



**MINUTES**  
**Sandy Urban Renewal Board Meeting**  
**Wednesday, February 3, 2021 6:00 PM**

**BOARD PRESENT:** Carl Exner, Councilor, Jeremy Pietzold, Council President, Laurie Smallwood, Councilor, Don Hokanson, Councilor, Kathleen Walker, Councilor, Richard Sheldon, Councilor, Khryss Jones, Chamber Director, and Phil Schneider, Fire Chief

**BOARD ABSENT:** Stan Pulliam, Mayor

**STAFF PRESENT:** Tyler Deems, Deputy City Manager / Finance Director, David Snider, Economic Development Manager, Greg Brewster, IT/SandyNet Director, Ernie Roberts, Police Chief, Jordan Wheeler, City Manager, Jeff Aprati, City Recorder, and David Doughman, City Attorney

**MEDIA PRESENT:**

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**1. MEETING FORMAT NOTE**

The Urban Renewal Board 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](https://www.youtube.com/channel/UCbYEclgC6VW_mV2UJGyvYfg)

**2. Roll Call**

**3. New Business**

3.1. **Covered Structure Grant Application: Sandy Family Restaurant / Ria's Bar** 5 - 8

Staff Report - 0371

The **Economic Development Manager** summarized the staff report, stating that the choices before the Board are to approve the original application, approve the modified application, or deny the application.

**Councilor Hokanson** asked staff to explain the modified application. The **Economic Development Manager** explained that the modified request would tie the outdoor structure into the existing roof of the building, both for enhanced aesthetics and ease of connecting electricity.

**Councilor Walker** asked the following underlined questions, which are

followed by answers from the **Economic Development Manager**:

- What are the costs of the architectural design? Approximately \$1,000. Is that part of the grant? If so, it would be helpful to include this in future staff reports. Yes.
- Would this change the roof pitch of the original structure? No.
- Do we have copies of the other two bids? Yes.
- Does this proposal meet all of the Sandy Style elements? Yes, to the best of my knowledge at this time.
- How many parking spaces would be eliminated under this proposal? 3.
- Is it acceptable for downspouts to drain into the parking lot? Yes, that is legal.
- Why is the contingency about \$10,000? That seems unusually high for this type of project. The \$10,000 also covers additional elements allowed under the program, such as seating. The amount was suggested by the **Development Services Director**.

**Councilor Walker** also expressed concern about the amount of funds that will be available for other potential applicants.

**Chief Schneider** asked about the fire life safety considerations involved with tying the structure into the existing building. The **Economic Development Manager** confirmed that it would have to undergo all required inspections.

**Councilor Exner** noted that the matter before the Board is limited to the current application, not other potential future applications. He asked about any additional inspections that would be required, such as electrical. The **Economic Development Manager** confirmed that proper procedures would be followed.

**Councilor Hokanson** asked about whether OLCC approval has been secured. The **Economic Development Manager** stated that the building owner does not intend to serve alcohol in the new area. **Councilor Hokanson** suggested approving the application contingent on OLCC approval. The **City Attorney** suggested that language could be inserted into the resulting grant agreement stating that OLCC approval would be required.

**Councilor Sheldon** asked about the rationale for the amended, more expensive option. Staff confirmed its primary purpose would be aesthetic. He sought confirmation that extra contingency expenses would also be shared between the City and applicant, and that unused contingency would be retained by the City. Staff confirmed that would be the case.

**Executive Director Jones** expressed her support for the proposal, and stated

that the effect on parking would be negligible.

**Council President Pietzold** expressed support for the option including tie backs, stating it would result in a better overall building. He noted the roof has been recently replaced.

**Chief Schneider** asked about the budgetary impacts of the program reimbursement structure. The **Finance Director** stated that the full expenditures would be recorded, with reimbursements recorded as revenue separately. **Chief Schneider** asked about side coverings that could be installed during cold weather. The **Economic Development Manager** stated that a variety of such products exist.

**Council President Pietzold** noted that there are only five months left in the current budget cycle.

**Councilor Walker** asked whether the structure would be constructed directly on the pavement. Staff confirmed it would be. She emphasized the importance of ADA compliance, especially as public funds would be used. She asked what the process would be in the event of non-payment under the program. Staff stated that a lien would be placed on the property if that were to occur.

\*\*The Board voted on the grant application at this point. The motion is included below.\*\*

**Councilor Hokanson** suggested that the Board revise Section VIII of the Program Guidelines to reflect its intention to review applications directly, rather than through a grant review board. The Board concurred with this suggestion.

A copy of the amended guidelines are attached to these minutes.

**Moved by Laurie Smallwood, seconded by Carl Exner**

***Approve the revised grant application, in the amount of \$56,420.***

**CARRIED. 8-0**

Ayes: Carl Exner, Jeremy Pietzold, Laurie Smallwood, Don Hokanson, Kathleen Walker, Richard Sheldon, Khrys Jones, and Phil Schneider

Absent: Stan Pulliam

**Moved by Don Hokanson, seconded by Carl Exner**

***Amend Section VIII of the Program Guidelines to state that the Urban Renewal Board will review grant applications.***

**CARRIED. 8-0**

Ayes: Carl Exner, Jeremy Pietzold, Laurie Smallwood, Don Hokanson, Kathleen Walker, Richard Sheldon, Khrys Jones, and Phil Schneider

Absent: Stan Pulliam

[Permanent Outdoor Seating Structures - Guidelines - as amended by SURA 2-3-21](#)

**4. Adjourn**



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Council President, Jeremy Pietzold



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City Recorder, Jeff Aprati

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

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**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.

**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. 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 are administratively reviewed by the Development Services Director for compliance with the guidelines and review criteria set forth for this program.
- B. Grant applications shall be reviewed and approved by the Sandy Urban Renewal 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,

February 2021

unless an installment plan is entered into with the City Finance Director, in which case payment shall be made according to that installment plan.

**If you have additional questions, please contact:**

Economic Development Manager

David Snider

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