

**Sandy Planning Commission  
Regular Meeting  
Monday, November 25, 2024**

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

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

**2. ROLL CALL**

Commissioner Crosby – Present  
Commissioner Poulin – Present  
Commissioner Ramseyer – Present  
Commissioner Vincent – Excused  
Commissioner Myhrum – Absent  
Vice Chair Lee – Present  
Chair Wegener – Present

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

**3. APPROVAL OF MINUTES – August 26, 2024**

Chair Wegener asked for any edits to the draft minutes. With no requested edits, Wegener declared the minutes 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 that there won't be a Planning Commission meeting in December but is considering a January meeting to determine chair appointments as well as to discuss goals for the next biennium.

O'Neill updated the Commission on the new Chipotle restaurant, the Sandy Marketplace redesign, Tollgate Inn's new covered structure, and progress on the new Cascade Creek Apartments. He also gave brief updates on Sandy Woods II, Bornstedt Views, Tickle Creek Condos, and the two subdivisions being built on Vista Loop Drive.

O'Neill also gave a brief update on the recent code enforcement cases and reminded the Commissioners that if they'd like to have monthly updates on these cases, to let him know.

O'Neill thanked Commissioner Vincent and Myhrum for their time on the Commission, congratulated Commissioner Ramseyer on her election to the City Council, and congratulated Commissioner Lee on her reappointment to the Planning Commission.

Lastly, O'Neill mentioned they had nine people apply for the four open Planning Commission positions and said it was the most impressive applicant pool since he started working at the City of Sandy. The recommendation for approval on the four chosen applicants will go before the City Council on December 2.

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

City Council Liaison Chris Mayton gave his congratulations and thanks to Commissioner Lee and Commissioner Ramseyer. He stated that he looks forward to working with Commissioner Ramseyer in the future.

## **7. NEW BUSINESS:**

### **7.1. Sandy Transit Operation Center Re-Zoning (File No. 24-055 VAR)**

Chair Wegener opened the public hearing on File No. 24-055 VAR at 6:45 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. Commissioner Crosby mentioned that he explained the application to a coworker who received the notice in the mail and didn't understand what it was about.

#### **Staff Report:**

Senior Planner Patrick Depa completed a presentation that included background information, a vicinity map, history of past approvals, zoning information on the site and surrounding sites, and the review criteria from Chapter 17.26. Depa also explained the connection with the 2020 Transit Master Plan, specifically Policy # 3, Action 3.1 that clearly spells out the need for the expansion.

#### **Applicant:**

Andi Howell, Transit Director  
16610 Champion Way  
Sandy, OR 97055

Director Howell thanked the Commissioners and Chair for their time on this application and explained the reason for the requested zone change. She said the potential new building would be located away from the street and public view, hence their request to change the zone from I-1 to I-2 giving more flexibility on the design standards and requirements. She explained that the building will also provide extra office space, storage, and allow for more transit department growth.

#### **Public Testimony in support:**

None

#### **Public Testimony against:**

None

#### **Public Testimony neutral:**

None

#### **Staff Recap:**

Depa said the zone change request from I-1 to I-2 was more appropriate for the intended use and the I-2 zone change is similar to other properties on the south side of Champion Way.

O'Neill followed up and made it clear that he doesn't want the City of Sandy treated any differently than other applicants with similar projects and requests. He also explained that the building that will eventually be built would be internal to the site and out of the way of public view. The I-2 zoning district won't require as robust "Sandy Style" design requirements as the I-1 zoning would require. He also clarified that if a building is built closer to the property line and in the public view, the conditions would require a more robust design.

O'Neill also reminded the Commission that they are only making a recommendation on the zone change and not regarding any future buildings. Lastly, O'Neill explained that they will need to work closely with the city attorney to discuss a transfer of ERU's if the new building eventually moves forward. He said that the City will need to follow the same standards in the moratorium and consent decree as a private developer.

**Discussion:**

Commissioner Lee asked Director Howell if they plan to hire an "in-house" maintenance mechanic in association with the new building. Howell confirmed they are considering that as an option since third party diesel mechanics are expensive and difficult to find. She also stated that the new position would be in the new maintenance building and would serve the entire City fleet.

**Motion:** Motion to close the public hearing at 7:21 p.m.

Moved By: Commissioner Crosby

Seconded By: Commissioner Lee

Yes votes: All Ayes

No votes: None

Abstentions: None

**Motion:** Move that the findings as presented in the staff report dated November 15, 2024, shall be adopted, including the conditions in finding #20, and the Planning Commission recommends approving File No. 24-055 ZC to City Council to amend the Zoning Map from Industrial Park (I-1) to Light Industrial (I-2).

Moved By: Commissioner Ramseyer

Seconded By: Commissioner Crosby

Yes votes: All Ayes

No votes: None

Abstentions: None

**8. ADJOURNMENT**

Chair Wegener adjourned the meeting at 7:22 p.m.

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

Attest:

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

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