number of visitors from outside the area given its location on Highway 26. She stated that she reached out to members of the County Commission, and stated that the County could do more to advocate for local needs at the State level. She stated that securing financial assistance for businesses would be the fastest way to make a positive impact. She stated that local business owners she has spoken with do not support breaking the COVID-19 restrictions. She urged that the tone of

Sandy's letter should be respectful, acknowledging good intent and that the science has been evolving quickly. She stated her desire to explicitly encourage everyone to abide by the restrictions, and advocate for amending the restrictions if necessary.

Councilor Smallwood concurred with the observation that the County could do more to advocate for local needs. She questioned the reliability of some of the scientific metrics being used. She drew a distinction between laws and mandates, and stated that she could not support a letter that does not allow businesses to choose not to follow the restrictions, which is their right.

Mayor Pulliam concurred regarding the choices of individual businesses, but stressed that there is ample room for consensus in a collective position. He asked Councilors to agree on general broad themes that could be incorporated into a letter.

Councilor Hokanson suggested that staff should draft a letter that could then be reviewed by the Council.

Council President Pietzold urged that the letter should highlight the innovative measures the City has taken; including financing for outdoor seating, relief grants, and hotspots; and that it should not advocate for disobeying the restrictions. He underlined the power that the Council has when speaking with one voice.

Mayor Pulliam recapped what appeared to be points on consensus, including that the restrictions are burdensome on small businesses, that the City respects the authority of the restrictions, that the restrictions should be amended to allow businesses to reopen, that the state should leverage all possible opportunities to provide assistance and relief for businesses, and that the mental health impacts of the restrictions should factor into decision making.

Councilor Walker expressed hesitancy regarding the last point, stating that it would be difficult to loosen restrictions regarding restaurants due to the inability of people to wear masks while eating. **Councilor Hokanson** suggested that flexibility could be maintained by calling for businesses to be able to reopen "in a safe manner" using innovative approaches.

Councilor Sheldon emphasized the importance of equity, noting that some businesses appear to be operating currently in a manner that is not consistent with distancing guidelines.

Councilor Exner stated he concurred with the suggested edits. He agreed with the importance of considering mental health impacts, and suggested the idea of hosting fun events, such as a fireworks display, in a safe manner.

Council President Pietzold again urged that the letter should highlight the innovative measures the City has taken to provide relief.

Councilor Walker suggested communicating with the County Commission and other higher levels of government to try to secure funding assistance for the community.

The consensus of the Council was that staff would produce a draft letter, to be reviewed by **Councilors Smallwood, Walker, and Hokanson** before further discussion at the February 1st council meeting.

3. CITY COUNCIL REGULAR MEETING

4. Pledge of Allegiance

5. Roll Call

6. Changes to the Agenda
(none)

7. Public Comment
(none)

8. Consent Agenda

8.1. City Council Minutes - 4 Jan 2021

8.2. Parks & Trails Advisory Board Appointment

Staff Report - 0361

Moved by Carl Exner, seconded by Kathleen Walker

Approve the consent agenda.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood,
Richard Sheldon, Kathleen Walker, Carl Exner, and Don
Hokanson

9. New Business

9.1. Budget Committee Appointments

Staff Report - 0360

The **City Manager** noted that appointments to the Budget Committee differ from those to other City boards and commissions, in that applicants who meet the requirements are required under law to be appointed to any vacancies. The **Deputy City Manager** explained that only one member of the Budget Committee remains from the previous biennium.

Mayor Pulliam asked whether the appointments have to be made by a certain deadline. The **Deputy City Manager** responded that the City is required to make a reasonable effort to appoint members within a reasonable timeframe. He anticipates budget hearings beginning in April. **Mayor Pulliam** asked how the vacancies were advertised. The **Deputy City Manager** stated they were advertised on the City website, the Sandy Source newsletter, and on Facebook. **Mayor Pulliam** emphasized the importance of advertising vacancies widely and attracting new applicants.

Councilor Walker noted a typo on the staff report in the spelling of Mr. Huber's name.

Moved by Jeremy Pietzold, seconded by Richard Sheldon

Appoint six new members to the Budget Committee, as identified in the staff report.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, Laurie Smallwood,
Richard Sheldon, Kathleen Walker, Carl Exner, and Don
Hokanson

10. Report from the City Manager

The **City Manager** noted the launch of the new City website, and thanked the **City Recorder**, the **Deputy City Manager**, the **IT Director**, and other staff for their efforts. He raised the issue of public input intended for the Council, and suggested the Council could consider its preferences for how to receive, process, and share such input. He referred to the current process to fill the vacancy on the Planning Commission, and suggested that the Council select one additional member to serve on the interview panel. The consensus of the Council was to select **Councilor Walker**. The **City**

Manager also noted the multiple dates for the upcoming goal setting process.

11. Committee /Council Reports

Councilor Sheldon: none

Councilor Exner raised concerns about pavement conditions at the intersection of Pioneer and Meinig, as well as Hwy 26 and Wolf. He noted the recent National Law Enforcement Appreciation Day, and expressed thanks for their service. He underlined the importance of providing community activities (with appropriate safety measures in pace), and encouraged the City to plan movies in the park and similar events (including a potential fireworks display) for the upcoming summer.

Councilor Walker expressed optimism about the new covered seating program. She inquired about the review procedures for the program, and emphasized the importance of administering the program in an equitable and fair manner. She raised the issue of advertising the opportunity, given that funding is being provided on a first come first served basis. **Mayor Pulliam** concurred on the importance of fairness, and emphasized the importance of disbursing funding quickly given the economic concerns presented by the pandemic.

Councilor Hokanson noted the length of experience of the recently departed Parks Board members. He also noted the volume of public input recently received about COVID-19, and stressed the importance of providing easy ways for the public to communicate with the City and Council. He suggested a future work session on the issue of homelessness and possible responses and strategies the City could employ. Mayor Pulliam suggested the Council should consider all the topics that should be discussed during work sessions over the coming year.

Councilor Smallwood noted the recent celebration for the outgoing Parks Board members and expressed appreciation for their service. She also thanked Mt. Hood Jiu Jitsu for their recent cleanup of the Tickle Creek Trail, and praised the recent cleanup efforts along the walking path near Industrial Way and Hwy 26. She concurred with the suggestion of increasing focus on addressing homelessness.

Council President Pietzold expressed praise for Tickle Creek Trail. He noted the large number of people patronizing local businesses in recent days. He referred to a recent car accident on Hwy 26 and thanked first responders. He expressed excitement for the outdoor covered structures program and emphasized the importance of disbursing funds quickly. He stated there is substantial interest in the program from the local business community. He expressed concerns about traffic on Langensand and Dubarko, including large trucks, and suggested the idea of installing speed humps or other traffic calming measures. **Councilor Exner** echoed his concerns. **Council**

President Pietzold also noted the availability of more broadband grants given the new federal administration. He expressed praise and appreciation for SandyNet.

Mayor Pulliam thanked the Council for the thoughtful discussion on COVID-19, and for the feedback received from the public. He noted the recent invitation from the EPA for the City to apply for WIFIA financing for the wastewater improvement project, and thanked everyone involved in preparing and advocating for the City's proposal. He stated he is looking forward to the upcoming goal setting process. He suggested inviting state representatives to a future council meeting to discuss the City's legislative agenda for the upcoming session of the State Legislature. He also emphasized the need for respectful political discourse and rejection of extremism, particularly given the violence seen at the Capitol on January 6th.

12. Staff updates

12.1. [Monthly Reports](#)

13. Adjourn

Mayor, Stan Pulliam

City Recorder, Jeff Aprati



Staff Report

Meeting Date: February 1, 2021

From Jordan Wheeler, City Manager

SUBJECT: Letter to Governor re: COVID-19 Restrictions

BACKGROUND:

During the January 19th work session, the Council expressed its desire to send a letter to Governor Brown regarding the community impacts of the restrictions imposed to mitigate the spread of COVID-19. The Council selected Councilors Smallwood, Walker, and Hokanson to assist with developing the letter.

Staff wrote an initial draft of the letter to the Governor, which was refined into two possible letter options by Councilors Smallwood, Walker, and Hokanson.

RECOMMENDATION:

Staff recommends that the Council review and / or revise the draft letter options, and consider directing staff to send a letter to Governor Brown. The letter drafts contain signature lines for all seven Council members.

LIST OF ATTACHMENTS/EXHIBITS:

- Letter Option A
- Letter Option B

February 1, 2021

The Honorable Kate Brown
Governor of Oregon
State Capitol
Salem, OR 97310

Dear Governor Brown,

The Sandy City Council appreciates that COVID-19 represents a significant danger, particularly to the most vulnerable among us. This is an unprecedented public health emergency that warrants an unprecedented response from government, the business community, and individuals alike. We also believe that the rule of law is of paramount importance, and we respect all lawful directives issued by the State, whether statutes passed by the Legislature or emergency orders issued by the Executive and upheld by the Judiciary.

We recognize, however, that the COVID-19 restrictions issued with the intent of saving lives have also created significant burdens on local communities. Our locally-owned small businesses, which are the economic lifeblood of our town, are facing significant and inequitable strain, particularly compared to the large corporations able to fall back on financial reserves to weather the storm. Restaurants and gyms in particular continue to face enormous economic hardship, notwithstanding the recent modifications allowing limited indoor activities other than dining.

In addition, while the current restrictions seem to have been driven chiefly by physical health considerations, many residents of Sandy are suffering from months of isolation, employment loss, and disruption to their daily lives. Activities known to ease psychological distress, such as those provided by gym facilities, have been heavily curtailed during this period. The inability of extended families to gather and interact has also contributed to considerable emotional pain. The pandemic response measures and associated effectiveness metrics should account for these impacts in a more holistic manner, incorporating the physical, emotional, social, and mental health needs of community members.

During the past year, our City has taken multiple measures to alleviate the unintended negative consequences of the COVID-19 restrictions, including providing relief grants to local businesses, instituting a financing program for new outdoor seating structures, and providing additional WiFi hotspots through our municipal broadband utility, SandyNet. Our local businesses have also gone to great lengths and incurred significant expense to ensure the safety of their patrons. These measures are reflective of our community's desire to find innovative solutions to the challenges presented by this pandemic.

We urge you to modify the pandemic response approach to allow for similarly innovative strategies that can bolster communities while protecting public health in an equitable manner. In areas currently identified as Extreme Risk, which includes Sandy, we believe it is possible for businesses to reopen in a safe manner using methods such as mask requirements, reduced occupancies, proper sanitation, and advanced air filtration / air exchange technology. We also believe that families can be trusted to gather responsibly while employing proper safety measures and precautions.

Rather than a one-size-fits-all approach, addressing this crisis with innovation and creativity, along with State-directed grants for struggling small businesses, would protect public health while ensuring that communities remain dynamic and vital now and when the pandemic concludes.

We appreciate your consideration of our request and we thank you for your leadership during this emergency.

Sincerely,

Mayor Stan Pulliam

Council President Jeremy Pietzold

Councilor Laurie Smallwood

Councilor Richard Sheldon

Councilor Kathleen Walker

Councilor Carl Exner

Councilor Don Hokanson

February 1, 2021

The Honorable Kate Brown
Governor of Oregon
State Capitol
Salem, OR 97310

Dear Governor Brown,

The Sandy City Council appreciates that COVID-19 represents a significant danger, particularly to the most vulnerable among us. This is an unprecedented public health emergency that warrants an unprecedented response from government, the business community, and individuals alike. We also believe that the rule of law is of paramount importance, and we respect all lawful directives issued by the State, whether statutes passed by the Legislature or emergency orders issued by the Executive and upheld by the Judiciary.

We recognize, however, that the COVID-19 restrictions issued with the intent of saving lives have also created significant burdens on local communities. Our locally-owned small businesses, which are the economic lifeblood of our town, are facing significant and inequitable strain, particularly compared to the large corporations able to fall back on financial reserves to weather the storm. Restaurants and gyms in particular continue to face enormous economic hardship, notwithstanding the recent modifications allowing limited indoor activities other than dining.

In addition, while the current restrictions seem to have been driven chiefly by physical health considerations, many residents of Sandy are suffering from months of isolation, employment loss, and disruption to their daily lives. Activities known to ease psychological distress, such as those provided by gym facilities, have been heavily curtailed during this period. The pandemic response measures and associated effectiveness metrics should account for these impacts in a more holistic manner, incorporating the physical, emotional, social, and mental health needs of community members.

During the past year, our City has taken multiple measures to alleviate the unintended negative consequences of the COVID-19 restrictions, including providing relief grants to local businesses, instituting a financing program for new outdoor seating structures, and providing additional WiFi hotspots through our municipal broadband utility, SandyNet. Our local businesses have also gone to great lengths and incurred significant expense to ensure the safety of their patrons. These measures are reflective of our community's desire to find innovative solutions to the challenges presented by this pandemic.



WHERE INNOVATION MEETS ELEVATION

39250 Pioneer Blvd
Sandy, OR 97055
503-668-5533

We urge you to develop similarly innovative strategies to bolster communities while protecting public health in an equitable manner. In areas currently identified as Extreme Risk, which includes Sandy, we strongly encourage you to find ways to allow businesses to reopen in a safe manner, using methods such as mask requirements, reduced occupancies, and proper sanitation and ventilation.

Rather than a one-size-fits-all approach, addressing this crisis with innovation and creativity, along with State-directed grants for struggling small businesses, would protect public health while ensuring that communities remain dynamic and vital now and when the pandemic concludes.

We appreciate your consideration of our request and we thank you for your leadership during this emergency.

Sincerely,

Mayor Stan Pulliam

Council President Jeremy Pietzold

Councilor Laurie Smallwood

Councilor Richard Sheldon

Councilor Kathleen Walker

Councilor Carl Exner

Councilor Don Hokanson

OPTION B

February 1, 2021

The Honorable Kate Brown
Governor of Oregon
State Capitol
Salem, OR 97310

Dear Governor Brown,

The Sandy City Council appreciates that COVID-19 represents a significant danger, particularly to the most vulnerable among us. This is an unprecedented public health emergency that warrants an unprecedented response from government, the business community, and individuals alike. We also believe that the rule of law is of paramount importance, and we respect all lawful directives issued by the State, whether statutes passed by the Legislature or emergency orders issued by the Executive and upheld by the Judiciary.

However, in areas currently identified as Extreme Risk, which includes Sandy, we believe it is possible for businesses to reopen in a safe manner using methods such as mask requirements, reduced occupancies, proper sanitation, and advanced air filtration / air exchange technology. We also believe that restrictions on family gatherings can be similarly eased while employing proper safety measures and precautions.

We recognize that the COVID-19 restrictions issued with the intent of saving lives have also created significant burdens on local communities. Our locally-owned small businesses, which are the economic lifeblood of our town, are facing significant and inequitable strain, particularly compared to the large corporations able to fall back on financial reserves to weather the storm. Restaurants and gyms in particular continue to face enormous economic hardship, notwithstanding the recent modifications allowing limited indoor activities other than dining.

In addition, while the current restrictions seem to have been driven chiefly by physical health considerations, many residents of Sandy are suffering from months of isolation, employment loss, and disruption to their daily lives. Activities known to ease psychological distress, such as those provided by gym facilities, have been heavily curtailed during this period. The inability of extended families to gather and interact has also contributed to considerable emotional pain. The pandemic response measures and associated effectiveness metrics should account for these impacts in a more holistic manner, incorporating the physical, emotional, social, and mental health needs of community members.

During the past year, our City has taken multiple measures to alleviate the unintended negative consequences of the COVID-19 restrictions, including providing relief grants to local businesses, instituting a financing program for new outdoor seating structures, and providing additional WiFi hotspots through our municipal broadband utility, SandyNet. Our local

businesses have also gone to great lengths and incurred significant expense to ensure the safety of their patrons. These measures are reflective of our community's desire to find innovative solutions to the challenges presented by this pandemic.

We urge you to modify the pandemic response approach to allow for similarly innovative strategies that can bolster communities while protecting public health in an equitable manner. In areas currently identified as Extreme Risk, which includes Sandy, we believe it is possible for businesses to reopen in a safe manner using methods such as mask requirements, reduced occupancies, proper sanitation, and advanced air filtration / air exchange technology. We also believe that restrictions on family gatherings can be similarly eased while employing proper safety measures and precautions.

Rather than a one-size-fits-all approach, addressing this crisis with innovation and creativity, along with State-directed grants for struggling small businesses, would protect public health while ensuring that communities remain dynamic and vital now and when the pandemic concludes.

We appreciate your consideration of our request and we thank you for your leadership during this emergency.

Sincerely,

Mayor Stan Pulliam

Council President Jeremy Pietzold

Councilor Laurie Smallwood

Councilor Richard Sheldon

Councilor Kathleen Walker

Councilor Carl Exner

Councilor Don Hokanson



Staff Report

Meeting Date: February 1, 2021

From Tyler Deems, Deputy City Manager / Finance Director

SUBJECT: Building Fees Increases

BACKGROUND:

As Council will likely recall, all fees that the City charges must be adopted via resolution and included in the Master Fee Schedule. At the [November 16, 2020 Work Session](#), staff presented a variety of updates to the fee schedule. Many of these changes were adopted at the [December 21, 2020 Council Meeting](#) and became effective January 1, 2021. However, due to the noticing requirements with the State of Oregon Building Code Division, we were unable to include the building fee increases with the previous resolution. The State requires a 45 day notice that is [posted on their website](#). Written comments regarding these proposed changes were encouraged between December 7, 2020 to January 8, 2021. No written comments were received.

It is important to note that the Building Department is a self-sustaining department within the General Fund, meaning it receives no general revenue and relies only on its own resources (revenue) to pay its requirements (expenditures). The last time fees were updated was in [February 2014](#). The proposed increases in these fees is meant to cover the increased costs associated with providing the services of the building department. For example, the current after hours inspection fee does not cover the personnel costs of providing the inspection. If approved, these increases will help sustain the program into the future. The effective date of the fee increase is March 1, 2021.

RECOMMENDATION:

Staff recommends that Council hold a public hearing and receive any comments related to these fee increases. Additionally, staff recommends that Council make a motion to adopt the resolution increasing building fees, as outlined in Exhibit A of Resolution 2021-01.

SUGGESTED MOTION:

"I move to approve Resolution 2021-01, a resolution amending the master fee schedule."

LIST OF ATTACHMENTS/EXHIBITS:

Resolution 2021-01 (with proposed fee changes attached)



NO. 2021-01

A RESOLUTION ADOPTING CHANGES TO THE 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:

1. The Master Fee Schedule is amended as shown in Exhibit A.
2. These changes shall become effective as identified in Exhibit B.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 01 day of February 2021

Stan Pulliam, Mayor

ATTEST:

Jeff Aprati, City Recorder

#2021-01

Exhibit A

Fee Name	Amount	Description
1. MISCELLANEOUS CHARGES		
A. Business License		
a. Business License, 0-2 employees	\$41.00	0-2 employees
b. Business License, 3-5 employees		\$41 + \$10 per employee over 2
c. Business License, 6-10 employees		\$71 + \$7 per employee over 5
d. Business License, 11-25 employees		\$106 + \$2.10 per employee over 10
e. Business License, 26+ employees		\$137.50 + \$1.40 per employee over 25
f. Rental License	\$10.00	per unit, per year (no exemption)
g. Mobile Home Space	\$5.00	per unit, per year (no exemption)
h. Auctioneer		Business license fee, as listed above
i. Hawker/Peddler		Business license fee, as listed above
j. Circus/Carnival		Business license fee, as listed above
k. Amusement Rides		Business license fee, as listed above
l. Sidewalk Use Vendor Fee		Business license fee, as listed above
m. Business License Renewal Late Fee	\$39.00	If renewal is submitted after March 1 st
B. Copies, Maps, and Documents		
a. Copy: 8.5 x 11	\$0.25	
b. Copy: 8.5 x 14	\$0.25	
c. Copy: 11 x 17	\$0.35	
d. Blueline Maps	\$5.00	
e. Comprehensive Plan Map	\$3.00	
f. Zoning Map	\$3.00	
g. Comprehensive Plan	\$10.00	
h. Development Code	\$25.00	
i. Transportation System Plan (grey scale)	\$18.00	
j. Transportation System Plan (colored)	\$38.00	
C. Events		
a. Highway Banner	\$50.00	per week
b. Major Community		Actual cost + 20%
D. Liquor License		
a. Initial/Business Change	\$75.00	
b. Renewal	\$25.00	
E. Miscellaneous		
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.
c. Lien Search	\$30.00	
d. Returned Item Fee	\$25.00	
F. Park Use		
a. Residents	\$0.00	
b. Non-Residents	\$25.00	
c. Meinig Park Gazebo	\$200.00	\$300 deposit, with \$100 refund, per user agreement
G. Records Request		
a. Administrative Fee	\$42.00	per hour
b. Executive Fee	\$73.00	per hour
c. Legal Fee		actual cost
2. PLANNING CHARGES		
A. Addressing		
a. Addressing	\$42.00	plus \$5 per lot
b. Readdressing - Residential	\$210.00	per lot (not exceeding two units)
c. Readdressing - Multi-family, commercial/industrial	\$210.00	plus \$5 per unit
B. Administrative		
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	\$125.00	
c. Review of Non-Conforming Use	\$503.00	
d. Public Hearing - Type I	\$419.00	review not specifically listed elsewhere
e. Public Hearing - Type II	\$524.00	review not specifically listed elsewhere
f. Public Hearing - Type III	\$1,047.00	review not specifically listed elsewhere

Exhibit A

g. Third-Party Review	Deposit in the amount of \$1,500 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. Zoning Verification	\$105.00 Bank/Loan Letter
C. Accessory Dwelling Unit	
a. Accessory Dwelling Units	\$225.00
D. Adjustments and Variances	
a. Type I Adjustment	\$336.00 less than 10% a quantifiable provision
b. Type II Adjustment	\$451.00 less than 20% a quantifiable provision
c. Type II Variance	\$670.00
d. Type III Special Variance	\$1,121.00
e. Type III Variance - Land Division	\$1,121.00
f. Type III Design Deviation	\$451.00
g. Sign Variance	\$451.00
E. Amendments	
a. Comprehensive Plan Map Amendment	\$3,248.00
b. Comprehensive Plan Text Amendment	\$3,022.00
c. Zoning Map Amendment	\$2,461.00
F. Annexation Type IV	
a. Type A	\$2,238.00 assign conceptual zoning
b. Type B	\$3,132.00 Type A, plus Zoning Map Change
c. Type C	\$6,154.00 Type A and B, plus Plan Map
G. Appeal	
a. Type I to Type II	\$125.00 Notice
b. Type II to Type III	\$336.00 Planning Commission appeal
c. Type III to Type IV	\$785.00 City Council appeal
H. Conditional Uses	
a. Modification, Major	\$896.00
b. Modification, Minor	\$451.00
c. Outdoor Display & Storage	\$336.00
d. Type II	\$896.00
e. Type III	\$1,681.00
I. Design Review	
a. Type I: \$0.00 - \$10,000.00	\$209.00 staff review only; no notice
b. Type I: \$10,000.01 - \$25,000.00	\$366.00 staff review only; no notice
c. Type I: \$25,000.01 - \$100,000.00	\$560.00 staff review only; no notice
d. Type I: \$100,000.00 and above	\$785.00 staff review only; no notice
e. Type II: \$0.00 - \$10,000.00	\$336.00
f. Type II: \$10,000.01 - \$25,000.00	\$560.00
g. Type II: \$25,000.01 - \$100,000.00	\$1,571.00
h. Type II: \$100,000.00 - \$1,000,000.00	\$3,358.00
i. Type II: \$1,000,000.00 and above	\$7,836.00
j. Type III: \$0.00 - \$10,000.00	\$560.00
k. Type III: \$10,000.01 - \$25,000.00	\$785.00
l. Type III: \$25,000.01 - \$100,000.00	\$1,791.00
m. Type III: \$100,000.00 - \$1,000,000.00	\$4,028.00
n. Type III: \$1,000,000.00 and above	\$7,836.00
o. Design Review Minor Modification	\$451.00
p. Design Review Major Modification: \$0.00 - \$25,000.00	\$560.00
q. Design Review Major Modification: \$25,000.01 - \$100,000.00	\$785.00
r. Design Review Major Modification: \$100,000.01 and above	\$1,121.00
J. Erosion Control	
a. Single Family/Duplex Addition - Permit Fee	\$105.00
b. Single Family Dwelling/Duplex - Permit Fee	\$125.00
c. Multi-Family - Permit Fee	\$147.00 per structure
d. Commercial/Industrial, Subdivisions - Permit Fee	\$283.00 per acre
a. Single Family/Duplex Addition - Plan Review	\$42.00
b. Single Family Dwelling/Duplex - Plan Review	\$73.00
c. Multi-Family - Plan Review	\$105.00 per structure
d. Commercial/Industrial, Subdivisions - Plan Review	\$115.00 per acre
K. Final Plat Review	

a. Property Line Adjustment Final Review	\$314.00
b. Partition Final Plat Review	\$503.00
c. Subdivision Final Plat Review	\$733.00
L. Food Cart Permit	
a. Initial Permit Review for new site or new pod	\$336.00
b. Cart in an approved pod	\$167.00
M. FSH Overlay	
a. Type I FSH Review	\$225.00 in addition to fees listed, required deposit toward cost of any third-party reviews
b. Type II FSH Review	\$451.00 in addition to fees listed, required deposit toward cost of any third-party reviews
c. Type III or Type IV FSH Review	\$785.00 in addition to fees listed, required deposit toward cost of any third-party reviews
N. Hardship Trailer	
a. Type III Initial Review	\$251.00
b. Type II Renewal	\$167.00
O. Historic or Cultural Resource	
a. Type IV Designation of Resource	\$524.00
b. Type I Minor Alteration	\$105.00
c. Type II Major Alteration	\$314.00
P. Interpretation of Code	
a. Type II, Director	\$336.00
b. Type III, Quasi-Judicial	\$670.00
c. Type IV, Legislative	\$670.00
d. Interpretation of Previous Approval	half of original fee
e. Modify Previous Approval II or III	half of original fee
f. Revocation of Previous Approval	half of original fee
Q. Land Division	
a. Type I Property Line Adjustment	\$398.00
b. Type I Land Division (Minor Partition)	\$670.00
c. Type II Land Division (Major Partition)	\$1,008.00 plus \$33 per lot
d. Type II Land Division (Minor Revised Plat)	\$1,008.00 plus \$33 per lot
e. Type III Land Division (Major Partition)	\$1,121.00 plus \$33 per lot
f. Type III Major Replat (revised plat)	\$1,121.00 plus \$33 per lot
g. Type II Subdivision 4 to 10 lots	\$2,687.00 plus \$77 per lot
h. Type II Subdivision 11 or more lots	\$2,912.00 plus \$77 per lot
i. Type III Subdivision 4 to 10 lots	\$3,143.00 plus \$77 per lot
j. Type III Subdivision 11 or more lots	\$3,363.00 plus \$88 per lot
k. Re-naming of Tentative Subdivision	\$314.00
R. Planned Unit Development	
a. Conceptual Development Plan	\$4,478.00
b. Detailed Development Plan	\$670.00 plus subdivision fees
c. Combined Review	less 25% of individual subdivision fees
d. Minor Modification	\$419.00
e. Major Modification	calculated as a new application
S. Pre-Application Conference	
a. Type I	\$105.00
b. Type II	\$314.00
c. Type III/IV	\$524.00
T. Request for Time Extension	
a. Type I	\$105.00
b. Type II	\$225.00
c. Type III/IV	\$451.00
U. Specific Area Plan	
a. Development Process: Type IV	\$3,143.00 plus \$52 per acre, plus subdivision fees
b. Administrative Amendment: Type I	\$225.00
c. Minor Amendment: Type II	\$451.00
d. Major Amendment: Type III	\$733.00
V. Street Vacation	
a. Street Vacation	Cost plus 20% (\$1,800 deposit required)
W. Temporary Permits	
a. Structure: Type I - Initial	\$125.00
b. Structure: Type II - Renewal	\$167.00

Exhibit A

c. Use Permit	\$105.00
X. Tree Removal	
a. Type I	\$105.00
b. Type II	\$167.00
c. Type III	\$451.00
Y. Zoning Administration Fee	
a. Single Family Dwelling Addition	\$105.00
b. Single Family Dwelling	\$157.00
c. Duplex	\$262.00
d. Multi-Family	\$262.00 plus \$44 per unit
e. Commercial/Industrial	\$105.00 minimum; 20% of design review fee
3. BUILDING CHARGES	
A. Building Permit (valuation)	
a. \$0.01 - \$500.00	\$75.00
b. \$500.01 - \$2,000.00	\$75.00 First \$500.00, plus \$3.00 for each additional \$100 or fraction thereof to and including \$2,000
c. \$2,000.01 - \$25,000.00	\$120.00 First \$2,000.00, plus \$9.00 for each additional \$1,000 or fraction thereof to and including \$25,000
d. \$25,000.01 - \$50,000.00	\$327.00 First \$25,000.00, plus \$7.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$502.00 First \$50,000.00, plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$752.00 First \$100,000.00, plus \$4.00 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 specified in OAR 918-050-0100 and 918-050-0110.
B. Demolition Permits	
a. Demolition Permits, general - State of Oregon	Commercial demolition fees are calculated on the total value of the demolition and are assessed using the building permit fees schedule. Residential demolition fees are based on a flat charge to include building and mechanical elements.
b. Commercial: Building	\$75.00 minimum
c. Commercial: Public Works	\$70.00 minimum
d. Residential: Building	\$75.00
e. Residential: Public Works	\$70.00
C. Derelict Buildings and Structures	
a. Appeal Fee	\$300.00
b. Application Fee for Rehabilitation Plan	\$150.00 per application
D. Fire Sprinkler Plan Review and Inspection Fee	
a. Home Size: 0 - 2,000 square feet	\$103.00
b. Home Size: 2,001 - 3,600 square feet	\$137.00
c. Home Size: 3,601 - 7,200 square feet	\$173.00
d. Home Size: 7,201 square feet and greater	\$213.00
E. Foundation Permit	
a. Single Family Dwelling or Addition	\$50.00
b. Duplex/Multi-Family	\$50.00 per dwelling unit
c. Commercial/Industrial	\$100.00 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	\$40.00
b. 51 - 100 cubic yards	\$65.00
c. 101 - 1,000 cubic yards	\$69.00 First 100 cubic yards, plus \$25 each additional cubic yard
d. 1,001 - 10,000 cubic yards	\$270.00 First 1,000 cubic yards, plus \$26 each additional 1,000 cubic yards
e. 10,001 - 100,000 cubic yards	\$500.00 First 10,000 cubic yards, plus \$99 each additional 10,000 cubic yards
f. 100,001 cubic yards and above	\$1,400.00 First 100,000 cubic yards, plus \$50 each additional 10,000 cubic yards

Exhibit A

G. Grading Plan Review	
a. 50 cubic yard or less	\$25.00
b. 51 - 100 cubic yards	\$50.00
c. 101 - 1,000 cubic yards	\$80.00
d. 1,001 - 10,000 cubic yards	\$100.00
e. 10,001 - 100,000 cubic yards	\$100.00 First 10,000 cubic yards, plus \$30 each additional 10,000 cubic yards
f. 100,001 - 200,000	\$300.00 First 100,000 cubic yards, plus \$16 each additional 10,000 cubic yards
g. 200,001 cubic yards and above	\$450.00 First 200,000 cubic yards, plus \$8.50 each additional 10,000 cubic yards
H. Manufactured Dwellings	
a. Manufactured Dwelling Installation Fee	\$300.00
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.
e. Related Fees: Electrical Feeder	\$100.00
I. Mechanical Permit	
a. Mechanical Permit Review Fee	25% of permit issuance fees.
J. Mechanical Permit - Commercial (value)	
a. \$1 - \$1,000	\$75.00
b. \$1,000.1 - \$10,000.00	\$75.00 First \$1,000 plus \$1.30 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$192.00 First \$10,000 plus \$15.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$417.00 First \$25,000.00, plus \$13.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$742.00 First \$50,000.00, plus \$12.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$1,342.00 First \$100,000.00, plus \$6.00 for each additional \$1,000 or fraction thereof
K. Mechanical Permit - Residential	
a. Minimum Permit Fee	\$75.00
b. HVAC	\$16.00
c. Air conditioning	\$16.00
d. Alteration of existing HVAC	\$13.00
e. Boiler, compressor	\$37.50
f. Fire/smoke damper/duct smoke detectors	\$8.00
g. Heat pump	\$16.00
h. Install/replace furnace burner	\$15.00
i. Install/replace/relocate heater/suspend wall/floor	\$14.00
j. Vent for appliance other than furnace	\$9.00
k. Refrigeration (absorption unit)	\$31.50
l. Refrigeration (chillers)	\$17.00
m. Refrigeration (compressors)	\$17.00
n. Environmental exhaust and ventilation (appliance vent)	\$8.00
o. Dryer exhaust	\$8.00
p. Hoods Type I/II residential kitchen/hazmat hood fire suppression	\$9.00
q. Exhaust fan with single duct (bath fan)	\$8.00
r. Exhaust system apart from heating/AC	\$8.00
s. Fuel piping and distribution (up to four outlets)	\$11.00
t. Fuel piping each additional outlet over four	\$2.00
u. Process piping (up to four outlets)	\$11.00
v. Process piping each additional outlet over four	\$2.00
w. Decorative fireplace	\$25.00
x. Fireplace insert	\$25.00
y. Wood/pellet stove	\$25.00
L. Movement of Buildings	
a. Movement of Buildings Fee	\$83.00
M. Other Inspections and Fees	
a. Inspections outside of normal business hours	\$120.00 per hour
b. Reinspection fees	\$75.00
c. Inspection for which no fee is specifically indicated	\$75.00
d. Additional plan review required by changes/additions	\$75.00 per hour

Exhibit A

e. Permit reinstatement fee	\$75.00	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
f. Temporary certificate of occupancy	\$200.00	
g. Penalty for work commencing before permit issuance	\$100.00	
N. Plan Review		
a. Building		65% of permit issuance fees (residential and commercial)
b. Fire & Life Safety Plan Review Fee		40% of permit issuance fees
c. Seismic Plan Review		1% of permit issuance fees
d. Complex plumbing permits		25% of plumbing permit issuance fees
e. Mechanical		25% of mechanical permit issuance fees
f. Phased permit plan review fee	\$250.00	
g. Deferred submittals	\$250.00	
h. Simple one and two family dwelling plans	\$130.00	
i. Solar Photovoltaic Installation Prescriptive Path Fee	\$130.00	
O. Plumbing Permit		
a. Minimum Permit Fee	\$75.00	
b. Each fixture	\$25.00	
c. Catch basin	\$35.00 each	
d. Drywall	\$35.00 each	
e. Fire hydrant	\$35.00 each	
f. Footing drain	\$0.25 per foot	
g. Manhole/OWS	\$35.00 each	
h. Manufactured home set-up plumbing fee	\$80.00	
i. Rain drains connector	\$25.00 per 100 feet	
j. Residential fire sprinkler	\$10.00 per head	
k. Sanitary sewer	\$25.00 per 100 feet	
l. Single family one bath	\$400.00	New 1 and 2 family dwellings includes 100 feet for each utility
m. Single family two bath	\$500.00	New 1 and 2 family dwellings includes 100 feet for each utility
n. Single family three bath	\$600.00	New 1 and 2 family dwellings includes 100 feet for each utility
o. Single family additional bath or kitchen	\$100.00	
p. Storm sewer	\$25.00 per 100 feet	
q. Water service	\$25.00 per 100 feet	
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	\$75.00	Plus, fees based on the valuation of the sign, using the building permit fee schedule.
C. Temporary Signs		
a. Temporary sign penalty	\$50.00	Fee is waived if the permit is obtained before the sign is installed
b. Copy change or change in panel	\$20.00	
c. A-Frame Signs	\$10.00	
d. Garage Sale Sign	\$3.00 per sign	
D. Zoning Review Fee		
a. Zoning Review Fee - Permanent Sign	\$22.00	Does not include banners, A-Frames, or change in panel
5. PUBLIC WORKS CHARGES		
A. Right-of-Way Fees		

a. Electric Utilities	5% of gross revenues
b. Natural Gas Utilities	5% of gross revenues
c. Garbage Utilities	3% of gross revenues
d. Telephone Utilities	7% of gross revenues
e. Cable Utilities	5% of gross revenues
f. Utilities that do not provide retail service within City	\$2.00 per lineal foot of facility
g. Small Wireless Facilities	
i. Sites	\$500.00 for up to five sites, \$100 for each additional site
ii. Application Fee	\$1,000.00 per site (new, replacement, or modification) or actual cost, whichever is higher
iii. Annual Usage Fee	\$270.00 per facility
B. Plan Review	
a. Place Check Fee	\$72.00 per hour
C. Street Approach/Sidewalks	
a. Single Family	\$50.00
b. Duplex	\$50.00
c. Multi-Family/Commercial/Industrial	\$300.00 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.
D. Street Sweeping	
a. Street Sweeping Fee	Actual cost + 20%
E. Water/Sewer	
a. Dye Test & Letter	\$25.00
b. Water Meter Test Fee	\$25.00
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
6. SYSTEM DEVELOPMENT CHARGES	
A. Water	
a. Equivalent Dwelling Unit (EDU)	\$3,615.41
b. 5/8" x 3/4" Meter	\$3,615.41
c. 3/4" Meter	\$5,422.99
d. 1" Meter	\$9,038.52
e. 1 1/2" Meter	\$18,077.05
f. 2" Meter	\$28,922.65
g. 3" Meter	\$53,697.59
h. 4" Meter	\$90,382.90
i. 6" Meter	\$180,765.80
j. Meters greater than 6"	calculated based on EDU
k. Meter Cost: 3/4 inch or 1 inch meter and meter box	Larger meters are assessed based on time and material costs.
I. Water Taping Fees	Costs + 20%
B. Sewer	
a. City wide	\$5,157.90 per equivalent residential unit
b. North Bluff Sewer Basin	\$2,467.60 per equivalent residential unit
c. South UGB Sewer Basin	\$2,087.85 per equivalent residential unit
d. Southeast UGB Sewer Basin	\$2,793.64 per equivalent residential unit
e. Sewer Taping Fees	Costs + 20%
C. Park	
a. Single Family	
i.	\$3,717.00 per dwelling unit
ii.	\$4,647.00 per dwelling unit
iii.	\$4,581.00 per dwelling unit

Exhibit A

iv.	\$5,511.00 per dwelling unit
b. Multi-Family	
i.	\$2,495.00 per dwelling unit
ii.	\$3,114.00 per dwelling unit
iii.	\$3,071.00 per dwelling unit
iv.	\$3,691.00 per dwelling unit
b. Congregate Multi-Family	
i.	\$1,967.00 per dwelling unit
ii.	\$2,431.00 per dwelling unit
iii.	\$2,369.00 per dwelling unit
iv.	\$2,863.00 per dwelling unit
D. Payment in Lieu of Park Land Dedication	
a. Payment in Lieu of Park Land Dedication, Not Deferred	\$241,000.00 per acre
b. Payment in Lieu of Park Land Dedication, Deferred	\$265,000.00 per acre
E. Street	
a. Residential	\$4,063.21 per single family dwelling unit
b. Transportation	\$256.03 per adjusted average daily person trip
7. WATER RATES	
A. Base by Customer Class	
a. Single Family	\$7.23 per month
b. Multi-Family	\$7.23 per month
c. Commercial/Industrial	\$7.23 per month
d. Wholesale	\$8.65 per month
e. Single Family - outside City limits	\$10.87 per month
B. Charge by Meter Size - inside city limits	
a. 5/8" Meter	\$0.26 per month
b. 3/4" Meter	\$0.39 per month
c. 1" Meter	\$0.67 per month
d. 1 1/2" Meter	\$1.28 per month
e. 2" Meter	\$2.05 per month
f. 3" Meter	\$3.89 per month
g. 4" Meter	\$6.45 per month
h. 6" Meter	\$12.93 per month
i. 8" Meter	\$20.68 per month
j. 10" Meter	\$29.75 per month
C. Charge by Meter Size - outside city limits	
a. 5/8" Meter	\$0.38 per month
b. 3/4" Meter	\$0.60 per month
c. 1" Meter	\$0.98 per month
d. 1 1/2" Meter	\$1.94 per month
e. 2" Meter	\$3.06 per month
f. 3" Meter	\$5.77 per month
g. 4" Meter	\$9.61 per month
h. 6" Meter	\$19.20 per month
i. 8" Meter	\$32.03 per month
j. 10" Meter	\$44.19 per month
D. Volume Charge by Customer Class	
a. Single Family	\$2.90 per 100 cubic feet
b. Multi-Family	\$2.73 per 100 cubic feet
c. Commercial/Industrial	\$2.50 per 100 cubic feet
d. Wholesale	\$3.06 per 100 cubic feet
e. Single Family - outside City limits	\$4.35 per 100 cubic feet
f. Commercial/Industrial - outside City limits	\$3.89 per 100 cubic feet
g. Skyview Acres	\$0.75 per 100 cubic feet, plus COP pass through
E. Metered Use From Fire Hydrant	
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	calculated based on consumption
F. Fire Hydrant Flow Test	
a. Set-up and observe (without neutralization)	\$75.00 per test

Exhibit A

b. Set-up and observe (with neutralization)	\$200.00 per test
8. SEWER RATES	
A. Base by Customer Class	
a. Single Family	\$20.61 per month
b. Single Family - Reduced	\$10.31 per month
c. Multi-Family	\$20.61 per month
d. Commercial/Industrial	\$9.82 per month
B. Volume Charges by Customer Class	
a. Single Family	\$5.29 per 100 cubic feet
b. Single Family - Reduced	\$2.65 per 100 cubic feet
c. Multi-Family	\$5.29 per 100 cubic feet
d. Commercial/Industrial	\$7.18 per 100 cubic feet
e. Residential - No water service	\$74.34 per month
9. STORMWATER RATES	
A. Utility Fee	
a. Equivalent Residential Unit (ERU)	\$3.25 per month, per ERU (ERU = 2,750 sq. ft. of impervious surface)
10. SANDYNET CHARGES	
A. Miscellaneous	
a. Installation Fee	\$100.00
b. Shut-Off Fee	\$50.00
B. Wireless	
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
C. Fiber	
a. Residential - 300 mbps	\$41.95 per month
b. Residential - 1 gbps	\$59.95 per month
c. Business - 300 mbps	\$41.95 per month
d. Business - 1 gbps	\$59.95 per month
e. Business - other	per contractual agreement, authorized by department director and/or City Manager
D. Digital Voice	
a. Residential	\$20.00 per month
b. Business	\$28.95 per month
E. Other	
a. Static IP address	\$10.00 per month
b. Fax line	\$11.95 per month
c. Mesh unit	\$5.00 per month
11. MUNICIPAL COURT	
A. Administrative	
a. File Review Fee	\$25.00
b. Payment Arrangement Fee	\$50.00
c. Suspension Fee	\$15.00
12. PARKING	
A. Citations	
a. Parking in area not allowed	\$50.00
b. Parking in excess of posted time	\$30.00
13. POLICE	
A. Impound	
a. Vehicle Impound Fee	\$100.00
B. Reports	
a. Copy of accident report	\$10.00
b. Copy of other police report	\$15.00
C. Alarm Registration	
a. Residential	\$20.00 no charge for 65 or older with primary resident
b. Business	\$50.00
c. Government	no charge
d. Penalty Fee	failure to obtain registration within 30 days of alarm installation
	\$75.00

Exhibit A

e. False Alarm - first	
f. False Alarm - second	\$50.00
g. False Alarm - third	\$100.00
h. False Alarm - fourth	after the four false alarm the registration is suspended \$150.00 for one year
D. Miscellaneous	
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
14. TRANSIT	
A. Fares	
a. SAM Gresham, Estacada, and Shopper Shuttle (in town)	no charge in city limits
b. SAM Commuter Route to Gresham or Estacada	per trip (one-way origin-to-destination including \$1.00 transfers)
c. STAR Dial-A-Ride	per trip (one-way origin-to-destination including \$1.00 transfers)
d. STAR - Seniors or disabled	\$1.00 round trip (in town)
e. STAR Dial-A-Ride Complementary Paratransit	per trip (one-way origin-to-destination including \$1.00 transfers)
f. ED Dial-A-Rode (out of town)	\$2.00 per trip (one-way origin-to-destination)
B. Fare Media	
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
15. LIBRARY	
A. Damaged Items	
a. Damaged book, audio/visual material, or Library of Things item	Full replacement cost
B. Library Fines	
a. Overdue Fines	\$0.25 per day
b. Maximum Overdue Fine	\$5.00
c. Library of Things item	\$1.00 or \$5.00 per day, depending on item
d. All lost Items	Full replacement cost
e. Cultural Pass - overdue	\$5.00 per day
C. Meeting Space	
a. Community Room	\$25.00 Individual
b. Community Room	per hour - for-profit organizations or groups, no charge \$25.00 for non-profits
D. Non-Resident Fees	
a. Out of District Fee	\$95.00 per year
b. Three month temporary card	\$25.00 per quarter
E. Prints and Copies	
a. Copies (grey scale)	\$0.10 per side
b. Copies (color)	\$0.25 per side
16. COMMUNITY SERVICES	
A. Rental Fees - Community Center	
a. Auditorium	\$35.00
b. Dining Room	\$35.00
c. Kitchen	\$15.00
d. Art Room	\$10.00
e. Conference Room	\$10.00
f. Lounge	\$10.00
g. Total Floor	\$55.00 per floor, plus \$100 deposit
h. Non-profit	no charge
B. Rental Fees - Community Campus	
a. Upper Field	\$20.00 per hour, \$200 daily
b. Lower Field/Track	\$20.00 per hour, \$200 daily
c. Gym	\$40.00 per hour, \$400 daily
d. 25 Yard Pool	\$60.00 per hour, \$600 daily
e. Shallow Pool	\$15.00 per hour, \$150 daily

Exhibit A

f. Deep Pool	\$15.00 per hour, \$150 daily
g. Kiddie Pool	\$15.00 per hour, \$150 daily
h. Pool (all aspects)	\$75.00 per hour, \$750 daily
i. Long Term or Specialty Rentals	per contractual agreement, authorized by department director and/or City Manager

Exhibit A

EXHIBIT B

Fee Name	Current	Proposed	Description
3. BUILDING CHARGES (effective March 1, 2021)			
A. Building Permit (valuation)			
a. \$0.01 - \$500.00	\$65.00	\$75.00	
b. \$500.01 - \$2,000.00	\$65.00	\$75.00	First \$500.00, plus \$3.00 for each additional \$100 or fraction thereof to and including \$2,000
c. \$2,000.01 - \$25,000.00	\$110.00	\$120.00	First \$2,000.00, plus \$9.00 for each additional \$1,000 or fraction thereof to and including \$25,000
d. \$25,000.01 - \$50,000.00	\$317.00	\$327.00	First \$25,000.00, plus \$7.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$492.00	\$502.00	First \$50,000.00, plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$742.00	\$752.00	First \$100,000.00, plus \$4.00 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 specified in OAR 918-050-0100 and 918-050-0110.
B. Demolition Permits			
a. Demolition Permits, general - State of Oregon			Commerical demolition fees are calculated on the total value of the demolition and are assessed using the building permit fees schedule. Residential demolition fees are based on a flat charge to include building and mechanical elements.
b. Commercial: Building	\$70.00	\$75.00	minimum
c. Commercial: Public Works	\$70.00		minimum
d. Residential: Building	\$70.00	\$75.00	
e. Residential: Public Works	\$70.00		
C. Derelict Buildings and Structures			
a. Appeal Fee	\$300.00		
b. Application Fee for Rehabilitation Plan	\$150.00		per application
D. Fire Sprinkler Plan Review and Inspection Fee			
a. Home Size: 0 - 2,000 square feet	\$103.00		
b. Home Size: 2,001 - 3,600 square feet	\$137.00		
c. Home Size: 3,601 - 7,200 square feet	\$173.00		
d. Home Size: 7,201 square feet and greater	\$213.00		
E. Foundation Permit			
a. Single Family Dwelling or Addition	\$50.00		
b. Duplex/Multi-Family	\$50.00		per dwelling unit
c. Commercial/Industrial	\$100.00		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	\$40.00		
b. 51 - 100 cubic yards	\$65.00		
c. 101 - 1,000 cubic yards	\$69.00		
d. 1,001 - 10,000 cubic yards	\$270.00		First 100 cubic yards, plus \$25 each additional cubic yard First 1,000 cubic yards, plus \$26 each additional 1,000 cubic yards
e. 10,001 - 100,000 cubic yards	\$500.00		First 10,000 cubic yards, plus \$99 each additional 10,000 cubic yards
f. 100,001 cubic yards and above	\$1,400.00		First 100,000 cubic yards, plus \$50 each additional 10,000 cubic yards
G. Grading Plan Review			
a. 50 cubic yard or less	\$25.00		
b. 51 - 100 cubic yards	\$50.00		
c. 101 - 1,000 cubic yards	\$80.00		
d. 1,001 - 10,000 cubic yards	\$100.00		
e. 10,001 - 100,000 cubic yards	\$100.00		First 10,000 cubic yards, plus \$30 each additional 10,000 cubic yards
f. 100,001 - 200,000	\$300.00		First 100,000 cubic yards, plus \$16 each additional 10,000 cubic yards

Exhibit B

g. 200,001 cubic yards and above	\$450.00		First 200,000 cubic yards, plus \$8.50 each additional 10,000 cubic yards
H. Manufactured Dwellings			
a. Manufactured Dwelling Installation Fee	\$253.00	\$300.00	
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.
e. Related Fees: Electrical Feeder	\$100.00		
I. Mechanical Permit			
a. Mechanical Permit Review Fee			25% of permit issuance fees.
J. Mechanical Permit - Commercial (value)			
a. \$1 - \$1,000	\$65.00	\$75.00	
b. \$1,000.1 - \$10,000.00	\$65.00	\$75.00	First \$1,000 plus \$1.20 \$1.30 for each additional \$100 or fraction thereof to and including \$10,000
c. 10,000.01 - \$25,000.00	\$190.00	\$192.00	First \$10,000 plus \$13.00 \$15.00 for each additional \$1,000 or fraction thereof and including \$25,000
d. \$25,000.01 - \$50,000.00	\$400.00	\$417.00	First \$25,000.00, plus \$12.50 \$13.00 for each additional \$1,000 or fraction thereof to and including \$50,000
e. \$50,000.01 - \$100,000.00	\$712.00	\$742.00	First \$50,000.00, plus \$12.00 for each additional \$1,000 or fraction thereof to and including \$100,000
f. \$100,000.01 and above	\$1,312.00	\$1,342.00	First \$100,000.00, plus \$6.00 for each additional \$1,000 or fraction thereof
K. Mechanical Permit - Residential			
a. Minimum Permit Fee	\$65.00	\$75.00	
b. HVAC	\$14.00	\$16.00	
c. Air conditioning	\$14.00	\$16.00	
d. Alteration of existing HVAC	\$13.00		
e. Boiler, compressor	\$37.50		
f. Fire/smoke damper/duct smoke detectors	\$8.00		
g. Heat pump	\$16.00		
h. Install/replace furnace burner	\$15.00		
i. Install/replace/relocate heater/suspend wall/floor	\$14.00		
j. Vent for appliance other than furnace	\$9.00		
k. Refrigeration (absorption unit)	\$31.50		
l. Refrigeration (chillers)	\$17.00		
m. Refrigeration (compressors)	\$17.00		
n. Environmental exhaust and ventilation (appliance vent)	\$8.00		
o. Dryer exhaust	\$8.00		
p. Hoods Type I/II residential kitchen/hazmat hood fire suppression	\$9.00		
q. Exhaust fan with single duct (bath fan)	\$8.00		
r. Exhaust system apart from heating/AC	\$8.00		
s. Fuel piping and distribution (up to four outlets)	\$11.00		
t. Fuel piping each additional outlet over four	\$2.00		
u. Process piping (up to four outlets)	\$11.00		
v. Process piping each additional outlet over four	\$2.00		
w. Decorative fireplace	\$25.00		
x. Fireplace insert	\$25.00		
y. Wood/pellet stove	\$25.00		
L. Movement of Buildings			
a. Movement of Buildings Fee	\$83.00		
M. Other Inspections and Fees			
a. Inspections outside of normal business hours	\$55.00	\$120.00	per hour
b. Reinspection fees	\$55.00	\$75.00	
c. Inspection for which no fee is specifically indicated	\$55.00	\$75.00	
d. Additional plan review required by changes/additions	\$55.00	\$75.00	per hour
e. Permit reinstatement fee (Note: This fee is 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.)		\$75.00	
f. Temporary certificate of occupancy		\$200.00	

Exhibit B



Staff Report

Meeting Date: February 1, 2021

From David Snider, Economic Development Manager

SUBJECT: SURA Grant Review Board Membership and Appointments

BACKGROUND:

Staff is seeking the Board's direction on the membership and appointments for the Grant Review Board. Currently, the committee plays a role in approving grant requests that are greater than \$50,000 for the Facade Improvement and Covered Structure programs.

The Covered Structure program guidelines state "A Grant Review Board shall be established to review grant requests for projects greater than \$50,000 or for exceptions that are requested. The Grant Review Board shall include the following members: Three citizens (City Councilor, Planning Commissioner, and community member), Development Services Director, and Economic Development Manager."

The intent is that the same Grant Review Board reviews grants for both the Facade Improvement and the new Covered Structure programs. The review board currently holds 2 vacancies (Planning Commissioner position and community member), and there has been interest from Board members in expanding or changing the membership and reviewing the role of the committee.

The Committee could also be helpful in working with staff on the new program beyond approving grants over the \$50,000 thresholds. So far, there is interest from several small businesses in the program and it's anticipated that at least a few of the grant requests will exceed the \$50,000 amount and the total grant requests could exceed the SURA grant budget. The committee could also help with developing criteria and providing input on the grant marketing and application process.

Discussion Questions for the SURA Board:

1. Should the Grant Review Board expand to include more SURA Board members and/or at-large community and business members?
2. What other changes should be considered for the Board's membership (such as removing or adding staff members) and establishing terms? Currently the members serve indefinitely.
3. Should the program guidelines be modified to include the Grant Review Board on more grant applications? (lowering the threshold for Board involvement).

4. And finally, who should the SURA Board appoint to the Grant Review Board and should the Board identify alternatives in the event the identified individuals are unable to serve?

RECOMMENDATION:

Given the intent of the new program to assist businesses during the COVID emergency, staff recommends that the Board appoint new members to the Grant Review Board including at least one additional SURA Board member. For the vacant positions, the SURA Board could name and appoint a Planning Commissioner and a business/community member contingent on their acceptance of their appointments and identify alternates in the event the individuals decline or are unable to participate.

Staff also recommends the program guidelines be modified to include the new membership and establishing term limits (4 years with some positions expiring in 2022 for staggering purposes) for the members.

SUGGESTED MOTION:

Move to appoint the new members to the Grant Review Board.



Staff Report

Meeting Date: December 21, 2020

From David Snider, Economic Development Manager
Facade Grant Amendment: Permanent Outdoor Covered Structures

SUBJECT: Grant Program

BACKGROUND:

In response to concerns raised by Mayor Pulliam and local business owners, staff has been working to design a City grant program to assist with the construction of outdoor covered structures for drinking and dining establishments and other businesses, such as fitness facilities in Sandy. Proliferating the concept of outdoor dining throughout Sandy has long been desired in this community, but the recent pandemic has given this idea new urgency in recent months as the state of Oregon has enacted strict regulations restricting certain business types.

The following information is a proposed framework for a City of Sandy grant program to assist local business owners with the design and construction of new, permanent outdoor structures designed to accommodate outdoor business operations.

The Permanent Outdoor Covered Structures Grant program as proposed would be similar to the existing Façade Improvement Program in many ways. This grant would cover the upfront cost of construction for businesses or commercial property owners for the design and construction of permanent outdoor covered structures, and auxiliary components, consistent with Sandy's municipal code and State Building Codes. The differences between this proposed program and the existing Façade Improvement Program are as follows:

1. This program will be specifically for permanent outdoor covered structures and their auxiliary components.
2. Design work provided by the City of Sandy may be used at no cost to the applicant. If the applicant desires to use their own design for the structure, the cost of that professional design work will be considered part of the project cost.
3. The City of Sandy will pay for all project costs up front. Applicants will enter a contract to pay the City of Sandy for 20 percent of total project costs in full within 30 days of invoice from the City -or- enter into an installment plan as agreed by the City Finance Director. This is consistent with the first tier of the Façade program, which reimburses 80 percent for the first \$5,000 spent – we would simply extend that rate out to the first \$100,000 of project costs and have the applicant reimburse the City for their portion of

the costs instead of the applicant paying the upfront expenses. Any costs incurred in excess of \$100,000 in project costs would be paid for in full by the applicant.

The City paying for all construction costs up front eliminates the need for applicants to access lines of credit to pursue projects through this program. The applicant would only be responsible for covering their 20 percent portion of the project expenses instead of financing the entirety of project costs themselves and waiting for reimbursement by the City as is standard with the existing Façade Improvement Program – a difficult prospect in this economic climate. Applicant cost repayment would be secured through the project contract via a lien on the applicant’s property. If the applicant does not own their property, the property owner could secure this payment by agreeing to a lien on their property for the balance on behalf of the applicant, as the structure would become an improvement to their property upon project completion.

The following items are covered by this program:

1. Design work from a licensed architect or design professional.
2. Construction of a Sandy Style compliant structure with a minimum of four support posts, a permanent roof and stone wrapped support bases. Elements include:
 - a. Framing and trusses;
 - b. Roofing materials;
 - c. Gutters and downspouts;
 - d. Permanent electrical infrastructure and lighting;
 - e. Surface paints or stains [Paints must be in conformance with the approved Sandy Style color palette];
 - f. Application of stone wrapped bases;
 - g. Concrete work necessary to:
 - i. Reinforce support posts;
 - ii. Install slab surface; or
 - iii. Improve ADA accessibility to the covered area.
 - h. Stormwater detention and treatment, if necessary;

- i. Weatherproof seating and tables for the covered area;
- j. Heating devices as approved by the Sandy Fire Marshall and Building Official;
- k. Removable vinyl paneling for additional wind and weather resistance [Note: Current State of Oregon COVID regulations require 75 percent of any outdoor structure to remain open for outdoor seating structures – this eligible improvement is included to make these accessory structures more usable post-COVID-19 as regulations change.];
- l. Bollards as needed for safety.
- m. Other improvements as approved by the Development Services Director.

Regarding project management, there are two ways to approach projects through this proposed program – having City staff manage projects, or having the applicant manage projects. There are advantages and disadvantages to both methods. However, if the speed of project completion is an important metric for this program, staff recommends keeping management of the process in-house. City staff is familiar with all of the regulations and requirements involved, has established relationships with local contractors and has experience with managing small construction projects through the Façade and Tenant Improvement Programs.

As an example of a potential outcome of this program, the attached picture is of one of the covered structures recently completed by the City of Sandy intended to provide shelter at Bornstedt Park. Although designs may differ from applicant to applicant, a structure similar to the one pictured would easily meet the requirements for this program. This design was shown to multiple restaurant owners in Sandy recently as a potential outcome of this program and was well received.

BUDGETARY IMPACT:

As this program is a subsection of the existing Façade Improvement program, funding for this proposed program may be provided by the City of Sandy Urban Renewal Agency. Mr. Doughman has reviewed the general concepts behind this program and has advised that City grant assistance with constructing permanent structures as proposed would be a legal and proper urban renewal expense.

The vast majority of businesses eligible for this program (i.e. restaurants, breweries, wineries, bars, coffee shops, and fitness facilities) operate inside the Urban Renewal District. Available funding for this program for the handful of businesses outside of the Urban Renewal District will need to be determined, but a solution similar to the solution reached to fund the Tenant Improvement Program expansion to childcare businesses could be used.

Staff will also research future federal COVID-19 relief funding programs to determine whether it would be possible to use such funding to provide applicant loan forgiveness for part or all of their share of project costs.

RECOMMENDATION:

The Urban Renewal Board should make a motion to adopt the Permanent Outdoor Covered Structures Program per the attached guidelines.

SUGGESTED MOTION:

"I move that the Urban Renewal Board approve this amendment to the Facade Program creating the Permanent Outdoor Covered Structures Grant Program."

LIST OF ATTACHMENTS/EXHIBITS:

- Permanent Outdoor Seating Structures - Guidelines
- Bornstedt Park structure - picture

**City of Sandy
Façade Improvement Grant Program
Permanent Outdoor Covered Structures Guidelines**

I. Background

The Permanent Outdoor Covered Structures grant program is a subsection of the Façade Improvement Grant Program, a grant program offered by the City of Sandy Urban Renewal Agency. Additional outdoor seating in Sandy has been a desired amenity for many years – the current COVID-19 crisis adds urgency to this concept. This program has allocated matching grants for qualified projects to generally be awarded on a first come, first served basis.

II. Program Objectives

The purposes of the Permanent Outdoor Covered Structures Program are:

1. To help local business owners stay in operation during the COVID-19 crisis by helping to create spaces for outdoor dining.
2. To help local business owners create new permanent spaces for outdoor seating at restaurants, breweries, wineries, bars and coffee shops in Sandy.
3. To help other businesses, such as fitness facilities provide outdoor fitness options.
4. To remain consistent with the Façade Grant Program in improving the aesthetic appearance of the exterior façades of existing buildings and businesses in the Urban Renewal District.

III. Eligibility

The following persons are eligible to apply and receive grant funds:

- Property owners of commercial buildings within the Central Business District (C-1) and General Commercial (C-2) in the Urban Renewal District.
- Business owners or tenants of commercial buildings within the Central Business District (C-1) and General Commercial (C-2) in the Urban Renewal District, with property owner consent.

IV. Eligible Improvements

Funds may be used for creating new permanent outdoor covered structures in compliance with the Sandy Style Design Standards contained in the Sandy Development Code Chapter 17.90. For the purposes of this program, “permanent outdoor covered structure” is defined as a permanent, Sandy Style compliant accessory structure designed to provide cover for businesses. The following items are considered eligible expenses through this program:

1. Design work from a licensed architect or design professional. City-generated designs may be used at no cost to the applicant.
2. Construction of a Sandy Style compliant structure with a minimum of four support posts, a permanent roof with a 6:12 pitch and stone wrapped support bases. Eligible elements include:
 - a. Framing and trusses;
 - b. Roofing materials;
 - c. Gutters and downspouts;
 - d. Permanent electrical infrastructure and lighting;

- e. Surface paints or stains [*Paints must be in conformance with the approved Sandy Style color palette*];
- f. Application of stone wrapped bases;
- g. Concrete work necessary to:
 - i. Reinforce support posts;
 - ii. Install slab surface; or
 - iii. Improve ADA accessibility to the covered area.
- h. Stormwater detention and treatment, if necessary;
- i. Weatherproof seating and tables for the covered area;
- j. Heating devices as approved by the Sandy Fire Marshall and Building Official;
- k. Removable vinyl paneling for additional wind and weather resistance. [*Note: Current State of Oregon COVID regulations require 75 percent of any outdoor structure to remain open for outdoor seating structures – this improvement is included to make these accessory structures more usable post-COVID-19 as regulations change.*]
- l. Bollards as needed for safety.
- m. Other improvements as approved by the Development Services Director.

V. Financing

This grant program will pay for all project costs up front. City design work may be used at no cost to the applicant if desired. Upon completion of a project, applicant will be responsible for reimbursing the City for 20% of project costs – this may be paid in one of two ways:

- 1. In a lump sum within 30 days following invoice from the City.
- 2. An installment plan may be arranged with the City under terms determined by the City Finance Director.

Grants will be awarded as identified below. Projects will be awarded on a first come, first served basis. The maximum project cost for a single project is \$100,000.

Project Cost	Applicant Financial Responsibility
\$0 to \$100,000	Applicant will reimburse City 20% of the cost of construction upon project completion.

VI. Application Process

The application process includes the following steps:

- 1. Applicant to review Design Standards in Chapter 17.90 of the Sandy Development Code.
- 2. Applicant schedules a Grant Application Meeting with the Economic Development Manager to discuss proposed improvements.
- 3. Applicant submits a Grant Application with supporting documentation as outlined at the Grant Application Meeting.
- 4. Projects requiring Design Review as specified in Chapter 17.90 of the Sandy Development Code are required to complete the design review process prior to submittal of a Grant Application as determined necessary by the Development Services Director.

5. Applicants will be required to sign a contract stipulating that the applicant portion of project costs will be repaid in full and agree to a lien on their property to secure payment. If the applicant does not own the property, the property owner may agree to a lien on their property on the applicant's behalf.

VII. General Conditions

1. Approval of grant applications is contingent upon available funds.
2. All projects shall conform to the design standards of Chapter 17.90 of the Development Code, other applicable regulations in the Sandy Municipal Code, and the requirements of the Oregon State Building Codes.
3. Some projects will require Design Review approval prior to submittal of a grant application.
4. Once an application is approved, the applicant will be required to enter into a Grant Approval Agreement with the City.
5. All project contractors shall, where applicable, have a valid CCB license in the State of Oregon in good standing. The cost of any work requiring a CCB license that is not completed by a licensed contractor will be required to be paid by the applicant in full.
6. Project contractors not in possession of a current City of Sandy Business License shall obtain one prior to beginning project work and pay all applicable transit taxes.
7. Projects costing more than \$5,000 require submittal of a minimum of three bids.
8. Projects are required to be completed within one (1) year from the date of the grant approval or as otherwise specified in the grant agreement.
9. Contractors shall contact 811 (utility locates) prior to any excavation.
10. Additional conditions may be included with the grant approval.

VIII. Review Process

- A. Grant applications for projects with a total cost of \$50,000 or less are administratively reviewed and approved by the Development Services Director.
- B. Grant applications for projects with a total cost greater than \$50,000 or a request for an exception shall be reviewed and approved by the Grant Review Board.

IX. Review Criteria

All projects will be reviewed based on the following criteria:

- A. The structure meets Sandy Style and Building Code requirements.
- B. The proposal has a harmonious aesthetic appearance with the primary building.
- C. The proposal has a positive impact on the overall streetscape (if applicable).

X. Payment Procedure

Project payment will occur based on the following procedures:

- A. The project will be considered complete only after construction is complete and a city inspection has been conducted.
- B. Upon project completion, city staff should be contacted to conduct a site inspection.
- C. Only contractors with an active CCB license in good standing shall perform project work where licensure is required.

- D. Applicant portion of project costs (20% of project costs not including City generated design work) shall be paid to the City of Sandy within thirty (30) days following invoice from the City, unless an installment plan is entered into with the City Finance Director, in which case payment shall be made according to that installment plan.

XI. Grant Review Board

A Grant Review Board shall be established to review grant requests for projects greater than \$50,000 or for exceptions that are requested. The Grant Review Board shall include the following members: Three citizens (City Councilor, Planning Commissioner, and community member), Development Services Director, and Economic Development Manager.

If you have additional questions, please contact:

Economic Development Manager

David Snider

503-489-2157

dsnider@ci.sandy.or.us





MINUTES
City Council Meeting
Monday, December 21, 2020 6:00 PM

COUNCIL PRESENT: Stan Pulliam, Mayor, Jeremy Pietzold, Council President, John Hamblin, Councilor, Laurie Smallwood, Councilor, Jan Lee, Councilor, Carl Exner, Councilor, and Bethany Shultz, Councilor

COUNCIL ABSENT:

STAFF PRESENT: Jordan Wheeler, City Manager, Jeff Aprati, City Recorder, Mike Walker, Public Works Director, Kelly O'Neill, Development Services Director, Tyler Deems, Deputy City Manager / Finance Director, Greg Brewster, IT/SandyNet Director, David Snider, Economic Development Manager, Ernie Roberts, Police Chief, Andi Howell, Transit Director, and David Doughman, City Attorney

MEDIA PRESENT:

1. MEETING FORMAT NOTE

The City Council conducted this meeting electronically using the Zoom video conference platform. A recording of the meeting is available on the City's YouTube channel: https://www.youtube.com/channel/UCbYEclgC6VW_mV2UJGyvYfg

2. SANDY URBAN RENEWAL BOARD MEETING - 6:00 PM

2.1. Facade Program Amendment: Permanent Outdoor Covered Structures Grant Program

Staff Report - 0353

Note: Chief Schneider and Executive Director Jones were also present for the Urban Renewal Board meeting.

The **Economic Development Manager** summarized the staff report. The proposed program is an extension of the existing Facade Improvement Program. It employs an 80% City - 20% business cost-sharing structure, and includes an option for businesses to make installment payments given the current economic difficulties. The City would pay for up-front costs, with businesses responsible for reimbursing their share. Staff will explore the possibility of using any future stimulus funding to potentially cover a greater cost percentage. Outdoor seating infrastructure would assist businesses

during the COVID-19 public health restrictions, and would also provide long-term amenities for the community.

Councilor Shultz asked about renovation of existing structures rather than new structures. Staff responded that this would be possible. She asked about the processing time for structure proposals. Staff stated this will depend on whether they use their own designs, but generally it would be a matter of several weeks. **Mayor Pulliam** stressed that the City should find ways to move as quickly as possible.

Council President Pietzold thanked staff for their efforts and expressed optimism about enjoying such structures in the future.

Councilor Lee asked about setback constraints. Staff responded that such restrictions are minimal in the downtown area.

Councilor Exner asked about eligibility for food carts and businesses other than food service. Staff responded that the intention is not to be restrictive based on business type. **Councilor Exner** asked about the impact to the urban renewal budget. Staff indicated that it is possible that budget adjustments could be necessary in the future depending on the demand.

Councilor Smallwood moved that the Urban Renewal Board approve the proposed amendment to the Facade Program, creating the Permanent Outdoor Covered Structures Grant Program. The motion was seconded by **Executive Director Jones**. The motion carried unanimously.

Approve the proposed amendment to the Facade Program, creating the Permanent Outdoor Covered Structures Grant Program.

CARRIED.

3. CITY COUNCIL WORK SESSION - 6:30 PM

3.1. Resiliency Action Plan

Staff Report - 0352

Councilor Lee presented an overview of the Resiliency Action Plan and the work accomplished by the committee over the past year. The committee recommends several possible next steps, including Council acceptance of the draft of the Resiliency Plan, requesting staff to develop a process to implement the plan for internal City use, continuing work with the Geo Institute city

cohort, determine whether a community-wide task force should be established, and considering incorporation of a City effort into the Clackamas County's "Climate Action Plan."

Mayor Pulliam stressed the importance of being prepared with necessary plans in place should the state require such measures as a condition of receiving future funding.

Councilor Exner asked about implementation priorities. **Councilor Lee** stated that implementation priorities would occur at a future stage.

4. CITY COUNCIL REGULAR MEETING - 7:00 PM

5. Pledge of Allegiance

6. Roll Call

7. Changes to the Agenda

8. Public Comment

Kevin Moss, 24600 SE Three Cedars St, Damascus: expressed support for the outdoor seating structures grant program.

David Breames, 18390 Meinig Ave: asked whether residents could be informed of when street sweepers will clean each neighborhood, and raised frustration over areas that are not cleaned due to unmoved cars. Raised the need for a sign informing drivers of the ability to turn left onto the one way street at the intersection of Meinig and Hwy 26.

Greg Becker, 14585 Bluff Rd: asked when the community would see the benefits of the Public Safety Fee. Raised the need for traffic enforcement officers. **Councilor Smallwood** indicated that a hiring process for two police officers is currently underway.

Steve Klein, 6382 SE 32nd Terrace, Gresham: owner of Scooter's Restaurant, asked whether businesses outside of the downtown area would be eligible for the permanent outdoor seating grant program. **Council President Pietzold** indicated that Scooters is within the Urban Renewal District.

9. Consent Agenda

9.1. **City Council Minutes**

9.2. **Transit Advisory Board Term Establishment; New Member Appointment**

Staff Report - 0345

Moved by Bethany Shultz, seconded by Jan Lee

Staff Report - 0345

Approve the Consent Agenda.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

10. Resolutions

10.1. **PUBLIC HEARING: Resolution 2020-26**

Master Fee Schedule Update

Staff Report - 0349

Staff Report

The **Deputy City Manager** summarized the staff report, which was included in the agenda packet.

Public Comment

Greg Becker, 14585 Bluff Road: given the dire economic circumstances, a rate increase on basic necessities at this time is inappropriate. He asked that the increase be delayed.

Staff Recommendation: approve the recommended increases, which are gradual and phased, to avoid needing larger increases in the future.

The Public Hearing was closed at this point. Motion included below

Council Discussion

Council President Pietzold stressed the importance of gradual increases, to avoid needing larger increases in the future, especially given the pressing needs of the wastewater improvement project.

Councilor Smallwood stated that given the difficult economic conditions, the challenges facing local businesses, and elevated unemployment, the Council should defer the proposed increases on wastewater rates while approving the other proposed fee changes.

Councilor Hamblin agreed that this is not the right time for wastewater rate increases, though he did support the other proposed changes.

Councilor Exner stressed the importance of regular, gradual increases, but agreed that raising the wastewater rates at this time would be too difficult for the community. He proposed waiting for six months and reevaluating at that time, given the urgency of financing the needed wastewater improvements.

Councilor Lee agreed, and noted that COVID-19 was unforeseeable when the rate schedule was originally developed. She supported the other proposed changes.

Councilor Shultz concurred given the economic challenges facing the community.

Mayor Pulliam agreed, stating that rate payers are in a difficult position at this time, and that DEQ has recently taken a less teammate-oriented approach. He also stated that a certain amount of community growth is necessary to fund needed infrastructure. He stated that staff in past years did not keep the Council sufficiently apprised of the shortcomings in the wastewater system.

Moved by Carl Exner, seconded by Jeremy Pietzold

Close the public hearing.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

Moved by John Hamblin, seconded by Laurie Smallwood

Adopt Resolution 2020-26, excluding the proposed increases identified in Sections 7A, 7B, 7C, 7D, 8A, and 8B of Exhibits A and B. The Council will review and reconsider the excluded increases no later than June 30, 2021.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie

Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

10.2. **PUBLIC HEARING: Resolution 2020-27**

Findings for Modified Construction Manager / General Contractor Project
Delivery Method

Staff Report - 0350

Staff Report

The **Public Works Director** summarized the staff report, stating that working under this project management framework would allow the improvements to be operational by November 2021. He stated that the question before the Council was only whether to approve the contracting method; the Council would have an opportunity to review contractor proposals at a future meeting.

Councilor Exner asked who much time this contracting method would save over the standard approach. The **Public Works Director** stated it would save approximately one year.

Public Testimony: none

Staff Recommendation: adopt Resolution 2020-27

Moved by John Hamblin, seconded by Laurie Smallwood

Close the public hearing.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie
Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

Moved by Jeremy Pietzold, seconded by John Hamblin

Adopt Resolution 2020-27.

CARRIED. 7-0

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie
Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

11. Report from the City Manager

The **City Manager** mentioned the large flows in the wastewater system due to the recent rainfall. Flow monitors are gathering useful data. He mentioned recent

successful meetings with watershed groups. Staff will meet to review wastewater project financing options in light of the Council's decision delaying the rate increase. He reminded the Council of the upcoming goal setting process. He referenced the recent distribution of the small business relief grants. He also offered thanks and appreciation for the service of Councilors Hamblin, Lee, and Shultz.

12. Committee /Council Reports

Councilor Shultz thanked the Council for their support on childcare policy, and stated it has been an honor to serve the community as a City Councilor.

Councilor Exner expressed thanks and appreciation for the service of **Councilors Hamblin, Lee, and Shultz**. He asked about the wheelchair ramp improvements proceeding in the southern portion of the City. He stated that the Tickle Creek Trailhead would benefit from similar improvements. He stated the recent watershed meeting was successful and thanked the groups for their support. He stated the Parks Board interviews went well. He expressed frustration regarding the impact of COVID-19 restrictions on local businesses, and suggested that the Council take a formal position to that effect.

Councilor Lee expressed gratitude and appreciation of fellow Council members and staff.

Councilor Hamblin also expressed gratitude and appreciation of fellow Council members and staff.

Councilor Smallwood also mentioned the recent watershed meeting. She referred to the Parks Board interviews and noted the increased number of board applicants. She noted the continuing challenge of homeless encampments in the community. She referred to recent Open Oregon meetings and encouraged Council members to appreciate the concerns of business owners.

Council President Pietzold expressed thanks and appreciation for the service of **Councilors Hamblin, Lee, and Shultz**.

Mayor Pulliam stressed that staff should follow up with communication to business relief grant applicants who did not receive funds. He also suggested that some degree of leniency may be appropriate regarding unpaid transit taxes and grant eligibility. He stated that during the upcoming goal setting process, he would like to know what the budgetary impact would be of a fully-funded Police Department that can fully address homelessness and other emerging issues. The **City Manager** and **Police Chief** provided an update on the hiring process for new police officers. **Mayor Pulliam** provided an overview of his views regarding the Governor's COVID-19 restrictions and

the need to reopen businesses. He suggested that the City should explore all possible options to assist local businesses.

13. COUNCILOR RECOGNITION

13.1. **Recognition of Outgoing Council Members**

Councilor Hamblin; Councilor Lee; Councilor Shultz

Mayor Pulliam and Council members delivered remarks recognizing and thanking Councilors Hamblin, Lee, and Shultz for their service to the City. The three outgoing Councilors also received certificates of recognition and engraved, framed photographs of Jonsrud Viewpoint. Slideshow retrospectives of the three Councilors were also shown on the screen.

14. Staff updates

14.1. [Monthly Reports](#)

15. Adjourn

16. CITY COUNCIL EXECUTIVE SESSION

The Sandy City Council met in executive session pursuant to ORS 192.660(2)(e).



Mayor, Stan Pulliam



City Recorder, Jeff Aprati