

AGENDA  
Historic Review Board  
City Council Chambers – 21420 Main Street NE, Aurora  
Thursday, 7:00 pm  
November 20, 2014

**1. CALL TO ORDER BY CHAIRMAN**

**ROLL CALL BY CITY RECORDER**

- Chair Abernathy
- Member Townsend
- Member Fraser
- Member Frochen
- Member Simon

**2. CONSENT AGENDA**

A. Minutes:

- I. Historic Review Board Minutes – October 23, 2014
- II. City Council Minutes --October 2014
- III. Planning Commission Minutes - October, 2014

**3. CORRESPONDENCE**

I. **None**

**4. VISITORS**

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

**5. NEW BUSINESS**

A.

**6. OLD BUSINESS**

- A. Continuation Discussion and or Action on Christ Lutheran Church Entry Remodel and Elevator Proposal 15029 2nd Street. From the October Meeting.
- B. Discussion and or action on Sign Inventory
- C. Discussion and or action on Historic Inventory list

**8. ADJOURN**

Historic Review Board

November 20, 2014

This is a public meeting and all interested citizens are invited to attend. The meeting place is not handicapped accessible; those needing assistance should contact the city Office three (3) working days before regularly scheduled meetings. The minutes of this and all public meetings are available at City Hall during regular business hours. All meetings are audio taped and may be video taped

**HISTORIC REVIEW BOARD MINUTES  
21420 MAIN ST. NE, AURORA OR 97002  
October 23, 2014**

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

**Others Present:** Bill Graupp, Aurora

The meeting of October 23, 2014 was called to order at 7:01 p.m. by Chair Abernathy.

**Chairman Townsend takes Roll Call**

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

**CONSENT AGENDA**

- I. Historic Review Board Minutes – September 23, 2014, on pg 1 and 2  
free standing sign should be changed to free standing sign and on pg 2  
the free standing sign was refaced with metal not made of metal.
- II. City Council Minutes --September 2014
- III. Planning Commission Minutes - September, 2014

A motion to approve the HRB minutes of September 23, 2014, with corrections made was made by Member Simon and is seconded by Member Frochen. Passed by all.

**CORRESPONDENCE**

- I. None

**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.

No comments

**5. PRESENTATION**

- A. Kuri Gill with the State Preservations Office to present CLG Projects in the local area.

Certified Local Government, the city applied to become a certified local government you were accepted and so you are now eligible for grant process,

Oregon Heritage, is part of State Preservation office, Aurora now a CLG is encourage and supported and preserved, as a Federal Program through Parks Service, they are ran differently in every state we determine who qualifies, we say preservation has to happen on the local level because you know your city. We require you meet 4 times a year, and you must have a Board of at least 3 people and a designation in there code and then a process to follow. A year ago Aurora applied and qualified, so now you get extra assistance from us and you can apply for grant money and certain projects you can do, it is a one to one match, the city match can be staff and hours spent on the project as well.

In general to be strong,

- Survey- to know what you have
- Public Education- to know why it is important
- Designation, what is in your district
- Treatment- what can you do with it.
  - Create a news letter, for everyone because it is an asset for the entire community
  - Packets and or pictures and character define features don't alter these items.

At this point Kuri begins a slide show and shows the board many different grant ideas from other cities.

Apply in November application due February 2015 funds available April 1 so really it's a 17 month process to complete the projects.

## **6. New Business**

- A. Discussion and or Action on Christ Lutheran Church Entry Remodel and Elevator Proposal 15029 2<sup>nd</sup> Street.

Pastor Craig Johnson, along with

Allan Kostic, presents the plan of the new church design as presented on the application. They point out the Issue of steps upon entering the building and circulation is a problem with so

many stairways to everywhere. It is a 3 storey building and no elevator. We are looking at the rearrangement of stairways to make access better. Better transparency upon exiting the building. So upon looking at the old 1800 church we thought let's bring back the old church steeple along with Code efficient stairwells inside of the building for the restrooms and to be ADA compliant.

The goal is to remove the bell tower and use the brick in planter areas and gathering spaces.

Pastor Craig, states that the accessibility is a main concern and because we didn't have that we would not qualify to be the disaster response area for the entire city because of fire life safety issues.

All the growth will be happening within the foot print of the existing building because there is no land for expansion. All of the work would be done on the church side of the sidewalk.

Materials goal is to match everything that is there exactly.

A few questions from the board are as follows

1. Height, it appears to be over the 35 foot height restriction.
2. Setbacks from the current sidewalk area in section 17.40.160 were not completely sure if this change would be allowed because of the new code standards.

The church is a massive building and it works because it flows well as a rolling hill and with the large expansion you are proposing it will become very dominant building and therefore take away from the other historic buildings.

Kostic, my first reaction, is that we did go through the code and we may have missed it but because of what you're telling me this would kill the project we simply can't just move it back.

Unfortunately for this board we only have jurisdiction over the outside of the building only. Unfortunately we can't look at it on the inside.

Kostic, we may be able to look at the steeple situation however it is exactly what was there earlier. Board states that the fly zone was not there then. Would there be a variance situation that may be granted.

Board states that it's their understanding that the city doesn't allow variances for setbacks.

Pastor Craig reiterates what the architect has stated earlier and the board explains;

Pastor, you need to understand that when the boundaries were drawn many buildings that are not historic were placed in to the district. We are trying to work with the building that we have. Currently we are trying to work in the box and we are just trying to comply and have a useful building as possible.

Chair Abernathy, I like what I see.

Townsend the height and setbacks are an issue at this point; I think that it's beautiful, however I think that in order for a decision to be reached you will need to scale it back some.

What about the following items

Windows, no change

Wood, stair case

Clear glass at this point in the stairwell

Flat Roof, slope is a question, on pg 430, code section, 17.40.150, C, flat roofs not regulated in this section.

The items that we need to address with the city planner are as follows,

Flat roof, height of steeple and setbacks.

A motion to table this application until November and a discussion with the Aurora City Planner can happen is made by Member Fraser and is seconded by Member Simon. All passed.

It is the consensus of the board to change the schedule of the following meetings due to the holiday season as follows. November 20 December 18<sup>th</sup>.

**B.** Discussion and or Action on Renovation and Expansion Application from Aurora Family Health 21348 Hwy 99E.

Applicant is pulling the application based on the fact that this is a conceptual conversation on the renovation only at this point and doesn't want a decision made at this time.

The Board clarifies that this is a structure just less than 1920 so it is a contributing structure. The proposed addition, would be in the rear correct? Applicant states yes the board goes on to clarify that supposedly you're not supposed to see from the right away. It looks to me that it would fit according to section 17.40.020,

Next time I come I will have side views as well and address all of the materials as well.

## **7. Old Business**

- A. Discussion and or action on Sign Inventory
- B. Discussion and or action on Historic Inventory list

no discussion on these old business items at this time.

**8. ADJOURN**

**Chairman Abernathy adjourned the meeting of October 23, 2014 at 9:02 pm.**

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Gayle Abernathy, Chairman

ATTEST:

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Kelly Richardson, CMC City Recorder



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

Byron Schriever, 14980 Seal Rock, presents his water filter of 4 months it is in fairly good condition. I would give it a C+.

Mayor Graupp thanks him for the update and informs him that the copper and lead test came back good.

**5. Mayor's Report, Mayor Graupp**

- Various Discussion Points/Topics
- Councilor Sallee and I attended the Main Street Conference it was very beneficial for me and I noticed that two members from the Historic Review Board Karen Townsend and Gayle Abernathy attended as well. The displays were well done.
- Councilor Sallee states that the presenters were phenomenal on marketing and display aspects that help individual businesses and people shopping locally.
- Mayor Graupp, one thing I notice coming back from the conference our own downtown area more and there first Friday event the thing I noticed most was that everything was dark the streets and the stores were dark it was hard to tell they were even open.
- Councilor Sallee marketing the businesses so that everyone knows there open in the evenings is key. The outside display is delicate although window display can be a good tool too much can hinder people from seeing what is happening inside. The same is true of outside display too much is a bad thing because it then looks like junk and people don't want to walk through it to get to the store front.
- The conference was well done and I think we took away many things that could be helpful in our community.

I stopped by Wilsonville City Hall; I noticed they were handing out these scrapers and lids to make people more aware of their grease disposal and to help remind people to not put grease down their drains. I think we should think about whether or not to hand out items such as these.

I will be gone until November 3<sup>rd</sup> for business and family funeral.

Councilor Sahlin, as Council President will be signing checks. Councilor Sahlin asks for a list of regular checks so I know which ones are normal expenditures or not.

Councilor Sahlin informs the group that ODOT will be doing some paving in the near future on 99E from the light to Barlow Rd.

- 6. Discussion with Parks Committee,** Last month there was discussion regarding the trees in the park that were discussed so far we have no report. Roof life did provide an estimate for the restrooms and will begin clean up soon. Councilor Vlcek asks about the estimate for the tree trimming he feels as though some of the work can be done in house to save

some money. Councilor Sahlin I am all for saving money however we need to make sure this gets done. Councilor Sahlin requests that where the park is concerned when people are discussing it especially by email that he be cc'd on all correspondence so he is up to speed as well.

Mayor Graupp asks if we are going to consider striping out a soccer field. Councilor Vlcek will head up the project since he has a contact that is willing to make the soccer goals. Once we receive a quote we can decide from there.

7. **Discussion with Traffic Safety Commission**, No one is present.

8. **Reports**

**A. Marion County Deputy Report – (not included in your packet)**

- Councilor Vlcek asks if the Mayor and Councilors were aware that there is a new deputy coming to Aurora. In January Deputy Marcellais contract is up. It is my understanding that Deputy Marcellais has picked his replacement and feels as though he is the right person for Aurora he begins in January at which time Council can speak with him.

**B. Finance Officer's Report – Financials ( included in your packets)**

1. Revenue & Expense Report

- I have included a new report I believe it gives a better picture of percentages spent. They all agree that they like this report and would like to see it each month.
- The Auditors were here for 2 days rather than 3 days so far so good.
- Mayor Graupp informs the group regarding our discussion to change auditing firms that would not be necessary however it is recommended to change staff within the firm every so often.

No more questions from Council.

**C. Public Works Department's Report – (included in your packet)**

1. Monthly Status Report (Storm Water)

2. Monthly Status Report (Water)

3. Parks Report, OSU Tree Report

4. Sewer Dept Report

- The routine water meter installation is going well. Councilor Sallee how many meters are budgeted for replacement this year? 50
- Mayor Graupp had received an email from the residents on Albers Way regarding the light pole that has not been taken care of.
- Councilor Sallee asks Public Works Superintendent again about a punch list of the top 5 items that need done and where we're at on these items. Honestly I do not see a lot of progress happening from previous discussions. Superintendent Lockard informs Councilor Sallee that we have a lot of comp time on the books right now so it may have to wait. Councilor Sallee you need to prioritize and get this list done.

- Councilor Sallee also asks for a master list of mandatory tests and reports along with their due dates. Just to make sure that we are in compliance at all times.
- Lockard also informs Council that he has someone coming in to possibly clear more land for additional irrigation. I suspect it to run around 9 to 10 thousand dollars.

**D. City Recorder's Report (included in your packet)**

- Finished LEDS training
- Working still with HD supply regarding software integration.

**E. City Attorney's Report – (not included in your packet) Mayor Graupp updates the council as Attorney Koho is out sick.**

- Apparently all of the paperwork was successfully filed and a judge reviewed it and rather than ruling in 365 days it was shortened to 180 days. So by early spring we could have this finished potentially either cleaned up or foreclosed.
- Councilor Vlcek asks if were to foreclose would it be possible to place a trailer on it for temporary offices for city hall. Mayor no it is zoned Historic District and they are not allowed in the district. Between Councilors they discuss the possibility of this site as a future city hall site and Councilor Sahlin states let's wait to see what happens first.

There is no more discussion.

**9. Ordinances and Resolutions & Proclamations**

**A. Discussion and or Action on First Reading of Ordinance Number 477 An Ordinance Providing for a Cross Connection Program and repealing Ordinance Number 387.**

Councilor Sallee, ask for clarification regarding number 7 if everyone uses chemicals then wouldn't they be required to have a backflow device? Mayor Graupp no because it's not required and on the end of the hose it would be hard for a back up and if they do then we cannot police everyone so we will do the best we can. Councilor Sallee also asks if it is required for everyone with sprinkler system's to have a device? Yes they are. Also who is the specialist? And why is it not identified. Mayor Graupp, It would be the person performing the tests.

Councilor Sahlin asks who is going to police this situation.

Councilor Vlcek, are we going to send letters?

It is briefly discussed how all of this will work and is decided that staff can put together a process of implementation and bring it back to council to review.

Motion to approve the first reading of Ordinance Number 477 is made by Councilor Vlcek and seconded by Councilor Sallee. Passed by all.

**10. New Business**

- A. Discussion and or Action on Ordinance Number 477 An Ordinance to Change the Current Cross Connection Program.

**11. Old Business**

A. Discussion and or Action on Proposal from Verizon Wireless

- Councilor Sallee asks if the current amount proposed seems appropriate, Finance Officer Lambert states yes it does.
- Councilor Vlcek' concern is about safety and health risks involved, Mayor Graupp states this is an ongoing issue which there is no resolve. Councilor Sahlin I think the jury is still out on that one.
- It is the consensus of the Council to have Mayor Graupp sign the lease with Verizon and move forward.

Councilor Brotherton brings up a point regarding the city hall building fund and if it would be a good idea to look into putting up a temporary trailer across the street and demo this building. Mayor Graupp states if the council feels it's time to start the analysis process to see what our needs are for a new city hall he thinks that would run around 10,000 to begin that phase of the process.

I think the better place to start would be to find new ways to generate new funds for the city hall building fund. No consensus is arrived at.

**12. Adjourn**

Mayor Graupp adjourns the October 14, 2014 Council meeting at 8:35 pm.



Bill Graupp, Mayor

ATTEST:



Kelly Richardson, CMC  
City Recorder

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, October 07, 2014 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

**STAFF PRESENT:** Kelly Richardson, City Recorder

**STAFF ABSENT:** Renata Wakeley, City Planner

**VISITORS PRESENT:**

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

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

**2. City Recorder Did Roll Call**

<b>Chairman, Schaefer -</b>	<b>Present</b>
<b>Commissioner, Willman</b>	<b>Absent</b>
<b>Commissioner, Gibson</b>	<b>Present</b>
<b>Commissioner, Graham</b>	<b>Present</b>
<b>Commissioner, Fawcett</b>	<b>Present</b>
<b>Commissioner, Weidman</b>	<b>Present</b>
<b>Commissioner, Rhoden-Feely</b>	<b>Present</b>

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –September 02, 2014
- II. City Council Minutes – August, 2014
- III. Historic Review Board Minutes -

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

**Correspondence**

I.

**4. Visitor**

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

## No one spoke during this section

### 5. New Business

#### A. Discussion on Information Regarding Land Use Planning Program

I would like to take this training program in pieces and go over each section for our group, What I want to get out of this program is to get everyone to understand exactly what we do here each month and why.

#### Chapter 1: Overview of the Oregon Land Use Planning Program

The purpose of land use planning is to manage land uses and activities efficiently to meet our needs today while conserving resources for future generations. Planning protects water, soil, fish and wildlife, vegetation, riparian, forest, agriculture, estuarine, and other natural systems from adverse effects of unregulated development.

Planning promotes development that enhances livability through man-made systems such as industrial and commercial development, streets, and other needed public facilities and services. Effective land use planning carefully balances conservation and development to meet state, regional and community objectives. Well-planned areas are more cost-efficient to serve with water, sewer and roads. In Oregon, this is accomplished by coordinated local government comprehensive plans and implementing measures that reflect state policies while meeting local needs and conditions.

#### History

Oregon's planning system dates back to the legislature's adoption of Senate Bill 100 in 1973. Overarching goals were created in consultation with more than 10,000 citizens of the state and are updated over time. The system relies upon a partnership between state and local governments to promote coordinated and consistent administration of land uses based on local comprehensive plans adopted throughout the state. The law is administered by the Land Conservation and Development Commission or LCDC, a citizens body appointed by the governor to oversee state policy, goals and guidelines. The Department of Land Conservation and Development or DLCD is the state agency that provides administrative oversight and technical assistance. Subsequent legislation created a process for appeal of local land use decisions to a new state agency called LUBA, the Land Use Board of Appeals.

#### Statewide Land Use Planning Goals

Oregon's primary land use policies are expressed in 19 Statewide Planning Goals\*. The goals may be clustered into four groups: Goals 1 and 2 are the process goals of comprehensive planning; Goal 1 pertains to citizen involvement and Goal 2 to comprehensive planning. Goals 3 through 8, 13 and 15 express natural resource conservation goals. Goals 9 through 12 and 14 are concerned with housing, transportation, urban growth and economic development. The remaining goals 16 through 19 apply specifically to the unique resources of the Oregon coast.

#### Laws and Policies

Laws enacted by the Oregon legislature are codified in Oregon Revised Statutes or ORS and create the legal framework and requirements for the statewide planning program. The primary statutes are:

- Chapter 197\*, Comprehensive Planning and Coordination
- Chapter 215\*, County Planning and Zoning
- Chapter 227\*, City Planning and Zoning
- Chapter 195\*, Local Government Planning Coordination
- Chapter 196\*, Wetlands, Rivers, Ocean Planning and the Columbia River Gorge
- Chapter 92\*, Land Divisions
- Chapter 222\*, Annexations

ORS 197 directs LCDC to adopt statewide land use planning goals to guide local governments and state agencies and also to adopt Administrative Rules to augment or provide more specific direction for meeting these goals and statutes.

## State Role

LCDC is the state policy body charged with reviewing each local comprehensive plan and implementing land use regulations to comply with the goals. The technical term that describes state approval is "acknowledgment." When "acknowledged," the plan becomes the guiding document for all land use decisions in that jurisdiction. When changes or amendments to local plans and land use regulations are proposed, LCDC and DLCD review the

proposed changes for compliance with state requirements. Generally larger cities, in coordination with counties, are required to review and update their plans in a process called periodic review. DLCD gives local government's technical and financial assistance to help them update and implement their plans.

## The Role of Cities and Counties

In compliance with statewide goals, cities and counties adopt their comprehensive plans and implement them through ordinances and other local measures. They review and update their plans and implementing ordinances as needed to meet changing needs and circumstances or to comply with new requirements.

Any development, whether a new single-family home or a shopping center, must receive prior approval from the local jurisdiction to ensure that it conforms to the land use plan and ordinances for health and safety and other local objectives. Typical land use decisions include variances, site and design review, conditional use permits, partitions, subdivisions and zone changes.

Certain kinds of development, such as an addition to a home may be approved quickly at the staff level while others, such as a home based business or small office complex in a residential zone may require conditional use approval by the planning commission. More complicated actions or policy changes, such as a new mixed use zone or zone change from multi-family residential to retail commercial may require approval of the city council or county board. A more complete discussion of city and county processes are found in the following chapters.

## Appeals

Under Oregon law, individuals or organizations must have "standing" to appeal a land use decision. This means that they must have participated in the local hearings and raised specific issues concerning the proposed action. There are a number of ways to appeal a land use decision. Most are settled at the staff or planning commission level while others are heard by the elected city council or county commission or hearings officer. Others are decided by the Oregon Land Use Board of Appeals. Local staff are good resources for clarification on specific procedures.

## Coordination

Governmental agencies are required to consult and coordinate with one another before making land use decisions that may affect another jurisdiction. An example is when the decision involves unincorporated areas within a city's urban growth boundary. In addition, by coordinating their plans, state, local and federal agencies can help leverage scarce funds and assure the public that spending on roads, water, sewer and other facilities is efficient and effective.

## Citizen Involvement

Citizen involvement is the first of Oregon's Statewide Planning Goals and a hallmark of our planning program. Goal 1 calls for "widespread citizen involvement" and "effective two-way communication with citizens." At every level of government, citizens must be kept informed of land use activities and given opportunities to be involved. Each city and county plan must include a citizen involvement program that describes how the public can participate in each phase of its planning process, including rules for public notice and comments. Some jurisdictions use neighborhood or area advisory committees to review and make recommendations on major land use proposals.

## What is a Comprehensive Plan?

A comprehensive plan is a generalized, coordinated land use map and policy statement of the governing body of a city or county. It relates to all man-made and natural systems as well as activities relating to the use of lands. It establishes the community's vision and identifies the type, location and intensity of future development. It must address local conditions and priorities consistent with the applicable requirements of the

Statewide Planning Goals. The plan is implemented through ordinances, codes, or regulations. It has the force of law and is the guiding land use document for each local jurisdiction.

## **Factual Base**

Statewide planning goals require specific data and analysis to support the policies and land use designations.

Thus, accurate up-to-date information is a key component of each comprehensive plan. Required information includes facts about current and expected population growth, buildable lands, current land uses and development trends as well as inventories of local natural resources and geologic and hydrologic conditions that may affect planning decisions.

## **Goals, Policies and Maps**

Local plans are guided by goals and policies that reflect the unique circumstances and vision of each community, respond to current needs and conditions, and provide guidance for implementing and amending the plan, funding and other matters. Each plan also includes a comprehensive plan map that shows the applicable land use designations, such as residential, employment and resource lands. Comprehensive plans also contain other supporting maps showing the urban growth boundary, and existing and proposed land uses, transportation facilities and public facilities and services. They also cover flood areas, geologic hazard areas, agricultural and forest lands, natural resources, historic resources and recreational facilities.

## **Implementation**

Implementing measures are the ordinances, budgets and capital improvement programs, and specific standards and criteria that guide local jurisdictions in carrying out their comprehensive plans. These include zoning and land division ordinances and other land use regulations. For example, zoning ordinances specify

- the uses and activities allowed in various areas in a community. In urban areas, they typically emphasize topics such as housing, economic development and livability. In rural areas, zoning provisions typically emphasize farm and forest uses, rural residential development, and natural resource protection.

## **Functional Plans**

Functional plans usually include site-specific details. A parks master plan may provide design for recreational facilities. A downtown redevelopment or main street plan may include streetscape design, off street parking, street trees and other amenities, pedestrian and bicycle circulation, lighting and mixed uses. Other examples of functional plans include Capital Improvement Programs, Transportation Systems Plans and Public Facilities Plans such as for sewer or water.

## **Sub-Area/Neighborhood Plans**

The purpose of sub-area or neighborhood plans is to address specific needs identified by residents and businesses of a specific area. They protect and enhance livability at the neighborhood level within the framework of the comprehensive plan. These plans often include measures such as park improvements or better traffic circulation in the area.

## **Emerging Issues**

In addition to the topics typically covered in the comprehensive plans, a number of new issues are gaining attention. Among these are sustainability, climate change and regional planning. Oregon's planning program and local land use plans provide a framework for communities to address these issues.

## **Sustainability**

Many local communities are considering sustainable development as a framework to meet the physical, social and economic needs of the present as well as future generations. Sustainability involves management practices that emphasize mixed use development patterns, enhanced transportation linkages, protection of natural amenities and a sense of community. Many jurisdictions are integrating the concept of sustainability into their comprehensive plans and land use regulations. Many plans have these core elements in place already.

## **Climate Change**

Scientific evidence confirms that the earth's climate is being affected by greenhouse gas emissions from cars, trucks, power plants and other human activities. The effects of climate change could have serious implications for the people, environment and economy of Oregon. The State has assessed these potential impacts and identified a range of actions to help prepare for, adapt to and mitigate the effects of too much carbon in the atmosphere. Local governments are beginning to address this issue. Resources for addressing climate change through local initiatives may be found at [www.orclimatechange.gov](http://www.orclimatechange.gov).

## Regional Planning

Many land use and natural resource issues affect areas beyond local governmental boundaries. Groundwater supplies, watershed restoration, economic development and transportation systems are examples. Regional planning can help address these and other matters through cooperation and coordination among neighboring jurisdictions and state agencies.

The State has several programs to help local jurisdictions meet regional planning needs, including intergovernmental teams and other regional problem solving approaches. Establishing urban growth boundaries and coordinating the delivery of public facilities and services inside that urban growth area is an important element of regional planning.

Specific regional programs in Oregon include the Portland Metro regional plan and urban growth boundary, estuary planning through the Oregon Coastal Management Program and planning coordination in the Columbia River Gorge National Scenic Area.

## Statewide land use Planning Goals,

The role of City and Counties over view, this section is very important on what we review and how.

**Appeals**, for us the staff section really isn't accurate because if a staff decision is appealed it then has to go somewhere, so in our situation it goes to Planning Commission and Planning Commission decisions go to the City Council for appeal.

**Coordination**, either ODOT or County the system works better when everyone is on the same page. We have not had to do a lot of coordination of effort.

**Citizen involvement**, this is what we're doing here inviting everyone to come with that there are the agenda posting requirements. Renata also prepares notice labels when making a decision and property owners are then noticed and they must receive the decision or agenda a certain amount of time before also some items/applications need to be posted in the paper and there is a timeline for that as well.

**Comprehensive Plan**, this is really our land use constitution along with title 16 the Comp Plan is more the big picture this is where the zoning comes in. Sometimes when you change one you have to change the other.

**Factual based** means we can't just make it up. This requires facts and common sense behind it. Example Bixler property, for example they were going to put a mini grocery store in there and not to worry there won't be a traffic impact and the city approved it and someone appealed it they would request to see the facts.

Goals, policy strong economy are factors as well  
Map, these are the zones.

**Implementation** is not just implemented through the code because our city has a traffic impact plan for traffic impacts as well.

**Functional plan** those are even more detailed and they must comply with the Comp Plan, such as the Main Street plan for example.

The HRB is part of the Comp Plan and is regulated as part of Comp Plan and title 17.

Visioning is separate from the Comp Plan but it complements the Comp Plan. If you were to update the Comp Plan it is a huge process and so many times we start with the visioning process before a Comp Plan is updated.

Oregon has the strictest and most rigorous State law Goals and Rules.

Ron Van Kleef, 20787 Yukon asks what are the items that your speaking about, Schaefer, let's say for example ODOT wants to have a bathroom outside of the city limits and they would need water this is a goal exception.

Another example for us to have that grocery store on property because we think there won't be a traffic impact we would need a goal exception to goal 12 ODOT would fight it all the way.

Van Kleef, I notice a few ODOT surveyors on Main Street. Are they planning on something Mayor Graupp yes they are planning on repaving a section of 99E south of the bridge heading back from Canby the bridge to 2<sup>nd</sup> street Aurora.

No more questions or comments

## **6. Old Business**

### **A. Discussion and or Action on Legislation on Regarding Recreation Marijuana**

Chair Schaefer opens with a question has anyone seen poling or the trend on where it's going, Mayor Graupp stated City of Portland is going to attempt a city tax even though the law doesn't support that. We try to avoid items that would put us in direct line of conflict.

Voting day is our next meeting, Mayor Graupp points out to the Commission that we are now 6 months into the moratorium on medical Marijuana.

Chair Schaefer for a recap the grow operation we had said in the industrial zone and sale/retail in the commercial zone not abutting residential so essentially the west side of 99E was the consensus of the Commission.

Ballot measure gives health authority to regulate sometime near 2016

So we won't be compelled to move forward quickly because there won't be regulation process.

Mayor Graupp, if it passes I think we should merge into what other cities are doing in Marion County.

## **7. Commission Action/Discussion**

### **A. City Planning Activity (in Your Packets)**

Status of Development Projects within the City.

Chair Schaefer reads the report submitted by City Planner Wakeley as she was excused from the meeting for lack of necessity.

#### **Discussion items;**

- 20836 Yukon deck violations, it is still a violation/compliance issue that is ongoing at this time and being addressed. Mr. Van Kleef of Aurora summarizes the situation and asks if they had not

built the deck over 30 inches then a permit would not be needed. Correct however Schaefer points out that you can't alter grade to accommodate a structure after construction has began just to make it your way. He also states that it clearly violates our code and it has been ruled on as such. Van Kleef asks why you would not want to be welcoming Chair Schaefer it has nothing to do with that however they do need to comply with the code when applying for permits. At this point it's an ongoing situation so therefore we should not be discussing it.

- No application at this time for Non-Remonstrance agreement for 21042 Jenny Marie.

## 8. Adjourn

**Chairman Schaefer adjourned the October 7, 2014 meeting at 7:48 pm**

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

**ATTEST:**

  
\_\_\_\_\_  
Kelly Richardson, CMC  
City Recorder

**City of Aurora  
HISTORIC REVIEW BOARD  
Application for Certificate of Appropriateness**

**PROJECT INFORMATION SHEET**

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

You will need to refer to the *City of Aurora Guidelines for Historic District Properties*, which may be obtained from City Hall.

Name Christ Lutheran Church Date 10/13/2014  
Business name (if applicable) Christ Lutheran Church  
Physical address 15029 2nd St. NE / Aurora, OR  
Mailing address 15029 2nd St. NE / Aurora, OR  
Phone (503) 678-5135 email \_\_\_\_\_  
Type of project(s) List all Major Entry Remodel, Elevator and Stair Addition  
(accessibility/circulation improvements)

**Zoning:**             Residential             Commercial  
**Type structure:**    House                     Commercial             Church  
**Style:**              Colony                     Victorian                 Craftsman  
                           Ranch                       Contemporary  
 Other (describe) \_\_\_\_\_

**Project specifics:**  
 **Painting:**    base color Match Existing            mfg/number \_\_\_\_\_  
                          trim color Match Existing            mfg/number \_\_\_\_\_  
                          trim color \_\_\_\_\_                    mfg/number \_\_\_\_\_

Guidelines used. Item/page(s) \_\_\_\_\_

**Please bring samples of colors you propose to use.**

**Fencing:**     Picket                     Stock                     Privacy  
                           Other (describe) \_\_\_\_\_  
Dimensions: Height \_\_\_\_\_ Length \_\_\_\_\_  
Color \_\_\_\_\_  
Material \_\_\_\_\_  
Location (as shown on site plan) \_\_\_\_\_  
Guidelines used: Item/page(s) \_\_\_\_\_

■ **Roofing:**     Cedar Shingle     Composition  
                   Other (describe) Asphalt Shingles to match existing  
                  Color \_\_\_\_\_ mfg/number \_\_\_\_\_  
*(You MUST bring a sample that is sufficiently large to show what the total roof will look like to insure that it appears as a solid color.)*  
Guidelines used: Item/page(s) \_\_\_\_\_

■ **Landscape: Plantings** new planting beds at entry plaza  
Trees \_\_\_\_\_  
Tree Removal one small tree will be removed at entry for handicapped ramp  
Guidelines used: Item/page(s) Historic Review Item 7 p. 23

**Other type of project(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note Guidelines used (Item/page(s)) for each separate project listed.

Attach the following in order for your application to be accepted:  
1. Site plan drawn to scale with project location shown.  
2. Elevations, including dimensions.  
3. Photograph of property is helpful but not required.

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

10 Oct. 2014  
Date

  
\_\_\_\_\_  
Signature of Applicant  
Alan Costic, Architect

*The Rev. J. Craig Plummer*  
Pastor, Christ Lutheran Church



VIEW TO MAIN ENTRY



VIEW FROM SW 2ND STREET



VIEW FROM SE 2ND STREET

PROPOSED NEW ENTRY & STAIR  
CHRIST LUTHERAN CHURCH  
AURORA, OREGON





AERIAL OF EXISTING BUILDING



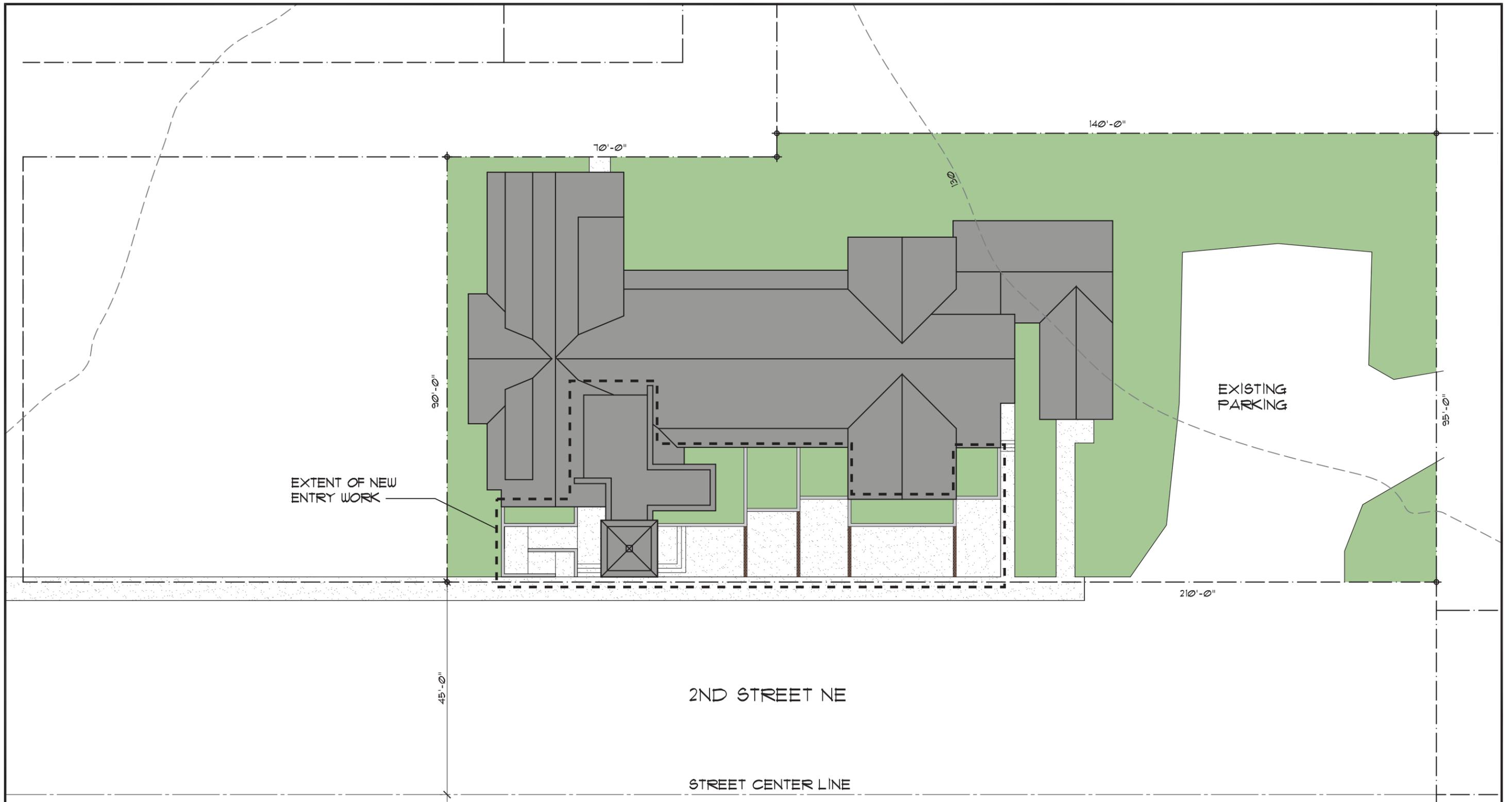
ASSESSOR PHOTO OF EXISTING BUILDING



SKETCH OF ORIGINAL BUILDING, 1907



EXISTING ENTRY

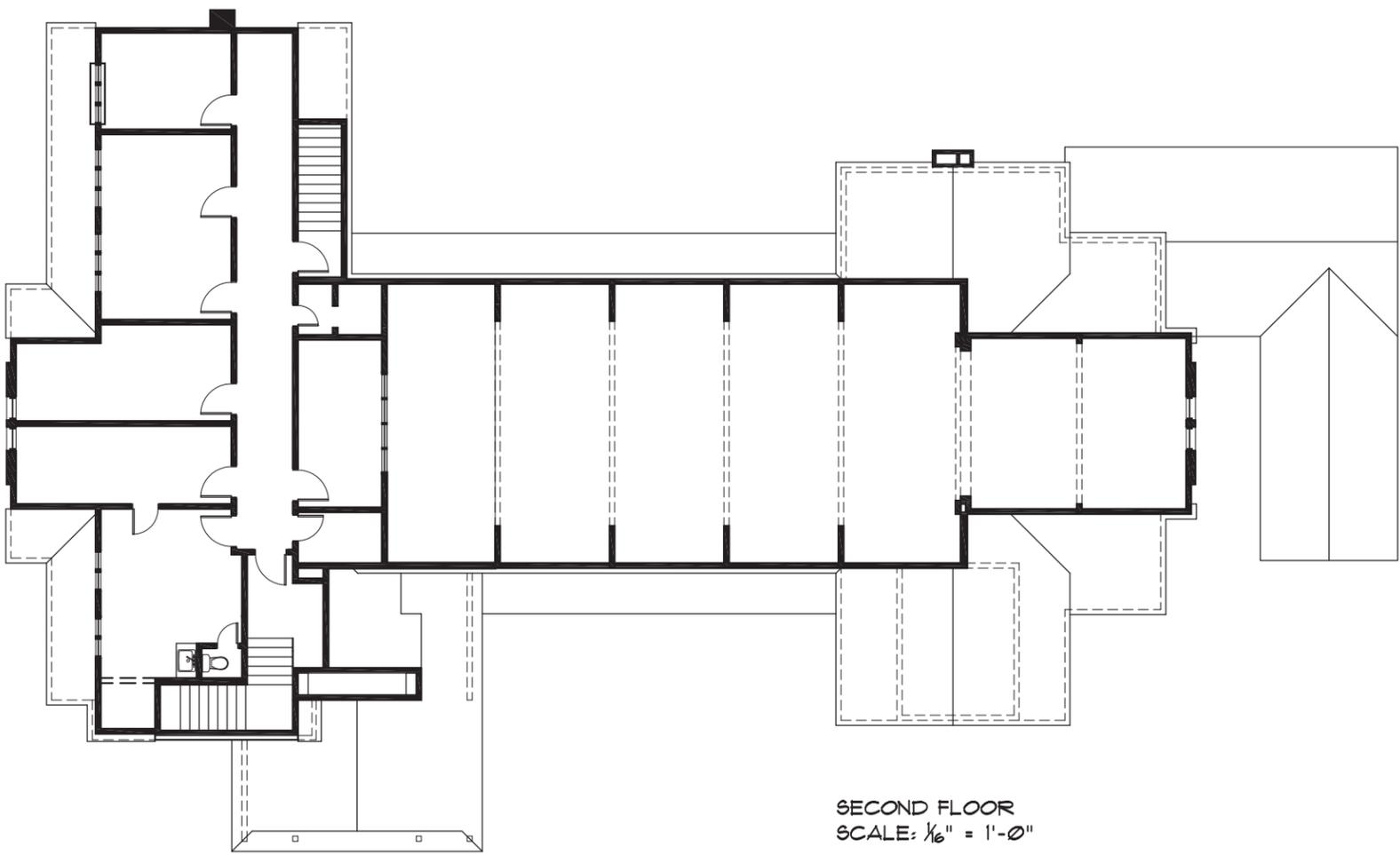


**SITE PLAN**  
 SCALE: 1" = 20'-0"

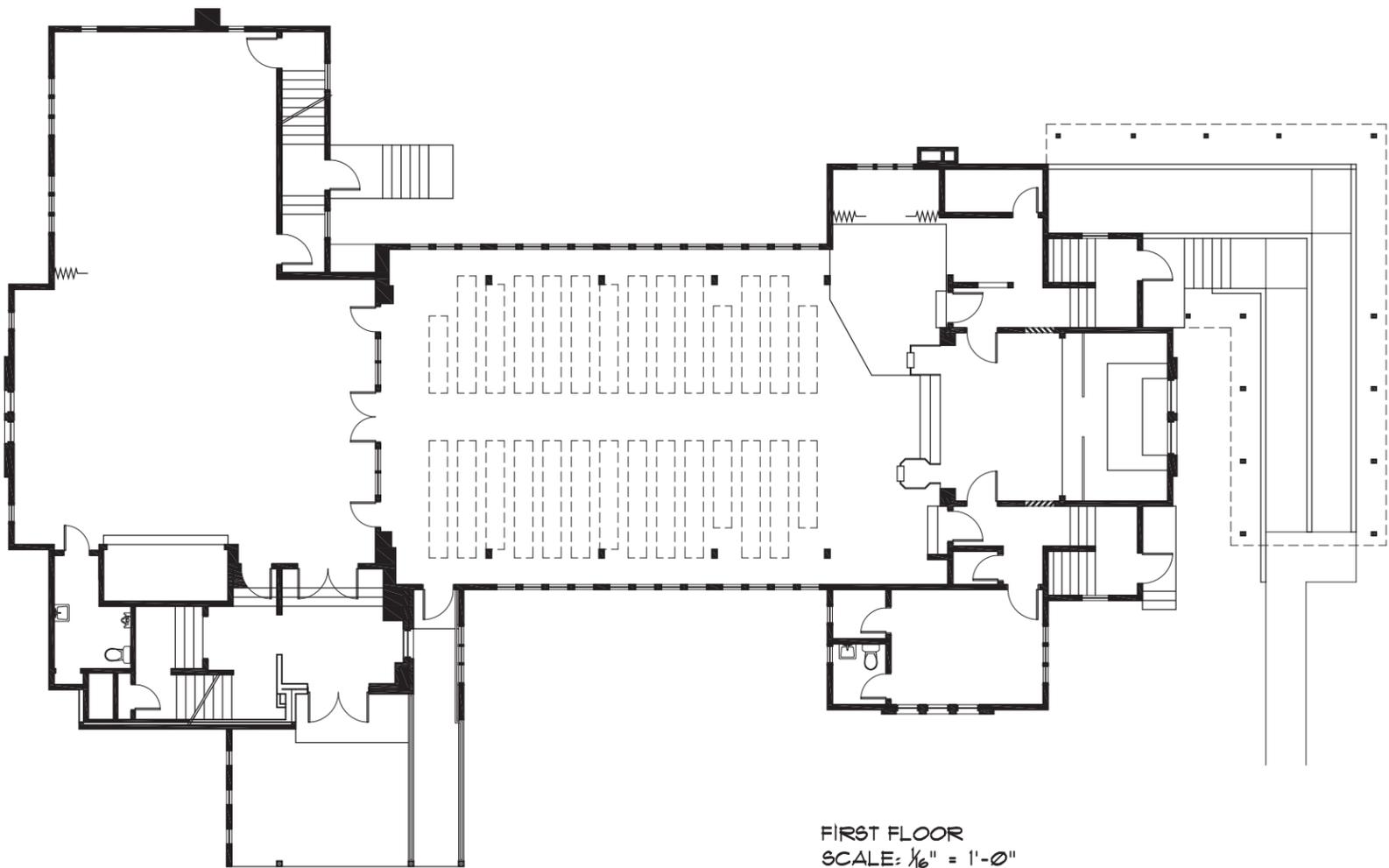
AURORA CHRIST LUTHERAN CHURCH  
 2014.0044.000  
 13 OCTOBER 2014



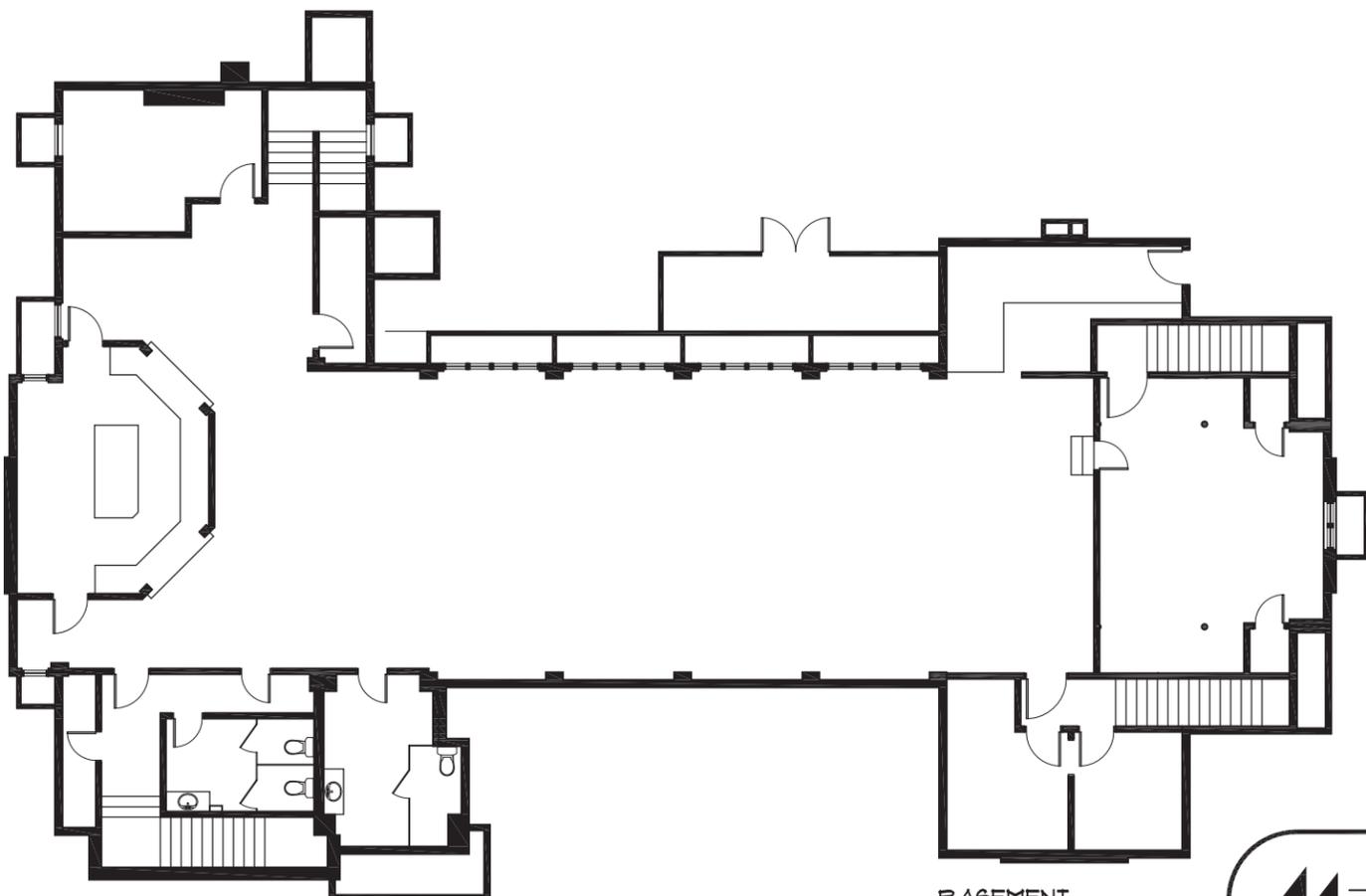
ARBUCKLE COSTIC ARCHITECTS, Inc.  
 363 State Street  
 Salem, OR 97301-3533  
 T: 503.581.4114  
 F: 503.581.3655



SECOND FLOOR  
SCALE: 1/16" = 1'-0"



FIRST FLOOR  
SCALE: 1/16" = 1'-0"



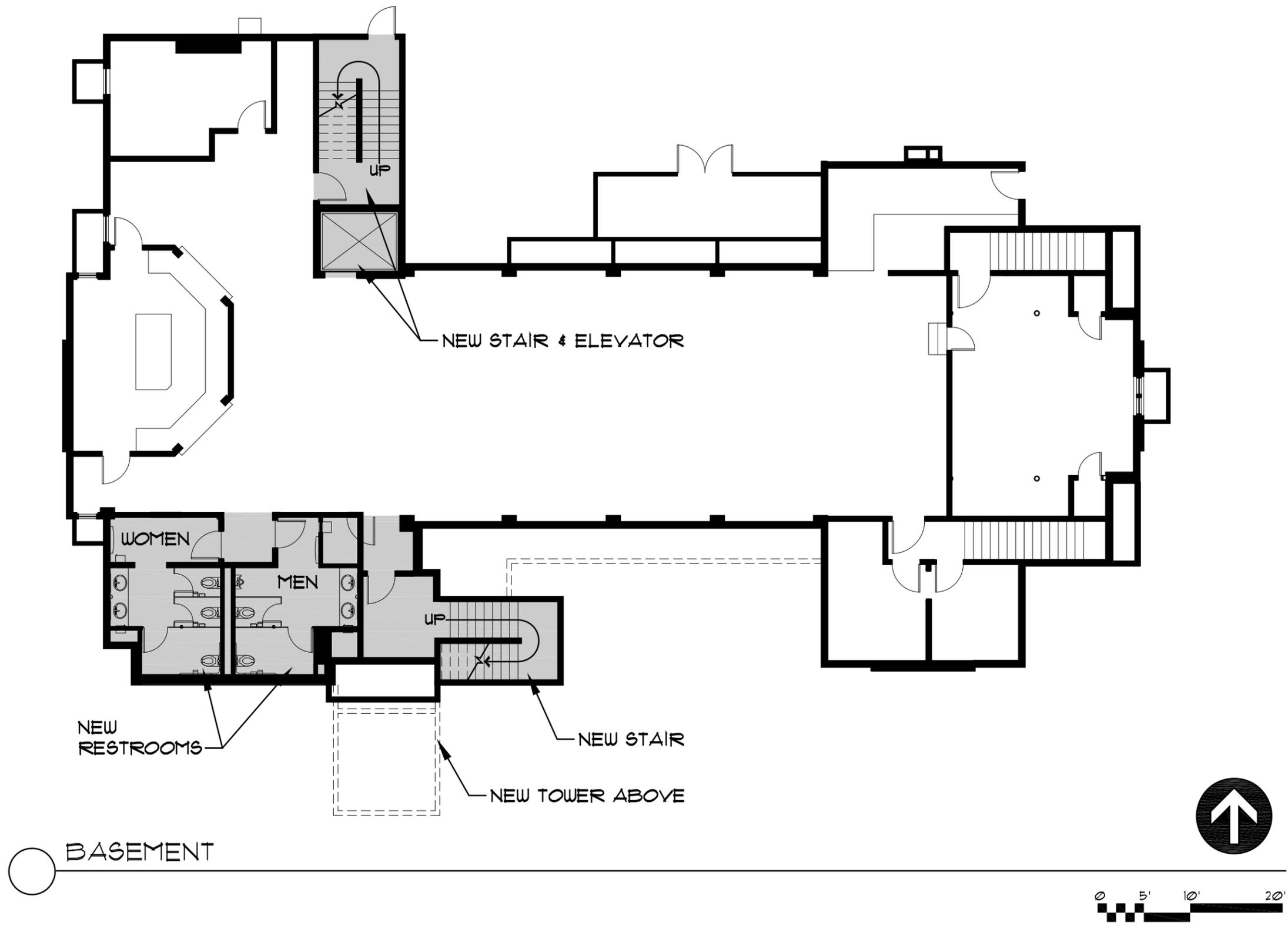
BASEMENT  
SCALE: 1/16" = 1'-0"



EXISTING FLOOR PLAN  
CHRIST LUTHERAN CHURCH  
AURORA, OREGON



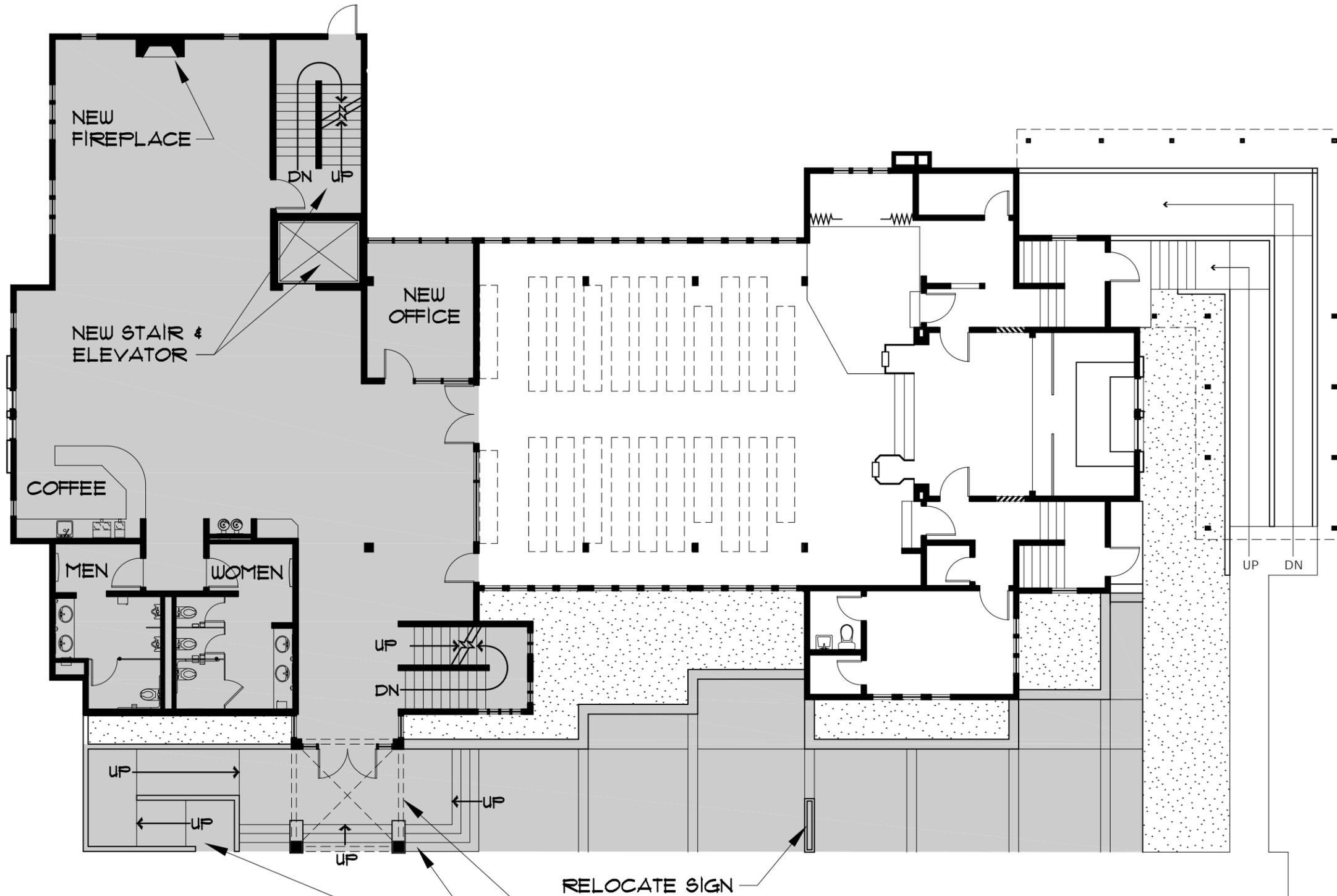
ARBUCKLE COSTIC ARCHITECTS, inc.  
363 STATE STREET  
Salem, OR 97301-3533  
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CHRIST LUTHERAN CHURCH  
 AURORA, OREGON  
 2014.0044.000  
 15 OCTOBER 2014



ARBUCKLE COSTIC ARCHITECTS, inc.  
 363 STATE STREET  
 Salem, OR 97301-3533  
 T: 503.581.4114  
 F: 503.581.3655



NEW FIREPLACE

DN UP

NEW STAIR & ELEVATOR

NEW OFFICE

COFFEE

MEN

WOMEN

UP

DN

UP

UP

UP

UP

UP

DN

RELOCATE SIGN

NEW BELL TOWER

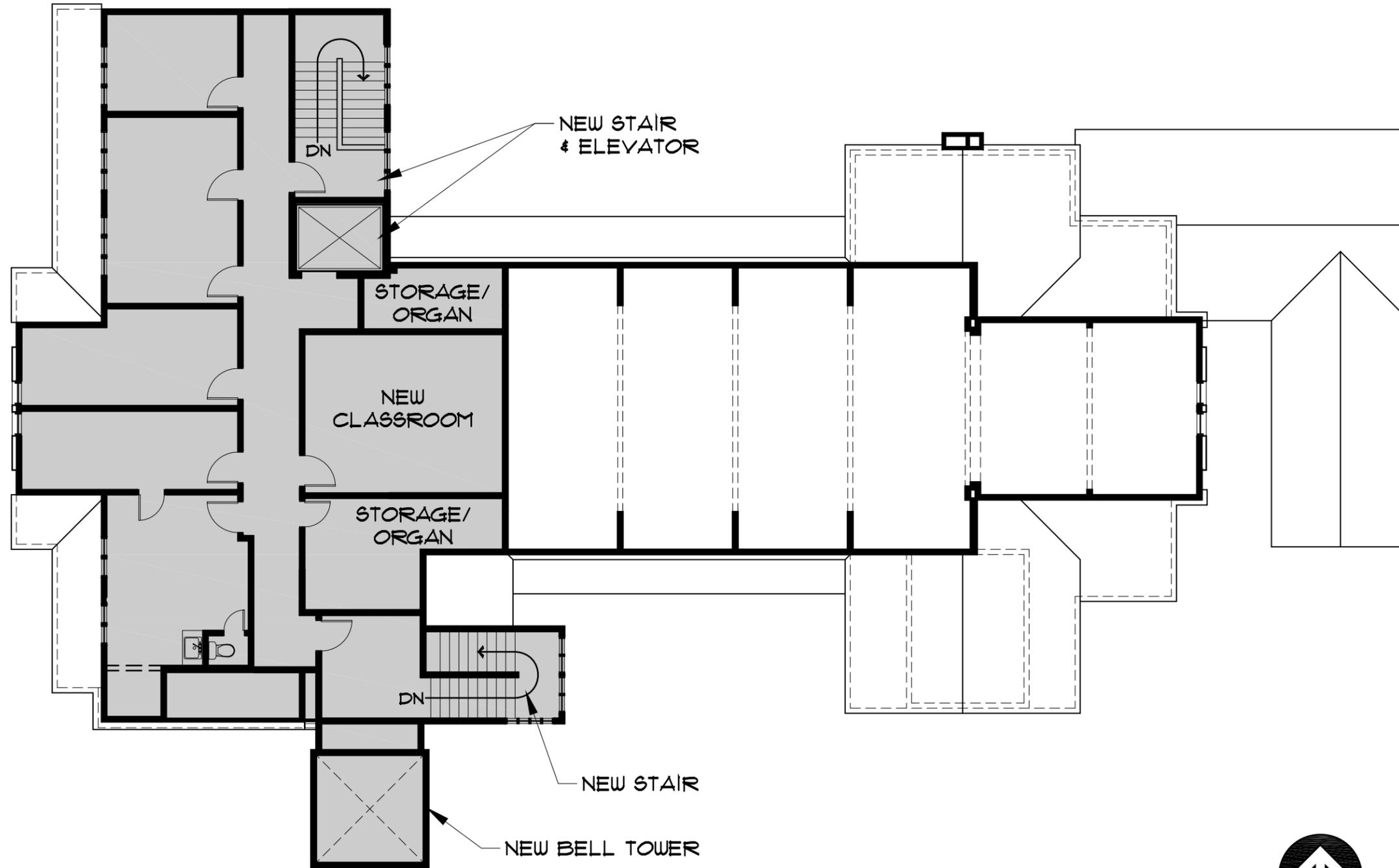
NEW STAIR AND RAMP

FIRST FLOOR PLAN



CHRIST LUTHERAN CHURCH  
 AURORA, OREGON  
 2014.0044.000  
 15 OCTOBER 2014

**ARBUCKLE COSTIC ARCHITECTS, inc.**  
 363 STATE STREET  
 Salem, OR 97301-3533  
 T: 503.581.4114  
 F: 503.581.3655



○ SECOND FLOOR PLAN





1 EAST ELEVATION  
SCALE: 1/16" = 1'-0"

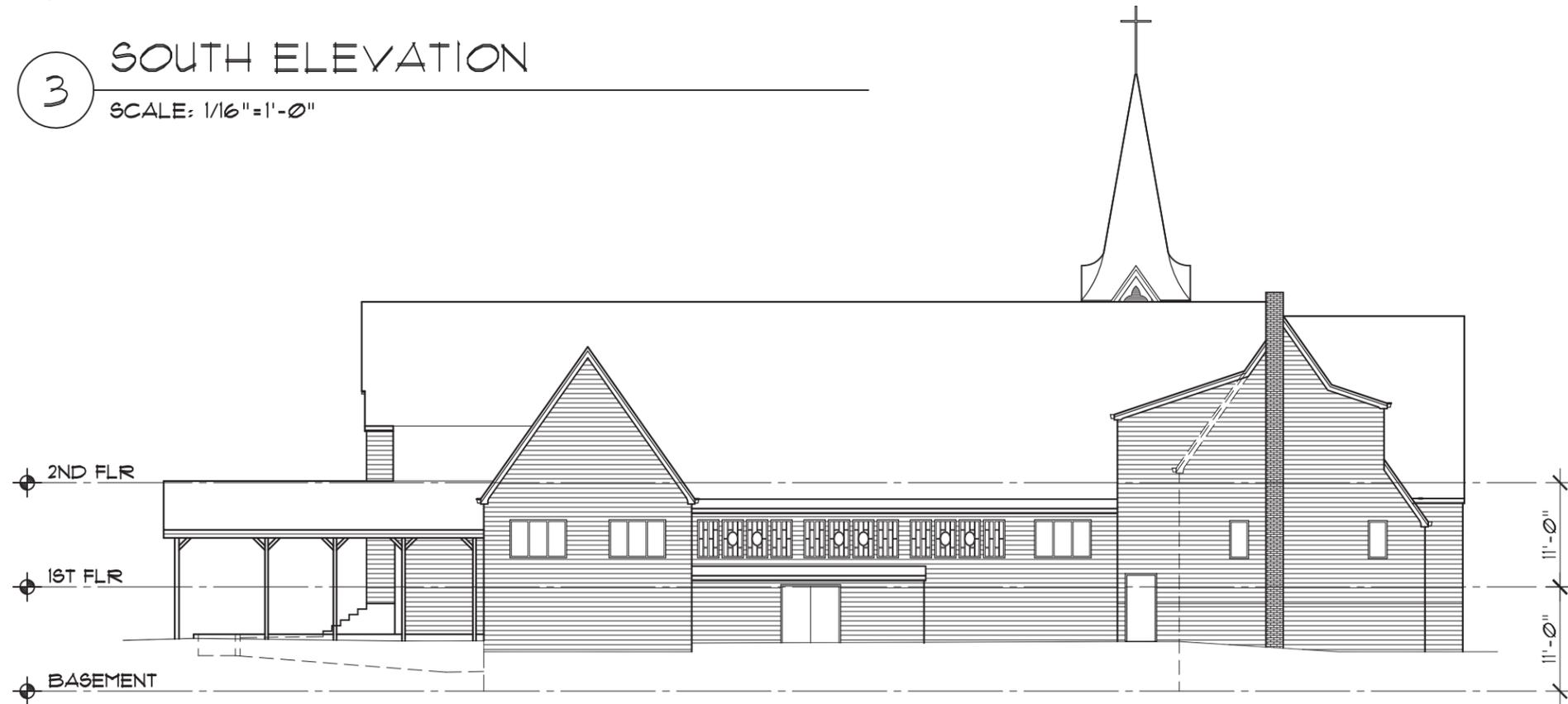


2 WEST ELEVATION  
SCALE: 1/16" = 1'-0"





3 SOUTH ELEVATION  
SCALE: 1/16" = 1'-0"



4 NORTH ELEVATION  
SCALE: 1/16" = 1'-0"



# Memorandum

## MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

100 HIGH STREET S.E., SUITE 200 SALEM, OREGON 97301-3667

TELEPHONE: (503)588-6177

FAX: (503)588-6094

November 10, 2014

RE: Map Number 41W12CD, Tax Lot 2600

Historic Review Board:

You requested information on the potential expansion of the Christ Lutheran Church in Aurora within the Historic Low Density Residential Overlay (HRO).

Under the HRO zone section 16.20.030.A. of the Aurora Municipal Code (AMC), churches are listed as permitted with a Conditional Use permit, "provided that all building setbacks shall be a minimum of thirty (30) feet from any property line". The City does not currently have a **Conditional Use permit** approval on file for the Christ Lutheran Church and staff recommends a CUP application be submitted along with a Site Development Review (SDR) application (**Staff to confirm that a CUP for this property is not on file already**). As an existing site plan was not provided with the materials, it is unclear whether the proposal will increase the non-conformance from current setbacks- the applicant must submit evidence in compliance with AMC section 16.62.030, including B. "There shall be no increase in any conformity with dimensional requirements as a result of the expansion".

In addition, under the HRO zone, buildings are restricted from exceeding thirty-five (35) feet in height. Height for the proposed steeple was not included. AMC section 16.04 defines "Building height" as "the vertical distance from the average elevation of the finished grade within twenty (20) feet of the building to the highest point of the structure (see Illustration 2, Appendix A set out at the end of this title)". It appears the proposed addition, ridge line measures approx. 32' 8" in height, excluding the steeple. Staff therefore recommends that a **Variance** application be required in addition to the SDR and CU applications to document approval of "varying" from the AMC code requirements. A rezone to Historic Commercial Overlay (HCO) would not revise the height limitations. **Not sure an applicant would be able to meet 16.64.030G. "For variances to height requirements, six inches shall be added to the required setbacks for the front, side and rear yards, for every foot of height allowed by the commission beyond the established limit" so the applicant would need to submit justification and findings to support not meeting additional setbacks and notice will be mailed to surrounding property owners to see if there are significant concerns.**

The property is also subject to the Airport Overlay section 16.24 under standards. Prior to submission of any application to the City, staff recommends the applicant contact the Oregon Department of Aviation (ODA) for concurrence that the steeple would not interfere with flight plans and the ODA has no questions/concerns prior to proceeding with the City of Aurora. While the City will be required to provide notification to ODA on this application in compliance with AMC 16.24, staff recommends the applicant initiate contact with ODA prior to submission of an application to the City.

After review and approval from the Historic Review Board, the applicant would need to receive **Site Development Review** approval from the Planning Commission (see AMC 16.58). Site development review approval shall apply as your proposed use would be a “major modification” under AMC 16.58.060.4 and 16.58.060.5. More information from the applicant on existing footprints and uses of the space were not provided and staff will need this. Also, documentation of whether the use of the site will be intensified (more site visits?) will be require. Not currently clear on whether they are intensifying the use or traffic visits to the site BUT a 20% increase in the height of the structure is proposed and that subjects the proposal to a SDR application.)

In summary, the proposed expansion is considered as a permitted conditional use under AMC section 16.62. Staff will require a conditional use permit be filed with the City of Aurora. Pending HRB review and approval, a Site Development Review (SDR), Conditional Use Permit (CU), and Minor Variance (MV) application to the Aurora Planning Commission would be required.

Normally, the application(s) could be submitted directly to the PC and HRB provides comments as an interested party. In this case, however, **staff strongly advises outreach to the HRB and ODA in advance on any application to the Planning Commission as this is a fairly complex process (three separate applications are required) so that revisions, if any, to the application are not required as comments from HRB and ODA are being received.**

I hope this helps outline the processing and requirements for the proposed expansion.

Regards,

Renata Wakeley, City Planner