

AGENDA
Historic Review Board
City Council Chambers – 21420 Main Street NE, Aurora
Thursday, 7:00 pm
October 23, 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 – September 23, 2014
- II. City Council Minutes --September 2014
- III. Planning Commission Minutes - September, 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. PRESENTATION

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

6. NEW BUSINESS

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

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

Historic Review Board

October 23, 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

7. OLD BUSINESS

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

8. ADJOURN

**HISTORIC REVIEW BOARD MINUTES
21420 MAIN ST. NE, AURORA OR 97002
September 25, 2014**

Staff Members Present: Kelly Richardson, CMC
City Recorder

Others Present: Bill Graupp, Aurora

The meeting of September 25, 2014 was called to order at 7:00 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** – August 28, 2014, on pg 3 under Old Business number 6 was done by Fraser not Frochen. On PG 2 A, CANVAS frees standing sign not a wall. Giesey store discussion Member Townsend corrects that she asked the applicant if they thought they would need to replace more items. Move 3rd bullet to the end because changes are above. Discussion regarding side walk we did make a consensus on that the new style would need to start somewhere.
- II. **City Council Minutes** August 2014 (not available)
- III. Planning Commission Minutes August 2014

A motion to approve the HRB minutes of August 28, 2014, with corrections made was made by Member Simon and is seconded by Member Fraser. 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. New Business,

Member Townsend removes herself from the board at this time as she is the applicant.

A. Discussion and or Action on Sign Application for Time After Time 21611 Main Street,

Applicant presents her application with a New 16x16 wall sign, made of metal, font New Times Roman. , 6x9 Frees Standing Sign made of metal, New Times Roman font.

Title 17.24.100 B, wall sign it meets all criteria, 17.24.100 F, Freestanding sign meets all provisions.

Color two colors and background meet 17:24:070, metal, shape, color, sign graphics.

Motion to approve sign application as presented is made by Member Frochen and is seconded by Member Simon. Approved by all.

6. OLD BUSINESS

A. **Discussion and or action on Sign Inventory,** Member Frochen posed a question regarding the Lutheran Church gate sign as whether or not it is considered a free standing sign or not. Member Townsend informs Frochen that it is considered a free standing informational sign and is exempt under section 17.24.060.

- o There is a brief discussion regarding the proper way to fill out the form that was adopted for the sign inventory. There was not enough information to move forward at this time with any more signs.
- o Clarification on who is doing what signs is discussed again.

B. **Discussion and or action on Historic Inventory list,** Table until October and they will look at the guidelines corrections in November.

Although this is tabled until the October meeting there was a brief discussion and it is decided to add zoning as part of the criteria.

It is then brought to the Cities attention that many of the white picket fence screening material surrounding the garbage cans around the commercial district are in bad need of repair. City Recorder Richardson is asked to bring it up to the Public Works Department to see if there is anything that can be done.

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/ / / / / /

7. ADJOURN

Chairman Abernathy adjourned the meeting of September 25, 2014 at 7:35 pm.

By a motion made by Member Townsend and is seconded by Member Frochen. passed by all.

Gayle Abernathy, Chairman

ATTEST:

Kelly Richardson, CMC City Recorder

Minutes
Aurora City Council Meeting
Tuesday, September 12, 2014, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Mary Lambert, Finance
 Darrel Lockard, Public Works Superintendent
 Dennis Koho, City Attorney
 Pete Marcellais, Marion County Deputy

STAFF ABSENT: Kelly Richardson, City Recorder

VISITORS PRESENT: Yvonne Ruade King, Aurora
 Antonia Cam, Canby
 John Berard, Aurora
 Joseph Schaefer, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Bill Graupp at 7:00 p.m.

2. Mayor does roll call

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

3. Consent Agenda

- I. City Council Meeting Minutes – August 12, 2014, Councilor Brotherton points out two typos- Newcomber should be Newcomer and West Lynn should be West Linn. He also requested that the paragraph on pg 2 during Mayor’s report regarding Keizer be clearer.
- II. Planning Commission Meeting Minutes –August 2014
- III. Historic Review Board Minutes –June & July 2014

Correspondence

I.

Motion to approve the consent agenda with changes as stated was made by Councilor Sallee and is seconded by Councilor Brotherton. Motion Approved by all.

4. Visitors

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

Antonia Cam, addresses the council regarding the email she sent involving the new construction house located at 20836 Yukon Street and the current deck violations. Mayor Graupp informs Cam that the council is waiting on a final staff report from the City Planner and believes the grade of land would be set at time of construction. City Attorney Koho informs council that this could be a quasi-judicial hearing and that it should not be deliberated at this time.

5. Public Hearing Opens at 7:11 pm

A. Discussion and or Action on LA-14-2 Recommendation from Staff and Planning Commission regarding Text Amendment in Commercial Zone. Chairman Schaefer of the Planning Commission reads/explains the Planners staff report as inserted below;

Memorandum

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

105 HIGH STREET S. E. SALEM, OREGON 97301-3667

TELEPHONE: (503)588-6177

FAX: (503)588-6094

TO: Aurora City Council
FROM: Renata Wakeley, City Planner
RE: Legislative Amendment 2014-02 (LA-14-02)
DATE: September 3, 2014 for presentation at September 9, 2014 hearing

REQUESTED ACTION

The City Council's options for taking action on Legislative Amendment 14-02 include the following:

- A. Adopt the findings in the staff report and adopt Legislative Amendment 14-02:
 - 1. As presented by staff; or
 - 2. As amended by the City Council (stating revisions).
- B. Recommend that no action be taking on Legislative Amendment 14-02.
- C. Continue the public hearing:

1. To a time certain, or
2. Indefinitely.

BACKGROUND

The Planning Commission and staff have received several solicitations and interest in allow for greater allowances of manufacturing and processing space related to fronting *retail* businesses in the commercial zone, *outside* of the historic district. The proposed revision allows greater allowances for processing of related retail goods, when a commercially zoned property does not abut a residential zone, in order to provide greater flexibility and production of retail goods while also preserving the intent of the commercial zone.

The following section of the Aurora Municipal Code (AMC) is proposed for amendment:

- 16.14 Commercial

Legislative Amendment 14-02 includes the adoption of the draft code amendments to the Aurora Municipal Code. The revisions are attached in a **bold** and ~~striketrough~~ format for review purposes (see Exhibit A).

FINDING OF FACT AND CONCLUSIONS

The Aurora Planning Commission, after careful consideration of the testimony and evidence in the record, adopted the following Findings of Fact and Conclusions and recommended the City Council do the same:

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on July 15, 2014, which was 49-days prior to the first evidentiary hearing on September 2, 2014.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. At least ten days prior to the first public hearing, the City published notice in a newspaper of general circulation- Canby Herald on August 20, 2014.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a quasi- judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the Planning Commission and the decision by the City Council.

5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.
6. The Planning Commission reviewed the proposed legislative amendments at a September 2, 2014 public hearing. The City Council has also schedule a public hearing for September 9, 2014 to review the proposed legislative amendment.

FINDINGS

A. The recommendation by the Planning Commission and the decision by the City Council shall be based on consideration of the following factors:

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

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on September 2, 2014 and a second hearing will be held by the City Council on September 9, 2014. Notice was posted at City Hall and published in the Canby Herald. The staff report was available for review one week prior to the Planning Commission and City Council hearings. This is consistent with City procedures. Staff finds Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC for process. Goal 2 generally supports clear and thorough local procedures. Staff finds Goal 2 is met.

Goal 3, Agricultural Lands; Goal 4, Forest lands; and Goal 5, Open Spaces and Historic Areas are not found to be applicable **Goal 6, Air, Water and Land Resource Quality:** Goal 6 is not applicable. The proposal does not address Goal 6 resources. **Goal 7, Natural Hazards:** Goal 7 is not applicable. The proposal does not address Goal 7 resources. **Goal 8, Recreational Needs:** Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments respond to a need identified within the business community. The proposed code amendments are not found to deter employment or business opportunities but rather to allow for greater economic uses of commercially zoned properties without hindering the intent of the commercial, retail zone. Staff finds Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues. **Goal 11, Public Facilities and Services:** Goal 11 is not applicable. The proposal does not address Goal 11 issues.

Goal 12, Transportation is not found to be applicable. **Goal 13, Energy Conservation:** Goal 13 is not applicable. The proposal does not address Goal 13 resources. **Goal 14, Urbanization:** Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for Legislative Amendments. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendments do not reduce permissible uses of properties in the affected zones.

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

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on commercial lands. Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

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

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

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on September 2, 2014 and a second hearing will be held by the City Council on September 9, 2014. Notice was posted at City Hall and published in the Canby Herald. The staff report was available for review one week prior to the Planning Commission and City Council hearings. This is consistent with City procedures. Staff finds this condition is met.

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

FINDINGS: Adoption actions are consistent with the acknowledged AMC. Staff finds this condition is met.

Goal 9- Economic Policies

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

FINDINGS: The draft code amendments respond to a need identified within the business community. The proposed code amendments are not found to deter employment or business

opportunities but rather to support commercial activities and increased economic opportunities. Staff finds this condition is met.

2. The applicable provisions of the implementing ordinances.

FINDINGS: The Commercial zone is stated as intended to provide areas for retail and service commercial uses. Manufacturing and processing are already a permitted use related to retail. The Planning Commission recommends expanding space allowance for processing of retail goods, *related to retail sales*, in order to increase production and economic viability for retail uses. Staff finds the proposed code amendments can be established in compliance with the development requirements of the Aurora Municipal Code.

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

FINDINGS: Staff does not find a change in circumstance, mistake or inconsistency in the comprehensive plan or implementing ordinances. This criterion does not apply.

EXHIBIT A- Aurora Municipal Code (AMC) section 16.14 for the Commercial zone

Motion to adopt LA-14-2 as recommended by staff is made by Councilor Sahlin and is seconded by Councilor Sallee. 4-0 motion passes.

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

- Various Discussion Points/Topics
- Explains the SHPO presentation
- Wilsonville Chamber of Commerce is now including information for the surrounding area including Aurora, the Aurora State Airport and Hubbard. He would like to suggest a name change to reflect the more widespread area now covered.

It is the consensus of the Council to have Mayor Graupp draft a letter to the Wilsonville Chamber of Commerce in support of a more inclusive name change.

- At the School Board meeting it was suggested the security officer be armed. The council would like to have Deputy Marcellais offer his opinion on this subject.

7. **Discussion with Parks Committee**, There is a brief discussion regarding trees. Mayor Graupp and Darrel Lockard met with Mike Bruno Tree Care regarding 4 trees with fungus. They also asked for an estimate for removing 9 trees covering the walkway and to trim up the 2 trees in front of the Amphitheater. Also, an OSU student is volunteering to come up with a report and management plan for the park tree stand.

8. **Discussion with Traffic Safety Commission**, Officer Marcellais reported approximately 57 thousand cars coming into town via Ehlen and Airport Rd per the counter on the radar trailer. Mayor Graupp requests that stop lines at all 3 and 4 way stops be repainted or added and asked Public Works to get an estimate.

9. **Reports**

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

- There have been some thefts from porches of businesses with outside displays.
- A former reserve officer had been stopped by a Marion County Deputy and they produced an Aurora PD ID card.

Discussion regarding thefts - Mayor Graupp stated that we may need to revisit what the code language is because many of these businesses rely heavily on outside display for their success. It is suggested that we allow the businesses to offer some kind of alternative regarding displays before the council makes any decisions.

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

1. Revenue & Expense Report

- Brief discussion regarding increased spending in public works to stock up on parts.

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

- Councilor Sallee asks if the speed bumps to divert water on Bob's and Sayer have been put in - not as of yet
- Councilor Sallee asks about the storm water master plan - is it complete? Bob Southard is going to teach Mayor Graupp how to retrieve the data.
- We may need to visit our code regarding tree height along sidewalks and roadways because some are hanging too low.
- Still working on light pole at Albers Way.

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

- Election filings done and complete
- Working with HD Supply regarding new equipment for handheld and wand.

E. **City Attorney's Report – (not Included in your packet)**

- Nothing on Orchard view HOA. Discussion will continue at next month's meeting.

10. **Ordinances and Resolutions & Proclamations**

A. Discussion and or Action on Resolution Number 692, Resolution to Begin Foreclosure on 21520 Main Street Rodger Eddy Property.

A motion is made to approve Resolution Number 692 by Councilor Sahlin and is seconded by Councilor Brotherton. Passed by All.

Brief discussion and questions regarding this:

- Councilor Sallee asks if fines will continue to accrue. Dennis responds technically, yes, however they already exceed the amount of the property at this point;
- The fines total approximately \$180,000 which Mr. Eddy is responsible for;
- It takes about 1 year to complete the foreclosure process;
- Estimates \$50,000 to clean up the lot.

11. New Business

A. Discussion and or Action regarding Back Flow devices.

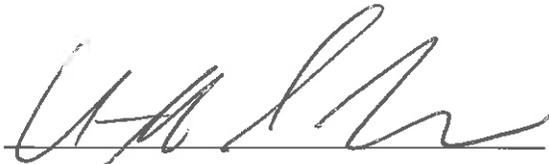
- There is a brief discussion. Mayor Graupp informs the group that Mary Howell with BMI has presented a draft Ordinance requiring customers to install and maintain a backflow device when any sprinkler system is installed.
- We will discuss next month when ORD is on the agenda.

12. Old Business

A. NA

13. Adjourn

Mayor Graupp adjourns the September 09, 2014 Council meeting at 8:14 pm.



Bill Graupp, Mayor

ATTEST:



Mary Lambert, Finance Officer

Minutes
Aurora Planning Commission Meeting
Tuesday, September 02, 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
Renata Wakeley, City Planner

STAFF ABSENT:

VISITORS PRESENT:

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:01 p.m.

2. City Recorder Did Roll Call

Chairman, Schaefer -	Present
Commissioner, Willman	Present
Commissioner, Gibson	Present
Commissioner, Graham	Present
Commissioner, Fawcett	Present
Commissioner, Weidman	Absent
Commissioner, Rhoden-Feely	Absent

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –August 05, 2014
- II. City Council Minutes – July, 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. Marion County Community Services' Economic Development Oregon Lottery Grants program information.

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. Public Hearing, Opened at 7:04 pm

A. Discussion and or Action on Legislative Amendment 14-02

Chair Scheafer declares that he owns a small 3,000 foot lot along 99E however no development has occurred as of yet.

No questions regarding this.

Staff Report,

Memorandum

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

105 HIGH STREET S. E. SALEM, OREGON 97301-3667
TELEPHONE: (503)588-6177 FAX: (503)588-6094

TO: Aurora Planning Commission
FROM: Renata Wakeley, City Planner
RE: Legislative Amendment 2014-02 (LA-14-02)
DATE: August 26, 2014 for presentation at September 2, 2014 hearing

REQUESTED ACTION

The Planning Commission's options for taking action on Legislative Amendment 14-02 include the following:

- A. Adopt the findings in the staff report and recommend that the City Council adopt Legislative Amendment 14-02:
 1. As presented by staff; or
 2. As amended by the Planning Commission (stating revisions).
- B. Recommend that the City Council take no action on Legislative Amendment 14-02.
- C. Continue the public hearing:
 1. To a time certain, or
 2. Indefinitely.

BACKGROUND

The Planning Commission has received several solicitations to allow for greater allowances of manufacturing and processing space related to fronting retail businesses in the commercial zone, outside of the historic district. The proposed revision allows for greater allowances for processing of related retail goods, when a commercially zoned property does not abut a residential zone, in order to provide greater flexibility and production of retail goods while also preserving the intent of the commercial zone.

The following section of the Aurora Municipal Code (AMC) is proposed for amendment:

- 16.14 Commercial

Legislative Amendment 14-02 includes the adoption of the draft code amendments to the Aurora Municipal Code. The revisions are attached in a **bold** and ~~strikethrough~~ format for review purposes (see Exhibit A).

FINDING OF FACT AND CONCLUSIONS

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

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on July 15, 2014, which was 49-days prior to the first evidentiary hearing on September 2, 2014.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. At least ten days prior to the first public hearing, the City published notice in a newspaper of general circulation- Canby Herald on August 20, 2014.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a quasi-judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the Planning Commission and the decision by the City Council.
5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.
6. The Planning Commission will review the proposed legislative amendments at a September 2, 2014 public hearing.

FINDINGS

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

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

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on September 2, 2014 and a second hearing will be held by the City Council on September 9, 2014. Notice was posted at City Hall and published in the Canby Herald. The staff report was available for review one week prior to the Planning Commission and City Council hearings. This is consistent with City procedures. Staff finds Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC for process. Goal 2 generally supports clear and thorough local procedures. Staff finds Goal 2 is met.

Goal 3, Agricultural Lands; Goal 4, Forest lands; and Goal 5, Open Spaces and Historic Areas are not found to be applicable **Goal 6, Air, Water and Land Resource Quality:** Goal 6 is not applicable. The proposal does not address Goal 6 resources. **Goal 7, Natural Hazards:** Goal 7 is not applicable. The proposal does not address Goal 7 resources. **Goal 8, Recreational Needs:** Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments respond to a need identified within the business community. The proposed code amendments are not found to deter employment or business opportunities but rather to allow for greater economic uses of commercially zoned properties without hindering the intent of the commercial, retail zone. Staff finds Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues. Goal 11, Public Facilities and Services: Goal 11 is not applicable. The proposal does not address Goal 11 issues.

Goal 12, Transportation is not found to be applicable. Goal 13, Energy Conservation: Goal 13 is not applicable. The proposal does not address Goal 13 resources. Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for Legislative Amendments. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendments do not reduce permissible uses of properties in the affected zones.

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

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on commercial lands. Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

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

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

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on September 2, 2014 and a second hearing will be held by the City Council on September 9, 2014. Notice was posted at City Hall and published in the Canby Herald. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Staff finds this condition is met.

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

FINDINGS: Adoption actions are consistent with the acknowledged AMC. Staff finds this condition is met.

Goal 9- Economic Policies

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

FINDINGS: The draft code amendments respond to a need identified within the business community. The proposed code amendments are not found to deter employment or business opportunities but rather to support commercial activities and increased economic opportunities. Staff finds this condition is met.

2. The applicable provisions of the implementing ordinances.

FINDINGS: The Commercial zone is stated as intended to provide areas for retail and service commercial uses. Manufacturing and processing are already a permitted use related to retail. The Planning Commission seeks to expand space allowance for processing of retail goods, related to retail sales, in order to increase production and economic viability for retail uses. Staff finds the proposed code amendments can be established in compliance with the development requirements of the Aurora Municipal Code.

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

FINDINGS: Staff does not find a change in circumstance, mistake or inconsistency in the comprehensive plan or implementing ordinances. This criterion does not apply.

EXHIBIT A- Aurora Municipal Code (AMC) section 16.14 for the Commercial zone

John Black, 21424 Liberty Street

Ask the Commission if there was a specific request by someone that initiated this change in the code. Chair Schaefer explains that to allow business owners a more flexible zone and it fits the area as long as it doesn't abut a residential zone as my property does. Mr. Black then asks when will this take affect and Chair Schaefer states approximately 60 days. There are a number of properties that would or could be affected by this change along 99E and allow less restrictive guidelines. City Planner Wakeley states that in recent months I have had to turn down license applications based on use restrictions.

Loretta Scott, Bobs Avenue asks the Commission if they know specifically how many lots this change would affect Chair Schaefer informs her that we believe approximately 15.

No more questions at this time.

Hearing closes at 7:18 pm Hearing no comments from Commissioners

A motion to accept the staff report and recommendation to City Council to approve LA-14-02 is made by Commissioner Gibson and is seconded by Commissioner Willman. Motion Passed by All.

6. New Business

No new business to consider

7. Old Business

There is no old business to consider.

7. Commission Action/Discussion

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

Discussion items;

- 20836 Yukon deck violations, it is the Consensus of the Planning Commission after a brief discussion is that they need to conform to the required rear yard setbacks and alter the deck accordingly.
- 21032 sign application not complete at this time
- 99E corridor study no final document at this time
- there are some documents that should be put on the web-site such as, ODA Study, Feasibility Study, and the Corridor Study along with the Oregon Main Street information.

Chair Schaefer requests that the Commission discuss legislature surrounding recreational marijuana be put on the October agenda.

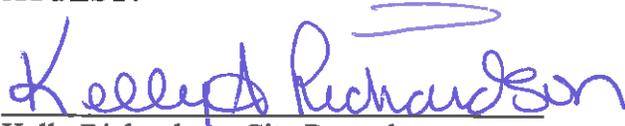
8. Adjourn

Chairman Schaefer adjourned the September 2, 2014 meeting at 7:40 pm



Chairman, Schaefer

ATTEST:



Kelly Richardson, City Recorder

From: GILL Kuri * OPRD [Kuri.Gill@oregon.gov]
Sent: Wednesday, October 15, 2014 2:12 PM
To: clerk; recorder; Karen Townsend
Subject: CLG grant

Hi there!

Hopefully you and your commissions are considering projects for the upcoming grant cycle.

The grant applications will be open in November. The deadline will be February 27, 2015. The application will change little if at all. Funds will be available April 1, 2015 provided paperwork is signed. The projects must be completed by August 31, 2016 and the report deadline is Sept 20, 2016. I suspect the grant request limit will be \$12,500, but you will know for sure in November.

Please let me know if you would like us to meet with you or your commissions to talk through ideas. As always we encourage to do complete Reconnaissance Level Survey, offer public education and provide incentives with you grant funds.

I have included below descriptions of the requirements for Reconnaissance Level Survey and Intensive Level Survey. If you want information above and beyond these requirements, that is OK, but please be sure to increase the budget and include any additional expectations in the grant application.

Please let me know if you have any questions.

Take care, Kuri

RLS

The Reconnaissance Level Survey (RLS) is a systematically documents large groups of properties, and is designed to identify potential historic districts and individual properties for listing in the National Register of Historic Places. The information collected in the field is entered into the Oregon Historic Sites Database and includes at least two digital photos, address and location information, estimated age, height in stories, use, siding material, style, and potential eligibility for listing based on a visual assessment of the building's physical qualities. The final RLS product consists of a survey report, printouts from the database, and a map of the survey area. Assuming the survey area is physically contiguous and lots are standard in size, surveyors should estimate approximately 10-15 minutes per building to complete an RLS survey, including all field work and data entry. The RLS is not intended to collect information for a detailed physical description or describe or assess historic events and individuals associated with a particular property. More complete information is gathered through the Intensive Level Survey (ILS) process, the next level of survey.

Required Items for RLS:

- Completed Oregon Historic Sites Database
- Survey report: Two-to-three page discussion inserted into the database describing the survey area and the number, type, and distribution of historic properties, and discussing the presence or absence of a potential historic district and/or individually-eligible properties and other pertinent recommendations.
- Two digital images of each property, appended to database

- RLS coversheet, statistical printout, and property list printed from database
- Survey area map.

Optional Items for RLS :

- Expanded RLS Report, including a chronological historical outline of significant events, developments, and trends in the community created from available secondary resources.
- Additional maps showing the distribution of properties by age, style, or other characteristics and historic and other land-use maps.
- Relevant archival images and documents related to the expanded RLS report.

Dropped Items: (Currently required in guidelines)

- USGS Map
- Research design (required before survey is begun).

ILS

The Intensive Level Survey is a complete investigation of a single property organized into a two-to-four page narrative format and accompanied by copies of original research and archival documents. Collected information is entered into the Oregon Historic Sites Database and includes photos, maps, and a written property description and building history. Assuming that local records are available and well-organized, an ILS of a single commercial building or average single-family home and garage will take 20-40 hours to complete. The time per property necessary to complete the work will decrease if creating multiple ILS documents using the same record sets. The ILS provides the necessary factual information to complete a National Register nomination, but does not specifically discuss eligibility for listing in the Register or the history of the larger community or other broad trends.

Required Items for ILS

- Completed Oregon Historic Sites Database entry.
- Site map, generally to scale.
- Complete exterior photography.
- Exterior description of site, main building, and outbuildings.
- Chronological narrative history of the property, including:
 - Building history, including description of initial construction and alterations over time.
 - Name and brief work history of the architect and builder, as applicable.
 - List of property owners and residents, and biographical sketch of notable persons.
- Bibliography of consulted resources.
- Printed ILS form from the Oregon Historic Sites Database.
- Printed archival and research materials in a labeled manila folder.

Optional Items for ILS

- Measured site map
- Interior photos.
- Interior measured drawings.
- Taped oral interviews with residents or knowledgeable persons.

Kuri Gill

NOTE: My email address has changed!

Oregon Heritage
Grants & Outreach Coordinator
503-986-0685
Kuri.Gill@oregon.gov
725 Summer St NE, Ste C
Salem, OR 97301
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<http://oregonheritage.wordpress.com/> - Blog

Kuri Gill



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



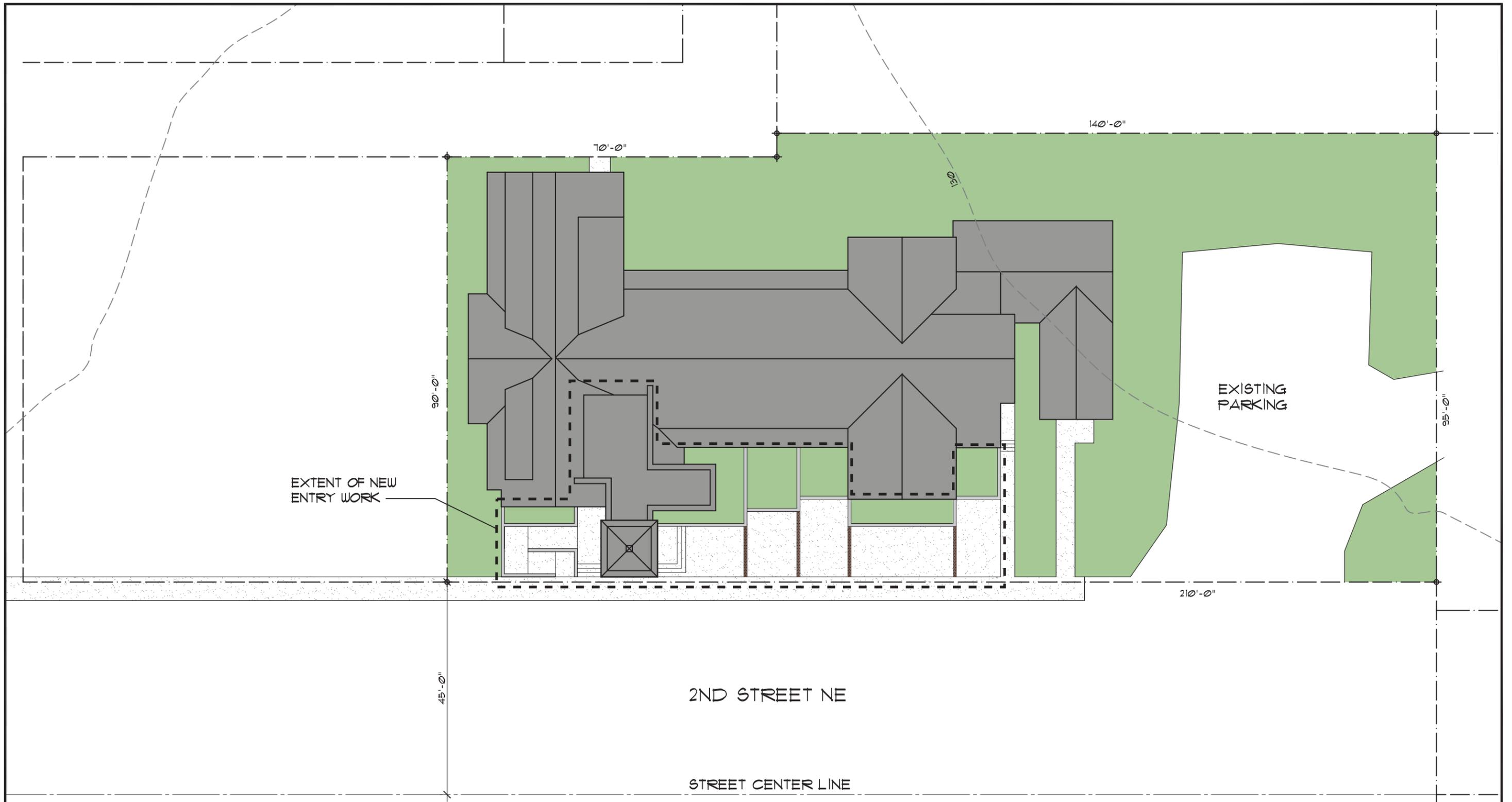
ASSESSOR PHOTO OF EXISTING BUILDING



SKETCH OF ORIGINAL BUILDING, 1907



EXISTING ENTRY

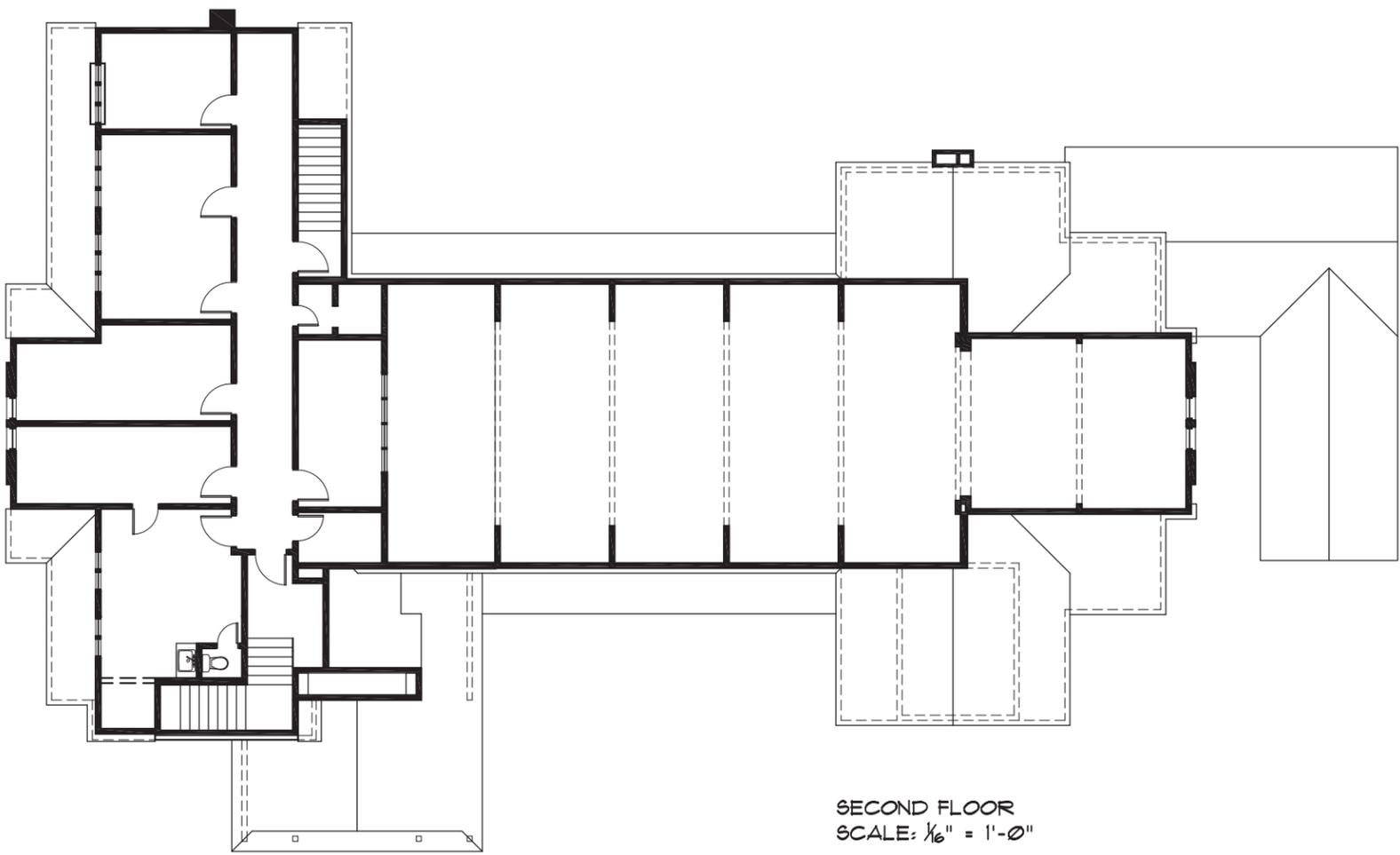


SITE PLAN
 SCALE: 1" = 20'-0"

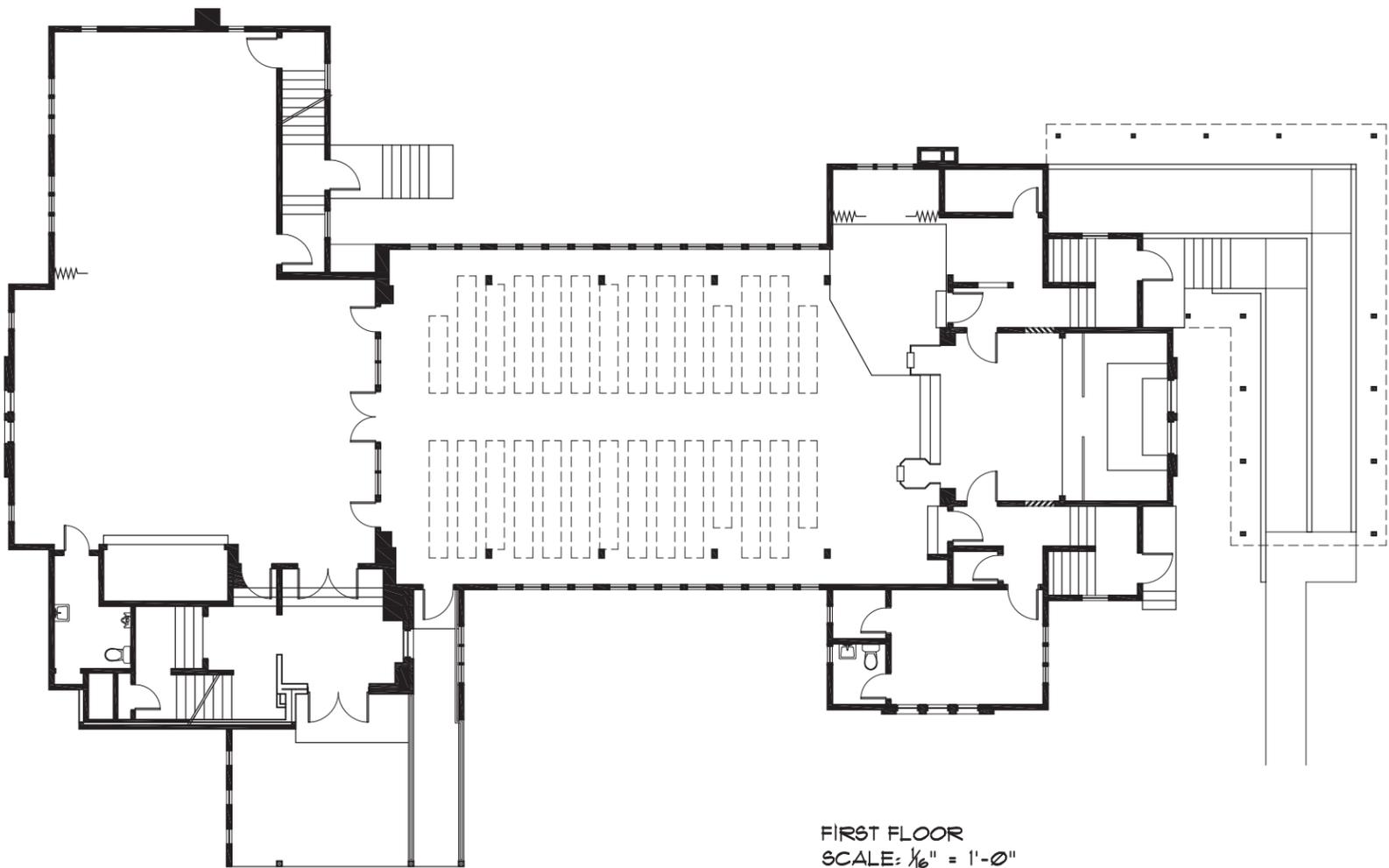
AURORA CHRIST LUTHERAN CHURCH
 2014.0044.000
 13 OCTOBER 2014



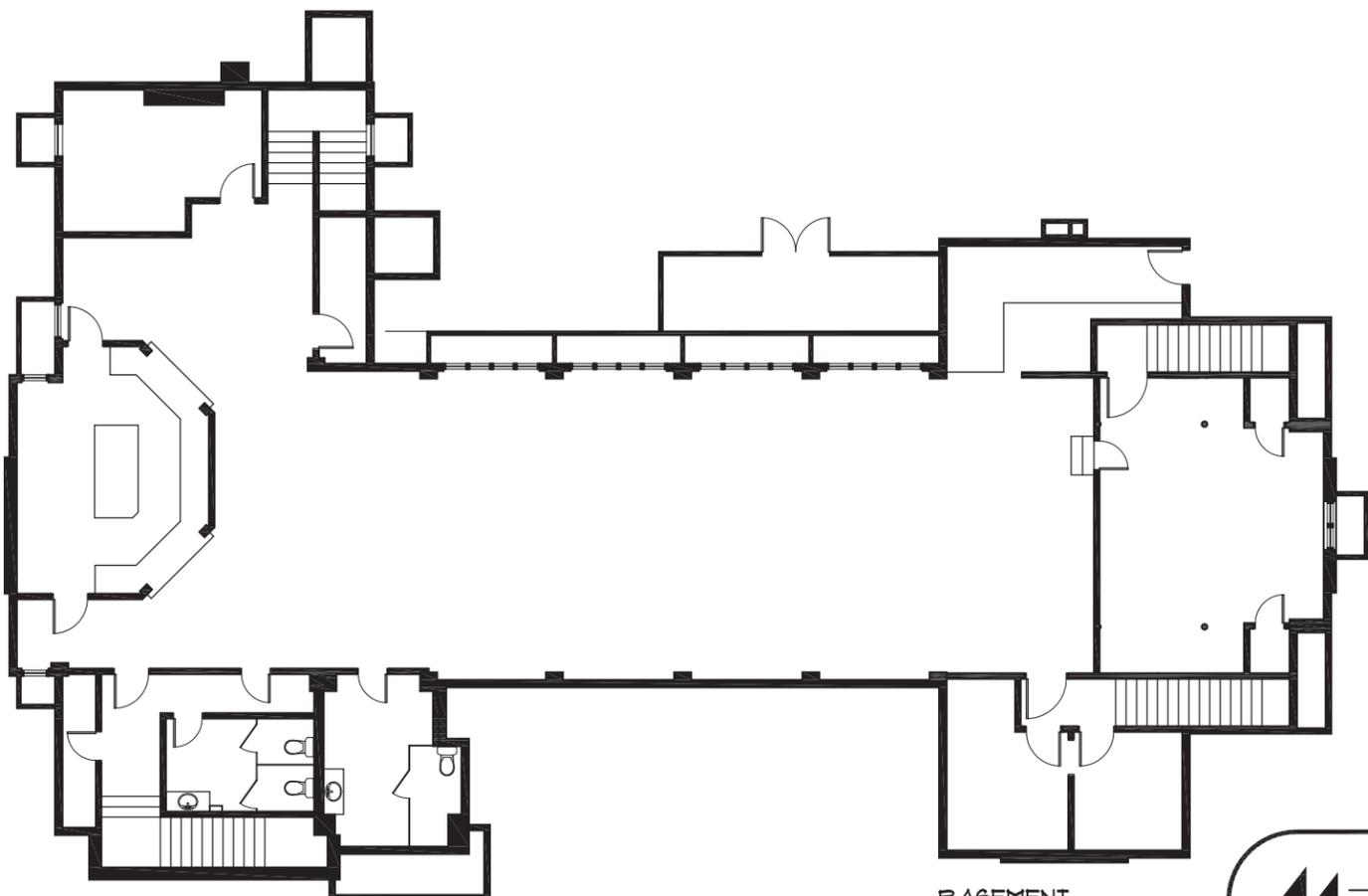
ARBUCKLE COSTIC ARCHITECTS, Inc.
 363 State Street
 Salem, OR 97301-3533
 T: 503.581.4114
 F: 503.581.3655



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



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



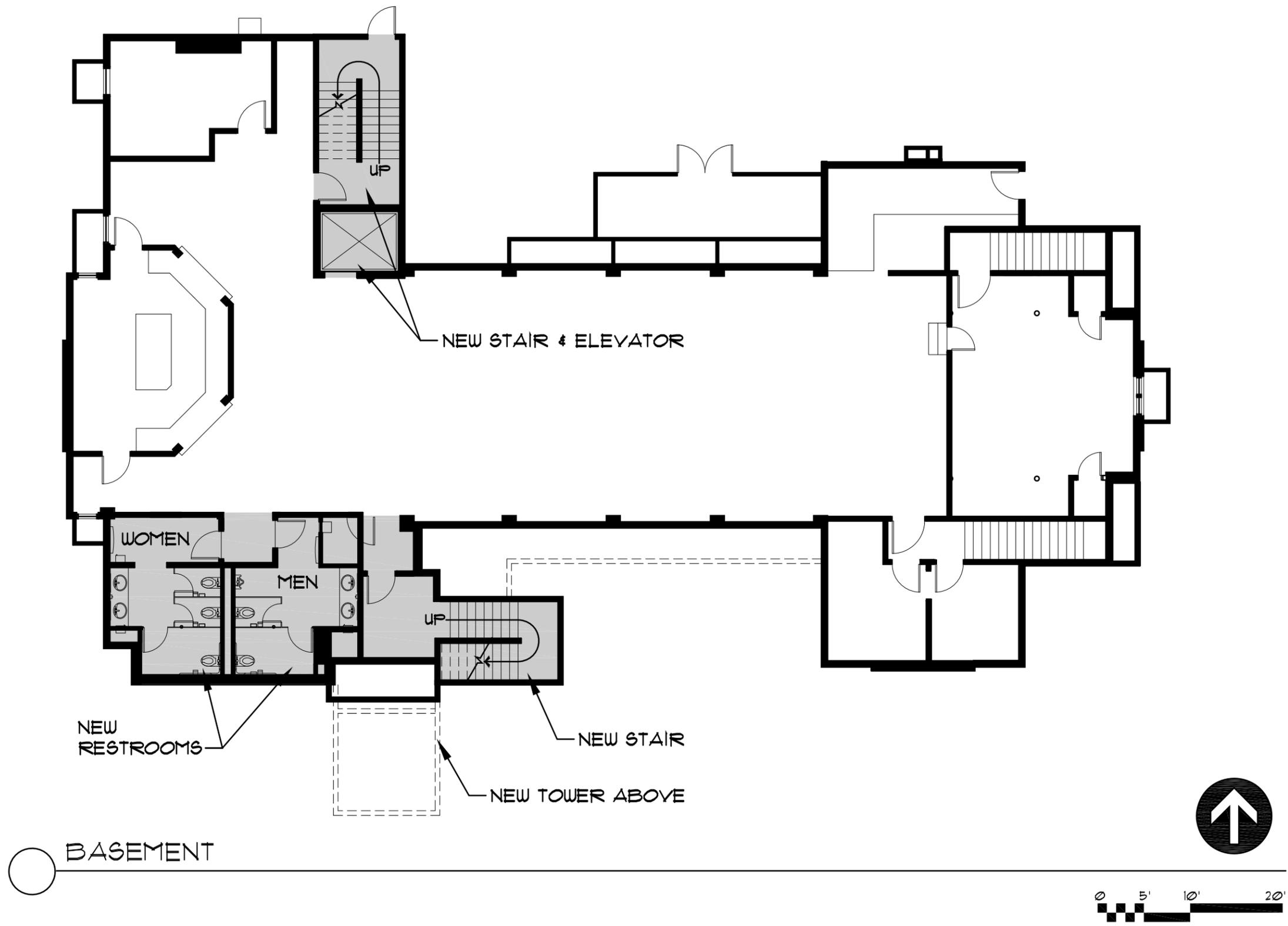
BASEMENT
SCALE: 1/16" = 1'-0"



EXISTING FLOOR PLAN
CHRIST LUTHERAN CHURCH
AURORA, OREGON



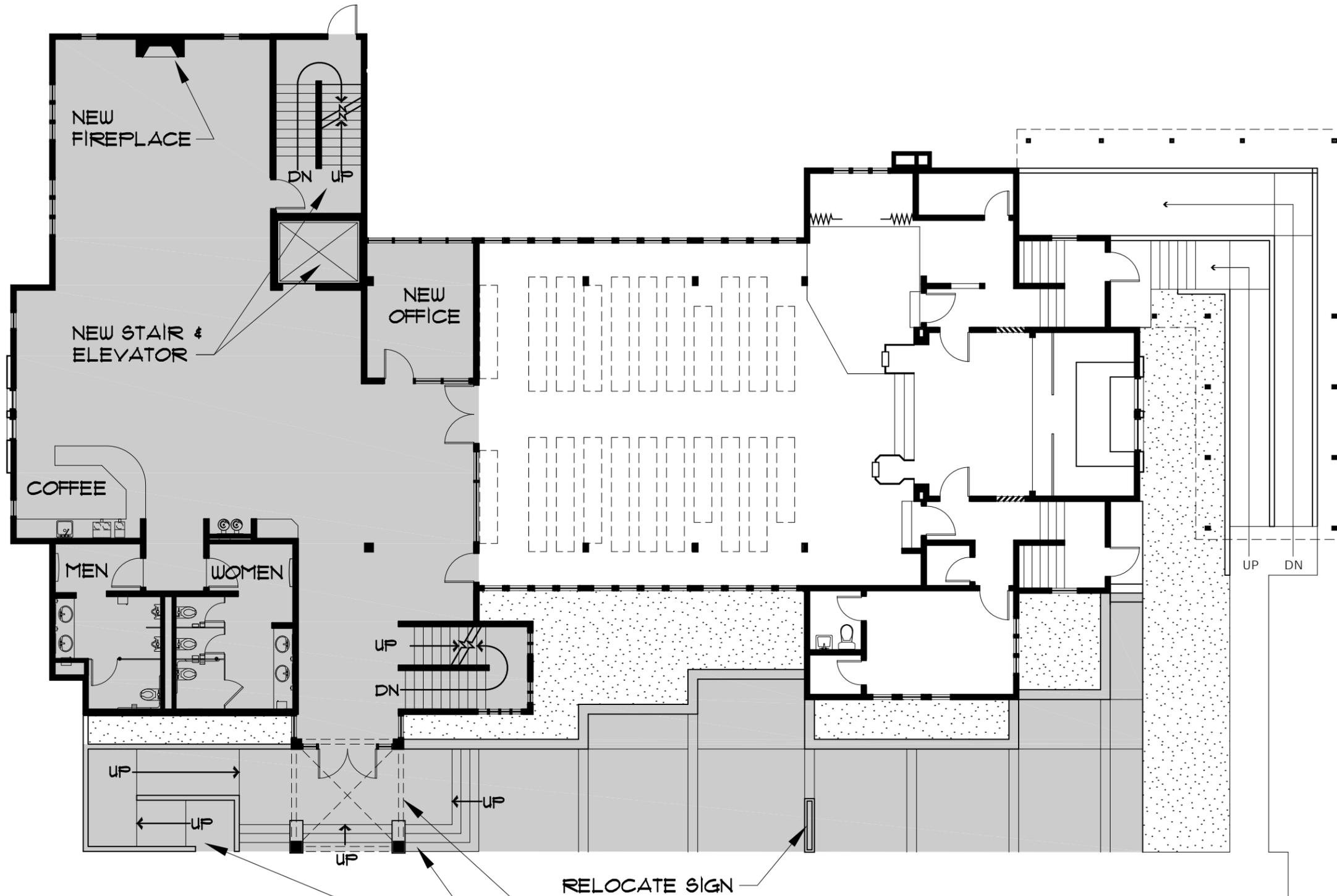
ARBUCKLE COSTIC ARCHITECTS, inc.
363 STATE STREET
Salem, OR 97301-3533
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CHRIST LUTHERAN CHURCH
 AURORA, OREGON
 2014.0044.000
 15 OCTOBER 2014



ARBUCKLE COSTIC ARCHITECTS, inc.
 363 STATE STREET
 Salem, OR 97301-3533
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NEW FIREPLACE

NEW STAIR & ELEVATOR

COFFEE

MEN

WOMEN

NEW OFFICE

RELOCATE SIGN

NEW BELL TOWER

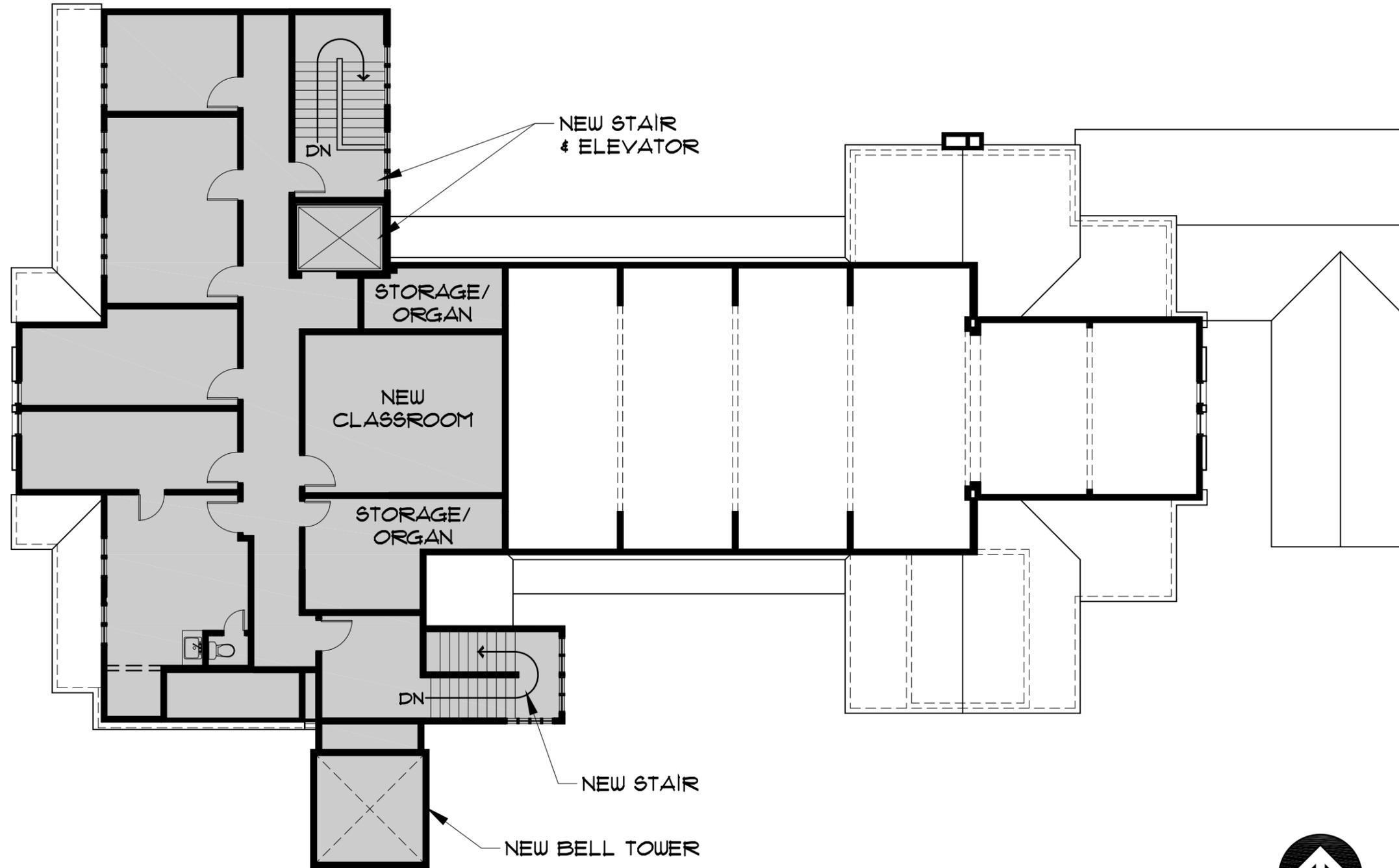
NEW STAIR AND RAMP

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

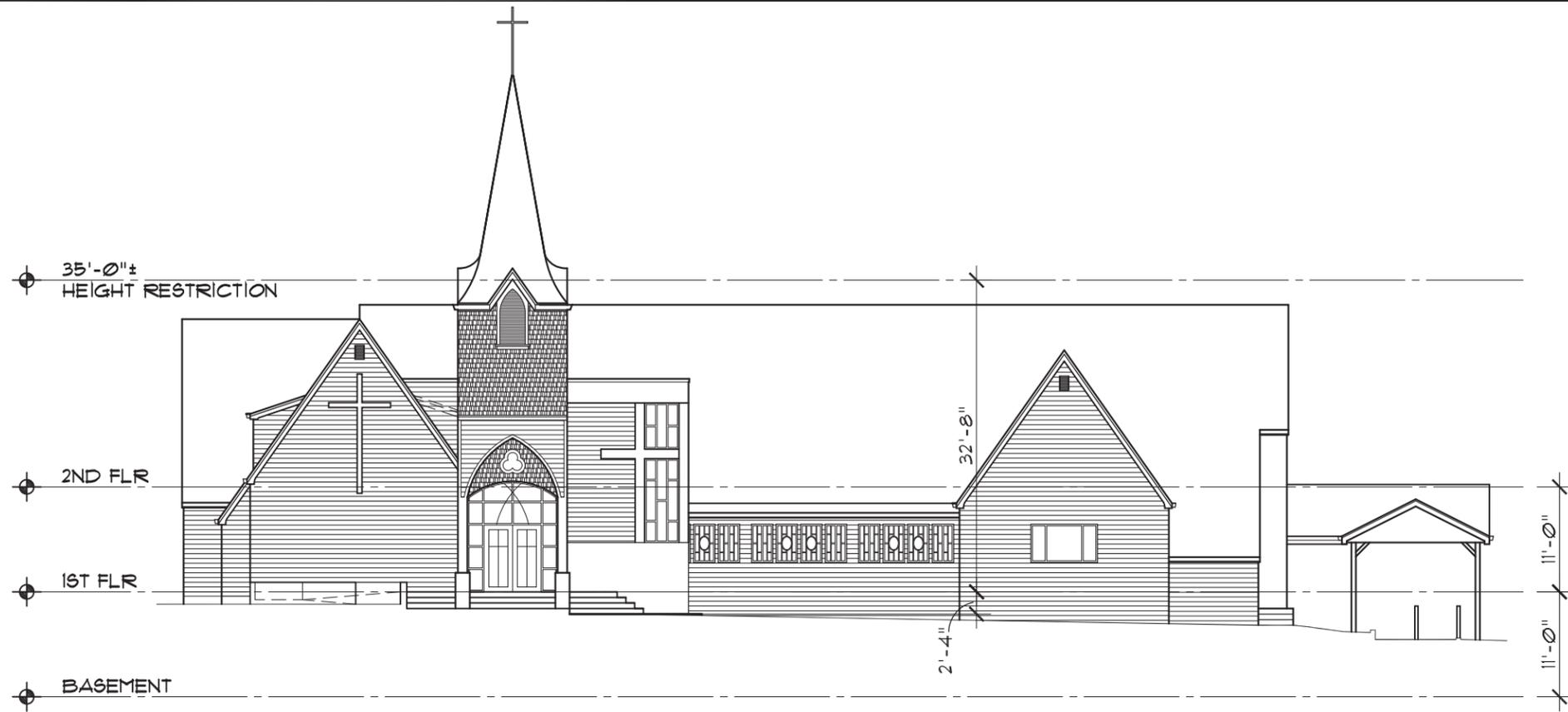


1 EAST ELEVATION
SCALE: 1/16" = 1'-0"

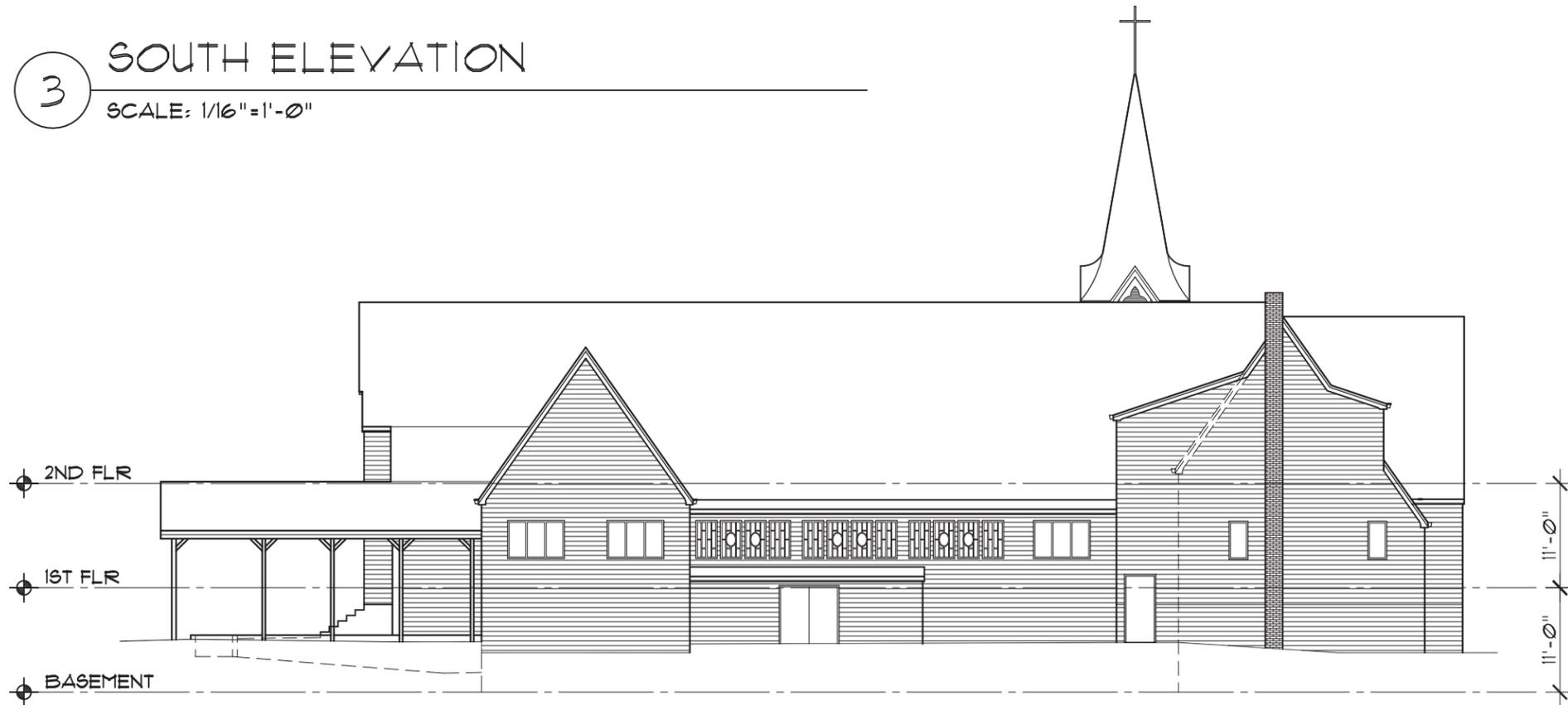


2 WEST ELEVATION
SCALE: 1/16" = 1'-0"





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



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

**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 (4th 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 TIM & SUSIE CURLORAN Date 10/08/14
 Business name (if applicable) AURORA FAMILY HEALTH CLINIC
 Physical address 21348 Hwy 99-E
 Mailing address P.O. Box # 73 AURORA 97002
 Phone 503 312 4819 email AURORACOLONYP@GMAIL.COM

Type of project(s) List all

RENOVATION AND EXPANSION OF EXISTING BUILDING - SIDING & WINDOWS PER EXISTING / PROPOSED ZONING CHANGE FROM R1 TO R1/C1

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

Project specifics:

Painting: base color WHITE mfg/number _____
 trim color DARK BLUE mfg/number _____
 trim color DARK RED 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) _____

pd 30⁰⁰

Roofing: Cedar Shingle Composition
 Other (describe) _____
 Color BLACK _____ 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 FLOWER BEDS
 Trees EXTENSIVE PRUNING
 Tree Removal POSSIBLE
 Guidelines used: Item/page(s) _____

Other type of project(s): _____

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

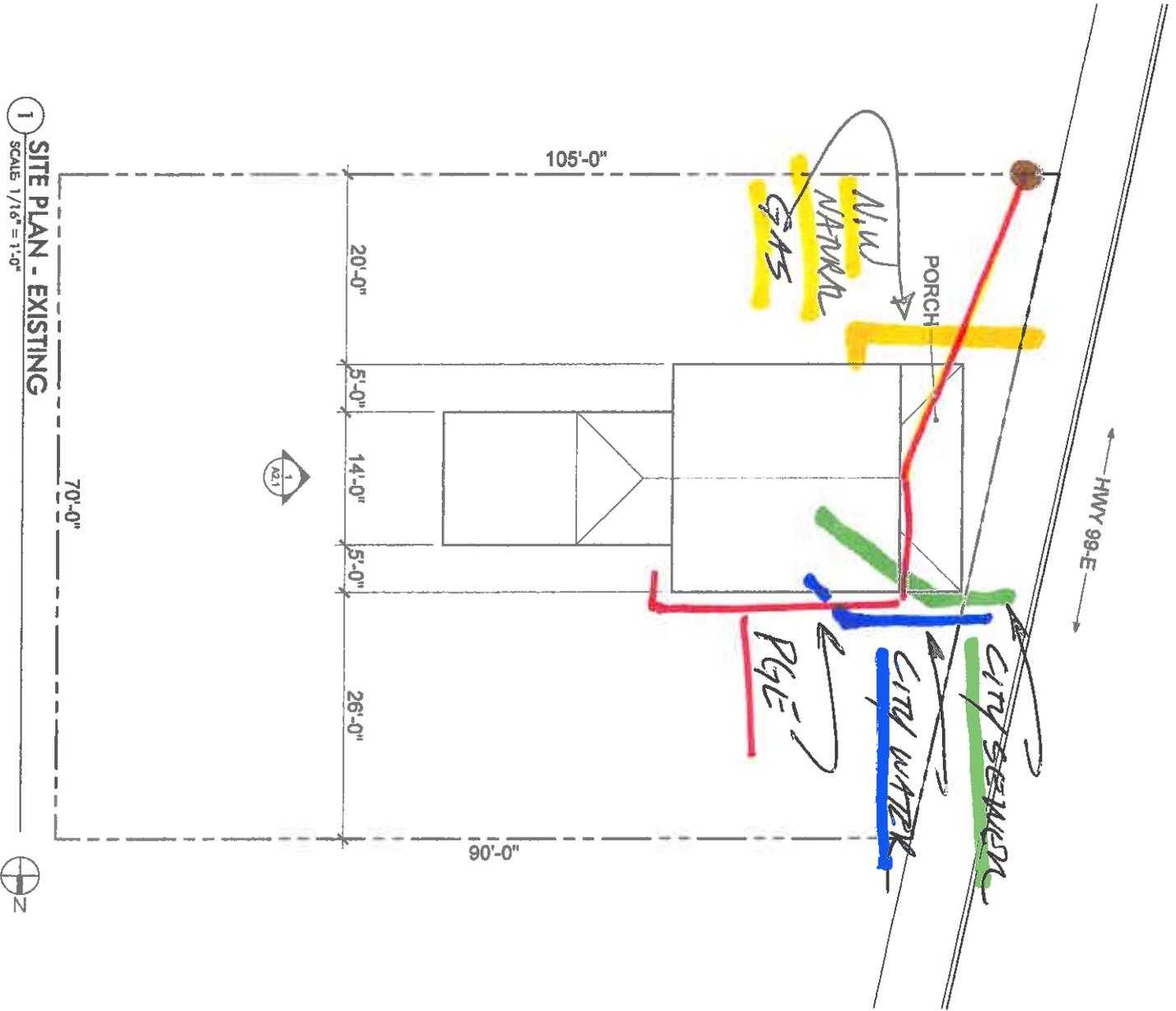
- Attach the following in order for your application to be accepted:
1. Site plan drawn to scale with project location shown.
 2. Elevations, including dimensions.
 3. Photograph of property is helpful but not required.

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.

10/05/14
Date


Signature of Applicant

1 SITE PLAN - EXISTING
 SCALE 1/16" = 1'-0"



AURORA FAMILY HEALTH CLINIC

21348 HWY 99-E
 AURORA, OR 97002

LOT #:
 41W13BA03000

SITE PLAN
 EXISTING

10.13.2014

A1.1

AURORA FAMILY HEALTH CLINIC

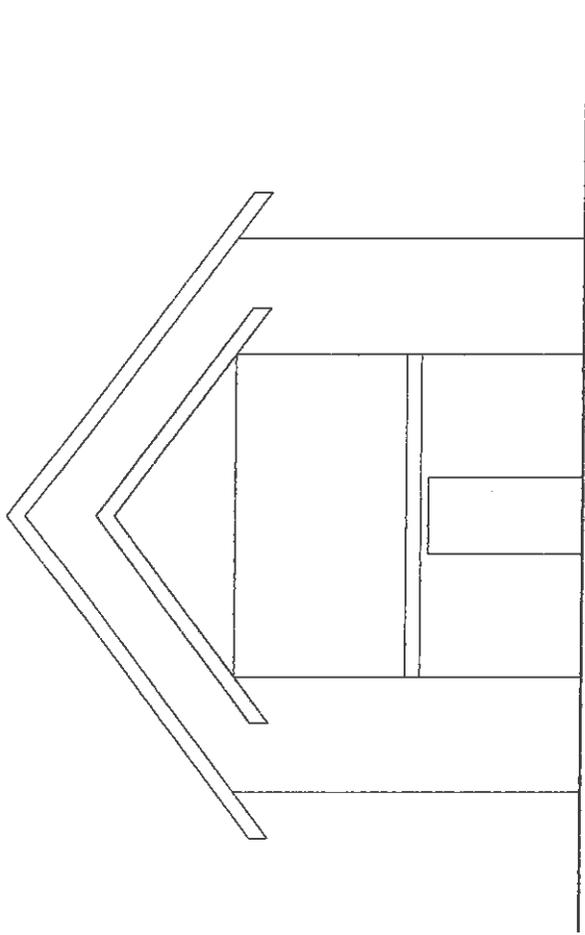
21348 HWY 99-E
AURORA, OR 97002

LOT #:
41W13BA03000

SOUTH ELEVATION
EXISTING &
PROPOSED

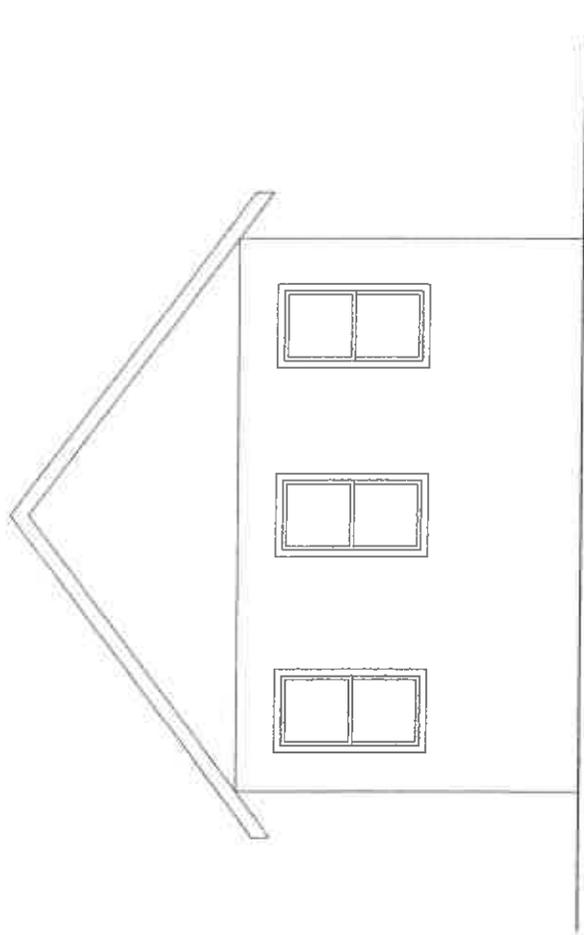
10.13.2014

A2.1



1 REAR ELEVATION - EXISTING

SCALE: 1/8" = 1'-0"



2 REAR ELEVATION - PROPOSED

SCALE: 1/8" = 1'-0"