Agenda
Aurora Historic Review Board
Thursday, May 26, 2016, 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 HISTORIC REVIEW BOARD MEETING**

2. **CITY RECORDER DOES ROLL CALL**
   Chair Gayle Abernathy
   Member Karen Townsend
   Member Mera Frochen
   Member Mella Dee Fraser
   Member John Berard

3. **CONSENT AGENDA**
   a) Historic Review Board Minutes, April 28, 2016
   b) City Council Minutes- April 2016
   c) Planning Commission Minutes- April 2016

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) Sign application for Susan Black and Black Star Water Color 21680 Main Street NE.
   b) Project Application for David Hoerner at 21361 Main Street for replacement of roofing materials.
   c) Project Application for Warren Bean at 21317 Hwy 99E Tree Removal.

7. **OLD BUSINESS**

   a) Discussion and or Action on Historic Inventory
   b) Discussion and or Action on Font selections for The Guide.

8. ADJOURN

Minutes
Aurora Historic Review Board Meeting
Thursday, April 28, 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: NA

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

   The meeting of April 28, 2016 was called to order by Vice Chair Townsend at 7:05 pm

2. **CITY RECORDER DOES ROLL CALL**
   Chair Gayle Abernathy – Absent
   Member John Berard - Present
   Member Mera Frochen – Present
   Member Mella Dee Fraser – Present
   Member Karen Townsend - Present

3. **CONSENT AGENDA**
   a) Historic Review Board Meeting Minutes – March, 2016, & Special April, 2016, the April minutes were called to order by Vice Chair Townsend correction needed.
   b) City Council Minutes – NA
   c) Planning Commission – NA

   A motion to approve the Historic Review Board minutes of March 24, 2016 as presented was made by Member Berard and is seconded by Member Fraser. Passed by all.

   A motion to approve the Historic Review Board minutes of the April 5, 2016 Special Meeting as amended was made by Member Fraser and is seconded by Member Frochen. Passed by All.

   Board members discuss Mr. Corcoran project regarding the width of the sidewalk and his paint choices and briefly regarding the sign. Staff is asked to find out if he had applied for the sign or if it is temporary.

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.

There were no visitors that spoke during this time.

6. NEW BUSINESS

a) Discussion and or Action on the Lighting Application from the Shell Station 21687 Hwy 99E. City Recorder informs the board that the work has already been done and the board is not pleased that the application is coming in after the fact.

<u>A motion is made to approve the lighting fixture upgrade by Member Berard and is seconded by Member Fraser. Motion Passes by all.</u>

7. OLD BUSINESS

a) Discussion and or Action on The Historic Review Guide, Richardson reports that Planning Commission and Council liked it and felt it was well written.
b) Discussion and or Action on Large Inventory,
Member Townsend updates the group regarding the large inventory and how nice it is and in color.
The entire Board thanked Karen for all her hard work.

Member Berard may not be at the May meeting.

8. ADJOURN

Vice Chair Townsend adjourned the meeting of April 28, 2016 at 7:30 pm.

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Karen Townsend, Vice Chairman

ATTEST:

_____
Kelly Richardson, CMC
City Recorder

Minutes
Aurora City Council Meeting
Tuesday, April 12, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder
Mary Lambert, Finance Officer
Darrel Lockard, Public Works Superintendent
Officer Huitt, Marion County
Dennis Koho, Koho Law
Linda Kendrick, Koho Law

STAFF ABSENT:

VISITORS PRESENT:

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

   Meeting was called to order by Mayor Bill Graupp at 7:00 pm

2. **CITY RECORDER DOES ROLL CALL**
   Mayor William Graupp- Present
   Councilor Jason Sahlin - Present
   Councilor Kris Sallee-Present
   Councilor Robert Southard-Absent
   Councilor Tom Heitmanek - Present

3. **CONSENT AGENDA**
   a) City Council Meeting Minutes – February 2016 & March, 2016,
   Councilor Sallee comments that she expected to see corrections in the February minutes as stated at the March meeting in correction mode however

   City Recorder Richardson explains to Sallee that there was no reason to have it in correction mode since you were commenting on the wrong minutes and that your comments regarding the wrong minutes are in the March minutes since they occurred during that meeting.

   Sallee goes on to say that the March minutes are hard to read and hard to understand

   Richardson ask specifically what sections are you referring to and

Sallee answers a lot of them. Sallee states they are hard to understand who is speaking when and

Richardson explains they are direct from the tape so I cannot control speech.

Sallee then states there are too many corrections so I don't even want to go into it I guess.

Mayor Graupp asks if anyone else has any comments and no one has any further comments.

b) Planning Commission – March, 2016
c) Historic Review Board Meeting –

ACTION ITEM: NA

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

a) **CORRESPONDENCE –** EOA Update and Information from Planning Commission, **Mayor Graupp** states that this is the basic structure and how it is all laid out and there are some additional information updates that came in yesterday however they are not in here at this time. This just goes through the various components that DLCD desires to have as a complete EOA.

Councilor Sallee has a question in regards to the EOA, I believe around page 6 or 7 it talks about payment from city at 12%. I guess my (Sallee) bigger concern is that it has a budget summary I want to confirm that it would be zero dollars to city and I want that validated that it is only for non matching dollar grants and cost zero dollars to city. I (Sallee) want it made very clear to the Planning Commission.

Mayor Graupp If I remember his words correctly were going out for sponsors and non-matching dollar grants. Sallee, what are sponsors Mayor Graupp they are people who sponsor and give dollars.

Sallee asks if we have anyone in particular in mind for that and

Mayor Graupp states no I believe his main focus is on grants. Mayor Graupp also states that I take Chair Schaefer at his word when he states zero dollars to the city.

Sallee is fine with that answer as stated.

Heitmanek I thought there would be expense from staff hours spent on this.

Mayor Graupp of course there will be line items in the hours. Mayor Graupp Chair Schaefer was just trying to be open and state that when we get items we need to be open and show in planner's hours.

Sallee then states well then those are costs that the city is incurring,

Mayor Graupp well yes as we are discussing them now in the meeting they need to go somewhere.

Sallee again he said zero cost to the city.

Mayor Graupp, well you have to have council approval it has to be approved and go somewhere. Mayor Graupp as Joseph was saying when we go out for an EOA contractor that would be zero dollars to the city.

Councilor Heitmanek asks for clarification on that and,

Mayor Graupp explains that basically during discussions where the city planner is involved there may be expense line items say like during a planning commission meeting there talking about the EOA she may line items some of her hours to that but we would not pay her anymore than what we would have for the hours she attends that meeting already. Mayor Graupp goes on to say we are asking for a $10,000 dollar increase for planning services but that is for various items.

Sallee finds the page number which is pg 4 item 12.

No more questions at this time.

4. **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 visitors

5. **REPORTS**

a) Mayor Bill Graupp
   - I have been out of town for a while to I don't have anything.

     Council discussed. NA

     ACTION ITEM: NA

b) Marion County Deputy
   - Deputy reports nothing major has been happening primary focus has been on ordinance violations.

     Sallee asks how many citations have been issued since last meeting and Huitt answers that two have been regarding business license.

City Recorder Richardson clarifies that one of them was for condition use failure to comply.

Councilor Sahlin asks where we are on the property on 99E safety concerns.

Mayor Graupp actually they attended the Planning Commission meeting by mistake.

Council discussed, **Councilor Sallee** asks for clarification on the focus regarding truck traffic.

officer Huitt list a few, Ehlen Rd, 551 and near North Marion School.

Sallee as how much time is being focused on these and the time spent out at the school? and if that is after our 40 hours or not.

Officer Huitt no when there is crime call we or I respond.

Sallee just curious I know lately there has been a lot more involvement with the schools.

Councilor Heitmanek, ask about the focus on the Boones Ferry Rd is that focus from you ?

Huitt no that is our traffic safety team.

Heitmanek so that is outside of your contract.

Huitt sates yes that is correct. Huitt goes on to explain the basics regarding the traffic safety team process and how I might need to get involved.

No more questions
ACTION ITEM: NA

c) Finance Officer
- Finance officer reports everything is looking good I am very happy with revenue numbers were tracking closely since coming to the end of the year.
- Working furiously on the budget.
- Curious on the latest information on the pudding river water shed 6,000 dollars. Anna Rankin stated that its with a third party right now they had to get it off their books.

Graupp we had talked about a dog park and she (Rankin) was going to look into matching grants and so forth and I think it just dropped to the bottom of the list with everyone being busy. Then a new request came in for storm retention which fits in as well.

Lambert asks whom should I forward this contact information to .

Mayor Graupp states since Planning is involved Tom and I.

Council discussed, NA

ACTION ITEM: NA
Councilor Sallee states she has a report, I would like to add a section where if Liaisons would like to report they can.

- 3/8/16 Kickoff meeting for Hazard Mitigation Plan with Marion County in conjunction with UofO.
- Next Meeting April 27th
- 3/11/16 Met with Boyd Keyser with North Marion Schools to learn what the school has been working on in conjunction with (Hubbard, Donald, Butteville).
- League of Oregon Cities Quarterly Meeting in Sherwood, where Sean O'Day General Council with the League discussed Public Meetings Laws.
- CIS- Pre-Loss deductible increase.
- Legislative update review,
    - SB 1573 re; annexation.
    - SB 1511 re: patient access marijuana.
    - SB 1532 re: minimum wage, 3 tiered phase, begins 7/1/16

d) Public Works

- Public Works report as attached for the most part everything is going well since we fixed the water plant we have had 3 to 5 thousand less effluent in the treatment plant. That is about an 8% reduction.
- Repaired pressure main leak on Ottaway
- Pumps should be installed next week
- Water treatment plant is now fully automated and running as it should have since the beginning.
- About 176 thousand gallons a day
- 7 trees removed in the Park

Council discussed, **Sallee** asks about well 5 and your statement that it is off now when will that come back on this summer if needed yes and its ready to go. Sallee what's the status on the meters

Lockard we are still continuing on the installation plan.

Sallee how many do you know **Lockard** well with construction increasing it has slowed.

Sallee are we still having a lot of water leaks why is it on your report again.

Lockard no but they come about so I have left it on there.

Sallee ok so what is the status of the stop signs and lines you know this has been on here for 13 months I just want everyone to know.

Lockard I am getting quotes.

Sallee we have had that for 13 months let's get it done.

Lockard I hope to have it done by July 1.

Sallee I would like a status report regarding the quotes process at next month's meeting. This has been on here far too long this is one of those things that should have been done in month or 2.

Lockard well there are several things that have come up and I have been working hard to obtain the quotes and many things were back logged when I came on board.

Sallee also what is the status of the SCA Grant that has been on here as well.

Lockard no we just received that day before yesterday and Richardson confirm. Lockard goes on to say Councilor Southard and I have contacted them and working with them on what project would be our best chance.

Sallee when is that due Richardson states August. Sallee can we get an update for next month's meeting.

Heitmanek ask about tree height in the downtown area and asks if that height is the same all over town.

Richardson states that the height is 12 feet and it is the same all over town.

Heitmanek well there are many areas with issues then.

Richardson explains that although the height is the same it is the property owner's responsibility to trim those trees and if they don't and Public Works does it might not be to their standard. Also since we are a complaint driven ordinance violations entity then often times those get overlooked the street sweeper is having issues getting in there that's why this situation has been brought up.

Councilor Sahlin asks if the ACVA is aware that were going to trim those trees.

Richardson states well Townsend is but not sure if the rest of them are aware. Sahlin asks if for a courtesy someone can let them know.

Lockard also informs the council that on a regular basis we get calls regarding the 2nd street bathrooms maintenance and cleanliness and more times than not we get there and no problem in my opinion exists however to them it's terrible. I (Lockard) just want council aware of this situation.

ACTION ITEM: NA

e) Parks Committee

- **Councilor Sahlin**, is there a reason the drinking fountain is not working,

  Lockard well it was attached to the old 2 inch line and we will need to replace that.

  Council discussed, NA

  ACTION ITEM: Get completed and updated contract.

f) City Recorder

- Recorder report as attached, report is fairly simple this time and I would like to express to staff that I need their reports by Wednesday prior to meeting because I am staying far too late to complete the packets.
- Software installation is complete staff has finished their training and so far everything is working as it should. We are experiencing slowness.
- Server install begins tomorrow we won't have computer access or email through Friday. Hopefully this will help the issue.
- I will be receiving a new computer in hopes to solve an old virus issue.
- Sign violations and door hangers have gone out. Typically since we are a small community and feedback from the community I find it works better to contact them before a formal letter and or door hanger from the city goes out. I usually begin with a conversation and bring them an application and sign code to help and explain the process. If after a while I don't see compliance and no application has been made then I will follow up with a door hanger. Following the door hanger typically a letter is then sent out outlining fees and such. I try to get compliance before the formal letter goes out to avoid more problems.
- **Councilor Sallee** wanted to comment on the above process as she states she received a complaint from a business in town, there was real concern as to the approach, and they were approached during one of their busiest times during the day. They did not know who they were talking to they did not know the person was from the city. It was totally out of context and totally in appropriate in the way that they were approached. So they contacted me and I contacted the Mayor and informed him of the issue. You (Mayor) did not return my call or give any sort of information update to me. So I think the big concern for me is our town and our businesses and citizens. I know you guys are trying to enforce code and I don't know if that is Bill (Mayor) direction or not or if there just taking it on their own. I am telling you people of this town are upset. Yes this is a small town and I get that code violations are happening but I think there needs to be a better approach I think if anyone goes to anyone's business you need to see if it is a convenient time to talk with them or not. Certainly not during their busiest time during there day. You need to be identified and say if needed can we talk about this at another time or not. The person who called, she was so upset she felt it was inappropriate and rude there were just so many things that were inappropriate about the approach. I think we need to figure out a different way to handle these situations. If you are just going to hand out citations and letters were still a small community of 900 were not Canby were not Woodburn. She goes on to say knock on a door let them know your getting your last warning a letter whatever I just think it is in bad form because the people of this town do not respect the city staff. I am telling you that is what I am getting from people of the

community. I just think we have to figure out a way to patch the PR problem. We need to figure out how to smooth that over and become partners opposed to here is your citation here is your door hanger.

- **Richardson** asks if she can ask Councilor Sallee a questions and address this issue.

Sallee states sure, Salle states I am just saying what was told to me.

Richardson states well I get that but you were not a part of the conversation that took place. I would say that I did not go in and not identify myself I always do. I did not have a business card on me however I will next time. The first thing out of my mouth is to state who I am and who I am with. The second thing is May I speak with you regarding this and I can tell you that in the business at the time there were 2 customers at the time this took place.
The business owner stated yes you may speak with me regarding this issue. At which time in a very professional manner I spoke with her regarding her sign and gave her a copy of the sign code and application she would need. She then asked me a few questions and I answered them and I highlighted the information to help her out. There were no issues until she asked what if I choose to just ignore this and I informed her she can choose to ignore this however it could result in fines or equivalent thereof.

That was the extent of the conversation the very first time I would never go in and not represent the city in a professional manner.

The problem I see here your whole domineer here is in a sense that I did do this. You did not come to me and ask me if I attacked this person you just assumed everything she said was how it happened. Nobody in the community likes being told what they can and cannot do on their own property however there is a code to follow and I always present in a professional manner.

Sallee all I am doing is relaying what was relayed to me.

Richardson well from here on out I should probably skip the portion regarding the conversation and go straight to the letter that is probably what is best here especially when you assume the worst.

Officer Huitt at this point chimes and informs Councilor Sallee that his job is to enforce code as enacted by council along with Oregon Revised statutes. I understand it's a small community and I have been doing this for a very long time and nobody likes being told what they can and cannot do on their property. A lot of people don't understand what the municipal code is and what it has to say.
So the approach is a 3 prong approach.

- We have casual conversation stop by introduce myself and inform them of what is going on and what needs to be corrected. If it is not corrected following that it goes to next stage where a door hanger is done and then a letter from the city and then finally a citation.
- Those are followed with a reasonable span of time in between them. Nobody likes to be told. I take the small town approach but the problem you run into is that you have an active municipal code and it has to be enforced fairly and

evenly across the city. You cannot pick and choose who gets what. It either has to be enforced or not at all.

- You cannot have partial enforcement actions that's where you run into problems.

Richardson interjects that she was not the only person that I spoke to that day I made three stops.

Sallee I guess I understand your perspective I think it's really sad and get that people don't understand the ordinances. I still think it goes back to relationships and being patient.
I don't know when or where it is appropriate to serve a citation in a public venue or at a place of business.

Richardson asks well she was the business owner where else was I supposed to go?

Sallee directing her question to Office Huitt the citations that you offered were they in a appropriate location at a business? Sallee my understanding is that Bob was served a citation.

Huitt Bob was served a citation

Salle and was he served at his business or what?

Officer Huitt no he was not.

Sallee and why was he not served at his business why was he served at another business. Sallee why would you do that? That's my point why?

Huitt you were not present during that encounter and I asked Bob to step outside so we were in a private setting so I could communicate with him directly in a private setting where no one else could see. I did not just walk up and hand it to him.

Richardson chimes in with you are assuming things that are not happening.

Sallee I am just saying this is what I am hearing and as a councilor I am presenting it to the council. I feel yes it is important that we need to have some sort of consistency of how we are approaching everyone in town and It just seems like all of a sudden were like ok were enforcing this and that with guns blazing.

Dale I don't agree we have simply gone through the steps and finally were to the final stage.

Richardson we are probably exceeding over 15 month on this one issue alone we have given ample opportunity for compliance.

Sallee well it's the first I have heard of it.

Richardson well I would ask that you not assume come in and talk to staff prior to you forming an opinion and it is staffs function not yours.

Sallee we need to identify who the code enforcer is. I don't believe City Recorder should be code enforcer. I would think the Recorder would be to manage day to day operations not including this. I think we need other councilor's perspective on that.

Richardson and **Huitt** along with the **Mayor** state it has always been the Recorders office in conjunction with the Police side. It's the only way that it works.

Sallee I would like to see where that has been clarified because I don't think it ever has been and have that for next month.

Council discusses seeing job description for Recorder to determine if code enforcement is a part of it.

Richardson and **Huitt** state that it has and needs to be a team effort with each role to work properly.

Councilor Sahlin states let's just identify.

ACTION ITEM: Identify code enforcement officer. See job description.

g) City Attorney

- City Attorney report Dennis Koho introduces Linda Kendrick and informs Council that she will be helping out for a while until I am completely back on my feet.
- I did get some things from Councilor Sallee regarding a resolution for merit increases however there was not enough information. For some reason I got this month and last month mixed up so it's not ready at this time. I do believe under current guidelines any councilor can request something be brought onto the agenda so Sallee is correct on that. So I will do the work and get it to the agenda. That does raise the question if that is how council still wants to operate is that anyone can request items on the agenda from me and it could potentially cause an increase if goes hourly if I were to get 5 requests a month from Councilors I would have to begin charging.
  Sahlin we just need to know a head of time.
- A records request was done and asked to be free for a city councilor and that is a clear ethics violation if you would charge the public you need to charge everyone the same. You do not get anything because of your position.

  Councilor Sallee has a comment on this when I looked up I followed the policy and in that one can request a waiver if it is in conjunction with their job. So along with the request was a request to waive the charge and I was told I still needed to pay for the request as would a citizen. So I then submitted and expense form for reimbursement because I felt that was job related. Because I felt there have been so many issues with the minutes and getting clarity on the minutes. That has been a challenge and so one way to enhance this and make it better would be to have the recordings online on the website so citizens can listen if they would like. Going back to the expense report if I

cannot understand the minutes then I cannot understand what is happening there and what the topic was or the summary. The meetings are so unclear so that's the only reason I was asking for those copies.

Koho one other thing to meet this is to provide the document to you so it could be that a room is provided and the CD and you can listen for yourself.

Sallee well when I was reading all the code I did not see it as a violation. It was just regarding access and waiver of the fee and if the fee is denied. I can then go to the District Attorney. To me it's like charge $5.00 dollars can I put an expense report in and get reimbursed so I can do my job.

Koho I serve on many other boards and spoke to them and it is most certainly a violation because you would be able to get something that the public couldn't.

Sallee for example you have a new councilor and they need to get up to speed and get current on what is happening are they able to get copies. At what point are you not required to pay. Is it going to cost to get a copy of an electronic record? Sallee so I think it's a gray area.

Sahlin states well they can come listen to the tape.

Dennis your suggestion to place the recording on the website seems to be a good solution.

I (**Sallee**) know other cities do this and I know this doesn't take very long.

Officer Huitt interjects and states this is not as easy as you think and could be costly when you would need to update your band width and other various items but you are correct it can be done with some doing.

Richardson the written minutes however are the official record of the meeting and recordings are only required to be kept for one year. I just have to say that it is very hard to keep up with all of the excessive discussions that happen during these meetings. There should be less discussions that are off topic. If you see things that should be changed when you receive them in your packet there is nothing wrong with you letting me know prior to the meeting.

Sallee I think it would be nice to have video as well.

Sahlin my comment is that in the consent agenda if we try to capture the meeting to the best of our ability then we have done our job. I am not sure why we are discussion uploading hours of conversations if citizens are interested then come to the meeting. My Opinion would be no and Mayor Graupp agrees.

Councilor Heitmanek I have done a lot of reading but I will say that we have done a fairly good job being transparent and open regarding this. Coming into this cold these minutes are very difficult to understand with any context had I not been sitting in the meeting.
I cannot see saving an audio for more than 12 months. Even 3 months is long enough.

Richardson asks what is it that makes them so hard to understand. If council wants to go to the extent of who stated what and be very specific that is fine with me but it will be more staff time to prepare them. It is very hard to capture these conversations in the beginning I was doing bullets to capture topics but that didn't seem to work either.

Heitmanek let me clarify I think what your describing is an impossibility I don't think you can accurately because these conversations are all over the board. I would not expect you to do that for the most part I think there good maybe a few misses here and there. What you lose is the context of those conversations and the only way to get that is to listen to the tape. I think very valuable to have online and what we can afford.

Richardson I can look into it and see what it would entail.

Council discussed, NA

ACTION ITEM: NA

6. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

a) Discussion and or Action on Ordinance 482 An Ordinance Amending the City of Aurora Municipal Code (Additional Design Standards Accessory Structures in Commercial Zone). Second Reading,

A motion is made to approve Ordinance number 482 An Ordinance Amending the Aurora Municipal Code is made by Councilor Heitmanek and is seconded by Councilor Sahlin. Motion Passes.

b) Discussion and or Action on Resolution Number 705 A Resolution Authorizing a Credit Limit Increase for Public Works Director Darrell Lockard.

A motion is made to approve Resolution Number 705 A Resolution to increase the credit limit of Public Works Directors Visa card from $500.00 to $2,000.00 is made by Councilor Sahlin and is seconded by Councilor Sallee. Motion Passes.

7. NEW BUSINESS

a) Discussion regarding City Contracts, Councilor Sallee asked at prior council meeting to see a list of city contracts so they could be review before budget. I would like to see when and how long each contract is for and review them for the future. For instance the IT

department contract when was the last time we put out to bid for that I just want to make sure we are getting our money's worth.

b) Discussion regarding Council Procedures.

Councilor Sallee requests that the Council procedures be reviewed she feels as though they are vague in many areas and wants to see examples from other cities.

Sahlin what is wrong with them?

I (**Sallee**) just think they are vague.

Richardson will look into getting a few samples.

Councilor Sahlin we need to be cautious in how much extra work we are putting onto staff.

c) Discussion or Review/Comments requested of Historic Review Board The Design Guide. Mayor Graupp explains the guide. I think they did a good job and Planning Commission approved them and felt they were well written. Councilor Sallee stated that two of the photos were incorrect. It is the Consensus of the Council to accept the Design Guide for the Historic District.

8. OLD BUSINESS

a) Discussion and or Action on Living Color Contract, Councilor **Sallee** asks if this includes maintenance area by the Post Office Yes and **Lockard** states he has a few concerns as well and thinks Richardson and himself will meet with Living Color and go over the map together and make sure it is attached. Consensus of Council is to move forward.

b) Discussion and or Action on Ordinance Violations/Nuisance Declared Property Location 21367 Hwy 99E Richard Reneau. **Mayor Graupp** states that they came to planning last week they have decided to bring the house down and they will be updating us soon they have stated because of the cost involved they need more time. **Sahlin** well how long are we talking I think 3 months would suffice. **Mayor Graupp** Planning Commission did remind them they need to follow the HRB guidelines title 17.

c) Discussion and or Action on Recommendation from Planning Commission Regarding Orchard View Storm Water issue. **Mayor Graupp** Planning Commission last week made unanimous recommendation to do something about Orchard view tract A and B city take over those properties maintain them and charge the 38 homes that were supposed to form HOA. They tried their best but how do you get the other 34 home owners to show up and make comments they stated if we don't get response move forward to take action. **Councilor Heitmanek** were they informed about the HOA **Mayor Graupp** yes they were on their deeds. **Mayor Graupp** do we fine them 250 a day or take over and charge maintenance. I don't think homeowners can organize the process.
Create an enhanced service district. and we would have to figure out the billing process.

A motion to move forward with staff to comes up with a plan for the city to take over those tracts and bill the 38 homes is made by Councilor Sahlin and is seconded by Councilor Sallee. Motion passed.

Sallee I go back to employee manual we briefly touched on it and with the new employee laws I think this is something we need to work on, staff working on it. Got it handled.

Sallee well if it takes that long how we comply in the meantime staff has it handled and we are on top of the laws as it is part of our job.

9. ADJOURN,

Mayor Graupp adjourned the April 12, 2016 Council Meeting at 8:52 PM.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, April 5, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT	Kelly Richardson, City Recorder Renata Wakeley, City Planner
STAFF ABSENT:	None
VISITORS PRESENT:	Jennifer Reneau, Aurora Warren & Bernice Bean, Hubbard Aron Faegre, Yamhill Tom Heitmanek, Aurora

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

   Meeting was called to order by Chairman Schaefer at 7:01 pm

2. **CITY RECORDER DOES ROLL CALL**
   Chair Joseph Schaefer - Present
   Commissioner Craig McNamara- Present
   Commissioner Bud Fawcett - Present
   Commissioner Jonathan Gibson - Present
   Commissioner Mercedes Rhoden-Feely - Present
   Commissioner Tara Weidman - Present
   Commissioner Open Position -

3. **CONSENT AGENDA**
   a) Planning Commission Minutes – April, 2016
   b) City Council Meeting Minutes – NA
   c) Historic Review Board Minutes – None

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

4. **CORRESPONDENCE –**
   a) 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.

Jennifer Reneau, 21367 Hwy 99E, we just wanted to let someone know we are continuing to work hard on getting a plan together. (She thought she was at the City Council meeting) We are requesting another month or two. Planning Chair Schaefer informs her she is at the wrong meeting and would need to appear next Tuesday at City Council.

6. **PUBLIC HEARING, Begins at 7:06pm**
   a) Discussion and or Action on Continuation of SDR-16-01 Application for Property 21317 Hwy 99E Warren Bean Owner.

Chair Schaefer summarizes the procedures and City Planner Wakeley asks for any ex-parte contact and none is declared. Notice requirements have been met and are complete. Wakeley goes over her staff report as included in the minutes. There is a brief discussion regarding conversations with ODOT and if parking is allowed on 99E. They then begin discussion on what frontage improvements need to take place and if it is feasible to do so or not. Staff recommendations are in the staff report;

CITY OF AURORA
PLANNING COMMISSION

STAFF REPORT:	Site Development Review 2016-01 [SDR-16-01]
DATE:	March 23, 2016 (for the April 5, 2016 Planning Commission meeting)
APPLICANT/OWNER:	Warren and Bernice Bean/Valerie Troyer P.O. Box 446, Hubbard OR 97032
REQUEST:	Site Development Review approval for construction of approximate 5,650 sq. ft. addition to rear of an existing structure; on-site improvements including approximately 2,050 sq. ft. of outdoor patio seating area and decorative pathways; provision of 36 on-site parking spaces; and installation of a new access drive from Highway 99E.
SITE LOCATION:	21317 Highway 99E NE, Aurora, OR Map 41.W.13BA Tax Lot 2300
SITE SIZE:	99,752 square feet or 2.29 acres
DESIGNATION:	Zoning: Commercial (C) with Historic Commercial Overlay (HCO)
CRITERIA:	Aurora Municipal Code (AMC) Chapters 16.22 Historic Commercial Overlay and 16.58 Site Development Review
ENCLOSURES:	Exhibit A: Assessor Map Exhibit B: Application and site plan Exhibit C: Historic District Inventory #122 and Historic Review Board minutes (February 25, 2016) Exhibit D: Request for Comments (RFC) responses

I. REQUEST

Site Development Review approval for construction of approximate 5,650 sq. ft. addition to rear of an existing structure; on-site improvements including approximately 2,050 sq. ft. of outdoor patio seating area and decorative pathways; provision of 36 on-site parking spaces; and installation of a new access drive from Highway 99E.

II. PROCEDURE

The application was submitted to the City on February 4, 2016 but was determined incomplete by staff on February 17, 2016. The applicant submitted supplemental materials on February 17th and 22nd. The request for comments to interested parties and notice to property owners within 100 feet of the subject property was mailed on 2/23/17- 7 days prior to the Planning Commission meeting. Aurora Municipal Code (AMC) requires notice to surrounding property owners 14 days prior to the Planning Commission meeting and notice published in the paper 20 days prior to the Planning Commission meeting under Limited Land Use decisions, AMC 16.78. Time constraints and submission of supplemental required application materials did not allow for sufficient notification requirements so the Planning Commission continued the hearing to April 5, 2016. Notice was mailed to property owners on March 18, 2016 and notice was published in the Canby Herald on March 16, 2016 in compliance with the AMC.

The City has until **June 20, 2016**, or 120 days from acceptance of the application to approve, modify and approve, or deny this proposal.

III. APPEAL

Appeals are governed by AMC 16.78.120. An appeal of the Planning Commission's decision shall be made, in writing, to the City Council within 15 days of the Commission's final written decision.

IV. CRITERIA AND FINDINGS

The applicable review criteria for Site Development Review are found in AMC 16.58.

16.58.100 Approval Standards

The review of a Site Plan shall be based upon consideration of the following:

A. Provisions of all applicable chapters;

FINDINGS: The subject parcel is zoned Commercial (C) with a Historic Commercial Overlay (HCO). According to the Marion County assessor, the existing structure was built in 1865 and includes an approx. 993 sq. ft. main floor, 693 sq. ft. finished attic and 693 sq. ft. unfinished basement. The existing structure is estimated to be 30 feet from the front property line with a brick patio within the front yard. The applicant proposes an approx. 5,650 sq. ft. addition to rear (west) of the existing structure with on-site improvements including approximately 2,050 sq. ft. of outdoor patio sq. ft. and a gravel parking area with an estimated 36 parking spaces. Staff finds the property and proposal meet the HCO zone requirements for lot depth, width, and height. AMC 16.22.040.D. states, "no front setbacks shall be permitted, except as necessary to maintain visual clearance areas. No rear or side setbacks are required. The existing structure is setback approximately 30 feet from the front property line and can be considered a pre-existing non-conforming use to the no front setback code requirements.

The existing structure is also identified in the Aurora Historic Building Inventory as the Maria Mohler House (Resource #122), and has a Primary Significant classification.

AMC section 17.040.020.A. governs additions to contributing commercial structures (which applies to the existing structure/subject property as follows:

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

Staff believes requiring new construction be placed in front of the historic structure or parallel to the existing would be in conflict with AMC 17.040.020 and staff finds the proposed addition to the rear of the historic structure satisfies both AMC section 16 and 17.

AMC 16.22.040.I states all properties, uses, and structures in the historic commercial overlay shall be subject to the requirements of Title 17, Historic Preservation. The Aurora Historic Review Board (HRB) reviewing the application at a February 25, 2016 meeting and comments from the HRB are included under Exhibit C. Staff finds the proposed addition and site improvements (see Exhibit B) can meet the requirements of AMC Title 16 and Title 17- Historic Preservation.

Staff finds this criterion can be met, with conditions.

B. *Buildings shall be located to preserve topography and natural drainage and shall be located outside areas subject to ground slumping or sliding;*

FINDINGS: Exhibit B11 provides a contour map of the property, as well as the location of the existing structure and proposed new construction. The most significant slope on the property is located along the frontage of Highway 99E and to the west of the existing structure and proposed new construction. According to the applicant, the "proposed addition to the existing building fits nicely into the existing topography, as does the parking area".

Staff finds this criterion is met.

C. *Privacy and noise;*

1. *Buildings shall be oriented in a manner which protects private spaces on adjoining residential properties from view and noise;*

2. *On site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;*

FINDINGS: The subject property measures approx. 99,752 square feet or 2.29 acres. The property abuts the urban growth boundary and city limits to the west and Highway 99E to the east. The property to the

north is zoned HCO and is buffered by approximately 150 feet of existing landscaping proposed to remain (see Exhibit B11). The property to the south is zoned Commercial but is outside the Historic Commercial Overlay. The lot to the south of the subject property measures approximately 50 feet to the south of the existing structure and proposed addition. The applicant proposes installation of a new asphalt parking area to the south of the existing structure and addition and proposes to buffer the parking area with five (5) ft. fence (see Exhibit B18).

A lighting plan was not included with the subject application. A lighting plan in conformance with criteria 16.58.100.C.2. and I.3-4. shall be submitted for City review and approval prior to final occupancy permit approval. This is included as a recommended condition of approval.

Staff finds this criterion can be met, with conditions.

D. Residential private outdoor areas:

FINDINGS: Staff finds this criterion does not apply.

E. Residential shared outdoor recreation areas:

FINDINGS: Staff finds this criterion does not apply.

F. Shared outdoor recreation space shall be readily observable for reasons of crime prevention and safety;

FINDINGS: The proposed outdoor space abuts the proposed structures. However, the property is completely under private ownership and staff finds this criterion does not apply.

H. Demarcation of public, semipublic, and private spaces;

FINDINGS: Staff finds this criterion does not apply as the space is private, commercial property.

I. Crime prevention and safety:

1. In residential developments, interior laundry and service areas shall be located in a way that they can be observed by others;

2. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic;

3. Exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime;

4. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be places at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person.

FINDINGS: Criteria I.1 and I.2 are related to residential development and found not to apply. A lighting plan for the site was not provided by the applicant. A lighting plan in conformance with the above criteria shall be submitted for City review and approval prior to final occupancy permit approval. The lighting plan must also show that lighting shall not reflect onto surrounding properties. Staff will ensure the HRB has an opportunity

to review the proposed lighting plan, as requested under Exhibit B. This is included as a recommended conditional of approval.

J. Access and circulation;

1. *The number of allowed access points for a development shall be as determined by the City Engineer in accordance with standard engineering practices for city rights-of-way, as determined by Marion County for county rights-of-way, and as determined by the Oregon Department of Transportation for access to Highway 99E.*

2. *All circulation patterns within a development shall be design to accommodate emergency vehicles.*

FINDINGS: Comments from the Aurora Rural Fire District are included under Exhibit D and included as recommended conditions of approval. The applicant proposes to close the existing access to the property and add a new access further south along Highway 99E at the location of the proposed parking area. The Oregon Department of Transportation (ODOT) provided comments on the application under Exhibit D.

Based upon their comments, recommended conditions of approval for the approved access permit to be submitted to the City of Aurora prior to occupancy permit approval and dedication of 2 feet of right-of-way in compliance with the Aurora TSP are included below.

Staff finds this criterion can be met, with conditions.

K. Public transit;

FINDINGS: Access to the property is proposed via Highway 99E. No transit stops abut or are adjacent to the subject property. Staff finds this criterion does not apply.

L. All parking and loading requirements shall be design in accordance with the requirements set forth in Chapter 16.42.

FINDINGS: Parking shall be in conformance with the AMC 16.22 for the historic commercial overlay zone and Title 17-Historic Preservation. AMC 16.22.040.F. states, "Parking shall be in accordance with Chapter 16.42 except as specifically exempted by Chapter 16.28 and Title 17, and should be located to the rear of the building. The planning commission may approve parking to the side of the building where parking to the rear is not feasible. AMC 17.40.020.A.4. states, "Additions to commercial structures are exempt from the parking requirements in Title 16". Staff finds parking is not required.

As the applicant does propose parking and while parking space minimums are exempt under the HCO, proposed parking shall still be required to conform with the public works standards under 16.38 and 16.42 for screening and buffering as the property does not abut residentially zoned property. Additionally, the proposed location of the parking area to the south of the existing structure and proposed addition appears to provide good access and least impact upon existing topography. Staff recommends the planning commission approve the proposed parking to the side of the building as parking to the rear has the potential to have a greater impact upon existing property slope.

No ADA parking is shown on the proposed site plan. Staff recommends the Planning Commission defer to the building inspector to determine whether ADA parking is required on site. If ADA parking is

provided or required, it shall be constructed in accordance with the Oregon Structural Specialty Code, in conformance with AMC 16.42.100. This is included as a recommended condition of approval.

16.42.050.A. states, "All parking and maneuvering surfaces shall have a durable, hard and dustless surface such as asphalt, concrete, cobblestone, unit masonry, scored and colored concrete, grasscrete, compacted gravel, or combinations of the above". According to the applicant, "we concur with this requirement" and the applicants representative has stated the parking area will be gravel with the exception of the first twenty (20) feet at the property line, which would be asphalt as required by ODOT. In addition, there may be a small area paved for ADA parking.

Criteria under 16.42.050.B-I. contain requirements for service drives and/or residential developments and are found not to apply to the subject property and application.

16.42.050.J states, "J. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line or a street right-of-way". 16.42.050.K requires, "The outer boundary of a parking or loading area shall be provided with a bumper rail or curbing at least four inches in height, and at least three feet from the lot line or any required fence. This is included as a recommended condition of approval.

Staff finds this criterion can be met, with conditions.

M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 16.38.

FINDINGS: A preliminary landscape plan with minor improvements for outdoor seating and pathways is included under Exhibit B. AMC 16.38 require properties larger than twenty thousand (20,000) square feet in size shall have at least ten (10) percent of the total lot area landscaped. Staff finds this criterion is met.

If landscaping improvements exceed $2,500, review and approval by the Historic Review Board (HRB) is also required in conformance with AMC 17.04.050.B.2. Applicant shall be required to provide the caliper of all trees proposed for removal to the City. Trees with a caliper larger than 24 inches requires approval by the HRB pursuant to 17.04.050.B.2.

AMC 16.38.50.D. requires any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area. According to the applicant, the garbage enclosure will be screened with concrete masonry units and the exterior would be wood siding painted white to match the building. Staff recommends inclusion of screening of refuse containers, disposal areas and service facilities to be screened in compliance with 16.38.050.D be included as a condition of approval.

If landscaping improvements exceed $2,500, review and approval by the Historic Review Board (HRB) is also required in conformance with AMC 17.04.050.B.2. This is included as a recommended condition of approval.

N. All public improvements shall be designed in accordance with the requirements of Chapter 16.34.

FINDINGS: The subject property is generally considered developed. Extension/sizing of water, sewer, or storm drainage improvements are required to comply with Chapter 16.34 and the City of Aurora public works design standards and City of Aurora and State of Oregon development, building and fire codes. This is included as a recommended condition of approval.

Water: According to the city engineer, a 2" water line serves the property. Depending upon final design, if flows for the existing and proposed development larger than this are required, the water line will need to be upgraded in compliance with the Aurora Water Master Plan at the developer's cost. According to the building inspector, the Aurora Water Master Plan calls for a 10" water main to cross Highway 99E and would need to connect to existing water main at the east end of Highway 99E and Bobs Avenue (see Exhibit D).

The existing water service requirements will need to be reviewed and upgraded as necessary in accordance with the Public Works Design Standards and Water Master Plan, prior to building permit approval. Appropriate backflow prevention devices, as necessary, will need to be reviewed and approved by the Marion County Building Department and Fire Marshall. This is included under recommended conditions of approval.

Fire protection- Unless otherwise approved by the Fire District, fire hydrants are required within 250 feet of any new structure. The Fire Chief reviewed the subject application and has stated that a hydrant will be required at that location as lines cannot cross a major arterial. Prior to building permit approval, the developer shall provide documentation that the Aurora Fire District has reviewed and approved all fire protection devices, systems, and access routes. This is included as a recommended condition of approval.

Sewer: Comments from public works and building inspector are included under Exhibit D. Depending upon final design for the addition and kitchen and restroom facilities, the existing 4" sewer line may not be adequate. Sanitary sewer requirements in compliance with the Aurora public works design standards will be determined prior to building permit approval. All upgrades will be at the expense of the developer.

Storm water: Storm water detention will need to be provided in accordance with the Aurora and Marion County Public Works Design Standards. Prior to building permit approval, the developer shall submit to the City for review and approval engineered storm water plans and a drainage study/calculations conforming to the Public Works Standards. It is the responsibility of the developer to provide a suitable discharge location for storm water from the development. Storm water operation and maintenance of a private detention facility will be the obligation of the property owner. An operation and maintenance agreement, if required, shall be reviewed and approved by the City prior to building permit approval.

Transportation: The Aurora Transportation System Plan (TSP) defers to the Oregon Department of Transportation (ODOT) for frontage improvements along Highway 99E, classified as a State Principal Arterial. Tax assessor maps show that the current ODOT right-of-way is 80' along the frontage. Table 3-1 of the Aurora TSP and AMC 16.34.030 recommends 84' of right-of-way. Staff recommends the Planning Commission require the dedication of 2 feet of right-of-way to comply with the TSP. This is included as a recommended condition of approval.

Staff does not believe the subject Site Development Review application will require completion of a Traffic Impact Analysis (TIA) as the proposed application is not determined by staff to result in more than 25 peak hour trips or 250 vehicle trips per day. The Aurora TSP specifies development resulting in more than 250 vehicle trips per day shall require at TIA (Appendix F-9). According to the Trip Generation Manual[i], the estimated 2,350 sq ft of dining space with an estimated 1,000 sq ft of the 2,050 sq ft outdoor space for dining, and the existing 993 main floor of the existing structure for retail space (estimated) can be expected to average 15 dining peak hour trips and 5 retail peak hour trips, respectively.

Highway 99E along the frontage contains half-street improvements located along the east side of the Highway from Bob's Avenue and north. These improvements were completed by the City and ODOT. Table 3-1 of the Aurora TSP and AMC 16.34.030 show the recommended street section. **A half-street improvement consisting of paving, curb and gutters, sidewalks and storm drainage is recommended.** ODOT has stated they do not require frontage improvements but will rather defer to the City and TSP.

While the City TSP identifies frontage improvements as recommended and the City may require these improvements along the frontage of the subject property, there are slope constraints and concerns of whether the development justifies the need for this level of improvement when there are not sidewalks, curbs and gutters to the north or south of the property. In addition, the City and ODOT completed a substantial improvement to the east side of Highway 99E in this area and it appears that completion of this eastern portion of 99E is a higher priority to the City in providing bike and pedestrian access to the area. The City Engineer suggests two options:

a) Prior to building permit approval, the developer shall submit to the City for review and approval a street improvement plan conforming to ODOT, Aurora Public Works Design Standards and the Aurora TSP. Frontage improvements in conformance with the street improvement plan shall be required prior to occupancy permit approval.

OR

b) If the City defers the requirement for frontage improvements, applicant shall be required to record a non-remonstrance agreement for paving, curb and gutters, sidewalks and storm drainage prior to building permit approval. Frontage improvements may be required in the future if the City is able to gather non-remonstrance agreements for a majority of properties in this area of western Highway 99E.

Parking is discussed under criteria L.

An erosion and sediment control plan shall be submitted for review and approval by the City prior to any site grading or earth disturbing activities.

Staff finds this criterion can be met, with conditions.

O. All facilities for handicapped shall be designed in accordance with the requirements set forth in the ADA requirements;

FINDINGS: The subject application includes new construction which will be subject to Oregon Structural Specialty Code requirements and ADA requirements. Remodel, if applicable, and construction shall be required to comply with all City of Aurora and State of Oregon development, building and fire codes.

This is included as a recommended condition of approval. Staff finds this criterion can be met, with conditions.

P. All of the provisions and regulations of the underlying zone shall apply.

FINDINGS: Staff finds the applicant can meet the zone criteria under the HCO and can meet the criteria for Site Development Review approval, with recommended conditions of approval. The application meets the minimum side and rear yard setbacks and meets the height limitation of 35 feet. While the application does not meet the zero front yard setback, the applicant is proposing for the new construction to be complementary and subordinate to the existing historic structure. The applicant has also shown the slope considerations of the site which would make construction along the front property line much more difficult than would be possible for smaller properties in the HCO zone to the north of the subject property.

Staff finds this criterion is met.

V. CONCLUSIONS AND RECOMMENDATIONS

Based on the findings in the staff report, staff recommends that the Planning Commission **APPROVE** the application for Site Development Review (SDR-2016-01) with the conditions of approval summarized in the staff report and below:

1) Develop the subject property in accordance with plans approved by the city. Documentation shall be provided to the City that the plans and specifications have been approved/permitted by all applicable local, state and federal agencies having jurisdiction over the work. This may include, but not limited to, the City of Aurora, Aurora Fire District, ODOT, DHS-DWP, DEQ, etc.

2) Comply with all City of Aurora and State of Oregon building and fire codes in applicable at the time of *building permit application*. If applicable, Systems Development Charges will be applied at the time of issuance of a building permit.

3) The developer shall be responsible for all costs relating to the required improvements identified for the project within the Aurora Municipal Code, Public Works Design Standards, and the conditions of approval.

4) A lighting plan in conformance with AMC 16.58.100.C.2. and 16.58.100.I.3-4. shall be submitted for City review and approval *prior to building permit approval*. The lighting plan shall also show that lighting will not reflect onto surrounding properties. The approved lighting plan shall be installed *prior to final occupancy permit approval.*

5) An ODOT approved access permit shall be submitted to the City of Aurora *prior to occupancy permit approval.*

6) In accordance with 16.42.50.J.-K., Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line or a street right-of-way. The outer boundary of a parking or loading area shall be provided with a bumper rail or curbing at least four inches in height, and at least three feet from the lot line or any required fence. Parking improvements shall be completed *prior to occupancy permit approval.*

7) If ADA parking is provided or required, it shall be constructed in accordance with the Oregon Structural Specialty Code, in conformance with AMC 16.42.100.

8) The existing water service requirements will need to be reviewed and upgraded as necessary in accordance with the Public Works Design Standards and Water Master Plan, *prior to building permit approval*. Appropriate backflow prevention devices, as necessary, will need to be reviewed and approved by the Marion County Building Department and Fire Marshall. All upgrades, if applicable, will be at the expense of the developer.

9) Sanitary sewer requirements in compliance with the Aurora public works design standards will be determined *prior to building permit approval*. All upgrades will be at the expense of the developer.

10) *Prior to building permit approval*, the developer shall provide documentation that the Aurora Fire District has reviewed and approved all fire protection devices, systems, and access routes.

11) Storm water detention will need to be provided in accordance with the Aurora and Marion County Public Works Design Standards. It is the responsibility of the developer to provide a suitable discharge location for storm water from the development. *Prior to building permit approval*, the developer shall submit to the City for review and approval engineered storm water plans and a drainage study/calculations conforming to the Public Works Standards. Storm water operation and maintenance of a private detention facility will be the obligation of the property owner. An operation and maintenance agreement, if required, shall be reviewed and approved by the City *prior to building permit approval*.

12) An erosion and sediment control plan shall be submitted for review and approval by the City prior to any site grading or earth disturbing activities.

13) Screening of refuse containers, disposal areas and service facilities shall be screened in compliance with 16.38.050.D., *prior to occupancy permit approval*.

14) If landscaping improvements exceed $2,500, review and approval by the Historic Review Board (HRB) is also required in conformance with AMC 17.04.050.B.2. Applicant shall be required to provide the caliper of all trees proposed for removal to the City. Trees with a caliper larger than 24 inches requires approval by the HRB pursuant to 17.04.050.B.2.

15) Dedication of two (2) feet of right-of-way along Highway 99E to the Oregon Department of Transportation (ODOT) in compliance with the Aurora TSP shall be required *prior to building permit approvals*. Dedication shall be to "The Public for public road purposes" and in compliance with ODOT approved procedures.

16) In accordance with the Aurora TSP, the Planning Commission may require frontage improvements along the subject property.

    a. Prior to building permit approval, the developer shall submit to the City for review and approval a street improvement plan conforming to ODOT, Aurora Public Works Design Standards and the Aurora TSP. Frontage improvements in conformance with the street improvement plan shall be required prior to occupancy permit approval.

OR

b. If the City defers the requirement for frontage improvements, applicant shall be required to record a non-remonstrance agreement for paving, curb and gutters, sidewalks and storm drainage prior to building permit approval. Frontage improvements may be required in the future if the City is able to gather non-remonstrance agreements for a majority of properties in this area of western Highway 99E.

17) In accordance with AMC 16.34.140.A, prior to beginning any construction, the applicant shall assure the completion and maintenance of improvements by securing a bond, or placing cash in escrow, an amount equal to one hundred twenty-five (125) percent of the estimated cost of the improvements. Further, the applicant shall execute an agreement with the City Attorney regarding the repair, at the applicant's expense, of any public facilities damaged during development.

18) AMC 16.76.360.A states approvals issued pursuant to this chapter shall be effective for a period two years from the date of approval. In accordance with 16.58.050.A.3, a development agreement containing the conditions of approval shall be signed by the developer and recorded with Marion County.

VI. PLANNING COMMISSION ACTION

A. Approve the site development review application (SDR 2016-01) for new construction/additions to the existing structure, on-site landscaping improvements including approx. 2,050 sq. ft. of outdoor patio seating area and decorative pathways; provision of 36 on-site parking spaces; and installation of a new access drive from Highway 99E.

1. As recommended by staff, or

2. As determined by the Planning Commission stating how the application satisfies all the required criteria, and any revisions to the recommended conditions of approval, or

B. Deny the request for site development review approval for SDR 2016-01 stating how the application does not meet the applicable approval criteria.

D. Continue the hearing to a time certain or indefinitely (considering the 120-day limit on applications).

Chair Schaefer calls for any questions and at this time the applicant Mr. Bean has questions and concerns regarding the steep drop off and slopes of the site for sidewalks and lack of safety. Mr. Bean would prefer not to sign a non-remonstrance agreement because of the potential cost involved because of the slope of the site. I ask that they remove it all together and not require those frontage improvements based on the lot. Mrs. Bean asks the reason for the sidewalk maybe we can come up with a better alternative that suits both parties. Chair Schaefer well it is a requirement however I do see the issues associated with the site. Applicant agrees that the crosswalk would be nice however if we change our application ODOT will need to see the changes and that could be a lengthy process with ODOT. Schaefer also brings in ADA requirements and the fact that those will need to be met.

They go on to discuss the SDC charges and the possibility of a 10 inch main in order to fulfill city requirements and that again is at quite a cost so I would ask that the city help in some small way so

this project stays in check and more affordable. Chair Schaefer while its highly unlikely to forgive street improvements however I encourage you to continue talks with the Public Works Department and city to see if there are areas of help that can be achieved.

At this point most discussion has stopped and Chari Schaefer closes the hearing at 7:37 pm to begin the Planning Commissions discussion on the matter.

Chair Schaefer begins the discussion and begins with the frontage improvements that lot is going to require extensive costly improvements and I simply don't see how we can require them. I don't know the answer to a non-remonstrance waiver. This again in the future would be very costly on your end.

Wakeley this is not a small development a 5,000 square foot addition is going to require aprox 36 parking spaces and this will significantly increase the traffic and trips to the site.

The rest of the Commissioners share a few thoughts regarding the site and its significant slope and the costs that would be involved to do frontage improvements. There is some additional conversations regarding the possible crosswalk however there are also some major concerns for crossing 99E. Discussion is leaning to not require improvements and to waive the non-remonstrance.

A motion is made to approve the SDR-16-02 as recommended by staff by deleting 16b completely and adding a new condition for ADA access to the north end of the driveway throat by Chair Schaefer and is seconded by Commissioner Fawcett. Approved by all.

7. NEW BUSINESS

a) Discussion and or Action on Updated Historic Design Guide Completed by the Board. Chair Schaefer really felt the document was very well written.

b) Discussion Regarding New Annexation Law, 1543 bill, Currently the City of Aurora has voter approved annexation however not with the passage of SB 1543 it will now be approved by the City Council. Unless the property is not contiguous then it requires a city election for annexation and voter approval. The city cannot force annexation it must be per property owner's whishes.

c) Discussion/Reminder to Complete Economic Interest Statements for 2016,

8. OLD BUSINESS

a) Discussion and or Action on Orchard View Subdivision Storm Drain issues. No one is here so there is no update.

Motion to recommend to City Council to take action on taking ownership of tract A and 'B every effort has been made to work with them is made by Chair Schaefer and seconded by Commissioner Fawcett. Passes. Chair Schaefer adds to the motion to encourage development of tract A and is seconded by Commissioner McNamara. Passed by all.

b) Discussion and or Action on Possible Urban Growth Boundary Expansion for the Airport. Chair Schaefer states, The Mayor and I have met with Thousand Friends yesterday it was productive and they suggested all or nothing. I don't think we have a way to force annexation, I asked in email do they know of a way to do that so we will see. We also met with group of government

people and airport owners they are exploring the possibilities to get more police services and they are of varied minds some are friendly and some not so much. They are very concerned with costs involved they are concerned with what the tax amount would be and I have asked the Mayor to investigate with Marion County tax assessor to see what they would be. Scott Brotherton, Wilsonville, when you and Bill go meet with people is this official meeting and is this decision meeting or just a fact finding meeting and Schaefer this is official fact finding and final decision would be made through the City Council as it should be. Normally if we were a larger city this would be a staff duty but since we are not many of this will fall on its volunteers such as our selves. Now switching to the EOA this is what Council approved and this is a draft document I filled it out and I sent it to DLCD it will go to council next week. The next step would then be to develop a document RFP and RFQ for consultant to do this type of work. No questions or comments from Commission,

Schaefer again the result of this is how many acres the airport needs and what sizes of property do they need and the site characteristics would they need and what mix is there. What type of businesses with or without employees?

c) Discussion and or Action on TGM Grant Application, this will go to City Council in May this funding would be to supplement our TSP plan update or road plan for the Airport or to the Airport. To hire consultant to figure out how you would map out the road system and how it would fit in. Wakeley might be able to do both EOA and TGM transportation.

Schaefer I have spoken to John Rankin he represents many owners between here and the airport nothing is schedule yet but we will be meeting with many of those folks. Introduce ourselves and answer questions at this point.

Marion County proposes UGB the new rule and exploring this for level of interest thus far we are planning to go through the old rule. So far no one has told us otherwise and so our assumption to move forward under the old rule. No date schedule as of yet for this workshop.

9. COMMISSION/DISCUSSION

a) City Planning Activity (in your packets) Status of Development Projects within the City. Nothing more to report at this time.

10. ADJOURN

Chair Schaefer adjourned the April 5, 2016 Aurora Planning Commission Meeting at 8:44 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 (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 Municipal Code for Signs in the Historic District which can be obtained at City Hall.

Name Susan Black Date 5/16/16
Business Name Black Star Watercolor
Physical Address 21680 Main Street Aurora
Mailing Address 21424 Liberty Street NE Aurora
Phone 503-776-9082 Email susanb224@aol.com

Number of signs requested 1 (2-sided - same on both sides)

Colors (please bring samples)
Background white mfg/number n/a
Trim none mfg/number n/a
Lettering Black mfg/number n/a
Other Design Elements Star. Simplistic ribbon enclosing text "Black Star"

Type signs:

☒ **Freestanding sign(s)**
Location front of building, on edge of lot
Size (dimension) [redacted]. 50 h x 44 w
Height from ground to top of sign 85"
Material of signs Aluminum composite
Material of supporting structure Existing wood frame
Font/size Helvetica large = 185 pt. (1.872" high)
Avant Garde Book small = 130 pt. (1.33" high)

☐ **Wall sign(s)**
Location
Size (dimension)
Total wall area (façade) upon which the sign will be mounted (sq.ft)
Total sign area (sq.ft)
Material of sign
Font/size

Version A All Helvetica
Version B Helvetica Legend; remainder AGB

Rd CK 15.00
8485

☐ **A-Frame sign(s)**

Number of signs (see sign code)_____

Location(s)_____

Size (dimension)_____

Material_____

Font/size_____

☐ **Other type of sign**_____

Location_____

Size (dimension)_____

Material_____

Font/size_____

Do your sign(s) requiring lighting?

☐ Yes ☒ No

Proposed lighting_____

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.**

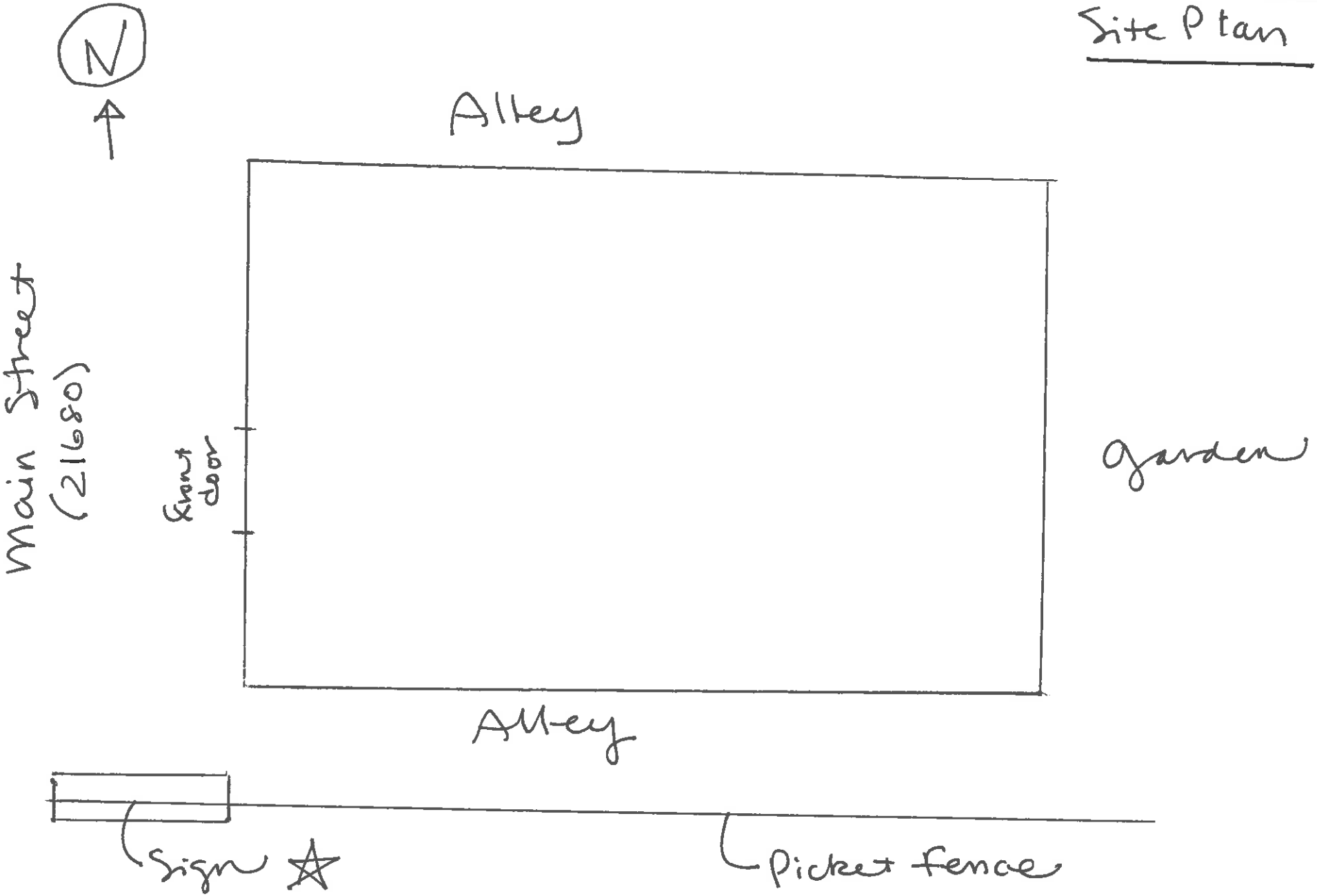
I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

5/16/16

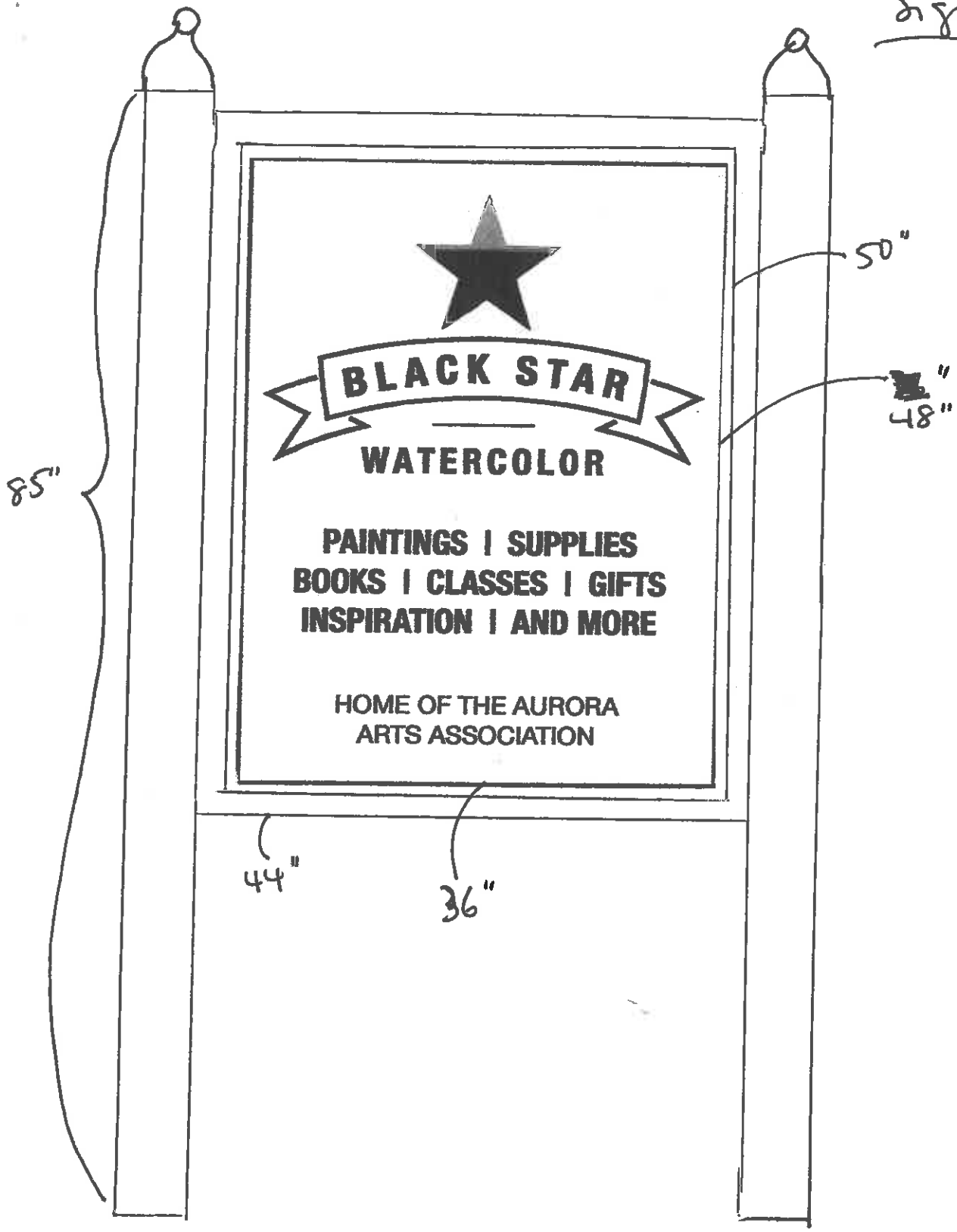
Date

Signature of Applicant

Site Plan


N
Alley
Main Street
(21680)
Front door
garden
Alley
Sign
Picket fence

Sign


BLACK STAR
WATERCOLOR
PAINTINGS | SUPPLIES
BOOKS | CLASSES | GIFTS
INSPIRATION | AND MORE
HOME OF THE AURORA
ARTS ASSOCIATION
85"
50"
48"
44"
36"

BLACK STAR WATERCOLOR LOGO / SIGNAGE CONCEPTS

{ LOGO }

BLACK STAR
WATERCOLOR

logo

{ OUTDOOR SIGN 36" W X 48" H }

BLACK STAR
WATERCOLOR

PAINTINGS | SUPPLIES
BOOKS | CLASSES | GIFTS
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HOME OF THE AURORA
ARTS ASSOCIATION

Version A

A

BLACK STAR

WATERCOLOR

PAINTINGS | SUPPLIES
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HOME OF THE AURORA
ARTS ASSOCIATION

B

BLACK STAR

WATERCOLOR

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City of Aurora
HISTORIC REVIEW BOARD
Application for Certificate of Appropriateness

PROJECT INFORMATION SHEET

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

Name David Haerner Date 5/19/2016
Business name (if applicable) _____
Physical address 21361 Main ST NE Aurora OR 97002-9243
Mailing address 21361 Main ST NE Aurora OR 97002-9243
Phone 503 776-9223 email Kahaerner@Yahoo.com
Type of project(s) List all Re Roof
Landmark OR # 95954-9413

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) _____

10.00
cash

INSTRUCTIONS FOR PREPARATION OF A

RESIDENTIAL SITE PLAN

Site plan must be current, drawn to scale on 8 ½ x 11 paper, and show all property lines. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- ☐ 1. NORTH ARROW.
- ☐ 2. SCALE OF DRAWING.
- ☐ 3. STREET NAME accessing the parcel.
- ☐ 4. ALL PROPERTY LINES AND DIMENSIONS - existing and proposed.
- ☐ 5. DRIVEWAYS AND ROADS - existing and proposed.
- ☐ 6. EXISTING AND PROPOSED STRUCTURES - label as "*Proposed*" and "*Existing*". Include dimensions and distance to all property lines and other structures.
- ☐ 7. UTILITY LINES AND EASEMENTS.
- ☐ 8. GEOGRAPHIC FEATURES - ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- ☐ 9. WELLS - existing and proposed on this parcel and adjacent parcels within 100 feet
- ☐ 10. FENCES, RETAINING WALLS - location of existing and/or proposed.
- ☐ 11. PARTITIONING (if applicable) - shown by dotted lines, with parcels labeled as "*Parcel 1*", "*Parcel 2*", etc.
- ☐ 12. SEPTIC SYSTEM and REPLACEMENT AREA - existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- ☐ 13. CUTS/FILLS - show existing and proposed.
- ☐ 14. ELEVATIONS - at lot corners or construction area and at corners of building site.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

☐ TEST HOLES - show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

➢ Permit Specialist Initials _____ Date _____

USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN

SITE PLAN FOR PROPOSED RESIDENTIAL DEVELOPMENT

TWO (2) COPIES REQUIRED

Property Owner(s) Name:_____ Phone: _____
Site Address:_____ City:_____ Zip_____
Subdivision:_____ Lot:_____ Block:_____ Manufactured Home Park: _____ Space: _____
Assessor Map # (T-R-Sec-TL(s):_____ Total # Acres:_____
Zoning Designation:_____ Planning Map_____

A-33D
rev: 10/02; 4/03,11/03,01/04

LANDMARK® color palette

Silver Birch

Georgetown Gray

Granite Gray

Weathered Wood

Driftwood

Resawn Shake

Heather Blend

Hunter Green

Burnt Sienna

Moire Black

Cinder Black

Black Walnut

Times New Roman 12 w/ Titles in Arial / Avant Garde 12 Current default

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Times New Roman 10

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Arial 11

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Lucinda 10

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- Gravel paths are suitable for informal and parkway areas, or historically sensitive sites. These paths should use ¼" fine gravel that is well compacted.

13. Public improvements to streets and sidewalks need to be designed to enhance the visual continuity of the existing streetscapes.

- Improvements and alterations, like the installation of sidewalks, curbs, cutting and planting of street trees, and installation of street lights should be compatible with documented historical landscapes and existing materials, yet provide safe access for pedestrians, bicyclists and automobiles.
- Roads in the residential areas should be visually unobtrusive in color and texture and without painted lanes.
- Street lighting should be simple in character and low in intensity except for security. Lantern style rather than bulb style is the standard. (Design Standards AMC 17.40.140)
- Commercial core pedestrian lighting styles will be Lantern style which is appropriate to the character of the historic district, continued through to Bob's Avenue on Highway 99E.
- Street drainage is encouraged to be contained in simple grass drainage swales where possible.