

AGENDA
Historic Review Board
City Council Chambers – 21420 Main Street NE, Aurora
Thursday, 7:00 pm
May 22, 2014

1. CALL TO ORDER BY CHAIRMAN

ROLL CALL

2. CONSENT AGENDA

A. Minutes:

- I. Historic Review Board Minutes – April 24, 2014

3. CORRESPONDENCE

I.

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 on Sign Inventory

B. Discussion and/or action on paint color list.

C. Discussion and or action on Historic Inventory list

6. NEW BUSINESS

- A. Discussion and or action on Conditional Use Permit for 21680 Main Street Owners McKnight.

7. ADJOURN

**HISTORIC REVIEW BOARD MINUTES
21420 MAIN ST. NE, AURORA OR 97002
April 24, 2014**

Staff Members Present: Kelly Richardson, City Recorder

Others Present: Tara Weidman, Aurora
Bill Graupp, Aurora

The meeting of March 27, 2014 was called to order at 7:00 p.m. by Chairman Abernathy.

Chairman Townsend takes Roll Call

Chairman Gayle Abernathy – Present
Member Bill Simon – Present
Member Merrra Frochen – Absent
Member Mella Dee Fraser – Present
Member Karen Townsend – Present

CONSENT AGENDA

A. Minutes

- I. Historic Review Board Minutes – March 27, 2014

A motion to approve the HRB minutes of March 27, 2014, as corrected was made by Member Simon, seconded by Member Fraser and passed unanimously.

CORRESPONDENCE

- I.

VISITORS

No one spoke.

5. OLD BUSINESS

- A. Discussion and or action on Application for Fence at 21358 Hwy 99E Aurora Family Health. Review Original application no revisions submitted.**

A motion to approve the application as presented is made by Member Townsend 30x48 picket fence 17;40;070 section A 1, seconded by Member Simon. Unanimously. Passed.

B. Discussion and or action on Application for Fence at 21823 Airport Rd Vorge Castro Valdes, from original application in December 2013 and Violation Letter.

Discussion regarding fence, (Applicant Explains) Sorry that I preceded without an application but I thought that after our conversation it was ok to go ahead and I saw some people fishing in my pond and wanted to get it stopped. I had taken pictures of fences similar to mine and included them with my application. **Chair Abernathy** states that many of the fences that you are showing are grandfathered in but now we have a different fence code in place and we need to go with it.

Laura Johns (Daughter) , in the first 6 months living here my truck got broken into. **Chair Abernathy**, first of all what is allowed in the County this is Aurora because this is in the city limits and in the HRB we asked you to come back in January but you didn't do that you built it without permission and or a decision so that is why you were sent a violation letter. Laura originally he wanted a metal fence and you said wood so that is what he got out of your last conversation with him because his English is not too good.

Fence with lattice is only approved on the back yard and on the side yard up to the house anything beyond that on the side or in the front must be picket fence and cannot exceed 4ft in height. As per code section 17.40.70 non -contributing structure, wood, picket and painted white.

Motion to approve the amended application was made by Member Townsend and stated as follows the fence along Ehlen rd from front of house to rear of house must be a picket fence 4 feet in height it can be made from existing fence that is up illegally and the back 50 feet along Ehlen Rd from existing fence it doesn't need painted all fence in front of property is picket and no more than 4 feet high and is seconded by Member Simon. All in favor unanimously passed.

Railing.

If you are trying to match this then we could approve it however you need to check to see if it is high enough for building code.

A motion is made by Member Townsend on the railing which is to be erected on top of the cement bulk head it is to resemble as closely as possible the railing on the porch but this is subject to the state building height requirements Member Fraser seconds all in favor.

Send a letter to the Marmalade Business located in the old Tarte Building because they have not applied for sign application.

C. Discussion and/or action on paint color list.

Member Townsend will take home her notes and type them up for the next meeting discussion in May.

D. Discussion and or action on Historic Inventory list, everyone decided that category headlines were needed and will discuss further at the May meeting.

E. Discussion and or action on Sign Inventory, a brief discussion ensues regarding a possible loop hole as it is written regarding when an aboard is displayed and if laying it down means it is not displayed.

Member Townsend would like to set a deadline regarding the guideline update they decide to have a progress report in May regarding Rehabilitation and alteration and in June building alterations.

6. NEW BUSINESS

A. Discussion and or action on Sign Application for 21620 Main Street Christa's Café.

Wall sign, pg 417 section B we have also used this as a parapet sign so it is easier to read and legible across the street. One wall sign for every 17 feet is allowed.

Motion to approve the application as presented is made by Member Simon and seconded by Member Fraser motion passes unanimously.

7. ADJOURN

Chairman Abernathy adjourned the meeting of April 24, 2014 at 8:50 pm.

Gayle Abernathy, Chairman

ATTEST:

Kelly Richardson, City Recorder

**City of Aurora
Historic Overlay Paint Color Guide**

Sample colors are organized by building classifications. Within each classification, *staff approval* is needed before proceeding with painting. Staff will match the applicant's requested paint samples to those provided in the appropriate classification section in this book.

If applicant wishes colors that are not shown within the applicable building classification, the application *must* go to the Historic Review Board for approval.

How to use this Guide:

- 1. These are examples of appropriate colors that do not require HRB approval for designated properties. They do need staff approval.**

Staff will compare your color requests with the applicable section.

Colors can be approximate matches to those shown in this guide. They are not required to be the same paint brands or color numbers.

- 2. Your building's historic classification will determine which section is applicable. Classifications are found in the Aurora Historic Inventory where your property is listed.**

Colony (may be Residential or Commercial)	1856-1883
Contributing -Commercial Overlay	1884-1920
Contributing -Residential Overlay	1884-1920
Non-Contributing -Commercial Overlay	1921 +
Non-Contributing -Residential Overlay	1921 +
(no requirement for staff or HRB approval of paint colors)	

- 3. Color samples are organized with the most restrictive colors first (for Colony buildings) and descending to the least restrictive. A building may use colors in its own section AND *in any sections preceding it.***
- 4. Please note any special suggestions or recommendations in comments preceding the color sample sections.**
- 5. If your color samples cannot be approved by staff, you may apply to the Historic Review Board to be reviewed at a regular meeting or by a special HRB meeting with a city approved fee.**

Aurora Colony Structures

1856-1883

Because color played such a dominant visual characteristic in the colony's built environment, Aurora Colony body structures are expected to be painted in either their original color (as determined by historical evidence such as photographs or paint analysis)

or

in cases where this evidence is not available, as a neutral white, cream or gray.

Examples of appropriate trim colors that were used on Aurora Colony structures:

Residential Colony:

Siding, fascia and trim boards: white or cream

Window and door trim: white or cream

Window sashes: white, black, gray, slate blue, dark green

Doors: white, cream, black, gray, slate blue, dark green

Commercial Colony:

Siding: white, cream, pale gray

Trims: white, cream, other colors by historical evidence

Service Buildings:

Original colors, possibly these were unpainted

(All unpainted wood surfaces should have a protective finish.)

Contributing Structures Commercial Overlay

1884-1920

Please refer to the section on Color in the *City of Aurora Guidelines for Historic Properties*. There you will find helpful information on how to use color effectively on historic structures.

Original colors are not required.

Style of Building:

It is recommended that colors be appropriate to the building's style and size.

Information on Aurora's building styles can be found in *City of Aurora Guidelines for Historic Properties*.

Number of Colors

The number of colors allowed with staff approval is Three (3). This would include a body or siding color, a trim color and an accent color. An accent color is used sparingly, usually confined to a door(s) or special architectural features.

Accent colors can also be incorporated into signage.

For the use of more than three colors, you may apply to the Historic Review Board for assistance and approval.

Contributing Structures Residential Overlay

1884 - 1920

Please refer to the section on Color in *The City of Aurora Guidelines for Historic District Properties*. There you will find helpful information on how to use color effectively on historic structures.

Original colors are not required.

Style of Building

It is recommended that the colors be appropriate to the building's style and size.

Information on Aurora's building styles can be found in *The City of Aurora Guidelines for Historic District Properties*.

Number of Colors

The number of colors allowed with staff approval is three (3). This would include a body or siding color, a trim color and an accent color. An accent color is used sparingly, typically on a door(s).

For the use of more than three colors, you may apply to the Historic Review Board for assistance and approval.

Non-Contributing Commercial Overlay

1921-present

In choosing color for non-contributing commercial structures, consideration should be made for the historic streetscape and adjacent historic structures.

An attempt can be made to blend into the historic context while still retaining commercial individuality.

For information on Aurora's historic commercial area, please refer to *The City of Aurora Guidelines for Historic District Properties*.

Number of Colors

The number of colors allowed with staff approval is three (3). This would include a body or siding color, a trim color and an accent color. Accent colors are used sparingly, typically on a door (s) or special architectural feature that leads the customer to enter the business.

Accent colors can also be incorporated into signage.

For the use of more than three colors, you may apply to the Historic Review Board for assistance and approval.

**Other Colors
Multiple Color Combinations
Other “Historic” Colors**

You may find that many paint companies offer “Historic” colors and color combinations that are not shown in this guide and therefore are not approvable by our staff but *may still be approved* by the Historic Review Board.

When used in their correct historical context, there are many colors and combinations that will be approved.

You are encouraged to present your color plan through the application process where it will be considered at a Historic Review Board meeting. It is recommended that you attend the meeting.

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Monday, May 12, 2014 3:04 PM
To: recorder
Subject: FW: Food Carts
Attachments: Site Plan 21680 Main St Lot.pdf

Hi Kelly,

Do you think this can be placed on the Historic review board's agenda for May 22nd? That way we can have their comments in time for the June 3rd Planning Commission meeting. I will check with Carl to see if he or his wife can attend the meeting.

Renata

From: carl at work [<mailto:info@pheasantrunwine.com>]
Sent: Friday, May 09, 2014 6:18 PM
To: Wakeley, Renata
Cc: Tara Mcknight
Subject: RE: Food Carts

OK-

Thanks for the update.

Attached is my first crack at a site plan. I have drawn out and color coded the lot into specific areas.

I can't quite figure out the usage but outside of the cart its about 25% garden area, 10-15% recreation, 30% seating and 30% gallery.

Let me know if the drawing is specific enough. It should take care of many of your questions.

I have answered some of the questions below – let me know if you need it in another format.

From: Wakeley, Renata [<mailto:renatac@mwvcog.org>]
Sent: Friday, May 9, 2014 1:50 PM
To: carl at work
Cc: Tara Mcknight; 'Joseph Schaefer'; Kelly Richardson
Subject: RE: Food Carts

Hi Carl,

Following up on our phone conversation, I have attached some preliminary notes and code citations for your reference. In order to determine your application complete, I will need the following (I have tried to highlight questions or concerns in the attached document as well):

- a) Section 16.22.050 of this historic commercial overlay states that all uses shall be within a structure exempt those that are brought in at the end of the day. Please provide more detail about how you will secure the site (ie. locking items into storage or otherwise) and explain how you meet the criteria under this section. [Property is fenced. I look across the street and see most of the Salvage place has multiple items outside. I am not required to take my tables and chairs in currently. Is this a change?](#)
- b) Provide a more detailed site plan as we discussed on the phone dividing up the uses of the property for retail space, dining, sports courts, storage, etc. so I can better explain potential impacts and uses on site for the PC. [Detailed drawing attached.](#)

- c) Provide proposed hours of operation that you are comfortable to be limited to. They can be more than you are currently operating under but we need to be able to propose some caps on hours. Our current hours allow us to serve until 2am. We would be comfortable at 11pm latest. Thursday, Friday, Sat except for special circumstances.
- d) Will there be waste disposal or recycling containers on site? If so, they need to be screened. Also will trucks need to access the waste units? How is this currently handled? Please provide landscape plans to show that 15% of the site meets the zone requirement for landscaping. [New steps will screen waste.](#)
- e) As we discussed over the phone, if you are proposing to access Lot 3600 (eastern lot) for pedestrians and parking, you will need to provide some evidence of approval or agreement with the owners of this lot. [Working on additional plan](#)
- f) The pending business license will not be issued until your Site Development Review and Conditional Use Permit applications have been approved.

We will handle the Site Development Review and Conditional Use Permit applications concurrently to save costs and so you have a record of approval for the new use. Once I have clarifications on these items, we can notice the application and schedule you for the HRB and PC meetings. If you have questions or concerns on any of these items, feel free to phone.

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

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City of Aurora Building / Planning Application

(Check appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> SITE DEVELOPMENT REVIEW (AMC 16.58)
<input type="checkbox"/> FLOOD PLAN DEV. PERMIT (AMC 16.18)
<input type="checkbox"/> HISTORIC OVERLAY DISTRICT (AMC 16.20-16.22)
<input type="checkbox"/> Certificate of Appropriateness
<input type="checkbox"/> Demolition Permit
<input type="checkbox"/> Sign Review
<input type="checkbox"/> MANUFACTURED HOME PARK (AMC 16.36)
<input type="checkbox"/> COMPREHENSIVE PLAN AMENDMENT (AMC 16.80)
<input type="checkbox"/> Text <input type="checkbox"/> Map
<input type="checkbox"/> ZONING ORDINANCE AMENDMENT (AMC 16.80)
<input type="checkbox"/> Text <input type="checkbox"/> Map | <input checked="" type="checkbox"/> CONDITIONAL USE (AMC 16.60)
<input type="checkbox"/> VARIANCE (AMC 16.64)
<input type="checkbox"/> HOME OCCUPATION (AMC 16.46)
___ Type I ___ Type II
<input type="checkbox"/> NON-CONFORMING USE (AMC 16.62)
<input type="checkbox"/> LAND DIVISION
<input type="checkbox"/> Subdivision (AMC 16.72)
<input type="checkbox"/> Partition (AMC 16.70)
<input type="checkbox"/> Property Line Adjustment (AMC 16.68)
<input type="checkbox"/> APPEAL TO _____ (AMC 16.74-16.78)
<input type="checkbox"/> OTHER _____ |
|---|--|

APPLICANT GENERAL INFORMATION

Applicant CARL HARA MCKNIGHT Phone 503.651.4400
 Mailing Address BOX 91 AURORA 97002
 Property Owner CARL HARA MCKNIGHT Phone _____
 Mailing Address BOX 91 AURORA 97002
 Contact person if different than applicant _____ Phone _____
 Mailing Address [Signature]

PROPERTY DESCRIPTION

Address 21000 MAIN ST Tax Map # _____ Tax Lot # _____
 Legal Description (attach add'l sheet if necessary) BACK LOT

Total Acres or Sq. Ft. 4,000 SQ FT Existing Land Use COMMERCIAL/VACANT
 Existing Zoning COMMERCIAL Proposed Zoning (if applicable) COMMERCIAL
 Proposed use GARDEN SPACE

ACTION REQUESTED: (use additional sheets as needed)

ADD FOOD CART TO LOT

ATTACHMENTS

- A. Plot plan of subject property- show scale, north arrow, location of all existing and proposed structures, road access to property, names of owners of each property, etc. Plot plans can be submitted on tax assessor maps which can be obtained from the tax assessor's office in the Marion County Courthouse, Salem OR.
- B. Legal description of the property as it appears on the deed (metes and bounds). This can be obtained at the Marion County Clerk's office in the Marion County Courthouse, Salem OR.

ADDITIONAL INFORMATION

In order to expedite and complete the processing of this application, the City of Aurora requires that all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application will not begin until the application is made complete. The submittal requirement relative to this application may be obtained from the specific sections of the Aurora Municipal Code pertaining to this application. If there are any questions as to submittal requirements, contact the City Hall prior to formal submission of the application.

In submitting this application, the applicant should be prepared to give evidence and information which will justify the request and satisfy all the required applicable criteria. The filing fee deposit must be paid at the time of submission. This fee in no way assures approval of the application and is refundable to the extent that the fee is not used to cover all actual costs of processing the application.

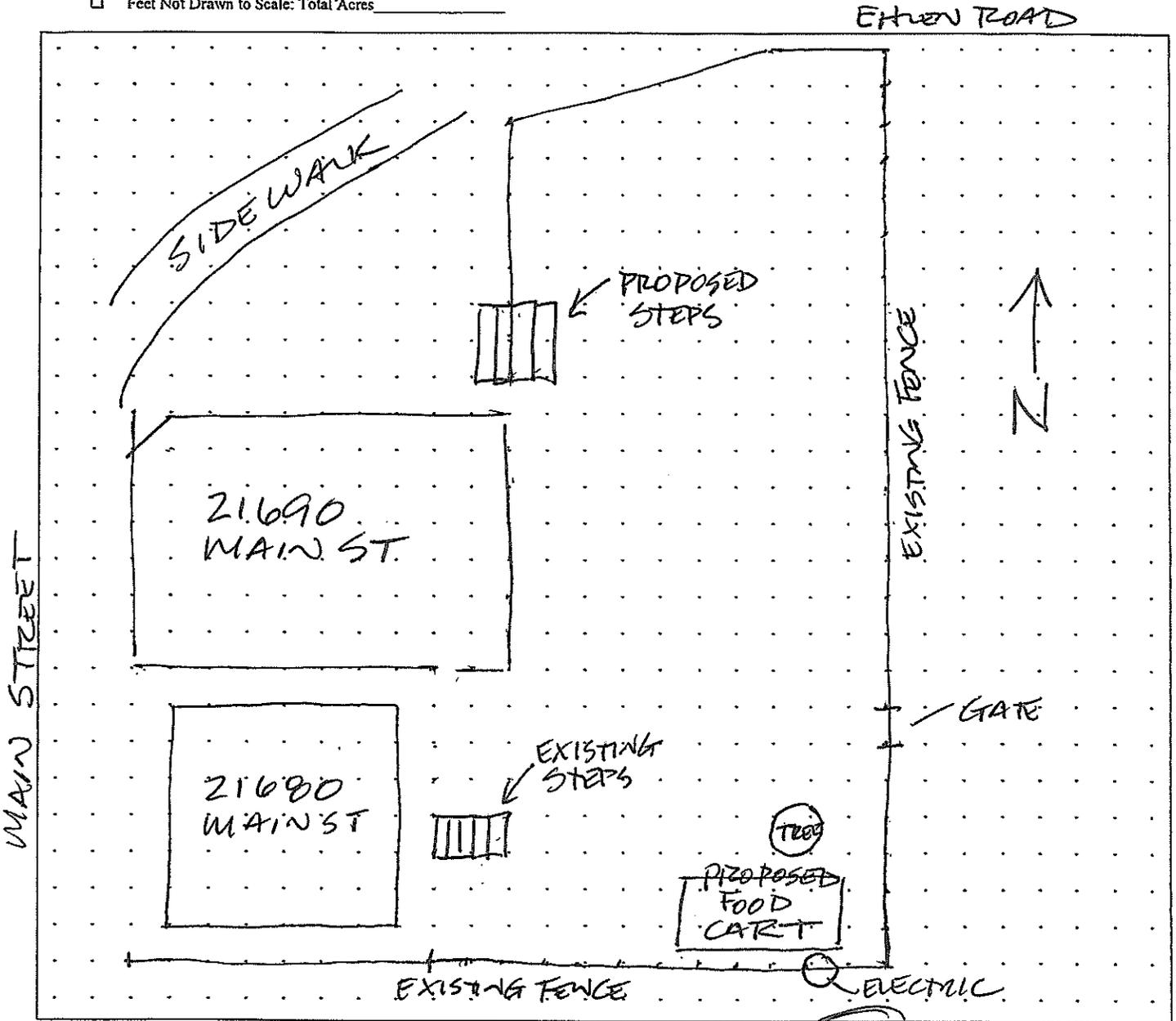
I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application. I understand that the original fee paid is only a deposit and I agree to pay all additional actual costs of processing this application, including, but not limited to, all planning, engineering, City attorney and City administration fees & costs. I understand that no final development approval shall be given and/or building permit shall be issued until all actual costs for processing this application are paid in full.

Signature of Applicant [Signature] Date 5/5/14
 Signature of Property Owner [Signature] Date 5/5/14

Office Use Only: Received By: <u>ER</u>	Date: <u>5/12/14</u>	Fee Paid \$: <u>1,000</u>	α# <u>1226</u>
Receipt # _____	Case File # _____	Planning Director Review _____	Date: _____

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

- Drawn to Scale: 1 square = 4
- Feet Not Drawn to Scale: Total Acres _____



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

My telephone number is: 503.754.0557 NAME (please print): CARL MCKNIGHT
 Applicant's Signature: [Signature] Date: 5/5/14
 Applicant's Mailing Address: PO BOX 91 City: AVIZONA AZ Zip: 97002

FOR OFFICE USE ONLY

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

Lot behind 21680 and 21690 Main St

Scale 1" = 7ft

Bank Patio

