

**Sandy Planning Commission  
Regular Meeting  
Monday, October 27, 2025**

Chair Wegener called the meeting to order at 6:31 p.m.

**1. MEETING FORMAT NOTICE: Instructions for electronic meeting**

**2. ROLL CALL**

Commissioner Lee – Present  
Commissioner Poulin – Present  
Commissioner Zawaski – Present  
Commissioner Malone – Present  
Commissioner O’Leary – Present  
Vice Chair Crosby – Present  
Chair Wegener – Present

Council Liaison Ramseyer – Present

Staff present: Development Services Director Kelly O’Neill Jr., Senior Planner Patrick Depa, Executive Assistant Rebecca Markham, City Attorney Josh Soper

**3. APPROVAL OF MINUTES – July 28, 2025**

Chair Wegener asked for any edits to the draft minutes. With no edits needed, the minutes were approved.

**4. REQUESTS FROM THE FLOOR – CITIZEN COMMUNICATION ON NON-AGENDA ITEMS:**

None

**5. DIRECTOR’S REPORT**

Development Services Director Kelly O’Neill Jr. told the Commissioners they were sent a link to the monthly departmental report, also provided to the City Council.

O’Neill provided a brief update on the recent legislative session and how it will most likely affect changes to the City’s Development Code. He first noted House Bill (HB) 2005 which has new laws around “residential care facilities” and “residential treatment facilities”. He will update the Commissioners as he knows more.

Also mentioned was HB 2138 which he stated was complicated but City staff is waiting for the Housing Authority Production Office (HAPO) to provide a model code to determine what their recommendations are before making any local code changes. The bill is specifically around “middle housing land divisions” and “expedited land divisions”.

O’Neill said that Senate Bill (SB) 974 also has some modifications around “design standards” but City staff is still trying to determine if any modifications to the Sandy Development Code are needed.

Commissioner Lee asked if staff is looking to expand the Urban Growth Boundary (UGB) in the near future. O’Neill said the recent Housing Capacity Analysis (HCA) which was adopted in 2024 stated that the city of Sandy didn’t need more UGB land at this time.

Chair Wegener asked about any upcoming meetings for the remainder of the year and O'Neill said he has nothing scheduled for November. O'Neill stated that he believes we'll start to see more development applications come in once DEQ and the EPA have released the conditional 190 ERU's. He said we might even see a request for an alternative wastewater system now that a pathway has been approved.

Wegener also asked for an update on the process for the Planning Commission interviews next year which include Commissioner Poulin's and Chair Wegener's seats. O'Neill said he's not sure how the interviews will go this year as City Administration is determining how to conduct interviews to be in compliance with public meeting laws. He'll investigate it more and let the Commissioners know any updates. Commissioner Poulin stated that she will not be seeking another term to which the Commissioners thanked her for her service.

## **6. CITY COUNCIL LIAISON REPORT**

City Council Liaison Ramseyer gave updates on the following items:

- The Transit Department had a ribbon cutting ceremony for the new electric buses they acquired through grants.
- The Deer Pointe Park development has already made great progress and is coming along nicely.
- The Historical Society is having a ribbon cutting ceremony on November 4 for the new exhibits recognizing woman leaders in Sandy.
- The Christmas tree lighting is November 21 and is the unofficial kick off to Winterfest.
- City Council is continuing their due diligence on the wastewater system and trying to find their best path forward while exploring all avenues.

## **7. NEW BUSINESS:**

### **7.1. Sandy Housing Production Strategy (File No. 25-044 CPA)**

Chair Wegener opened the legislative hearing on File No. 25-044 CPA at 6:49 p.m. Wegener called for any abstentions, conflicts of interest, ex-parte contact, challenges to the jurisdiction of the Planning Commission, or any challenges to any individual member of the Planning Commission. No challenges were made, and no declarations were made by the Planning Commission.

#### **Staff Report:**

O'Neill said that after the three work sessions on the Housing Production Strategy (HPS), the City sent their intent to adopt the HPS to DLCD in September. He explained that the City is in a "time crunch" because if the HPS isn't adopted by the end of the calendar year, they'll need to start over under new rules created by HAPO.

O'Neill also stated that staff is looking for a recommendation from the Commission for City Council to adopt the HPS. The Council meets on November 17 and in case they want any changes, it provides staff enough time to come back and adopt the HPS by the end of the year. However, O'Neill said that if the Commission decides tonight that they're not comfortable recommending approval until seeing a "track change" document, they'll need to schedule a special meeting prior to the City Council meeting on November 17.

O'Neill said he didn't think the majority of the changes being made will significantly change any of the strategies and what they are reviewing tonight is really what the document will look like, with a few exceptions.

O'Neill stated that this is a very unusual process and explained how the City received preliminary feedback from DLCD, which Project Manager Tim Wood compiled and summarized in a one-page memo. The feedback from DLCD will be included in the final redlined document that is shared with the City Council.

O'Neill introduced Tim Wood, Project Manager for the FCS Group and for this project.

**Applicant Report:**

**Tim Wood**

**Project Manager, FCS Group**

Mr. Wood completed a presentation which included the "intro and background", the "changes since the October 6 work session", and "DLCD's preliminary feedback" which was received on October 19 and included items such as specifying what completion means under the implementation steps and identifying the types of projects the Construction Excise Tax (CET) will fund.

**Public Testimony:**

None

**Staff Recap:**

O'Neill requested that the Commission make a recommendation to the City Council in tonight's meeting. He also reminded the Commissioners that DLCD gave a preliminary analysis of the HPS, something they haven't done for many other jurisdictions and with that said, feels it is wise to follow DLCD's recommendations which will be included in the final draft to the City Council.

**Motion:** Motion to close the public hearing at 7:19 p.m.

Moved By: Commissioner Malone

Seconded By: Vice Chair Crosby

Yes votes: All Ayes

No votes: None

Abstentions: None

**Discussion:**

Commissioner O'Leary asked staff if there's been discussion around code language mentioning the number of required units that should be accessible. O'Neill said there isn't at this time but when the accessibility code is drafted it could be included.

Chair Wegener was concerned about adopting a document that includes an additional construction excise tax (CET) without public input. O'Neill stated that if the City Council decided to change that specific strategy around CET, they would likely need to replace it with something else as well as have a very good reason for explaining to HAPO why the City didn't move forward with a CET.

Commissioner Lee expressed her discomfort in recommending the HPS for approval to the City Council without seeing the redlined document and stated she'll have to vote no. Wegener asked the rest of the Commission their thoughts and Commissioner Malone stated that she felt comfortable with staff addressing the concerns from DLCD prior to the City Council meeting and is also comfortable forwarding a recommendation of approval at this meeting. Crosby and Zawaski agreed with Malone.

Wegener asked if the Commissioners could testify at the final City Council public hearing if they had any objections to the final proposed document. City Attorney Josh Soper explained that he strongly discourages this approach and doesn't want to see that be a habit from the Commission, but given the unusual nature of this process tonight by being asked to recommend something without seeing the final version and given that it's not a land use decision or appealable, the risk is significantly mitigated and he would be ok with this approach in this limited instance. Also, they must do it as private citizens and not as Planning Commissioners. Soper also doesn't want this kind of testimony extrapolated to future decisions.

O'Leary said he doesn't see a need to have an extra meeting but would like to see the document via email before it's approved by the City Council. O'Neill said that once the report is redlined and ready for the City Council, he plans to send it to the Planning Commissioners.

Lee asked what liability the Commissioners have when recommending something that they haven't seen. Soper stated that he doesn't see any liability for them individually nor for the City as it will be clear to the City Council what the nature of their recommendation was and it was based on the report without the redline edits.

**Motion:** Move to recommend that the City Council adopt the Housing Production Strategy (HPS), as presented in Exhibit A and supported by the findings in Exhibit B, but also to include the modifications and clarifications as recommended by DLCD as outlined by staff..

Moved By: Commissioner Malone

Seconded By: Commissioner Zawaski

Yes votes: Commissioner Zawaski, Commissioner Malone, Commissioner Poulin, Commissioner O'Leary, Vice Chair Crosby, Chair Wegener

No votes: Commissioner Lee

Abstentions: None

## **7.2. Economic Development Strategic Plan Adoption (File No. 25-045 CPA)**

Chair Wegener opened the legislative hearing on File No. 25-045 CPA at 7:34 p.m. Wegener called for any abstentions, conflicts of interest, ex-parte contact, challenges to the jurisdiction of the Planning Commission, or any challenges to any individual member of the Planning Commission. No challenges were made, and no declarations were made by the Planning Commission.

### **Staff Report:**

Senior Planner Patrick Depa completed a presentation which included information on the background and purpose and how this document was originally adopted by motion and not by ordinance back in 2023, which was unusual for a supporting master plan. Depa explained the key considerations and how this meets City Council Goal 6.2, which states that the plan should be adopted by ordinance in order to be a stronger background document to the Comprehensive Plan. Next, Depa discussed the vision and goals and lastly the conclusion and recommendation. In his conclusion, he stated that the Economic Development Strategic Plan (EDSP) is consistent with all statewide planning goals, satisfies all applicable criteria of the City's Development Code for plan amendments, and is in full compliance with all state statutes and administrative rules.

### **Public Testimony:**

None

**Staff Recap:**

Depa again reiterated what was mentioned in his conclusion about the consistency with all statewide planning goals, satisfies all applicable criteria of the City's Development Code for plan amendments, and is in full compliance with all state statutes and administrative rules.

**Discussion:**

Vice-Chair Crosby stated that he felt the EDSP was very thorough and especially liked the implementation matrix for each of the goals.

Chair Wegener asked if there was any internal discussion on how to implement these strategies listed in the plan and O'Neill said that would be a question for City Administration as he no longer oversees Economic Development.

**Motion:** Motion to close the public hearing at 8:00 p.m.

Moved By: Vice-Chair Crosby

Seconded By: Commissioner Malone

Yes votes: All Ayes

No votes: None

Abstentions: None

**Motion:** Move to recommend to the City Council adoption of the Economic Development Strategic Plan, as presented in Exhibit A and supported by the findings in Exhibit B.

Moved By: Commissioner Lee

Seconded By: Vice Chair Crosby

Yes votes: All Ayes

No votes: None

Abstentions: None

**7.3. Sandy Housing Production Strategy (File No. 25-046 DCA)**

Chair Wegener opened the legislative hearing on File No. 25-046 DCA at 8:01 p.m. Wegener called for any abstentions, conflicts of interest, ex-parte contact, challenges to the jurisdiction of the Planning Commission, or any challenges to any individual member of the Planning Commission. No challenges were made, and no declarations were made by the Planning Commission.

**Staff Report:**

Senior Planner Patrick Depa completed a presentation which included the project background and explained how the City of Sandy was only one of ten jurisdictions to receive a grant funded Code-UP technical assistance grant. Depa also went through the overview of the code amendment which aligns with House Bill (HB) 4064. Next, he covered the state statutes and explained how this is another City Council goal under Goal 6.9. Depa went over the definition of "refabricated and modular housing and then explained how it aligns with the Comprehensive Plan under policies 37.4, 37.5 and 38.1. Lastly, Depa finished with staff's conclusion and recommendation.

**Public Testimony:**

None

**Staff Recap:**

Depa stated that he had nothing additional to add.

**Motion:** Motion to close the public hearing at 8:25 p.m.

Moved By: Commissioner Malone

Seconded By: Vice Chair Crosby  
Yes votes: All Ayes  
No votes: None  
Abstentions: None

**Motion:** Move to recommend that the City Council approve the proposed text amendments to various chapters in Title 17, as presented in Exhibit A and supported by the Findings in Exhibit B.

Moved By: Commissioner Malone  
Seconded By: Commissioner Lee  
Yes votes: All Ayes  
No votes: None  
Abstentions: None

## 8. ADJOURNMENT

Chair Wegener adjourned the meeting at 8:32 p.m.

Attest:

\_\_\_\_\_  
Chair Darren Wegener

\_\_\_\_\_  
Kelly O'Neill Jr.,  
Development Services Director

Date signed: \_\_\_\_\_