

AGENDA  
Historic Review Board  
City Council Chambers – 21420 Main Street NE, Aurora  
Thursday, 7:00 pm  
August 22, 2013

**1. CALL TO ORDER BY CHAIRMAN**

**ROLL CALL**

**2. CONSENT AGENDA**

A. Minutes:

- I. Historic Review Board Minutes – July 18, 2013
- II. Planning Commission Minutes – July, 2013
- III. City Council Minutes – July, 2013

**3. CORRESPONDENCE**

None

**4. VISITORS**

Anyone wishing to address the Historic Review Board concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Historic Review Board could look into the matter and provide some response in the future.

**5. OLD BUSINESS**

**A.**

**6. NEW BUSINESS**

- A. Discussion and/or action on A-Board sign application Heirloom Revival Co. 14936 3<sup>rd</sup> Street.**
- B. Discussion and/or action on Free standing sign application Aurora Fire District 21390 Main Street.**

**7. ADJOURN**

**HISTORIC REVIEW BOARD MINUTES  
21420 MAIN ST. NE, AURORA OR 97002  
July 18, 2013**

**Staff Members Present:** Kelly Richardson, City Recorder

**Others Present:** Bill Graupp, City Council member  
**Scott Brotherton, City Council**  
**Kris Sallee, Planning Commission**  
**Samantha Feder, Aurora**  
**Sharon Harbeck, Aurora**

The meeting of July 18, 2013 was called to order at 7:00 p.m. by Chairman Townsend.

**Chairman Townsend takes Roll Call**

Chairman Karen Townsend – Present  
Vice-Chair Gayle Abernathy – Present  
Member Bill Simon – Present  
Member Merra Frochen – Present  
Member Mella Dee Fraser – Present

**CONSENT AGENDA**

- I. Historic Review Board Minutes – June 27, 2013
- II. City Council Meeting Minutes - none
- III. Planning Commission Meeting Minutes - none

A motion to approve the HRB minutes of June 27, 2013, as presented, was made by Member Fraser, seconded by Member Frochen and passed unanimously.

**CORRESPONDENCE**

None

**VISITORS**

No one spoke.

**OLD BUSINESS**

- A. Discussion and/or Action of Updating the Historic Guidelines per City Council Request.**

## 1. Review of Design Standards as part of title 17.

Chairman Townsend informs members that the most current version of title 17 is in your packet Planning Commission Chair Schaefer is here. Planning Commission had the public hearing on title 17 July 2, 2013. I and member Simon were in attendance.

I did look at the document and had a few questions:

1. On pg 398 applicability, what was discussed was that paint color for non-contributing commercial structures was that it would need staff approval and when I look back later on in section 17.21.40 the new language is there on pg 441 under paint but it's not reflected in the beginning in applicability,

I think what you say is, 17:40:50 B 3 add after the word structure, and insert (and of non contributing structure in the historic commercial overlay,)

Pg 408 same 17.20.50 C, admin approval process #4 it should also say non-contributing in commercial overlay.

#2, I am bothered by this statement. Before if you were using the same color paint along with the same materials same everything you didn't have to get approval. During discussion it is agreed that this should be taken out and not have to have approval. DELETE #2 agreed.

Pg 404 I asked for clarification on this it was a big change and no discussion was offered nor clarification or reasoning that HRB should no longer have authority to approve items on new construction. **Chairman Schaefer** item #3 on the memo from SHPO. This item was proposed by Councilor Graupp that new construction is not Historic and so the idea was new construction was not really related to HRB and that Planning Commission can over see that and it would cut down on time spent by the applicant.

**Chairman Townsend** it really is complicated because when you are looking at the commercial district and when 3 original buildings were lost to fire when you are replacing these contributing structures this really is of HRB expertise. I think it is crucial to the Historic District and I think it takes away significant authority. Member Fraizer is there away to work together on these types of applications.

The discussion among members is to do one stop shopping or one meeting once someone wants to appeal a HRB decision it then goes to council but with my proposal the governing body is Planning Commission and if they do an appeal it has a formal appeal process with the Planning Commission itself rather than going to council first.

**Chairman Townsend** states people have come up to her and stated that one particular property that they would want HRB to have input on. In the past Planning Commission members historically are not interested in HRB items and they typically are not familiar with the historic district is doesn't give a good vibe.

**Member Frochen** comments doesn't it take away the checks and balance so that one body isn't making all the decisions. **Chairman Townsend** states that really there is no

recourse if we disagree with a decision, **Chairman Schaefer** you can appeal just like anyone else could.

It doesn't mean the HRB will be taken seriously and our comments heard.

I think that this was a significant change and since this was a public hearing on this no one could make comments during that type of forum.

**Member Fraizer** I would like to see all members in one meeting working together.

**Member Abernathy** I think that the Planning Commission gets involved in economics and building and I don't think that the Planning Commission would look at the Historic significance of our history.

**Member Simon** how much vacant property is there, Townsend we are looking at 3 buildings that burned and they have to be replaced and these are significant to our history.

**Commissioner Sallee**, comments when you look at new construction you still have to consult the Design Standards which are within the Historic Frame work so I think this covers what you are speaking about. It validates that we have to follow exactly the same document. **Abernathy** we just want to have checks and balances I guess I don't have confidence that Planning Commission will follow this document. (Sallee) I have been to these meetings and as Chairman Schaefer stated you can appeal it just like anyone else if you don't agree with the decision made.

**Chairman Schaefer** points out that this document is written in such a way that you really could have staff do this the new rules are very clear and what the decision or outcome will be. **Chair Townsend** that's true but the board did suggest on more than one occasion items that should be covered and Planning Commission didn't like the format or what was presented.

**Chairman Schaefer** we structured the document in this format because we thought it would be user friendly with the citizens. This document should be very clear and objective very much trying to stay away from general statements because they can be so easily misunderstood.

**Member Abernathy** the HRB and the preservation of the historic district must be maintained.

**Chairman Townsend** The Comp Plan is full of comments and stresses the importance of the HRB. (**Schaefer**) Good idea everyone reread the comp plan.

**Chair Townsend** Signs, since we have taken out existing signs on pg 416 does that mean that these properties would need to bring their signs into compliance. I believe I understood it to say if they are up by OCT 1995 or after then they would be grandfathered in. **Chairman Schaefer** 1995 to present they would be in compliance if they received approval but if there is no approval then these properties must update their signs to be in compliance.

Pg 420 exempt signs I see a that LED sign has a separate definition, we proposed that we could live with this and I believe we came to a middle ground and I thought we came up with no control on images. **Chair Townsend** currently we control images on signs. **Chair Schaefer** as per legal requirements according to the City Planner we cannot limit content. Colors we limited to two colors (Townsend) why, if you are allowing them to be expressive can't they have more colors. (Schaefer) We are doing the best that we can and we are trying to solve a business situation where many businesses want it. The best we can.

**Chair Townsend** On new business signs we had asked that this be expanded (17.24.060 C 3 pg 420) so that new businesses such as a temporary business they cannot use a temporary sign and have no restrictions and we asked that they can only have up temporary signs while the approval process is taking place.

UNDER Standards PG 442

Sidewalks, there has been a sidewalk standard for many years and this is found in downtown improvement plan and HRB guidelines that you don't have to have trawled edges and we have many in town that aren't trawled. The history behind this is when Marion County discussed our options they offered 3 kinds of sidewalks and so we came up with a solution we decided on un-trawled edges because they looked old.

**Chairman Schaefer** it is a safety issue and a tripping/safety issue and it last longer I get the ascetic situation but I think for a safety this is better. **Chairman Townsend** what about brick they don't have trawled edges Schaefer I don't know that's a good point. So why can't we keep what we have had in the past. Member Frochen that's the checks and balance that we are up against new verses old.

**Member Abernathy** is the City Council going to listen to us. Schaefer yes but they may not agree with everyone.

446pg transom and clear story 17.40.190 B 4 I think this is a typo Schaeffer agrees. Should state above doors.

Pg 450 17.48.020 designated HRB refers to 10A is a typo?

**Chairman Townsend** I presented a few items to Planning Commission about Colony Structures it should have their own section and or more rules/regulation. I feel that it could have been inserted easily and it was not mentioned at the Planning meeting. **Chair Schaefer** it was agreed upon long ago through Planning to use contributing and non contributing as the separation of structure types. Chair Townsend these items have already been designated a landmark. **Chairman Schaefer** I wasn't aware of that. **Chair Townsend** where are the different standards for the landmarks that HRB proposed, **Schaefer** I think that the contributing structures is strict enough and Planning Commission did not act on the proposed changes. **Abernathy** why didn't you act on it? **Schaefer** because we are trying to simplify the code.

**Townsend** if you don't call this out and show the distinction and show the difference you fail to show the history. **Schaefer** that is why it is in the guidelines and the Comp

Plan along with the inventory those documents show the history of Aurora. The inventory the HRB can change the inventory at any time.

**Townsend**, I think that you are going to lose the historic uniqueness for Aurora.

**Schaefer** I am not saying they are not important but title 17's function is to be the regulatory document.

**Abernathy** are you familiar with other historic cities and do you think they are happy with how they are being regulated. By their codes and plans.

Agreement on the board is to press City Council to recognize this colony distinction.

## NEW BUSINESS

A. **Discussion and/or action on Wall Sign Application for Pudding Lane, 21620 Main St. Application submitted by Sharon Harbeck.**, Two Wall signs on the application, Chairman Townsend let's look at the sign section of the Guidelines,

1. 415 pg Section 17.20.100 B Wall signs, 17.20.070 Materials wood, Font is approved from the list, Font the lettering is black on white background is met. A, B, C.

2. 417 pg Type of sign for wall signs placement,

The applicant is asked about square footage, it's agreed amongst the group 25 square foot of frontage. The application is asking for two wall signs (one is allowed) however I see this sign over the window and I see it as a parapet sign they generally identify the name of the business. I believe that we can take the top sign as a parapet sign, we can allow the two signs and it looks appropriate for the frontage area.

Next we would then look at size for the wall sign 30x18 and the Parapet 72x12 this would work for the frontage requirements.

Chairman Townsend calls for comments hearing none all is in agreement  
17.20.100 B and C

A Motion to approve the application as written was made by Member Simon and is seconded by Member Frazier. Motion Approved by all.

Chairman Townsend asks the applicant if you might be interested in an A-board sign the applicant has a picture on her camera and the board reviews the picture.

- Hand Painted, no more than 5 colors
- Wood material
- Easel back, which will be placed towards the bushes and won't be seen.

Applicant is adding this easel sign and the location would be to the left of the arch on the patio.

Board discussion of sign,

- Pg 415 17.20.100 general sign provisions, discussion on figural sign
- Colors you are limited to 5 colors so that is met
- Printing it would be black (stated by applicant) and one of the approved fonts from the list.
- Lets cite that the applicant has shown a picture of an additional sign a figural sign and it meets, Color, material, a figure and graphics are to be from font list also meets 1720.0790 A 1, 2 B and C,3 and meets free standing 17.20.100 F.

Member Frazier makes a motion to approve the sign as discussed with the applicant and is seconded by Member Simon as cited. Motion Passes.

Tell us about your business it's a typical English tea room. With British flair and English parameters

#### **ADJOURN**

A motion to adjourn was made at 8:45 pm by Member Simon, seconded by Member Frochen and passed unanimously.

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Karen Townsend, Chairman

ATTEST:

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Kelly Richardson, City Recorder

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, July 02, 2013 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002  
**Relocated to;**  
**Aurora Fire Hall**

**STAFF PRESENT:** Kelly Richardson, City Recorder  
Renata Wakeley, City Planner

**STAFF ABSENT:**

**VISITORS PRESENT:** Bill Graupp, 14629 Ehlen Aurora  
Scott Brotherton, 15499 4<sup>th</sup> Aurora  
Patrick Harris, 15038 3<sup>rd</sup> Aurora  
Bill Simon, 21441 Main Aurora  
Michael Ausec, 21680 Main Aurora  
Karen Townsend, Aurora  
Jim Champion, 14783 Ehlen Aurora  
Sharon Willis, Aurora  
Susie Conor, Aurora  
Brian Asher, 21514 Liberty Aurora

**1. Call to Order of Planning Commission Meeting**

The meeting was called to order by Planning Chair Joseph Schaefer at 7:00 p.m.

**2. City Recorder Did Roll Call**

Chairman, Schaefer -	Present
Commissioner, Willman	Present
Commissioner, Gibson	Present
Commissioner, Graham	Present
Commissioner, Fawcett	Absent, came in late at 7:21
Commissioner, Sallee	Present

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –June 04, 2013
- II. City Council Minutes – May, 2013
- III. Historic Review Board Minutes –

No comments....

A motion is made by Commissioner Sallee to approve the consent agenda as presented and seconded by Commissioner Graham. Motion Approved.

## Correspondence

I. **Email and Letter from the Mortuary Board in Regards to Back Yard Burial**, clarification on this was given by city recorder and city planner. This was talked about last year during a Council meeting an update came in so it was placed in your correspondence as and FYI.

## 4. Visitor

Anyone wishing to address the Planning Commission concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Planning Commission could look into the matter and provide some response in the future.

## 5. Public Hearing opens at 7:29pm

A. **Legislative Amendment 11-01 (LA-13-01) which would amend sections of the Aurora Municipal Code – Title 17 also known as Historic Preservation Ordinance of the City of Aurora.**

**City Planner explains the process and she goes on to read her staff report as inserted here.**

TO: Aurora Planning Commission  
FROM: Renata Wakeley, City Planner  
RE: Legislative Amendment 13-01 (LA-13-01)  
DATE: June 25, 2013

## REQUESTED ACTION

The Planning Commission's options for taking action on Legislative Amendment 13-01 include the following:

- A. Recommend that the City Council adopt Legislative Amendment 13-01:
  - 1. As presented by staff; or
  - 2. As amended by the Planning Commission (stating revisions)
- B. Recommend that the City Council take no action on Legislative Amendment 13-01
- C. Continue the public hearing:
  - 1. To a time certain, or
  - 2. Indefinitely

## BACKGROUND

Aurora's Municipal Code includes Title 17, known as the "Historic Preservation Ordinance of the City of Aurora", which provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

Title 17 was last updated in 2002. In 2012, the Aurora City Council directed the Planning Commission to work with the Aurora Historic Review Board to update and streamline Title 17 based upon feedback and concerns from the public.

Generally, the proposed update includes changes to the following:

- Clarify which structures in the district are considered "contributing" and "non-contributing".
- Clarify/establish standards related to: additions, porches, landscaping, paint colors, signage, etc.
- Clarify noticing requirements and the responsible entities for decisions in the historic district.
- Clarify/update design standards applicable to properties and structures within the historic district.

Legislative Amendment 13-01 includes the adoption of code amendments to Title 17 of the Aurora Municipal Code. The revisions are attached in a **bold** and ~~strike through~~ format for review purposes.

### FINDING OF FACT AND CONCLUSIONS

The Aurora Planning Commission, after careful consideration of the testimony and evidence in the record, adopts the following Findings of Fact and Conclusions:

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on May 29, 2013, which was 35-days prior to the first evidentiary hearing on July 2, 2013.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. 10 days prior to the first evidentiary hearing, the City sent written notice of the hearing to all property owners within the historic commercial and historic residential overlays. Section 16.74.030.C.3. requires notice to be published at least seven days prior to the scheduled hearing date. Notice will be published in the Canby Herald on July 3rd, 2013 for the City Council public hearing date. As there are two hearing dates, staff finds adequate notice to allow for comment period has been provided as the Council hearing date is scheduled for August 13, 2013. Notice of both hearings was also mailed to every property owner within the district and posted at City Hall on June 25, 2013.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a quasi-judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the planning commission and the decision by the city council.
5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.

### FINDINGS

- A. The recommendation by the planning commission and the decision by the council shall be based on consideration of the following factors:

1. Any applicable statewide planning goals and guidelines adopted under Oregon Revised Statutes (ORS) Chapter 197;

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing will be held by the City Council on August 13, 2013. Notice was posted at City Hall, published in the Canby Herald, and provide to the Historic Review Board. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC. Goal 2 generally supports clear and thorough local procedures and the code update is intended to clarify, simplify and streamline regulations for the approval entity and the general public. Goal 2 is met.

Goal 3, Agricultural Lands: Goal 4, Forest lands: Goals 3 and 4 are not applicable. The proposal does not involve or affect farm or forest lands.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources. Goal 5 is not applicable. The proposal does not address Goal 5 resources.

Goal 6, Air, Water and Land Resource Quality: Goal 6 is not applicable. The proposal does not address Goal 6 resources.

Goal 7, Natural Hazards: Goal 7 is not applicable. The proposal does not address Goal 7 resources.

Goal 8, Recreational Needs: Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments partially respond to a need identified within the business community to clarify code requirements. The proposed code amendments are not found to deter employment or business opportunities. Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues.

Goal 11, Public Facilities and Services: Goal 11 is not applicable. The proposal does not address Goal 11 issues.

Goal 12, Transportation: The draft code amendment provide for some parking exemptions for historic commercial properties to allow greater flexibility for historic resources in meeting newer code provision for parking. However, the proposal does not address Goal 12 issues.

Goal 13, Energy Conservation: Goal 13 is not applicable. The proposal does not address Goal 13 resources.

Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for Legislative Amendments. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendment does not reduce permissible uses of properties in the affected zone. However, the City did send notice to each property owner within the historic commercial and residential overlay.

2. Any federal or state statutes or rules found applicable;

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on historic commercial and residential overlay zone properties. However, notice was mailed at least 10 days prior to the first public hearing to all historic commercial and residential overlay properties. lands. Notice was also mailed to the Oregon State Historic Preservation Office (SHPO) who provided comments on the draft code update (see Exhibit B). Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

The following Comprehensive Plan Goals and associated policies were found to be applicable to this application:

*Goal 1- Citizen Participation: Develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.*

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing will be held by the City Council on August 13, 2013. Notice was posted at City Hall on June 25, 2-013 for both public hearings and published in the Canby Herald on July 3rd for the August City Council meeting. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Staff finds this condition is met.

*Goal 2- Planning Process: Establish a land use planning process and policy framework document (comprehensive plan) as a basis for all decisions and actions related to use of land and ensure adequate factual base for such activities.*

FINDINGS: Adoption actions are consistent with the acknowledged AMC. The update to Title 17 is also intended to clarify when properties or structures are subject to decisions or actions and clarify the approval authority for said decisions. The intent of the update is also to provide better noticing of decisions and appeal opportunities for all decision. Staff finds this condition is met.

*Goal 9- Economic Policies*

3. *Foster commercial and industrial activities to meet the expressed needs of City residents.*

FINDINGS: The draft code amendments respond to a need/concern identified within the historic overlay to clarify the code and remove interpretations of the code in order to all applicants a greater understanding and clarity on the regulations and design standards to be followed. The proposed code amendments are not found to deter employment or business opportunities. Staff finds this condition is met.

*Goal 12- Transportation Policies*

2. *Encourage transportation improvements which support the community's economic development and create a pedestrian friendly atmosphere.*
3. *Establish a street system which is consistent with orderly growth, minimizes conflicts with adjacent land uses, and provides a circulation system which is safe and efficient for both vehicles and pedestrians.*

FINDINGS: The draft code amendments reduce the parking standards for some commercial historic properties to be more in line with the small lot sizes and their potential inability to meet current parking standards. Staff finds this condition is met.

4. The applicable provisions of the implementing ordinances.

FINDINGS: Title 17 is intended to provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora. The application and legislative amendment intends to clarify implementing ordinance within Title 17. In addition, the update intends to clarify noticing requirements and decision authorities for properties subject to Title 17. Staff finds the proposed code amendments can be established in compliance with the development requirements and implementation ordinances of the Aurora Municipal Code.

- B. Consideration may also be given to proof of a substantial change in circumstances, a mistake, or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.

FINDINGS: Staff does not find a change in circumstance or mistake but rather the City Council directed the Planning Commission to work with the Historic Review Board to clarify and update inconsistencies in the implementing ordinances so as to ease understanding of requirements for property and business owners within the historic district. Staff finds this criterion is met.

- Exhibit A: Draft Title 17 code update
- Exhibit B: June 19, 2013 comments from SHPO

**Explains all notice requirements and State ORS and goals. Hope to come to agreement and recommendation to the City Council for adoption.**

**Chairman Schaefer explains** the big picture on what the Planning Commission has been doing. Explains the hearing process again and that we are happy to hear from you the audience. Currently in Title 17 there is a procedural process but the actual rules are in the Historic Guidelines we want to put them into the title 17 document that is before us tonight they have been made clear and straight forward. SHPO has commented and we are now saying 3 specific items can be done/reviewed by staff.

1. Roof
2. Paint
3. \$2,500 dollar and below landscaping projects.

Only the design regulations are being proposed for change, we are not changing permitted uses or zoning. This is all about the text of the code and for text and changes in materials. Currently the HRB Guidelines applies to all properties within the district and so we are proposing that there will be classifications such as contributing 1920 and non contributing after 1920 under lighter restrictions.

1. roof pitch 8/12 or steeper
2. all need front porches
3. garages
4. windows size.

So this essentially should simplify the process and not be as strict.

SHPO said we should have a designation for historic landmarks and a process. This will be a very small percent of properties.

SHPO highly recommended most of which goes before HRB could be handled by staff and I don't think this is appropriate because this would leave little for HRB to do, I think that we should still know what is happening and regulate within the district.

**Chairman Schaefer** asks for a Show of hands to get a sense of how many people want to speak to determine the time allotment for each speaker. 4 people raise their hands so 10 minutes is the agreed amount of time.

**Patrick Harris the museum curator**, this all sounds good to me I am seeing a few issues like do we really call out the significance of the colony structures as well as they should be? This is really a very elite German group of structures in pacific NW, many of them were built by their children and the people of the Aurora Colony and we should preserve that history. I do think the HRB should have a lot of input because they really have a greater understanding and appreciation on the benefits of having a business in our town.

There are a significant amount of buildings outside of the city but in the district and they could make their own building be considered to be significant structures as a historic landmark.

**Chairman Schaefer**, remarks I think the SHPO items are going to answer those concerns and more.

**Mike Ausec**, Aurora Oregon, my first concern is some statement about parking is being repealed via title 16, **Chairman Schaefer** what we are proposing is to eliminate some parking requirements and allow some commercial properties to be exempt from title 16 requirement as many historic commercial properties find it difficult to meet more modern parking standadards.

Next item contributing and non contributing roofs and you are saying roofs would be either wood or black asphalt and I don't agree with this because black is hot.

Next landscaping I think this is something new, you are mandating additional requirements on commercial properties, where are they going to find additional land to meet this requirement, **Chairman Schaefer** these properties that are listed they are grandfathered in and you raised a question that I would want to ponder because I wonder for new development is this going to be too hard to follow. It is clarified that the landscaping projects under 2500 would be approved by staff. There are buffering minimums and it is explained that it would be the applicants choice on a list provided for trees. Wakeley will work on clarity for this section.

Solar I didn't see anything that would limit me to do an entire roof of solar panels. **Chairman Schaefer** it is not allowed it is allowed on the ground, **Wakeley** the State says the City can regulate within the district staff will work to confirm this with the state agencies. **Chairman Schaefer** by remaining silent it is considered prohibited.

Another issue why would you prohibit drive up and drive through type businesses, **Chairman Schaefer** states it is to be more pedestrian friendly.

**Chairman Townsend** of HRB, first I would say that we have been working on this for a long time and Chairman Schaefer of the Planning Commission has been a great help to the City and it needs to be recognized, this is what he does for a living and so he has saved the City a great amount of money.

At the HRB meeting we noticed on pg 3 Admin and exempt items, **Chairman Schaefer** this is a mistake and it needs to be listed as staff decisions and it will be reflected. **Chairman Townsend** does that also include paint on non contributing structures **Chairman Schaefer** states SHPO says we shouldn't on anything but I say on contributing we should require it, so if you want a color scheme you let staff know you choose the scheme and then your good to go but if it's not on the list you go before the HRB for approval.

Historic Review Board feels that on non contributing structures there should be a wide range of colors to choose from so people have a large choice of colors. However we think that all selections should be reviewed by staff as well.

Next; Signs pg 420 LED signs, we appreciate your look at the signs however we did decide to be consistent that day glow and images not be allowed and the color should be consistent.

Pg 420 new business signs was supposed to allow a new business to put up a sign immediately until it can be approved within 90 days, the reason is while manufacturing and the due process is being followed. This purpose is not to allow someone as a temp business to have any type of sign and to be able to put it up without approval.

The Board thinks we should have a different category for Colony structures because this is the basis for the distinction for Aurora history, added to non contributing and contributing structures, so I have worked up a relevant list of items to consider. The importance of preservation of the colony standards is very important.

**Scott Brotherton**, what is the difference between day glow and fluorescent lights **City Planner Wakeley** states that it is the way the tubing is made and this is identified in the code.

**Chairman Schaefer** asks if anyone on the Planning Commission has any comment. Hearing none he moves on.

**Chairman Schaefer**, I am intrigued with text only for the LED no images we have limited it to 3 square feet. We cannot limit content but no images is interesting.

**Commissioner Graham**, likes the comments on landmarks and including a distinction for colony structures.

**Commissioner Gibson** asks for clarification, on Chairman Schaefer's hesitation, for colony distinction.

**Chairman Schaefer** this is a regulatory document I think this is appropriate for the guidelines only.

**Chairman Townsend** you then leave it open for anyone to tear off the authentic pieces and little by little you are not authentic any longer there is nothing in there for preservation.

**Commissioner Fawcett**, how many Colony structures in Aurora 9-10 maybe we include the colony structure section in with the contributing structures that way control is given to HRB.

**Commissioner Graham** with that in mind would HRB require this no not if they didn't want to, **Townsend** states that State OR standards says that you should try to fix and preserve, so we keep things authentic.

**Chairman Townsend** I think it is an easy fix and that this should be added to each section.

**Brian Asher** I feel that it should be up to the HRB they should suggest that all items significant to the structure be put back. **Townsend** there is nothing in the code that would make this be preserved.

**Asher** Asks if anyone has gone outside our district and done some research on this subject, **Tracy Schaefer** what about structure is it dealt with in the building code and maybe the building official should weigh in on this issue and this is something we are trying to fold into our code to give our city authority.

**Asher**, fencing there is nothing on rod iron fencing I think the period items should be allowed. **Townsend** I think if someone can show history that this was allowed then maybe we should consider it. **Chairman Schaefer** asks **Patrick** if this was historic in during that period and he states no there isn't any history to show this. **Commissioner Sallee** states that I have seen pictures of old wire fencing **Patrick** states yes maybe so for wire.

Trying to think of an example if I wanted to build a more modern building made out of metal siding would this be allowed, **Chairman Schaefer** no it's not allowed, maybe rod iron decorative items would. So if McDonalds wanted in here and were willing to look like our buildings with no drive through it would be allowed. Well yes.

**Councilor Brotherton** asks when you say staff and you want to appeal it from staff then it goes to HRB and then Council. Yes that would be correct states **Schaefer**.

**Tim Champion**, started to make a statement then decides not too because he is having a hard time hearing.

Sharon Willis no comment.

Susie Corcoran no comment.

### **Councilor Bill Graupp,**

1. I like SHPO recommendations, on format of code with landmarks

Major discussion 17:16 my problem is that, when you have 010 I suggest that we should roll it through our legal dept so we keep out of trouble 17:20 I want to see this go before the Planning Commission not just straight to Council. We pay the City Planner to do all this and make notice to everyone and follow the process for the appeal's.

I also think the Kuri Gill comments are very viable and should be more considered.

**Chairman Schaefer**, currently HRB decisions or denials should be a recommendation to Planning Commission in regards to the appeal process. He speaks to the 120 day rule, there may not be enough time to go before Planning Commission and then to Council.

**Chairman Schaefer**, either HRB is a decision making body or it isn't, Councilor Graupp they don't have the legal representation to help them, I think they should recommend to PC and then the PC would make the decision because of comments that legal requirements were not being followed.

**City Planner Wakeley**, we changed the noticing items and there is a written process. Councilor Graupp that's why I like SHPO comments to make the land use discussion because it keeps us out of trouble.

**Townsend**, on HRB I have been involved for many years and over the past years the procedure has relaxed in the past 10 years to be exact but not currently. The HRB is good for the public because it's a cost savings for people to come before our board first.

**Councilor Graupp**, many items that have come before the Council are very elevated by this point and the Council has just allowed these appeals because the goal is to avoid lawsuits. I am referring to new construction.

**8:30pm Chairman Schaefer** closes the hearing for Commissioners to deliberate.

**Chairman Schaefer**, I am intrigued about regulating text only and saying no symbols, and be legal. City Planner, Wakeley states I think you can. I think we can say text only just not what is being said, I will verify.

Consensus is to recommend to the City Council for text only change, if permitted by the state law.

**Commissioner Fawcett**, I think color is going to be hard to regulate, and define.

**City Planner Wakeley**, summarizes

1. Paint, so the concern between regulation or not, on contributing and noncontributing structures  
Commissioner Graham, I think some very bad colors combinations could potentially come out of this.  
Commissioner Sallee I think large list is needed. Chairman Schaefer thinks we could regulate commercial but not residential as easily.  
Commissioner Fawcett, what kind of control do you have Chairman Schaefer really make them go through process?  
Commissioner Gibson, I think we should not regulate.  
Commissioner Willman noncontributing, I need clarification.

Commissioner Fawcett here is an example take the bistro lets say they could do pink because it's a non contributing structure, so discussion is to have a smaller pallet for contributing and a much larger for non contributing. Chairman Schaefer so now we are talking to regulate this.

Commissioner Sallee and Commissioner Graham, yes we are.  
Commissioner Willman, I think regulation in the commercial district only.

Consensus of the Commission is for commercial, non- contributing structure to have a large list of colors but to be regulated.

Discussion on proposed new category for colony structures as presented by HRB,  
**Chairman Schaefer** No I believe it should be as a landmark, Commissioner Sallee, Commissioner Fawcett both stated that they were not clear as to which ones are colony contributing.

It is recommended that a new fee schedule be established to cover noticing requirements.

Last item Councilor Graupp, proposes that on new construction applicants should go before Planning Commission as the governing board for decision process, to expedite and stream line the process.

The discussion between the Planning Commissioner members is to recommend this process to the Council.

It is the recommendation of the Planning Commission to recommend that new construction applications go before the Planning Commission rather than the HRB.

Discussion Closes,

A motion is made by Commissioner Graham to recommend title 17 as discussed with the changes proposed during this meeting and is seconded by Commissioner Gibson. Motion Passes Unanimously.

**6. New Business**

**7. Old Business**

**A. Discussion and or Action on LA-13-01**

A motion is made by Commissioner Graham to recommend title 17 as discussed with the changes proposed during this meeting and is seconded by Commissioner Gibson. Motion Passes Unanimously.

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**7. Commission Action/Discussion**

**A. City Planning Activity (in Your Packets)  
Status of Development Projects within the City.**

- Vision update at the August meeting

**9. Adjourn 9:06 P.M.**

**A motion to adjourn the July 02, 2013 meeting is made by Commissioner Sallee and seconded by Commissioner Willman. Motion Passes Unanimously.**

\_\_\_\_\_  
Chairman, Schaefer

**ATTEST:**

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Kelly Richardson, City Recorder

Approved Not Signed Yet

**Minutes**  
**Aurora City Council Meeting**  
Tuesday, July 09, 2013, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder  
Jan Vlcek, Finance Officer  
Bob Southard, Water Superintendent  
Otis Phillips, Waste Water Superintendent  
Dennis Koho, City Attorney  
Pete Marcellais, Marion County Deputy

STAFF ABSENT: NONE

VISITORS PRESENT: Kris Sallee, Aurora  
Spud Sperb, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Greg Taylor at 7:00 p.m.

2. Administrative Assistant does roll call

Mayor Taylor – present  
Councilor Graupp - present  
Councilor Brotherton -absent  
Councilor Sahlin – present  
Councilor Vlcek – present

3. **Consent Agenda**

- I. City Council Meeting Minutes – June 11, 2013
- II. Planning Commission Meeting Minutes – June 04, 2013
- III. Historic Review Board Minutes –May 23, 2013

**Correspondence**

- I. Email from Kuri Gill from SHPPO comments on Title 17
- II. Information on HB 3317 Amendments Proposed and Information on 991 Tax
- III. Letter from Gus Wettstien on water usage (this item was added by the Mayor)

Motion to approve consent agenda was made by Councilor Graupp, seconded by Councilor Vlcek. Motion passes.

**4. Visitors**

Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

**Ron Vancleef**, Yukon Street, I would like to know when Yukon Street be paved or finished.

**Councilor Sahlin** I will review the development agreement to see when he is supposed to have the road finished. Or push this onto the next Planning Commission meeting and see where we are on that.

**Guy Sperb 21262 Main Street**, thank you for so quickly addressing the parking strips along 99E. Also earlier I talked about getting a group of people together to do some planting in the planter strips. I would really like to get a work party together for this.

Staff recommended that I come to Council to speak to them about doing the work detail,.

**Councilor Graupp** asks if you are asking City to purchase them so they are united in color and shape, **Mayor Taylor** asks if there is there any limitations as far as sight **Councilor Sahlin** I believe there are no restrictions.

**It is the consensus of the Council to go ahead with doing an article in the City newsletter.**

I had noticed in the City Park all the branches down around in the park so I took it upon myself and raked up all of the wooded area surrounding the picnic structures. I don't want any thanks but to point out that the tree area was very bad. Mayor Taylor stated he would check with our contractor about maintenance around the tree area. Councilor Sahlin traditionally we have a volunteer day to clean up the bulk of it prior to the Easter season and that didn't happen so maybe look at that again for next year.

**Tom Potter, Liberty Street.** enquires about the water quality or confidence report. Is there a more current report on file. He is also asking about when and how often chlorine is tested? The chlorine tests are done weekly.

**Mayor Taylor** we have been doing a lot with our water quality lately. Mainly many people do not understand how it works. He explains that the City is one of the last entities on the line of the Willamette aqua fir and each year our starting point is depleted each year depending on our year we have 3 wells that supply water and each one is different and 3 things that make it brown is the iron, manganese and the arsenic and to get them out is to produce a product through our chlorine and the filter system that we have in place. These wells can change daily so dealing with these well on a daily basis change and since we are using so much water we are chlorinating at a larger than normal amount and it is very hard to keep this at the level needed to keep the water clear. So with the usage as it is it is very hard to keep it uniform/clear. You're not going to get 100% everyday all day. This is the most we can do and what we can afford at this point. Is there better systems yes probably there are but we don't have the millions of dollars to have a better system put in.

We have no way to figure out if most people use bottled water we simply have no way to get that data. Also we have algae issue in our pool. Councilor Graupp states that this is a fertilizer issue from farmers. Is the drinking water safe yes it is (stated by Mayor Taylor).

It is because of the amount of water that we are pulling down and we are pulling down a lot of sediment because we are using much too much water.

**Mayor Taylor** maybe we look at other water alternatives. **Councilor Sahlin** we need to conserve this is paramount and not just for our situation we just need to conserve for the overall situation of the world it is just the right thing to do.

**Potter**, asks about a leak near his property.

**Mayor Taylor** yes it is a water leak that the city is currently working on it. what happens is slowly over time this copper sediment builds up and is very corrosive to the pipes and they are starting to fail and we are replacing them as time and money allows.

**Councilor Sahlin** we need to get compliance from citizens on the odd even watering schedule to help this situation out.

**City Recorder Richardson** explains how to sign up for the email notification so we can get notifications out to the public.

**Guy Sperb** does the city have an ability to show water usage and data, Richardson going by the meter read sheets it shows that Keil Park and Kasel Court are the highest usage areas.

No one else spoke.

## 5. Discussion with Parks Committee,

- Can we remove the stakes for the trees.
- Thank you TTT for cleaning up the parking strips along 99E
- The parking Ordinance sign has been hit at the park
- TTT fixed the sprinkler head that was recently vandalized.

## 6. Discussion with Traffic Safety Commission, none

## 7. Reports

### A. Marion County Deputy Report – ( included in your packet)

- Increased call for services
- Discussion of 911 calls and that Deputy Marcellais had not been informed either he will look into this.
- Councilor Graupp asks about shots fired. It was in the County comments are that its legal in the county to shoot.

Question from citizen about response time on 911 calls Marcellais responds 11 minutes and informs them where the call goes.

**Mary Vancleef** is informing the council and the deputy that we see a lot of happenings at night and at night a lot of teenagers come on foot and **Mayor Taylor** lets her know that they need to inform the deputy. We have people come up and ring door bell even.

**No more questions from Council.**

- **Finance Officer's Report – Financials** ( included in your packets)
  - ❖ Spread sheet from July 1 the end balance should be the beginning balance as of now and they are very close. The street and storm funds are over at this time.
  - ❖ There are no questions at this point.
  - ❖ Working on work papers for audit.
- 1. Revenue & Expense Report
- **Public Works Department's Report –** ( included in your packet)
  1. Monthly Status Report (Storm Water)
  2. Monthly Status Report (Water),
- Parks Report, everything is going good the report is straight forward. The trees will be done before the colony days..

A. **Waste Water Treatment Plant Update** (from Otis Phillips, (included in your packet)

**Everything looks good...**

**No questions from Council.**

- **City Recorder's Report** (included in your packet) , reads her report.
- Richardson informs Council about the ePermitting swipe fees Council asks her to do some research on what other cities do to offset these fees.
- **City Attorney's Report –** (not Included in your packet)
  - There has been an enormous amount of time spent on this ePermitting, you may want to rethink this next time to see if it is worth it.
  - The final order for the Eddy matter: we have proven the nuisance order and he has been given 30 days to comply and if not the City can make improvements and place a lien on his property if he doesn't pay. Or access a 500 dollar a day fine or both.
  - Mayor Taylor asks if we go in and do the work and then we go after him for the money could Eddy win in court.

- Attorney states that I have modeled the resolution in a way that will be defensible. Nothing is a guarantee in court but it all looks good.
- We can go in and deal with 5, 6 and 7 and the cost of that is a lien against the property and then 500 dollars a day until it is taken care of.
- Councilor Vlcek says maybe we just have 500 a day go until we get the money for the cleanup.
- Councilor Graupp no I think we have a responsibility to deal with the nuisance. Because it is a safety issue.
- This will need to be sealed up or filled in. Or new construction begin.

## 8. Ordinances and Resolutions

### A. Discussion and or Action on Resolution Number 675 a Resolution to Adopt a Final Order for property at 21520 Main Street.

Read title only.

Motion to approve Resolution Number 675 is made by Councilor Sahlin and seconded by Councilor Vlcek motion passes.

## 9. New Business

- ### A. ADDED Discussion and or Action of Two Bids for Park Maintenance.
- Now it is removed from new business Mayor Taylor states that he doesn't need council approval because it is below the \$2500 dollar amount limit.

## 10. Old Business

### A. Discussion and or Action on LED Proposal from PGE,

discussion purchase or not, they are intending to swap out the light and they would then own all of them. **Councilor Sahlin's** concern is that we worked hard to establish a lighting standard in the historic district and to eventually have a standard all around town. These samples that they have provided are very modern and not at all what we adopted for the standard. Councilor Sahlin I would just be cautious 22 thousand is just a carrot dangled at this point. Also who owns the ones on the bridge? There is acorn style up currently on Airport Rd and Kasel Court in the historic district.

Mayor Taylor we need to ask them about the lighting fixture in the Historic District we had adopted a standard and see what they say.

This proposal is to purchase the poles we own.

Mayor Taylor reads pg 2 where it talks about different globe options

Planning Commission member Sallee asks about luminance what determines that, Councilor Graupp because of location.

Councilor Vlcek believes that the luminance needs increased.

Mayor Taylor before we sign this we need to clarify

- the historic district standard globe
- if PGE has anything that will match it.

Councilor Sahlin we need to clarify the acorn lamp style for the historic district. Do we have an alternative option for our town.

Mayor Taylor needs a meeting with PGE to discuss options.

No more discussion

## 11. Adjourn

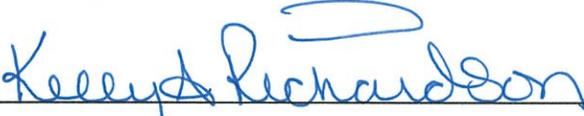
A motion to adjourn the July 09, 2013, meeting at 8:23 p.m. was made by Councilor Graupp and seconded by Councilor Sahlin and passed unanimously.



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Greg Taylor, Mayor

ATTEST:



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Kelly Richardson, City Recorder

City of Aurora  
HISTORIC REVIEW BOARD  
Application for Certificate of Appropriateness

SIGN APPLICATION

**IMPORTANT:** In order for your application to proceed in a timely basis, this form and the required attachments **MUST** be completed in full. If your application is incomplete, no decision will be made and your request will be delayed. Please turn in the complete application at least **ONE WEEK** prior to the meeting (4<sup>th</sup> Thursday of each month) so that board members can become familiar with your property and project. It is helpful, but not required, if you can attend the meeting.

*You will need to refer to the City of Aurora Municipal Code for Signs in the Historic District which can be obtained at City Hall.*

Name Cherie Rainwater Date 7/24/13  
Business Name Heirloom Revival Co.  
Physical Address 14936 3rd St. NE Aurora OR 97002  
Mailing Address same  
Phone 503-776-9276 Email heirloomrevival@gmail.com

Number of signs requested 1

**Colors** (please bring samples)

Background White mfg/number \_\_\_\_\_  
Trim Black mfg/number \_\_\_\_\_  
Lettering Black mfg/number \_\_\_\_\_  
Other Design Elements an arrow and the silhouette of a tree

**Type signs:**

**Freestanding sign(s)**

Location [redacted]  
Size (dimension) \_\_\_\_\_  
Height from ground to top of sign \_\_\_\_\_  
Material of signs [redacted]  
Material of supporting structure [redacted]  
Font/size \_\_\_\_\_

**Wall sign(s)**

Location \_\_\_\_\_  
Size (dimension) \_\_\_\_\_  
Total wall area (façade) upon which the sign will be mounted (sq.ft) \_\_\_\_\_  
Total sign area (sq.ft) \_\_\_\_\_  
Material of sign \_\_\_\_\_  
Font/size \_\_\_\_\_

A-Frame sign(s)

Number of signs (see sign code) 1  
Location(s) Corner of 3rd & 99E  
Size (dimension) 32" x 4'  
Material Wood with handpainted lettering  
Font/size Times New Roman — 8" tall letters, if that's okay.

Other type of sign

Location \_\_\_\_\_  
Size (dimension) \_\_\_\_\_  
Material \_\_\_\_\_  
Font/size \_\_\_\_\_

Do your sign(s) requiring lighting?

Yes  No

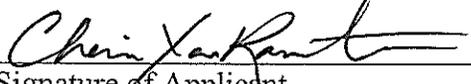
Proposed lighting \_\_\_\_\_

**Attach the following in order for your application to be accepted:**

1. Site plan drawn to scale with project location shown.
2. Elevations, including dimensions.
3. Photograph of property is helpful but not required.

I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

7/24/13  
Date

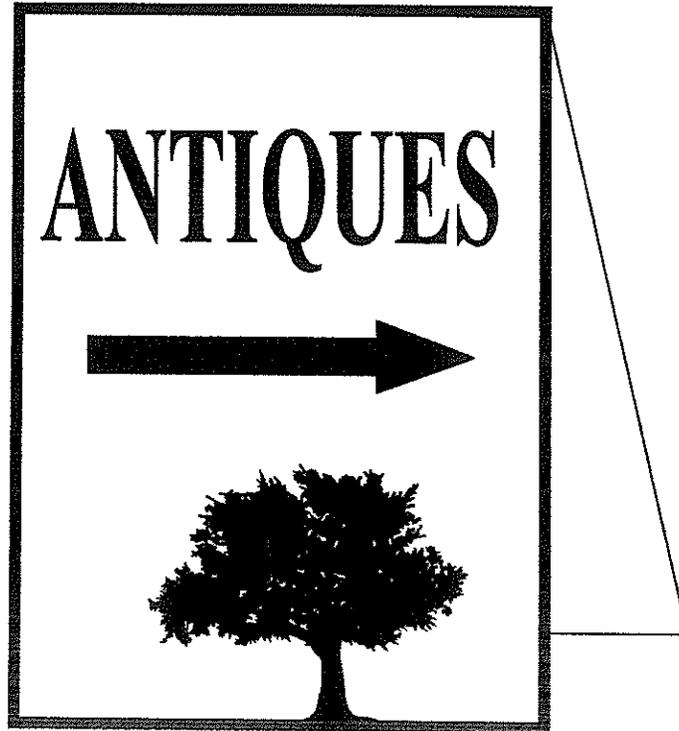
  
Signature of Applicant

**Heirloom Revival Co's proposed sandwich board sign on the corner of 3<sup>rd</sup> St and 99E.**

Material: Wood with handpainted lettering

Colors: White and black

Dimensions: 32"x4'



Heirloom Revival Co's proposed sandwich board placement on 99E.  
Material: Wood with handpainted lettering  
Colors: White and black  
Dimensions: 3'x6'x1.5"

*I am in contact with ODOT's Outdoor Advertising Sign Program to seek approval of placement along 99E. If the historic review board would like to wait to see if I receive approval, that'll be great! Then we can just make sure it meets your visual guidelines for signs?  
Thank you!  
Cherie*



City of Aurora  
HISTORIC REVIEW BOARD  
Application for Certificate of Appropriateness

Pd  
15.00  
Cash

SIGN APPLICATION

**IMPORTANT:** In order for your application to proceed in a timely basis, this form and the required attachments **MUST** be completed in full. If your application is incomplete, no decision will be made and your request will be delayed. Please turn in the complete application at least **ONE WEEK** prior to the meeting (4<sup>th</sup> Thursday of each month) so that board members can become familiar with your property and project. It is helpful, but not required, if you can attend the meeting.

*You will need to refer to the City of Aurora Municipal Code for Signs in the Historic District which can be obtained at City Hall.*

Name Aurora Rural Fire Protection Dist. Date 8-6-13  
Business Name ARFPD  
Physical Address 21390 Main St. Aurora OR 97002  
Mailing Address P.O. Box 9 Aurora OR 97002  
Phone 503-678-5966 Email ryodet@aurorafire.org

Number of signs requested 1

**Colors** (please bring samples)

Background Tan mfg/number \_\_\_\_\_  
Trim Green mfg/number \_\_\_\_\_  
Lettering Black / Red mfg/number \_\_\_\_\_  
Other Design Elements \_\_\_\_\_

**Type signs:**

**Freestanding sign(s)** portable  
Location 14723 Ehlen Rd. Aurora, OR 97002  
Size (dimension) 4' x 8'  
Height from ground to top of sign 8'  
Material of signs wood  
Material of supporting structure wood  
Font/size Avante Grande Book

**Wall sign(s)**

Location \_\_\_\_\_  
Size (dimension) \_\_\_\_\_  
Total wall area (façade) upon which the sign will be mounted (sq.ft) \_\_\_\_\_  
Total sign area (sq.ft) \_\_\_\_\_  
Material of sign \_\_\_\_\_  
Font/size \_\_\_\_\_

**A-Frame sign(s)**

Number of signs (see sign code) \_\_\_\_\_

Location(s) \_\_\_\_\_

Size (dimension) \_\_\_\_\_

Material \_\_\_\_\_

Font/size \_\_\_\_\_

**Other type of sign**

Location \_\_\_\_\_

Size (dimension) \_\_\_\_\_

Material \_\_\_\_\_

Font/size \_\_\_\_\_

Do your sign(s) requiring lighting?

Yes  No

Proposed lighting \_\_\_\_\_

**Attach the following in order for your application to be accepted:**

- 1. Site plan drawn to scale with project location shown.**
- 2. Elevations, including dimensions.**
- 3. Photograph of property is helpful but not required.**

I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

8/6/13  
Date

 / Fire Chief  
Signature of Applicant

INSTRUCTIONS FOR PREPARATION OF A  
**RESIDENTIAL SITE PLAN**

Site plan must be current, drawn to scale on 8 1/2 x 11 paper, and show all property lines.  
If unable to draw to scale, property lines must still be shown noting actual dimension  
or total acreage.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. NORTH ARROW.
- 2. SCALE OF DRAWING.
- 3. STREET NAME accessing the parcel.
- 4. ALL PROPERTY LINES AND DIMENSIONS - existing and proposed.
- 5. DRIVEWAYS AND ROADS - existing and proposed.
- 6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
- 7. UTILITY LINES AND EASEMENTS.
- 8. GEOGRAPHIC FEATURES - ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. WELLS - existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. FENCES, RETAINING WALLS - location of existing and/or proposed.
- 11. PARTITIONING (if applicable) - shown by dotted lines, with parcels labeled as "Parcel 1", "Parcel 2", etc.
- 12. SEPTIC SYSTEM and REPLACEMENT AREA - existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. CUTS/FILLS - show existing and proposed.
- 14. ELEVATIONS - at lot corners or construction area and at corners of building site.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

- TEST HOLES - show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

> Permit Specialist Initials \_\_\_\_\_ Date \_\_\_\_\_

USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN

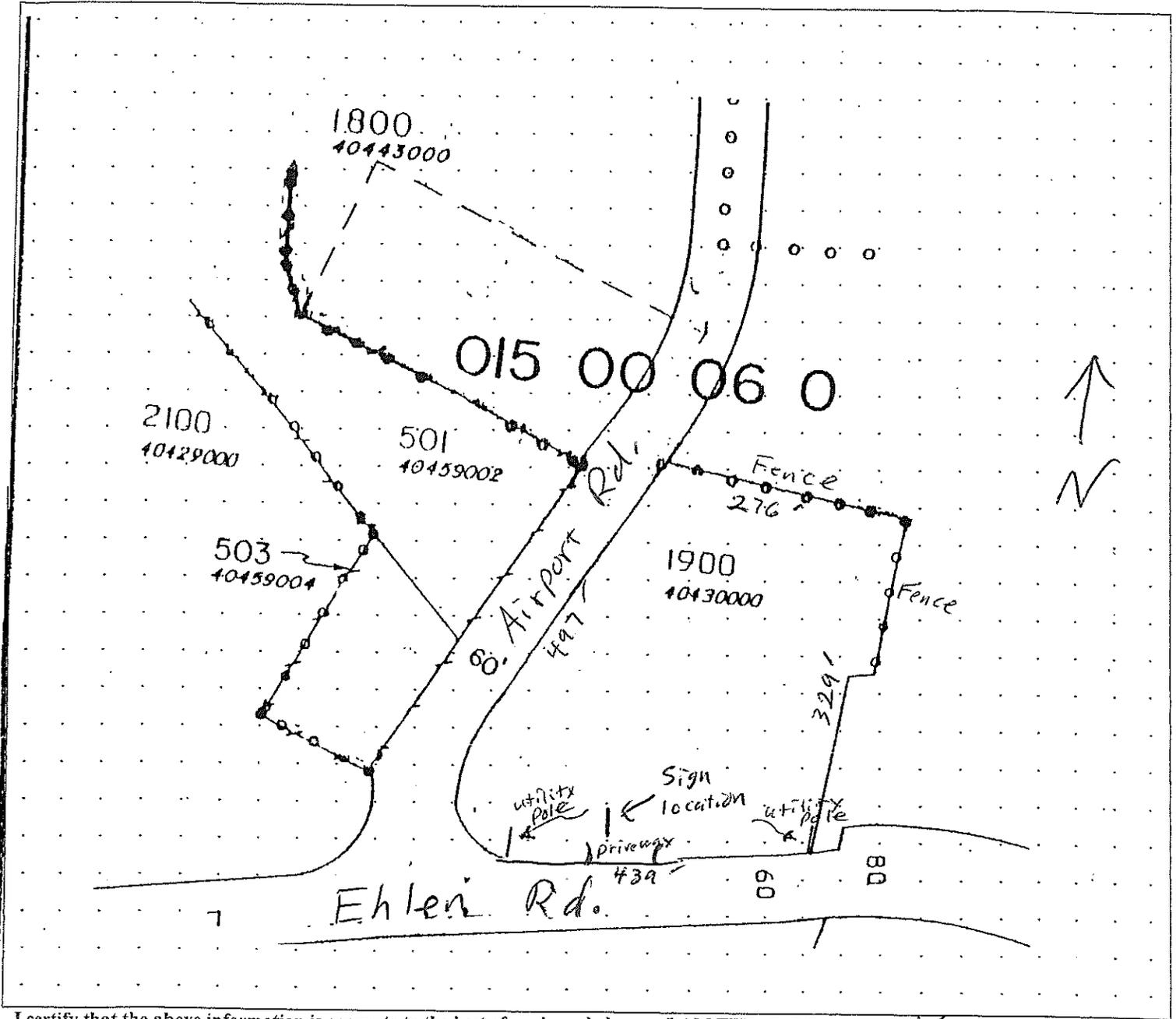
**SITE PLAN FOR PROPOSED RESIDENTIAL DEVELOPMENT**

**TWO (2) COPIES REQUIRED**

Property Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Manufactured Home Park: \_\_\_\_\_ Space: \_\_\_\_\_  
Assessor Map # (T-R-Sec-TL(s)): \_\_\_\_\_ Total # Acres: \_\_\_\_\_  
Zoning Designation: \_\_\_\_\_ Planning Map \_\_\_\_\_

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

Drawn to Scale: 1 square = \_\_\_\_\_  
 Feet Not Drawn to Scale: Total Acres 2.09 acres



I certify that the above information is accurate to the best of my knowledge. I AM THE  Owner or  Authorized Agent

My telephone number is: 503-678-5966 NAME (please print): Rod Yoder  
 Applicant's Signature: [Signature] Date: 8/6/13  
 Applicant's Mailing Address: P.O. Box 9 City: Aurora Zip: 97007

FOR OFFICE USE ONLY

PLANNING: \_\_\_\_\_ Date: \_\_\_\_\_  
 PUBLIC WORKS: \_\_\_\_\_ Date: \_\_\_\_\_  
 BUILDING INSPECTION: Acceptable for Planning requirements only \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SALE BY OWNER**

**2.09 Acres**

**Commercial Property**

**503-678-5966**

**Courtesy to Brokers**