



# SANDY AREA

## CHAMBER OF COMMERCE

Supporting Business, Growing Community

May 14, 2024

City of Sandy  
Kelly O'Neil  
39250 Pioneer Blvd.  
Sandy, OR 97055

To Whom It May Concern:

On behalf of the Sandy Area Chamber of Commerce, please consider this letter the formal request for use of the Sandy Centennial Plaza and street closure from Hoffman to Pioneer, for the duration of the Annual Sandy Music Fair and Feast.

This event will take place from Thursday, July 11 through Saturday, July 13, 2024. We are planning set-up to start Tuesday, July 9th and will finish tear-down and cleanup of the event on Monday, July 15, 2024.

We are requesting public works to please place street closure barriers at the end of workday on Friday, July 5<sup>th</sup>, 2024, barriers will not go up on Friday, I will move the barriers in place in the evening of Sunday, July 7<sup>th</sup> to the parking space where the stage is placed. The stage will be delivered on Monday morning, July 8<sup>th</sup>. The Transit Department will still have access to the street and transit center through Tuesday, July 9<sup>th</sup>. Total street closure will be Wednesday, July 10<sup>th</sup> and we will open the road back up at the end of the workday on Monday, July 15<sup>th</sup> after all the equipment is removed and we have cleaned the street, the plaza, and surrounding areas.

SACC is also asking for approval of the sale of alcohol on City property and the use of amplified sound equipment at Centennial Plaza for the Music Fair & Feast as well. We will complete and submit the appropriate forms for this request. OLCC license is in the works. We will also forward certificate of insurance upon receiving it from our agent.

If you have any questions, please don't hesitate to call me at (503)-668-4006.

Sincerely,

Khrys Jones  
Executive Director  
Sandy Area Chamber of Commerce and Business Resource Center

cc: Sandy Police Department  
Sandy Transit  
Public Works  
City Manager  
Planning Department

### **Timeline**

- Friday, July 5<sup>th</sup> – Public Works leave street barriers at Hoffman
- Sunday, July 7<sup>th</sup> - After bus runs are complete for the day – SACC will move barriers into parking spaces on the south end of Hoffman, for the stage. North side parking spaces will be open
- Monday, July 8<sup>th</sup> – Stage will arrive and be placed at the south side of Hoffman
- Monday, July 8<sup>th</sup> – Fencing will go up, but road will be open
- Wednesday, July 10<sup>th</sup> – Hoffman closed
- Monday, July 15<sup>th</sup> - by close of business, Hoffman opened back up