



# City of Sandy

## Agenda

### Sandy Urban Renewal Board Meeting

Meeting Date: Monday, January 3, 2022

Meeting Time: 6:00 PM

Page

#### 1. URBAN RENEWAL BOARD MEETING - 6:00 PM

This meeting will be conducted in a hybrid in-person / online format. The Council will be present in-person in the Council Chambers and members of the public are welcome to attend in-person as well. Members of the public also have the choice to view and participate in the meeting online via Zoom.

To attend the meeting in-person:

Come to Sandy City Hall (lower parking lot entrance).  
39250 Pioneer Blvd., Sandy, OR 97055

To attend the meeting online via Zoom:

Please use this link: <https://us02web.zoom.us/j/84320676290>  
Or by phone: (253) 215-8782; Meeting ID: 843 2067 6290

#### 2. ROLL CALL

#### 3. APPROVAL OF MINUTES

3.1. September 7, 2021

2 - 12

[Sandy Urban Renewal Board - 07 Sep 2021 - Minutes - Pdf](#)

#### 4. NEW BUSINESS

4.1. Covered Structures Round 2 (SURA) Application Review

13 - 67

[Covered Structures Round 2 SURA Application Review - Pdf](#)  
[Staff Presentation Slides](#)

#### 5. ADJOURN



**MINUTES**  
**Sandy Urban Renewal Board Meeting**  
**Tuesday, September 7, 2021 7:00 PM**

- BOARD PRESENT:** Carl Exner, Councilor, Jeremy Pietzold, Council President, Stan Pulliam, Mayor, Don Hokanson, Councilor, Kathleen Walker, Councilor, Richard Sheldon, Councilor, Khrys Jones, Chamber Director, and Phil Schneider, Fire Chief
- BOARD ABSENT:** Laurie Smallwood, Councilor
- STAFF PRESENT:** Jeff Aprati, City Recorder, Jordan Wheeler, City Manager, Tyler Deems, Deputy City Manager / Finance Director, Mike Walker, Public Works Director, David Snider, Economic Development Manager, Greg Brewster, IT/SandyNet Director, and David Doughman, City Attorney
- MEDIA PRESENT:** Sandy Post

Page

**1. Roll Call**

**2. APPROVAL OF MINUTES**

**2.1. July 19, 2021**

**Moved by Jeremy Pietzold, seconded by Kathleen Walker**

***Approve the minutes as presented.***

**CARRIED. 8-0**

**Ayes:** Carl Exner, Jeremy Pietzold, Stan Pulliam, Don Hokanson, Kathleen Walker, Richard Sheldon, Khrys Jones, and Phil Schneider

**Absent:** Laurie Smallwood

**3. New Business**

**3.1. Authorization of Round 2: Permanent Covered Structures Program**

4 - 11

Staff Report - 0471

Page 1 of 11

The **Economic Development Manager** summarized the staff report, which was included in the agenda packet. He also included presentation slides, which are attached to these minutes.

The Board discussed the proposed extension of the program, and explored the following topics:

- The applicability of Sandy Style to the structures
- The number of new applications anticipated in a second round
- The number of applications anticipated from outside the boundaries of the Urban Renewal Area
- Possible limits on structure size
- Concern about lighting quality, and opportunities for positive visual impact on the western edge of downtown
- Benefits of the structures for businesses and patrons
- Process for approval of new applications
- The need to address stormwater concerns on existing structures
- The need to establish a separate City program before projects outside the Urban Renewal Area could be funded
- The possibility of installing a structure in Centennial Plaza

**Moved by Kathleen Walker, seconded by Jeremy Pietzold**

***Authorize a second round of the Permanent Outdoor Covered Structures program, and amend the program guidelines as proposed in the staff report.***

**CARRIED. 8-0**

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

Absent: Laurie Smallwood

[Covered Structures Round 2](#)

**4. Adjourn**



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Mayor, Stan Pulliam

Sandy Urban Renewal Board  
September 7, 2021



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City Recorder, Jeff Aprati

Draft

# Covered Structures

Round 2 Discussion



# Ria's/Sandy Family Restaurant

Completed June 2021



# Le Happy Creperie & Bar

Completed July 2021



# Red Shed Public House

Completed August 2021





# Boring Brewing

Completed August 2021



# Sandlandia

Estimated completion September 2021

## Permanent Outdoor Covered Structures Program: Current Program Status - September 2021

Business	Project Status	D&E costs	Contract price	Exhibit A items	Change Orders	Final City Project Cost ((Contract price + Exhibit A + COs) * 0.8) + D&E
<b>Ria's</b>	complete	\$5,250	\$69,820	\$5,768	\$7,047	<b>\$71,358</b>
<b>Le Happy</b>	complete	\$6,240	\$71,289	\$0	\$21,794	<b>\$80,706</b>
<b>Sandlandia</b>	almost complete	\$5,250	\$69,500	\$1,140	\$14,687	<b>\$73,512</b>
<b>Boring Brewing</b>	complete	\$5,250	\$90,837	\$1,476	\$11,973	<b>\$88,679</b>
<b>Red Shed Public House</b>	complete	\$5,250	\$89,450	\$1,476	\$8,554	<b>\$84,834</b>
<b>No Place Saloon</b>	prepping for construction	\$5,250	\$58,695	\$0	\$0	<b>\$52,206</b>
<b>Tollgate Inn &amp; Bakery</b>	needs addtl research	\$0			\$0	<b>\$0</b>
<b>Current program totals:</b>		<b>\$32,490</b>			<b>\$64,055</b>	<b>\$451,295</b>

## Covered Structures – Summary of recommended program changes

- **Change orders:** If COs exceed 10% of the contract price on any project, they will be brought before the SURA Board for additional review and approval.
- **Tables and chairs:** Remove these items as an approved expense in the Program Guidelines.
- Any additional program changes requested by the SURA Board.



## Staff Report

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**Meeting Date:** January 3, 2022  
**From** David Snider, Economic Development Manager  
**SUBJECT:** Covered Structures Round 2 SURA Application Review

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### **BACKGROUND / CONTEXT:**

The Permanent Covered Structures Program was established by the Sandy Urban Renewal Agency (SURA) Board on December 21, 2020 to assist local restaurant, bar, and athletic club owners with creating permanent outdoor covered structures for dining and workout spaces. Due to the success of this program, a second round of applications was approved by the SURA at their meeting on September 7th, 2021. A parallel but equal program for businesses outside the urban renewal district was also created at this meeting per SURA Board/City Council request.

Initial marketing for this program included program announcements via the City website newsfeed, official social media outlets and the City newsletter. A direct letter was sent to all remaining eligible businesses by the Economic Development Manager via first class mail. The application period opened at 12:01 AM on October 11th and closed at 5:00 PM on October 29th.

### Current Applications

For the second round of the Covered Structures grant program, the program received six qualifying applications from businesses within the urban renewal district and one non-qualifying application. All of the basic designs and site plans for the six projects below are shown in the attachment entitled "CS2 Proposed Designs" for your review.

The following businesses in the urban renewal district applied for projects in this round of the program:

- **La Bamba Mexican Restaurant**
- **Thai Home Restaurant**
- **Bigfoot Growlers Restaurant and Taproom**
- **Sandlandia II (east end of pod)**
- **Mt Hood Athletic Club I (pool structure)**
- **Mt Hood Athletic Club II (side of building)**
- **Sandy Inn Best Western**

The non-qualifying project we received is shown in red above. Because the Sandy Inn Best Western is not a food or beverage-based business or a fitness center, it does not meet the current objectives of the grant program, which are listed in the attached

program guidelines ("Permanent Outdoor Seating Structures R2 - SURA Guidelines") as follows:

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 throughout the City of Sandy.*

Although this proposed project is not currently eligible for the Covered Structures program, the SURA Board has the power to change the program guidelines to allow this project if it wishes to do so. The owner of the hotel did include a letter with his application stating the reasons why he would like to pursue a covered structure – that letter is included in the attached documents for your review.

Note: Staff also received two applications (Wippersnappers and Smoky Hearth) from businesses outside Sandy's urban renewal zone. These projects will need to be approved separately by the Sandy City Council, as funding for these projects must come from the general fund budget instead of the urban renewal agency's budget.

#### **KEY CONSIDERATIONS / ANALYSIS:**

##### Projected Costs

Cost estimate information for the six qualifying projects you are reviewing this evening are included in an attached table entitled "Project Table & Work Process Round II UR". This table includes brief project descriptions, as well as estimated construction cost and SURA cost ranges for each proposed project. We included the other two proposed projects outside the UR district (and the non-qualifying application) for reference purposes only.

The total estimated construction cost range for the six proposed urban renewal covered structure projects is \$465,000 to \$745,000. **The total estimated cost range that the SURA would be responsible for with regard to these projects is \$366,000 to \$486,000.**

- The SURA cost ranges are estimates for total project costs that the SURA will be ultimately be responsible for. These costs were determined by subtracting the applicant's 20% share of estimated project construction cost and adding \$5K for the design & engineering costs, which the grant program covers at 100%.
- According to the attached program guidelines, the Covered Structures grant program will cover 80% of project costs up to a maximum project cost limit of

**\$100,000.** Any project costs in excess of \$100,000 are the sole responsibility of the applicant.

Please keep the following items in mind when reviewing estimated costs:

- Estimated costs listed are only rough estimates based on the costs associated with the projects we completed in the first round – we will not know actual costs until we receive official bids for these projects.
- Although these cost ranges were developed with the assistance of our general design and engineering contractor (who also built 3 of these structures in the last round), it is difficult to assess materials costs at the moment as price and availability of some building materials seem to be in a state of constant flux due to supply chain problems caused by the pandemic. Because of these issues, we took a very conservative approach to estimating costs with this program. If it turns out that we overestimated costs significantly, we will return to the SURA Board for additional instruction.
- The “110% rule” is still in effect for this round of the program – i.e. if the low bid for any proposed project is higher than 110% of the top of the projected range, staff will return to the SURA Board for additional authorization prior to starting construction on the project.

**RECOMMENDATION:**

Staff proposes two policy questions for the second round of the Covered Structures Grant Program for the Board's consideration and requests the Board's direction.

**Question 1:** Shall the SURA Board change the program guidelines to allow businesses that are not primarily food/beverage based businesses or fitness centers to participate?

**Question 2:** Shall the SURA Board authorize funding and award grants for all six qualifying second-round projects OR authorize funding and award grants for only certain second-round projects?

Staff also recommends evaluating these proposed projects using program objectives (listed earlier in this report) and review criteria listed in the attached Program Guidelines (*Permanent Outdoor Covered Structures Program R2 – SURA Guidelines*) document for this program. The program review criteria are listed as:

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

**BUDGETARY IMPACT:**

Staff has set aside \$440,000 in the SURA budget for the second round of the Covered Structures program. If the Board decides to award funding in excess of this amount,

funding for other urban renewal grant programs like the Façade program, the TI program and other urban renewal grant programs could be impacted.

**SUGGESTED MOTION LANGUAGE:**

- *Motion for Question 1: "I move that we [approve/deny] the request to open the Permanent Outdoor Covered Structures - Urban Renewal grant program to businesses that are not food/beverage based businesses or fitness centers."*
- *Motion for Question 2*
  - *Option 1: "I move to authorize funding and award grants for all six eligible urban renewal project proposals detailed in the staff report."*

**OR**

- *Option 2: "I move to authorize funding and award grants for [project x, project y, project z...] as detailed in the staff report."*

**LIST OF ATTACHMENTS/EXHIBITS:**

- Attachment 1 -- CS2 Proposed Designs
- Attachment 2 -- Best Western letter to SURA Board for Grant Consideration 10-29-21
- Attachment 3 -- Project Table and Work Process Round II UR
- Attachment 4 -- Permanent Outdoor Covered Structures R2 - SURA Guidelines



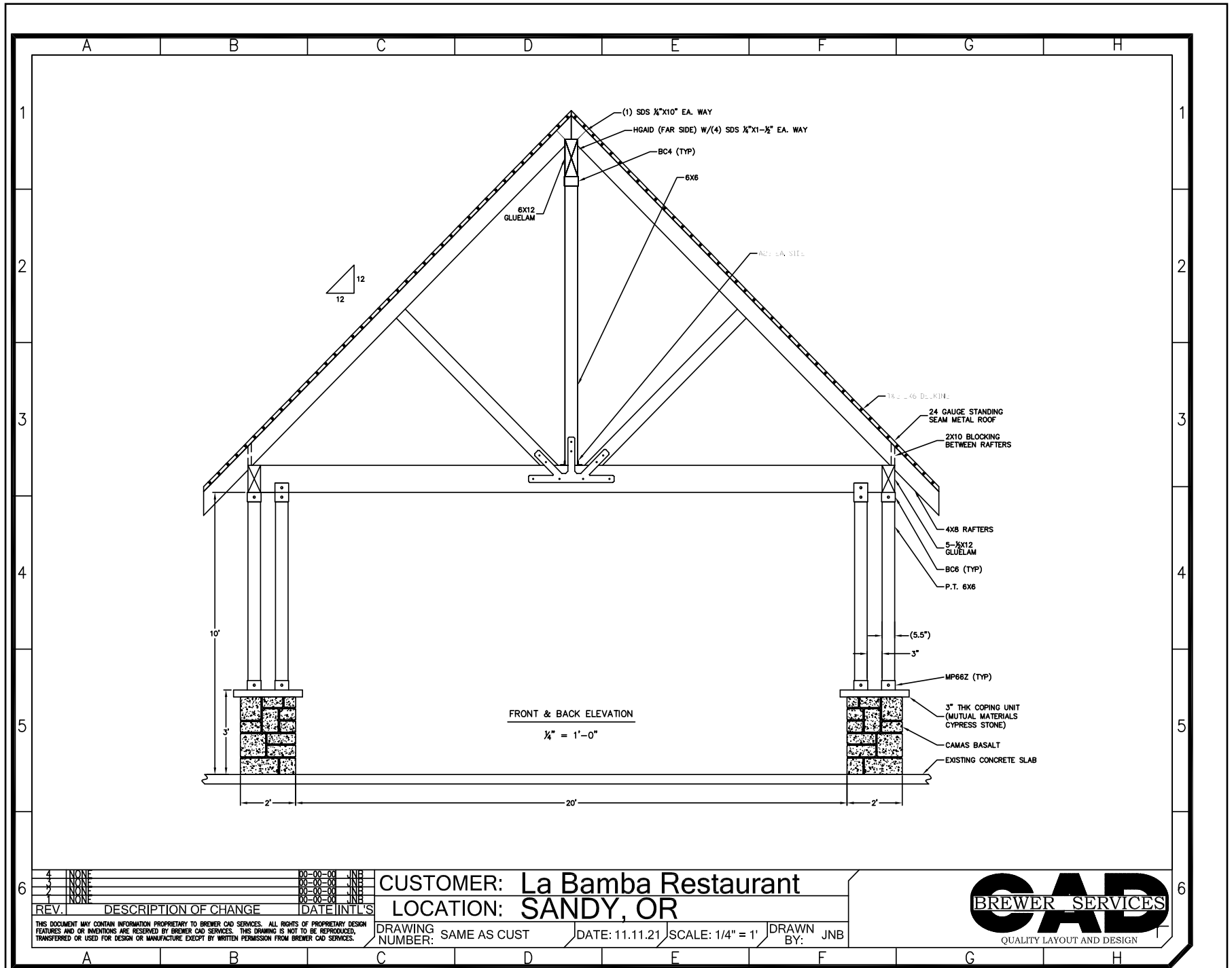
COVERED STRUCTURES GRANT PROGRAM  
ROUND II – JANUARY 2022

PROPOSED PROJECTS – DESIGN CONCEPTS  
AND SITE PLANS

URBAN RENEWAL PROJECTS

21-012 FAC: LA BAMBA MEXICAN RESTAURANT

PROPOSED DESIGN & SITE PLAN



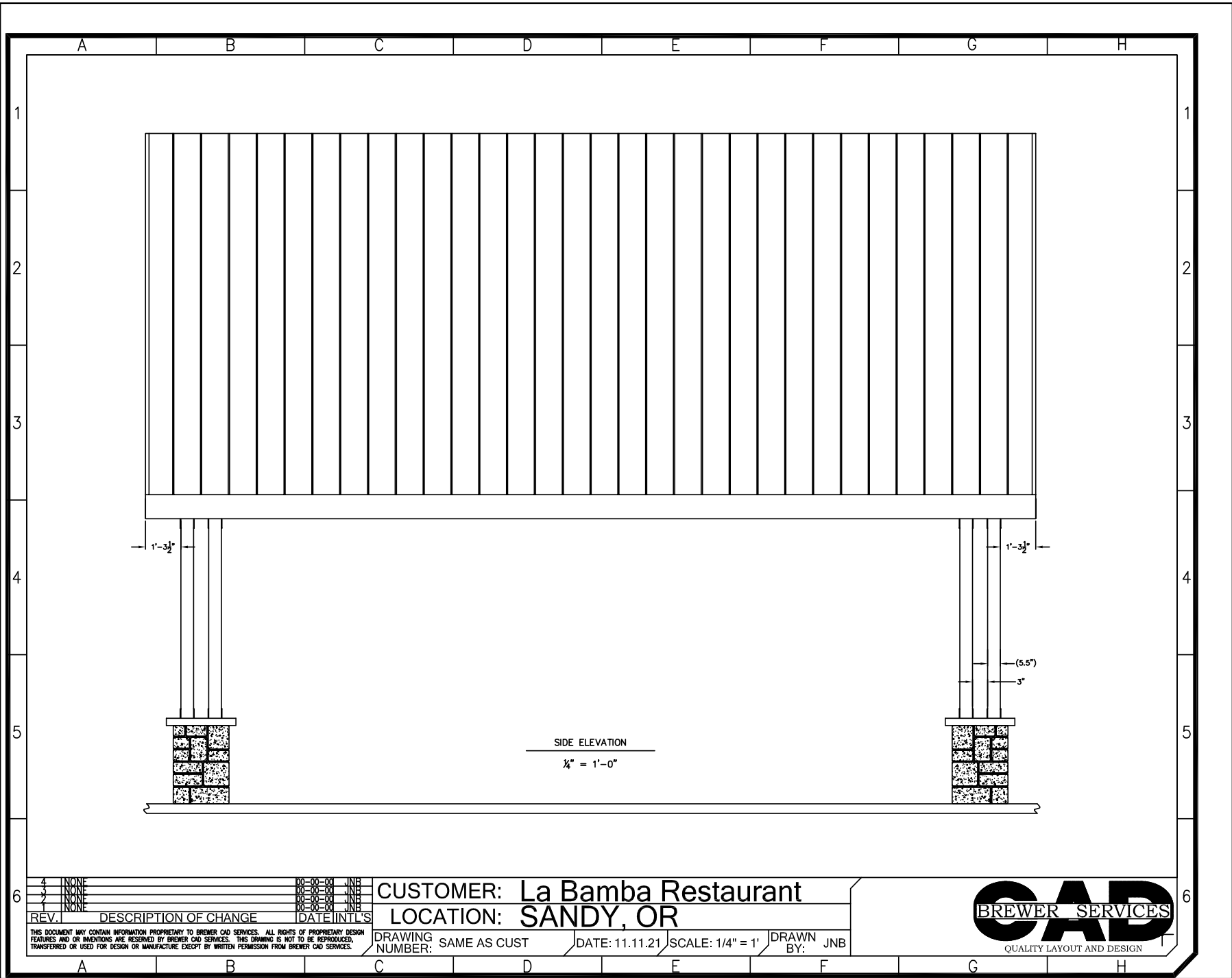
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**LOCATION: SANDY, OR**

DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 1/4" = 1'      DRAWN BY: JNB



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SIDE ELEVATION

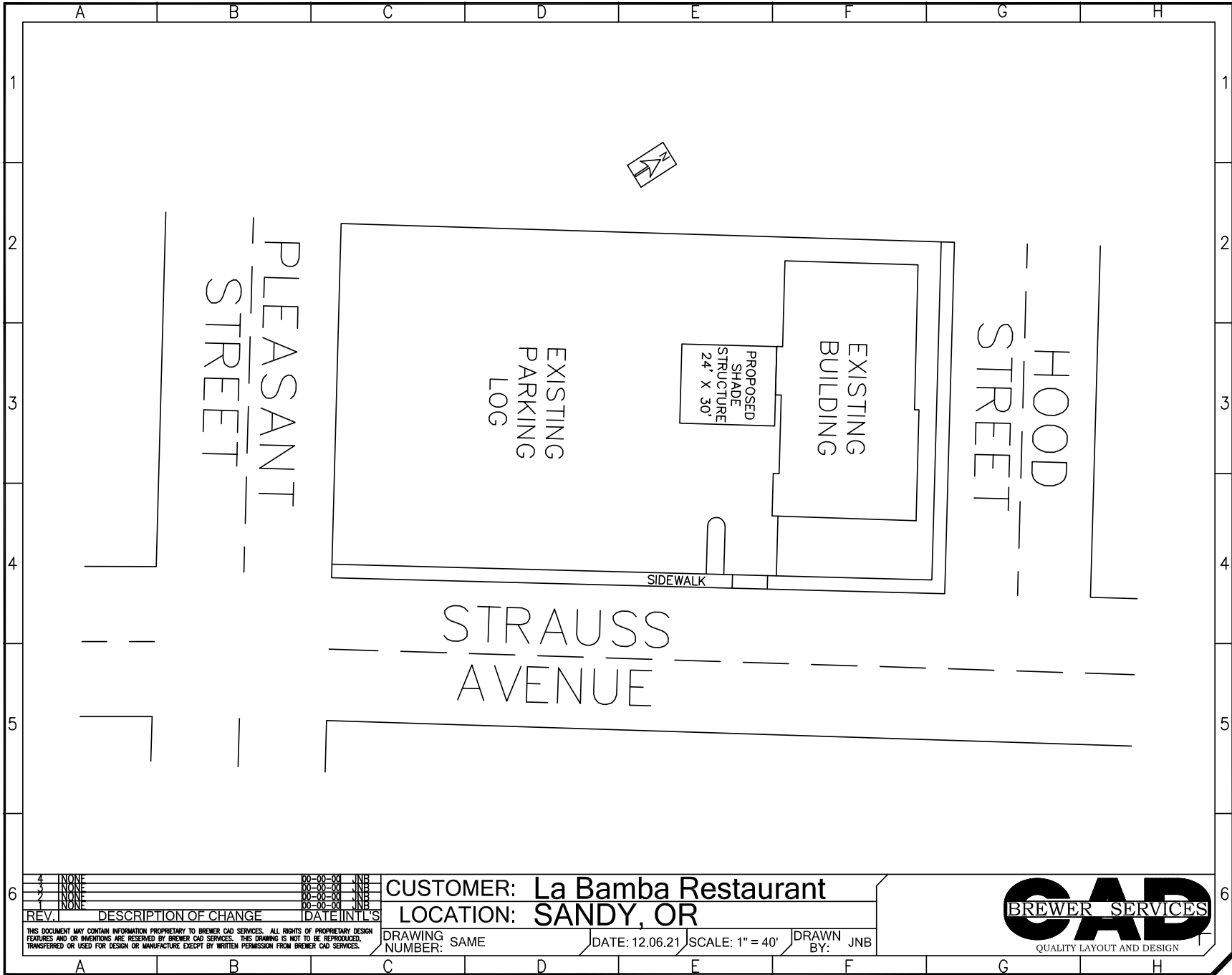
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 LOCATION: SANDY, OR

DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 1/4" = 1'      DRAWN BY: JNB





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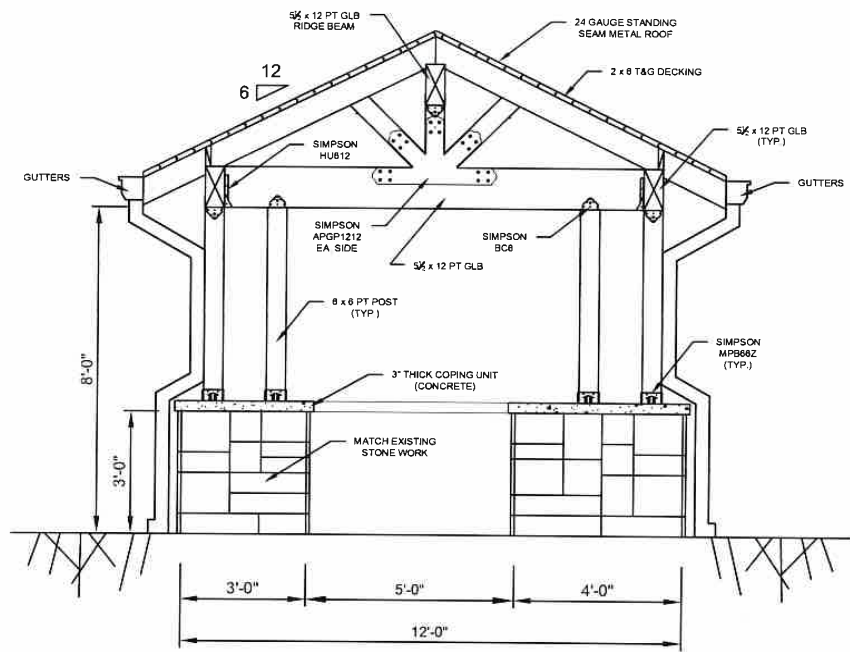


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DRAWING NUMBER: SAME      DATE: 12.06.21      SCALE: 1" = 40'      DRAWN BY: JNB

21-014 FAC: MOUNT HOOD ATHLETIC CLUB (POOL)

PROPOSED DESIGN & SITE PLAN



EXPIRES: 6-30-2022  
7-23-21

**SHADE COVER FRONT ELEVATION**

$\frac{1}{4}'' = 1'-0''$

**CONTRACTOR TO FIELD  
VERIFY ALL DIMENSIONS**

SCALES NOTED ON DRAWINGS ARE FOR  
11\"X17\" SHEET. SCALE ACCORDINGLY  
FOR DIFFERENT SIZE SHEET.

1419 Washington St.  
Suite 100  
Oregon City, Oregon 97045  
Work: 503-657-9800  
Cell: 503-449-3080  
Andy@jasenginc.com

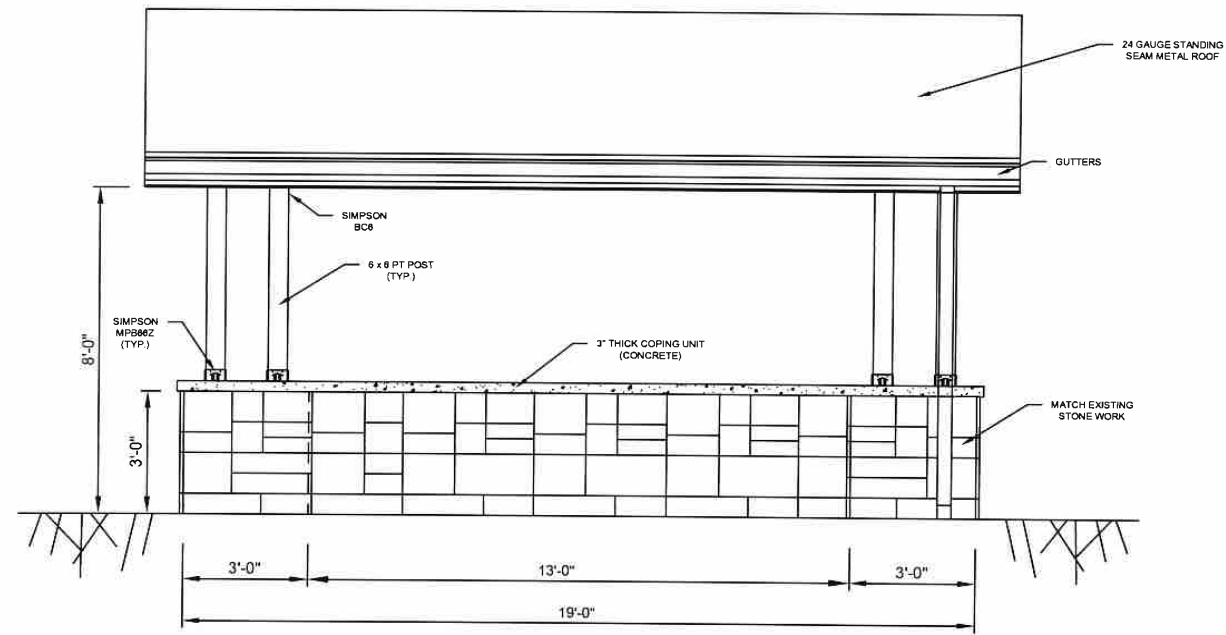


MT. HOOD ATHLETIC CLUB COVER STRUCTURE  
MOUNTAIN VIEW CONTRACTING  
37095 US-26,  
SANDY, OR 97055

COPYRIGHT 2021 JAS ENGINEERING	
DESIGN BY:	JAS
DRAWN BY:	DA5
JAS PROJ. NO.:	21-063
ISSUE DATE:	7/21/2021

SHEET TITLE:  
**FRONT  
ELEVATION**

SHEET NO.:  
**A-1.1**



EXPIRES: 6-30-2022  
7-23-21

**SHADE COVER RIGHT ELEVATION**  
**1/4" = 1'-0"**

**CONTRACTOR TO FIELD  
VERIFY ALL DIMENSIONS**

SCALES NOTED ON DRAWINGS ARE FOR  
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FOR DIFFERENT SIZE SHEET.

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Suite 100  
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Work: 503-657-9800  
Cell: 503-449-3080  
Andy@jasenginc.com



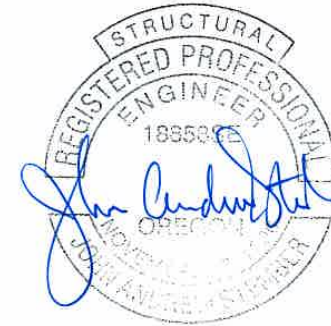
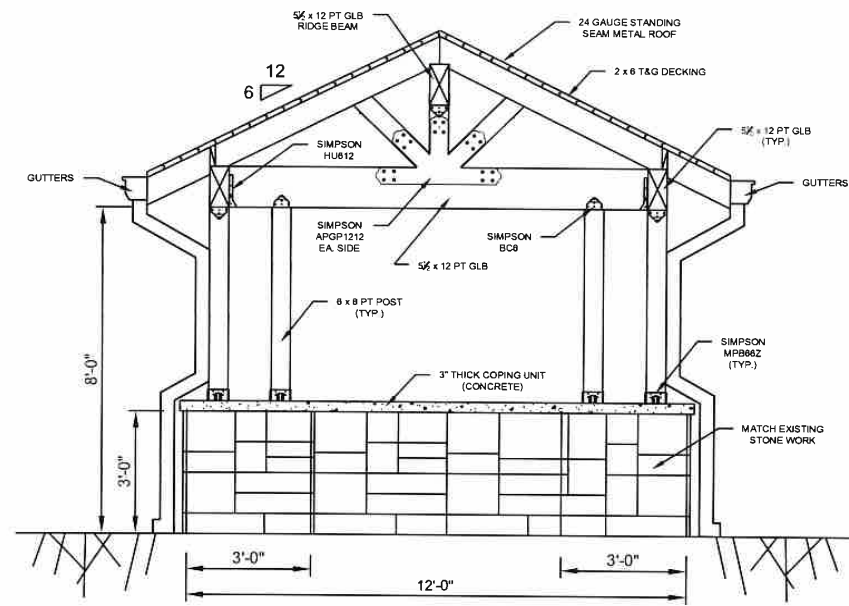
MT. HOOD ATHLETIC CLUB COVER STRUCTURE  
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JAS PROJ. NO.:	21-063		
ISSUE DATE:	7/21/2021		

SHEET TITLE:  
**RIGHT  
ELEVATION**

SHEET NO:  
**A-1.2**





EXPIRES: 6-30-2022  
7-23-21

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DRAWN BY:	DA5
JAS PROJ. NO.:	21-063
ISSUE DATE:	7/21/2021

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ELEVATION**

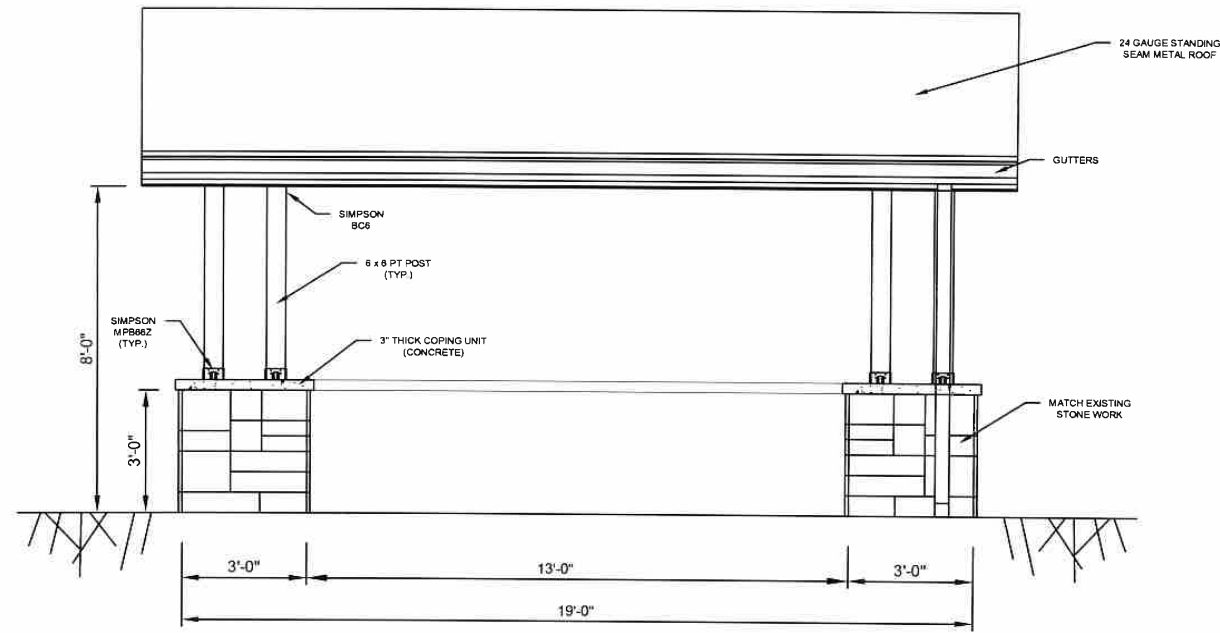
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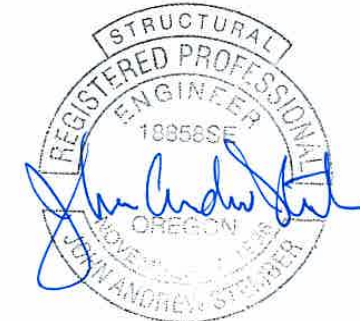
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VERIFY ALL DIMENSIONS**

**SHADE COVER REAR ELEVATION**

**1/4" = 1'-0"**

SCALES NOTED ON DRAWINGS ARE FOR  
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 EXPIRES: 6-30-2022  
 7-23-21

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JAS PROJ. NO:	21-063
ISSUE DATE:	7/21/2021

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**LEFT  
 ELEVATION**

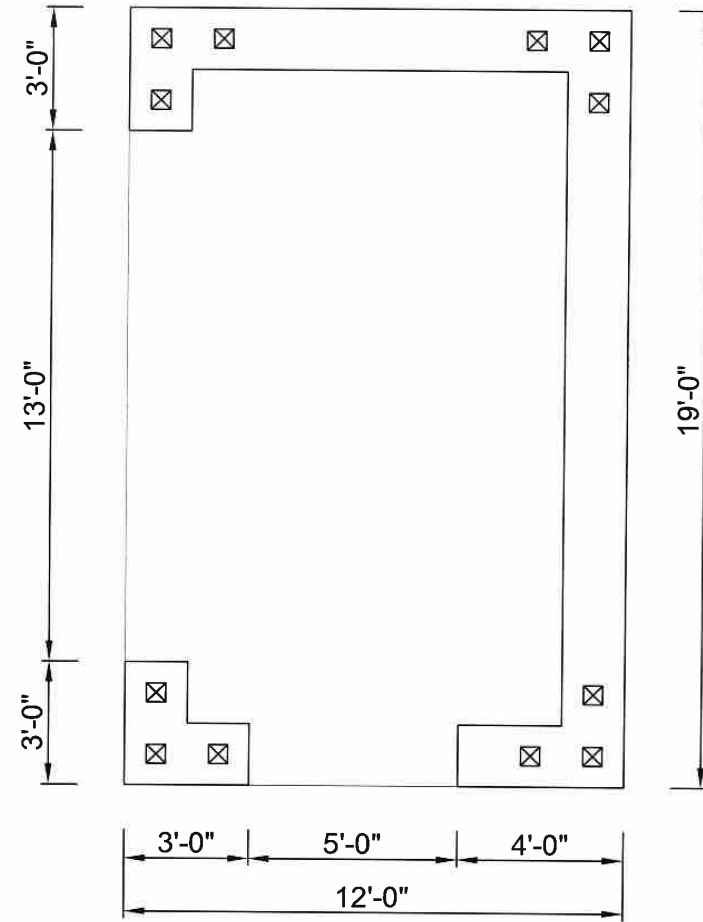
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 VERIFY ALL DIMENSIONS**

**CONTRACTOR TO FIELD  
VERIFY ALL DIMENSIONS**

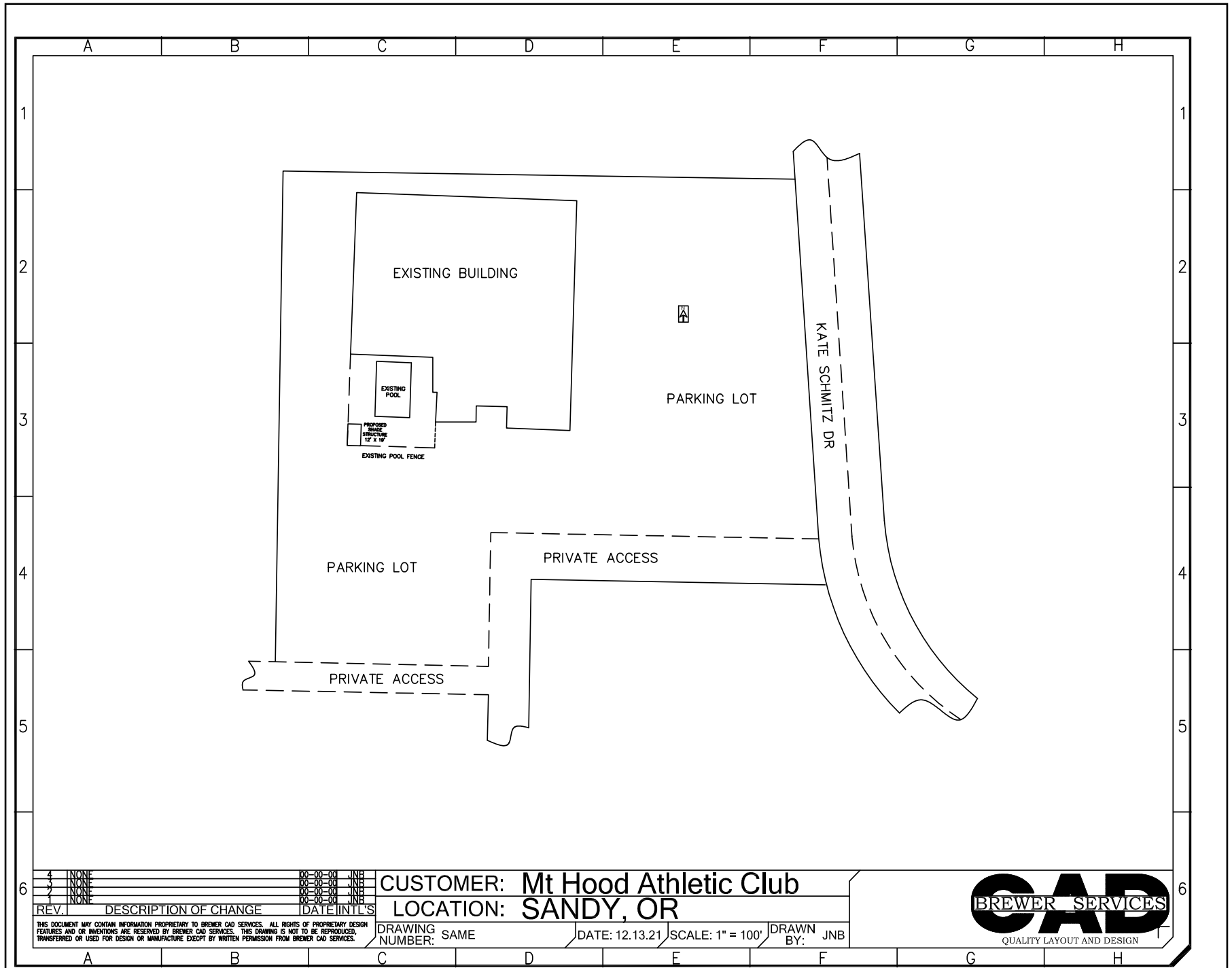


**SHADE COVER FLOOR PLAN**  
1/4" = 1'-0"



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<p>MT. HOOD ATHLETIC CLUB COVER STRUCTURE MOUNTAIN VIEW CONTRACTING 37095 US-26, SANDY, OR 97055</p>	
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<p>SHEET TITLE: <b>FLOOR PLAN</b></p>	
<p>SHEET NO: <b>A-2.1</b></p>	



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**CUSTOMER: Mt Hood Athletic Club**  
**LOCATION: SANDY, OR**

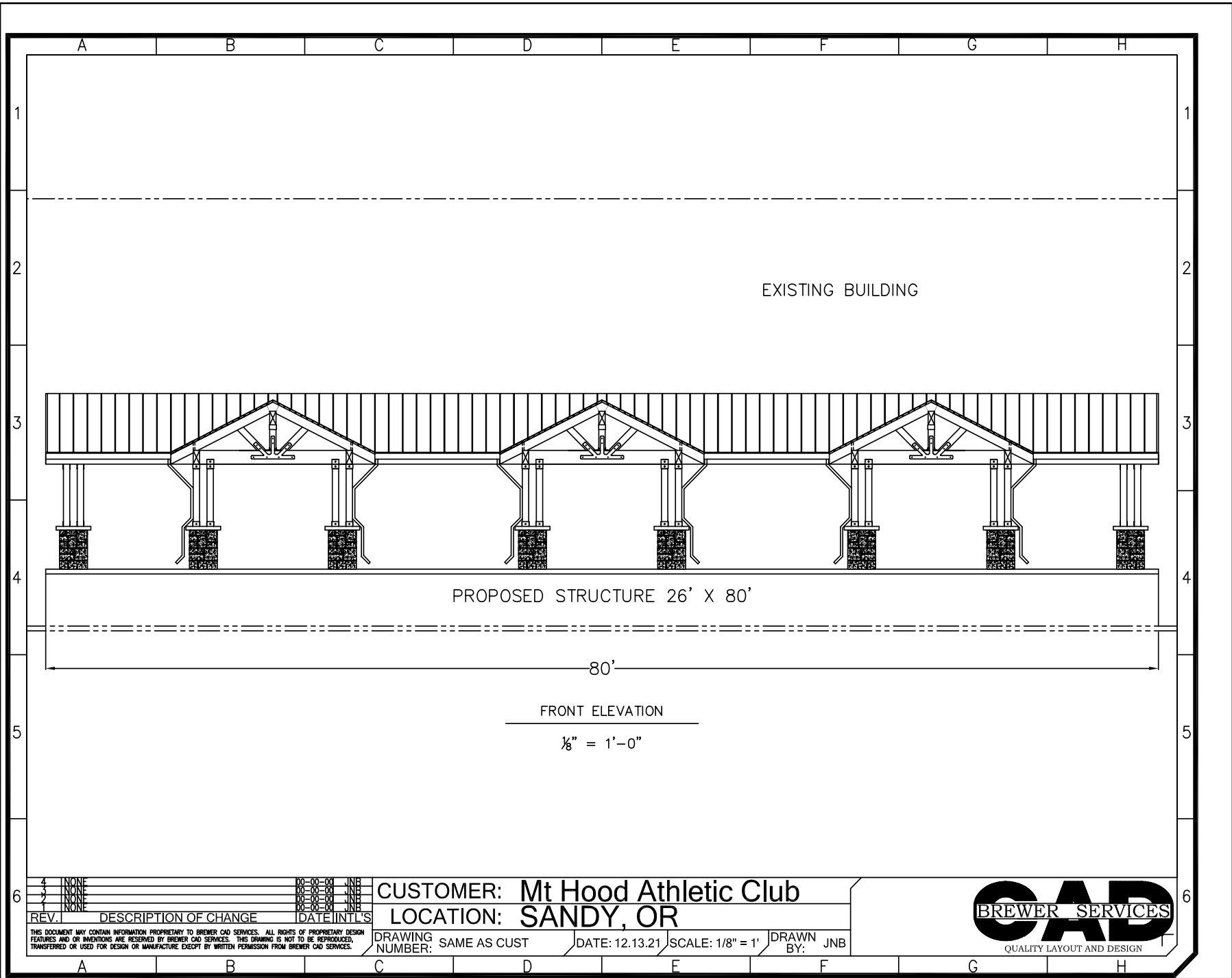
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21-015 FAC: MOUNT HOOD ATHLETIC CLUB (LARGE)

PROPOSED DESIGN & SITE PLAN



EXISTING BUILDING

PROPOSED STRUCTURE 26' X 80'

80'

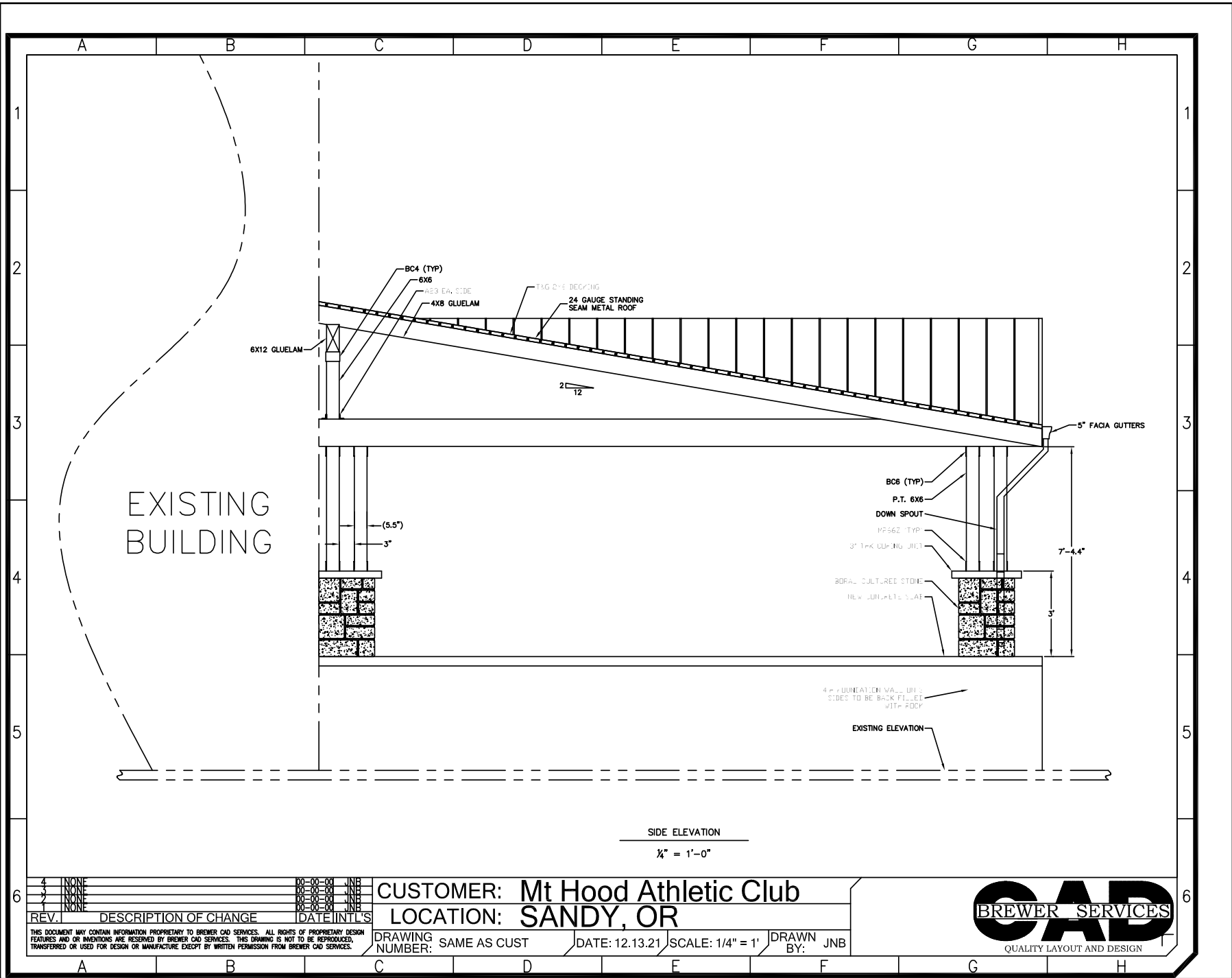
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SIDE ELEVATION

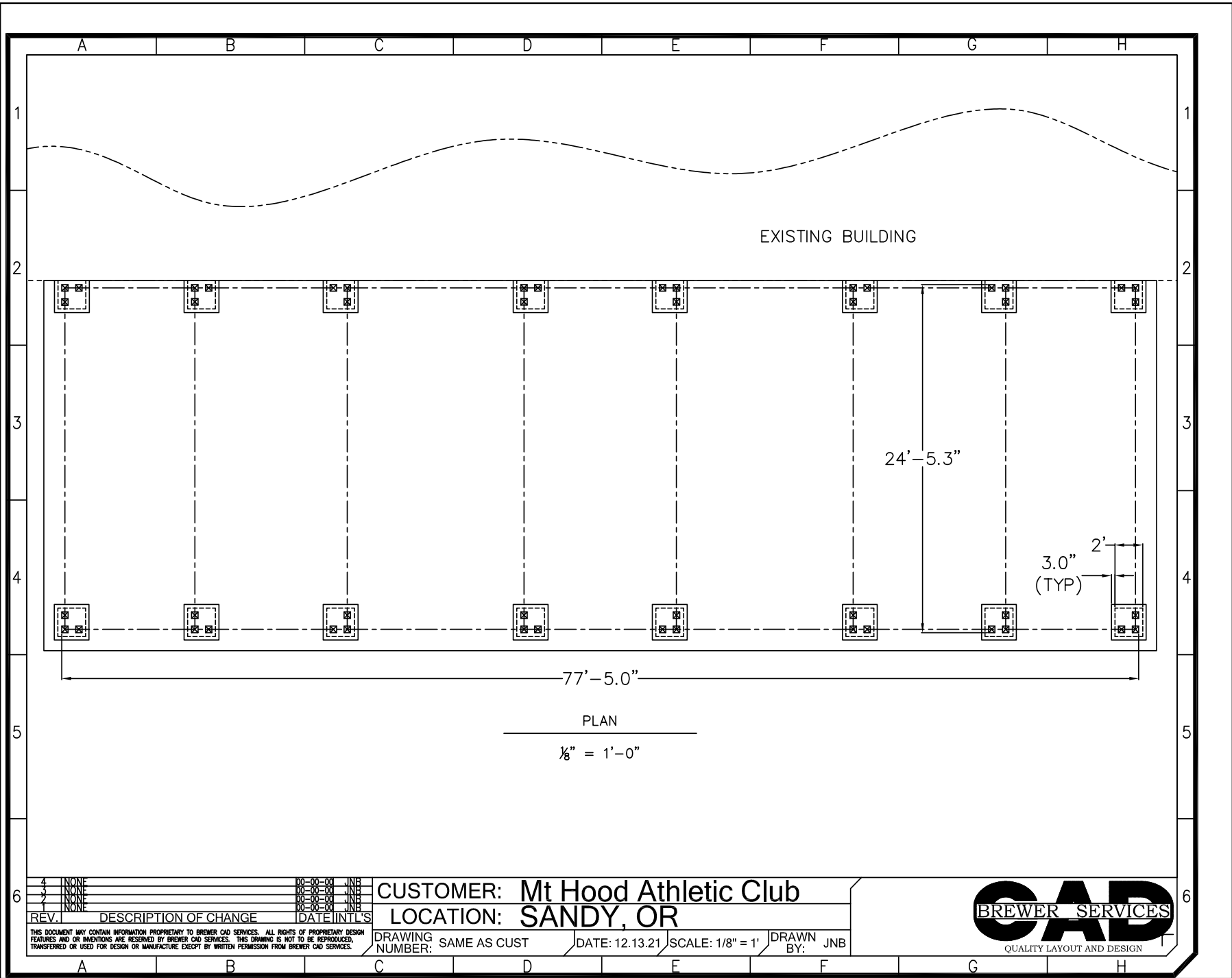
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CUSTOMER: Mt Hood Athletic Club  
 LOCATION: SANDY, OR

DRAWING NUMBER: SAME AS CUST      DATE: 12.13.21      SCALE: 1/4" = 1'      DRAWN BY: JNB





PLAN

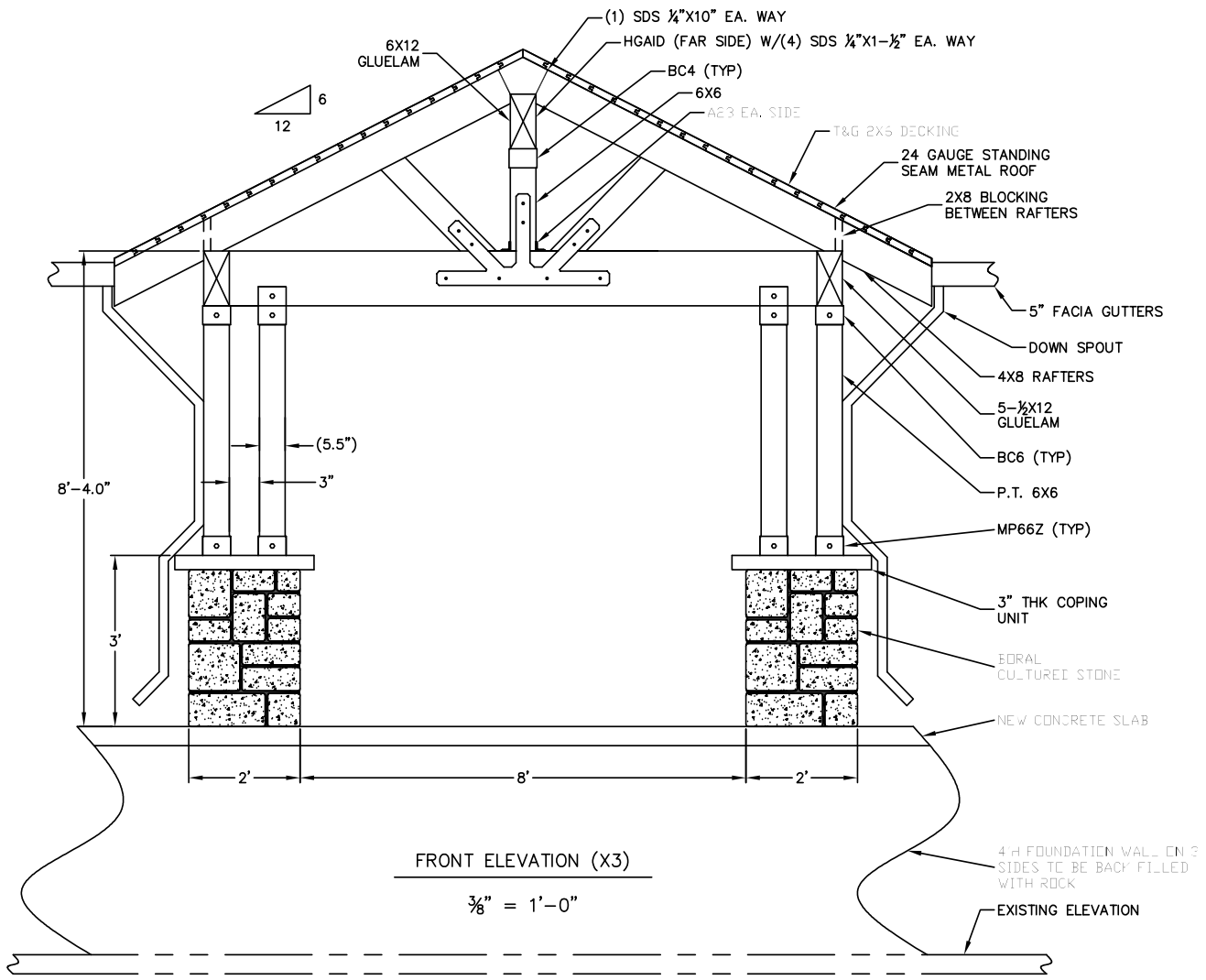
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CUSTOMER: Mt Hood Athletic Club  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME AS CUST    DATE: 12.13.21    SCALE: 1/8" = 1'    DRAWN BY: JNB







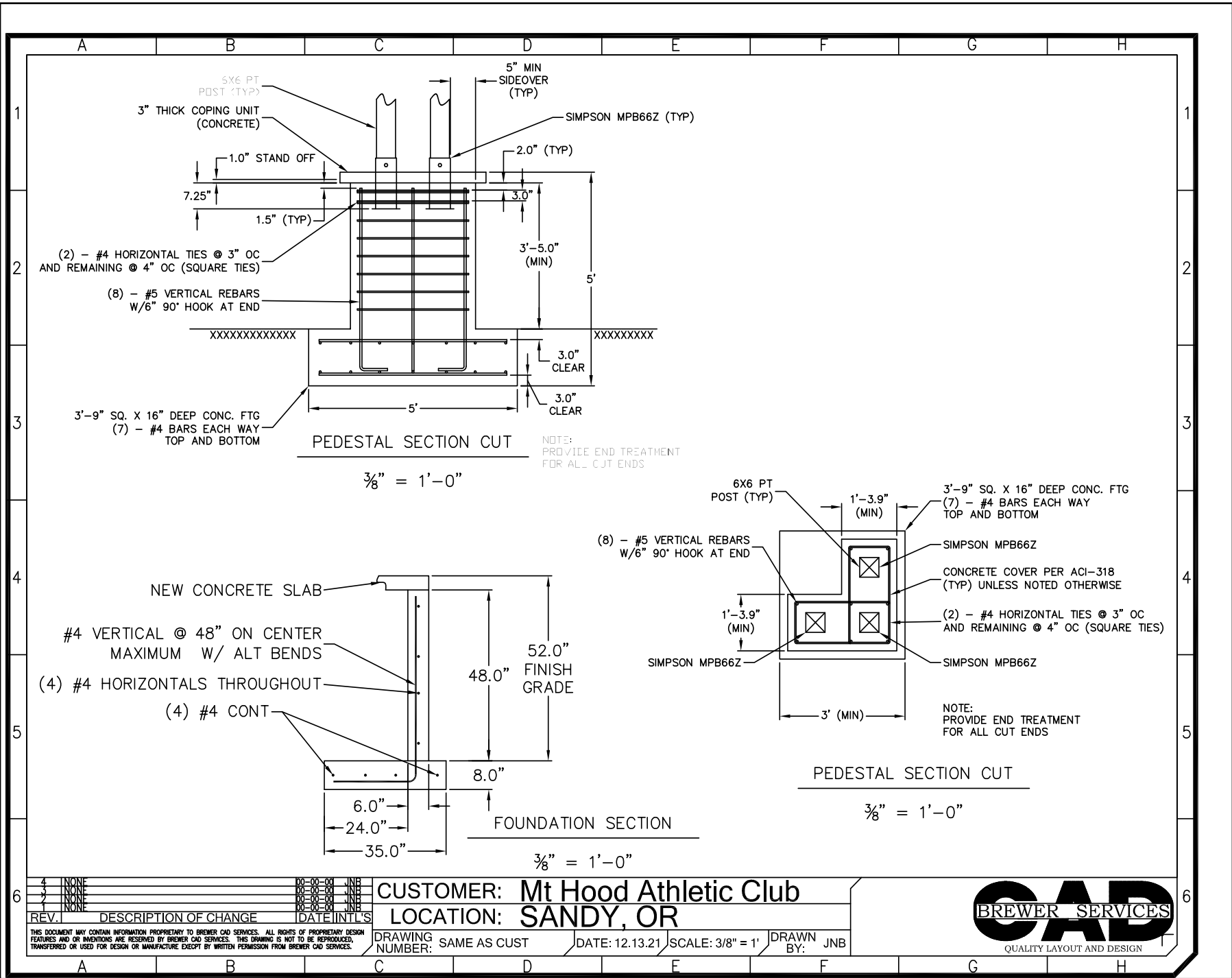
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CUSTOMER: Mt Hood Athletic Club  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME AS CUST  
 DATE: 12.13.21 SCALE: 3/8" = 1'  
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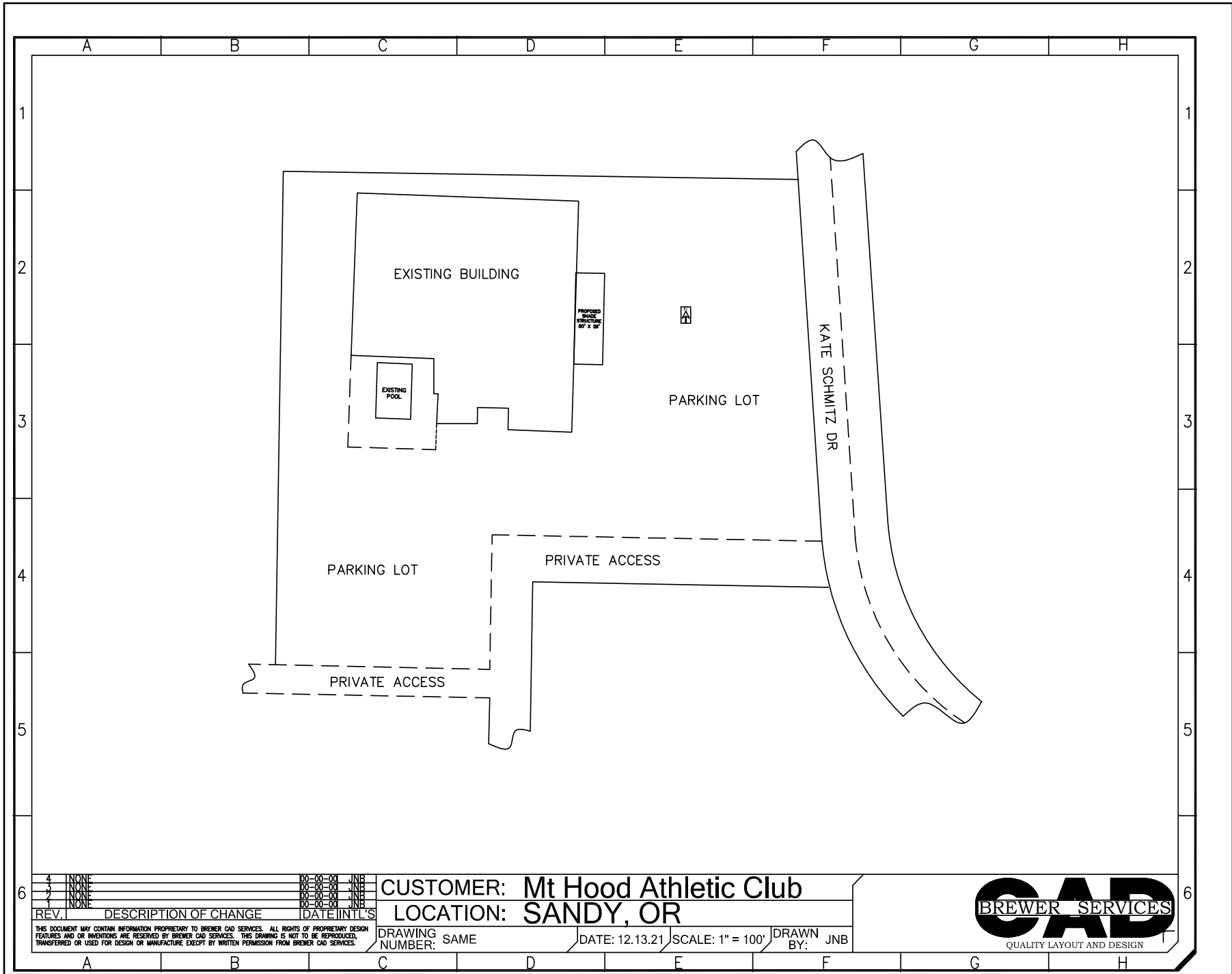


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**CUSTOMER: Mt Hood Athletic Club**  
**LOCATION: SANDY, OR**

DRAWING NUMBER: SAME AS CUST      DATE: 12.13.21      SCALE: 3/8" = 1'      DRAWN BY: JNB





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**CUSTOMER: Mt Hood Athletic Club**  
**LOCATION: SANDY, OR**

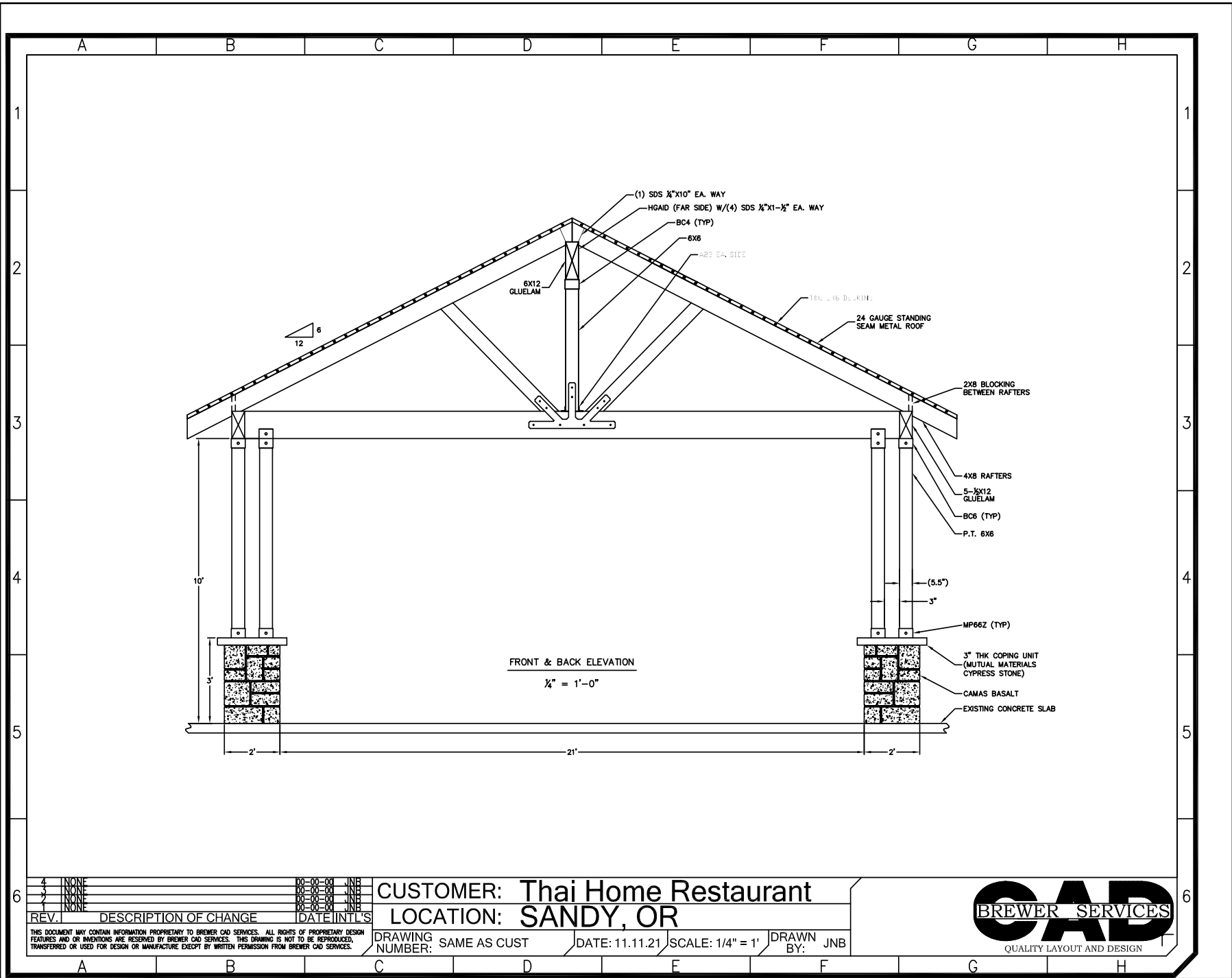
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21-017 FAC: THAI HOME RESTAURANT

PROPOSED DESIGN & SITE PLAN

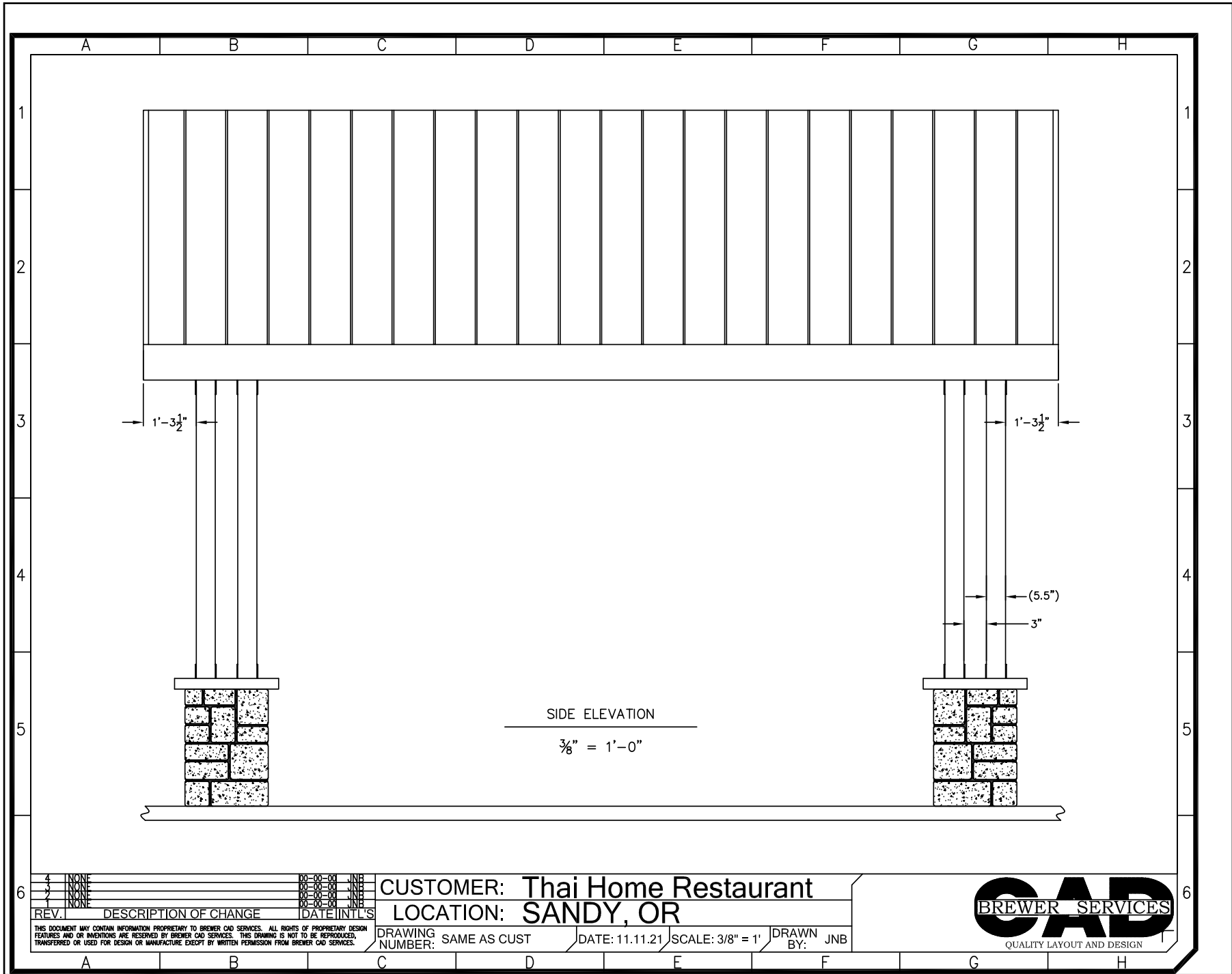


FRONT & BACK ELEVATION  
 1/4" = 1'-0"

REV.	DESCRIPTION OF CHANGE	DATE	INT'L'S
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CUSTOMER: Thai Home Restaurant  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME AS CUST  
 DATE: 11.11.21 SCALE: 1/4" = 1'  
 DRAWN BY: JNB



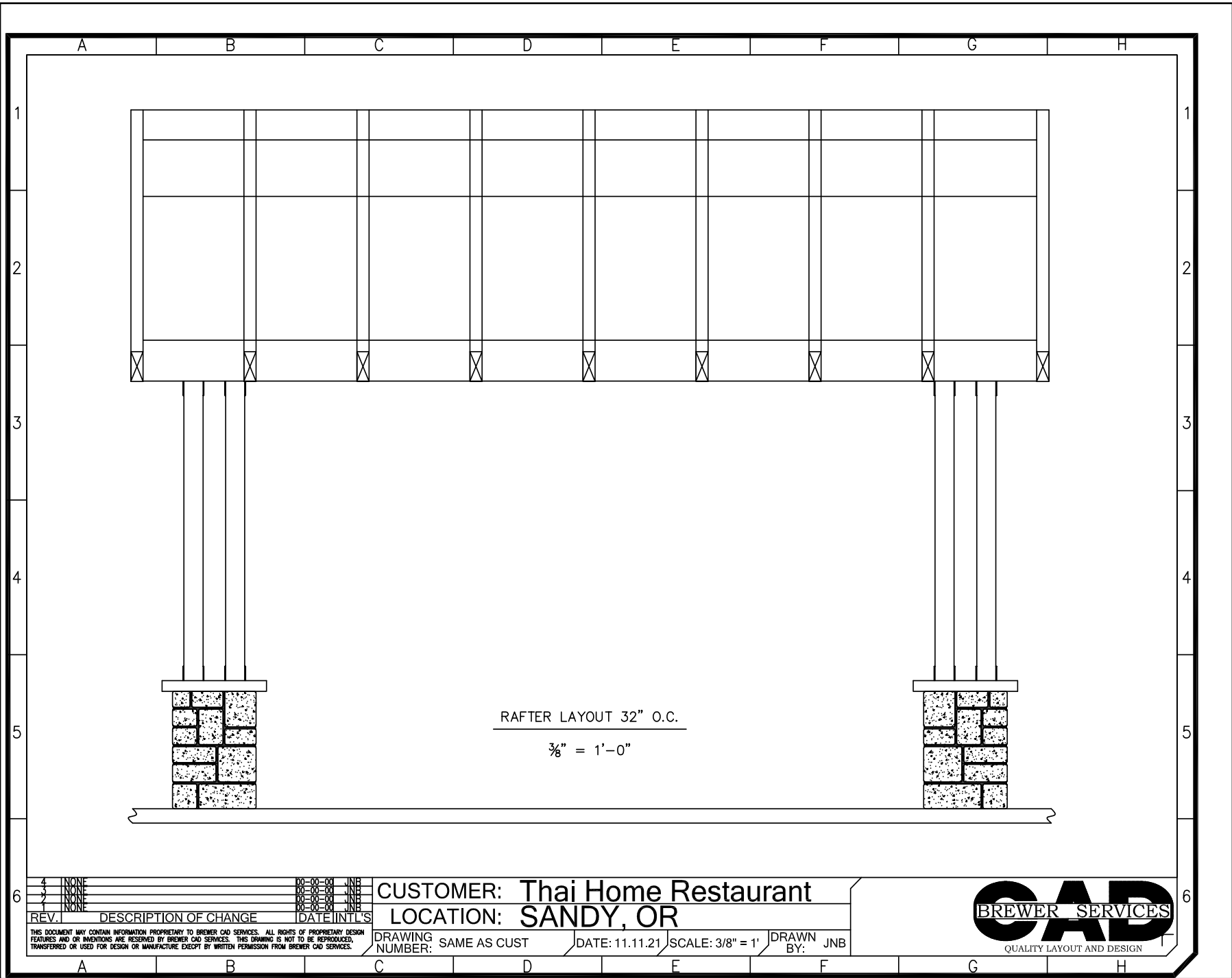


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CUSTOMER: Thai Home Restaurant  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 3/8" = 1'      DRAWN BY: JNB



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RAFTER LAYOUT 32" O.C.

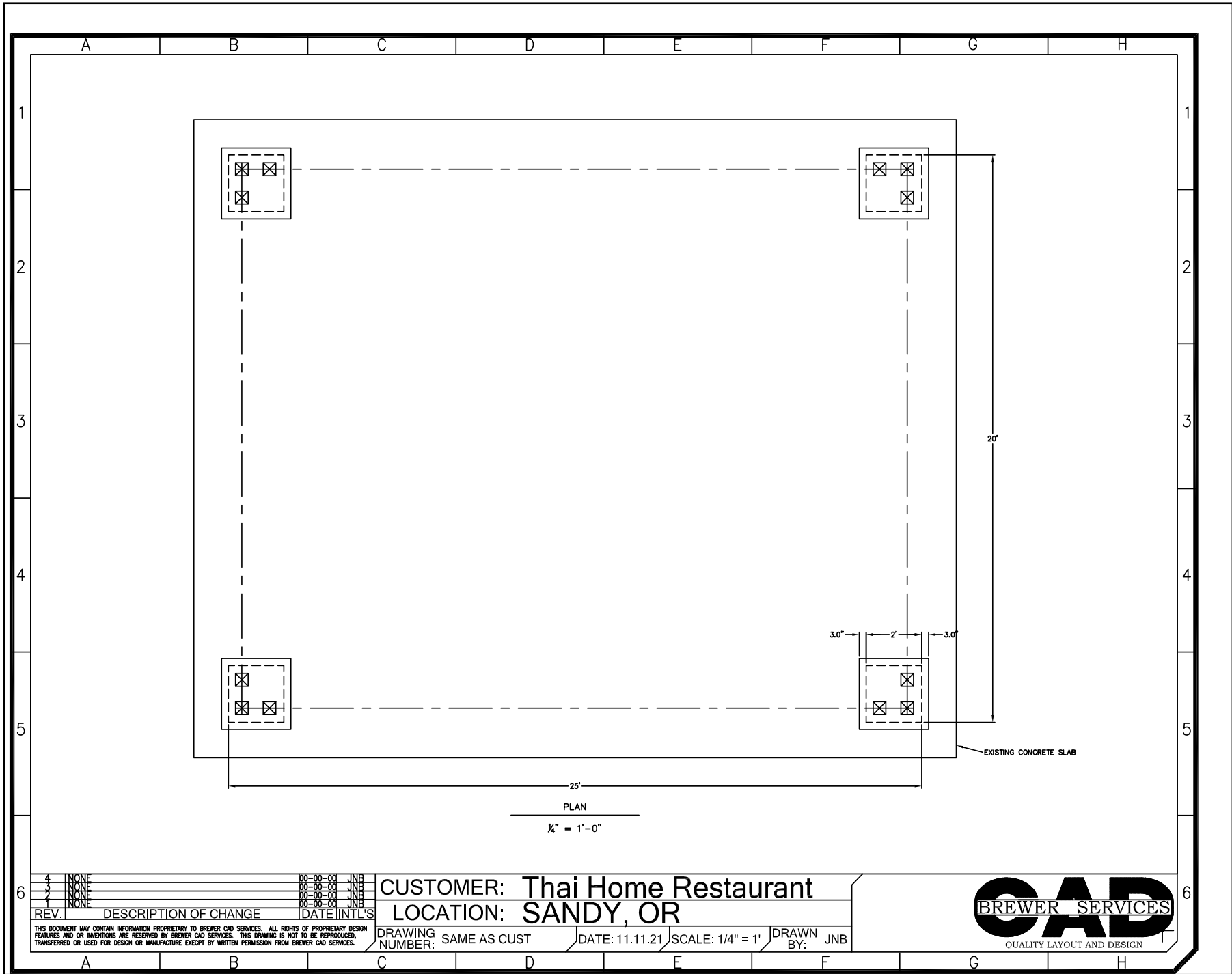
$\frac{3}{8}" = 1'-0"$

REV.	DESCRIPTION OF CHANGE	DATE	INT'L'S
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2	NONE	00-00-00	JNB
1	NONE	00-00-00	JNB

CUSTOMER: Thai Home Restaurant  
 LOCATION: SANDY, OR

DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 3/8" = 1'      DRAWN BY: JNB





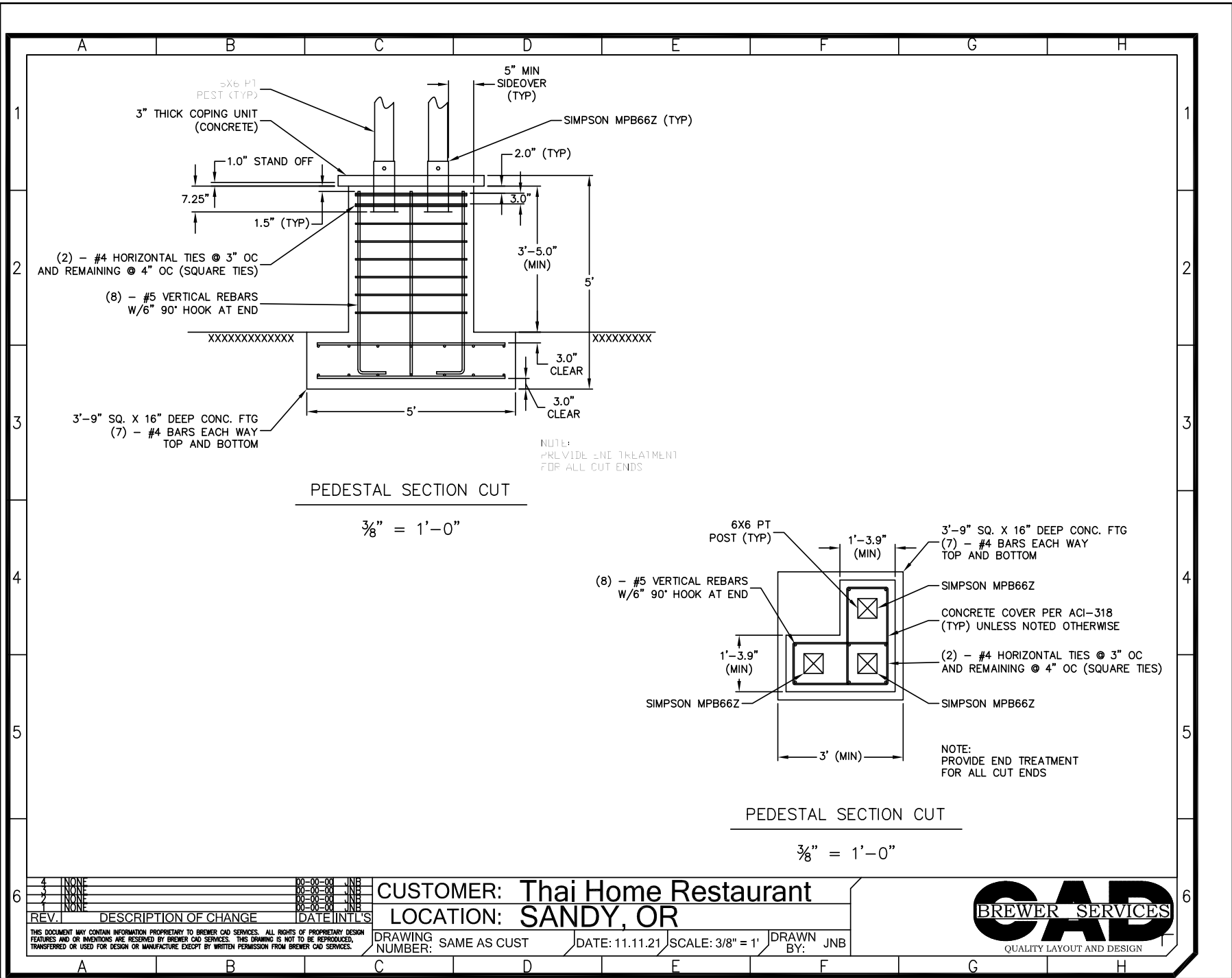
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**CUSTOMER: Thai Home Restaurant**  
**LOCATION: SANDY, OR**

DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 1/4" = 1'      DRAWN BY: JNB







PEDESTAL SECTION CUT

$\frac{3}{8}'' = 1'-0''$

PEDESTAL SECTION CUT

$\frac{3}{8}'' = 1'-0''$

NOTE:  
PROVIDE END TREATMENT  
FOR ALL CUT ENDS

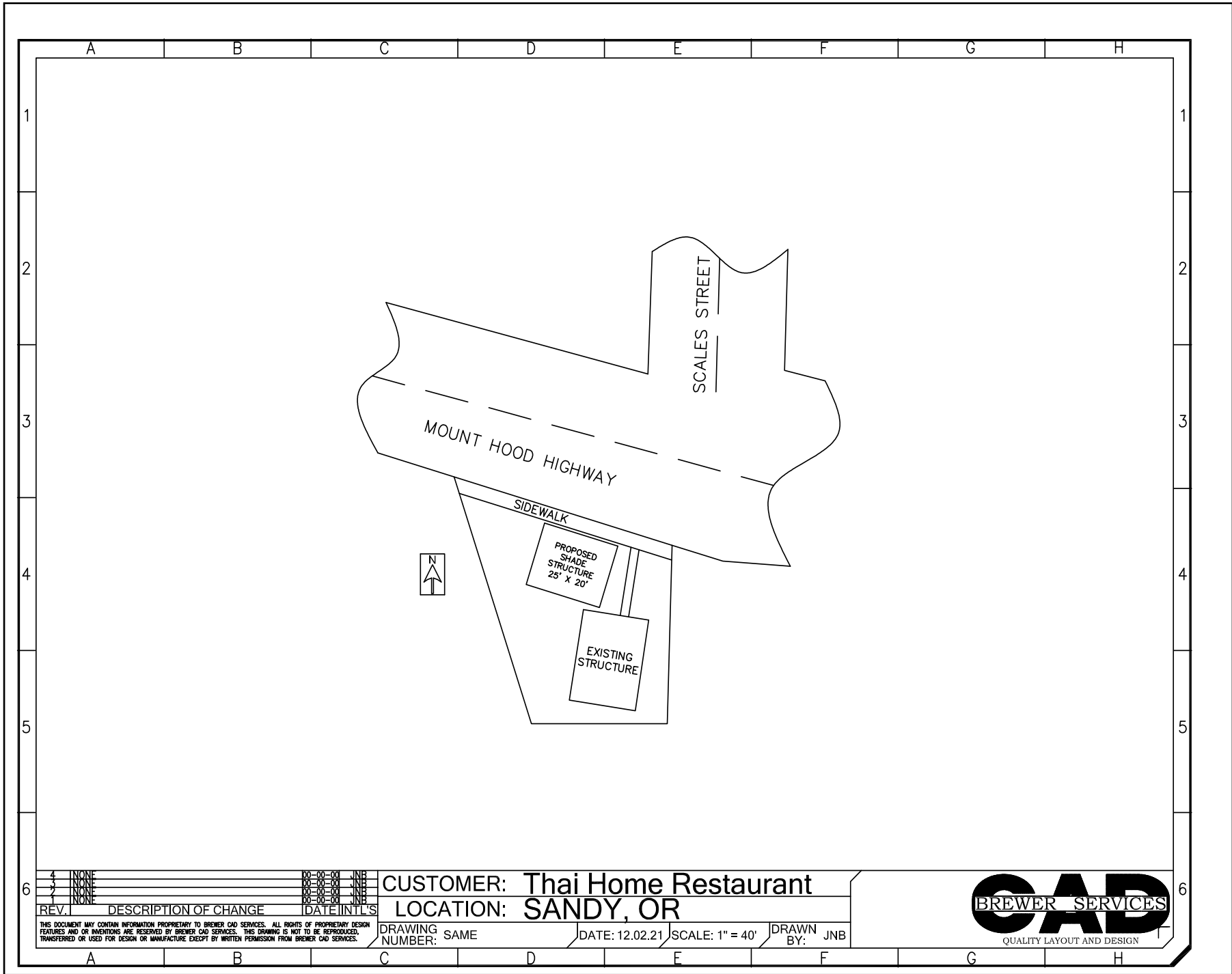
NOTE:  
PROVIDE END TREATMENT  
FOR ALL CUT ENDS

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CUSTOMER: Thai Home Restaurant  
LOCATION: SANDY, OR

DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 3/8" = 1'      DRAWN BY: JNB





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CUSTOMER: Thai Home Restaurant  
 LOCATION: SANDY, OR

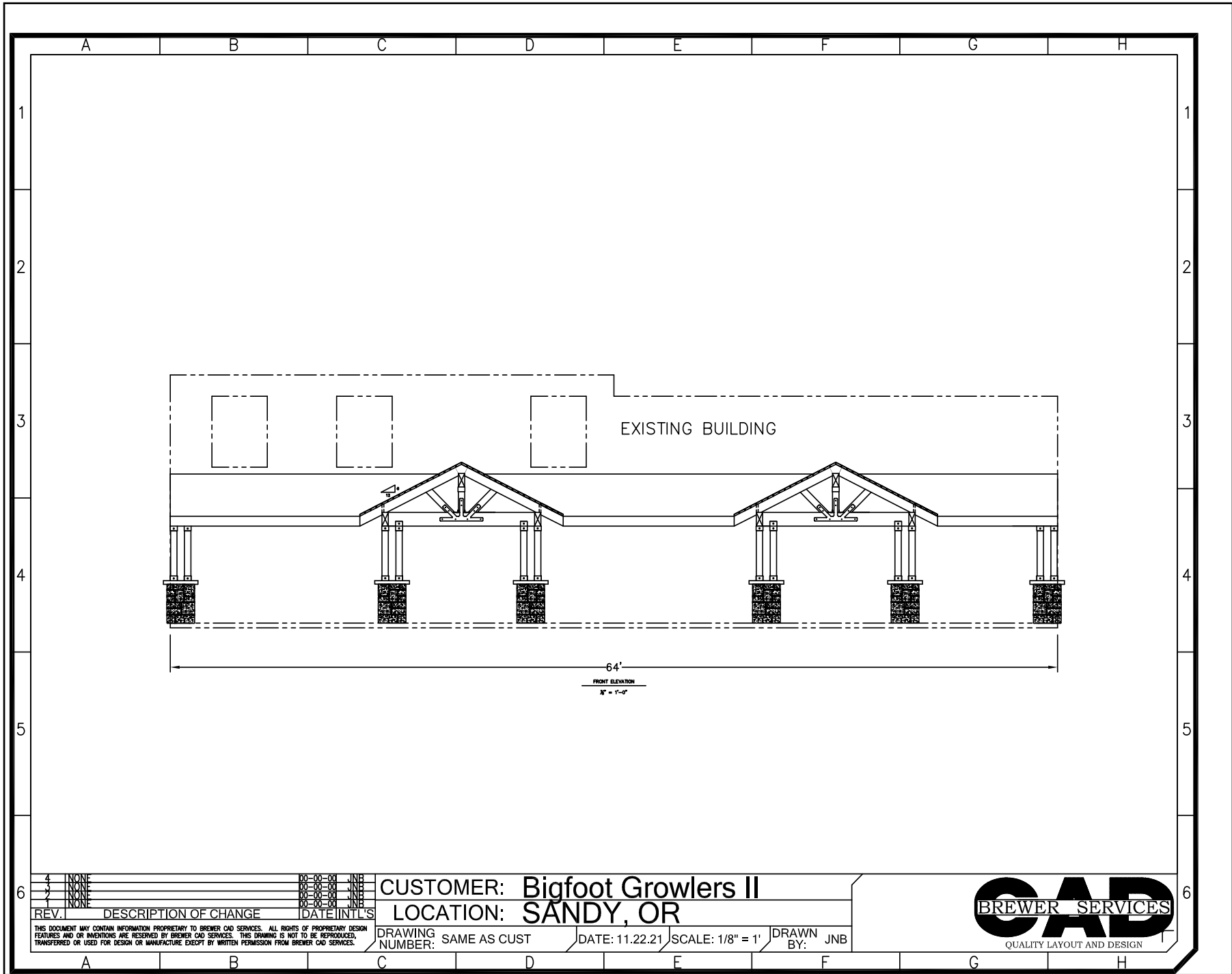
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21-018 FAC: BIGFOOT GROWLERS

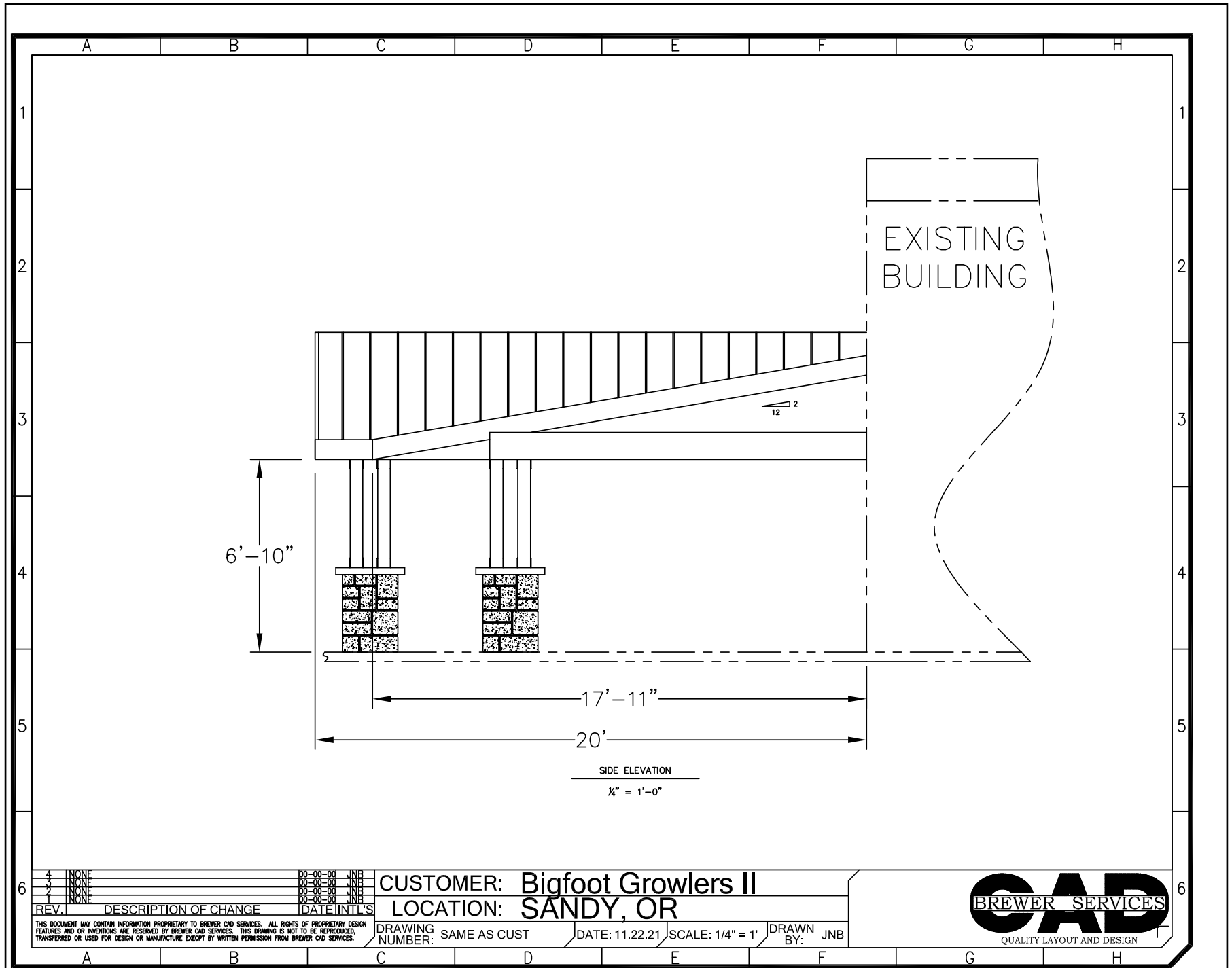
PROPOSED DESIGN & SITE PLAN

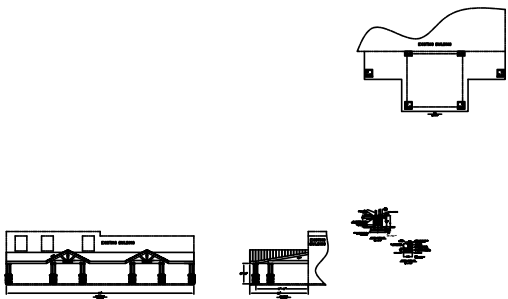
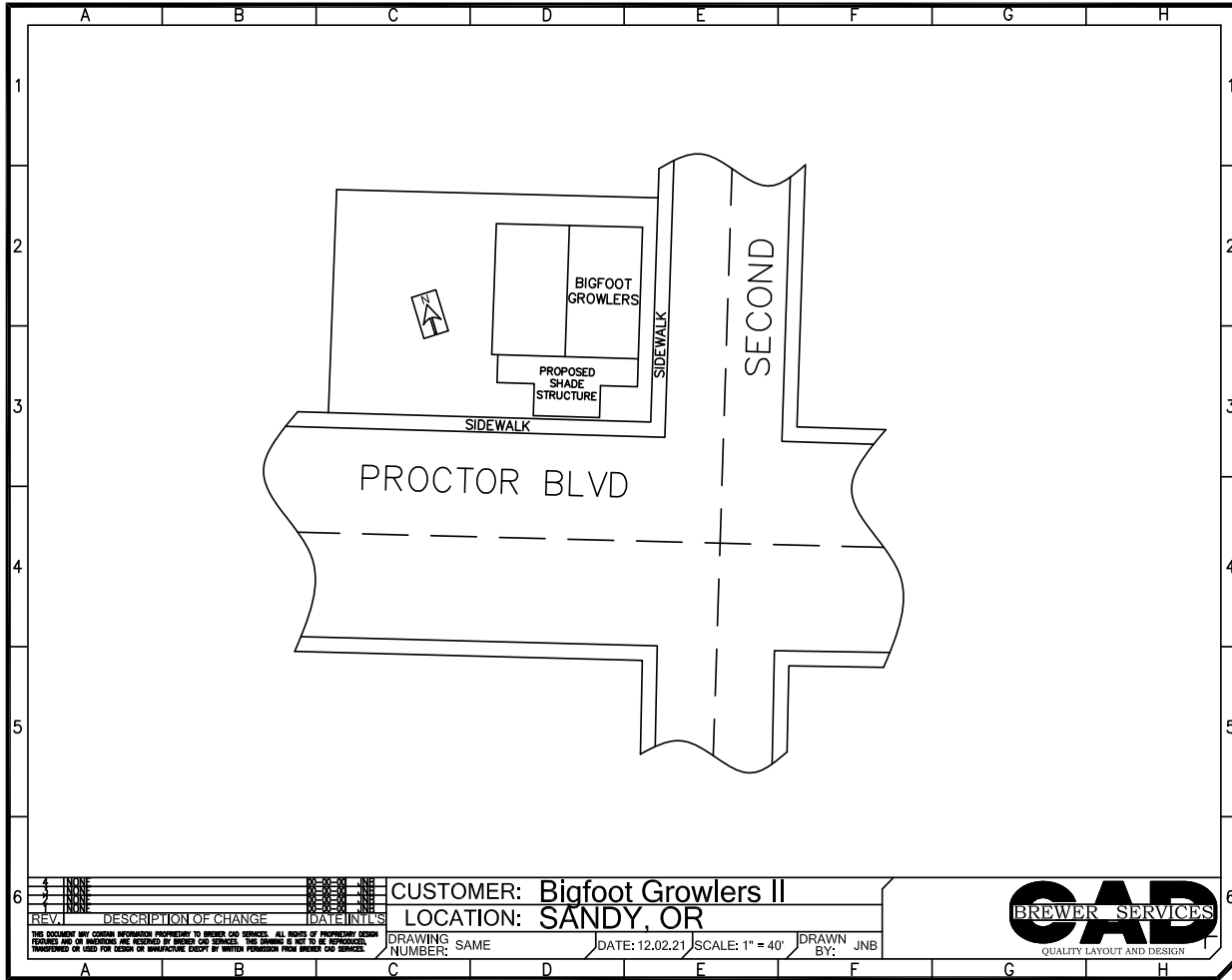


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1	NONE	00-00-00	JNB

CUSTOMER: Bigfoot Growlers II  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME AS CUST  
 DATE: 11.22.21 SCALE: 1/8" = 1'  
 DRAWN BY: JNB

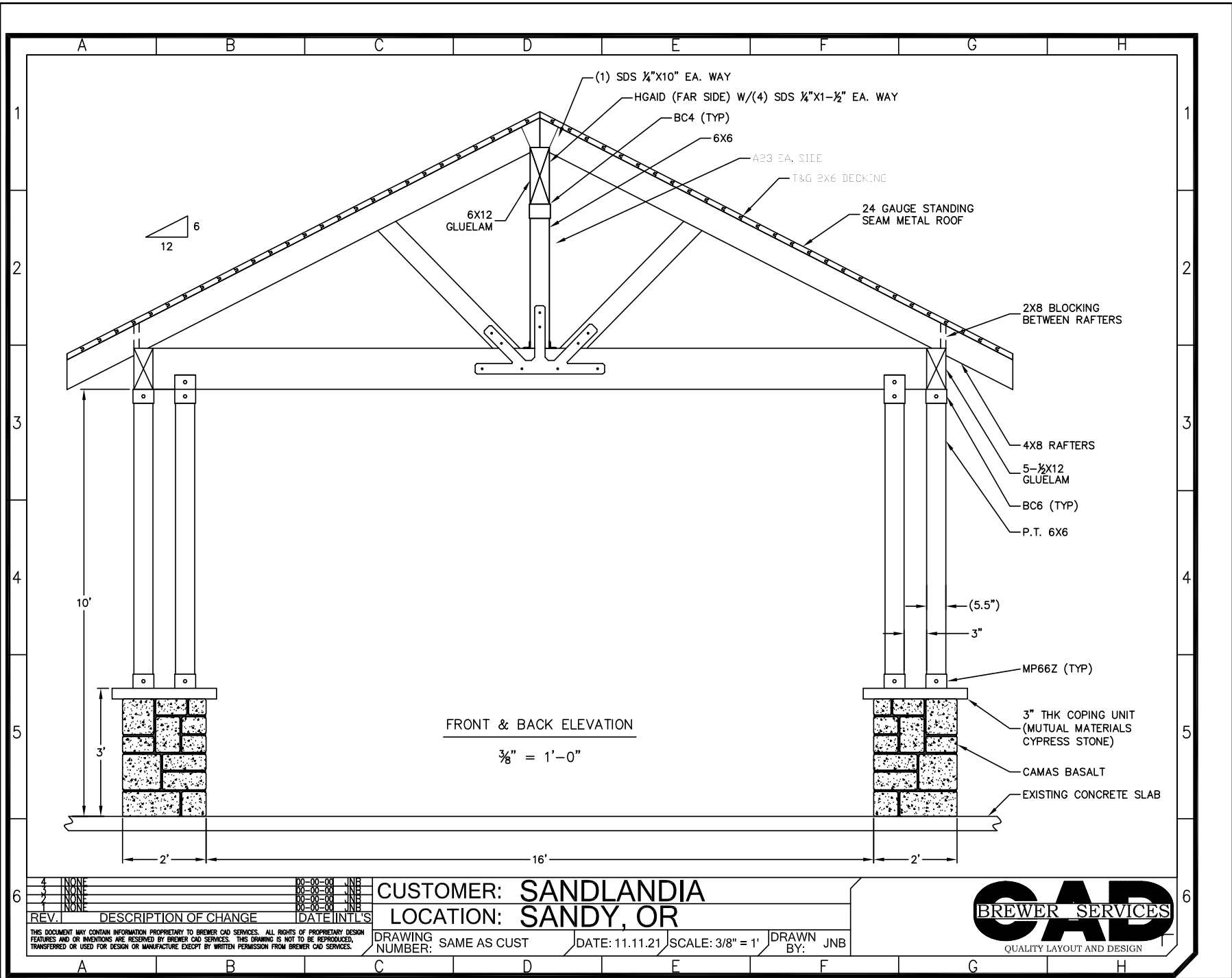






21-019 FAC: SANDLANDIA II

PROPOSED DESIGN & SITE PLAN

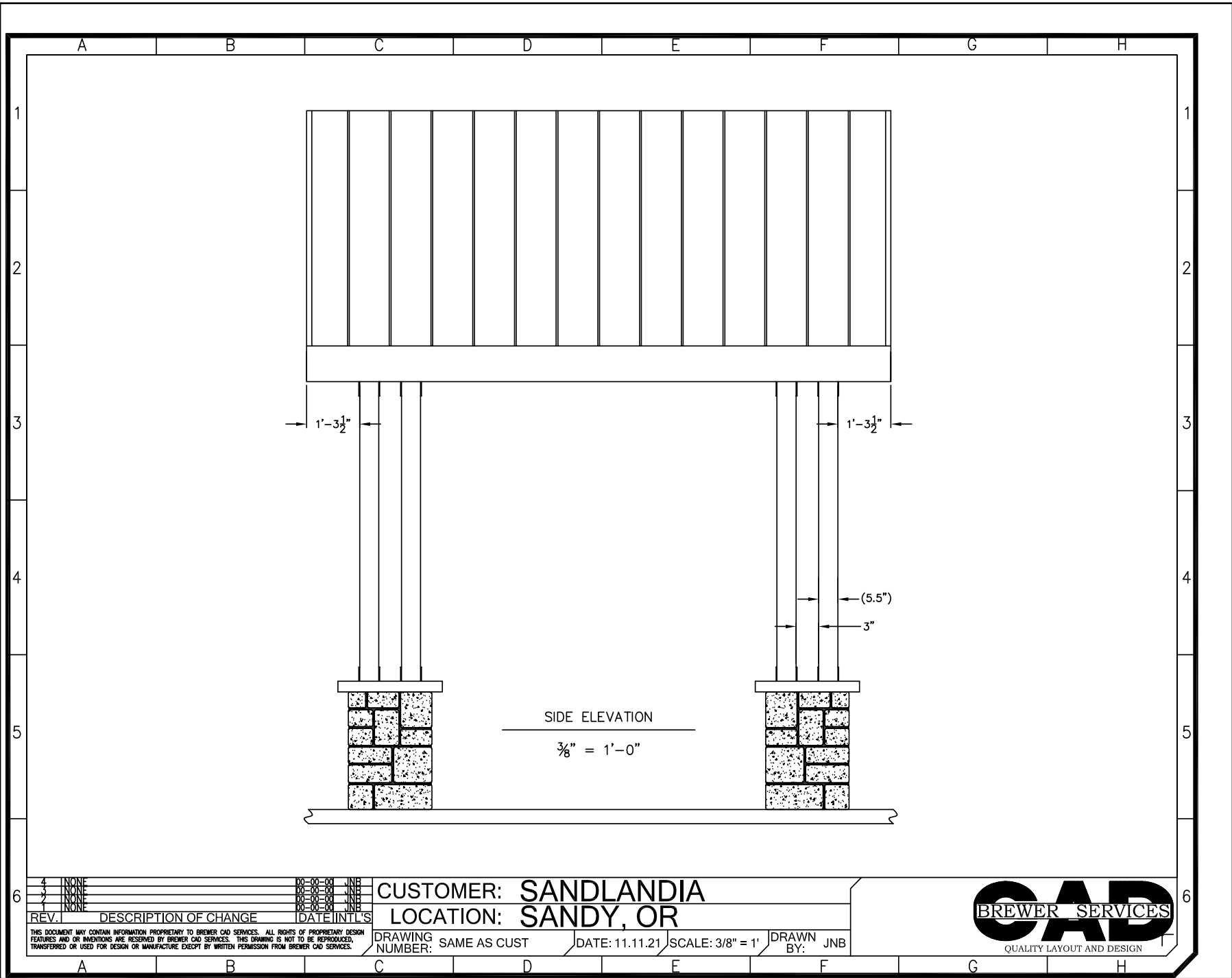


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1	NONE	00-00-00	JNB

**CUSTOMER: SANDLANDIA**  
**LOCATION: SANDY, OR**  
 DRAWING NUMBER: SAME AS CUST      DATE: 11.11.21      SCALE: 3/8" = 1'      DRAWN BY: JNB





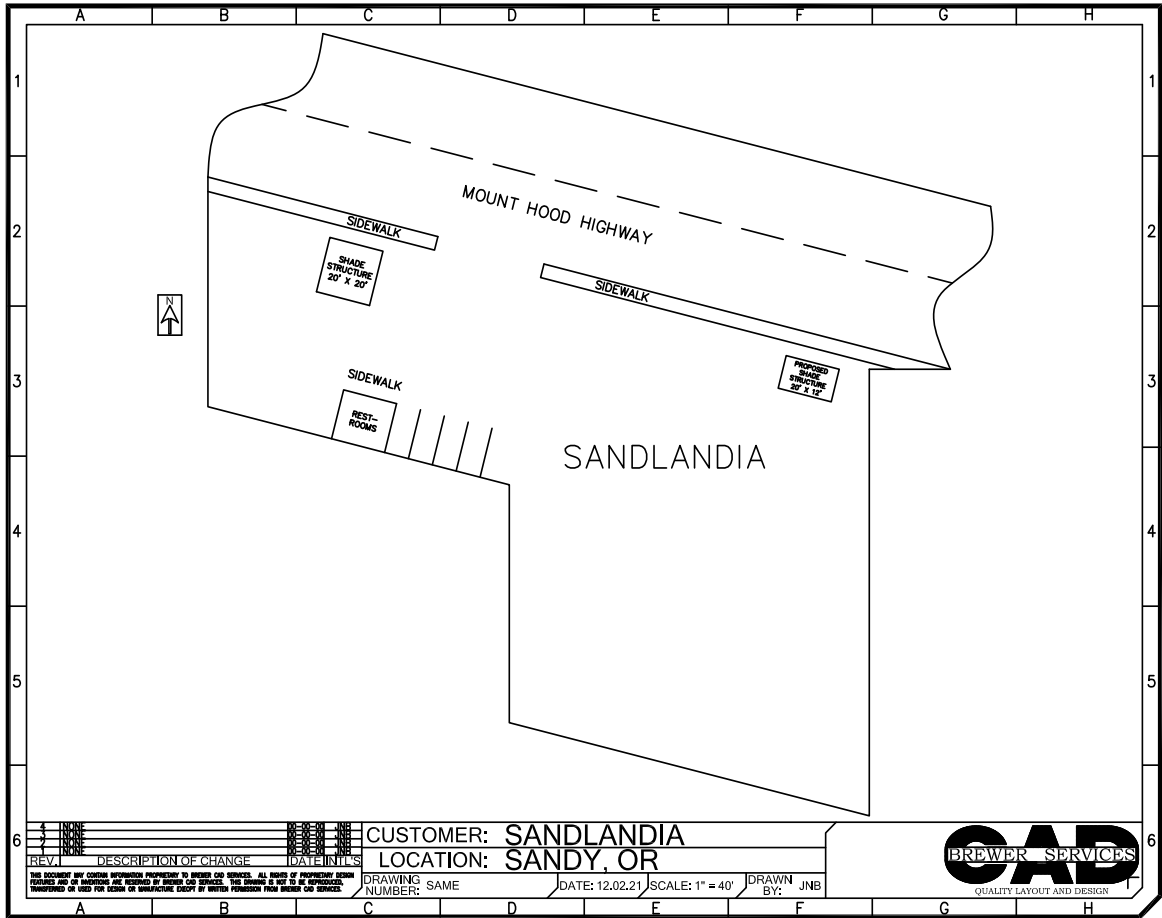


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1	NONE	00-00-00	JNB

CUSTOMER: SANDLANDIA  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME AS CUST  
 DATE: 11.11.21 SCALE: 3/8" = 1'  
 DRAWN BY: JNB



A	B	C	D	E	F	G	H
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REV.	DESCRIPTION OF CHANGE	DATE	INITIALS
1	ISSUE		
2	ISSUE		

CUSTOMER: SANDLANDIA  
 LOCATION: SANDY, OR  
 DRAWING NUMBER: SAME DATE: 12.02.21 SCALE: 1" = 40' DRAWN BY: JNB



October 29, 2021

Dear City of Sandy Urban Renewal Board,

As a local and long-standing Sandy business, the Best Western Sandy Inn, was encouraged to apply for this grant despite not being explicitly inclusive of the target (restaurant, bars, and athletic clubs). Coincidentally, our business offers food and beverage (daily full hot breakfast buffet) as well as athletic club style amenities such as indoor pool, spa, and fitness center, as well as a meeting space for our guests who all come to expect these amenities as per brand standards.

The hotel experienced a partial suspension of business operations as a result of the state mandates beginning in March of 2020 throughout 2021 up until mandates were partially lifted. I do not know if any business was more impacted than the lodging and airlines industry as a result of strict travel advisories and shutdowns forcing travelers to stay put to alleviate the risk of viral spread. Fortunately for restaurants and bars, take-out orders and alcoholic beverages to go provided much needed help although many within the hospitality industry struggled and worked hard to get through these difficult challenges.

We recently resumed our food and beverage operations and are hoping to resume normal operations although we have had permanent changes in order to protect our people and to help them feel safe while traveling to and staying at the hotel. For example, indoor mask mandates for all and social distancing are in full effect. We now require guests to check in at the front desk in advance to reserve a time slot to use the fitness center and the swimming pool facilities in order to maintain social distancing guidelines.

Safety and guest concerns have led to an increase in solutions for us to welcome back guests who are otherwise reluctant to travel. We have had positive momentum including the use commercial electrostatic sprayer machines (those used on airplanes) in every guestroom and throughout the hotel to kill viruses left on surfaces. The needs and demands of our guests have led to the implementation of solutions that our industry introduces as standard to drive guests to continue to travel and to feel safe. A tremendous guest concern is being able to mingle and congregate with their loved ones or with business associates in safe settings. There is no better way to do this than to provide covered outdoor seating. We do not have an outdoor space for our guests to eat, to meet or to relax and we intend to do this by offering what the guests a safe place to interact with one another.

Thank you and we look forward to continuing to work with the City of Sandy and to be a strong partner for the local community we call home.

Sincerely,

Your Best Western Sandy Inn Team

**Covered Structures – Project Table & Work Process**

**Urban Renewal projects**

<b>Applicant</b>	<b>Notes for Proposed Project</b>	<b>Estimated Project Cost - Total</b>	<b>* Estimated Project Cost – SURA</b>
<b>La Bamba Mexican Restaurant</b>	Add a permanent covered structure tied back to the building at the building entrance.	\$70K - \$110K	\$61K - \$85K
<b>Thai Home Restaurant</b>	Add a permanent covered structure to their existing outdoor seating deck – structure will come up through the deck; some de/re-construction of decking will be required.	\$60K - \$100K	\$53K - \$85K
<b>Sandlandia II</b>	Add a permanent covered structure to the central area near the east group of carts to replace existing non-conforming tent [no accessory items]	\$50K - \$80K	\$45K - \$69K
<b>Bigfoot Growlers</b>	Add a permanent covered structure to the front outdoor seating area along the front of the building. Structure will be long and narrow.	\$80K - \$120K	\$69K - \$85K
<b>MHAC – Large structure</b>	Add a permanent covered structure to the east side of the workout area of the building with interior access. Will require concrete pad fill-in for current floor area, concrete support wall. Design is 86’ wide.	\$200K - \$300K	\$85K
<b>MHAC – Pool structure</b>	Add a small permanent covered structure to the outdoor pool area.	\$60K - \$90K	\$53K - \$77K
<b>Total projected cost range</b>		<b>\$465K - \$745K</b>	<b>\$366K - \$486K</b>

\* This range represents the estimated actual project cost to the UR Agency for each of these projects. Numbers were determined by taking the estimated project cost range, multiplying by 0.8 to eliminate the 20% of project costs realized by the applicant, and then adding \$5K to account for the design & engineering costs (100% City expense). Also incorporates \$100K max project cost; all expenses in excess of \$100K are the sole responsibility of the applicant.

**General fund & non-qualifying projects**

Applicant	Project Status	Notes for Proposed Project	Estimated Project Cost - Total	* Estimated Project Cost – City of Sandy
<b>Smoky Hearth Restaurant</b>	Initial design complete; will go to engineering if approved	<b>This proposed project is outside of the UR district</b> – add a permanent covered structure at old tent location w/ tie back to the building	\$80K - \$120K	\$69K - \$85K
<b>Wippersnappers Kids Play Place</b>	Initial design complete; will go to engineering if approved	<b>This proposed project is outside of the UR district</b> – add a permanent covered structure at west end of parcel (near front door) w/ tie back to the building.	\$80K - \$120K	\$69K - \$85K
<b>Sandy Inn Best Western</b>	Application received – SURA authorization required to proceed to design stage.	This proposed project does not meet the current objectives of the Covered Structures program. Staff will reject this project proposal unless SURA Board would like to change program rules to allow it.	n/a	n/a

**Work Process**

The general work process for this program is as follows for each project:

1. Application received online.
2. Phone/in person meeting with applicant to confirm receipt of application, answer basic program questions and schedule design meeting with applicant.
3. On site design meeting with applicant and design professional.
4. Design work completed (typically takes 1-2 weeks unless changes are requested by applicant or engineer)
5. **PROJECTS PRESENTED TO SURA/CITY COUNCIL – SURA BOARD/COUNCIL APPROVES OR DENIES INDIVIDUAL PROJECTS FOR CONSTRUCTION**

**FOR APPROVED DESIGNS:**

6. Completed design sent to engineer (typically takes 2-3 weeks, staggered)
7. Scope of work developed by staff using engineered plans.
8. Scope of work distributed to bidding contractors (bid period typically 30 days)
9. Winning (low bid) bidder selected; contract and repayment schedule developed based on winning bid price.
10. Return to SURA Board for final project approval if winning bid exceeds 110% of high end of projected cost range.
11. Contract signed by applicant; contractor may begin work & applying for permits.

## **Sandy Urban Renewal Agency Permanent Outdoor Covered Structures Program – Urban Renewal Program 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 with funding from the Sandy Urban Renewal Agency (SURA) for qualified projects within the Sandy Urban Renewal Zone.

### **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 business entities and/or commercial property owners are eligible to apply for and receive grant funds:

- Property owners of commercial buildings that are zoned Central Business District (C-1) and General Commercial (C-2) in the Urban Renewal District.
- Business owners or tenants of commercial buildings that are zoned 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. Heating devices as approved by the Sandy Fire Marshall and Building Official;
- j. 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.*]
- k. Bollards as needed for safety.
- l. 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,



September 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

503-489-2157

[dsnider@ci.sandy.or.us](mailto:dsnider@ci.sandy.or.us)



# PERMANENT OUTDOOR COVERED STRUCTURES – ROUND II

SANDY URBAN RENEWAL AGENCY

BOARD MEETING - JANUARY 3<sup>RD</sup>, 2022



# COVERED STRUCTURES PROJECTS: URBAN RENEWAL

EXECUTIVE SUMMARY

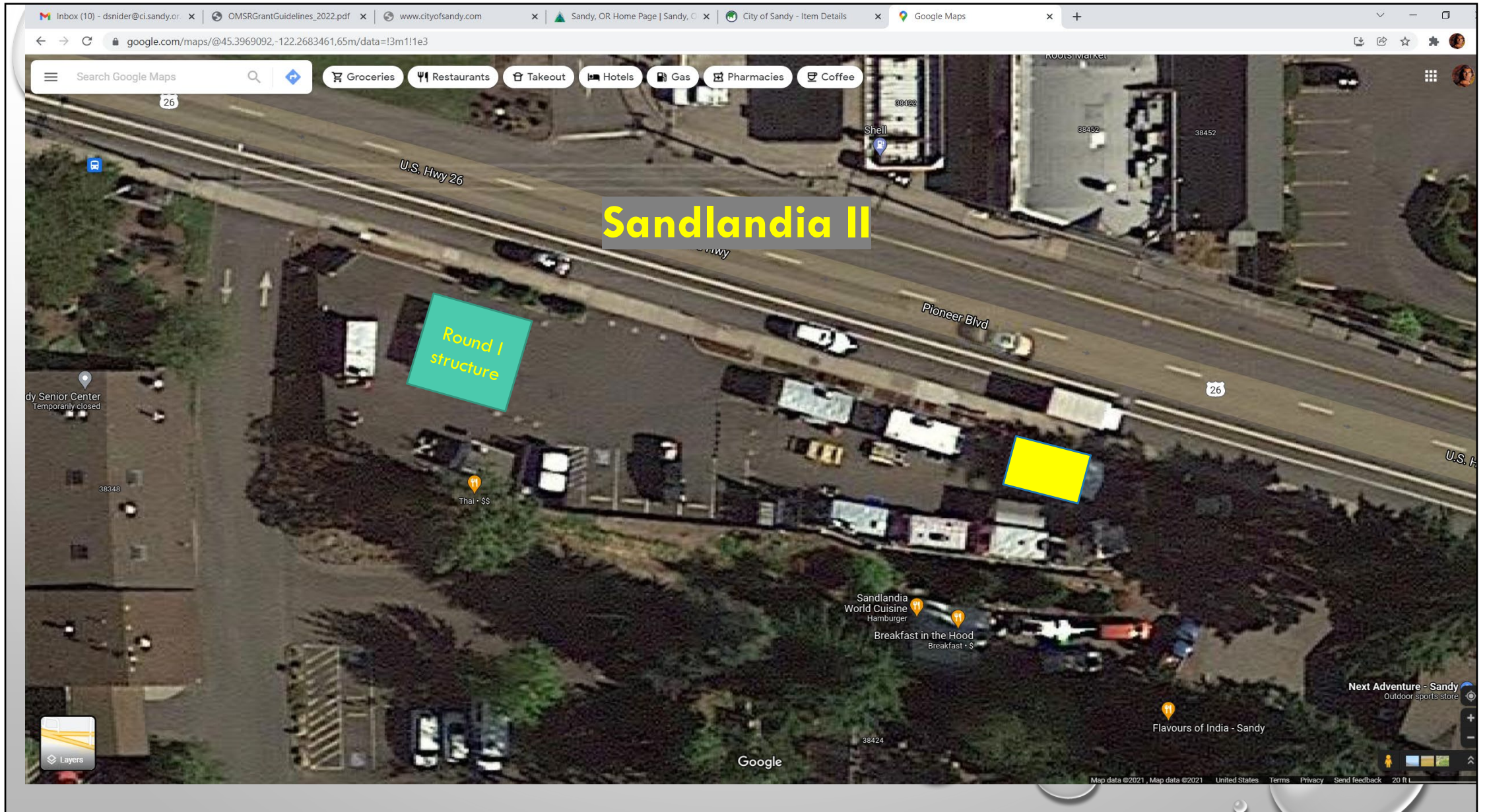
## PROPOSED ROUND II COVERED STRUCTURES PROJECTS – UR DISTRICT

Applicant	Notes for Proposed Project	Estimated Project Cost - Total	Estimated Project Cost – SURA
<b>La Bamba Mexican Restaurant</b>	Add a permanent covered structure tied back to the building at the building entrance.	\$70K - \$110K	\$61K - \$85K
<b>Thai Home Restaurant</b>	Add a permanent covered structure to their existing outdoor seating deck – structure will come up through the deck; some de/re-construction of decking will be required.	\$60K - \$100K	\$53K - \$85K
<b>Sandlandia II</b>	Add a permanent covered structure to the central area near the east group of carts to replace existing non-conforming tent [no accessory items]	\$50K - \$80K	\$45K - \$69K
<b>Bigfoot Growlers</b>	Add a permanent covered structure to the front outdoor seating area along the front of the building. Structure will be long and narrow.	\$80K - \$120K	\$69K - \$85K
<b>MHAC – Large structure</b>	Add a permanent covered structure to the east side of the workout area of the building with interior access. Will require a concrete pad fill-in for current floor area, concrete support wall. Design is 86' wide.	\$200K - \$300K	\$85K
<b>MHAC – Pool structure</b>	Add a small permanent covered structure to the outdoor pool area.	\$60K - \$90K	\$53K - \$77K
<b>Total projected cost range</b>		<b>\$465K - \$745K</b>	<b>\$366K - \$486K</b>



# COVERED STRUCTURES PROJECTS: URBAN RENEWAL

PROPOSED PROJECT LOCATIONS

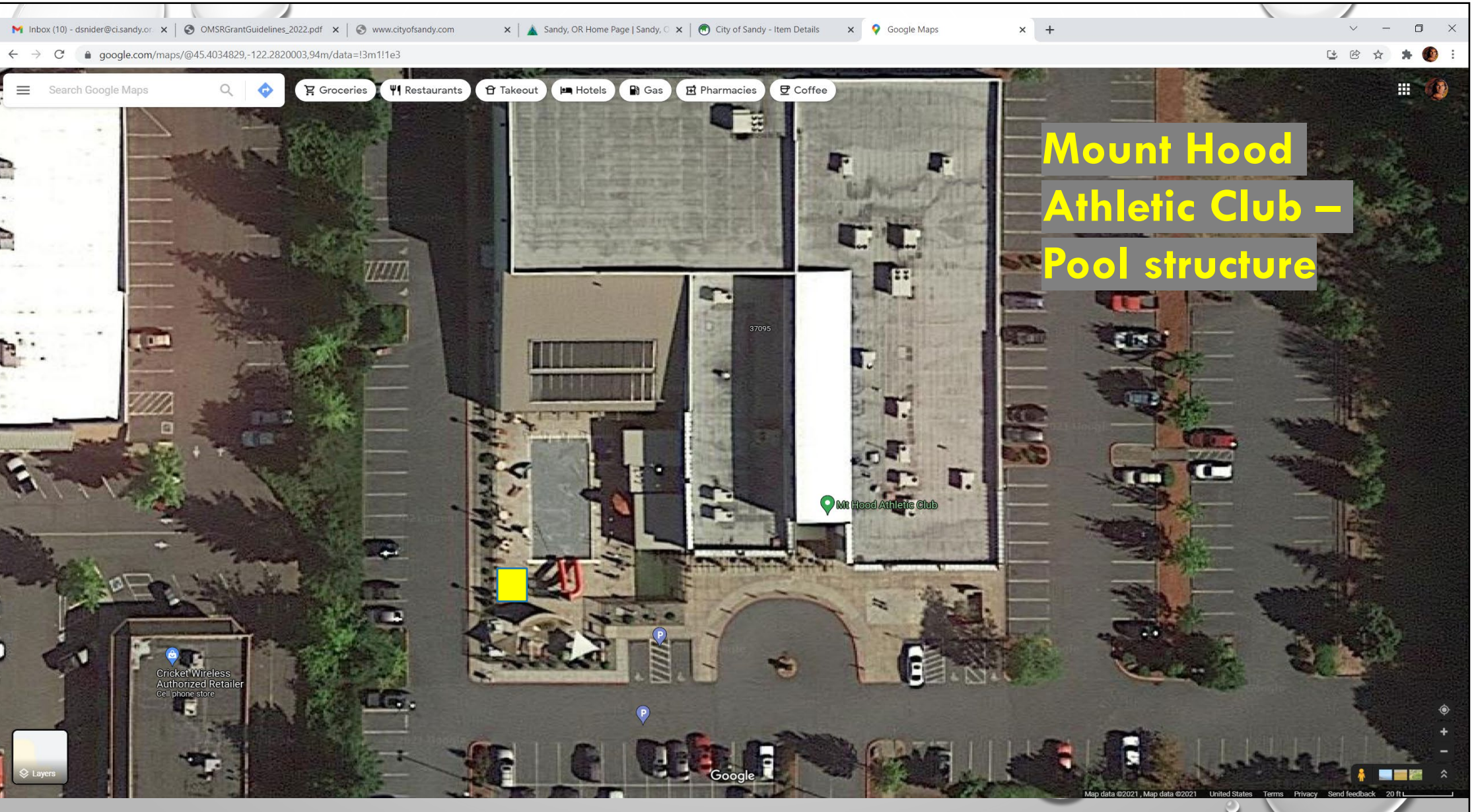




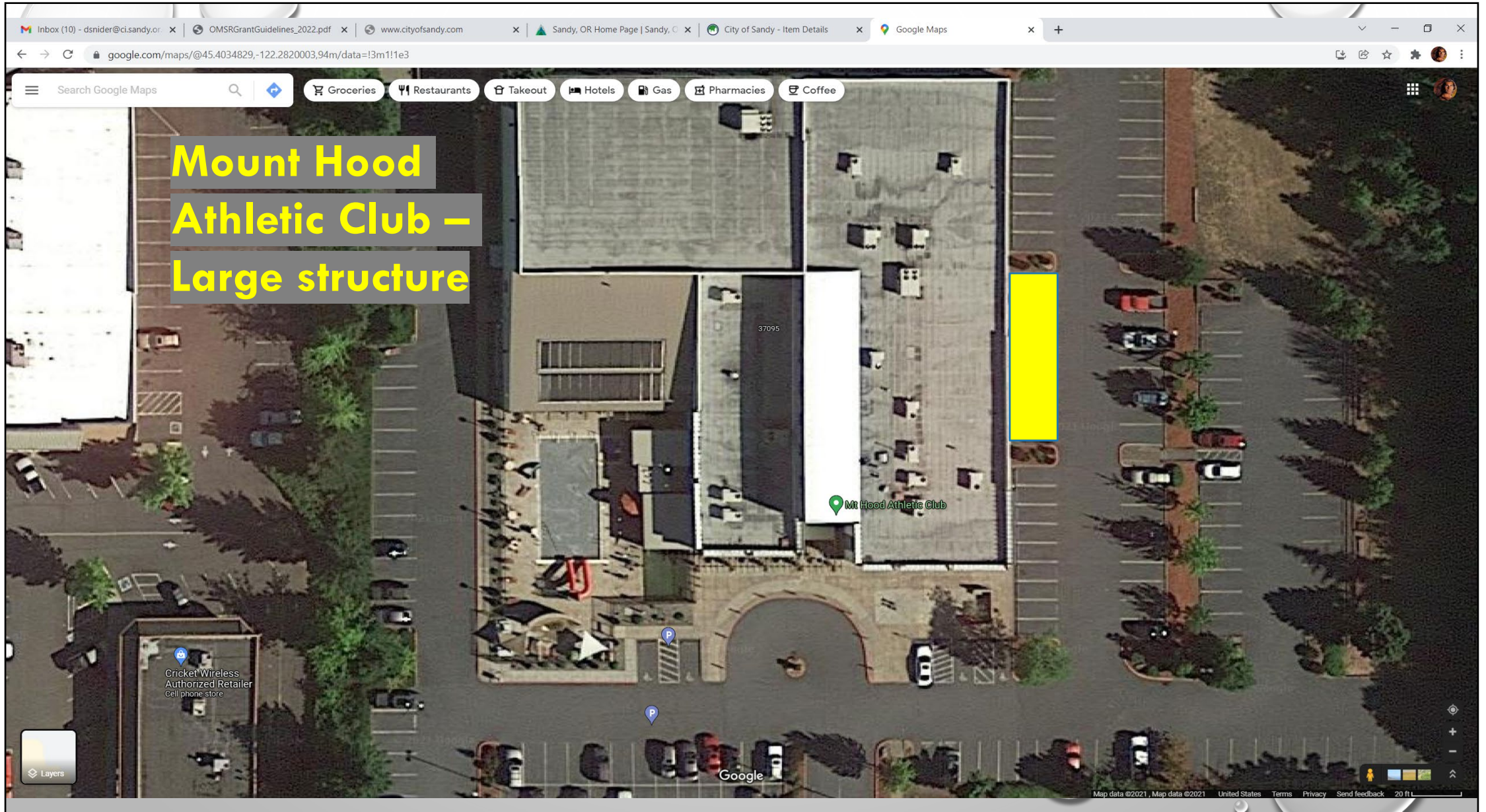








**Mount Hood  
Athletic Club –  
Pool structure**



**Mount Hood  
Athletic Club –  
Large structure**