

HISTORIC REVIEW BOARD MINUTES
21420 MAIN STREET NE, AURORA
November 17, 2011

Staff Members Present: Mary Lambert, Court Clerk
Renata Wakeley, City Planner

Others Present: Terri Roberts - City Council

The meeting of November 17, 2011, was called to order at 7:03 p.m. by Vice Chair Hauser.

Court Clerk takes Roll Call

Chairman Thuemmel – Absent
Vice Chair Hauser – Present
Member Townsend – Present
Member Wilcox – Present
Member Frackowiak – Present.

CONSENT AGENDA

A motion to approve the minutes of October 27, 2011, was made by Karen Townsend, seconded by James Frackowiak, and passed unanimously.

VISITORS

Bill Graupp Aurora
Joseph Schaefer Aurora

OLD BUSINESS

A. Discussion of updating the Historic Guidelines per City Council request.

Renata Wakeley attended to go through her markups on Title 17 and the items she would like to have the board go through including:

- Procedural process – go through the code and mark up any language or other changes;
- Applicability;
- Guidelines – language and material may need updating;
- Enforcement.

Land use procedure types from the city of Salem’s code and procedural process were gone over as an example of processes the HRB may want to look at:

1. Type I procedures for applications with clear and objective standards and criteria that do not require interpretation or the exercise of policy or legal judgment.
 - No discussion option
 - Notices of Decision to property owner and adjacent properties for possible appeal
 - Decisions made administratively
 - Need to review and decide on Type 1 applications and who will be making decisions.

2. Type II procedures for applications where the standards and criteria require limited discretion or legal judgment.
 - No hearing
 - Public notice and 14 day comment period
 - Use current Notice of Decision
 - Make sure notices are mailed not only to property owner but also to adjacent property owners

Renata asked that the board continue to work on the updating and she will attend another meeting in a few months to go over their suggestions.

NEW BUSINESS

A. Discussion to declare vacant position after the December meeting.

The court clerk explained that Chairman Thuemmel has submitted his resignation effective after the December meeting of the Historic Review Board. This will leave a vacancy on the board for a position in which the term will expire on 4-01-2012. The vacancy has been posted in the hopes that a recommendation will be given to the city council for their consideration at their January 2012 meeting. The board agreed to get the word out. It was also pointed out that the term for member Wilcox expires on 1-01-2012.

There was discussion about a memo from City Recorder Richardson dated today regarding a fencing project at 14643 Ehlen Rd in which no application has been received and the material is prohibited in the historic district. The property management company has been notified they are in violation and need to submit an application if they wish to proceed. At this point the board can take no action.

There was discussion regarding the December meeting falling during the Christmas break. It was agreed that the December Historic Review Board meeting will be held on Wednesday, December 14, 2011, at 7:00 pm.

ADJOURN

A motion to adjourn was made at 8:53 pm by Karen Townsend, seconded by James Frackowiak, and passed unanimously.

Cheryl Hauser

Cheryl Hauser, Vice-Chairman

Mary C Lambert

Mary C. Lambert, Court