

**Agenda**  
**Aurora Historic Review Board**  
Thursday, February 26, 2015, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

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**1. CALL TO ORDER OF THE AURORA HISTORICAL REVIEW BOARD MEETING**

**2. CITY RECORDER DOES ROLL CALL**

Chair Abernathy  
Member Townsend  
Member Frochen  
Member Fraser  
Member TBA

**3. CONSENT AGENDA**

- a) Historic Review Board Minutes - January 2015
- b) City Council Minutes – January 2015
- c) Planning Commission Minutes – January 2015

**4. CORRESPONDENCE - NA**

**5. VISITORS**

Anyone wishing to address the Aurora 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 Aurora Historic Review Board could look into the matter and provide some response in the future.

**6. NEW BUSINESS**

- a) Discussion and or Action on Sign Application for Aurora Family Dental 21668 Hwy 99E  
Owner Richard Davenport.
- b) Discussion and or Action on Possible Tree Removal at the corner of 2<sup>nd</sup> and Main. Applicant  
Aurora Colony Historical Society.
- c) Discussion and or Action on Addition Application from Tim Corcoran and Aurora Family  
Health 21348 Hwy 99E.

**7. OLD BUSINESS**

- a) Continued Discussion on Porch Restoration Project at 21581 Main Street Regarding Sidewalks, Applicant Historical Society.
- b) Discussion and or Action on Historic Inventory
- c) Discussion and or Action on Sign Inventory
- d) Discussion and or Action on CGL Grant Application

**8. ADJOURN**

**Minutes**  
**Aurora Historic Review Board Meeting**  
Thursday, January 22, 2015, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

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

**STAFF ABSENT:** None

**VISITORS PRESENT:** Bill Graupp, Mayor  
Joseph Schaefer, Aurora

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**1. CALL TO ORDER OF THE HISTORIC REVIEW BOARD MEETING**

The meeting of January 22, 2015 was called to order by Chair Abernathy at 7:05 pm

**2. CITY RECORDER DOES ROLL CALL**

Chair Abernathy – Present  
Member TBA  
Member Frochen – Present  
Member Fraser – Present  
Member Townsend - Present

**3. CONSENT AGENDA**

- a) Historic Review Board Meeting Minutes – December 18, 2014
- b) City Council Minutes – December, 2014
- c) Planning Commission – December, 2014

A motion to approve the Historic Review Board minutes of December 18, 2014, as presented made was made by Member Townsend and is seconded by Member Fraser. Passed by all.

**4. CORRESPONDENCE - NA**

**5. 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 were made during this section.

Joseph Schaefer, Aurora Presented to the Board his concept for the possible purchase of the property located at 21520 Main Street.

- 1. Replace the building that was lost in the fire as close to original as possible.

2. Live work townhouses approximately 4 of them. They briefly discuss the details of the concept.

## 6. NEW BUSINESS

- a) Discussion and or Action on Sign Application for the Wild West Antiques (formerly Deer Creek Mercantile) and owner Dana Gerath 21581 Main Street. Applicant presents the wall sign which is in compliance with the code as presented for materials of wood, color and font. Per title 17.24.100 B.

A motion is made to accept the application as presented by board member Frochen and is seconded by board member Fraser. Motion passed by all.

## 7. OLD BUSINESS

- a) Discussion and or Action on Historic Inventory, tabled
- b) Discussion and or Action on Sign Inventory, briefly discuss the timing of when the letters should go out to the different businesses which is decided to be the middle of February.
- c) Discussion and or Action on the 2015 CGL Grant Application, Member Townsend presents ideas as to the different options discussed for the application. Everyone likes the letter as proposed to be sent to Kuri Gill as the Grants Outreach Coordinator.

**Action: None**

## 8. ADJOURN

**Chairman Abernathy adjourned the meeting of January 22, 2015 at 8:20 pm.**

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Gayle Abernathy, Chairman

ATTEST:

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Kelly Richardson, CMC  
City Recorder

**Minutes**  
**Aurora City Council Meeting**  
Tuesday, January 13, 2015, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

**STAFF PRESENT**        Mary Lambert, Finance Officer  
                              Darrel Lockard, Public Works Superintendent  
                              Pete Marcellais, Marion County Deputy

**STAFF ABSENT:**        Kelly Richardson, City Recorder  
                              Dennis Koho, City Attorney

**VISITORS PRESENT:**    Kevin Cameron, Marion County Commissioner  
                              Robert Graham, Aurora Planning Commission

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**1. CALL TO ORDER OF THE CITY COUNCIL MEETING**

Meeting was called to order by Mayor Bill Graupp at 7:03 pm

**2. CITY RECORDER DOES ROLL CALL**

Mayor Graupp- Present  
Councilor Sallee-Present  
Councilor Brotherton-Present  
Councilor Sahlin - Present  
Councilor Vlcek - Present

**3. CONSENT AGENDA**

- a) City Council Meeting Minutes December, 2014
- b) Planning Commission Minutes, December, 2014
- c) Historic Review Board Minutes, Not Available

Motion to approve the consent agenda as presented was made by Councilor Sallee and is seconded by Councilor Vlcek. Motion approved by all.

**4. CORRESPONDENCE - NA**

**5. VISITORS**

Anyone wishing to address the Aurora 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 Aurora City Council could look into the matter and provide some response in the future. No comments were made during this section.

Kevin Cameron Marion County Commissioner thanked the entire group for their volunteer efforts and serving their community.

Councilor Vlcek rescinds his resignation from Council and asks to be excused from 3 upcoming council meetings and wants to continue his commitment.

#### **6. APPOINTMENT OF NEW COUNCILORS**

- a) Appointment of Mayoral Candidate Bill Graupp accepted his nomination and signed his oath.
- b) Appointment of Council Candidate Jason Sahlin accepted his nomination and signed his oath.
- c) Appointment of Council Candidate Kris Sallee accepted her nomination and signed her oath.
- d) Appointment of Council President, Consensus of the Council was for Councilor Sahlin to remain the Council President.

Due to City Recorder Richardson's absence the verbal oath of office will be given prior to the next council meeting.

#### **7. ASSIGNMENTS OF NEW COUNCIL LIAISON POSITIONS**

- a) Administration Dept, Councilor Sallee
- b) Public Works, Councilor Brotherton
- c) Police Contracts, Councilor Vlcek
- d) Parks, Councilor Sahlin
- e) Budget, Mayor Graupp

#### **8. REPORTS**

##### **a) Mayor Bill Graupp**

- Mayor report, Informs Council the Pudding River Water Council has a few dollars for Aurora to improve the water ways.  
I have a meeting with Senator Girard tomorrow regarding the recent Bill introduced to allow the Airport the ability to regulate water and sewer.

**Council discussed**, the Pudding River Water Council dollars to improve the edge of the river. It was agreed that river are clean up would be the best use of the dollars. One suggestion is cleaning up the proposed Dog Park, adding a walking path, planting native plants and creating a bee pollination area. We can continue this discussion at a later time.

**ACTION: Action to be.....**

##### **b) Marion County Deputy**

- Deputy report, I have discovered that the code has some overlap regarding animals that I will be looking into and working with the City Recorder to get cleaned up and make recommendation to Council. It either needs to be at local level or with Marion County but not both.

**Council discussed**, Councilor Sahlin likes the idea of keeping the animal control at the local level.

**ACTION: NA**

c) Traffic Safety Committee

- Traffic report, We held a 3 hour safety awareness session in hopes to slow traffic on Liberty Street there were approximately 5 cites given along with some warnings.

No Council discussion

**ACTION: NA**

d) Finance Officer

- Finance officer report, Informs Council that the Building Permits revenue is down from last year. Councilor Sallee asks if there is anything Finance Officer Lambert is concerned with. Lambert's response is a few legal fees appropriations are the main concern and I don't see any in trouble at this point.

**Council discussed** briefly that Aurora Colony Days was about 1,000 dollars short to cover expenses and Councilor Vlcek asks Lambert the status of Verizon Wireless she replies that City Recorder Richardson and City Planner Wakeley are still working on it and is moving forward.

**ACTION: NA**

e) Public Works

- Public Works report, we believe that the alarm situation has been fixed at the water plant. We are still tracking down a few alarms at the sewer treatment plant and are looking into purchasing a boat for the treatment plant. The sink hole on Main Street has been taken care of.

**Council discussed**, the situation along Ottaway Rd regarding the brush Councilor Sahlin has issue with us doing the work he would rather see the County work crew do the work if there is no charge. Councilor Sallee asks Superintendent Lockard if he has comp time accruals under control at this point Lockard states that they are however we did have employee Lowe recently take vacation on 40 hours of comp. Sallee states she would like to see this under control.

**ACTION:** send a letter to the property owner on Ottaway Rd outlining the authority of the city and have legal look at it. Look into the status of the Storm Water Master Plan.

f) Parks Committee

- Park report, Councilor Sahlin states at this point the committee is dormant.

**Council discussed**, we still need to get branches picked up when weather allows.

**ACTION:** Branches in the park.

g) City Recorder

- Recorder report, is read very basic see attached.

**Council discussed**, What can be done with dilapidated home on 99E lets look into the file to see what the issue was regarding HRB not wanting it taken down.

**ACTION:** Look into files regarding dilapidated house along 99E

h) City Attorney

- City Attorney report, City Attorney Koho is absent and is excused.

**Council discussed**, that there is an offer pending on the Eddy property and at this point Mr. Eddy has paid to have a tier 2 environmental study done.

**ACTION:** NA

**9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS**

- a) NA

**10. NEW BUSINESS**

- a) Discussion and or Action on New OLCC license for Christa Café.

A motion is made by Councilor Sahlin to approve the new OLCC license Christa Café and is seconded by Councilor Brother. Passed by all.

- b) Discussion and or Action Regarding the Documents Requested for the Assumption of the State Buildings Code.

It is the consensus of the Council to sign the documents requested by the state and provide the information they are looking for.

**OLD BUSINESS**

- a) NA

**11. ADJOURN**

The Council meeting of January 13, 2015 was adjourned by Mayor Graupp at 8:13 pm.



Bill Graupp, Mayor

ATTEST:



Mary Lambert  
Finance Officer

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, January 6, 2015, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

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

**STAFF ABSENT;** None

**VISITORS PRESENT:** None

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**1. CALL TO ORDER OF THE CITY COUNCIL MEETING**

Meeting was called to order by Chairman Schaefer at 7:03 pm

**2. CITY RECORDER DOES ROLL CALL**

Chair Schaefer  
Commissioner Graham  
Commissioner Fawcett - Absent  
Commissioner Gibson  
Commissioner Rhoden-Feely - Absent  
Commissioner Weidman - Absent  
Commissioner Willman

**3. CONSENT AGENDA**

- a) Planning Commission Minutes Meeting, December 2, 2014
- b) City Council Meeting Minutes, December 2014
- c) Historic Review Board Minutes, NONE

Motion to approve the consent agenda as presented was made by Commissioner Gibson and is seconded by Commissioner Willman. Motion approved by all.

**4. CORRESPONDENCE - NA**

**5. VISITORS**

Anyone wishing to address the Aurora 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 Aurora Planning Commission could look into the matter and provide some response in the future.

No comments were made during this section.

## 6. NEW BUSINESS

- a) Discussion and or Action on the Non-Remonstrance Agreement for 21042 Jenny Marie Lane property owner Bill Rosacker.  
Staff recommendation to approve the application based on the staff report presented there were no questions.

Motion is made to approve the Non-Remonstrance Agreement as presented by the staff report with the condition that it must be recorded with Marion County was made by Commissioner Gibson and is seconded by Commissioner Willman. The Motion is passed by all.

- b) Discussion and or Action on Chapter 4 Training Material Land Use and Development. Chair Schaefer went over the following material with the group.

### **Chapter 4: Making Land Use Decisions**

Welcome to Chapter 4 – Making Land Use Decisions. In this section, we discuss the different types of land use decisions made by city and county government, time requirements for these decisions and the public hearing and appeals processes. We have divided them into specific sections for easy reference.

*It is important to note that this chapter is only a general summary of planning procedures and requirements. For information about a specific statute, legal precedent, goal or rule, cities and counties should contact the appropriate governmental agency. If you have legal issues or concerns, consult an attorney who specializes in land use law.*

### **Local Land Use Decisions**

According to state law, there are three main types of land use decisions: legislative, quasi-judicial and ministerial. In most cases, public notice is required. Public hearings are required for certain types of decisions. Although local governments must establish procedures and requirements consistent with state statutes, they have considerable flexibility in assigning appeal to the planning commission. Some planning commission decisions may be appealed to the governing body. Some jurisdictions employ hearings officers to make certain types of land use decisions which are then subject to appeal to the planning commission or governing body. In all cases, local government land use decisions may be appealed to the Land Use Board of Appeals, or LUBA. All decisions must be consistent with state statutes, the statewide planning goals, case law and other applicable legal requirements.

Limited land use decisions and expedited land divisions are special categories of local decisions that are subject to specific procedures and standards outlined in state statutes.

#### **Legislative Land Use Decisions**

Legislative decisions establish local land use policies. They typically become part of the comprehensive plan or zoning code. In the case of map designations, legislative decisions are applicable to broad geographical areas rather than single properties or sites. In most communities, proposed legislative amendments to the comprehensive plan or zoning code are considered first by the planning commission, which holds one or more public hearings. The

commission's recommendation is then considered by the governing body which holds at least one public hearing before taking final action.

#### Quasi-Judicial Land Use Decisions

Local governmental bodies make quasi-judicial decisions when they apply existing policies or regulations to specific situations or development proposals. Other quasi-judicial decisions amend the zoning or comprehensive plan map, policies or regulations in relation to a specific development proposal. Additional examples of quasi-judicial decisions are conditional use permits, variances, partitions, subdivisions, annexations and road and street vacations.

#### Ministerial Land Use Decisions

Ministerial land use decisions are made by local planning staff based on clear and objective standards and requirements applicable to a specific development proposal or factual situation. Examples include building permits for a use permitted by code or a determination that a proposed structure meets setback or height requirements. Ministerial decisions do not require a public notice or hearing.

#### Limited Land Use Decisions and Expedited Land Divisions

To streamline approval of relatively minor actions within an urban growth boundary, or UGB, the legislature has approved two other kinds of decisions. The first, limited land use decisions, are made by the locally designated decision-maker and are subject to procedures and notice requirements outlined in state statutes. Examples include tentative partitions, tentative subdivisions, site review and design review.

The second, expedited land divisions for residential uses within a UGB, are made by planning staff after public notice. They are subject to procedures and requirements outlined in state statutes. The local government may not hold a hearing on such an application and must make its decision within 63 days of the application. Decisions may be appealed to a referee hired by the local government and finally to the State Court of Appeals according to state law.

#### Process

Procedures for legislative and quasi-judicial land use decisions are outlined in statutes and interpreted through case law. These procedures are ultimately incorporated into local plans and ordinances. Legislative procedures are generally more flexible than quasi-judicial procedures because they deal with relatively broad public policy issues. Quasi-judicial procedures are often more complex and specific, and require "due process." This is a legal term that entitles all affected parties prior notification of a proposed action and the opportunity to present and rebut evidence before an impartial tribunal. For quasi-judicial decisions, governing body members, hearings officers and planning commission members should avoid or limit communications outside of the formal public hearing process. They are required to disclose any contact outside the public hearing regarding a specific case in order to provide an opportunity for rebuttal or other corrective action. The local government must maintain a record of the proceedings and adopt findings of fact regarding the reasons for their decision. Within UGBs, this process must be completed within 120 days. Outside UGBs, the process must be completed within 150 days. In both cases, there are specific provisions to extend the time limit.

#### Land Use Application

Legislative land use decisions are subject to post acknowledgment plan amendment (PAPA) requirements contained in state statutes. For quasi-judicial land use decisions, the 120- or 150-day review process begins after the planning staff receives required application forms and supporting information that advocate for a certain land use or proposed development. Many local governments will schedule pre-application conferences with the prospective applicant.

#### Public Notice

Notice for legislative land use decisions must be provided to the public as outlined in local procedures and must be forwarded to the Director of DLCDC as required by the state statute. DLCDC provides notice to those who have requested to be included on the agency's notice list. For quasi-judicial decisions, specific parties must be notified at least 20 days prior to the public hearing: the applicant; property owners within 100 feet of the property if within a UGB, within 250 feet if located outside a UGB and within 500 feet if located within a farm or forest zone; and any neighborhood or community organizations whose boundaries include the site. Some local governments also require that notice be posted on the property.

#### Public Hearing

For legislative decisions, the planning commission usually holds initial hearings on a proposal before forwarding its recommendation to the governing body. Legislative decisions require final action by the governing body. Hearing procedures are relatively flexible and there are no limitations on outside contact between decision makers and the public.

For quasi-judicial decisions, most cities and counties hold at least one hearing before the planning commission or hearings officer prior to forwarding a recommendation or allowing an appeal to the governing body. At the hearing, the presiding officer summarizes the procedures and planning staff describes the case, including the applicable criteria in the comprehensive plan or zoning code, and its recommendation.

Applicants then present their case for approval and others may support them. Opponents then have the opportunity to challenge the applicant's case. All parties have the right to present and advance of or during the hearing precludes appeal to LUBA on that issue. This is commonly referred to as the "raise it or waive it" requirement. Under state law, some types of land use decisions may be made without a hearing if notice is provided and no party requests it.

#### Decision and Findings

Legislative decisions require a record and findings, but the requirements are less rigorous than for quasi-judicial decisions. The record must be adequate to show that the legislative action is within the legal authority of the city or county. The record must show that the jurisdiction followed applicable procedures. Legislative decisions must be consistent with substantive requirements in state statutes and the statewide planning goals. For example, an updated housing element must be consistent with ORS 197.303-314 and Statewide Planning Goal 10 (Housing).

After hearing the staff report and public testimony on an application for a quasi-judicial decision, the hearings body makes its decision. As noted before, this must be based only on applicable criteria in the local code and relevant evidence and testimony. There are four choices of action: approve the application; approve the application subject to specific conditions; deny the application; or continue the review process to obtain additional information. In this case, the applicant may need to agree to a time extension.

The final decision must include findings of fact and conclusions of law that are adequate to explain the basis for the action. Draft findings are often prepared by staff and may be available in advance of the hearing. Adoption of findings may occur immediately following the hearing and include any modifications to the draft, based on additional evidence and testimony. In some cases, the prevailing party, legal counsel or staff are asked to prepare the final version of the findings which are then adopted at a separate meeting before the time limit expires. The final decision must be based on what is known as "substantial evidence" that a reasonable person would rely on in reaching the decision.

#### **Appeals**

Local ordinances specify how initial decisions by local staff, a hearings officer, or the planning commission can be appealed to the local governing body. Certain appeals are limited to evidence submitted to the initial decision-maker and may include an opportunity for additional oral or written argument.

As we have noted before, only parties that have stated their case before the local government have 21 days to file a Notice of Intent to Appeal with LUBA. Following this filing, and during a timeframe prescribed by law the local government must provide the complete record of the proceedings with the board. Once the record is filed and accepted, the petitioner and respondent(s) file their briefs with the board. LUBA will hear oral arguments from the parties and issue a written opinion that either affirms, reverses, or remands the decision for additional consideration. The board's decision may be appealed to the Court of Appeals, or finally, to the Oregon Supreme Court. Specific timelines in state law provide for a speedy review of land use decisions and increase certainty for both the community and applicant.

Alternatives to formal appeals include mediation, which can save all parties time and money. For more information on mediation assistance, contact DLCD.

#### **Staff Role**

Planning staff are usually the first individuals an applicant meets. They are responsible for explaining all procedures and requirements, reviewing the application for completeness and preparing the staff report. Staff presents its report and recommendation to the decision maker. Often, the staff recommendation is accepted with or without conditions. Staff generally prepares the final decision documents and findings of fact documenting the reasoning to support the decision.

A pre-application conference with prospective applicants may help them understand the procedures and requirements for the land use proposal, including any additional research or information that may be needed. In some cases, applicants may be encouraged to meet with neighborhood groups or other affected parties to review their proposal.

Staff prepares a public notice for proposed land use decisions that describes the location of the subject property, the nature of the application and the proposed use. The notice also explains: criteria from the comprehensive plan and land use regulations that pertain to the application; the date, time, and location of the public hearing; the name of a local government representative to contact; and requirements for public testimony and how the hearing is conducted. When a staff report is prepared, it must be made available to all interested parties seven days prior to the public hearing. In some cases, the staff report includes draft findings explaining the reasoning for the recommended decision.

As noted earlier, LUBA may remand or return a case to the local government for additional review. If a decision is remanded, the local government must decide whether to proceed, based

on the existing record or to allow additional evidence and testimony. Legal requirements related to remand may be complicated. Staff should work with their legal counsel to define procedures and requirements before the remand is formally considered.

**Ex Parte Contact, Bias and Conflicts of Interest**

**Ex Parte Contact**

An ex parte contact occurs when a decision-maker receives information, discusses the land use application or visits the site in question outside the formal public hearing. This does not include discussions with and information received from staff. Failure to disclose such contact may result in reversal or remand of the decision. If ex parte contact does occur, the decision-maker must disclose it on the record at the hearing, describe the circumstances under which it occurred and present any new evidence introduced through that contact. The presiding officer must give parties the opportunity to rebut the substance of the ex parte contact. State statutes clearly delineate requirements for ex parte contacts.

**Bias**

Bias occurs when decision-makers have a prior judgment of the case that prevents them from making an objective decision based on the facts. Such decision-makers should excuse themselves from the proceedings. Even though bias is often subjective, not all personal views or positions are actual bias in the eyes of the law. While it is not unusual for decision-makers to have a perspective or background, the threshold test is if this will influence their decision. Decision-makers should carefully consider any issues related to their personal bias and be prepared to step aside if necessary.

**Conflict of Interest**

A conflict of interest occurs if any action by public officials results in financial gain or loss to themselves or a relative or business associate. According to state law, it must be disclosed. There are two types of conflicts of interest, actual and potential. An actual conflict of interest is one that would occur as a result of the decision. If that is likely, the decision-maker must disclose it and not participate in the decision. A potential conflict is one that could occur as a result of the decision. In that case, disclosure is still required, but the decision-maker may participate in the decision.

**Legal Issues Related to Ex Parte Contacts, Bias or Conflicts of Interest**

Decision makers should consult with the local government’s legal counsel if they have any questions or concerns regarding Ex parte contacts, Bias or Conflicts of Interest.

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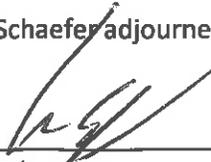
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**7. OLD BUSINESS**

- a) Discussion and or Action on Recreational and or Medical Marijuana regulations. No discussion or action taken at this time.

**8. ADJOURN**

Chair Schaefer adjourned the January 6, 2015 Aurora Planning Commission Meeting at 7:40 P.M.

  
\_\_\_\_\_  
Chair Schaefer

ATTEST:

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

City of Aurora  
HISTORIC REVIEW BOARD  
Application for Certificate of Appropriateness

SIGN APPLICATION

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

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

Name Richard Davenport Date 1-14-15  
Business Name Aurora Family Dentistry  
Physical Address 21668 Hwy 99 E, N.E., Aurora, OR 97002  
Mailing Address 21668 Hwy 99 E, NE, Aurora, OR 97002  
Phone (541)-606-3734 / or (503) 688-7787 Email davenport952@msn.com  
Number of signs requested one

**Colors** (please bring samples)

Matches front door Background green mfg/number Sherwin Williams, Shamrock  
Trim mfg/number green  
Lettering gold mfg/number Sherwin Williams, gold  
Other Design Elements \_\_\_\_\_

**Type signs:**

**Freestanding sign(s)**

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

**Wall sign(s)**

Location West wall, facing street (99E)  
Size (dimension) 4 feet wide, 3 feet long  
Total wall area (façade) upon which the sign will be mounted (sq.ft) 120 sq ft  
Total sign area (sq.ft) 12 sq. ft  
Material of sign Urethane (wood-like)  
Font/size \_\_\_\_\_

Dear City of Aurora  
Planning Dept,  
1-14, 15

Enclosed is our application for a sign for our dental office. We tried to choose a sign that was within taste of the existing buildings in Aurora. In fact the sign for the Fire Department was our inspiration.

We picked a color that used the front door color as a back ground, and this color would not get "washed" out with the white color of the building.

Since we bought our office for the location and high visibility we need a sign that would be with in taste, with old-time lettering, and bright enough to be seen from the road, and be readable.

I think the design of our sign adds character to Aurora and brings attention to what "Aurora" means and that is a rising sun!

Many old buildings in the past from the 1800's were white, with black or green trim. Many homes back then used dark green or black shutters.

Since we already had black trim on a white building, we thought a green door and a green sign would look elegant and old fashioned at the same time.

Let us know what you think of the enclosed copies of our sign. We wish to accommodate to your wishes for a sign for our business if any changes to our design are requested.  
Sincerely,  
Richard Davenport

Attached to front of building

4 feet wide



3 feet  
↑↓ high





**AURORA**

**FAMILY DENTISTRY**

LLC

**503-678-7787**

City of Aurora  
HISTORIC REVIEW BOARD  
Application for Certificate of Appropriateness

Pd 10.00  
Cash

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 Reg Keddie Date 2/10/2015  
Business name (if applicable) Aurora Colony Historical Society  
Physical address 15018 2<sup>nd</sup> St.  
Mailing address P.O. Box 707  
Phone 503-678-5754 email RLKAVK50@centurytel.net  
Type of project(s) List all remove birch tree at corner of 2<sup>nd</sup> & Main

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

Project specifics:  
 Painting: base color \_\_\_\_\_ mfg/number \_\_\_\_\_  
trim color \_\_\_\_\_ 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) \_\_\_\_\_  
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 \_\_\_\_\_  
Trees \_\_\_\_\_  
Tree Removal Gr tree at corner of 2<sup>nd</sup> & Main  
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.

2/10/2015  
Date

Reginald L. Reddie  
Signature of Applicant



EXHIBIT A  
TO  
PERSONAL REPRESENTATIVE'S DEED  
BETWEEN  
ALFRED BARKER HERMAN AND JOHN HENRY HERMAN,  
PERSONAL REPRESENTATIVES OF THE  
ESTATE OF BARBARA B. SPROUSE,  
AND  
AURORA COLONY HISTORICAL SOCIETY

(i) 209 Second

Beginning on the Northeast corner of Block 2, City of Aurora, Marion County, Oregon (See Volume 3, Page 85, Record of Town Plats for said County and State); thence South 85° 10' 25" West along the Northerly line of said Block 2, 175.0 feet; thence South 34° 39' 36" West 79.03 feet to the Southwest corner of a tract of land conveyed to H. Merritt Wirth, et ux, in Volume 595, Page 795, Deed Records; thence Easterly along the Southerly line of said Wirth tract, 214.5 feet to the Southeast corner thereof, being on the East line of said Block 2; thence Northerly along the East line of said block, 61.0 feet to the point of beginning.

SAVE AND EXCEPT: that portion of the above described real premises lying within that certain tract conveyed to the City of Aurora for street purposes by deed recorded June 9, 1908, in Volume 100, page 181, Deed Records for Marion County, Oregon.

(ii) 200 Main Street

Beginning at the Southwest corner of Block Number Five (5), of Aurora in Marion County, Oregon (See Volume 3, page 85, Record of Town plats for said county and state); and running thence Northerly along the West line of said Block, 110 feet; thence Easterly parallel with the Southerly line of said Block, 140 feet to the Westerly line of an alley; thence Southerly parallel with the Westerly line of said Block 110 feet to the Southerly line of said Block; thence Westerly along the Southerly line of said block, 140 feet to the place of beginning.

SAVE AND EXCEPT: Beginning at a point on the South line of Block 5, Aurora, Marion County, Oregon (See Volume 1, page 45, record of Town Plats for said county and state), which is 90.00 feet Easterly from the Southwest corner of said Block, thence Northerly parallel with the West line of said Block 110.00 feet; thence Easterly parallel with the South line of said Block 50.00 feet to the West line of a 20.00 foot strip of land conveyed to the City of Aurora by Deed recorded September 4, 1912 in Volume 126, page 369, Deed Records, Marion County, Oregon; thence Southerly along the West line of said

tract 110.00 feet to the South line of said block; thence Westerly along the South line of said block 50.00 feet to the place of beginning.

ALSO SAVE AND EXCEPT: Beginning at a point on the West line of Block 5, Aurora, Marion County, Oregon, that is 90.00 feet Northerly of the Southwest corner of said Block; thence Easterly parallel with the South line of said Block, 90.00 feet; thence Northerly parallel with the West line of said Block, 20.00 feet; thence Westerly parallel with the South line of said Block, 90.00 feet to the West line of said Block; thence Southerly along the West line of said Block 20.00 feet to the place of beginning.

(iii) The Northerly Ten (10) feet of Lot Two (2), Block Six (6), of Aurora, Marion County, Oregon.

STATE OF OREGON

County of Marion

I hereby certify that the within was received and duly recorded by me in Marion County records:

22123

OCT 4 9 23 AM '83

EDWIN P. MORGAN  
MARION COUNTY CLERK

Reel 323 Page 463

BY J DEPUTY

1300

PERSONAL REPRESENTATIVE'S DEED

THIS INDENTURE Made this 29th day of September, 1983, by and between ALFRED BARKER HERMAN and JOHN HENRY HERMAN the duly appointed, qualified and acting personal representative of the estate of Barbara B. Sprouse, deceased, hereinafter called the first party, and AURORA COLONY HISTORICAL SOCIETY hereinafter called the second party; WITNESSETH:

For value received and the consideration hereinafter stated, the receipt whereof hereby is acknowledged, the first party has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said second party and second party's heirs, successors-in-interest and assigns all the estate, right and interest of the said deceased at the time of decedent's death, and all the right, title and interest that the said estate of said deceased by operation of the law or otherwise may have thereafter acquired in that certain real property situate in the County of Marion, State of Oregon, described as follows, to-wit:

See attached Exhibit A

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE)

TO HAVE AND TO HOLD the same unto the said second party, and second party's heirs, successors-in-interest and assigns forever.

The true and actual consideration paid for this transfer, is a partial distribution from the Estate of Barbara B. Sprouse

IN WITNESS WHEREOF, the said first party has executed this instrument; if first party is a corporation, it has caused its corporate name to be signed hereto and its corporate seal affixed by its officers duly authorized thereunto by order of its Board of Directors.

John H. Herman  
Personal Representative  
of the Estate of Barbara B. Sprouse Deceased.

(If first party is a corporation, affix corporate seal.)

NOTE—The sentence between the symbols ①, if not applicable, should be deleted. See ORS 93.030.

STATE OF OREGON, )  
County of Multnomah ) ss.  
September 29, 19 83  
Personally appeared the above named ALFRED B. HERMAN and JOHN H. HERMAN, Personal Representatives, and acknowledged the foregoing instrument to be their voluntary act and deed.

Before me:  
(OFFICIAL SEAL) Sandra J. Gutland  
Notary Public for Oregon  
My commission expires: 1-29-86

STATE OF OREGON, County of \_\_\_\_\_) ss.  
\_\_\_\_\_, 19\_\_\_\_\_  
Personally appeared \_\_\_\_\_ and \_\_\_\_\_ who, being duly sworn, each for himself and not one for the other, did say that the former is the \_\_\_\_\_ president and that the latter is the \_\_\_\_\_ secretary of \_\_\_\_\_, a corporation, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors; and each of them acknowledged said instrument to be its voluntary act and deed.

Before me:  
\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_  
(OFFICIAL SEAL)

**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 TIM & SUSIE CURLOAN 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) \_\_\_\_\_





ANN STREET

LIBERTY STREET

SAYRE DRIVE

MAIN STREET

BOB'S AVENUE

015 06 06 5

V.D.B.  
S.M.

PACIFIC HWY. 99E

RAILROAD

SEE MAP 04 1W1350

W 1350

1350 COR

2100  
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2200  
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# AURORA FAMILY HEALTH CLINIC

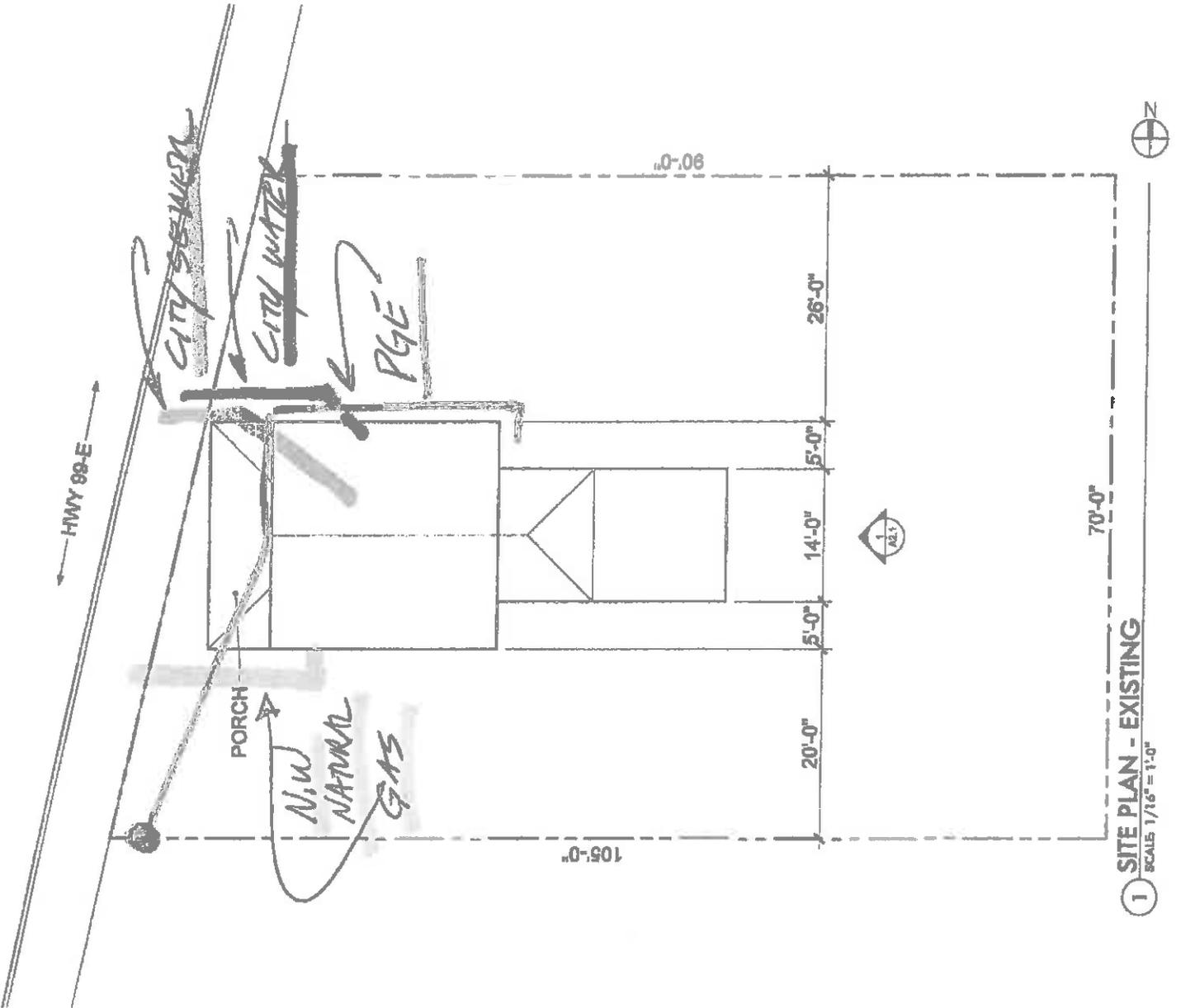
21348 HWY 99-E  
AURORA, OR 97002

LOT #:  
41W13BA03000

SITE PLAN  
EXISTING

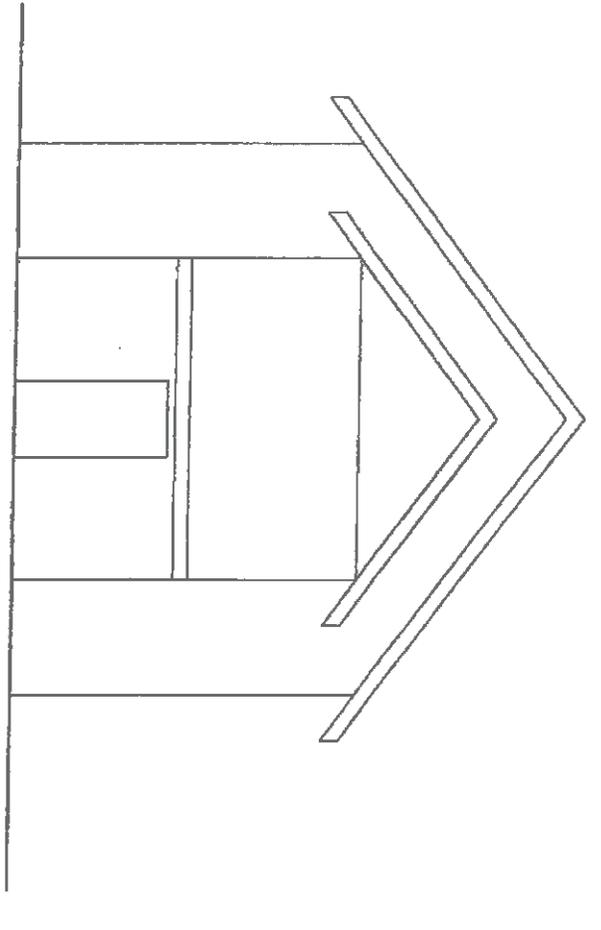
10.13.2014

A1.1

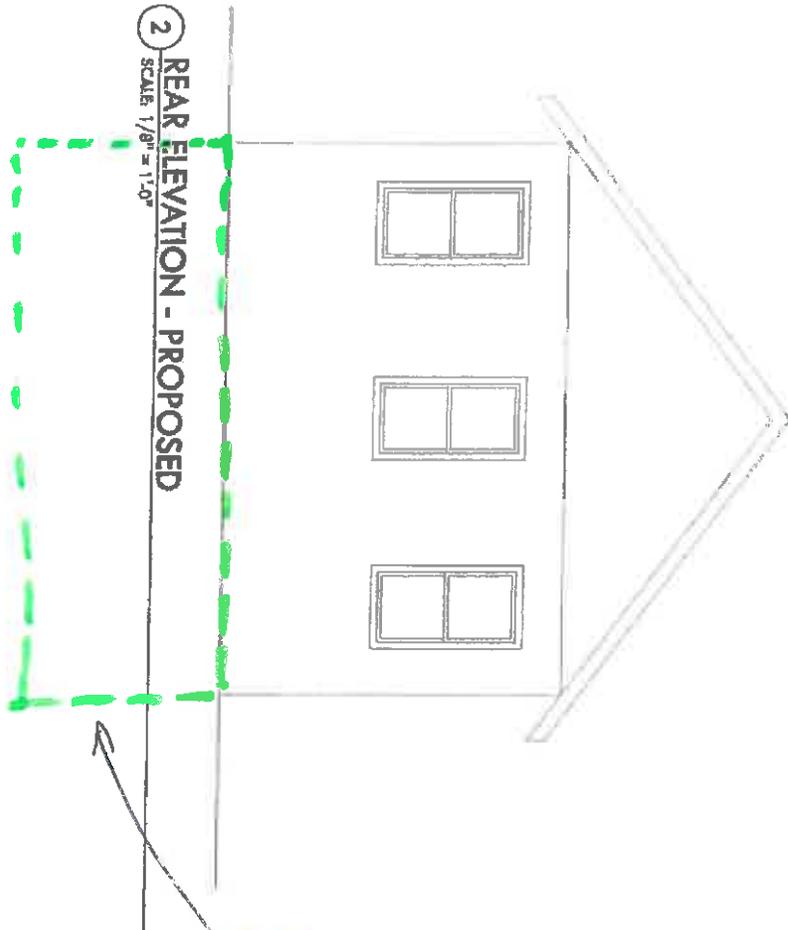




1 REAR ELEVATION - EXISTING  
SCALE 1/8" = 1'-0"



2 REAR ELEVATION - PROPOSED  
SCALE 1/8" = 1'-0"



24' X 24' X 8'  
BASEMENT  
UNDER THE ADDITION

# AURORA FAMILY HEALTH CLINIC

21348 HWY 99-E  
AURORA, OR 97002

LOT #:  
41W13BA03000

SOUTH ELEVATION  
EXISTING &  
PROPOSED

10.13.2014

A2.1