



City of Sandy

Agenda

City Council Meeting

Meeting Date: Monday, October 5, 2020

Meeting Time: 6:00 PM

Page

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/85264401469>
- If you would rather access the meeting via telephone, dial (253) 215-8782. When prompted, enter the following meeting number: 852 6440 1469
- 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 October 2 and arrangements will be made to facilitate your participation.

2. CITY COUNCIL WORK SESSION - 6:00 PM

2.1. **Board and Commission Appointments - Process Discussion**

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[Board and Commission Appointments - Process Discussion](#)

2.2. **Transportation System Development Charges and Capital Funding Discussion**

3. CITY COUNCIL REGULAR MEETING - 7:00 PM

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

6. CHANGES TO THE AGENDA

7. PUBLIC COMMENT

The Council welcomes your comments 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** 6 - 19
[City Council - 21 Sep 2020 - Minutes](#)

9. NEW BUSINESS

- 9.1. **Chamber of Commerce Funding Support Request** 20 - 21
[Sandy Chamber of Commerce Funding](#)

10. REPORT FROM THE CITY MANAGER

11. COMMITTEE /COUNCIL REPORTS

12. ADJOURN



Staff Report

Meeting Date: October 5, 2020

From Jeff Aprati, City Recorder

SUBJECT: Board and Commission Appointments - Process Discussion

BACKGROUND:

BOARD AND COMMISSION VACANCIES

The following board and commission openings either currently exist, or will exist as of January 1, 2021:

PLANNING COMMISSION

<u>Seat</u>	<u>Current Member</u>
4	Todd Mobley
5	John Logan
6	Christopher Mayton

PARKS AND TRAILS ADVISORY BOARD

<u>Seat</u>	<u>Current Member</u>
1	Kathleen Walker
2	Susan Drew
3	Michael Weinberg
7	<i>(vacant)</i>

ARTS COMMISSION

<u>Seat</u>	<u>Current Member</u>
2	<i>(recently vacated due to resignation)</i>
3	<i>(recently vacated due to resignation)</i>
4	<i>(recently vacated due to resignation)</i>
5	Dan Bosserman
6	Linda Malone
7	Pamela Smithsted

PROPOSED NEXT STEPS

Planning Commission

The City's Advisory Boards and Commissions Policy states that applicants for commissions will be interviewed first, followed by a formal vote of the City Council. Past practice has held that the interview panel is comprised of members of the Council (one of whom is the Council liaison) and the chair of the commission, with the staff liaison present as an administrative resource. Whether this involves a total of two or three members of the Council is subject to the Council's discretion (most recently, Mayor Pulliam, Council President Pietzold, and Councilor Exner all served on the interview panel, along with the Commission Chair).

Commission openings were advertised in the most recent Sandy Source newsletter, and will also be promoted on social media. A form on the City's website is being used to collect applications: <https://www.ci.sandy.or.us/planning-commission-application-form>

Staff will coordinate interviewer schedules, with interviews anticipated to occur in early November. The current plan is for the Council to vote on appointments in early December.

Parks and Trails Advisory Board

In the interest of consistency, the City can mirror the interview process used by commissions (outlined above). Two representatives from the Council on the interview panel (along with the Board Chair) is likely sufficient in the case of advisory boards.

Board openings were advertised in the most recent Sandy Source newsletter, and will also be promoted on social media. A form on the City's website is being used to collect applications: <https://www.ci.sandy.or.us/parks-board-application-form>

Staff will coordinate interviewer schedules, with interviews anticipated to occur in early November. The current plan is for the Council to vote on appointments in early December.

Arts Commission

Due to recent turnover on the Arts Commission and challenges experienced during the Growing Together mural process, staff is recommending a strategic pause of the commission to allow time to evaluate the body's structure, composition, and direction. Staff intends to bring a proposal for Council action in the near future that addresses the elements below, after which new members can be recruited and appointed:

- Commission vs. advisory board structure
- Residency requirements (in city vs. out of city)
- 2021 Work Plan (with particular focus on developing an Arts Master Plan)

RECOMMENDATION:

Staff recommends the Council provide direction on the following questions:

- Which Council members will participate on the Planning Commission interview panel?
- Which Council members will participate on the Parks and Trails Advisory Board interview panel?
- Does the Council concur with staff's proposal for a strategic pause of the Arts Commission?



MINUTES
City Council Meeting
Monday, September 21, 2020 City Hall- Council Chambers, 39250
Pioneer Blvd., Sandy, Oregon 97055 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, Mike Walker, Public Works Director, Kelly O'Neill, Development Services Director, David Doughman, City Attorney, Emily Meharg, Senior Planner, Ernie Roberts, Police Chief, Greg Brewster, IT/SandyNet Director, Tyler Deems, Finance Director, and Jeff Aprati, City Recorder

MEDIA PRESENT: none

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_mv2UJGvYfg

2. Pledge of Allegiance

3. Roll Call

4. Changes to the Agenda

5. Public Comment

None.

6. Consent Agenda

6.1. **City Council Minutes** - 08 Sep 2020

6.2. **Amendment to Agreement between Skyview Acres Water Company and the City**

Staff Report - 0315

Moved by Bethany Shultz, seconded by John Hamblin

Adopt the Consent Agenda.

CARRIED. 7-0

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

7. Ordinances

7.1. Ordinance 2020-24

8 - 14

Code amendments to Chapters 17.10, 17.84, and 17.100

Staff Report - 0321

Abstentions: none

Conflicts of Interest: none

Staff Report

The **Senior Planner** summarized the staff report included in the agenda packet. Presentation slides are attached to these minutes. The proposed code modifications would incorporate specific traffic standards directly into the code, rather than solely within the Transportation System Plan (TSP), in accordance with case law regarding clear and objective standards. Other changes included cul-de-sac standards, transportation impact analyses, and gender-neutral terminology. The **Development Services Director** added that the proposed changes were primarily intended to prevent a reoccurrence of the traffic-related challenges experienced during the Bailey Meadows development (in addition to the recently-adopted changes to the annexation code).

Councilor Lee asked about 17.100.900 regarding payment of sign costs. The **Development Services Director** referred the question to the **Public Works Director**.

Council President Pietzold noted several sections where specific language regarding broadband fiber should have been added, including 17.100.00, 17.100.260, and 17.100.310. The consensus of the Council was that broadband fiber language should indeed be specifically added to those three sections. The **City Attorney** advised that staff could make such edits during the public hearing provided they were displayed publicly before any motions

to adopt the ordinance were made.

Councilor Exner inquired about edits to the definition of Residential Minor Arterial regarding right-of-way width. The Senior Planner stated that changes would make the code consistent with the definition in the TSP.

Public Testimony

Testimony in Favor: none

Testimony Opposed: none

Neutral Testimony: none

Staff Recap: none

****The public hearing was closed at this point. See motion below.****

Discussion

Councilor Exner expressed his support for the ordinance. He asked about how to address sidewalks that do not meet the minimum standards listed in the code. The **Development Services Director** stated that improvement of the sidewalk could potentially be required if the property improves in the future, though the City typically tends to be relatively lenient on such issues. He also stated that sidewalk obstructions should be remedied proactively by the City.

Mayor Pulliam thanked staff for their efforts to address this issue as quickly as possible.

The **Senior Planner** shared her screen via Zoom to confirm that the requested edits to sections 17.100.00, 17.100.260, and 17.100.310 had in fact been made, adding specific language concerning broadband fiber.

The **City Recorder** performed the first and second readings of Ordinance 2020-24 by title.

Moved by Carl Exner, seconded by John Hamblin

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

Approve the first reading of Ordinance 2020-24, as amended.

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 Jeremy Pietzold

Approve the second reading of Ordinance 2020-24, as amended.

CARRIED. 7-0

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

[Staff Report Presentation Slides](#)

8. Old Business

8.1. Code of Conduct for Boards and Commissions

Staff Report - 0322

The **City Recorder** summarized the staff report, stating that the City currently lacks specific guidelines for members of boards and commissions regarding conduct, mutual expectations, decorum, and interactions with City officials and the public. Adopting such policies would facilitate the ability of board and commission members to serve effectively and would create consistency across the City. The language included is intended to reinforce that members of boards and commissions are regarded as representatives of the City, and that the Council may take conduct into account when making appointment decisions. The code also provides a certification document for members to sign in the interest of accountability. Nothing in the proposed code is anticipated to conflict with existing board bylaws or roles and responsibilities documents. The proposed code articulates the values of respect, integrity, and service; it addresses decorum and civility, ad-hominem comments, political involvement as a board member, and boundaries and expectations regarding interactions with city staff; and it calls for truth and forthrightness in social media

interactions.

Councilor Lee proposed including language calling for board members to "act with professionalism" in addition to courtesy and respect. The Council concurred with her suggestion.

Councilor Exner inquired about the proposed language regarding gifts and special considerations. **Mayor Pulliam** suggested the language should simply cite Oregon ethics law requirements, and the **City Attorney** agreed. The Council concurred with this suggestion. **Councilor Exner** also asked about flexibility regarding language calling for board members to make every effort to attend meetings. The **City Recorder** stated that while the code lays out the general principle that board members should attend meetings, individual boards and commissions specify their own specific attendance requirements in their bylaws.

Moved by Laurie Smallwood, seconded by Jan Lee

Adopt the Code of Conduct for Boards and Commissions.

CARRIED. 7-0

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

9. Report from the City Manager

The **City Manager** delivered a debrief on the recent wildfire emergency. He thanked the Police Department for their efforts and communication during the crisis, and praised Public Works and SandyNet staff for maintaining vital infrastructure. He also praised the leadership and support offered by local leaders and community members. He noted the impact of hazardous smoke on the community and on city staff. He shared that a regional debrief would be held in the coming days during which communication and coordination challenges experienced during the crises could be addressed.

Mayor Pulliam praised the public updates and communications issued during the emergency, as well as the actions of staff in assisting with relief efforts and offering support services.

Council President Pietzold concurred. He also asked about the recent closure of Bluff Road. **Councilor Smallwood** responded that several power poles were blown over in the storm, and that the hazard could not be mitigated until the ensuing fire emergency abated.

Councilor Exner expressed thanks for the community support that was offered including for evacuees from Estacada and for local seniors.

10. Committee /Council Reports

Councilor Shultz: the Library has restarted curbside services after being impacted by wildfire smoke. Limited public computer access will also begin this week. She asked about progress made on the issue of increasing employee safety outside of City facilities. The **City Manager** stated that options for increasing outdoor lighting are being pursued, as well as keycard access to the building. **Councilor Shultz** asked that tot lots be unlocked given the updates to the Governor's COVID-19 regulations. She expressed disappointment with the recent Arts Commissions resignations, noting that proper processes had been followed with respect to the mural. She thanked the staff for their emergency management and communications during the wildfire crisis.

Councilor Exner: also expressed disappointment with the recent Arts Commissions resignations, and noted that it may be prudent to develop a work plan and wait for the board to add new members before resuming meetings. He asked for clarification regarding the disposition of donations previously made for the Growing Together mural. He thanked staff for finding a way to facilitate the recent Movies in the Park event with COVID-19 safety precautions. He asked whether the City can do anything to contribute to fire protection, including vegetation separation and mowing of overgrown areas. He thanked the community for coming together to assist during the wildfire crisis.

Councilor Lee: noted that the recent transit meeting was postponed, and that the six city climate action work group she has been attending continues to be productive. She thanked the **Police Chief** and **Councilor Smallwood** for their efforts during the wildfire crisis.

Councilor Hamblin: added his thanks for the crisis communications during the wildfire crisis. He asked whether anything could be done to reduce confusion regarding solid waste and recycling pickup schedule changes. He asked whether wood from downed trees could be used by local residents, and asked whether the scheduled storm debris cleanup event would be rescheduled. Staff confirmed it would be.

Councilor Smallwood: also expressed disappointment with the recent Arts Commissions resignations. She applauded the community response during the wildfire crisis, and praised Sandy's Helping Hands for their food distribution efforts.

Council President Pietzold: also praised the community response during the wildfire crisis. He also thanked Police and Public Works staff for responding during the

emergency, and noted the advantages of the City's underground fiber infrastructure. The next economic development committee meeting will occur in October. OBAC will discuss emergency preparedness at its next meeting; wildfires should be prepared for in addition to earthquakes. He noted that online school has begun and expressed appreciation for SandyNet.

Mayor Pulliam: noted that many new volunteers stepped forward during the wildfire emergency. He praised the community members involved in distributing food at the local Les Schwab. He expressed appreciation for the deepening working relationship with the Oregon Trail School District. He thanked Congressman Blumenauer and Senator Merkley for their offers of assistance during the wildfire crisis and with respect to the City's wastewater projects. He thanked members of the Arts Commission who recently resigned for the time and effort they contributed to the community. He expressed confidence in ODOT regarding traffic signal improvements. He noted that past-due utility account balances have grown large during the COVID-19 temporary relief program, which will have to be addressed. He asked whether federal COVID-19 relief funds could possibly be used for this purpose. Staff confirmed that this option is being explored by staff. **Mayor Pulliam** also noted that he and the **City Manager** will meet soon with the Chamber of Commerce to discuss possible funding assistance options.

11. Staff updates

11.1. [Monthly Reports](#)

12. Adjourn

Mayor, Stan Pulliam

City Recorder, Jeff Aprati

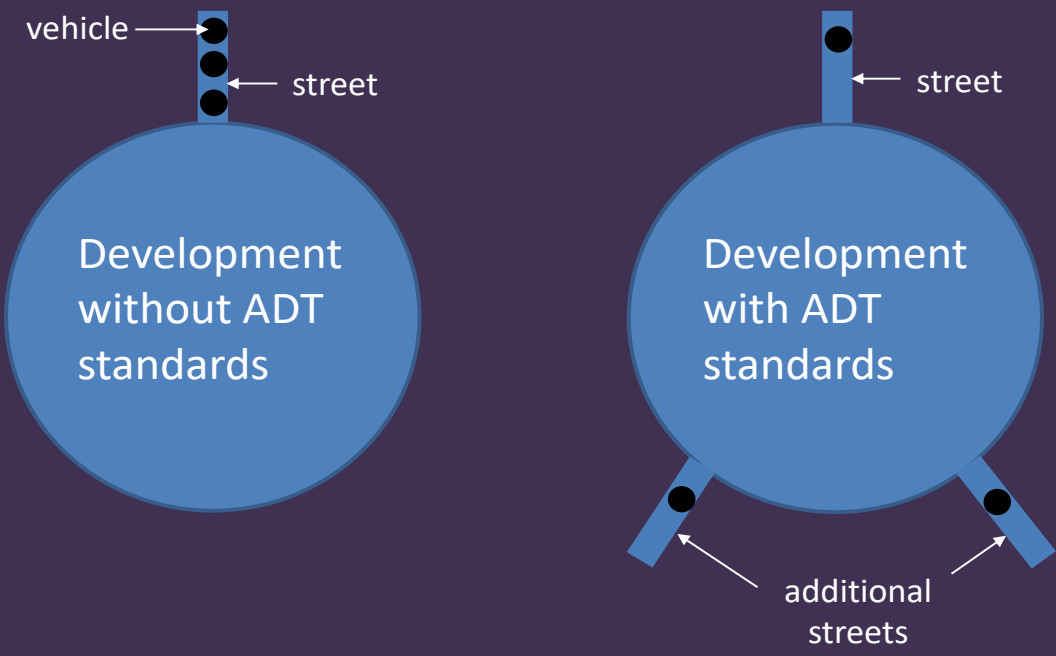
**Chapters 17.10, 17.84, and 17.100
Code Modifications**

Council Meeting 9/21/2020

Code Amendments Overview

- Primary goal: to incorporate average daily traffic (ADT) standards into the development code.
- Current development code doesn't contain a clear and objective criterion that requires subdivisions and other land division applications to adhere to the ADT standards for local streets.
- Proposed code edits add a clear and objective criterion related to ADT standards and clear and objective language related to transportation impact studies.
- Staff worked closely with the City Attorney and Transportation Engineers to revise the proposed code amendments.

ADT Requires More Connections



Chapter 17.10 Code Amendments Summary

- Added definition of average daily traffic (ADT).
- Added ADT limit for local streets.
- Revised language regarding green streets.
- Other housekeeping amendments, including gender-neutral terminology.

Chapter 17.84 Code Amendments Summary

- Revised cul-de-sac standard to be clear and objective.
- Added clear and objective language related to transportation impact analysis.
- Other housekeeping amendments.

Chapter 17.100 Code Amendments Summary

- Added compliance with ADT standards on local streets to land division criteria.
- Exempted ADT standard compliance on local streets for outright permitted development in the Central Business District, C-1.
 - *Note: Without this exemption the redevelopment of Pleasant Street would be problematic. The proposed language only exempts outright permitted uses; whether or not to exempt conditional uses in the C-1 is a policy call for Council.*
- Increased tentative plat approval to 2 years with the ability for the Director to grant a 1 year extension.
 - *Note: Staff originally proposed a second extension to be granted by the Planning Commission, but the Planning Commission recommended to remove the second extension.*
- Added clarification to street signs, street surfacing, street lighting, bonds, and performance guarantee sections.
- Other housekeeping amendments.

Recommendation

- Staff recommends the City Council approve the proposed modifications to Chapters 17.10, 17.84, and 17.100.



Staff Report

Meeting Date: October 5, 2020
From Jordan Wheeler, City Manager
SUBJECT: Sandy Chamber of Commerce Funding

BACKGROUND:

The Sandy Chamber of Commerce is experiencing financial hardship due to impacts of the coronavirus pandemic on businesses, and the restrictions on events that limit the Chamber's fundraising activities and events. The Chamber has not been collecting membership dues and their other largest source of revenue, the Music Fair and Feast, was canceled. Historically, the Chamber had other sources of funding including from the City, County Tourism, and additional fundraising events.

The Chamber Board recently approached the city with a request for funding assistance and staff and the Mayor have met with Board members to discuss the request and the financial impact of the coronavirus on the organization. Their initial request is for \$45,000 that would provide support through the end of the fiscal year. The Chamber Board will be providing an updated request that reflects the period of October through June 2021.

If the Council agrees to provide funding support, one option is to provide a one-time emergency grant that is reimbursable with the City's reserved allotment of Coronavirus Relief Funds (CRF). Economic support to businesses impacted by the coronavirus emergency is an eligible CRF expense. Staff believes that the use of the funds as a grant would be appropriate given the impact to the Chamber's revenue and operations and ability to raise funds are directly impacted by the pandemic. Alternatively, the other source of possible funding would be via the General Fund's reserves.

The question of ongoing financial support for the Chamber's operations could be reviewed as part of the Budget Committee's and City Council's review and deliberations on the BN 21-23 budget.

Coronavirus Relief Funds

The City was allocated approximately \$325,000 in coronavirus relief funds of which \$182,970 is remaining. The funds must be used prior to December 31, 2020. The City has already submitted for two rounds of reimbursement for eligible expenditures. This includes the small business emergency relief funds and costs associated with the personal protection equipment and other measures to protect public and staff health and safety.

In light of the continuing adverse impact the pandemic is causing for our residents and businesses, the Council may want to consider additional assistance programs for the community. That could include another round of small business grants or grants to residents who have been adversely impacted by the coronavirus pandemic.

RECOMMENDATION:

Staff recommends the City Council discusses the request and options for providing financial support.

BUDGETARY IMPACT:

If the Council decides to provide funding support, the General Fund would be the source of funding that the City would then submit for reimbursement through Coronavirus Relief Funds.