

AGENDA
Historic Review Board
City Council Chambers – 21420 Main Street NE, Aurora
Thursday, 7:00 pm
June 27 2013

1. CALL TO ORDER BY CHAIRMAN

ROLL CALL

2. CONSENT AGENDA

A. Minutes:

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

3. CORRESPONDENCE

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. Discussion and/or Action of Updating the Historic Guidelines per City Council Request.
 - a. Review of Title 17 – as of June 25th revisions as of Planning Commission
 - b. HRB Sign code revisions as of April 26th 2013
 - c. SHPO Title 17 June 4th 2013 comments

6. NEW BUSINESS

A.

7. ADJOURN

**HISTORIC REVIEW BOARD MINUTES
21420 MAIN ST. NE, AURORA OR 97002
May 23, 2013**

Staff Members Present: Kelly Richardson, City Recorder

Others Present: Joseph Schaefer, Aurora
Bill Graupp, Aurora
Kris Sallee, Aurora

The meeting of May 23, 2013 was called to order at 7:05 p.m. by Chairman Townsend.

Chairman Townsend takes Roll Call

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

CONSENT AGENDA

- I. Historic Review Board Minutes – April 25, 2013
- II. City Council Meeting Minutes
- III. Planning Commission Meeting Minutes

A motion to approve the HRB minutes of April 25, 2013, was made by Merra Frochen, seconded by Bill Simon and passed unanimously.

CORRESPONDENCE

None

VISITORS

Bill Graupp	Aurora	City Council Member
Joseph Schaefer	Aurora	Planning Commission Chair
Kris Sallee	Aurora	Planning Commission Member

OLD BUSINESS

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

a. Review of Design Standards as part of title 17

- The members went over the changes proposed of the Design Standards Title 17. Recommend changes will be made to the revision. Public hearing will be scheduled at the June Planning Commission meeting.

Main discussion points:

- Members ask City Staff what type of information is given to a sign applicant.
- Members discuss 17:20:060 Exempt Signs section C #3 and whether or not to change the language or take all language out. (As stated by Chairman Townsend the intent here is to allow a business to place a temporary sign while awaiting the process to either approve or deny the application already in place)
- Garage Doors
- A restructure of words and the order of such words for example Contributing Structures - Commercial is now Contributing Structures – Commercial Overlay.
- Where should the definition of contributing and non-contributing reside at in the document?
- The need for language in the landscaping section.

B. Aurora Historic District Sign Review

- Tabled until further notice

NEW BUSINESS

- A. Discussion and or Action on Sign Application for Aurora Saturday Farmers Market Presented by applicant Mary Birkmeier.

Main discussion points:

- Font as presented is not in compliance
- Explanation to applicant on how serious HRB is on the importance of font, and overall professionalism of a sign in the Historic District.
- *In the discussion it was clear the applicant thought they would be exempt from sign regulations as they were a new business,*

- *During the discussion temporary signs 17:20:060 section C #3 is brought up by Council appointed Liaison, Chairman Schaefer of the Planning Commission that this would apply and would be ambiguous enough to exempt them therefore allow them a sign, the discussion became passionate between Chairman Townsend of the HRB. During this discussion Chairman Townsend pointed out that the intent behind C#3 was for a temporary sign until the application process as well as the manufacturing of the sign be completed, up to 90 days. Since HRB felt they had no choice but to except the exemption as stated it is decided to not discuss any more and move onto location of signs.*
- A-Board signs presented were 6 at different locations and these were discussed and decided on as follows;
 - *Flag Pole Island*
 - *Corner Liberty/99E*
 - *South end of Historic Marker Island/on99E*
 - *North end of Main Street, West side near blue bench*
 - *2nd/Main at entrance to Farmers Market proposed location*
 - *99E at East entrance to town, City side of Pudding River Bridge.*
 - *It is also disclaimed to applicant that approval does not in any way guarantee that ODOT would or could confiscate said signs if in right of way.*

A motion is made to approve the locations of the signs only as discussed for 90 days is made by Board Member Bill Simon and is seconded by Board Member Merrra Frochen. Motion Passes Unanimously.

ADJOURN

A motion to adjourn was made at 9:30 by Bill Simon, seconded by Mella Fraiser and passed unanimously.

Karen Townsend, Chairman

ATTEST:

Kelly Richardson, City Recorder

Title 17

HISTORIC PRESERVATION

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Chapter 17.04

GENERAL PROVISIONS

Sections:

- 17.04.010 Short title.
- 17.04.020 Purpose.
- 17.04.030 Adoption of Guidelines.
- 17.04.040 Adoption of Inventory.
- 17.04.050 Applicability.
- ~~17.04.050~~060 Pre-existing Approvals.
- ~~17.04.060~~070 Interpretation.
- ~~17.04.070~~080 Fees.
- ~~17.04.080~~090 Enforcement.

17.04.010 Short title.

This title shall be known as the "Historic Preservation Ordinance of the City of Aurora" and shall be referred to herein as "this title." (Ord. 416 § 8.10.010, 2002)

~~17.04.020~~0120 Purpose.

~~It is the general~~ The purpose of this title is to provide the principal means for the preservation of the buildings and sites and the visual character of the historic Aurora Colony. This title ~~is designed to regulate~~regulates the design of buildings and structures within the historic commercial and residential overlays defined in Title 16 of the Aurora Municipal Code.

This title promotes preservation and restoration of existing structures and construction of new structures with consideration of Aurora's unique heritage and recognizes the role of historic preservation in protecting and enhancing real property values, and safeguarding and enhancing the livability and appearance of the city. (Ord. 416 § 8.10.020, 2002)

17.04.030 Adoption of Guidelines.

The Aurora Design Guidelines for Historic District Properties are incorporated as Appendix A ~~set out in the Appendix~~ to this code. These guidelines ~~are provide a wealth of useful information which supports historic preservation in Aurora, and all applicants shall be instructed to review the guidelines upon their first contact with the basiscity. The guidelines do not include standards or criteria for reviewing applications for a certificate of appropriateness under this title or other titles of the Municipal Code.~~ (Ord. 416 §-8.10.~~030~~010, 2002)-(Ord 419)

17.04.040 Adoption of Inventory.

The Aurora Historic District Properties Inventory, herein referred to as "Inventory" is incorporated as Appendix B to this code. The Inventory is the primary reference for structures

and sites within the historic district, and all applicants shall be instructed to review the Inventory for information about their property upon their first contact with the city. The Inventory does not include standards or criteria for applications under this title or other titles of the Municipal Code. (Ord. 4 § _____, 20__)

17.04.050 Applicability.

A. Except as ~~otherwise specifically provided by this title~~described in Subsection B immediately below, all exterior changes to a building or site within the ~~historic commercial overlay~~Historic Commercial Overlay and the ~~historic residential overlay~~Historic Residential Overlay must be approved under this title. It is unlawful for any person to erect, ~~demolish, remove~~, establish, construct, move into, externally alter, enlarge, use, or cause to be used, any building, structure, improvement or use of premises located in the ~~historic commercial or historic residential overlays~~Historic Commercial or Historic Residential Overlays in a manner contrary to the provisions of this title.

B. The only exterior changes not subject to the requirement for approval under this title are:

1. Exterior painting, reroofing and general repairs when the new materials and/or colors match those already in use; and
2. Landscaping ~~work including shrubbery, annual plantings and general maintenance. The not exceeding \$2,500 in cost. The~~ removal of trees greater than twenty-four (24) inches in diameter requires approval. (Ord. 416 § 8.10.040, 2002)).
- ~~3. Exterior painting with colors listed in Appendix A.~~
- ~~4. Installation of black roof shingles.~~

17.04.050060 Pre-existing A approvals.

All development applications approved more than two years prior to the adoption of the ordinance codified in this title shall be considered void, unless the ~~historic review board~~Historic Review Board determines that the conditions of approval are substantially completed. All development applications approved less than two years prior to the adoption of said ordinance may occur according to such approvals. All development applications received by the city after the adoption of said ordinance shall be subject to review for conformance with the standards under this title or as otherwise provided by state law. (Ord. 416 § 8.10.060, 2002)

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17.04.060070 Interpretation.

A. An interpretation is a decision which is made under land use standards that require an exercise of policy or legal ~~judgement~~judgment. By definition, an interpretation does not include approving or denying a building permit issued under clear and objective land use standards.

B. Each development and use application and other procedure initiated under this title shall be consistent with the adopted comprehensive plan of the city as implemented by this title and applicable state and federal laws and regulations. All provisions of this title shall be construed in conformity with the adopted comprehensive plan.

C. Where the conditions imposed by any provision of this title are less restrictive than comparable conditions imposed by any other provision of this title or of any other ordinance, or resolution, the most restrictive or that imposing the higher standard shall govern.

D. The ~~historic review board~~Historic Review Board shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this title. All requests for interpretations shall be in writing and on forms provided by the ~~city recorder~~City Recorder. Upon receipt of such a request, the ~~historic review board~~Historic Review Board shall schedule the interpretation as a consideration item at the next regularly scheduled meeting unless a special meeting is requested pursuant to Section 17.~~42~~16.040. A Notice of Decision shall be issued for all interpretations. If the person making the request disagrees with the ~~historic review board's~~Historic Review Board's interpretation, they may appeal it to the ~~city council~~City Council. The ~~council~~Council will hear the appeal as a consideration item at the next month's regularly scheduled meeting. The decision of the ~~council~~Council shall be conclusive upon the parties.

E. The ~~city recorder~~City Recorder shall keep a written record of all interpretations and shall make the record available for review on written request.

F. The ~~city council~~City Council may exempt special events from the provisions of this title. A special event is an activity lasting a total of seven contiguous calendar days or less in a one-year period and approved by the ~~city council~~City Council. (Ord. 416 § 8.10.070, 2002)

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17.04.~~070~~080 Fees.

To defray expenses incurred in connection with the processing of applications, the city may charge fees as established by resolution of the ~~council~~Council. The filing of an application shall not be considered complete, nor shall action be taken to process it, until the required fee has been paid. (Ord. 416 § 8.10.080, 2002)

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17.04.~~080~~090 Enforcement.

Enforcement of this title shall be as codified in Chapter 16.82 of the Aurora Municipal Code. (Ord. 416 § 8.10.090, 2002)

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Chapter 17.08

DEFINITIONS

Sections:

17.08.010 Meaning of words generally.

17.08.020 Meaning of common words.

17.08.030 Meaning of specific words and terms.

17.08.010 Meaning of words generally.

All of the terms used in this title have their commonly accepted, dictionary meaning unless they are specifically defined in this chapter or definition appears in the Oregon Revised Statute, or the context in which they are used clearly indicates to the contrary. (Ord. 416 § 8.40.010, 2002)

17.08.020 Meaning of common words.

A. All words used in the present tense include the future tense.

B. All words used in the plural include the singular, and all words used in the singular include the plural unless the context clearly indicates to the contrary.

C. All words used in the masculine gender include the feminine gender.

D. The word "building" includes the word "structure."

E. The phrase "used for" includes the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for."

F. The words "land" and "property" are used interchangeably unless the context clearly indicates to the contrary.

G. The term "~~this title~~" shall be deemed to include the text, the accompanying Aurora Design Guidelines for Historic District Properties and all amendments made hereafter to either. (Ord 419)

~~H. The word "shall" is mandatory and the word "may" is permissive.~~

~~I. Where the word "must" or "shall" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the guideline in question must be met if it is applicable to the application in order for the historic review board to issue a certificate of approval.~~

~~J. Where the word "should" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the guideline is strongly recommended.~~

~~K. Where the word "encouraged" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the applicant is urged to consider complying with the guideline, but is not required to do so to receive approval. _____ (Ord. 419 § 20D, 2002; Ord. 416 § 8.40.020, 2002)~~

17.08.030 Meaning of specific words and terms.

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

"Adaptive use" means the process of converting a building to a new use that is different from that which its design reflects. For example, converting a residential structure to offices is adaptive use. Good adaptive use projects retain the historic character while accommodating the new functions. _____

"Awning" means a fabric structure extending over or in front of a place, such as a storefront.

"Booth" means an open-air structure typically consisting of partial walls, counter and roof and which is portable, either as a whole or in parts.

"Canopy" means a protective exterior cover consisting of a roof, typically made of cloth, plastic or other materials that may be self-supported or using the support of another structure. Canopies may contain partial walls.

"Colony structure" means a structure built during the Aurora Colony period, from 1856 to 1920.

"Contributing structure" means a structure built before 1921.

"Façade" means any face of a building and its accompanying architectural features.

"Finish material" includes is siding, trim, masonry and color of the exterior walls.

"Height" means the vertical distance from the highest adjoining sidewalk or ground surface within a five (5) foot horizontal distance of the exterior wall of the building to the peak of the roof.

"Masonry" means natural stone, imitation stone, brick, concrete masonry blocks, and similar materials.

"Noncontributing structure" means a structure built in 1921 or later.

"Planning Director" means the staff person assigned to handle applications pursuant to this title.

"Preservation" means the maintenance and repair of existing historic materials, and the conscious retention of the property's form as it has evolved over time. This method of treatment focuses on maintenance and repair of historic materials and features, rather than extensive replacement and new construction. New exterior additions are not part of this treatment. Sensitive upgrading of mechanical, electrical, and plumbing systems; and other code-required work to make a property function is appropriate.

"Rehabilitation" means there is a need to alter or add to an historic property to meet continuing or changing uses while retaining the property's historical, cultural, or architectural values. This method of treatment is used when repair and replacement of deteriorated features is necessary; when alterations and additions to the property are planned for a new or continued use; when depiction of a particular period is not appropriate.

"Remodeling" means to remake or to make over the design image of a building. The appearance is changed by removing original detail and by adding new features that are out of character with the original. A "stylistic" change is often involved. A remodeling project is inappropriate on an historic building in Aurora, because it would involve altering its historic character.

"Renovation" means to improve by repair, to revive. In renovation, the usefulness and appearance of the building is enhanced. The basic character and significant details are respected

and preserved, but some sympathetic alterations may also occur. Alterations that are made are generally reversible, should future owners wish to restore the building to its original design.

"Restoration" means to reproduce the appearance of a building exactly as it looked at a particular moment in time; to reproduce a pure style, either interior or exterior. This process may include the removal of later work that deviates from the original style or the replacement of missing historic features. Use a restoration approach for missing details or features of an historic building when the features are determined to be particularly significant to the character of the structure and when the original configuration is accurately documented.

"Tent" means a protective exterior cover consisting of roof and walls typically made of cloth, plastic or other flexible material and having a supporting structure. (Ord. 419 § 20E, 2002; Ord. 416 § 8.40.030, 2002)

Chapter 17.~~42~~16

HISTORIC REVIEW BOARD

Sections:

17.~~42~~16.010 Authority.

17.~~42~~16.020 Responsibilities.

17.~~42~~16.030 Membership.

17.~~42~~16.040 Meetings.

17.~~42~~16.010 Authority.

The ~~historic review board~~Historic Review Board shall have the authority to approve ~~or~~ deny, ~~in whole or in part~~ approve with conditions, development applications ~~and/or building permits~~, which include new construction or exterior modifications to cultural resources throughout the city or new construction or exterior modifications located on properties within the historic commercial overlay and the historic residential overlay. All standards and criteria for applications and permits are included in this title.

The ~~historic review board~~Historic Review Board shall not be authorized to limit or regulate where growth and land development takes place or control the interior space of a building design. (Ord. 416 § 8.20.010, 2002)

17.~~42~~16.020 Responsibilities.

A. The ~~historic review board~~Historic Review Board shall maintain an inventory of cultural resources, including those within the historic commercial overlay, the historic residential overlay and within the city's urban growth boundary.

B. With the assistance of the State Historic Preservation Office, the ~~historic review board~~Historic Review Board shall draft and recommend to the ~~council~~Council for adoption the prescriptive standards to be used by the ~~historic review board~~Historic Review Board in reviewing applications ~~for certificates of appropriateness~~ to construct any structure, alter the exterior of any existing structure or any activity that visually impacts properties identified in the Aurora comprehensive plan as a cultural resource or located within the historic commercial overlay and the historic residential overlay district.

C. The ~~historic review board~~Historic Review Board shall be responsible for participation in, promoting and conducting public informational, educational and interpretive programs pertaining to local resources.

D. The ~~historic review board~~Historic Review Board may review and comment upon potential conflicts of land use, housing, redevelopment, municipal improvements, and other types of planning and programs undertaken by any agency of the city, county or state as these relate to the cultural resources of the community.

E. The ~~historic review board~~Historic Review Board shall perform other functions as may be designated by the ~~city council~~City Council. (Ord. 416 § 8.20.020, 2002)

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17.4216.030 Membership.

A. Persons who want to be considered for appointment shall submit a written letter of interest to the ~~mayor~~Mayor. The ~~historic review board~~Historic Review Board shall consist of five unpaid members who are nominated by the ~~mayor~~Mayor and appointed by ~~city council~~City Council. Members may include persons residing within or outside the boundaries of the historic commercial or historic residential overlays. Three members shall own, rent or lease property in the boundaries of the historic commercial or historic residential overlays.

B. Three members shall reside within the city limits. Those members required to be residents of the corporate city limits must have a minimum of six months of such residency before considered eligible for appointment to the board.

C. As available, board members shall be appointed from the following categories:

1. An architect with preservation expertise;
2. A historian with knowledge of local history;
3. A professional in the field of landscape architecture, real estate, urban planning, construction, community development, archeology, law, finance, cultural geography, cultural anthropology, or related fields with demonstrable interest, competence or knowledge of historic preservation;
4. A member of the Aurora Colony Historical Society; and/or
5. Interested persons residing within the corporate limits of the city.

D. No member of the ~~historic review board~~Historic Review Board may concurrently hold other appointed or elected office in the city, with the exception of members of the budget committee.

E. All appointments to the ~~historic review board~~Historic Review Board shall be for a three-year term, with staggered expiration years. A vacancy shall be filled in the same manner as the original appointments, and the appointee shall hold office for the remainder of the unexpired term. A member who is absent for three consecutively scheduled meetings without having been excused by the board may be removed and the vacancy filled. (Ord. 416 § 8.20.030, 2002)

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17.4216.040 Meetings.

A. The regular meeting of the ~~historic review board~~Historic Review Board shall be held on the fourth Thursday of every month.

B. Special meetings may be called by the chairperson of the ~~historic review board~~Historic Review Board with five days notice posted on the bulletin board in front of City Hall. (Ord. 416 § 8.20.040, 2002)

Chapter 17.~~1620~~

~~DECISION MAKING~~
APPLICATION PROCEDURES

Sections:

- 17.~~1620~~.010 Purpose.
- 17.~~1620~~.020 Consolidation of proceedings.
- 17.~~1620~~.030 Application process.
- 17.~~1620~~.040 Time period for decision making.
- 17.~~1620~~.050 Approval authority responsibilities.
- 17.~~1620~~.060 Notice of pending decision.
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- 17.~~1620~~.080 Standards for the decision.
- 17.~~1620~~.090 Notice of ~~decision~~Decision.
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- 17.~~1620~~.110 Appeal.
- 17.~~1620~~.120 Modification and revocation of approvals.
- 17.~~1620~~.130 Re-submittal of an application previously denied.
- 17.~~1620~~.140 Expiration and extension of approvals.

17.~~1620~~.010 Purpose.

The purpose of this chapter is to establish procedures for the consideration of applications for a ~~certificate of appropriateness~~.Notice of Decision. (Ord. 416 § 8.30.010, 2002)

17.~~1620~~.020 ~~Consolidation of proceedings~~Applications not Consolidated.

~~Whenever an applicant requests a certificate of appropriateness for a development that will also require development approvals~~An application under this title shall not be consolidated with applications under Title 16 or other titles of the Aurora Municipal Code. Applications requiring approval under both titles may be processed simultaneously, however, the certificate of appropriateness shall be reviewed separate from the approvals requiredTitle 17 application must be decided before a decision can be made under Title 16 ~~as provided in this title.~~ (Ord. 416 § 8.30.020, 2002)

17.~~1620~~.030 Application process.

- A. The applicant shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. The application shall be made on forms provided by the city.
- C. The application shall:
 - 1. Include the information requested on the application form;
 - 2. Address appropriate criteria in sufficient detail for review and action; and

3. Be accompanied by the required fee.

D. An application shall be deemed incomplete unless it addresses each ~~element~~standard or criterion required to be considered under applicable provisions of this title and the application form, unless that requirement has been found inapplicable by the city staff. ~~City staff shall not accept an incomplete application.~~

E. If an application is incomplete, city staff shall:

~~1. Notify~~ notify the applicant in writing within thirty (30) days of receipt of the application of exactly what information is missing; and

~~2. Allow~~ allow the applicant thirty (30) days to submit the missing information. The application shall be deemed complete upon:

1. Receipt of the missing information; or

2. Upon receipt of some of the missing information and written notice from the applicant that no additional information will be submitted; or

3. Upon receipt of written notice from the applicant that none of the missing information will be provided.

F.— On the 181st day after first being submitted, the application is void if the applicant has been notified of the missing information and fails to ~~submit a completed application.~~ ~~G. When the missing information is provided, the application shall be deemed complete and at that time the one hundred twenty (120) day time period shall begin.~~ respond in accordance with 17.20.030E.

-(Ord. 416 § 8.36.030, 2002)

17.~~16~~20.040 Time period for decision making.

The city shall take final action on an application ~~for a certificate of appropriateness,~~ including the resolution of all local appeals, within one hundred twenty (120) days after the application is deemed complete, except:

A. The one hundred twenty (120) day period may be extended for a reasonable period of time at the written request of the applicant;

B. The one hundred twenty (120) day period applies only to a decision wholly within the authority and control of the city.

C. If the ~~historic review board~~Historic Review Board fails to approve, approve with modificationconditions, or deny- an application within seventy-five (75) days after the application is determined to be complete, the ~~historic review board~~Historic Review Board shall cause notice to be given and the matter to be placed on the ~~council's~~City Council's agenda. A public hearing shall be held by the ~~council~~Council and the decision shall made by the ~~council~~City Council. No further action shall be taken by the ~~historic review board~~Historic Review Board. (Ord. 416 § 8.~~30~~36.040, 2002)

17.~~16~~20.050 Approval authority responsibilities.

A. The ~~historic review board~~Historic Review Board shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, approve with conditions, or deny the following:

1. Interpretations subject to Section 17.04.060;
2. Signs subject to Chapter 17.~~2024~~;
3. Accessory dwelling units subject to Chapter 17.~~2428~~;
4. Applications for ~~a certificate of appropriateness~~approval under this title;
5. Recommendations to ~~Planning Commission and City Council~~City Council for amending this title;
6. Appeals of decisions by the administrative approval authority;
7. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);
8. Amendments to the Aurora Historic District Properties Inventory (Appendix B)
9. Any other matter not specifically assigned to the administrative approval authority, or the ~~city council~~City Council under this title.

B. The ~~city council~~City Council shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, deny, or approve with conditions the following:

1. Appeals of decisions made by the ~~historic review board~~Historic Review Board;
2. Matters referred to the ~~council~~City Council by the ~~historic review board~~Historic Review Board;
3. Review of decisions of the ~~historic review board~~Historic Review Board, whether on the ~~council's~~City Council's own motion or otherwise.
4. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);
5. Amendments to the Aurora Historic District Properties Inventory (Appendix B)

C. The ~~planning director~~Planning Director shall have the authority to approve, deny, or approve with conditions, ~~or deny~~ the following applications:

1. Temporary uses pursuant to Section 17.~~2832~~.030.

(Ord. 419 §§ 20A, ~~29A32A~~ (part), 2002; Ord. 416 § 8.~~3036~~.050, 2002)

~~17.1620.060~~ **Notice of ~~pending decision~~Pending Decision.**

A. The notice requirements of this section are applicable to applications that are subject to Aurora Municipal Code Chapters 16.58 (Site Development Review), 16.60 (Conditional Uses) or 16.72 (Subdivisions).

~~B. Notice required by this section shall be given in the following manner:~~

1. At least fourteen (14) days prior to the scheduled decision, notice shall be sent by mail to:
 - a. The applicant and all owners or contract purchasers of record of the property, which is the subject of the application;

b. All property owners of record or the most recent property tax assessment roll with one hundred (100) feet of the property;

c. Any person who requests, in writing; and

d. The appellant and all parties to an appeal.

2. City staff shall include a copy of the notice and a copy of the mailing labels in the administrative record.

3. At least fourteen (14) days prior to the pending decision, notice of a pending decision notice shall be posted on the bulletin board in front of City Hall.

4. Notice of a pending decision by the ~~historic review board~~Historic Review Board shall include the following information:

a. A description of the subject property and a general location, which shall include tax map designations from the county assessor's office;

b. A map showing the location of the subject property;

c. A description of what the application will allow the applicant to do and what the applicable criteria for the decision are;

d. State that a fourteen (14) day period for submission of written comments is provided prior to the decision;

e. State the place, date and time that the written comments are due;

f. State that copies of all documents or evidence relied upon by the applicant are available for review, the address where copies can be reviewed and that copies can be obtained at cost;

g. A statement that issues which may provide the basis for an appeal must be raised in writing during the comment period and comments must be sufficiently specific give the decision maker an opportunity to respond to the issue;

h. A statement that the decision does not require an exercise of policy or legal judgment, or a public hearing;

i. A statement that the applicant and any person who submits written comments during the fourteen (14) day period shall receive notice of the decision.

C. The failure of a property owner to receive notice shall not invalidate the action provided a good faith attempt was made to notify all persons entitled to notice.

D. Personal notice is deemed given when the notice is deposited with the United States Postal Service.

E. In computing the length of time that notice is given, the first date notice is given shall be excluded and the day of the hearing or the date on which the appeal period expires shall be included unless the last day falls on any legal holiday or on Saturday, in which case, the last day shall be the next business day.

F. The records of the Marion County assessor's office shall be the official records used for giving notice required in this title, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice. (Ord. 419 § ~~29A32A~~ (part), 2002; Ord. 416 § 8.~~3036~~.060, 2002)

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17.~~1620~~.070 Decision procedure.

The ~~historic review board~~Historic Review Board decision shall be conducted as follows:

A. Request the applicant present the application, explain any graphic or pictorial displays which are a part of the application and provide such other information as may be requested by the approval authority;

B. Read all written comments into the record;

C. Allow the applicant to respond to all written comments;

D. Because this is a limited land use decision process, there is no procedural requirement for the board to allow oral testimony. Oral testimony may be permitted at the discretion of the board. If permitted, the applicant shall be allowed to respond to all oral testimony.

E. Make a decision pursuant to Section 17.~~4620~~.080 or continue the decision to gather additional evidence or to consider the application further. (Ord. 416 § 8.~~3036~~.070, 2002)

17.~~4620~~.080 Standards for the decision.

A. The decision shall be based on proof by the applicant that the application fully complies with ~~the relevant guidelines in the Aurora Design Guidelines for Historic District Properties. (Ord 419)~~this title.

B. The approval authority ~~may~~shall:

1. Adopt ~~its own~~ findings of fact and conclusions; addressing all applicable standards and criteria; or

2. Adopt findings of fact and conclusions submitted by any party provided all parties have had an opportunity to review the findings and comment on the same; or

3. Adopt findings of fact and conclusions from another source, either with or without modification, having made a tentative decision, and having directed staff to prepare findings for review and to provide an opportunity for all parties to comment on the same.

C. The decision may be for denial, approval or approval with conditions.

1. Conditions may be imposed where such conditions are necessary to:

a. Carry out applicable provisions of the Aurora ~~comprehensive plan~~Comprehensive Plan,

b. Carry out the applicable implementing ordinances; and

2. Prior to the commencement of the issuance of any permits or the taking of any action under the approved ~~certificate of appropriateness~~decision, the owner and any contract purchasers of the property which is the subject of the approved application may be required to sign and deliver to the city their acknowledgment in a development agreement and consent to such conditions:

a. The ~~mayor~~Mayor shall have the authority to execute the development agreement on behalf of the city,

b. No building permit shall be issued for the use covered by the application until the executed contract is recorded and filed in the county records, and

c. Such development agreement shall be enforceable against the signing parties, their heirs, successors and assigns by the city. (Ord. 419 § 29A and 32A (part), 2002; Ord. 416 § 8.~~3036~~.080, 2002)

17.4620.090 Notice of ~~decision~~Decision.

A. All decisions require a ~~notice~~Notice of ~~decision~~Decision. The ~~notice~~Notice of ~~decision~~Decision shall include a brief statement that ~~identifies the guidelines considered relevant to the decision, states the facts relied upon in making the decision,~~ explains the justification for the decision ~~based on the guidelines~~with reference to the standards, criteria and facts ~~set forth and a brief explanation of the~~ in the record, the date the final decision was made, along with the ~~deadline for~~ appeal process. ~~The certificate of appropriateness may be combined with the notice of decision.~~

B. The applicant and ~~any person who submits written comments during property owners within 100 feet of the fourteen (14) days~~subject property period shall be ~~entitled to receive~~provided with the ~~notice~~Notice of ~~decision~~Decision.

C. City staff shall include a copy of the ~~notice~~Notice of ~~decision~~Decision and a copy of the mailing labels in the administrative record.

D. The ~~notice~~Notice of ~~decision~~Decision shall be reduced to writing, signed by the ~~historic review board~~Historic Review Board chair, and mailed to the applicant and all ~~parties in the action~~property owners within 100 feet of the subject application who submitted written testimony on the application within ten (10) calendar days after the decision is made. The vice chair is authorized to sign the ~~notice~~Notice of ~~decision~~Decision when the ~~chair~~Chair of the ~~historic review board~~Historic Review Board is not available to sign. (Ord. 419 §§ 20B, 2932(A) (part), 2002; Ord. 416 § 8.3036.090, 2002)

E. Because this is a limited land use decision process, there is no procedural requirement for the board to allow oral testimony. Oral testimony may be permitted at the discretion of the board. If permitted, the applicant shall be allowed to respond to all oral testimony.

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17.4620.100 Record of proceeding.

The record shall include:

A. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;

B. A copy of the ~~notice~~Notice of ~~pending decision~~Decision and a list of all persons who were given mailed notice;

C. All testimony, evidence and correspondence relating to the application;

D. All information considered by the approval authority in making the decision;

E. ~~If approved or approved with conditions, a~~ A copy of the ~~certificate~~Notice of ~~appropriateness~~Decision signed by the approval authority;

F. A list of the conditions, if any, attached to the ~~approval~~Notice of ~~the application~~Decision; and

G. A copy of the ~~notice~~Notice of ~~the decision~~Decision, which was given pursuant to Section 17.4620.090, and a list of all persons who were given mailed notice. (Ord. 419 § 2932(A), 2002; Ord. 416 § 8.3036.100, 2002)

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17.4620.110 Appeal.

A. Standing to Appeal. Any person shall be considered a party to a matter, thus having standing to seek appeal, provided the person submitted written comments to the approval authority during the fourteen (14) day period prior to the decision or the person was entitled as of right to notice prior to the decision to be reviewed.

B. Computation of Appeal Period.

1. The length of the appeal period shall be fifteen (15) days from the date ~~of~~ the final decision is signed and mailed.

2. In computing the length of the appeal period, the day of the decision is mailed shall be excluded and the last day for filing the appeal shall be included unless the last day falls on a legal holiday for the city or on a Saturday, in which case, the last day shall be the next business day.

C. Determination of Appropriate Appeal Body.

1. Any decision made by the ~~historic review board~~ Historic Review Board under this chapter, may be reviewed by the City Council by:

a. The filing of a notice of appeal and payment of required fees by any party to the decision before five p.m. on the last day of the appeal period;

b. The ~~council~~ Council, on its own motion, seeking appeal by voice vote prior to the end of the appeal period.

2. Failure to file an available appeal shall be considered a failure to exhaust administrative remedies. The local appeals process must be completed before any appeal is made to the land use board of appeals.

D. The notice of appeal shall be filed within the appeal period and contain:

1. A reference to the application sought to be appealed;

2. A statement of the petitioner's standing to the appeal;

3. The specific grounds for the appeal;

4. The date of the decision on the action;

5. The applicable fees.

E. The appeal hearing shall be confined to the record of the decision.

F. Upon appeal, notice shall be given to parties who are entitled to notice under Sections ~~17.4620~~.060 and Section ~~17.4620~~.090.

G. The appellate authority shall affirm, reverse or modify the decision, which is the subject of the appeal. The decision shall be made in accordance with the time provisions of Section ~~17.4620~~.040; or upon the written consent of all parties to extend the one hundred twenty (120) day limit, the appellate authority may remand the matter if it is satisfied that testimony or other evidence could not have been presented or was not available at the time of the initial decision. In deciding to remand the matter, the appellate authority shall consider and make findings and conclusions regarding:

1. The prejudice to parties;

2. The convenience or availability of evidence at the time of the initial hearing;

3. The surprise to opposing parties;

4. The date notice was given to other parties as to an attempt to admit; or

5. The competency, relevancy and materiality of the proposed testimony or other evidence. (Ord. 419 §§ 20C, 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.110, 2002)

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17.~~4620~~.120 Modification and revocation of approvals.

The approval authority may modify or revoke any approval granted pursuant to this chapter for any of the following reasons:

A. A material misrepresentation or mistake of fact made by the applicant in the application or in testimony and evidence submitted, whether such misrepresentation is intentional or unintentional;

B. A failure to comply with the terms and conditions of approval;

C. A material misrepresentation or mistake of fact or policy by the city in the written or oral report regarding the matter whether such misrepresentation is intentional or unintentional. (Ord. 419 § 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.130, 2002)

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17.~~4620~~.130 Re-submittal of an application previously denied.

An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the ~~land use board~~Land Use Board of ~~appeals~~Appeals, the ~~land—conservation~~Land Conservation and ~~development commission~~Development Commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve (12) months from the date the final city action is made denying the application unless there is a substantial change in the facts or a change in city policy which would change the outcome. (Ord. 419 §§ 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.130, 2002)

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17.~~4620~~.140 Expiration and extension of approvals.

A. Approval under this title shall be effective for ~~a period~~ two years from the date of approval.

B. Approvals shall lapse if:

1. Substantial construction of the approved plan has not been completed within a two-year period;

2. Construction on the site is a departure from the approved plan.

C. City staff may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

1. No material changes are made on the ~~original approve tentative~~approved plan;

2. The ~~applicant has expressed request for extension is submitted in a~~ written ~~intent~~request to the City prior to the expiration of ~~submitting a final plat within the one year extension period;~~ and the approval.

3. There have been no material changes to the ~~applicable comprehensive plan policies and ordinance provisions~~standards and criteria of this title on which the approval was based.

4. Written notice of the decision regarding an extension of time shall be provided to the applicant. (Ord. 419 § 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.140, 2002)

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Chapter 17.2024

SIGNS

Sections:

- 17.2024.010 General authority.
- 17.2024.020 Purpose.
- 17.2024.030 Sign permits required.
- 17.2024.040 Application.
- 17.2024.050 Definitions.
- 17.2024.060 Exempt signs.
- 17.2024.070 General sign provisions.
- 17.2024.080 Prohibited signs.
- 17.2024.090 Historic residential overlay.
- 17.2024.100 Historic commercial (HC) overlay.
- 17.2024.110 Nonconforming signs.
- 17.2024.120 Termination of signs by abandonment.
- 17.2024.130 Relief from sign standards.
- 17.2024.140 List of approved font types.

17.2024.010 General authority.

Before any construction, erection, placing, painting, carving or otherwise giving public exposure of any sign occurs in the historic commercial overlay or the historic residential overlay, application must be made to both the ~~historic review board~~Historic Review Board and a city building official. The applicant must receive ~~a certificate of appropriateness approval~~ from the ~~historic review board~~Historic Review Board before a ~~building structure or sign~~ permit can be issued by the ~~building official~~appropriate city authority. The sign provisions of this chapter may be considered as a part of a development application or individually. Applications shall be filed with the ~~city recorder~~City Recorder on an appropriate form in any manner prescribed by the city, accompanied with an application fee in the amount established by general resolution of the ~~city council~~City Council. (Ord. 416 § 8.50.010, 2002)

17.2024.020 Purpose.

Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the city. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise. In the review of sign applications within the city, the following criteria and standards will be considered by the ~~historic review board~~Historic Review Board.

A. Signs are necessary to communicate information about places, goods, services and amenities. As such, they have a useful function; they should not confuse; they should inform with clarity.

B. Signs are a part of the town's street scape. Signage, in a collective sense, has a civic obligation to be in character with the rest of the street scape.

C. Buildings are signs in that they represent a kind of imagery through their architecture.

D. Signage is visual. Good signage is an art form that should be addressed with sensitivity. In addition to communicating information, signage is an architectural element.

E. Signs on buildings should not dominate or obscure the architecture of the building. A sign on a building should be compatible or integrated with its architecture. (Ord. 416 § 8.50.020, 2002)

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17.2024.030 Sign permits required.

A. Existing Signs. All existing signs on each business and residential premises shall be required to conform to the standards of this chapter on or before July 1, ~~2003~~2014. Upon adoption of the ordinance codified in this title, the person(s) in control of the business or property or in control of each business contained thereon, shall be required to submit a completed application form with a photograph of all existing signs according to Section 17.2024.040(C), and pay no sign permit fee, ~~except those signs approved by the historic review board after October 26, 1995.~~

OR

1. As of the effective date of the ordinance codified in this title, Aurora's historic district contains four existing backlit reader boards, specifically for the business of the "General Store," "Aurora Colony Market," "Nagl Floor Covering," and "Aurora Cycle." Due to the historic business related use of these signs and notwithstanding Section 17.2024.110(B)(2), these four reader board signs may continue, for their useful life, as nonconforming uses after the July 1, ~~2003~~2014 deadline requiring sign conformance. Non-conforming signs shall be subject to AMC 16.62 for non-conforming structures.

B. Proposed Signs. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the city for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 17.2024.040. The person(s) in control of the building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the city. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the city.

C. No person having a permit to erect a sign shall construct or erect same in any manner, except in the manner set forth in the ~~approved certificate of appropriateness approval.~~ All departures from signage plans for which ~~a certificate of appropriateness an approval~~ has been issued shall be approved in advance by the ~~historic review board~~ Historic Review Board.

D. Sign Permit Fees. The application for ~~a certificate of appropriateness for approval for~~ a sign shall be accompanied by a filing fee in an amount established by general resolution of the ~~city council~~ City Council. (Ord. 419 §§ 19, 23H, 2002; Ord. 416 § 8.50.030, 2002)

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17.2024.040 Application.

A. The applicant shall submit three copies of:

1. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;
2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.

B. Signs existing September 26, 1995 shall be photographed with enough visual detail to determine their approximate size and location for inventory purposes. (Ord. 416 § 8.50.040, 2002)

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17.2024.050 Definitions.

~~—As used in this chapter:~~

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

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"Advertising structure" means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the advertising structure.

"Alterations" means any change in size, shape, and method of illumination, position, location, construction or supporting structure of a sign.

"Balcony" means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

"Banner" means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

"Billboard" means the same as "advertising structure."

"Building facade" means the vertical exterior wall of a building including all vertical architectural features.

"Building register sign" means a sign that identifies four or more businesses contained within a single building structure or complex.

"Bulletin board" means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

"Business" means commercial or industrial enterprise.

"Business frontage" means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

"Cartoon" means a caricature of an animate or inanimate object intended as humorous.

"Construction sign" means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

"Curvilinear" means represented by curved lines.

"Direct illumination" means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

"Flag" means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

"Flashing sign" means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner, which creates the illusion of flashing, or which changes color or intensity of illumination.

"Fluorescent colors" means extra bright and glowing type colors; includes dayglow orange, fluorescent green, etc.

"Fluorescent lighting" means light provided by tubes.

"Free-standing" means a sign, which is entirely supported by a sign structure in the ground.

"Frontage" means the single wall surface of a building facing a given direction.

"Illustration" means a line drawing or silhouette of a realistic object.

"Marquee" means a permanent roofed, non-enclosed structure projecting over an entrance to a building, which may be attached to the ground surface, or not.

"Neighborhood identification" means a sign located at the entry point to a single-family subdivision comprising not less than two acres, or a sign identifying a multiple-family development.

"Neon light" means a form of illumination using inert gases in glass tubes and includes black light and other neon lights.

"Parcel" or "premises" means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

"Primary revenue source" means no less than seventy-five (75) percent of gross total principal income derived from a business.

"Public right-of-way" means the area commonly shared by pedestrians and vehicles for ~~right~~rite of passage. An easement for public travel or access including street, alley, walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

"Quality material" means materials that are appropriate to make temporary window signs, including poster board, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or light-weight paper are not allowed.

"Real estate sign" means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

"Sidewalk" means hard surface strip within a street right-of-way to be used for pedestrian traffic.

"Sign" means any notice or advertisement, pictorial or otherwise, used as an outdoor display for the purpose of advertising a property or the establishment or enterprise, including goods and services, upon which the signs are exhibited. This definition shall not include official notices issued by a court or public body or officer, or directional, warning or information signs or structures required by or authorized by the law or by federal, state, county or city authority.

“Sign, Area of:” In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface shall be measured and divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five (135) degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be ~~make~~made at the extreme horizontal and vertical limit of a sign.

"Street frontage" means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

"Wind sign or device" means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

"Window" means all the glass included with one casement. (Ord. 416 § 8.50.050, 2002)

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17.2024.060 Exempt signs.

The following signs and devices shall not be subject to the provisions of this chapter and shall not require a ~~certificate of appropriateness~~Historic Review Board approval or a sign permit application:

A. Identification Signs.

1. Memorial and Historic Identification Signs. Memorial tablets, cornerstones or similar plaques, such as National Register listing, not exceeding six square feet.

2. Small Business-Related Informational Signs. Small ~~non-~~illuminated informational signs such as "open/closed" signs (including one three foot by five foot flag or banner per store front), credit card signs, rating or professional association signs, and signs of a similar nature. Only one of each type of sign is permitted and no more than four of these signs are allowed for any individual business or on any parcel of property. The total area for these types of signs may not exceed three square feet in area. If logos are used, they should be no larger than one square foot. ~~historic review board~~Historic Review Board approved colors and lettering styles must be utilized.

3. Occupant or Owner Sign. A sign identifying the name of the occupant or owner, provided the sign is not larger than one square foot, is ~~unilluminated~~not illuminated, and is either attached to the structure or located within the front yard setback.

4. Donation Name Plates. Donation nameplates located on benches are allowed.

5. One interior LED sign per business, not exceeding three (3) square feet in area, and shall be limited to two (2) colors. Flashing or other changes in illumination are prohibited.

B. Signs as Symbols.

1. Flags. Flags of national, state, or local government, and flags of U.S. historical significance ~~(no, No~~ more than two (2) flags per store front, each flag not to exceed a size of three (3) feet by five (5) feet).

C. Temporary Signs.

1. Political Signs. Temporary political signs not exceeding four (4) square feet, provided the signs located on private property, and are erected not more than thirty (30) days prior to, and removed within seven days following, the election for which they are intended.

2. Real Estate or Construction Signs. Temporary, ~~nonilluminated~~non-illuminated real estate or construction signs (no more than one per parcel) not exceeding four square feet, provided such signs are removed within fifteen (15) days after sale, lease or rental of the property, or the completion of the project.

3. New Business Signs. Temporary signs for new businesses, after the city has been notified through a business permit license, for a period not exceeding ninety days.

4. Sale or Product Advertising Window Signs, Grand Opening ~~And~~and Going Out of Business Signs. Temporary fabric or paper signs for special events, sales, or grocery store type products may be placed upon the window opening of a nonresidential building, when such signs do not obscure more than twenty (20) percent of the window or wall area and no more than ten (10) percent of the total primary facade area. These temporary signs will not be put up more than fifteen (15) days prior to the event or sale and will be removed immediately after the event or sale. These temporary signs need to be of quality material and in keeping with the Aurora's historic character.

5. Business Change of Location. Businesses that are changing location may place a single one square foot inside a window facing outward for sixty (60) days before moving and up no more than sixty (60) days after vacancy.

6. Garage Sale Signs. Garage sale signs shall include the address of the person giving the sale, dates of the sale and be limited to three weekends per year per address. Signs are to be removed immediately at the close of the sale. Signs shall be maximum size of two square feet, signs shall be no more than four feet in height, and shall be self-supported and not affixed to public signs or utility poles. Signs shall not be placed in the city's park. Signs may be placed in the city right-of-way if placed no closer than four feet from the street. Sign may also be placed on private property with the owner's permission.

7. Holiday Lighting. Noncommercial decorations, including blinking lights, displayed on traditionally accepted civic, patriotic, and/or religious holiday, provided that such decorations are maintained a safe condition and do not constitute a fire hazard. Decorations in the historical commercial overlay must be removed, or cease to be used, within thirty (30) days following the holiday/event to which they relate.

8. Civic and Special Event Banners. Temporary banners, pennants and flags advertising civic and special (not sale) events shall be permitted for no more than sixty (60) days before the event and must be removed within forty-eight (48) hours after the event concludes.

D. Government Signs.

1. Construction Signs. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies.

2. Public Meeting Notices. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held.

3. Town Identification Signs. One town identification sign shall be permitted at each entry to town located on major roadways, not exceeding twenty (20) square feet.

E. Security Signs. Signs relating to security monitoring which may include company logo are exempt and limited to twelve (12) square inches in size when located on a window or two square feet when free-standing. (Ord. 419 §§ 23A, 23B, 2002; Ord. 416 § 8.50.060, 2002)

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17.2024.070 General sign provisions.

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.2024.060, within the city:

A. Sign Design.

1. Materials. Wood is the recommended material for both the sign and the stanchion (in the case of free-standing signs). Signs, which use plastic as part of the exterior visual effects, are prohibited.

2. Shape. Rectangular, straight-edge and oval signs are the preferred shape for signs. Signs with highly stylized, curvilinear edges are not recommended. Refer to the approved sample sign styles available at City Hall.

B. Sign Color.

1. Maximum of Four Colors. The number of colors used on signs shall be minimized for maximum effect. As a result, each sign may contain only four colors, not including the background.

2. Fluorescent Colors. Fluorescent colors are not allowed.

3. Dark Letters over Light Background. All signs shall have dark colored letters placed on top of a light colored background.

C. Sign Graphics, Lettering and Content.

1. Graphics. Sign graphics shall be carved, applied, painted or stained. ~~Three-dimensional signs are not recommended.~~ Vinyl lettering may be used in approved fonts (See Appendix A).

2. Keep Graphics Simple. Sign graphics shall be simple and bold and in keeping with the ~~historic review board~~ Historic Review Board guidelines. Sign graphics can contain line drawings or silhouette images of live or inanimate objects. Cartoon images, either line drawn or silhouette, of live or inanimate objects are prohibited.

3. Lettering. To maintain continuity, all sign lettering shall be stylistically similar to the list of approved fonts in Section 17.2024.140. All lettering shall be uniformly aligned, evenly spaced, precise, cleanly executed and legible.

4. Historic Building Name Signs. Signs placed flat against the facade of the building that identify the historic name of a building are encouraged, provided they are of uniform color and design throughout the city and are no more than six square feet in area.

5. City Directional Signs. Signs and graphics for which the city is responsible (i.e., parking lots, public facilities, street signs, etc.) shall have a single lettering style and use black for the lettering and white as a background. Signs for city parks shall not exceed twelve (12) square feet.

E. Sign Lighting.

1. External Lighting Only. When lighting is used for signs, only subdued external and indirect incandescent lighting is allowed. Internal illumination and fluorescent and/or internal

neon lighting is not allowed. Special illumination circumstances, such as lottery signs and product advertising signs, will be considered on a case-by-case basis.

2. No Flashing or Blinking Lights. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable. (Ord. 419 § 23C, 2002; Ord. 416 § 8.50.070, 2002)

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17.2024.080 Prohibited signs.

A. Paper Signs. Paper signs are not allowed on the exterior of any building or attached to any sign, except as provided in Section 17.2024.060.

~~B. Billboards or Off-Premises Advertising Signs. Billboards or off-premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 17.20.060.~~

~~C. Flashing Signs.~~

B. Flashing Signs. Signs with lights or illuminations, which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent ~~Electrical~~electrical pulsations are prohibited.

~~DC.~~ Bench Signs. Advertising murals and bench signs are prohibited. However, donation name plates are allowed.

~~ED.~~ Logo or Trademark Signs. Signs or devices (such as drink dispensers) placed on the outside of a business that display the symbol, slogan or trademark of national product brands of soft drinks, or other products, or services shall be prohibited.

~~FE.~~ Misleading Signs. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.

~~GF.~~ Signs Obstructing Egress. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.

~~HG.~~ Utility Poles. No sign shall be attached to a utility pole.

~~IH.~~ Reader Board Sign. Except as exempted in Section 17.2024.030, reader board signs are prohibited. (Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002)

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17.2024.090 Historic residential overlay.

Signs in the historic residential overlay shall be permitted as follows:

A. Neighborhood Identification. One sign shall be permitted at each entry point to developments, with more than ten (10) lots or dwelling units, not exceeding an area of eight square feet per sign, nor five feet in height above grade. See also the general sign provisions Section 17.2024.070.

B. Conditional Uses. Where otherwise permitted, one sign of not more than four square feet, either attached to the building or freestanding, shall be permitted for conditional uses. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed five

feet in height, nor shall it be located within ten (10) feet of any property line. (Ord. 416 § 8.50.080, 2002)

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17.2024.100 Historic commercial (HC) overlay.

All signs in the historic commercial overlay shall require approval by the ~~historic review board~~Historic Review Board pursuant to this chapter. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. These guidelines create a system whereby signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape. Special consideration may be granted for signage design that is consistent with the historical age and style of the building. The following types of signs are permitted within the historic commercial overlay:

A. Right-Angle Signs. Right-angle signs (those signs placed perpendicular to the building facade) may be either attached to the wall surface or hung from the underside of a marquee or balcony. Right-angle signs are designed for viewing by pedestrians walking under such signs. See also the general sign provisions, Section 17.2024.070.

1. Number. There shall be no more than one right-angle sign for every seventeen (17) feet of street frontage.

2. Area. The square footage of all right-angle signs on a single building frontage shall not exceed one percent of the area of that building facade to which the sign is attached. No individual sign shall be more than six square feet in area. A single right-angle sign identifying four or more businesses may be a maximum of ten (10) square feet.

3. Placement. Right-angle signs shall be below the sill of the second story windows or below the roofline, eave or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight feet from the ground level. No sign shall project more than six feet from the vertical surface of a building facade, provided it is no closer than two feet from the face of the curb or edge of pavement.

B. Wall Signs. Wall signs are those signs attached and parallel to the building facade, and which extend no more than six inches from the surface of the wall. (Parapet signs are a type of wall sign, but are treated separately). See also the general sign provisions, Section 17.2024.070.

1. Number. Only one wall sign is permitted for every seventeen (17) feet of building street frontage.

2. Area. The square footage of all wall signs on a single building frontage shall not exceed six percent of the area of that building facade to which the signs are attached.

3. Placement. Wall signs shall not extend above an eave or ridge line.

4. Former Residential Use. Wall signs on commercial buildings originally built as houses shall not exceed four square feet, be placed sensitively to the architecture, and contain only the business name and/or business category.

C. Parapet Signs. Parapet signs are a distinctive type of wall sign, which are generally located above the lintels of the upper story windows and continue upward on a wall that extends beyond the roof edge (or false front). They are designed to be legible to pedestrians across the street and

persons traveling on the street. Parapet signs generally identify the name of the business establishment. See also the general sign provisions, Section 17.~~2024~~.070.

1. Number. No more than one parapet sign is permitted per building.

2. Area. A parapet sign shall not exceed six percent of the total square footage of the building facade to which it is attached. A parapet sign shall be no more than two feet in vertical dimension.

3. Placement. Parapet signs shall not extend above the upper edge of the parapet wall. A parapet sign shall not extend any nearer than one foot from either edge of the building. Recessed sign panels located in building parapets should be used when possible.

D. Window and Door Signs. Window and door signs are those, which are painted, displayed or placed inside a translucent or transparent surface facing outward. Window graphics are usually most effective when they are simple and clearly. Generally these types of signs do not identify the primarily business to persons outside the building. As a result, these types of signs should be kept to a minimum. See also the general sign provisions, Section 17.~~2024~~.070.

1. Number. Each building frontage shall have no more than a total of two window/door signs.

2. Area. The total of all window or door signs shall not exceed twenty (20) percent of the total window and/or door area for each building.

3. Placement. In all cases, window graphics shall be limited to the first and second story window.

4. Former Residential Use. Window signs are not allowed on commercial buildings originally built as houses.

E. Balcony or Marquee Signs. Balcony or marquee signs are those signs that are attached to the fascia of the balcony or marquee and are parallel to the street and building facade. They are intended for viewing by travelers on the street or pedestrians on the opposite side of the street. There is little historical precedent for balcony or marquee signs that hang from the fascia, hence signs that are hanging from the outside edge of a balcony or marquee roof are prohibited. See also the General Sign Provisions, Section 17.~~2024~~.070.

1. Number. Only one attached balcony or marquee sign shall be permitted per building.

2. Area. No more than eighty (80) percent of a balcony or marquee fascia shall be covered with signage.

3. Placement. The attached balcony or marquee sign shall be centered in the middle of the balcony or marquee fascia. The signs shall not project above the marquee roofline or balcony floor line, or below the bottom edge of the balcony or marquee fascia.

F. Free-standing Signs. Free-standing signs are those, which are provided with their own support and are not attached to a building. Typically they are attached or are suspended from a post, pole or stanchion. Aurora had few if any free-standing signs in the late 1880s. Most business activities were conducted in buildings built on the front property line, allowing little room for placement of free-standing signs. See also the General Sign Provisions, Section 17.~~2024~~.070.

1. Former Residential Use. Free-standing signs are especially appropriate for commercial buildings originally built as houses.

2. Number. No more than one free-standing sign is permitted for each parcel containing one or more business activities within a building structure.

3. Area. A free-standing sign shall not exceed thirty-two (32) square feet in area.
4. Placement. A free-standing sign shall be within the parcel boundaries.
5. Height. A free-standing sign shall not exceed eight feet in height from the top edge of such sign to the grade below.

G. Sandwich and A-Board Signs. Sandwich or A-Board Signs are signs that are ordinarily in the shape of an "A" or some variation thereof, on the ground, easily moveable and which is usually two sided. See also the General Sign Provisions, Section 17.~~2024~~.070.

1. Number. One sandwich board type sign is permitted per business. Additional sandwich boards granted only on businesses with more than one frontage and then only at the discretion of the governing body.

2. Placement. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic. These signs shall be placed in a manner that maintains a walkway of not less than thirty-six (36) inches in width and shall be no larger than three feet wide, nor more than four feet high when measured vertically.

3. Removal. Sandwich board signs shall be moveable at all times and displayed only during the open hours of the business.

4. Distance Between Sandwich Boards. Sandwich boards must maintain a minimum distance of fifteen (15) feet from any other sandwich board sign.

5. Location. Location of sandwich boards must be approved at the time of sign application review.

6. No Posters or Promotional Materials. No paper signs of any kind shall be placed upon sandwich board signs. Sandwich boards are not to be used for posters or to display promotional materials, except for special community events, which are limited to the duration of the event.

H. Signs Painted on Buildings. Signs painted directly upon the facade of the building within the HC district shall be consistent with historical documentation. (Ord. 419 §§ 23F, 23G, 2002; Ord. 416 § 8.50.090, 2002)

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17.~~2024~~.110 Nonconforming signs.

All signs existing on the date of adoption of the ordinance codified in this title, and not conforming with the provisions of this chapter are deemed nonconforming signs, except those signs approved by the ~~historic review board~~Historic Review Board after October 26, 1995.

A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.

B. Termination of Nonconforming Signs.

1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within fifteen (15) days after the effective date of said ordinance.

2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.

3. Termination by Amortization. Any nonconforming sign not terminated pursuant to any other provision of this title shall be terminated on or before July 1, 2003. (Ord. 419 §§ 20, 23I, 2002: Ord. 416 § 8.50.100, 2002)

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17.2024.120 Termination of signs by abandonment.

A. Obsolete Business Signs. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty (30) consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty (30) days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.

B. Appeal. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty (30) days, may be granted by the ~~city council~~City Council upon an appeal filed by the legal owner of the premises or person in control of the business. (Ord. 416 § 8.50.110, 2002)

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17.2024.130 Relief from sign standards.

The ~~historic review board~~Historic Review Board may grant relief from strict compliance with standards contained in this chapter in cases where documented evidence suggests it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the preceding subsections. The facts and conclusions relied upon to grant relief from a particular standard shall clearly be set forth in the final order of the ~~historic review board~~Historic Review Board.

A. Exceptional or extraordinary conditions applying to the property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of building location or style, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or

B. Relief from the standard for reason set forth, will result in equal or greater compatibility with the architectural style and features, which exist on the building or nearby historical buildings; or relief is necessary to restore or replace a sign in a way which is historically accurate or compatible. (Ord. 416 § 8.50.120, 2002)

17.2024.140 List of approved font types ~~are included in the Aurora Design Guidelines for Historic District Properties (Appendix A).~~

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(Ord. 419 § 23D, 2002: Ord. 416 § 8.50.130, 2002)

Chapter 17.2428

ACCESSORY ~~DWELLING UNITS~~ DWELLINGS AND STRUCTURES

Sections:

17.2428.010 Purpose.

17.2428.020 Applicability and administration.

17.2428.030 Application submittal requirements.

17.2428.040 Approval standards.

17.2428.010 Purpose.

Accessory ~~dwelling units~~ dwelling units are allowed in certain situations to:

- A. Create new housing units while respecting the look and scale of single-dwelling neighborhoods;
- B. Allow more efficient use of existing housing stock and infrastructure;
- C. Provide a mix of housing that responds to changing family needs and smaller households;
- D. Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship and services; and
- E. Provide a broader range of accessible and more affordable housing. (Ord. 416 § 8.60.010, 2002)
- F. Provide storage and workshop spaces. (Ord. , 2013)

17.2428.020 Applicability and administration.

- A. An accessory dwelling unit may be added to any single-family detached dwelling in the historic residential overlay.
- B. Accessory dwellings requiring exterior modifications and detached accessory dwelling units on properties located in the historic residential overlay shall require approval by the ~~historic review board~~ Historic Review Board pursuant to Chapter 17.4620. (Ord. 416 § 8.60.020, 2002)

17.2428.030 Application submittal requirements.

- All applications for accessory dwelling units shall be made on forms provided by the city and shall be accompanied by:
- A. The information requested on the application form;
 - B. A narrative discussing the appropriate criteria in sufficient detail for review and action;
 - C. The required fee;
 - D. A site plan drawn to standard engineering scale showing the location of the accessory dwelling unit, the entrance and exits from the site, and areas to be designated for parking; and
 - E. A completed building permit application. (Ord. 416 § 8.60.030, 2002)

17.2428.040 Approval standards.

~~—A. Standards for creating accessory dwelling units address the following purposes:~~

~~—1. Ensure that accessory dwelling units are compatible with the desired character and livability of Aurora’s residential zones;~~

~~—2. Respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards;~~

~~—3. Ensure that accessory dwelling units are smaller in size than principal dwelling units; and~~

~~—4. Provide adequate flexibility to site buildings so that they fit the topography of sites.~~

~~—B. The design standards for accessory dwelling units are stated in this section and Appendix A set out in the Appendix to this code. If not addressed, the base zone development standards apply.~~

~~—C~~ A. Only one entrance to a residence may be located on the front facade of the single-family dwelling facing the street, unless the single-family dwelling contained additional front doors entrances before the conversion accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.

~~—D~~ B. The size of the accessory dwelling unit may be no more than fifty (50) percent of the living area of the single-family detached dwelling or the maximum allowed for an accessory dwelling unit in the applicable zone or overlay, whichever is less.

~~—E~~ C. Accessory dwelling units created through the addition of floor area must meet the following:

1. ~~The exterior finish material must be the same or visually match in type, size and placement, the exterior finish material of the existing single family detached dwelling. Where the primary dwelling is a contributing structure, the exterior finish materials must be identical in substance, size and placement to the exterior finish material of the existing structure. Where the primary dwelling is a noncontributing structure within the historic commercial overlay, exterior finish materials must meet the standards for new construction within that overlay. Where the primary dwelling is a noncontributing structure in the historic residential overlay, exterior finish materials must meet the standards of Title 17 (Title 16?).~~

2. The roof pitch must be the same as the predominant roof pitch of the ~~existing~~ primary single-family detached dwelling. _____

~~—3. Trim on edges of elements on the addition must be the same in type size and location as the trim used on the rest of the existing single family detached dwelling.~~

~~—4~~ 3. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and ~~orientation (horizontal or vertical); be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.~~

~~—F~~ D. Detached accessory ~~dwelling units~~ dwellings and structures must meet the following:

1. The accessory dwelling unit must be located in the side or rear yard of the primary detached single-family dwelling, ~~except where the primary dwelling is a contributing structure, in which case the accessory dwelling must be located in the rear yard.~~ _____

2. The maximum height allowed for a detached accessory dwelling unit is eighteen (18) feet or seventy-five (75) percent of the height of the primary dwelling unit, whichever is greater.

3. The maximum footprint of the detached accessory dwelling ~~unit may not have a larger footprint than the footprint of the single-family dwelling unit~~ is 800 square feet.

4. The exterior finish and trim material must be visually compatible in type, size and placement, the exterior finish material of the single-family detached dwelling. Where the primary dwelling is a contributing structure, the exterior finish materials must be identical in substance, size and placement to the exterior finish material of the existing structure.

5. The roof pitch must be the same as the predominant roof pitch of the ~~single-family detached existing~~ dwelling or 8:12, whichever is steeper.

6. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and ~~orientation (horizontal or vertical)~~ be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.

HE. All parking must meet the requirements of Chapter 16.42, Off-Street Parking and Loading, for single-family residences, except as follows:

1. No additional parking space is required for the accessory dwelling unit if it is created on a site with an existing single-family dwelling and, the roadway surface on at least one abutting street is at least eighteen (18) feet wide.

2. One additional parking space is required for the accessory dwelling unit when:

a. None of the abutting street roadway surfaces are at least eighteen (18) feet wide;

b. When the accessory dwelling unit is created at the same time as the single-family detached dwelling is constructed. (Ord. 416 § 8.60.040, 2002; Ord § , 2013)

F. In addition to the above standards, accessory dwellings and structures shall comply with Title 17.40, Design Standards. (Ord. § , 2013)

Chapter 17.~~2832~~

TEMPORARY USES AND STRUCTURES

Sections:

~~17.2832.010~~ Purpose.

~~17.2832.020~~ Application submission requirements.

~~17.2832.030~~ Temporary use administration and approval.

~~17.2832.040~~ Temporary structure administration and approval.

~~17.2832.050~~ Outdoor Display.

17.32.010 Purpose.

The purpose of the temporary use permit is to permit commercial activities that are small scale and short term in nature and generally promote celebration of specific events, holidays and seasons. Examples include, but are not limited to, temporary uses associated with existing licensed businesses, seasonal produce sales and farmers markets.

The purposespurpose of the temporary structure approval areis: (1) to permit property owners to utilize temporary structures for up to one year for approved longer term temporary uses, including but not limited to, temporary construction offices and leasing offices for previously approved developments; or (2) to permit property owners to utilize shorter term temporary open air structures, such as tents, booths and canopies of greater than one hundred twenty (120) square feet with approved shorter term temporary uses. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.010, 2002)

~~17.2832.020~~ Application submission requirements.

All applications for temporary uses or temporary structures shall be made on forms provided by the city and shall be accompanied by:

A. A site plan drawn to standard engineering scale showing the location of the temporary use or temporary structure, the entrance and exits from the site, areas to be designated for parking, if applicable, and any requested signs; and

B. For structures subject to Section ~~17.2832.040~~, a letter from the property owner of record giving approval for the proposed temporary structure; and

C. A completed business license application for the temporary use. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.020, 2002)

~~17.2832.030~~ Temporary use administration and approval.

A. The planning director may approve a temporary use based on following criteria:

1. The temporary use is located in the historic commercial overlay in the commercial zone and the parcel of land on which the temporary use will be located is zoned consistent with the proposed temporary use.

2. Where the temporary use is sited on a property containing an existing business, the temporary use shall directly relate to the existing business.

3. The temporary use will last for no more than two, separate, contiguous seven day periods in any one calendar year and the two periods shall not be permitted back-to-back.

4. The temporary use and all items related to the temporary use shall be removed from the site prior to expiration of the approval period.

5. No regulations prohibiting the activity are identified in a review of the Aurora Municipal Code and Oregon Revised Statutes.

6. Temporary use of tents, booths or canopies less than one hundred twenty (120) square feet are permitted under this section without a temporary structure permit under Section 17.~~2832~~.040. For temporary uses of tents, booths and canopies greater than one hundred twenty (120) square feet, a temporary structure permit under Section 17.~~2832~~.040 is required.

7. Tents, booths or canopies shall comply with the requirements of Section 14, Aurora Design Guidelines for Historic District Properties (Appendix A).

B. Temporary uses during special events approved by the ~~city council~~City Council shall be exempt from temporary use permit requirements.

C. No ~~notice~~Notice of ~~decision~~Decision is required, but the planning director shall issue an approved temporary use permit stating how the application satisfies the criteria in Section 17.~~2832~~.030(A) and specifying the dates for which the approval is valid. A copy of this permit shall be attached to the business license application as filed in City Hall. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.030, 2002)

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17.~~2832~~.040 Temporary structure administration and approval.

All applications for temporary structures shall be submitted and processed according to the requirements of this section. ~~A certificate of appropriateness~~Approval from the ~~historic review board~~Historic Review Board is required for sites located in the historic commercial or historic residential overlay. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.040, 2002)

17.32.050 Outdoor Display.

A. Outdoor display of merchandise shall conform to the standards and regulations as included in the applicable base zone for open inventory displays.

B. Outdoor displays may only occur in locations other than that of the fronting business during city-sanctioned special events, such as Aurora Colony Days.

C. Children's play equipment, and recycling and waste containers, shall be located to the rear or side of contributing structures.

Chapter 17.36

MOVING OF STRUCTURES

Sections:

17.36.010 Moving Contributing Structures

All relocations of contributing structures within the Historic District must meet the following standards and criteria:

- A. Relocation of contributing structures in the Historic District is prohibited with only these exceptions:**
 - 1. the contributing structure was previously moved to its current location.**
 - 2. the current location of the contributing structure is being acquired for a public purpose under eminent domain, in which case the structure shall be moved to another location at the expense of the public agency acquiring the property.**
 - 3. the contributing structure is located within the floodplain, on unstable soils, or other natural hazards.**
- B. Structures to be moved shall be carefully documented for the inventory prior to approval of the relocation.**
- C. The relocation proposal shall describe how the structure will be preserved during the relocation.**
- D. The relocation is to another site within the Historic District unless an alternate site is approved by the Historic Review Board.**
- E. An approved building permit for the new location is required prior to approval of the relocation.**

17.36.020 Moving Structures into the Historic District.

Structures proposed for moving into the Historic District shall have been originally constructed before 1921, and shall meet the design standards of Chapter 17.36.

Chapter 17.40

DESIGN STANDARDS

Sections:

17.40.010 Purpose

17.40.020 Additions to Contributing Structures

17.40.030 Awnings

17.40.040 Chimneys

17.40.050 Doors

17.40.060 Drive-in and Drive Thru Structures

17.40.070 Fences

17.40.080 Foundations

17.40.090 Garage Doors

17.40.100 Height

17.40.110 New Construction in the Historic District

17.40.120 Paint

17.40.130 Porches

17.40.140 Public Right-of-Way

17.40.150 Roofs

17.40.160 Setbacks

17.40.170 Siding

17.40.180 Visual Facades

17.40.190 Windows

17.40.010 Purpose

The purpose of these design standards is to protect the historic scale, form, appearance, and integrity of the Aurora Colony National Historic District.

17.40.020 Additions to Structures

A. Contributing Structures – Commercial Overlay

1. New additions may only be placed on the rear elevation. Architectural detailing including roofing, siding, trim, doors, and windows shall match the existing structure in design and materials unless supported by evidence in the historic inventory.
2. Previous additions to the original structure that were added prior to 1921 shall be subject to the same standards and criteria as the original portion of the structure; however, in the event that the addition does not match the original, the exterior features of the addition may be altered to match the original.
3. Additions to contributing structures that were built in 1921 or later may be removed, and following removal, the exterior materials on that portion of the structure must match the remainder of the structure.
4. Additions to commercial structures are exempt from the parking requirements in Title 16.

B. Contributing Structures – Residential Overlay

1. New additions may only be placed on the rear elevation. Architectural detailing including roofing, siding, trim, doors, and windows shall match the existing structure in design and materials.
2. Previous additions to the original structure that were added prior to 1921 shall be subject to the same standards and criteria as the original portion of the structure; however, in the event that the addition does not match the original, the exterior features of the addition may be altered to match the original.
3. Additions to contributing structures that were built in 1921 or later may be removed, and following removal, the exterior materials on that portion of the structure must match the remainder of the structure.

C. Non-contributing Structures – Commercial Overlay

1. Additions to commercial structures are exempt from the parking requirements in Title 16.

D. Non-contributing Structures – Residential Overlay

N/A

17.40.030 Awnings

A. Contributing Structures – Commercial Overlay

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awnings are included under Appendix A.
2. Backlighting of awnings is prohibited.
3. Text on awnings is limited to border areas only.
4. Awnings are prohibited on residential structures that have been converted to commercial use.

B. Contributing Structures – Residential Overlay

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awning are included under Appendix A.
2. Backlighting of awnings is prohibited.
3. Text on awnings is prohibited.
4. Awnings are prohibited on residential structures that have been converted to commercial use.
5. Awnings shall be limited to rear elevations.

C. Non-Contributing Structures – Commercial Overlay

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awnings are included under Appendix A.
2. Backlighting of awnings is prohibited.
3. Text on awnings is limited to border areas only.
4. Awnings are prohibited on residential structures that have been converted to commercial use.

D. Non-Contributing Structures – Residential Overlay

1. Awnings are prohibited on residential structures that have been converted to commercial use.
2. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awnings are included under Appendix A.
3. Backlighting of awnings is prohibited.
4. Awnings shall be limited to rear elevations.

17.40.040 Chimneys

A. Contributing Structures – Commercial Overlay

1. Masonry chimneys shall be faced with traditional red clay brick.

2. Masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

B. Contributing Structures – Residential Overlay

1. Chimneys shall be masonry faced with traditional red clay brick.
2. Masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

C. Non-contributing Structures – Commercial Overlay

1. Non-masonry materials may be used.

D. Non-contributing Structures – Residential Overlay

1. Non-masonry materials may be used.

17.40.050 Doors

A. Contributing Structures – Commercial Overlay

1. The original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.
2. New door openings may only be located on the rear elevation.
3. Doors shall be made of wood; fiberglass and metal doors are prohibited.

B. Contributing Structures – Residential Overlay

1. The original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.
2. New door openings may only be located on the rear elevation.
3. Doors shall be made of wood; fiberglass and metal doors are prohibited.

C. Non-contributing Structures – Commercial Overlay

1. Door design and materials are not regulated on these structures

D. Non-contributing Structures – Residential

1. Door design and materials are not regulated on these structures

17.40.060 Drive-in and Drive Thru Structures

A. All Structures within Historic District

1. Drive-in and drive-thru commercial structures and businesses are prohibited within the Historic District.

(Ord. _____ 2013)

17.40.070 Fences

A. Contributing Structures – Commercial Overlay

1. Fences shall be wood picket fences, three (3) to four (4) feet high, painted white or with a natural protective finish.
2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
3. Fences not expressly permitted are prohibited unless there is evidence of a different fence type in the historic inventory.

B. Contributing Structures – Residential Overlay

1. Fences in the Historic Commercial overlay and fences for contributing structures throughout the Historic district shall be wood picket fences, three (3) to four (4) feet high, painted white or with a natural protective finish.
2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four (4) feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
3. Fences not expressly permitted are prohibited unless there is evidence of a different fence type in the historic inventory.

C. Non-contributing Structures – Commercial Overlay

1. Fences shall be wood picket fences, three (3) to (4) four feet high, painted white or with a natural protective finish.
2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
3. Fences not expressly permitted are prohibited.

D. Non-contributing Structures –Residential Overlay

1. Fences shall be wood picket fences, three (3) to four (4) feet high, painted white or with a natural protective finish.
2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines or side property

lines in rear yards only (back of house) when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.

3. Fences not expressly permitted are prohibited.

(Ord. , 2013)

17.40.080 Foundations

A. All Structures within Historic District

1. Concrete block, brick, and poured concrete foundations are permitted.

2. Textured paint and thin coat stucco may be applied on foundations.

3. The height of replacement foundations may be altered to improve accessibility.

4. Rusticated and decorative concrete block are prohibited.

5. On contributing structures with vertically oriented wood skirting, the wood skirting shall be replaced after a foundation is repaired or replaced.

(Ord. , 2013)

17.40.090 Garage Doors

A. Contributing Structures – Commercial Overlay

1. Commercial garage doors may not exceed twelve (12) feet in width.

2. Multiple garage doors shall be separated by a minimum of two (2) feet.

3. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood.

4. Windows are permitted in garage doors.

B. Contributing Structures – Residential Overlay

1. Front facing garage doors shall be set back a minimum of four (4) feet from the front façade of residential structures.

2. Residential garage doors may not exceed eight (8) feet in width.

3. Multiple garage doors shall be separated by a minimum of two feet.

4. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood.

5. Windows are permitted on garage doors.

C. Non-Contributing Structures – Commercial Overlay

1. Commercial garage doors may not exceed twelve (12) feet in width.

2. Multiple garage doors shall be separated by a minimum of two (2) feet.

3. Windows are permitted in garage doors.

D. Non-Contributing Structures – Residential Overlay

1. Front facing garage doors shall be set back a minimum of four (4) feet from the front façade of residential structures.
2. Residential garage doors may not exceed eight (8) feet in width.
3. Multiple garage doors shall be separated by a minimum of two (2) feet.
4. Windows are permitted in garage doors.

(Ord. _____ 2013)

17.40.100 Height

A. All Structures within Historic District

1. The maximum height of structures is thirty-five (35) feet.~~(Ord. _____ 2013)~~

17.40.110 New Construction in the Historic District

A. Non-contributing Structures – Commercial Overlay

1. New structures shall be subject to the design standards in Section 17.40.
2. New commercial structures are exempt from the parking requirements in Title 16.

B. Non-contributing Structures – Residential Overlay

1. New structures shall be subject to the design standards in Section 17.40.
(Ord. _____, 2013)

17.40.120 Paint

A. Contributing Structures – Commercial Overlay

1. Contributing Structures shall be painted with colors selected from the list in Appendix A for contributing structures.

B. Contributing Structures – Residential Overlay

1. Contributing Structures shall be painted with colors selected from the list in Appendix A for contributing structures.

C. Non-contributing Structures – Commercial Overlay

1. Non-Contributing Structures shall be painted with colors selected from the list in Appendix A for non-contributing structures.

D. Non-contributing Structures – Residential Overlay

1. Non-Contributing Structures shall be painted with colors selected from the list in Appendix A for non-contributing structures.
(Ord. _____ 2013)

17.40.130 Porches

A. Contributing Structures – Commercial Overlay

1. Porches shall be painted.
2. Porches shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations, which are not visible, may be installed.
3. Front porches shall not be enclosed by walls, screens, or windows.

B. Contributing Structures – Residential Overlay

1. Porches shall be painted.
2. Porches shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations, which are not visible, may be installed.
3. One porch entrance shall be located on the front elevation and have a direct pedestrian path from the porch to the sidewalk.
4. Front porches shall not be enclosed by walls, screens, or windows.

C. Non-contributing Structures – Commercial Overlay

1. Front porches shall not be enclosed by walls, screens, or windows.
2. Porches on front elevations shall be painted.

D. Non-contributing Structures – Residential Overlay

1. One porch entrance shall be located on the front elevation and have a direct pedestrian path from the porch to the sidewalk.
2. Porches on front elevations shall be painted.
3. Front porches shall not be enclosed by walls, screens, or windows.
(Ord. _____ 2013)

17.40.130 Public Right-of-Way

A. Commercial Overlay

1. Sidewalks shall be concrete without coloring. The finish shall be broom finished and scored perpendicular to the path, in traditional squares of twenty-four (24) to thirty six (36)inches. Troweled edges are required.

2. Streetlights in the Historic Commercial Overlay shall be lamp style only.
3. Curb cuts for residential properties may not exceed twenty (20) feet in width.

B. Residential Overlay

1. Sidewalks shall be concrete without coloring. The finish shall be broom finished and scored perpendicular to the path, in traditional squares of twenty-four (24) to thirty six (36) inches. Troweled edges are required.
2. Streetlights in the Historic Commercial Overlay shall be lamp style only.
3. Curb cuts for residential properties may not exceed twenty (20) feet in width.

(Ord. _____ 2013)

17.40.150 Roofs

A. Contributing Structures – Commercial Overlay

1. The repair and alteration of roofs shall match the original style and pitch.
2. The addition of new roof elements such as vents, chimneys, and dormers shall not be readily visible from the right-of-way, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.
3. New decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.
4. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
5. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
6. Flat roofs are permitted on commercial structures when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.
7. Skylights are prohibited.

B. Contributing Structures – Residential Overlay

1. The repair and alteration of roofs shall match the original style and pitch.
2. The addition of new roof elements such as vents, chimneys, and dormers shall not be readily visible from the right-of-way, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.

3. New decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.
4. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
5. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
6. Skylights are prohibited.

C. Non-contributing Structures – Commercial Overlay

1. For residential structures the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
2. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
3. Flat roofs are permitted on commercial structures when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.

D. Non-contributing Structures – Residential Overlay

1. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
2. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.

(Ord. _____ 2013)

17.40.160 Setbacks

A. All Structures within Historic District

1. Residential structures shall be set back a minimum of ten (10) feet from side lot lines, and minimum of twenty (20) feet from rear lot lines.
2. Commercial and mixed-use structures shall be set back a minimum of ten (10) feet from rear lot lines, and a maximum of ten (10) feet from front lot lines. There is no minimum setback from front lot lines.

3. For new structures or additions to structures, including porches, the front setback shall not exceed four (4) feet more or less than the average front setback of the adjacent structures.

(Ord. _____ 2013)

17.40.170 Siding

A. Contributing Structures – Commercial Overlay

1. Horizontal lap wood siding is required and historic siding patterns shall be matched when repairing or replacing siding.
2. Siding shall be painted; unpainted and stained wood is prohibited.
3. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.
4. The paint color of siding shall be uniform on all sides of a structure.

B. Contributing Structures – Residential Overlay

1. Horizontal lap wood siding is required and historic siding patterns shall be matched when repairing or replacing siding.
2. Siding shall be painted; unpainted and stained wood is prohibited.
3. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.
4. The paint color of siding shall be uniform on all sides of a structure.

C. Non-contributing Structures – Commercial Overlay

1. Wood horizontal lap siding shall have a reveal not exceeding six (6) inches, with the exception of board and batten siding comprised of solid sawn wood.
2. Masonry is permitted.
3. Composite smooth surface materials are permitted.
4. Siding shall be painted; unpainted and stained wood is prohibited.
5. The paint color of siding shall be uniform on all sides of a structure.

D. Non-contributing Structures – Residential Overlay

1. Siding shall be masonry or horizontal lap siding with a reveal not exceeding six (6) inches is required, with the exception of board and batten siding comprised of solid sawn wood.
2. Siding shall be painted; unpainted and stained wood is prohibited.
3. The paint color of siding shall be uniform on all sides of a structure.

(Ord. _____ 2013)

17.40.180 Facades

A. All Contributing Structures in the Historic District

1. The design of the front and side elevations shall be preserved.

17.40.190 Windows

A. Contributing Structures – Commercial Overlay

1. Windows shall be trimmed with wood, and wood framed storm windows are permitted.
2. Window frames and sashes shall be made of wood.
3. New window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
4. Transom and clerestory windows are permitted above doors.

B. Contributing Structures – Residential Overlay

1. Windows visible from the right-of-way shall be vertically oriented.
2. Window frames and sashes shall be made of wood.
3. New window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
4. Transom and clerestory windows are permitted on doors.

C. Non-contributing Structures – Commercial Overlay

1. Windows shall be trimmed with wood, and wood framed storm windows are permitted. Storefront windows manufactured with metal frames shall have wood trim covering the exterior of the metal frames.
2. Transom and clerestory windows are permitted above doors.

D. Non-contributing Structures – Residential Overlay

1. Windows visible from the right-of-way shall be vertically oriented.
2. Transom and clerestory windows are permitted.

(Ord. _____ 2013)

Chapter 17.44
Landscaping

Sections:

17.44.010 Purpose

17.44.020 Applicability

17.44.030 General provisions

17.44.040 Buffering and screening requirements

17.44.050 Screening of parking, loading and storage

17.44.010 Purpose

The purpose of this chapter is to establish standards for landscaping, buffering and screening to enhance the appearance of the Historic District using trees and other landscaping materials to mitigate the effects of sun, wind, noise and the lack of privacy.

17.44.020 Applicability

This section shall apply to all properties in the Historic District.

17.44.030 General Provisions

- A. In the Historic Residential Overlay at least ten (10) percent of the total area shall be landscaped.
- B. In the Historic Commercial Overlay, landscaping shall be as follows:
 - 1. Properties up to twenty thousand (20,000) square feet in size shall have at least fifteen (15) percent of the total lot area landscaped.
 - 2. Properties larger than twenty thousand (20,000) square feet in size shall have at least ten (10) percent of the total lot area landscaped.
- C. Unless otherwise provided by the lease agreement, the owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.
- D. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming of otherwise so that:
 - 1. Public utilities can be maintained or repaired;
 - 2. Pedestrian or vehicular access is unrestricted;
 - 3. Visual clearance provisions are met (See Chapter 16.40).
- E. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or a bond has been posted with the city to ensure the completion of the landscaping requirements.
- F. Existing plant materials may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the plantings.

G. Plant materials are to be watered at intervals sufficient to ensure survival and growth.

H. Synthetic plant materials are not permitted.

I. Berms and excavations are prohibited in the commercial overlay.

J. Berms and excavations are prohibited in front yards of residential overlay.

(Ord. _____ 2013)

17.44.040 Buffering and Screening Requirements

A. A minimum landscape buffer width of twenty (20) feet shall be required between any nonresidential use in a non-residential zone which abuts a residential zone.

B. A buffer shall consist of an area within an interior setback adjacent to a property line, having a width of ten (10) feet or greater and a length equal to the length of the property line.

C. Occupancy of a buffer area shall be limited to utilities, screening, and landscaping. No buildings, accessways or parking areas shall be allowed in a buffer area.

D. The minimum improvements within a buffer area shall include:

1. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten (10) feet high for deciduous trees and five feet high for evergreen trees measured from the ground to the top of the tree after planting.

a. Small or narrow stature trees, under twenty-five (25) feet tall or less than sixteen (16) feet wide at maturity shall be spaced no further than fifteen (15) feet apart.

b. Medium sized trees between twenty-five (25) feet to forty (40) feet tall and with sixteen (16) feet to thirty-five (35) feet wide branching at maturity shall be spaced no greater than twenty-five (25) feet apart;

c. Large trees, over forty (40) feet tall and with more than thirty-five (35) feet wide branching at maturity, shall be spaced no greater than thirty (30) feet apart.

2. In addition, at least one shrub shall be planted for each one hundred (100) square feet of required buffer area.

3. The remaining area shall be planted in groundcover, or spread with bark mulch.

E. Where screening is required a hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or

F. Buffering and screening provisions shall be superseded by the vision clearance requirements as set forth in Chapter 16.40.

G. When the use to be screened is downhill from the adjoining property, the

prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property.

(Ord. _____ 2013)

17.44.050 Screening

A. If four or more off-street parking spaces are provided, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscape screening for each lineal foot of street frontage. The screening shall consist of shrubbery at least two feet in height located as close to the street as practical and one tree for each fifty (50) lineal feet of street frontage or fraction thereof.

B. Landscaped screening shall achieve a balance between low lying and vertical shrubbery and trees.

C. Screening of loading areas and outside storage is required according to the standards of Section 17.44.040(E).

D. Except for one-family and two-family dwellings, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall not exceeding six (6) feet in height, or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area.

(Ord. _____ 2013)

CHAPTER 17.20

SIGNS

SECTIONS:

- 17.20.010 GENERAL AUTHORITY.
- 17.20.020 PURPOSE.
- 17.20.030 SIGN PERMITS REQUIRED.
- 17.20.040 APPLICATION.
- 17.20.050 DEFINITIONS.
- 17.20.060 EXEMPT SIGNS.
- 17.20.070 GENERAL SIGN PROVISIONS.
- 17.20.080 PROHIBITED SIGNS.
- 17.20.090 HISTORIC RESIDENTIAL OVERLAY.
- 17.20.100 HISTORIC COMMERCIAL (HC) OVERLAY.
- 17.20.110 NONCONFORMING SIGNS.
- 17.20.120 TERMINATION OF SIGNS BY ABANDONMENT.
- 17.20.130 RELIEF FROM SIGN STANDARDS.
- 17.20.140 LIST OF APPROVED FONT TYPES.

17.20.010 GENERAL AUTHORITY.

Before any construction, erection, placing, painting, carving or otherwise giving public exposure of any sign occurs in the historic commercial overlay or the historic residential overlay, application must be made to both the historic review board and a city building official. The applicant must receive a certificate of appropriateness from the historic review board before a building permit can be issued by the building official. The sign provisions of this chapter may be considered as a part of a development application or individually. Applications shall be filed with the city recorder on an appropriate form in any manner prescribed by the city, accompanied with an application fee in the amount established by general resolution of the city council. (Ord. 416 § 8.50.010, 2002)

17.20.020 PURPOSE.

Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the city. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise.

In the review of sign applications within the city, the following criteria and standards will be considered by the historic review board.

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A. Signs are necessary to communicate information about places, goods, services and amenities. As such, they have a useful function; they should not confuse; they should inform with clarity.

B. Signs are a part of the town's street scape. Signage, in a collective sense, has a civic obligation to be in character with the rest of the street scape.

C. Buildings are signs in that they represent a kind of imagery through their architecture.

D. Signage is visual. Good signage is an art form that should be addressed with sensitivity. In addition to communicating information, signage is an architectural element.

E. Signs on buildings should not dominate or obscure the architecture of the building. A sign on a building should be compatible or integrated with its architecture. (Ord. 416 § 8.50.020, 2002)

17.20.030 SIGN PERMITS REQUIRED.

A. Existing Signs. All existing signs on each business and residential premises shall be required to conform to the standards of this chapter on or before July 1, 2003. Upon adoption of the ordinance codified in this title, the person(s) in control of the business or property or in control of each business contained thereon, shall be required to submit a completed application form with a photograph of all existing signs according to Section 17.20.040(C), and pay no sign permit fee, except those signs approved by the historic review board after October 26, 1995.

1. As of the effective date of the ordinance codified in this title, Aurora's historic district contains four existing backlit reader boards, specifically for the business of the "General Store," "Aurora Colony Market," "Nagl Floor Covering," and "Aurora Cycle." Due to the historic business related use of these signs and notwithstanding Section 17.20.110(B)(2), these four reader board signs may continue, for their useful life, as nonconforming uses after the July 1, 2003 deadline requiring sign conformance.

B. Proposed Signs. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the city for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 17.20.040. The person(s) in control of the building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the city. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the city.

C. No person having a permit to erect a sign shall construct or erect same in any manner, except in the manner set forth in the approved certificate of appropriateness. All departures from signage plans for which a certificate of appropriateness has been issued shall be approved in advance by the historic review board.

D. Sign Permit Fees. The application for a certificate of appropriateness for a sign shall be accompanied by a filing fee in an amount established by general resolution of the city council. (Ord. 419 §§ 19, 23H, 2002; Ord. 416 § 8.50.030, 2002)

17.20.040 APPLICATION.

A. The applicant shall submit three copies of:

1. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;
2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.

B. Signs existing September 26, 1995 shall be photographed with enough visual detail to determine their approximate size and location for inventory purposes. (Ord. 416 § 8.50.040, 2002)

17.20.050 DEFINITIONS.

As used in this chapter:

"Advertising structure" means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the advertising structure.

"Alterations" means any change in size, shape, and method of illumination, position, location, construction or supporting structure of a sign.

"Balcony" means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

"Banner" means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

"Billboard" means the same as "advertising structure."

"Building facade" means the vertical exterior wall of a building including all vertical architectural features.

"Building register sign" means a sign that identifies four or more businesses contained within a single building structure or complex.

"Bulletin board" means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

"Business" means commercial or industrial enterprise.

"Business frontage" means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

"Cartoon" means a caricature of an animate or inanimate object intended as humorous.

"Copyright" means the exclusive legal right to reproduce, publish, sell, or distribute the matter or form of something (as in literary, artistic or musical work)

"Construction sign" means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

"Curvilinear" means represented by curved lines.

"Direct illumination" means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

"Flag" means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

"Flashing sign" means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner, which creates the illusion of flashing, or which changes color or intensity of illumination.

"Fluorescent colors" means extra bright and glowing type colors; includes dayglow orange, fluorescent green, etc.

"Fluorescent lighting" means light provided by tubes.

"Free-standing" means a sign, which is entirely supported by a sign structure in the ground.

"Frontage" means the single wall surface of a building facing a given direction.

"Illustration" means a line drawing or silhouette of a realistic object.

"LED light" (light emitting diode) means a LED bulb that replaces an incandescent or fluorescent bulb for the advantage of energy savings and longer life

“Logo” means a graphic representation or a symbol of a company name, trademark or abbreviation often used by businesses and organizations to promote instant recognition.

"Marquee" means a permanent roofed, non-enclosed structure projecting over an entrance to a building, which may be attached to the ground surface, or not.

"Neighborhood identification" means a sign located at the entry point to a single-family subdivision comprising not less than two acres, or a sign identifying a multiple-family development.

"Neon light" means a form of illumination using inert gases in glass tubes and includes black light and other neon lights.

"Parcel" or "premises" means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

"Primary revenue source" means no less than seventy-five (75) percent of gross total principal income derived from a business.

“Parapet” is a wall-like barrier at the edge of a roof, generally two to three feet tall, and may be a decorative element in the architecture of a building.

"Public right-of-way" means the area commonly shared by pedestrians and vehicles for rite of passage. An easement for public travel or access including street, alley, walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

"Quality material" means materials that are appropriate to make temporary window signs, including poster board, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or light-weight paper are not allowed.

“Reader board Sign” is a sign (free standing, wall hung or portable) that has changeable lettering or images.

"Real estate sign" means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

“Reverse Lettering” means light color lettering against a dark background.

"Sidewalk" means hard surface strip within a street right-of-way to be used for pedestrian traffic.

"Sign" means any notice or advertisement, pictorial or otherwise, used as an outdoor display for the purpose of advertising a property or the establishment or enterprise, including goods and services, upon which the signs are exhibited. This definition shall not include official notices issued by a court or public body or officer, or directional, warning or information signs or structures required by or authorized by the law or by federal, state, county or city authority.

Sign, Area of. In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface shall be measured and divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five (135) degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be made at the extreme horizontal and vertical limit of a sign.

"Street frontage" means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

“Trademark” means a symbol, word or words legally registered or established by use as representing a company or product and restricted to use by that owner.

"Wind sign or device" means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

"Window" means all the glass included with one casement. (Ord. 416 § 8.50.050, 2002)

17.20.060 EXEMPT SIGNS.

The following signs and devices shall not be subject to the provisions of this chapter and shall not require a certificate of appropriateness or a sign permit application:

A. Identification Signs.

1. Memorial and Historic Identification Signs. Memorial tablets, cornerstones or similar plaques, such as National Register listing, not exceeding six square feet.

2. Small Business-Related Informational Signs. Small nonilluminated informational signs such as "open/closed" signs (including one three foot by five foot flag or banner per ~~store front~~ storefront entrance), credit card signs, rating or professional association signs, and signs of a similar nature. Only one of each type of sign is permitted and no more than four of these signs are allowed for any individual business or on any parcel of property. The total area for these types of signs may not exceed three square feet in area. If logos are used, they should be no larger than one square foot. Historic review board approved colors and lettering styles must be utilized.

3. Occupant or Owner Sign. A sign identifying the name of the occupant or owner, provided the sign is not larger than one square foot, is unilluminated and is either attached to the structure or located within the front yard setback.

4. Donation Name Plates. Donation nameplates located on benches are allowed.

B. Signs as Symbols.

1. Flags. Flags of national, state, or local government, and flags of U.S. historical significance (no more than two flags per store front, each flag not to exceed a size of three feet by five feet).

C. Temporary Signs.

1. Political Signs. Temporary political signs not exceeding four square feet, provided the signs located on private property, and are erected not more than thirty (30) days prior to, and removed within seven days following, the election for which they are intended.

2. Real Estate or Construction Signs. Temporary, nonilluminated real estate or construction signs (no more than one per parcel) not exceeding four square feet, provided such signs are removed within ~~fifteen (15)- thirty (30)~~ days after sale, lease or rental of the property, or the completion of the project.

3. New Business Signs. Temporary signs for new businesses, after the city has been notified through a business permit license, for a period not exceeding ninety days.

4. Sale or Product Advertising Window Signs, Grand Opening And Going Out of Business Signs. Temporary fabric or paper signs for special events, sales, or grocery store type products may be placed upon the window opening of a nonresidential building, when such signs do not obscure more than twenty (20) percent of the window or wall area and no more than ten (10) percent of the total primary facade area. These temporary signs will not be put up more than fifteen (15) days prior to the event or sale and will be removed immediately after the event or sale. These temporary signs need to be of quality material and in keeping with the Aurora's historic character.

Comment [a1]: It says 15 days in Title 16 – Renata needs to take a look at this. 16.44.060 D.

Comment [a2]: It says 30 days in Title 16 – .16.44.060.E - Renata needs to take a look at this

Comment [a3]: Renata needs to take a look at this. 16.44.060 L

5. Business Change of Location. Businesses that are changing location may place a single one square foot inside a window facing outward for sixty (60) days before moving and up no more than sixty (60) days after vacancy.

6. Garage Sale Signs. Garage sale signs shall include the address of the person giving the sale, dates of the sale and be limited to three weekends per year per address. Signs are to be removed immediately at the close of the sale. Signs shall be maximum size of two square feet, signs shall be no more than four feet in height, and shall be self-supported and not affixed to public signs or utility poles. Signs shall not be placed in the city's park. Signs may be placed in the city right-of-way if placed no closer than four feet from the street. Sign may also be placed on private property with the owner's permission.

7. Holiday Lighting & Seasonal Decorations. Noncommercial decorations, including blinking lights, displayed on traditionally accepted civic, patriotic, and/or religious holiday, provided that such decorations are maintained in a safe condition and do not constitute a fire hazard. Decorations, including light strings, in the historical commercial overlay must be removed, or cease to be used, within thirty (30) days following the holiday/event to which they relate. Patriotic bunting is allowed all year as long as they are maintained in good condition.

8. Civic and Special Event Banners. Temporary banners, pennants and flags advertising civic and special (not sale) events shall be permitted for no more than sixty (60) days before the event and must be removed within forty-eight (48) hours after the event concludes. Special event banners containing sponsor logo are acceptable within the above time constraints as long as the event is the major focus of the banner.

D. Government Signs.

1. Construction Signs. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies.

2. Public Meeting Notices. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held.

3. Town Identification Signs. One town identification sign shall be permitted at each entry to town located on major roadways, not exceeding twenty (20) square feet.

E. Security Signs. Signs relating to security monitoring which may include company logo are exempt and limited to twelve (12) square inches in size when located on a window or two square feet when free-standing. (Ord. 419 §§ 23A, 23B, 2002; Ord. 416 § 8.50.060, 2002)

F. Chalk Board Signs. Chalk boards with chalk are acceptable, White boards with felt pens are not allowed.

G. Signs within a building, provided the same do not primarily identify the business to persons outside the building;

17.20.070 GENERAL SIGN PROVISIONS.

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.20.060, within the city:

A. Sign Design.

1. Materials. Wood or metal are ~~is~~ the ~~recommended~~ acceptable material for both the sign and the stanchion (in the case of free-standing signs). Signs, which use plastic as part of the exterior visual effects, are prohibited. Corex is not an acceptable material for a permanent sign even when attached to wood or metal.

2. Shape. Rectangular, straight-edge and oval signs are the preferred shapes for signs. Signs with highly stylized, round or curvilinear edges are not ~~recommended~~ allowed. Refer to the approved sample sign styles available at City Hall.

B. Sign Color.

1. Maximum of Four Colors. The number of colors used on signs shall be minimized for maximum effect. As a result, each sign may contain only four colors, not including the background.

2. Fluorescent Colors. Fluorescent colors are not allowed.

3. Dark Letters over Light Background. All signs shall have dark colored letters placed on top of a light colored background except for an accent section of no more than 10% of the sign area.

C. Sign Graphics, Lettering and ~~Content~~ Applications.

1. Graphics. Sign graphics shall be carved, applied, painted, screened or stained. Three-dimensional signs are not ~~recommended~~ allowed. Adhesive-backed vinyl lettering is acceptable.

2. Keep Graphics Simple. Sign graphics shall be simple and bold and in keeping with the historic review board guidelines. Sign graphics can contain line drawings or silhouette images of live or inanimate objects. Cartoon images, either line drawn or silhouette, of live or inanimate objects are prohibited.

3. Lettering. To maintain continuity, all sign lettering shall be stylistically similar to the list of approved fonts in Section 17.20.140. All lettering shall be uniformly aligned, evenly spaced, precise, cleanly executed and legible.

4. Logo. Business Logo images that include non-approval font styles are acceptable when the business can demonstrate trademark, copyright or prior use. All other lettering on the sign must use approved font.

4.5. Historic Building Name Signs. Signs placed flat against the facade of the building that identify the historic name of a building are encouraged, provided they are of uniform color and design throughout the city and are no more than six square feet in area.

5.6. City Directional Signs. Signs and graphics for which the city is responsible (i.e., parking lots, public facilities, street signs, etc.) shall have a single lettering style and use black for the lettering and white as a background. Signs for city parks shall not exceed twelve (12) square feet.

E. Sign Lighting.

1. External Lighting Only. When lighting is used for signs, only subdued external and indirect incandescent, compact florescent or LED lighting is allowed. Internal illumination and fluorescent tube and/or internal neon lighting is not allowed. Special illumination circumstances, such as lottery signs and product advertising signs, will be considered on a case-by-case basis.

2. Electric Signs. Electric signs are limited to LED "Open" signs and are limited to one per business frontage, a maximum of four square feet and can be lit during the hours between 5:00pm and 10:00am. Keep graphics simple, no more than two color plus unlit background color with no images.

2-3. No Flashing or Blinking Lights. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable. (Ord. 419 § 23C, 2002; Ord. 416 § 8.50.070, 2002)

17.20.080 PROHIBITED SIGNS.

A. Paper Signs. Paper signs are not allowed on the exterior of any building or attached to any sign, except as provided in Section 17.20.060.

B. Billboards or Off-Premises Advertising Signs. Billboards or off-premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 17.20.060.

C. Flashing Signs. Signs with lights or illuminations, which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent Electrical pulsations are prohibited.

D. Bench Signs. Advertising murals and bench signs are prohibited. However, donation name plates are allowed.

E. Logo or Trademark Signs. Signs ~~or devices (such as drink dispensers)~~ placed on the outside of a business that display the symbol, slogan or trademark of national product brands ~~of soft drinks, or other products, or services~~ may not exceed one square foot and are limited to one per storefront. Devices, such as soft drink dispensers with such advertising placed outside a business shall be prohibited.

F. Misleading Signs. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.

G. Signs Obstructing Egress. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.

H. Utility Poles. No sign shall be attached to a utility pole.

I. Reader Board Sign. Except as exempted in Section 17.20.030, reader board signs are prohibited. (Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002)

J. Signage on vehicles such as trucks and vans which are not part of a storefront fleet and which are parked conspicuously for long periods of time for the purpose of advertising are prohibited.

Comment [a4]: Need a time limit – Make sure it coincides with what’s in the City code.

17.20.090 HISTORIC RESIDENTIAL OVERLAY.

Signs in the historic residential overlay shall be permitted as follows:

A. Neighborhood Identification. One sign shall be permitted at each entry point to developments, with more than ~~ten~~ eight (10_8) lots or dwelling units, not exceeding an area of eight square feet per sign, nor five feet in height above grade. See also the general sign provisions Section 17.20.070.

B. Conditional Uses. Where otherwise permitted, one sign of not more than four square feet, either attached to the building or freestanding, shall be permitted for conditional uses. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed five feet in height, nor shall it be located within ten (10) feet of any property line. (Ord. 416 § 8.50.080, 2002)

17.20.100 HISTORIC COMMERCIAL (HC) OVERLAY.

All signs in the historic commercial overlay shall require approval by the historic review board pursuant to this chapter. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street

with their individuality. These guidelines create a system whereby signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape. Special consideration may be granted for signage design that is consistent with the historical age and style of the building. The following types of signs are permitted within the historic commercial overlay:

A. Right-Angle Signs. Right-angle signs (those signs placed perpendicular to the building facade) may be either attached to the wall surface or hung from the underside of a marquee or balcony. Right-angle signs are designed for viewing by pedestrians walking under such signs. See also the general sign provisions, Section 17.20.070.

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1. Number. There shall be no more than one right-angle sign for every seventeen (17) feet of street frontage.

2. Area. The square footage of all right-angle signs on a single building frontage shall not exceed one percent of the area of that building facade to which the sign is attached. No individual sign shall be more than six square feet in area. A single right-angle sign identifying four or more businesses may be a maximum of ten (10) square feet.

3. Placement. Right-angle signs shall be below the sill of the second story windows or below the roofline, eave or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight feet from the ground level. No sign shall project more than six feet from the vertical surface of a building facade, provided it is no closer than two feet from the face of the curb or edge of pavement.

B. Wall Signs. Wall signs are those signs attached and parallel to the building facade, and which extend no more than six inches from the surface of the wall. (Parapet signs are a type of wall sign, but are treated separately). See also the general sign provisions, Section 17.20.070.

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1. Number. Only one wall sign is permitted for every seventeen (17) feet of building street frontage.

2. Area. The square footage of all wall signs on a single building frontage shall not exceed six percent of the area of that building facade to which the signs are attached.

3. Placement. Wall signs shall not extend above an eave or ridge line unless supported by historical documentation.

4. Former Residential Use. Wall signs on commercial buildings originally built as houses shall not exceed four square feet, be placed sensitively to the architecture, and contain only the business name and/or business category.

C. Parapet Signs. Parapet signs are a distinctive type of wall sign, which are generally located above the lintels of the upper story windows and continue upward on a wall that extends beyond the roof edge (or false front). They are designed to be legible to pedestrians across the street and persons traveling on the street. Parapet signs generally identify the name of the business establishment. See also the general sign provisions, Section 17.20.070.

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1. Number. No more than one parapet sign is permitted per building.

2. Area. A parapet sign shall not exceed six percent of the total square footage of the building facade to which it is attached. A parapet sign shall be no more than two feet in vertical dimension.

3. Placement. Parapet signs shall not extend above the upper edge of the parapet wall. A parapet sign shall not extend any nearer than one foot from either edge of the building. Recessed sign panels located in building parapets should be used when possible.

D. Window and Door Signs. Window and door signs are those, which are painted, displayed or placed inside a translucent or transparent surface facing outward. Window graphics are usually most effective when they are simple and ~~clear~~-clearly. Generally these types of signs do not identify the primary ~~primarily~~ business to persons outside the building. As a result, these types of signs should be kept to a minimum. See also the General Sign Provisions, Section 17.20.070.

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1. Number. Each building frontage shall have no more than a total of two window/door signs.
2. Area. The total of all window or door signs shall not exceed twenty (20) percent of the total window and/or door area for each building.
3. Placement. In all cases, window graphics shall be limited to the first and second story window.
4. Former Residential Use. Window signs are not allowed on commercial buildings originally built as houses.

E. Balcony or Marquee Signs. Balcony or marquee signs are those signs that are attached to the fascia of the balcony or marquee and are parallel to the street and building facade. They are intended for viewing from ~~by travelers on~~ the street or from ~~pedestrians on~~ the opposite side of the street. ~~There is little historical precedent for balcony or marquee signs that hang from the fascia, hence signs that are hanging from the outside edge of a balcony or marquee roof are prohibited.~~ See also the General Sign Provisions, Section 17.20.070.

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1. Number. Only one attached balcony or marquee sign shall be permitted per building.
2. Area. No more than eighty (80) percent of a balcony or marquee fascia shall be covered with signage.
3. Placement. The attached balcony or marquee sign shall be centered in the middle of the balcony or marquee fascia. The signs shall not project above the marquee roofline or balcony floor line, or below the bottom edge of the balcony or marquee fascia.

F. Free-standing Signs. Free-standing signs are those, which are provided with their own support and are not attached to a building. Typically they are attached or are suspended from a post, pole or stanchion. Aurora had few if any free-standing signs in the late 1880s. Most business activities were conducted in buildings built on the front property line, allowing little room for placement of free-standing signs. See also the General Sign Provisions, Section 17.20.070.

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1. Former Residential Use. Free-standing signs are especially appropriate for commercial buildings originally built as houses.
2. Number. No more than one free-standing sign is permitted for each parcel containing one or more business activities within a building structure.
3. Area. A free-standing sign shall not exceed thirty-two (32) square feet in area.
4. Placement. A free-standing sign shall be within the parcel boundaries.
5. Height. A free-standing sign shall not exceed eight feet in height from the top edge of such sign to the grade below.

G. Sandwich and A-Board Signs. Sandwich or A-Board Signs are signs that are ordinarily in the shape of an "A" or some variation thereof, on the ~~ground~~-ground; easily moveable and which is usually two sided. See also the General Sign Provisions, Section 17.20.070.

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1. Number. One sandwich board type sign is permitted per business. Additional sandwich boards granted only on businesses with more than one frontage and then only at the discretion of the governing body.

2. Placement. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic. These signs shall be placed in a manner that maintains a walkway of not less than thirty-six (36) inches in width, ~~and shall be no larger than three feet wide, nor more than four feet high when measured vertically.~~

~~3. Size. Sandwich boards shall be no larger than three feet wide, nor more than four feet high when measured vertically.~~

~~34. Removal. Sandwich board signs shall be moveable at all times and displayed only during the open hours of the business.~~

~~45. Distance between Sandwich Boards. Sandwich boards must maintain a minimum distance of fifteen (15) feet from any other sandwich board sign.~~

~~56. Location. Location of sandwich boards must be approved at the time of sign application review.~~

~~67. No Posters or Promotional Materials. No paper signs of any kind shall be placed upon sandwich board signs. Sandwich boards are not to be used for posters or to display promotional materials, except for special community evensevents, which are limited ~~to the duration of the event~~ to 30 days prior to the vent and removed within 48 hours of its completion.~~

H. Signs Painted on Buildings. Signs painted directly upon the facade of the building ~~within the HC district~~ shall be consistent with historical documentation. (Ord. 419 §§ 23F, 23G, 2002; Ord. 416 § 8.50.090, 2002)

Comment [a5]: Title 16 says 1 week prior to event. 16.44.060 L. Ask Renata

17.20.110 NONCONFORMING SIGNS.

All signs existing on the date of adoption of the ordinance codified in this title, and not conforming with the provisions of this chapter are deemed nonconforming signs, except those signs approved by the historic review board after October 26, 1995.

A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.

B. Termination of Nonconforming Signs.

1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within fifteen (15) days after the effective date of said ordinance.

2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.

3. Termination by Amortization. Any nonconforming sign not terminated pursuant to any other provision of this title shall be terminated on or before July 1, 2003. (Ord. 419 §§ 20, 23I, 2002; Ord. 416 § 8.50.100, 2002)

17.20.120 Termination of signs by abandonment.

A. Obsolete Business Signs. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty (30) consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty (30) days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages

or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.

B. Appeal. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty (30) days, may be granted by the city council upon an appeal filed by the legal owner of the premises or person in control of the business. (Ord. 416 § 8.50.110, 2002)

17.20.130 Relief from sign standards.

The historic review board may grant relief from strict compliance with standards contained in this chapter in cases where documented evidence suggests it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the preceding subsections. The facts and conclusions relied upon to grant relief from a particular standard shall clearly be set forth in the final order of the historic review board.

A. Exceptional or extraordinary conditions applying to the property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of building location or style, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or

B. Relief from the standard for reason set forth, will result in equal or greater compatibility with the architectural style and features, which exist on the building or nearby historical buildings; or relief is necessary to restore or replace a sign in a way which is historically accurate or compatible. (Ord. 416 § 8.50.120, 2002)

Title 17

HISTORIC PRESERVATION

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Chapter 17.04

GENERAL PROVISIONS

Sections:

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- 17.04.020 Purpose.**
- 17.04.030 Adoption of Guidelines.**
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- 17.04.080 Fees.**
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17.04.010 Short title.

This title shall be known as the "Historic Preservation Ordinance of the City of Aurora" and shall be referred to herein as "this title." (Ord. 416 § 8.10.010, 2002)

17.04.020 Purpose.

The purpose of this title to provide the principal means for the preservation of the buildings and sites and the visual character of the historic Aurora Colony. This title regulates the design of buildings and structures within the historic commercial and residential overlays defined in Title 16 of the Aurora Municipal Code.

This title promotes preservation and restoration of existing structures and construction of new structures with consideration of Aurora's unique heritage and recognizes the role of historic preservation in protecting and enhancing real property values, and safeguarding and enhancing the livability and appearance of the city. (Ord. 416 § 8.10.020, 2002)

17.04.030 Adoption of Guidelines.

The Aurora Design Guidelines for Historic District Properties are incorporated as Appendix A to this code. These guidelines provide a wealth of useful information which supports historic preservation in Aurora, and all applicants shall be instructed to review the guidelines upon their first contact with the city. The guidelines do not include standards or criteria for applications under this title or other titles of the Municipal Code. (Ord. 416 §8.10.010, 2002)

17.04.040 Adoption of Inventory.

The [Aurora Historic District Properties](#) Inventory ~~[-need formal name]~~, herein referred to as "Inventory" is incorporated as Appendix B to this code. The Inventory is the primary reference

for structures and sites within the historic district, and all applicants shall be instructed to review the Inventory for information about their property upon their first contact with the city. The Inventory does not include standards or criteria for applications under this title or other titles of the Municipal Code. (Ord. 4__ §____, 20__)

Comment [KG1]: Does this inventory describe the level of regulation for each property? Does it include local landmark properties that are not in the historic district? How is the district different than the overlay?

17.04.050 Applicability.

A. Except as described in Subsection B immediately below, all exterior changes to a building or site within the Historic Commercial Overlay and the Historic Residential Overlay must be approved under this title. It is unlawful for any person to erect, demolish, remove, establish, construct, move into, externally alter, enlarge, use, or cause to be used, any building, structure, improvement or use of premises located in the Historic Commercial or Historic Residential Overlays in a manner contrary to the provisions of this title.

Comment [KG2]: This is confusing.

B. The only exterior changes not subject to the requirement for approval under this title are:

1. Exterior painting, reroofing and general repairs when the new materials and/or colors match those already in use; and
2. Landscaping not exceeding \$2,500 in cost (however the removal of trees greater than twenty-four (24) inches in diameter requires approval).
3. Exterior painting with colors previously approved by the city listed in Appendix A.
4. Installation of black roof shingles.

Comment [KG3]: This should be defined, could use "in kind" and provide a definition, the National Park Service definition is commonly used.

C. The procedures for approval are in Section 17.20 below.

17.04.060 Pre-existing Approvals.

All development applications approved more than two years prior to the adoption of the ordinance codified in this title shall be considered void, unless the Historic Review Board determines that the conditions of approval are substantially completed. All development applications approved less than two years prior to the adoption of said ordinance may occur according to such approvals. All development applications received by the city after the adoption of said ordinance shall be subject to review for conformance with the standards under this title or as otherwise provided by state law. (Ord. 416 § 8.10.060, 2002)

17.04.070 Interpretation.

A. An interpretation is a decision which is made under land use standards that require an exercise of policy or legal judgment. By definition, an interpretation does not include approving or denying a building permit issued under clear and objective land use standards.

B. Each development and use application and other procedure initiated under this title shall be consistent with the adopted comprehensive plan of the city as implemented by this title and applicable state and federal laws and regulations. All provisions of this title shall be construed in conformity with the adopted comprehensive plan.

C. Where the conditions imposed by any provision of this title are less restrictive than comparable conditions imposed by any other provision of this title or of any other ordinance, or resolution, the most restrictive or that imposing the higher standard shall govern.

D. The Historic Review Board shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this title. All requests for interpretations shall be in writing and on forms provided by the City Recorder. Upon receipt of such a request, the Historic Review Board shall schedule the interpretation as a consideration item at the next regularly scheduled meeting unless a special meeting is requested pursuant to Section 17.16.040.

If the person making the request disagrees with the Historic Review Board's interpretation, they may appeal it to the City Council. The Council will hear the appeal as a consideration item at the next month's regularly scheduled meeting. The decision of the Council shall be conclusive upon the parties.

E. The City Recorder shall keep a written record of all interpretations and shall make the record available for review on written request.

F. The City Council may exempt special events from the provisions of this title. A special event is an activity lasting a total of seven contiguous calendar days or less in a one-year period and approved by the City Council. (Ord. 416 § 8.10.070, 2002)

Comment [KG4]: Under what circumstances would this apply?

17.04.080 Fees.

To defray expenses incurred in connection with the processing of applications, the city may charge fees as established by resolution of the Council. The filing of an application shall not be considered complete, nor shall action be taken to process it, until the required fee has been paid. (Ord. 416 § 8.10.080, 2002)

17.04.090 Enforcement.

Enforcement of this title shall be as codified in Chapter 16.82 of the Aurora Municipal Code. (Ord. 416 § 8.10.090, 2002)

Chapter 17.08

DEFINITIONS

Sections:

17.08.010 **Meaning of words generally.**

17.08.020 **Meaning of common words.**

17.08.030 **Meaning of specific words and terms.**

17.08.010 **Meaning of words generally.**

All of the terms used in this title have their commonly accepted, dictionary meaning unless they are specifically defined in this chapter or definition appears in the Oregon Revised Statute, or the context in which they are used clearly indicates to the contrary. (Ord. 416 § 8.40.010, 2002)

17.08.020 **Meaning of common words.**

- A. All words used in the present tense include the future tense.
- B. All words used in the plural include the singular, and all words used in the singular include the plural unless the context clearly indicates to the contrary.
- C. All words used in the masculine gender include the feminine gender.
- D. The word "building" includes the word "structure."
- E. The phrase "used for" includes the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for."
- F. The words "land" and "property" are used interchangeably unless the context clearly indicates to the contrary.
- G. The word "shall" is mandatory and the word "may" is permissive.
(Ord. 419 § 20D, 2002; Ord. 416 § 8.40.020, 2002)

17.08.030 **Meaning of specific words and terms.**

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

"Adaptive use" means the process of converting a building to a new use that is different from that which its design reflects. For example, converting a residential structure to offices is adaptive use. Good adaptive use projects retain the historic character while accommodating the new functions.

"Awning" means a fabric structure extending over or in front of a place, such as a storefront.

"Booth" means an open-air structure typically consisting of partial walls, counter and roof and which is portable, either as a whole or in parts.

"Canopy" means a protective exterior cover consisting of a roof, typically made of cloth, plastic or other materials that may be self-supported or using the support of another structure. Canopies may contain partial walls.

“Colony structure” means a structure built during the Aurora Colony period, from 1856 to 1920.

“Contributing structure” means a structure built before 1921.

“Façade” means any face of a building and its accompanying architectural features.

“Finish material” includes is siding, trim, masonry and color of the exterior walls.

“Height” means the vertical distance from the highest adjoining sidewalk or ground surface within a five (5) foot horizontal distance of the exterior wall of the building to the peak of the roof.

“Masonry” means natural stone, imitation stone, brick, concrete masonry blocks, and similar materials.

“Noncontributing structure” means a structure built in 1921 or later.

“Planning Director” means the staff person assigned to handle applications pursuant to this title.

"Preservation" means the maintenance and repair of existing historic materials, and the conscious retention of the property’s form as it has evolved over time. This method of treatment focuses on maintenance and repair of historic materials and features, rather than extensive replacement and new construction. New exterior additions are not part of this treatment. Sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make a property function is appropriate.

"Rehabilitation" means there is a need to alter or add to an historic property to meet continuing or changing uses while retaining the property’s historical, cultural, or architectural values. This method of treatment is used when repair and replacement of deteriorated features is necessary; when alterations and additions to the property are planned for a new or continued use; when depiction of a particular period is not appropriate.

"Remodeling" means to remake or to make over the design image of a building. The appearance is changed by removing original detail and by adding new features that are out of character with the original. A "stylistic" change is often involved. A remodeling project is inappropriate on an historic building in Aurora, because it would involve altering its historic character.

"Renovation" means to improve by repair, to revive. In renovation, the usefulness and appearance of the building is enhanced. The basic character and significant details are respected and preserved, but some sympathetic alterations may also occur. Alterations that are made are generally reversible, should future owners wish to restore the building to its original design.

"Restoration" means to reproduce the appearance of a building exactly as it looked at a particular moment in time; to reproduce a pure style, either interior or exterior. This process may include the removal of later work that deviates from the original style or the replacement of missing historic features. Use a restoration approach for missing details or features of an historic building when the features are determined to be particularly significant to the character of the structure and when the original configuration is accurately documented.

"Tent" means a protective exterior cover consisting of roof and walls typically made of cloth, plastic or other flexible material and having a supporting structure. (Ord. ___ § ____, 2012)

Comment [KG5]: Recommend cutting

Comment [KG6]: Recommending cutting and using the NPS definitions for Restoration and add reconstruction

Chapter 17.16

HISTORIC REVIEW BOARD

Sections:

- 17.16.010 Authority.**
- 17.16.020 Responsibilities.**
- 17.16.030 Membership.**
- 17.16.040 Meetings.**

17.16.010 Authority.

The Historic Review Board shall have the authority to approve or deny, in whole or in part, development applications which include new construction or exterior modifications to cultural resources throughout the city or new construction or exterior modifications located on properties within the historic commercial overlay and the historic residential overlay. All standards and criteria for applications and permits are included in this title.

Comment [KG7]: This should only be designated local landmark properties, I don't see a way in this code that those designations happen. The landmark designation process is a requirement of the CLG program.

The Historic Review Board shall not be authorized to limit or regulate where growth and land development takes place or control the interior space of a building design. (Ord. 416 § 8.20.010, 2002)

Comment [KG8]: Public buildings could be an exclusion, it is common for communities to regulate interiors of public buildings.

17.16.020 Responsibilities.

A. The Historic Review Board shall maintain an inventory of cultural resources, including those within the historic commercial overlay, the historic residential overlay and within the city's urban growth boundary.

Comment [KG9]: Here is where the survey compatible with SHPO standards CLG requirement could be inserted.

B. With the assistance of the State Historic Preservation Office, the Historic Review Board shall draft and recommend to the Council for adoption the prescriptive standards to be used by the Historic Review Board in reviewing applications for certificates of appropriateness to construct any structure, alter the exterior of any existing structure or any activity that visually impacts properties identified in the Aurora comprehensive plan as a cultural resource or located within the historic commercial overlay and the historic residential overlay district.

Comment [r10]: They don't do COA's anymore right? Just a decision on applications.

C. The Historic Review Board shall be responsible for participation in, promoting and conducting public informational, educational and interpretive programs pertaining to local resources.

D. The Historic Review Board may review and comment upon potential conflicts of land use, housing, redevelopment, municipal improvements, and other types of planning and programs undertaken by any agency of the city, county or state as these relate to the cultural resources of the community.

E. The Historic Review Board shall perform other functions as may be designated by the City Council. (Ord. 416 § 8.20.020, 2002)

17.16.030 Membership.

A. Persons who want to be considered for appointment shall submit a written letter of interest to the Mayor. The Historic Review Board shall consist of five unpaid members who are nominated by the Mayor and appointed by City Council. Members may include persons residing within or outside the boundaries of the historic commercial or historic residential overlays. Three members shall own, rent or lease property in the boundaries of the historic commercial or historic residential overlays.

B. Three members shall reside within the city limits. Those members required to be residents of the corporate city limits must have a minimum of six months of such residency before considered eligible for appointment to the board.

C. As available, board members shall be appointed from the following categories:

1. An architect with preservation expertise;
2. A historian with knowledge of local history;
3. A professional in the field of landscape architecture, real estate, urban planning, construction, community development, archeology, law, finance, cultural geography, cultural anthropology, or related fields with demonstrable interest, competence or knowledge of historic preservation;
4. A member of the Aurora Colony Historical Society; and/or
5. Interested persons residing within the corporate limits of the city.

D. No member of the Historic Review Board may concurrently hold other appointed or elected office in the city, with the exception of members of the budget committee.

E. All appointments to the Historic Review Board shall be for a three-year term, with staggered expiration years. A vacancy shall be filled in the same manner as the original appointments, and the appointee shall hold office for the remainder of the unexpired term. A member who is absent for three consecutively scheduled meetings without having been excused by the board may be removed and the vacancy filled. (Ord. 416 § 8.20.030, 2002)

17.16.040 Meetings.

A. The regular meeting of the Historic Review Board shall be held on the fourth Thursday of every month.

B. Special meetings may be called by the chairperson of the Historic Review Board with five days notice posted on the bulletin board in front of City Hall. (Ord. 416 § 8.20.040, 2002)

Comment [KG11]: Great, meets all CLG requirements for the commission make up

Chapter 17.20

APPLICATION PROCEDURES

Comment [KG12]: Much of this could be in the general planning code and referred to here.

Sections:

- 17.20.010 Purpose.**
- 17.20.020 Consolidation of proceedings.**
- 17.20.030 Application process.**
- 17.20.040 Time period for decision making.**
- 17.20.050 Approval authority responsibilities.**
- 17.20.060 Notice of pending decision.**
- 17.20.070 Decision procedure.**
- 17.20.080 Standards for the decision.**
- 17.20.090 Notice of Decision.**
- 17.20.100 Record of proceeding.**
- 17.20.110 Appeal.**
- 17.20.120 Modification and revocation of approvals.**
- 17.20.130 Re-submittal of an application previously denied.**
- 17.20.140 Expiration and extension of approvals.**

17.20.010 Purpose.

The purpose of this chapter is to establish procedures for the consideration of applications for a Notice of Decision.

17.20.020 Applications not Consolidated.

An application under this title shall not be consolidated with applications under Title 16 or other titles of the Aurora Municipal Code. Applications requiring approval under both titles may be processed simultaneously, however the Title 17 application must be decided before a decision can be made under Title 16.

17.20.030 Application process.

- A. The applicant shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. The application shall be made on forms provided by the city.
- C. The application shall:
 - 1. Include the information requested on the application form;
 - 2. Address appropriate criteria in sufficient detail for review and action; and
 - 3. Be accompanied by the required fee.

D. An application shall be deemed incomplete unless it addresses each standard or criterion required to be considered under applicable provisions of this title and the application form, unless that requirement has been found inapplicable by the city staff.

E. If an application is incomplete, city staff shall notify the applicant in writing within thirty (30) days of receipt of the application of exactly what information is missing; and allow the applicant thirty (30) days to submit the missing information. The application shall be deemed complete upon:

1. Receipt of the missing information; or
2. Upon receipt of some of the missing information and written notice from the applicant that no additional information will be submitted; or
3. Upon receipt of written notice from the applicant that none of the missing information will be provided.

F. On the 181st day after first being submitted, the application is void if the applicant has been notified of the missing information and fails to respond in accordance with 17.20.030E. (Ord. 416 § 8.36.030, 2002)

17.20.040 Time period for decision making.

The city shall take final action on an application including the resolution of all local appeals, within one hundred twenty (120) days after the application is deemed complete, except:

A. The one hundred twenty (120) day period may be extended for a reasonable period of time at the request of the applicant;

B. The one hundred twenty (120) day period applies only to a decision wholly within the authority and control of the city.

C. If the Historic Review Board fails to approve, approve with modification, or denial of an application within seventy-five (75) days after the application is determined to be complete, the Historic Review Board shall cause notice to be given and the matter to be placed on the City Council's agenda. A public hearing shall be held by the Council and the decision shall be made by the City Council. No further action shall be taken by the Historic Review Board. (Ord. 416 § 8.36.040, 2002)

17.20.050 Approval authority responsibilities.

A. The Historic Review Board shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, approve with conditions, ~~approve with modifications~~ or deny the following:

1. Interpretations subject to Section 17.04.060;
2. Signs subject to Chapter 17.24;
3. Accessory dwelling units subject to Chapter 17.28;
4. Applications for approval under this title;
5. Recommendations to City Council for amending this title;
6. Appeals of decisions by the administrative approval authority;

7. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);

8. Amendments to the Aurora Historic District Properties Inventory (Appendix B) Inventory [insert formal name]

9. Any other matter not specifically assigned to the administrative approval authority, or the City Council under this title.

B. The City Council shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, deny, or approve with conditions the following:

- 1. Appeals of decisions made by the Historic Review Board;
- 2. Matters referred to the City Council by the Historic Review Board;
- 3. Review of decisions of the Historic Review Board, whether on the City Council's own motion or otherwise.

4. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);

5. Amendments to the Aurora Historic District Properties Inventory (Appendix B)

C. The ~~planning~~ Planning Director shall have the authority to approve, deny, or approve with conditions the following applications:

- 1. Temporary uses pursuant to Section 17.32.030.
- 2. Paint colors, listed in Appendix A.
- 3. Landscaping projects costing less than \$2,500.
- 4. Roof installations or replacements using black shingles.

(Ord. 419 §§ 20A, 32A (part), 2002; Ord. 416 § 8.36.050, 2002)

17.20.060 Notice of Pending Decision.

A. The notice requirements of this section are applicable to applications that are subject to Aurora Municipal Code Chapters 16.58 (Site Development Review), 16.60 (Conditional Uses) or 16.72 (Subdivisions).

B. Notice required by this section shall be given in the following manner:

- 1. At least fourteen (14) days prior to the scheduled decision, notice shall be sent by mail to:
 - a. The applicant and all owners or contract purchasers of record of the property, which is the subject of the application;
 - b. All property owners of record or the most recent property tax assessment roll with one hundred (100) feet of the property;
 - c. Any person who requests, in writing; and
 - d. The appellant and all parties to an appeal.
- 2. City staff shall include a copy of the notice and a copy of the mailing labels in the administrative record.

Comment [r13]: These also require Council approval so should be included under B below (or at least Appendix A). Does Council really want to give HRB permission to change design guidelines themselves in the future?

Comment [KG14R13]: The commission should retain the right to propose amendments to both, of course these would be changes to the code and would have to go through public process and council.

Comment [KG15]: Could greatly expand this list, many of the specific in the design guidelines are so specific that they could go here. This would speed the process for people who are following the code to a T.

Comment [r16]: Do you agree that the applicant needs to cover the cost of the HRB notice and later a PC hearing notice? We can offer to send notices concurrently and if PC mtg needs to be continued or "conditioned" with eventual HRB approval we can do that as well

Comment [KG17]: Do whatever reduces process and cost while remaining within the law.

3. At least fourteen (14) days prior to the pending decision, notice of a pending decision notice shall be posted on the bulletin board in front of City Hall.

4. Notice of a pending decision by the Historic Review Board shall include the following information:

- a. A description of the subject property and a general location, which shall include tax map designations from the county assessor's office;
- b. A map showing the location of the subject property;
- c. A description of what the application will allow the applicant to do and what the applicable criteria for the decision are;
- d. State that a fourteen (14) day period for submission of written comments is provided prior to the decision;
- e. State the place, date and time that the written comments are due;
- f. State that copies of all documents or evidence relied upon by the applicant are available for review, the address where copies can be reviewed and that copies can be obtained at cost;
- g. A statement that issues which may provide the basis for an appeal must be raised in writing during the comment period and comments must be sufficiently specific give the decision maker an opportunity to respond to the issue;
- h. A statement that the decision does not require an exercise of policy or legal judgment, or a public hearing;
- i. A statement that the applicant and any person who submits written comments during the fourteen (14) day period shall receive notice of the decision.

C. The failure of a property owner to receive notice shall not invalidate the action provided a good faith attempt was made to notify all persons entitled to notice.

D. Personal notice is deemed given when the notice is deposited with the United States Postal Service.

E. In computing the length of time that notice is given, the first date notice is given shall be excluded and the day of the hearing or the date on which the appeal period expires shall be included unless the last day falls on any legal holiday or on Saturday, in which case, the last day shall be the next business day.

F. The records of the Marion County assessor's office shall be the official records used for giving notice required in this title, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice. (Ord. 419 § 32A (part), 2002; Ord. 416 § 8.36.060, 2002)

17.20.070 Decision procedure.

The Historic Review Board decision shall be conducted as follows:

A. Request the applicant present the application, explain any graphic or pictorial displays which are a part of the application and provide such other information as may be requested by the approval authority;

B. Read all written comments into the record;

C. Allow the applicant to respond to all written comments;

Comment [r18]: I don't think the HRB will want to send Notices of Pending Decisions (admin level review like I do with partitions and lot line adjustments). Rather, I think the intent here is for "Notice of Meetings (no public hearing but written testimony permitted). After the HRB meeting, only the applicant and those that submitted written testimony OR asked to be given the written decision will need to be mailed the decision. This simplifies the process and limits required mailings as well.

D. Because this is a limited land use decision process, there is no procedural requirement for the board to allow oral testimony. Oral testimony may be permitted at the discretion of the board. If permitted, the applicant shall be allowed to respond to all oral testimony.

Comment [KG19]: Were recommend allowing testimony.

E. Make a decision pursuant to Section 17.20.080 or continue the decision to gather additional evidence or to consider the application further. (Ord. 416 § 8.36.070, 2002)

17.20.080 Standards for the decision.

A. The decision shall be based on proof by the applicant that the application fully complies with this title.

B. The approval authority shall:

1. Adopt findings of fact and conclusions addressing all applicable standards and criteria; or
2. Adopt findings of fact and conclusions submitted by any party provided all parties have had an opportunity to review the findings and comment on the same; or
3. Adopt findings of fact and conclusions from another source, either with or without modification, having made a tentative decision, and having directed staff to prepare findings for review and to provide an opportunity for all parties to comment on the same.

C. The decision may be for denial, approval or approval with conditions.

1. Conditions may be imposed where such conditions are necessary to:

- a. Carry out applicable provisions of the Aurora Comprehensive Plan,
- b. Carry out the applicable implementing ordinances; and
2. Prior to the commencement of the issuance of any permits or the taking of any action under the approved decision, the owner and any contract purchasers of the property which is the subject of the approved application may be required to sign and deliver to the city their acknowledgment in a development agreement and consent to such conditions:
 - a. The Mayor shall have the authority to execute the development agreement on behalf of the city,
 - b. No building permit shall be issued for the use covered by the application until the executed contract is recorded and filed in the county records, and
 - c. Such development agreement shall be enforceable against the signing parties, their heirs, successors and assigns by the city. (Ord. 419 § 32A (part), 2002; Ord. 416 § 8.36.080, 2002)

17.20.090 Notice of Decision.

A. All decisions require a Notice of Decision. The Notice of Decision shall include a brief statement that explains the decision with reference to the standards, criteria and facts in the record, the date the final decision was made, along with the deadline for appeal.

B. The applicant and any person who submits written comments during the fourteen (14) day period shall be provided with the Notice of Decision.

C. City staff shall include a copy of the Notice of Decision and a copy of the mailing labels in the administrative record.

D. The Notice of Decision shall be reduced to writing, signed by the Historic Review Board chair, and mailed to the applicant and all parties ~~in the action~~ who submitted written testimony

within ten (10) calendar days after the decision is made. The vice chair is authorized to sign the Notice of Decision when the Chair of the Historic Review Board is not available to sign. (Ord. 419 §§ 20B, 32(A) (part), 2002; Ord. 416 §8.36.090, 2002)

17.20.100 Record of proceeding.

The record shall include:

- A. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;
- B. A copy of the notice of ~~pending meeting decision~~ and a list of all persons who were given mailed notice;
- C. All testimony, evidence and correspondence relating to the application;
- D. All information considered by the approval authority in making the decision;
- E. ~~If approved or approved with conditions, a~~ a copy of the ~~certificate of appropriateness decision~~ signed by the approval authority;
- F. A list of the conditions, if any, attached to the ~~approval of the application decision~~; and
- G. A copy of the ~~notice of the~~ decision, which was given pursuant to Section 17.20.090, and a list of all persons who were given mailed notice. (Ord. 419 § 32(A), 2002; Ord. 416 § 8.36.100, 2002)

17.20.110 Appeal.

A. Standing to Appeal. Any person shall be considered a party to a matter, thus having standing to seek appeal, provided the person submitted written comments to the approval authority during the fourteen (14) day period prior to the decision or the person was entitled as of right to notice prior to the decision to be reviewed.

B. Computation of Appeal Period.

- 1. The length of the appeal period shall be fifteen (15) days from the date ~~of~~ the final decision ~~is signed and mailed~~.
- 2. In computing the length of the appeal period, the day of the decision is mailed shall be excluded and the last day for filing the appeal shall be included unless the last day falls on a legal holiday for the city or on a Saturday, in which case, the last day shall be the next business day.

C. Determination of Appropriate Appeal Body.

1. Any decision made by the Historic Review Board under this chapter, may be reviewed by the City Council by:

- a. The filing of a notice of appeal and payment of required fees by any party to the decision before five p.m. on the last day of the appeal period;
- b. The Council, on its own motion, seeking appeal by voice vote prior to the end of the appeal period.

2. Failure to file an available appeal shall be considered a failure to exhaust administrative remedies. The local appeals process must be completed before any appeal is made to the land use board of appeals.

D. The notice of appeal shall be filed within the appeal period and contain:

- 1. A reference to the application sought to be appealed;

2. A statement of the petitioner's standing to the appeal;
 3. The specific grounds for the appeal;
 4. The date of the decision on the action;
 5. The applicable fees.
- E. The appeal hearing shall be confined to the record of the decision.
- F. Upon appeal, notice shall be given to parties who are entitled to notice under Sections 17.20.060 and Section 17.20.090.

G. The appellate authority shall affirm, reverse or modify the decision, which is the subject of the appeal. The decision shall be made in accordance with the time provisions of Section 17.20.040; or upon the written consent of all parties to extend the one hundred twenty (120) day limit, the appellate authority may remand the matter if it is satisfied that testimony or other evidence could not have been presented or was not available at the time of the initial decision. In deciding to remand the matter, the appellate authority shall consider and make findings and conclusions regarding:

1. The prejudice to parties;
 2. The convenience or availability of evidence at the time of the initial hearing;
 3. The surprise to opposing parties;
 4. The date notice was given to other parties as to an attempt to admit; or
 5. The competency, relevancy and materiality of the proposed testimony or other evidence.
- (Ord. 419 §§ 20C, 32A (part), 2002; Ord. 416 § 8.36.110, 2002)

17.20.120 Modification and revocation of approvals.

The approval authority may modify or revoke any approval granted pursuant to this chapter for any of the following reasons:

- A. A material misrepresentation or mistake of fact made by the applicant in the application or in testimony and evidence submitted, whether such misrepresentation is intentional or unintentional;
- B. A failure to comply with the terms and conditions of approval;
- C. A material misrepresentation or mistake of fact or policy by the city in the written or oral report regarding the matter whether such misrepresentation is intentional or unintentional. (Ord. 419 § 32A (part), 2002; Ord. 416 § 8.36.130, 2002)

17.20.130 Re-submittal of an application previously denied.

An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the Land Use Board of Appeals, the Land Conservation and Development Commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve (12) months from the date the final city action is made denying the application unless there is a substantial change in the facts or a change in city policy which would change the outcome. (Ord. 419 §§ 32A (part), 2002; Ord. 416 § 8.36.130, 2002)

17.20.140 Expiration and extension of approvals.

- A. Approval under this title shall be effective for two years from the date of approval.
- B. Approvals shall lapse if:
 - 1. Substantial construction of the approved plan has not been completed within a two-year period;
 - 2. Construction on the site is a departure from the approved plan.
- C. City staff may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:
 - 1. No material changes are made on the approved plan; ~~and~~
 - 2. The request for extension is submitted in a written request to the City prior to the expiration of the approval.
 - 3. There have been no material changes to the standards and criteria of this title on which the approval was based.
 - 4. Written notice of the decision regarding an extension of time shall be provided to the applicant. (Ord. 419 § 32A (part), 2002; Ord. 416 § 8.36.140, 2002)

Chapter 17.24

SIGNS

Sections:

- 17.24.010 General authority.
- 17.24.020 Purpose.
- 17.24.030 Sign permits required.
- 17.24.040 Application.
- 17.24.050 Definitions.
- 17.24.060 Exempt signs.
- 17.24.070 General sign provisions.
- 17.24.080 Prohibited signs.
- 17.24.090 Historic residential overlay.
- 17.24.100 Historic commercial (HC) overlay.
- 17.24.110 Nonconforming signs.
- 17.24.120 Termination of signs by abandonment.
- 17.24.130 Relief from sign standards.
- 17.24.140 List of approved font types.

17.24.010 General authority.

Before any construction, erection, placing, painting, carving or otherwise giving public exposure of any sign occurs in the historic commercial overlay or the historic residential overlay, application must be made to both the Historic Review Board and a city building official. The applicant must receive approval ~~certificate of appropriateness~~ from the Historic Review Board before a building permit can be issued by the building official. The sign provisions of this chapter may be considered as a part of a development application or individually. Applications shall be filed with the City Recorder on an appropriate form in any manner prescribed by the city, accompanied with an application fee in the amount established by general resolution of the City Council. (Ord. 416 § 8.50.010, 2002)

17.24.020 Purpose.

Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the city. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise. In the review of sign applications within the city, the following criteria and standards will be considered by the Historic Review Board.

A. Signs are necessary to communicate information about places, goods, services and amenities. As such, they have a useful function; they should not confuse; they should inform with clarity.

Comment [KG20]: This code is mostly aesthetic and is not connected to the historic character of properties. It would be best to move this to planning.

If it stays in this section, you might consider linking it to the historic character – doesn't cause damage to the historic materials, is removable, doesn't obscure historic features, etc.

B. Signs are a part of the town's street scape. Signage, in a collective sense, has a civic obligation to be in character with the rest of the street scape.

C. Buildings are signs in that they represent a kind of imagery through their architecture.

D. Signage is visual. Good signage is an art form that should be addressed with sensitivity. In addition to communicating information, signage is an architectural element.

E. Signs on buildings should not dominate or obscure the architecture of the building. A sign on a building should be compatible or integrated with its architecture. (Ord. 416 § 8.50.020, 2002)

17.24.030 Sign permits required.

A. Existing Signs. All existing signs on each business and residential premises shall be required to conform to the standards of this chapter on or before July 1, 2003. Upon adoption of the ordinance codified in this title, the person(s) in control of the business or property or in control of each business contained thereon, shall be required to submit a completed application form with a photograph of all existing signs according to Section 17.24.040(C), and pay no sign permit fee, except those signs approved by the Historic Review Board after October 26, 1995.

1. As of the effective date of the ordinance codified in this title, Aurora's historic district contains four existing backlit reader boards, specifically for the business of the "General Store," "Aurora Colony Market," "Nagl Floor Covering," and "Aurora Cycle." Due to the historic business related use of these signs and notwithstanding Section 17.24.110(B)(2), these four reader board signs may continue, for their useful life, as nonconforming uses after the July 1, 2003 deadline requiring sign conformance.

B. Proposed Signs. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the city for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 17.24.040. The person(s) in control of the building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the city. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the city.

C. No person having a permit to erect a sign shall construct or erect same in any manner, except in the manner set forth in the approved ~~certificate of appropriateness~~. All departures from signage plans for which an ~~certificate of appropriateness approval~~ has been issued shall be approved in advance by the Historic Review Board.

D. Sign Permit Fees. The application for ~~approval-certificate of appropriateness~~ for a sign shall be accompanied by a filing fee in an amount established by general resolution of the City Council. (Ord. 419 §§ 19, 23H, 2002; Ord. 416 § 8.50.030, 2002)

17.24.040 Application.

Comment [r21]: shouldn't these dates but updated? Did the City really require all signs to submit copies of their signage in 1995?

Comment [r22]: Karin should comment on this as they have previously determined this language hard to enforce, even though the businesses have changed ownership. We should update/correct this section.

- A. The applicant shall submit three copies of:
1. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;
 2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.
- B. Signs existing September 26, 1995 shall be photographed with enough visual detail to determine their approximate size and location for inventory purposes. (Ord. 416 § 8.50.040, 2002)

17.24.050 Definitions.

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

~~As used in this chapter:~~

"Advertising structure" means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the advertising structure.

"Alterations" means any change in size, shape, and method of illumination, position, location, construction or supporting structure of a sign.

"Balcony" means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

"Banner" means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

"Billboard" means the same as "advertising structure."

"Building facade" means the vertical exterior wall of a building including all vertical architectural features.

"Building register sign" means a sign that identifies four or more businesses contained within a single building structure or complex.

"Bulletin board" means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

"Business" means commercial or industrial enterprise.

"Business frontage" means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

"Cartoon" means a caricature of an animate or inanimate object intended as humorous.

"Construction sign" means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

"Curvilinear" means represented by curved lines.

"Direct illumination" means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

"Flag" means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

"Flashing sign" means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner, which creates the illusion of flashing, or which changes color or intensity of illumination.

"Fluorescent colors" means extra bright and glowing type colors; includes dayglow orange, fluorescent green, etc.

"Fluorescent lighting" means light provided by tubes.

"Free-standing" means a sign, which is entirely supported by a sign structure in the ground.

"Frontage" means the single wall surface of a building facing a given direction.

"Illustration" means a line drawing or silhouette of a realistic object.

"Marquee" means a permanent roofed, non-enclosed structure projecting over an entrance to a building, which may be attached to the ground surface, or not.

"Neighborhood identification" means a sign located at the entry point to a single-family subdivision comprising not less than two acres, or a sign identifying a multiple-family development.

"Neon light" means a form of illumination using inert gases in glass tubes and includes black light and other neon lights.

"Parcel" or "premises" means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

"Primary revenue source" means no less than seventy-five (75) percent of gross total principal income derived from a business.

"Public right-of-way" means the area commonly shared by pedestrians and vehicles for rite of passage. An easement for public travel or access including street, alley, walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

"Quality material" means materials that are appropriate to make temporary window signs, including poster board, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or light-weight paper are not allowed.

"Real estate sign" means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

"Sidewalk" means hard surface strip within a street right-of-way to be used for pedestrian traffic.

"Sign" means any notice or advertisement, pictorial or otherwise, used as an outdoor display for the purpose of advertising a property or the establishment or enterprise, including goods and services, upon which the signs are exhibited. This definition shall not include official notices issued by a court or public body or officer, or directional, warning or information signs or structures required by or authorized by the law or by federal, state, county or city authority.

"Sign, Area of." In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface shall be measured and

divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five (135) degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be made at the extreme horizontal and vertical limit of a sign.

"Street frontage" means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

"Wind sign or device" means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

"Window" means all the glass included with one casement. (Ord. 416 § 8.50.050, 2002)

17.24.060 Exempt signs.

The following signs and devices shall not be subject to the provisions of this chapter and shall not require a ~~certificate of appropriateness~~Historic Review Board approval or a sign permit application:

A. Identification Signs.

1. Memorial and Historic Identification Signs. Memorial tablets, cornerstones or similar plaques, such as National Register listing, not exceeding six square feet.

2. Small Business-Related Informational Signs. Small nonilluminated informational signs such as "open/closed" signs (including one three foot by five foot flag or banner per store front), credit card signs, rating or professional association signs, and signs of a similar nature. Only one of each type of sign is permitted and no more than four of these signs are allowed for any individual business or on any parcel of property. The total area for these types of signs may not exceed three square feet in area. If logos are used, they should be no larger than one square foot. Historic Review Board approved colors and lettering styles must be utilized.

3. Occupant or Owner Sign. A sign identifying the name of the occupant or owner, provided the sign is not larger than one square foot, is not illuminated, and is either attached to the structure or located within the front yard setback.

4. Donation Name Plates. Donation nameplates located on benches are allowed.

5. One interior LED sign per business not exceeding three square feet in area. Flashing or other changes in illumination are prohibited. Add: limited to two colors.

B. Signs as Symbols.

1. Flags. Flags of national, state, or local government, and flags of U.S. historical significance (no more than two flags per store front, each flag not to exceed a size of three feet by five feet).

C. Temporary Signs.

1. Political Signs. Temporary political signs not exceeding four square feet, provided the signs located on private property, and are erected not more than thirty (30) days prior to, and removed within seven days following, the election for which they are intended.

2. Real Estate or Construction Signs. Temporary, nonilluminated real estate or construction signs (no more than one per parcel) not exceeding four square feet, provided such signs are

removed within fifteen (15) days after sale, lease or rental of the property, or the completion of the project.

3. New Business Signs. Temporary signs for new businesses, after the city has been notified through a business permit license, for a period not exceeding ninety days.

4. Sale or Product Advertising Window Signs, Grand Opening and Going Out of Business Signs. Temporary fabric or paper signs for special events, sales, or grocery store type products may be placed upon the window opening of a nonresidential building, when such signs do not obscure more than twenty (20) percent of the window or wall area and no more than ten (10) percent of the total primary facade area. These temporary signs will not be put up more than fifteen (15) days prior to the event or sale and will be removed immediately after the event or sale. These temporary signs need to be of quality material and in keeping with the Aurora's historic character.

5. Business Change of Location. Businesses that are changing location may place a single one square foot inside a window facing outward for sixty (60) days before moving and up no more than sixty (60) days after vacancy.

6. Garage Sale Signs. Garage sale signs shall include the address of the person giving the sale, dates of the sale and be limited to three weekends per year per address. Signs are to be removed immediately at the close of the sale. Signs shall be maximum size of two square feet, signs shall be no more than four feet in height, and shall be self-supported and not affixed to public signs or utility poles. Signs shall not be placed in the city's park. Signs may be placed in the city right-of-way if placed no closer than four feet from the street. Sign may also be placed on private property with the owner's permission.

7. Holiday Lighting. Noncommercial decorations, including blinking lights, displayed on traditionally accepted civic, patriotic, and/or religious holiday, provided that such decorations are maintained a safe condition and do not constitute a fire hazard. Decorations in the historical commercial overlay must be removed, or cease to be used, within thirty (30) days following the holiday/event to which they relate.

8. Civic and Special Event Banners. Temporary banners, pennants and flags advertising civic and special (not sale) events shall be permitted for no more than sixty (60) days before the event and must be removed within forty-eight (48) hours after the event concludes.

D. Government Signs.

1. Construction Signs. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies.

2. Public Meeting Notices. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held.

3. Town Identification Signs. One town identification sign shall be permitted at each entry to town located on major roadways, not exceeding twenty (20) square feet.

E. Security Signs. Signs relating to security monitoring which may include company logo are exempt and limited to twelve (12) square inches in size when located on a window or two square feet when free-standing. (Ord. 419 §§ 23A, 23B, 2002; Ord. 416 § 8.50.060, 2002)

17.24.070 General sign provisions.

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.24.060, within the city:

A. Sign Design.

1. **Materials.** Wood is the recommended material for both the sign and the stanchion (in the case of free-standing signs). Signs, which use plastic as part of the exterior visual effects, are prohibited.

2. **Shape.** Rectangular, straight-edge and oval signs are the preferred shape for signs. Signs with highly stylized, curvilinear edges are not recommended. Refer to the approved sample sign styles available at City Hall.

B. Sign Color.

1. **Maximum of Four Colors.** The number of colors used on signs shall be minimized for maximum effect. As a result, each sign may contain only four colors, not including the background.

2. **Fluorescent Colors.** Fluorescent colors are not allowed.

3. **Dark Letters over Light Background.** All signs shall have dark colored letters placed on top of a light colored background.

C. Sign Graphics, Lettering and Content.

1. **Graphics.** Sign graphics shall be carved, applied, painted or stained. Vinyl lettering may be used in approved fonts.

2. **Keep Graphics Simple.** Sign graphics shall be simple and bold and in keeping with the Historic Review Board guidelines. Sign graphics can contain line drawings or silhouette images of live or inanimate objects. Cartoon images, either line drawn or silhouette, of live or inanimate objects are prohibited.

3. **Lettering.** To maintain continuity, all sign lettering shall be stylistically similar to the list of approved fonts in Section 17.24.140. All lettering shall be uniformly aligned, evenly spaced, precise, cleanly executed and legible.

4. **Historic Building Name Signs.** Signs placed flat against the facade of the building that identify the historic name of a building are encouraged, provided they are of uniform color and design throughout the city and are no more than six square feet in area.

5. **City Directional Signs.** Signs and graphics for which the city is responsible (i.e., parking lots, public facilities, street signs, etc.) shall have a single lettering style and use black for the lettering and white as a background. Signs for city parks shall not exceed twelve (12) square feet.

E. Sign Lighting.

1. **External Lighting Only.** When lighting is used for signs, only subdued external and indirect incandescent lighting is allowed. Internal illumination and fluorescent and/or internal neon lighting is not allowed. Special illumination circumstances, such as lottery signs and product advertising signs, will be considered on a case-by-case basis.

2. No Flashing or Blinking Lights. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable. (Ord. 419 § 23C, 2002; Ord. 416 § 8.50.070, 2002)

17.24.080 Prohibited signs.

A. Paper Signs. Paper signs are not allowed on the exterior of any building or attached to any sign, except as provided in Section 17.24.060.

~~B. Billboards or Off Premises Advertising Signs. Billboards or off premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 17.24.060.~~

C. Flashing Signs. Signs with lights or illuminations, which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent electrical pulsations are prohibited.

D. Bench Signs. Advertising murals and bench signs are prohibited. However, donation name plates are allowed.

E. Logo or Trademark Signs. Signs or devices (such as drink dispensers) placed on the outside of a business that display the symbol, slogan or trademark of national product brands of soft drinks, or other products, or services shall be prohibited.

F. Misleading Signs. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.

G. Signs Obstructing Egress. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.

H. Utility Poles. No sign shall be attached to a utility pole.

I. Reader Board Sign. Except as exempted in Section 17.24.030, reader board signs are prohibited. (Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002)

17.24.090 Historic residential overlay.

Signs in the historic residential overlay shall be permitted as follows:

A. Neighborhood Identification. One sign shall be permitted at each entry point to developments, with more than ten (10) lots or dwelling units, not exceeding an area of eight square feet per sign, nor five feet in height above grade. See also the general sign provisions Section 17.24.070.

B. Conditional Uses. Where otherwise permitted, one sign of not more than four square feet, either attached to the building or freestanding, shall be permitted for conditional uses. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed five feet in height, nor shall it be located within ten (10) feet of any property line. (Ord. 416 § 8.50.080, 2002)

17.24.100 Historic commercial (HC) overlay.

All signs in the historic commercial overlay shall require approval by the Historic Review Board pursuant to this chapter. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. These guidelines create a system whereby signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape. Special consideration may be granted for signage design that is consistent with the historical age and style of the building. The following types of signs are permitted within the historic commercial overlay:

A. Right-Angle Signs. Right-angle signs (those signs placed perpendicular to the building facade) may be either attached to the wall surface or hung from the underside of a marquee or balcony. Right-angle signs are designed for viewing by pedestrians walking under such signs. See also the general sign provisions, Section 17.24.070.

1. Number. There shall be no more than one right-angle sign for every seventeen (17) feet of street frontage.

2. Area. The square footage of all right-angle signs on a single building frontage shall not exceed one percent of the area of that building facade to which the sign is attached. No individual sign shall be more than six square feet in area. A single right-angle sign identifying four or more businesses may be a maximum of ten (10) square feet.

3. Placement. Right-angle signs shall be below the sill of the second story windows or below the roofline, eave or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight feet from the ground level. No sign shall project more than six feet from the vertical surface of a building facade, provided it is no closer than two feet from the face of the curb or edge of pavement.

B. Wall Signs. Wall signs are those signs attached and parallel to the building facade, and which extend no more than six inches from the surface of the wall. (Parapet signs are a type of wall sign, but are treated separately). See also the general sign provisions, Section 17.24.070.

1. Number. Only one wall sign is permitted for every seventeen (17) feet of building street frontage.

2. Area. The square footage of all wall signs on a single building frontage shall not exceed six percent of the area of that building facade to which the signs are attached.

3. Placement. Wall signs shall not extend above an eave or ridge line.

4. Former Residential Use. Wall signs on commercial buildings originally built as houses shall not exceed four square feet, be placed sensitively to the architecture, and contain only the business name and/or business category.

C. Parapet Signs. Parapet signs are a distinctive type of wall sign, which are generally located above the lintels of the upper story windows and continue upward on a wall that extends beyond the roof edge (or false front). They are designed to be legible to pedestrians across the street and persons traveling on the street. Parapet signs generally identify the name of the business establishment. See also the general sign provisions, Section 17.24.070.

1. Number. No more than one parapet sign is permitted per building.

2. Area. A parapet sign shall not exceed six percent of the total square footage of the building facade to which it is attached. A parapet sign shall be no more than two feet in vertical dimension.

3. Placement. Parapet signs shall not extend above the upper edge of the parapet wall. A parapet sign shall not extend any nearer than one foot from either edge of the building. Recessed sign panels located in building parapets should be used when possible.

D. Window and Door Signs. Window and door signs are those, which are painted, displayed or placed inside a translucent or transparent surface facing outward. Window graphics are usually most effective when they are simple and clearly. Generally these types of signs do not identify the primarily business to persons outside the building. As a result, these types of signs should be kept to a minimum. See also the general sign provisions, Section 17.24.070.

1. Number. Each building frontage shall have no more than a total of two window/door signs.

2. Area. The total of all window or door signs shall not exceed twenty (20) percent of the total window and/or door area for each building.

3. Placement. In all cases, window graphics shall be limited to the first and second story window.

4. Former Residential Use. Window signs are not allowed on commercial buildings originally built as houses.

E. Balcony or Marquee Signs. Balcony or marquee signs are those signs that are attached to the fascia of the balcony or marquee and are parallel to the street and building facade. They are intended for viewing by travelers on the street or pedestrians on the opposite side of the street. There is little historical precedent for balcony or marquee signs that hang from the fascia, hence signs that are hanging from the outside edge of a balcony or marquee roof are prohibited. See also the General Sign Provisions, Section 17.24.070.

1. Number. Only one attached balcony or marquee sign shall be permitted per building.

2. Area. No more than eighty (80) percent of a balcony or marquee fascia shall be covered with signage.

3. Placement. The attached balcony or marquee sign shall be centered in the middle of the balcony or marquee fascia. The signs shall not project above the marquee roofline or balcony floor line, or below the bottom edge of the balcony or marquee fascia.

F. Free-standing Signs. Free-standing signs are those, which are provided with their own support and are not attached to a building. Typically they are attached or are suspended from a post, pole or stanchion. Aurora had few if any free-standing signs in the late 1880s. Most business activities were conducted in buildings built on the front property line, allowing little room for placement of free-standing signs. See also the General Sign Provisions, Section 17.24.070.

1. Former Residential Use. Free-standing signs are especially appropriate for commercial buildings originally built as houses.

2. Number. No more than one free-standing sign is permitted for each parcel containing one or more business activities within a building structure.

3. Area. A free-standing sign shall not exceed thirty-two (32) square feet in area.

4. Placement. A free-standing sign shall be within the parcel boundaries.

5. Height. A free-standing sign shall not exceed eight feet in height from the top edge of such sign to the grade below.

G. Sandwich and A-Board Signs. Sandwich or A-Board Signs are signs that are ordinarily in the shape of an "A" or some variation thereof, on the ground, easily moveable and which is usually two sided. See also the General Sign Provisions, Section 17.24.070.

1. Number. One sandwich board type sign is permitted per business. Additional sandwich boards granted only on businesses with more than one frontage and then only at the discretion of the governing body.

2. Placement. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic. These signs shall be placed in a manner that maintains a walkway of not less than thirty-six (36) inches in width and shall be no larger than three feet wide, nor more than four feet high when measured vertically.

3. Removal. Sandwich board signs shall be moveable at all times and displayed only during the open hours of the business.

4. Distance Between Sandwich Boards. Sandwich boards must maintain a minimum distance of fifteen (15) feet from any other sandwich board sign.

5. Location. Location of sandwich boards must be approved at the time of sign application review.

6. No Posters or Promotional Materials. No paper signs of any kind shall be placed upon sandwich board signs. Sandwich boards are not to be used for posters or to display promotional materials, except for special community events, which are limited to the duration of the event.

H. Signs Painted on Buildings. Signs painted directly upon the facade of the building within the HC district shall be consistent with historical documentation. (Ord. 419 §§ 23F, 23G, 2002; Ord. 416 § 8.50.090, 2002)

17.24.110 Nonconforming signs.

All signs existing on the date of adoption of the ordinance codified in this title, and not conforming with the provisions of this chapter are deemed nonconforming signs, except those signs approved by the Historic Review Board after October 26, 1995.

A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.

B. Termination of Nonconforming Signs.

1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within fifteen (15) days after the effective date of said ordinance.

2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.

3. Termination by Amortization. Any nonconforming sign not terminated pursuant to any other provision of this title shall be terminated on or before July 1, 2003. (Ord. 419 §§ 20, 23I, 2002; Ord. 416 § 8.50.100, 2002)

17.24.120 Termination of signs by abandonment.

A. Obsolete Business Signs. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty (30) consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty (30) days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.

B. Appeal. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty (30) days, may be granted by the City Council upon an appeal filed by the legal owner of the premises or person in control of the business. (Ord. 416 § 8.50.110, 2002)

17.24.130 Relief from sign standards.

The Historic Review Board may grant relief from strict compliance with standards contained in this chapter in cases where documented evidence suggests it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the preceding subsections. The facts and conclusions relied upon to grant relief from a particular standard shall clearly be set forth in the final order of the Historic Review Board.

A. Exceptional or extraordinary conditions applying to the property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of building location or style, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or

B. Relief from the standard for reason set forth, will result in equal or greater compatibility with the architectural style and features, which exist on the building or nearby historical buildings; or relief is necessary to restore or replace a sign in a way which is historically accurate or compatible. (Ord. 416 § 8.50.120, 2002)

17.24.140 List of approved font types.

Comment [r23]: Maybe this can be included under Appendix A?

(Ord. 419 § 23D, 2002; Ord. 416 § 8.50.130, 2002)

Chapter 17.28

ACCESSORY DWELLINGS AND STRUCTURES

Sections:

17.28.010 Purpose.

17.28.020 Applicability and administration.

17.28.030 Application submittal requirements.

17.28.040 Approval standards.

17.28.010 Purpose.

Accessory dwellings and structures are allowed in certain situations to:

- A. Create new housing units while respecting the look and scale of single-dwelling neighborhoods;
- B. Allow more efficient use of existing housing stock and infrastructure;
- C. Provide a mix of housing that responds to changing family needs and smaller households;
- D. Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship and services; and
- E. Provide a broader range of accessible and more affordable housing.
- F. Provide storage and workshop spaces. (Ord. , 2002)

17.28.020 Applicability and administration.

- A. An accessory dwelling unit may be added to any single-family detached dwelling in the historic residential overlay.
- B. Accessory dwellings requiring exterior modifications and detached accessory dwelling units on properties located in the historic residential overlay shall require approval by the Historic Review Board pursuant to Chapter 17.20. (Ord. 416 § 8.60.020, 2002)

17.28.030 Application submittal requirements.

- All applications for accessory dwelling units shall be made on forms provided by the city and shall be accompanied by:
- A. The information requested on the application form;
 - B. A narrative discussing the appropriate criteria in sufficient detail for review and action;
 - C. The required fee;
 - D. A site plan drawn to standard engineering scale showing the location of the accessory dwelling unit, the entrance and exits from the site, and areas to be designated for parking; and
 - E. A completed building permit application. (Ord. 416 § 8.60.030, 2002)

17.28.040 Approval standards.

A. Only one entrance to a residence may be located on the front facade of the single-family dwelling facing the street, unless the single-family dwelling contained additional front doors entrances before the conversion accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.

B. The size of the accessory dwelling unit may be no more than fifty (50) percent of the living area of the single-family detached dwelling or the maximum allowed for an accessory dwelling unit in the applicable zone or overlay, whichever is less.

C. Accessory dwelling units created through the addition of floor area must meet the following:

1. Where the primary dwelling is a contributing structure, the exterior finish materials must be identical in substance, size and placement to the exterior finish material of the existing structure. Where the primary dwelling is a noncontributing structure within the historic commercial overlay, exterior finish materials must meet the standards for new construction within that overlay. Where the primary dwelling is a noncontributing structure in the historic residential overlay, exterior finish materials must meet the standards of ~~Chapter-Title~~ 17._____.

Comment [KG24]: 1-3 don't follow the NPS standards – The standards are there to avoid a false sense of history. They promote compatible, but not replica construction.

2. The roof pitch must be the same as the predominant roof pitch of the primary single-family detached dwelling.

3. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.

D. Detached accessory dwellings and structures must meet the following:

Comment [KG25]: You might want to add – minimize visibility from the street

1. The accessory dwelling unit must be located in the side or rear yard of the primary detached single-family dwelling, except where the primary dwelling is a contributing structure, in which case the accessory dwelling must be located in the rear yard.

2. The maximum height allowed for a detached accessory dwelling unit is eighteen (18) feet or seventy-five (75) percent of the height of the primary dwelling unit, whichever is greater.

3. The maximum footprint of the detached accessory dwelling is 800 square feet.

4. The exterior finish and trim material must be visually compatible in type, size and placement, the exterior finish material of the single-family detached dwelling. Where the primary dwelling is a contributing structure, the exterior finish materials must be identical in substance, size and placement to the exterior finish material of the existing structure.

5. The roof pitch must be the same as the predominant roof pitch of the existing dwelling or 8:12, whichever is steeper.

6. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.

E. All parking must meet the requirements of Chapter 16.42, Off-Street Parking and Loading, for single-family residences, except as follows:

1. No additional parking space is required for the accessory dwelling unit if it is created on a site with an existing single-family dwelling and, the roadway surface on at least one abutting street is at least eighteen (18) feet wide.

2. One additional parking space is required for the accessory dwelling unit when:

- a. None of the abutting street roadway surfaces are at least eighteen (18) feet wide;
- b. When the accessory dwelling unit is created at the same time as the single-family detached dwelling is constructed.

F. In addition to the above standards, accessory dwellings and structures shall comply with ~~Chapter Title~~ 17.40, Design Standards. (Ord. ___ § ____, 2012)

Chapter 17.32

TEMPORARY USES AND STRUCTURES

Sections:

- 17.32.010 Purpose.**
- 17.32.020 Application submission requirements.**
- 17.32.030 Temporary use administration and approval.**
- 17.32.040 Temporary structure administration and approval.**
- 17.32.050 Outdoor Display.**

17.32.010 Purpose.

The purpose of the temporary use permit is to permit commercial activities that are small scale and short term in nature and generally promote celebration of specific events, holidays and seasons. Examples include, but are not limited to, temporary uses associated with existing licensed businesses, seasonal produce sales and farmers markets.

The purposes of the temporary structure approval ~~are~~ are: (1) to permit property owners to utilize temporary structures for up to one year for approved longer term temporary uses, including but not limited to, temporary construction offices and leasing offices for previously approved developments; or (2) to permit property owners to utilize shorter term temporary open air structures, such as tents, booths and canopies of greater than one hundred twenty (120) square feet with approved shorter term temporary uses. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.010, 2002)

17.32.020 Application submission requirements.

All applications for temporary uses or temporary structures shall be made on forms provided by the city and shall be accompanied by:

A. A site plan drawn to standard engineering scale showing the location of the temporary use or temporary structure, the entrance and exits from the site, areas to be designated for parking, if applicable, and any requested signs; and

B. For structures subject to Section 17.32.040, a letter from the property owner of record giving approval for the proposed temporary structure; and

C. A completed business license application for the temporary use. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.020, 2002)

17.32.030 Temporary use administration and approval.

A. The planning director may approve a temporary use based on following criteria:

1. The temporary use is located in the historic commercial overlay in the commercial zone and the parcel of land on which the temporary use will be located is zoned consistent with the proposed temporary use.

2. Where the temporary use is sited on a property containing an existing business, the temporary use shall directly relate to the existing business.

3. The temporary use will last for no more than two, separate, contiguous seven day periods in any one calendar year and the two periods shall not be permitted back-to-back.

4. The temporary use and all items related to the temporary use shall be removed from the site prior to expiration of the approval period.

5. No regulations prohibiting the activity are identified in a review of the Aurora Municipal Code and Oregon Revised Statutes.

6. Temporary use of tents, booths or canopies less than one hundred twenty (120) square feet are permitted under this section without a temporary structure permit under Section 17.32.040. For temporary uses of tents, booths and canopies greater than one hundred twenty (120) square feet, a temporary structure permit under Section 17.32.040 is required.

7. Tents, booths or canopies shall comply with the requirements of Section 14, Aurora Design Guidelines for Historic District Properties (Appendix A).

B. Temporary uses during special events approved by the City Council shall be exempt from temporary use permit requirements.

C. No Notice of Decision is required, but the planning director shall issue an approved temporary use permit stating how the application satisfies the criteria in Section 17.32.030(A) and specifying the dates for which the approval is valid. A copy of this permit shall be attached to the business license application as filed in City Hall. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.030, 2002)

17.32.040 Temporary structure administration and approval.

All applications for temporary structures shall be submitted and processed according to the requirements of this section. A ~~certificate of appropriateness approval~~ from the Historic Review Board is required for sites located in the historic commercial or historic residential overlay. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.040, 2002)

17.32.050 Outdoor Display.

- A. Outdoor display of merchandise for sale shall only occur in front of retail uses, and shall be of the same merchandise that is available indoors.
- B. Outdoor displays shall not obstruct the sidewalk, and leave a minimum of thirty-six (26) inches~~(This is ADA) feet~~ of clear width for pedestrians.
- C. Merchandise displayed on sidewalks shall be moved indoors ~~overnight~~ at the close of the business every night.
- D. Outdoor displays may only occur in other locations during city-sanctioned special events, such as Aurora Colony Days.
- E. Children’s play equipment, and recycling and waste containers, shall be located to the rear or side of contributing structures.

Comment [r26]: Are these considered temporary uses? This is already permitted under 16.22 AND 16.34.060.D.2. so it doesn't need to be repeated here.

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Chapter 17.36
MOVING OF STRUCTURES

Sections:

17.36.010 Moving Contributing Structures

All relocations of contributing structures within the Historic District must meet the following standards and criteria:

- A. Relocation of contributing structures in the Historic District is prohibited with only these exceptions:
 - ~~A.1.~~ 1. the contributing structure was previously moved to its current location.
 - ~~B.2.~~ 2. the current location of the contributing structure is being acquired for a public purpose under eminent domain, in which case the structure shall be moved to another location ~~within the Historic District~~ at the expense of the public agency acquiring the property.
 - ~~C.3.~~ 3. the contributing structure is located within the floodplain, on unstable soils, or other natural hazards.
- B. Structures to be moved shall be carefully documented for the inventory prior to approval of the relocation.
- C. The relocation proposal shall describe how the structure will be preserved during the relocation.
- D. The relocation is to another site within the Historic District unless an alternate site is approved by the HRB.
- E. An approved building permit for the new location is required prior to~~before~~ approval of the relocation.

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17.36.020 Moving Structures into the Historic District.

Structures proposed for moving into the Historic District shall have been originally constructed before 1921, and shall meet the design standards of Chapter 17.36.

Chapter 17.40

DESIGN STANDARDS

Sections:

- 17.40.010 Purpose**
- 17.40.020 Additions to Contributing Structures**
- 17.40.030 Awnings**
- 17.40.040 Chimneys**
- 17.40.050 Doors**
- 17.40.060 Drive-in and Drive Thru Structures**
- 17.40.070 Fences**
- 17.40.080 Foundations**
- 17.40.090 Garage Doors**
- 17.40.100 Height**
and update numbers below
- 17.40.120 New Construction in the Historic District**
- 17.40.130 Paint**
- 17.40.140 Porches**
- 17.40.150 Public Right-of-Way**
- 17.40.160 Roofs**
- 17.40.170 Setbacks**
- 17.40.180 Siding**
- 17.40.190 Visual Facades**
- 17.40.200 Windows**

Comment [KG27]: Many of these are so specific that they be on the list for staff approval without commission review

Comment [KG28]: General recommendations – to make the review process easier for all involved.
-split the guidelines into Residential and Commercial, because they are different property types.
-Split guidelines into contributing, non-contributing, out of period
-Split guidelines out for colony properties – if there are specific design features and colors that really tell that story, then you could specific that here

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17.40.010 Purpose

The purpose of these design standards is to protect the historic scale, form, appearance, and integrity of the Aurora Colony National Historic District.

Comment [KG29]: We would recommend starting with general guidelines, so that if there is an application that doesn't fall within these specifics, it can still be reviewed. We recommend using the NPS standards.

17.40.020 Additions to Structures

A. Contributing Structures – Commercial Overlay

1. New additions may only be placed on the rear elevation. Architectural detailing including roofing, siding, trim, doors, and windows shall match the existing structure in design and materials unless supported by evidence in the historic inventory.

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A. Previous additions to the original structure that were added prior to 1921 shall be subject to the same standards and criteria as the original portion of the structure; however, in the event that the addition does not match the original, the exterior features of the addition may be altered to match the original.

Comment [KG30]: This is not recommended, it creates a false history

B. Additions to contributing structures that were built in 1921 or later may be removed, and following removal, the exterior materials on that portion of the structure must match the remainder of the structure.

C. Additions to commercial structures are exempt from the parking requirements in Title 16.

B. Contributing Structures – Residential Overlay

1. New additions may only be placed on the rear elevation. Architectural detailing including roofing, siding, trim, doors, and windows shall match the existing structure in design and materials.

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Comment [KG31]: Recommend compatible rather than match

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A. Previous additions to the original structure that were added prior to 1921 shall be subject to the same standards and criteria as the original portion of the structure; however, in the event that the addition does not match the original, the exterior features of the addition may be altered to match the original.

B. Additions to contributing structures that were built in 1921 or later may be removed, and following removal, the exterior materials on that portion of the structure must match the remainder of the structure.

C. Non-contributing Structures – Commercial Overlay

A. Additions to commercial structures are exempt from the parking requirements in Title 16.

Comment [KG32]: This is a disincentive for historic property owners.

D. Non-contributing Structures – Residential Overlay

N/A

17.40.030 Awnings

A. Contributing Structures – Commercial Overlay

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
2. Backlighting of awnings is prohibited.
3. Text on awnings is limited to border areas only.
4. Awnings are prohibited on residential structures that have been converted to commercial use.

Contributing Structures – Residential Overlay

- A. Awing styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- B. Backlighting of awnings is prohibited.
- C. Text on awnings is prohibited.
- D. Awnings are prohibited on residential structures that have been converted to commercial use.
- E. **ADD: Awnings shall be limited to rear elevations.**

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Non-Contributing Structures – Commercial Overlay

- A. Awing styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- B. Backlighting of awnings is prohibited.
- C. Text on awnings is limited to border areas only.
- D. Awnings are prohibited on residential structures that have been converted to commercial use.

Non-Contributing Structures – Residential Overlay

- A. Awnings are prohibited on residential structures that have been converted to commercial use.
- B. Awing styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- C. Backlighting of awnings is prohibited.
- D. **ADD: Awnings shall be limited to rear elevations.**

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17.40.040 Chimneys

Contributing Structures – Commercial Overlay

- A. Masonry chimneys shall be faced with traditional red clay brick.
- B. Masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

Contributing Structures – Residential Overlay

- A. chimneys shall be masonry faced with traditional red clay brick.
- B. Masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

Non-contributing Structures – Commercial Overlay

- A. , non-masonry materials may be used.

Non-contributing Structures – Residential Overlay

- A. , non-masonry materials may be used.

17.40.050 Doors

Contributing Structures – Commercial Overlay

- A. The original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.
- B. New door openings may only be located on the rear elevation.
- C. Doors shall be made of wood; fiberglass and metal doors are prohibited.

Comment [KG33]: Covered in A

Contributing Structures – Residential Overlay

- A. The original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.
- B. New door openings may only be located on the rear elevation.
- C. Doors shall be made of wood; fiberglass and metal doors are prohibited.

Comment [KG34]: Covered in A

Non-contributing Structures – Commercial Overlay

Door design and materials are not regulated on these structures

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Non-contributing Structures – Residential

Door design and materials are not regulated on these structures

17.40.060 Drive-in and Drive Thru Structures

All Structures within Historic District

Drive-in and drive-thru commercial structures and businesses are prohibited within the Historic District.

Comment [KG35]: Difference between the district and the overlay?

17.40.070 Fences

Comment [KG36]: Could approve administratively if they meet the requirements

Contributing Structures – Commercial Overlay

- A. Fences shall be wood picket fences, three to four feet high, painted white or with a natural protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
- C. Fences not expressly permitted are prohibited unless there is evidence of a different fence type in the historic inventory.

Contributing Structures – Residential Overlay

- A. Fences in the Historic Commercial overlay and fences for contributing structures throughout the Historic district shall be wood picket fences, three to four feet high, painted white or with a natural protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
- C. Fences not expressly permitted are prohibited unless there is evidence of a different fence type in the historic inventory.

Non-contributing Structures – Commercial Overlay

- A. Fences shall be wood picket fences, three to four feet high, painted white or with a natural protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
- C. Fences not expressly permitted are prohibited.

Non-contributing Structures – Residential Overlay

- A. Fences shall be wood picket fences, three to four feet high, painted white or with a natural protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines, and side property line up to rear yard (back of house) when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
- C. Fences not expressly permitted are prohibited.

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17.40.080 Foundations

All Structures within Historic District

- A. Concrete block, brick, and poured concrete foundations are permitted.
- B. Textured paint and thin coat stucco may be applied on foundations.
- C. The height of replacement foundations may be altered to improve accessibility.
- D. Rusticated and decorative concrete block are prohibited.
- E. On contributing structures with vertically oriented wood skirting, the wood skirting shall be replaced after a foundation is repaired or replaced.

Comment [KG37]: Is this appropriate for all buildings?

17.40.090 Garage Doors

Contributing Structures – Commercial Overlay

- A. Commercial garage doors may not exceed 12 feet in width.
- B. Multiple garage doors shall be separated by a minimum of two feet.
- C. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood.
- D. Windows are permitted in garage doors.

Contributing Structures – Residential Overlay

- A. Front facing garage doors shall be set back a minimum of four (4) feet from the front façade of residential structures.
- B. Residential garage doors may not exceed eight (8) feet in width.
- C. Multiple garage doors shall be separated by a minimum of two feet.
- D. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood.
- E. Windows are permitted in garage doors.

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Non-Contributing Structures – Commercial Overlay

- A. Commercial garage doors may not exceed 12 feet in width.
- B. Multiple garage doors shall be separated by a minimum of two (2) feet.
- C. Windows are permitted in garage doors.

Non-Contributing Structures – Residential Overlay

- A. Front facing garage doors shall be set back a minimum of 4 feet from the front façade of residential structures.
- B. Residential garage doors may not exceed 8 feet in width.
- C. Multiple garage doors shall be separated by a minimum of two feet.
- D. Windows are permitted in garage doors.

17.40.100 Height

All Structures within Historic District

The maximum height of structures is 35 feet.

17.40.120 New Construction in the Historic District

Non-contributing Structures – Commercial Overlay

- A. New structures shall be subject to the design standards in Section 17.40.
- B. Paint colors shall be selected from the list in Table (remove).
- C. New commercial structures are exempt from the parking requirements in Title 16.

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Comment [KG38]: Again a disincentive for historic property owners

Non-contributing Structures – Residential Overlay

- A. New structures shall be subject to the design standards in Section 17.40.
- B. Paint colors shall be selected from the list in Table (remove).

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17.40.130 Paint

Contributing Structures – Commercial Overlay

Contributing Structures shall be painted with colors selected from the (remove following) list in Table .

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Contributing Structures – Residential Overlay

Contributing Structures shall be painted with colors selected from the following list in Table .

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Non-contributing Structures – Commercial Overlay

non-Contributing Structures shall be painted with colors selected from the following list in Table ____.

A. Non-contributing Structures – Residential Overlay

1. Non-Contributing Structures shall be painted with colors selected from the following list in Table ____.

17.40.140 Porches

Contributing Structures – Commercial Overlay

A. Porches shall be painted.

B. Porches on contributing structures (remove) shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations, which are not visible, may be installed.

C. Front porches shall not be enclosed by walls, screens, or windows.

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Contributing Structures – Residential Overlay

A. Porches shall be painted.

B. Porches on contributing structures shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations, which are not visible, may be installed.

C. One porch entrance shall be located on the front elevation and have a direct pedestrian path from the porch to the sidewalk.

D. Front porches shall not be enclosed by walls, screens, or windows.

Comment [KG39]: good

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Non-contributing Structures – Commercial Overlay

A. Front porches shall not be enclosed by walls, screens, or windows.

B. Porches on front elevations shall be painted.

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Non-contributing Structures – Residential Overlay

A. One porch entrance shall be located on the front elevation and have a direct pedestrian path from the porch to the sidewalk.

B. Porches on front elevations shall be painted.

C. Front porches shall not be enclosed by walls, screens, or windows.

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17.40.150 Public Right-of-Way

Commercial Overlay

- A. Sidewalks shall be concrete without coloring. The finish shall be broom perpendicular to the path, without troweled areas around the edges. Scoring perpendicular to the path is required. (add text from downtown improvement plan)
- B. Streetlights in the Historic Commercial Overlay shall be lamp style only.
- C. Curb cuts for residential properties may not exceed twenty (20) feet in width.

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Residential Overlay

- A. Sidewalks shall be concrete without coloring. The finish shall be broom perpendicular to the path, without troweled areas around the edges. Scoring perpendicular to the path is required. (add text from dtown improve plan)
- B. Streetlights in the Historic Commercial Overlay shall be lamp style only.
- C. Curb cuts for residential properties may not exceed twenty (20) feet in width.

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17.40.160 Roofs

Contributing Structures – Commercial Overlay

- A. The repair and alteration of roofs shall match the original style and pitch.
- B. The addition of new roof elements such as vents, chimneys, and dormers shall not be readily visible from the right-of-way, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.
- C. New decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.
- D. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
- E. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
- F. Flat roofs are permitted on commercial structures when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.
- G. Skylights are prohibited.

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Contributing Structures – Residential Overlay

- A. The repair and alteration of roofs shall match the original style and pitch.
- B. The addition of new roof elements such as vents, chimneys, and dormers shall not be readily visible from the right-of-way, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.

C. New decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.

D. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).

E. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.

F. Skylights are prohibited.

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Non-contributing Structures – Commercial Overlay

A. For residential structures the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).

B. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.

C. Flat roofs are permitted on commercial structures when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.

Non-contributing Structures – Residential Overlay

A. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).

B. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.

17.40.170 Setbacks

All Structures within Historic District

A. Residential structures shall be set back a minimum of 10 feet from side lot lines, and minimum of 20 feet from rear lot lines.

B. Commercial and mixed-use structures shall be set back a minimum of 10 feet from rear lot lines, and a maximum of 10 feet from front lot lines. There is no minimum setback from front lot lines.

C. For new structures or additions to structures, including porches, the front setback shall not exceed four (4) feet more or less than the average front setback of the adjacent structures.

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17.40.180 Siding

Contributing Structures – Commercial Overlay

- A. Horizontal lap wood siding is required and historic siding patterns shall be matched when repairing or replacing siding.
- B. Siding shall be painted; unpainted and stained wood is prohibited.
- C. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.
- D. The paint color of siding shall be uniform on all sides of a structure.

Contributing Structures – Residential Overlay

- A. Horizontal lap wood siding is required and historic siding patterns shall be matched when repairing or replacing siding.
- B. Siding shall be painted; unpainted and stained wood is prohibited.
- C. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.
- D. The paint color of siding shall be uniform on all sides of a structure.

Non-contributing Structures – Commercial Overlay

- A. Wood horizontal lap siding shall have a reveal not exceeding six (6) inches, with the exception of board and batten siding comprised of solid sawn wood.
- B. Masonry is permitted.
- C. Composite smooth surface materials are permitted.
- D. Siding shall be painted; unpainted and stained wood is prohibited.
- E. The paint color of siding shall be uniform on all sides of a structure.

Non-contributing Structures – Residential Overlay

- A. Siding shall be masonry or horizontal lap siding with a reveal not exceeding six (6) inches is required, with the exception of board and batten siding comprised of solid sawn wood.
- B. Siding shall be painted; unpainted and stained wood is prohibited.
- C. The paint color of siding shall be uniform on all sides of a structure.

17.40.190 Visible (remove) Facades

All Contributing Structures in the Historic District

The design of the front and side elevations shall be preserved.

17.40.200 Windows

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Contributing Structures – Commercial Overlay

- A. Windows shall be trimmed with wood, and wood framed storm windows are permitted.
- B. Window frames and sashes shall be made of wood.
- C. New window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
- D. Transom and clerestory windows are permitted above doors.

Contributing Structures – Residential Overlay

- A. Windows visible from the right-of-way shall be vertically oriented.
- B. Window frames and sashes shall be made of wood.
- C. New window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
- D. Transom and clerestory windows are permitted **doors**.

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Non-contributing Structures – Commercial Overlay

- A. Windows shall be trimmed with wood, and wood framed storm windows are permitted. Storefront windows manufactured with metal frames shall have wood trim covering the exterior of the metal frames.
- B. Transom and clerestory windows are permitted above doors.

Non-contributing Structures – Residential Overlay

- A. Windows visible from the right-of-way shall be vertically oriented.
- B. Transom and clerestory windows are permitted.

Chapter 17.44
Landscaping

Sections:

17.44.010 Purpose

17.44.020 Applicability

17.44.030 General provisions

17.44.040 Buffering and screening requirements

17.44.050 Screening of parking, loading and storage

17.44.010 Purpose

The purpose of this chapter is to establish standards for landscaping, buffering and screening to enhance the appearance of the Historic District using trees and other landscaping materials to mitigate the effects of sun, wind, noise and the lack of privacy.

17.44.020 Applicability

This section shall apply to all properties in the Historic District.

17.44.030 General Provisions

- A. In the Historic Residential Overlay at least ten (10) percent of the total area shall be landscaped.
- B. In the Historic Commercial Overlay, landscaping shall be as follows:
 - 1. Properties up to twenty thousand (20,000) square feet in size shall have at least fifteen (15) percent of the total lot area landscaped.
 - 2. Properties larger than twenty thousand (20,000) square feet in size shall have at least ten (10) percent of the total lot area landscaped.
- C. Unless otherwise provided by the lease agreement, the owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.
- D. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming of otherwise so that:
 - 1. Public utilities can be maintained or repaired;
 - 2. Pedestrian or vehicular access is unrestricted;

- 3. Visual clearance provisions are met (See Chapter 16.40).
- E. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or a bond has been posted with the city to ensure the completion of the landscaping requirements.
- F. Existing plant materials may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the plantings.
- G. Plant materials are to be watered at intervals sufficient to ensure survival and growth.
- H. Synthetic plant materials are not permitted.
- I. Berms and excavations are prohibited in the commercial overlay.
- J. Berms and excavations are prohibited in front yards of residential overlay

17.44.040 Buffering and Screening Requirements

- A.
- B. A minimum landscape buffer width of twenty (20) feet shall be required between any nonresidential use in a non-residential zone which abuts a residential zone.
- C. A buffer shall consist of an area within an interior setback adjacent to a property line, having a width of ten (10) feet or greater and a length equal to the length of the property line.
- D. Occupancy of a buffer area shall be limited to utilities, screening, and landscaping. No buildings, accessways or parking areas shall be allowed in a buffer area.
- E. The minimum improvements within a buffer area shall include:
 - 1. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten (10) feet high for deciduous trees and five feet high for evergreen trees measured from the ground to the top of the tree after planting.
 - a. Small or narrow stature trees, under twenty-five (25) feet tall or less than sixteen (16) feet wide at maturity shall be spaced no further than fifteen (15) feet apart.
 - b. Medium sized trees between twenty-five (25) feet to forty (40) feet tall and with sixteen (16) feet to thirty-five (35) feet wide branching at maturity shall be spaced no greater than twenty-five (25) feet apart;
 - c. Large trees, over forty (40) feet tall and with more than thirty-five (35) feet wide branching at maturity, shall be spaced no greater than thirty (30) feet apart.
 - 2. In addition, at least one shrub shall be planted for each one hundred (100) square feet of required buffer area.
 - 3. The remaining area shall be planted in groundcover, or spread with bark mulch.

- F. Where screening is required a hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or
- G. Buffering and screening provisions shall be superseded by the vision clearance requirements as set forth in Chapter 16.40.
- H. When the use to be screened is downhill from the adjoining property, the prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property.

(Ord. _____ 2013)

17.44.050 Screening

A. If four or more off-street parking spaces are provided, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscape screening for each lineal foot of street frontage. The screening shall consist of shrubbery at least two feet in height located as close to the street as practical and one tree for each fifty (50) lineal feet of street frontage or fraction thereof.

B. Landscaped screening shall (deleted sentences) achieve a balance between low lying and vertical shrubbery and trees.

C. Screening of loading areas and outside storage is required according to the standards of Section 17.44.040(E).

D. Except for one-family and two-family dwellings, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall not exceeding 6 ft in height, or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area.

(Ord. _____ 2013)

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

recorder

From: Kuri Gill [kuri.gill@state.or.us]
Sent: Wednesday, June 19, 2013 9:38 AM
To: recorder; Renata Wakeley
Subject: RE: Title 17 to SHPPO
Attachments: Aurora Title 17 - June 4.2013 FINAL VERSION-SHPO.doc

HI Renata,

Here are some general comments. I have added some specific points and questions on the draft.

Please let me know if you have questions or need any clarification.

Take care, Kuri

1. To meet the minimum requirements for the CLG program, Survey and upholding state and federal laws must be included. We recommend adding a specific section addressing survey, or noting under the duties of the Commission that the City's survey process will conform to our standards. In the same section, I recommend that they note that the Commission will uphold existing federal and state preservation laws as required by the CLG program. The code already establishes a commission and includes provisions for appealing decisions.
2. Another minimum requirement is having a process to designate local landmarks, you may have this in your comprehensive plan. There is a section for this in our model code.
3. Many of the items addressed, such as signs, landscaping, etc. actually speak more about aesthetics than about historic preservation and could be handled by the planning commission. I would suggest focusing the landmarks commission on questions relating to historic resources - materials, siting, etc.
4. In the design standards, some of these items are so specific that with little work they could be written to be "clear and objective" and be signed off by staff. Right now, the list of items that staff can sign off on is quite small. To simplify the process and speed up applications, we strongly suggest that as many items as possible be handled administratively. The current code does not have a general set of guidelines, meaning, the Commission may find themselves hamstrung when a question comes up not specifically addressed in the code. We suggest including a set of general guidelines, like what we have in our model ordinance.
5. We recommend that the Landmarks Commission not regulate paint color or landscaping, with the exception of requiring design review for new structures.
6. We recommend grouping the passages in the design guidelines by property type (commercial and residential), then by status (contributing, non-contributing, and out of period), instead of by siding, doors, windows, etc. This organization makes it easier to find what you're looking for, and would allow a more specific purpose and intent statement for each section. Also, some of the regulations seem to be aimed at the Colony buildings if there is a specific story there that you want to retain you could consider having a separate section for those properties that has the purpose of retain the colony related character - then if color and uniformity are part of that story, those could be regulated only on those properties.
7. The City should consider demolition by neglect and economic hardship provisions, and address demolitions and relocations more directly. Surely these issues will come up.

8. The code needs to include incentives. Right now the only incentive is for non-historic building that do not need to meet parking requirements. I'm sure that this is in here to encourage new development, but it simultaneously disadvantages owners of historic property.

9. Seems that much of the application process could be in the general planning code.

Kuri Gill

Oregon Heritage

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>>> "Wakeley, Renata" <renatac@mwwcog.org> 6/12/2013 10:44 AM >>>

Hi Kuri,

The attached is the current proposed update version of Title 17 from the City of Aurora Development Code related to the National Historic District. Your comments and feedback would be appreciated.

The Planning Commission public hearing is scheduled for July 2nd and the City Council public hearing is scheduled for August 13th. Of course, the sooner your feedback is received the sooner I can share it with the Historic Review Board and Planning Commission so they can review your comments prior to the July hearing date.

Feel free to call with questions or concerns.

Renata Wakeley, Senior Planner

Mid-Willamette Valley Council of Governments

100 High Street SE, Suite 200, Salem, OR 97301

503 540 1618 direct

503 588 6177 reception

503 588 6094 fax

From: recorder [mailto:recorder@ci.aurora.or.us]

Sent: Tuesday, June 11, 2013 11:33 AM

To: Wakeley, Renata

Subject: FW: Title 17 to SHPPO

Please read below comments from Karen and an email to send the copy of title 17 too.

Kelly Richardson

City Recorder

City of Aurora

21420 Main St. NE

Aurora, Oregon 97002

503-678-1283

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From: Karen Townsend [<mailto:karen@timeaftertimeoregon.com>]

Sent: Tuesday, June 11, 2013 9:25 AM

To: recorder

Subject: Title 17 to SHPP0

Hi Kelly,

I'm having trouble with my computer responding this morning on the city email so am sending the duplicate message from here.

As soon as you and/or Renata have an updated Title 17 (with or without signs), please send to Kuri.Gill@state.or.us

She has promised to review it immediately, provide any comments, suggestions they see and get it back asap.

Thanks,

Karen Townsend

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