

**AGENDA**  
**Aurora City Council Meeting**  
Tuesday, August 13, 2013, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

**1. Call to Order of the City Council Meeting**

**2. City Recorder Calls Roll**

**Mayor Taylor**  
**Councilor Graupp**  
**Councilor Brotherton**  
**Councilor Sahlin**  
**Councilor Vlcek**

**3. Consent Agenda**

- I. City Council Meeting Minutes – July 09, 2013
- II. Planning Commission Meeting Minutes – July 02, 2013
- III. Historic Review Board Minutes – June 27, 2013

**Correspondence**

- I. Letter of Resignation from Public Works Assistant Ricky Sellers**
- II. Email from Luanne Berkey in regards to the LED proposal and the bridge poles.**

**4. Visitors**

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

**5. Public Hearing**

- A. Discussion on Legislative Amendment 2013-01 (LA-13-01)**

**5. Discussion with Parks Committee**

**6. Discussion with Traffic Safety Commission**

**7. Reports**

- A. Marion County Deputy Report – ( included in your packet)**

Aurora City Council Agenda

August 13, 2013

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

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- B. Finance Officer's Report – Financials** ( not included in your packets)



- 1. Revenue & Expense Report

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

- 1. Monthly Status Report (Storm Water)
  - 2. Monthly Status Report (Water)
  - 3. Parks Report, OSU Tree Report

- A. **Waste Water Treatment Plant Update** (from Otis Phillips, (included in your packet)

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

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



- 8. Ordinances and Resolutions**

- A. **Discussion and or Action on Resolution Number 676 a Resolution On volunteer Workman's Comp.**
  - B. **Discussion and or Action on Ordinance 471 On Making Water Conservation Plan Mandatory yearly.**
  - C. **Discussion and or Action on Ordinance 472 on Making a Water Usage Cap and Accessing a Possible Fee.**

- 9. New Business**

- A. **Discussion and or Action on Legislative Amendment 2013-01 (LA-13-01)**

- 10. Old Business**

- A. **Discussion and or Action on LED Proposal from PGE**
  - B. **Discussion and or Action on Consideration on Eddy Property Proposal.**

- 11. Adjourn**

**Minutes**  
**Aurora City Council Meeting**  
Tuesday, July 09, 2013, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder  
Jan Vlcek, Finance Officer  
Bob Southard, Water Superintendent  
Otis Phillips, Waste Water Superintendent  
Dennis Koho, City Attorney  
Pete Marcellais, Marion County Deputy

STAFF ABSENT: NONE

VISITORS PRESENT: Kris Sallee, Aurora  
Spud Sperb, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Greg Taylor at 7:00 p.m.

2. Administrative Assistant does roll call

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

**3. Consent Agenda**

- I. City Council Meeting Minutes – June 11, 2013
- II. Planning Commission Meeting Minutes – June 04, 2013
- III.** Historic Review Board Minutes –May 23, 2013

**Correspondence**

- I. Email from Kuri Gill from SHPPO comments on Title 17
- II. Information on HB 3317 Amendments Proposed and Information on 991 Tax
- III.**Letter from Gus Wettstien on water usage (this item was added by the Mayor)

Motion to approve consent agenda was made by Councilor Graupp, seconded by Councilor Vlcek. Motion passes.

#### 4. Visitors

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

**Ron Vancleef**, Yukon Street, I would like to know when Yukon Street be paved or finished. **Councilor Sahlin** I will review the development agreement to see when he is supposed to have the road finished. Or push this onto the next Planning Commission meeting and see where we are on that.

**Guy Sperb 21262 Main Street**, thank you for so quickly addressing the parking strips along 99E. Also earlier I talked about getting a group of people together to do some planting in the planter strips. I would really like to get a work party together for this.

Staff recommended that I come to Council to speak to them about doing the work detail,.

**Councilor Graupp** asks if you are asking City to purchase them so they are united in color and shape, **Mayor Taylor** asks if there is there any limitations as far as sight **Councilor Sahlin** I believe there are no restrictions.

#### It is the consensus of the Council to go ahead with doing an article in the City newsletter.

I had noticed in the City Park all the branches down around in the park so I took it upon myself and raked up all of the wooded area surrounding the picnic structures. I don't want any thanks but to point out that the tree area was very bad. Mayor Taylor stated he would check with our contractor about maintenance around the tree area. Councilor Sahlin traditionally we have a volunteer day to clean up the bulk of it prior to the Easter season and that didn't happen so maybe look at that again for next year.

**Tom Potter, Liberty Street.** enquires about the water quality or confidence report. Is there a more current report on file. He is also asking about when and how often chlorine is tested? The chlorine tests are done weekly.

**Mayor Taylor** we have been doing a lot with our water quality lately. Mainly many people do not understand how it works. He explains that the City is one of the last entities on the line of the Willamette aqua fir and each year our starting point is depleted each year depending on our year we have 3 wells that supply water and each one is different and 3 things that make it brown is the iron, manganese and the arsenic and to get them out is to produce a product through our chlorine and the filter system that we have in place. These wells can change daily so dealing with these well on a daily basis change and since we are using so much water we are chlorinating at a larger than normal amount and it is very hard to keep this at the level needed to keep the water clear. So with the usage as it is it is very hard to keep it uniform/clear. You're not going to get 100% everyday all day. This is the most we can do and what we can afford at this point. Is there better systems yes probably there are but we don't have the millions of dollars to have a better system put in.

We have no way to figure out if most people use bottled water we simply have no way to get that data. Also we have algae issue in our pool. Councilor Graupp states that this is a fertilizer issue from farmers. Is the drinking water safe yes it is (stated by Mayor Taylor).

It is because of the amount of water that we are pulling down and we are pulling down a lot of sediment because we are using much too much water.

**Mayor Taylor** maybe we look at other water alternatives. **Councilor Sahlin** we need to conserve this is paramount and not just for our situation we just need to conserve for the overall situation of the world it is just the right thing to do.

**Potter**, asks about a leak near his property.

**Mayor Taylor** yes it is a water leak that the city is currently working on it. what happens is slowly over time this copper sediment builds up and is very corrosive to the pipes and they are starting to fail and we are replacing them as time and money allows.

**Councilor Sahlin** we need to get compliance from citizens on the odd even watering schedule to help this situation out.

**City Recorder Richardson** explains how to sign up for the email notification so we can get notifications out to the public.

**Guy Sperb** does the city have an ability to show water usage and data, Richardson going by the meter read sheets it shows that Keil Park and Kasel Court are the highest usage areas.

No one else spoke.

## **5. Discussion with Parks Committee,**

- Can we remove the stakes for the trees.
- Thank you TTT for cleaning up the parking strips along 99E
- The parking Ordinance sign has been hit at the park
- TTT fixed the sprinkler head that was recently vandalized.

## **6. Discussion with Traffic Safety Commission, none**

## **7. Reports**

### **A. Marion County Deputy Report – ( included in your packet)**

- Increased call for services
- Discussion of 911 calls and that Deputy Marcellais had not been informed either he will look into this.
- Councilor Graupp asks about shots fired. It was in the County comments are that its legal in the county to shoot.

Question from citizen about response time on 911 calls Marcellais responds 11 minutes and informs them where the call goes.

**Mary Vancleef** is informing the council and the deputy that we see a lot of happenings at night and at night a lot of teenagers come on foot and **Mayor Taylor** lets her know that they need to inform the deputy. We have people come up and ring door bell even.

**No more questions from Council.**

- **Finance Officer's Report – Financials** ( included in your packets)
  - ❖ Spread sheet from July 1 the end balance should be the beginning balance as of now and they are very close. The street and storm funds are over at this time.
  - ❖ There are no questions at this point.
  - ❖ Working on work papers for audit.
- 1. Revenue & Expense Report
- **Public Works Department's Report** – ( included in your packet)
  1. Monthly Status Report (Storm Water)
  2. Monthly Status Report (Water),
- Parks Report, everything is going good the report is straight forward. The trees will be done before the colony days..

A. **Waste Water Treatment Plant Update** (from Otis Phillips, (included in your packet)

**Everything looks good...**

**No questions from Council.**

- **City Recorder's Report** (included in your packet) , reads her report.
- Richardson informs Council about the ePermitting swipe fees Council asks her to do some research on what other cities do to offset these fees.
- **City Attorney's Report** – (not Included in your packet)
  - There has been an enormous amount of time spent on this ePermitting, you may want to rethink this next time to see if it is worth it.
  - The final order for the Eddy matter: we have proven the nuisance order and he has been given 30 days to comply and if not the City can make improvements and place a lien on his property if he doesn't pay. Or access a 500 dollar a day fine or both.
  - Mayor Taylor asks if we go in and do the work and then we go after him for the money could Eddy win in court.

- Attorney states that I have modeled the resolution in a way that will be defensible. Nothing is a guarantee in court but it all looks good.
- We can go in and deal with 5, 6 and 7 and the cost of that is a lien against the property and then 500 dollars a day until it is taken care of.
- Councilor Vlcek says maybe we just have 500 a day go until we get the money for the cleanup.
- Councilor Graupp no I think we have a responsibility to deal with the nuisance. Because it is a safety issue.
- This will need to be sealed up or filled in. Or new construction begin.

## 8. Ordinances and Resolutions

### A. Discussion and or Action on Resolution Number 675 a Resolution to Adopt a Final Order for property at 21520 Main Street.

Read title only.

Motion to approve Resolution Number 675 is made by Councilor Sahlin and seconded by Councilor Vlcek motion passes.

## 9. New Business

- ### A. ADDED Discussion and or Action of Two Bids for Park Maintenance.
- Now it is removed from new business Mayor Taylor states that he doesn't need council approval because it is below the \$2500 dollar amount limit.

## 10. Old Business

### A. Discussion and or Action on LED Proposal from PGE,

discussion purchase or not, they are intending to swap out the light and they would then own all of them. **Councilor Sahlin**'s concern is that we worked hard to establish a lighting standard in the historic district and to eventually have a standard all around town. These samples that they have provided are very modern and not at all what we adopted for the standard. Councilor Sahlin I would just be cautious 22 thousand is just a carrot dangled at this point. Also who owns the ones on the bridge? There is acorn style up currently on Airport Rd and Kasel Court in the historic district.

Mayor Taylor we need to ask them about the lighting fixture in the Historic District we had adopted a standard and see what they say.

This proposal is to purchase the poles we own.

Mayor Taylor reads pg 2 where it talks about different globe options

Planning Commission member Sallee asks about luminance what determines that, Councilor Graupp because of location.

Councilor Vlcek believes that the luminance needs increased.

Mayor Taylor before we sign this we need to clarify

- the historic district standard globe
- if PGE has anything that will match it.

Councilor Sahlin we need to clarify the acorn lamp style for the historic district. Do we have an alternative option for our town.

Mayor Taylor needs a meeting with PGE to discuss options.

No more discussion

## **11. Adjourn**

A motion to adjourn the July 09, 2013, meeting at 8:23 p.m. was made by Councilor Graupp and seconded by Councilor Sahlin and passed unanimously.

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Greg Taylor, Mayor

ATTEST:

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Kelly Richardson, City Recorder

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, July 02, 2013 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002  
**Relocated to;**  
**Aurora Fire Hall**

**STAFF PRESENT:** Kelly Richardson, City Recorder  
Renata Wakeley, City Planner

**STAFF ABSENT:**

**VISITORS PRESENT:** Bill Graupp, 14629 Ehlen Aurora  
Scott Brotherton, 15499 4<sup>th</sup> Aurora  
Patrick Harris, 15038 3<sup>rd</sup> Aurora  
Bill Simon, 21441 Main Aurora  
Michael Ausec, 21680 Main Aurora  
Karen Townsend, Aurora  
Jim Champion, 14783 Ehlen Aurora  
Sharon Willis, Aurora  
Susie Conor, Aurora  
Brian Asher, 21514 Liberty Aurora

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

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

**2. City Recorder Did Roll Call**

Chairman, Schaefer -	Present
Commissioner, Willman	Present
Commissioner, Gibson	Present
Commissioner, Graham	Present
Commissioner, Fawcett	Absent, came in late at 7:21
Commissioner, Sallee	Present

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –June 04, 2013
- II. City Council Minutes – May, 2013
- III. Historic Review Board Minutes –

No comments....

## Correspondence

I. **Email and Letter from the Mortuary Board in Regards to Back Yard Burial**, clarification on this was given by city recorder and city planner. This was talked about last year during a Council meeting an update came in so it was placed in your correspondence as and FYI.

### 4. Visitor

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

### 5. Public Hearing opens at 7:29pm

A. **Legislative Amendment 11-01 (LA-13-01) which would amend sections of the Aurora Municipal Code – Title 17 also known as Historic Preservation Ordinance of the City of Aurora.**

**City Planner explains the process and she goes on to read her staff report as inserted here.**

TO: Aurora Planning Commission  
FROM: Renata Wakeley, City Planner  
RE: Legislative Amendment 13-01 (LA-13-01)  
DATE: June 25, 2013

### REQUESTED ACTION

The Planning Commission's options for taking action on Legislative Amendment 13-01 include the following:

- A. Recommend that the City Council adopt Legislative Amendment 13-01:
  - 1. As presented by staff; or
  - 2. As amended by the Planning Commission (stating revisions)
- B. Recommend that the City Council take no action on Legislative Amendment 13-01
- C. Continue the public hearing:
  - 1. To a time certain, or
  - 2. Indefinitely

### BACKGROUND

Aurora's Municipal Code includes Title 17, known as the "Historic Preservation Ordinance of the City of Aurora", which provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

Title 17 was last updated in 2002. In 2012, the Aurora City Council directed the Planning Commission to work with the Aurora Historic Review Board to update and streamline Title 17 based upon feedback and concerns from the public.

Generally, the proposed update includes changes to the following:

- Clarify which structures in the district are considered "contributing" and "non-contributing".
- Clarify/establish standards related to: additions, porches, landscaping, paint colors, signage, etc.
- Clarify noticing requirements and the responsible entities for decisions in the historic district.
- Clarify/update design standards applicable to properties and structures within the historic district.

Legislative Amendment 13-01 includes the adoption of code amendments to Title 17 of the Aurora Municipal Code. The revisions are attached in a **bold** and ~~strike through~~ format for review purposes.

## FINDING OF FACT AND CONCLUSIONS

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

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on May 29, 2013, which was 35-days prior to the first evidentiary hearing on July 2, 2013.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. 10 days prior to the first evidentiary hearing, the City sent written notice of the hearing to all property owners within the historic commercial and historic residential overlays. Section 16.74.030.C.3. requires notice to be published at least seven days prior to the scheduled hearing date. Notice will be published in the Canby Herald on July 3rd, 2013 for the City Council public hearing date. As there are two hearing dates, staff finds adequate notice to allow for comment period has been provided as the Council hearing date is scheduled for August 13, 2013. Notice of both hearings was also mailed to every property owner within the district and posted at City Hall on June 25, 2013.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a quasi-judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the planning commission and the decision by the city council.
5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.

## FINDINGS

- A. The recommendation by the planning commission and the decision by the council shall be based on consideration of the following factors:
  1. Any applicable statewide planning goals and guidelines adopted under Oregon Revised Statutes (ORS) Chapter 197;

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing will be held by the City Council on August 13, 2013. Notice was posted at City Hall, published in the Canby Herald, and provide to the

Historic Review Board. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC. Goal 2 generally supports clear and thorough local procedures and the code update is intended to clarify, simplify and streamline regulations for the approval entity and the general public. Goal 2 is met.

Goal 3, Agricultural Lands: Goal 4, Forest lands: Goals 3 and 4 are not applicable. The proposal does not involve or affect farm or forest lands.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources. Goal 5 is not applicable. The proposal does not address Goal 5 resources.

Goal 6, Air, Water and Land Resource Quality: Goal 6 is not applicable. The proposal does not address Goal 6 resources.

Goal 7, Natural Hazards: Goal 7 is not applicable. The proposal does not address Goal 7 resources.

Goal 8, Recreational Needs: Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments partially respond to a need identified within the business community to clarify code requirements. The proposed code amendments are not found to deter employment or business opportunities. Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues.

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

Goal 12, Transportation: The draft code amendment provide for some parking exemptions for historic commercial properties to allow greater flexibility for historic resources in meeting newer code provision for parking. However, the proposal does not address Goal 12 issues.

Goal 13, Energy Conservation: Goal 13 is not applicable. The proposal does not address Goal 13 resources.

Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for Legislative Amendments. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendment does not reduce permissible uses of properties in the affected zone. However, the City did send notice to each property owner within the historic commercial and residential overlay.

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

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on historic commercial and residential overlay zone properties. However, notice was mailed at least 10 days prior to the first public hearing to all historic commercial and residential overlay properties. lands. Notice was also mailed to the Oregon

State Historic Preservation Office (SHPO) who provided comments on the draft code update (see Exhibit B). Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

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

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

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing will be held by the City Council on August 13, 2013. Notice was posted at City Hall on June 25, 2-013 for both public hearings and published in the Canby Herald on July 3rd for the August City Council meeting. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Staff finds this condition is met.

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

FINDINGS: Adoption actions are consistent with the acknowledged AMC. The update to Title 17 is also intended to clarify when properties or structures are subject to decisions or actions and clarify the approval authority for said decisions. The intent of the update is also to provide better noticing of decisions and appeal opportunities for all decision. Staff finds this condition is met.

*Goal 9- Economic Policies*

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

FINDINGS: The draft code amendments respond to a need/concern identified within the historic overlay to clarify the code and remove interpretations of the code in order to all applicants a greater understanding and clarity on the regulations and design standards to be followed. The proposed code amendments are not found to deter employment or business opportunities. Staff finds this condition is met.

*Goal 12- Transportation Policies*

2. *Encourage transportation improvements which support the community's economic development and create a pedestrian friendly atmosphere.*
3. *Establish a street system which is consistent with orderly growth, minimizes conflicts with adjacent land uses, and provides a circulation system which is safe and efficient for both vehicles and pedestrians.*

FINDINGS: The draft code amendments reduce the parking standards for some commercial historic properties to be more in line with the small lot sizes and their potential inability to meet current parking standards. Staff finds this condition is met.

4. The applicable provisions of the implementing ordinances.

FINDINGS: Title 17 is intended to provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

The application and legislative amendment intends to clarify implementing ordinance within Title 17. In addition, the update intends to clarify noticing requirements and decision authorities for properties subject to Title 17. Staff finds the proposed code amendments can be established in compliance with the development requirements and implementation ordinances of the Aurora Municipal Code.

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

FINDINGS: Staff does not find a change in circumstance or mistake but rather the City Council directed the Planning Commission to work with the Historic Review Board to clarify and update inconsistencies in the implementing ordinances so as to ease understanding of requirements for property and business owners within the historic district. Staff finds this criterion is met.

Exhibit A: Draft Title 17 code update

Exhibit B: June 19, 2013 comments from SHPO

**Explains all notice requirements and State ORS and goals. Hope to come to agreement and recommendation to the City Council for adoption.**

**Chairman Schaefer explains** the big picture on what the Planning Commission has been doing. Explains the hearing process again and that we are happy to hear from you the audience. Currently in Title 17 there is a procedural process but the actual rules are in the Historic Guidelines we want to put them into the title 17 document that is before us tonight they have been made clear and straight forward. SHPO has commented and we are now saying 3 specific items can be done/reviewed by staff.

1. Roof
2. Paint
3. \$2,500 dollar and below landscaping projects.

Only the design regulations are being proposed for change, we are not changing permitted uses or zoning. This is all about the text of the code and for text and changes in materials. Currently the HRB Guidelines applies to all properties within the district and so we are proposing that there will be classifications such as contributing 1920 and non contributing after 1920 under lighter restrictions.

1. roof pitch 8/12 or steeper
2. all need front porches
3. garages
4. windows size.

So this essentially should simplify the process and not be as strict.

SHPO said we should have a designation for historic landmarks and a process. This will be a very small percent of properties.

SHPO highly recommended most of which goes before HRB could be handled by staff and I don't think this is appropriate because this would leave little for HRB to do, I think that we should still know what is happening and regulate within the district.

**Chairman Schaefer** asks for a Show of hands to get a sense of how many people want to speak to determine the time allotment for each speaker. 4 people raise their hands so 10 minutes is the agreed amount of time.

**Patrick Harris the museum curator**, this all sounds good to me I am seeing a few issues like do we really call out the significance of the colony structures as well as they should be? This is really a very elite German group of structures in pacific NW, many of them were built by their children and the people of the Aurora Colony and we should preserve that history. I do think the HRB should have a lot of input because they really have a greater understanding and appreciation on the benefits of having a business in our town.

There are a significant amount of buildings outside of the city but in the district and they could make their own building be considered to be significant structures as a historic landmark.

**Chairman Schaefer**, remarks I think the SHPO items are going to answer those concerns and more.

**Mike Ausec**, Aurora Oregon, my first concern is some statement about parking is being repealed via title 16, **Chairman Schaefer** what we are proposing is to eliminate some parking requirements and allow some commercial properties to be exempt from title 16 requirement as many historic commercial properties find it difficult to meet more modern parking standadards.

Next item contributing and non contributing roofs and you are saying roofs would be either wood or black asphalt and I don't agree with this because black is hot.

Next landscaping I think this is something new, you are mandating additional requirements on commercial properties, where are they going to find additional land to meet this requirement, **Chairman Schaefer** these properties that are listed they are grandfathered in and you raised a question that I would want to ponder because I wonder for new development is this going to be too hard to follow. It is clarified that the landscaping projects under 2500 would be approved by staff. There are buffering minimums and it is explained that it would be the applicants choice on a list provided for trees. Wakeley will work on clarity for this section.

Solar I didn't see anything that would limit me to do an entire roof of solar panels. **Chairman Schaefer** it is not allowed it is allowed on the ground, **Wakeley** the State says the City can regulate within the district staff will work to confirm this with the state agencies. **Chairman Schaefer** by remaining silent it is considered prohibited.

Another issue why would you prohibit drive up and drive through type businesses, **Chairman Schaefer** states it is to be more pedestrian friendly.

**Chairman Townsend** of HRB, first I would say that we have been working on this for a long time and Chairman Schaefer of the Planning Commission has been a great help to the City and it needs to be recognized, this is what he does for a living and so he has saved the City a great amount of money.

At the HRB meeting we noticed on pg 3 Admin and exempt items, **Chairman Schaefer** this is a mistake and it needs to be listed as staff decisions and it will be reflected. **Chairman Townsend** does that also include paint on non contributing structures **Chairman Schaefer** states SHPO says we shouldn't on anything but I say on contributing we should require it, so if you want a color scheme you let staff know you choose the scheme and then your good to go but if it's not on the list you go before the HRB for approval.

Historic Review Board feels that on non contributing structures there should be a wide range of colors to choose from so people have a large choice of colors. However we think that all selections should be reviewed by staff as well.

Next; Signs pg 420 LED signs, we appreciate your look at the signs however we did decide to be consistent that day glow and images not be allowed and the color should be consistent.

Pg 420 new business signs was supposed to allow a new business to put up a sign immediately until it can be approved within 90 days, the reason is while manufacturing and the due process is being followed. This purpose is not to allow someone as a temp business to have any type of sign and to be able to put it up without approval.

The Board thinks we should have a different category for Colony structures because this is the basis for the distinction for Aurora history, added to non contributing and contributing structures, so I have worked up a relevant list of items to consider. The importance of preservation of the colony standards is very important.

**Scott Brotherton**, what is the difference between day glow and fluorescent lights **City Planner Wakeley** states that it is the way the tubing is made and this is identified in the code.

**Chairman Schaefer** asks if anyone on the Planning Commission has any comment. Hearing none he moves on.

**Chairman Schaefer**, I am intrigued with text only for the LED no images we have limited it to 3 square feet. We cannot limit content but no images is interesting.

**Commissioner Graham**, likes the comments on landmarks and including a distinction for colony structures.

**Commissioner Gibson** asks for clarification, on Chairman Schaefer's hesitation, for colony distinction.

**Chairman Schaefer** this is a regulatory document I think this is appropriate for the guidelines only.

**Chairman Townsend** you then leave it open for anyone to tear off the authentic pieces and little by little you are not authentic any longer there is nothing in there for preservation.

**Commissioner Fawcett**, how many Colony structures in Aurora 9-10 maybe we include the colony structure section in with the contributing structures that way control is given to HRB.

**Commissioner Graham** with that in mind would HRB require this no not if they didn't want to, **Townsend** states that State OR standards says that you should try to fix and preserve, so we keep things authentic.

**Chairman Townsend** I think it is an easy fix and that this should be added to each section.

**Brian Asher** I feel that it should be up to the HRB they should suggest that all items significant to the structure be put back. **Townsend** there is nothing in the code that would make this be preserved.

**Asher** Asks if anyone has gone outside our district and done some research on this subject, **Tracy Schaefer** what about structure is it dealt with in the building code and maybe the building official should weigh in on this issue and this is something we are trying to fold into our code to give our city authority.

**Asher**, fencing there is nothing on rod iron fencing I think the period items should be allowed.

**Townsend** I think if someone can show history that this was allowed then maybe we should consider it.

**Chairman Schaefer** asks **Patrick** if this was historic in during that period and he states no there isn't any history to show this. **Commissioner Sallee** states that I have seen pictures of old wire fencing

**Patrick** states yes maybe so for wire.

Trying to think of an example if I wanted to build a more modern building made out of metal siding would this be allowed, **Chairman Schaefer** no it's not allowed, maybe rod iron decorative items would. So if McDonalds wanted in here and were willing to look like our buildings with no drive through it would be allowed. Well yes.

**Councilor Brotherton** asks when you say staff and you want to appeal it from staff then it goes to HRB and then Council. Yes that would be correct states **Schaefer**.

**Tim Champion**, started to make a statement then decides not too because he is having a hard time hearing.

Sharon Willis no comment.

Susie Corcoran no comment.

**Councilor Bill Graupp**,

1. I like SHPO recommendations, on format of code with landmarks

Major discussion 17:16 my problem is that, when you have 010 I suggest that we should roll it through our legal dept so we keep out of trouble 17:20 I want to see this go before the Planning Commission not just straight to Council. We pay the City Planner to do all this and make notice to everyone and follow the process for the appeal's.

I also think the Kuri Gill comments are very viable and should be more considered.

**Chairman Schaefer**, currently HRB decisions or denials should be a recommendation to Planning Commission in regards to the appeal process. He speaks to the 120 day rule, there may not be enough time to go before Planning Commission and then to Council.

**Chairman Schaefer**, either HRB is a decision making body or it isn't, Councilor Graupp they don't have the legal representation to help them, I think they should recommend to PC and then the PC would make the decision because of comments that legal requirements were not being followed.

**City Planner Wakeley**, we changed the noticing items and there is a written process. Councilor Graupp that's why I like SHPO comments to make the land use discussion because it keeps us out of trouble.

**Townsend**, on HRB I have been involved for many years and over the past years the procedure has relaxed in the past 10 years to be exact but not currently. The HRB is good for the public because it's a cost savings for people to come before our board first.

**Councilor Graupp**, many items that have come before the Council are very elevated by this point and the Council has just allowed these appeals because the goal is to avoid lawsuits. I am referring to new construction.

**8:30pm Chairman Schaefer** closes the hearing for Commissioners to deliberate.

**Chairman Schaefer**, I am intrigued about regulating text only and saying no symbols, and be legal. City Planner, Wakeley states I think you can. I think we can say text only just not what is being said, I will verify.

Consensus is to recommend to the City Council for text only change, if permitted by the state law.

**Commissioner Fawcett**, I think color is going to be hard to regulate, and define.

**City Planner Wakeley**, summarizes

1. Paint, so the concern between regulation or not, on contributing and noncontributing structures  
Commissioner Graham, I think some very bad colors combinations could potentially come out of this.  
Commissioner Sallee I think large list is needed. Chairman Schaefer thinks we could regulate  
commercial but not residential as easily.

Commissioner Fawcett, what kind of control do you have Chairman Schaefer really make them go  
through process?

Commissioner Gibson, I think we should not regulate.

Commissioner Willman noncontributing, I need clarification.

Commissioner Fawcett here is an example take the bistro lets say they could do pink because it's a non  
contributing structure, so discussion is to have a smaller pallet for contributing and a much larger for  
non contributing. Chairman Schaefer so now we are talking to regulate this.

Commissioner Sallee and Commissioner Graham, yes we are.

Commissioner Willman, I think regulation in the commercial district only.

Consensus of the Commission is for commercial, non- contributing structure to have a large list of  
colors but to be regulated.

Discussion on proposed new category for colony structures as presented by HRB,  
**Chairman Schaefer** No I believe it should be as a landmark, Commissioner Sallee, Commissioner  
Fawcett both stated that they were not clear as to which ones are colony contributing.

It is recommended that a new fee schedule be established to cover noticing requirements.

Last item Councilor Graupp, proposes that on new construction applicants should go before Planning  
Commission as the governing board for decision process, to expedite and stream line the process.  
The discussion between the Planning Commissioner members is to recommend this process to the  
Council.

It is the recommendation of the Planning Commission to recommend that new construction applications  
go before the Planning Commission rather than the HRB.

Discussion Closes,

A motion is made by Commissioner Graham to recommend title 17 as discussed with the changes  
proposed during this meeting and is seconded by Commissioner Gibson. Motion Passes Unanimously.

## **6. New Business**

## **7. Old Business**

### **A. Discussion and or Action on LA-13-01**

A motion is made by Commissioner Graham to recommend title 17 as discussed with the changes  
proposed during this meeting and is seconded by Commissioner Gibson. Motion Passes Unanimously.

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**7. Commission Action/Discussion**

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

- Vision update at the August meeting

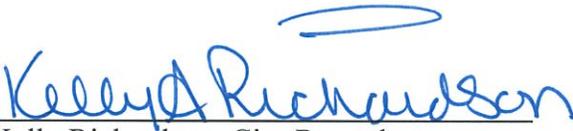
**9. Adjourn 9:06 P.M.**

**A motion to adjourn the July 02, 2013 meeting is made by Commissioner Sallee and seconded by Commissioner Willman. Motion Passes Unanimously.**



Chairman, Schaefer

**ATTEST:**



Kelly Richardson, City Recorder

**HISTORIC REVIEW BOARD MINUTES  
21420 MAIN ST. NE, AURORA OR 97002  
June 27, 2013**

**Staff Members Present:** Mary Lambert, Administrative Assistant

**Others Present:** Bill Graupp, City Council member

The meeting of June 27, 2013 was called to order at 7:03 p.m. by Chairman Townsend.

**Chairman Townsend takes Roll Call**

Chairman Karen Townsend – Present  
Vice-Chair Gayle Abernathy – Present  
Member Bill Simon – Absent  
Member Merra Frochen – Present  
Member Mella Dee Fraser – Present

**CONSENT AGENDA**

- I. Historic Review Board Minutes – May 23, 2013
- II. City Council Meeting Minutes - none
- III. Planning Commission Meeting Minutes - none

A motion to approve the HRB minutes of May 23, 2013, as amended, was made by Member Fraser, seconded by Member Frochen and passed unanimously.

**CORRESPONDENCE**

None

**VISITORS**

Kris Sallee, Planning Commission member

**OLD BUSINESS**

**A. Discussion and/or Action of Updating the Historic Guidelines per City Council Request.**

**1. Review of Design Standards as part of title 17.**

The members went over Title 17, both the Planning Commission document and the document that included comments from Kuri Gill with SHPO. Recommend

changes will be made and given to the Planning Commission for the July 2, 2013 meeting and public hearing. Main changes include:

- 17.04.050 Remove landscaping, exterior paint colors and black roof installation from this chapter.
- 17.20.050 C Add the above three items to this chapter.
- 17.24.060 A 5 Limit LED signs to read "OPEN" only, no images, no dayglow or fluorescent colors.
- 17.28.040 C 1 Change "identical" to "compatible".
- 17.28.040 D 1 Add "minimize visibility from the street".
- 17.28.040 D 4, 6 Change "identical" to "compatible".
- 17.40.020 B 1 Change "match" to "be compatible".
- 17.40.030 A & B Add lines - Awnings are prohibited on Colony Structures.
- 17.40.110 A & B Add lines to include 17.40.120 A 1 for Non-contributing Structures.
- 17.40.130 A 1 and B 1 Change "required" to "prohibited".
- 17.40.190 B 4 Change "on" to "above".

Chairman Townsend noted that she had spoken with Planning Commission Chairman Joseph Schaefer and they agreed that Colony Structures should be a separate category from Conforming/Non-conforming Structures.

During this discussion, Member Abernathy told Councilor Graupp that she did not approve of his texting on his phone while sitting at the table for the meeting. Councilor Graupp stated he was texting with Planning Commission Chairman Joseph Schaefer regarding the meeting. There was some discussion as to the appropriateness of this action then the meeting continued.

Chairman Townsend had a handout with suggested verbiage for general guidelines for exterior changes within the Historic District per recommendation from SHPO. She explained that there should be a general guideline for any items that are not specific enough to be included in the code. The board agreed.

Chairman Townsend brought in some paint samples. She would like to have a sample book kept at City Hall.

#### **B. Aurora Historic District Sign Code Revisions**

The members completed their changes to Chapter 17.20 Signs. Main changes include:

- 17.20.060 C 3 Add "while sign application and sign manufacturing is in process".
- 17.20.060 C 8 Add signs to this section.
- 17.20.070 E 2 Remove this in its entirety.
- 17.20.080 J Remove the words "long periods of time".

**NEW BUSINESS**

None

Chairman Townsend noted that there will not be a quorum at the July meeting unless the date is changed. After discussion, it was decided that the July meeting of the Historic Review Board will be moved from July 25, 2013 to Thursday, July 18, 2013.

**ADJOURN**

A motion to adjourn was made at 8:56 pm by Member Frochen, seconded by Member Fraser and passed unanimously.

  
\_\_\_\_\_  
Karen Townsend, Chairman

ATTEST:

  
\_\_\_\_\_  
Mary C. Lambert, Administrative Assistant

August 02, 2013

To: Bob Southard  
Public Works Superintendent

From: Ricky Sellers  
Public Works Assistant

Subject: Retirement

I will be retiring October 01, 2013. I will be staying on as a retiree, October thru December 2013. My last day of work for the City of Aurora will be December 31, 2013.



Ricky Sellers

Cc Kelly Richardson  
City Recorder



Portland General Electric

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**From:** recorder [<mailto:recorder@ci.aurora.or.us>]  
**Sent:** Thursday, August 08, 2013 11:46 AM  
**To:** Luanne Berkey  
**Subject:** LED proposal for Aurora

Luanne,

The Mayor had one more question in regards to the poles on the bridge. Who owns them and are they part of the proposal?

I sent an email a while back however now I am on a deadline and would need this information by 2 pm today.

Thank you,

*Kelly Richardson*  
**City Recorder**  
**City of Aurora**  
**21420 Main St. NE**  
**Aurora, Oregon 97002**  
**503-678-1283**

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## recorder

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**From:** Luanne Berkey [Luanne.Berkey@pgn.com]  
**Sent:** Thursday, August 08, 2013 2:50 PM  
**To:** recorder  
**Subject:** RE: LED proposal for Aurora

They're wired through a meterbase and billed to the city. Bob Southard may know where the meter is located.

---

**From:** recorder [<mailto:recorder@ci.aurora.or.us>]  
**Sent:** Thursday, August 08, 2013 2:37 PM  
**To:** Luanne Berkey  
**Subject:** RE: LED proposal for Aurora

So how are they charged to us rate wise?

*Kelly Richardson*  
**City Recorder**  
**City of Aurora**  
**21420 Main St. NE**  
**Aurora, Oregon 97002**  
**503-678-1283**

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**From:** Luanne Berkey [<mailto:Luanne.Berkey@pgn.com>]  
**Sent:** Thursday, August 08, 2013 11:50 AM  
**To:** recorder  
**Subject:** RE: LED proposal for Aurora

Sorry, I don't remember getting anything earlier. These lights are City of Aurora's, they are not on our approved material list and we are not able to maintain them.

Luanne

**Luanne Berkey** | Lighting Specialist

Service & Design

Portland General Electric

4245 Kale St. NE | Salem, Oregon 97305

| 📞: (503) 463-6161 | 📠: (503) 463-4308 | ✉️: [luanne.berkey@pgn.com](mailto:luanne.berkey@pgn.com)

# Memorandum

## MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

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

TO: Aurora City Commission  
FROM: Renata Wakeley, City Planner  
RE: Legislative Amendment 2013-01 (LA-13-01)  
DATE: August 6, 2013

### REQUESTED ACTION

Upon closing of the August 13, 2013 City Council public hearing on Legislative Amendment 13-01, the Council's task is to make a decision whether to adopt the proposed amendments to Title 17 of the Aurora Development Code.

The City Council's options and sample motions to support each option follow:

- A. Motion to adopt the staff report and direct staff to prepare an ordinance **approving Legislative Amendment 13-01**:
  - 1. As presented by staff and the Planning Commission; or
  - 2. As amended by the City Council (stating revisions)
  
- B. Motion to adopt the staff report with changes and direct staff to prepare a resolution **denying Legislative Amendment 13-01** for the reasons specified in the City Council's deliberations (the motion should include a summary of reasons for the denial from the deliberations)
  
- C. **Continue** the public hearing:
  - 1. To a time certain, or
  - 2. Indefinitely

### BACKGROUND

In 2012, the City Council directed the Planning Commission to work with the Historic Review Board on an update to Title 17- Historic Preservation, also known as the "Historic Preservation Ordinance of the City of Aurora", which provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

Generally, the proposed update includes changes to the following:

- Clarify which structures in the district are considered "contributing" and "non-contributing".
- Clarify/establish standards related to: additions, porches, landscaping, paint colors, signage, etc.
- Clarify noticing requirements and the responsible entities for decisions in the historic district.
- Clarify/update design standards applicable to properties and structures within the historic district.

Legislative Amendment 13-01 includes the adoption of the draft code amendments to the Aurora Municipal Code. The revisions are attached in a **bold** and ~~striketrough~~ format for review purposes under **Exhibit A**.

On July 2, 2013, the Planning Commission held a public hearing on the proposed amendments. The staff report was presented and testimony was received from the audience. The draft minutes from the July planning commission meeting are included under **Exhibit C**. The Planning Commission directed staff to adjust the proposed amendments based upon testimony received and deliberations among the Planning Commission.

#### FINDING OF FACT AND CONCLUSIONS

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

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on May 29, 2013, which was 35-days prior to the first evidentiary hearing on July 2, 2013.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. 10 days prior to the first evidentiary hearing, the City sent written notice of both hearings to all property owners within the historic commercial and historic residential overlays. Section 16.74.030.C.3. requires notice to be published at least seven days prior to the scheduled hearing date. Notice was also published in the Canby Herald on July 3rd, 2013 for the City Council public hearing date. As there are two hearing dates, staff finds adequate notice to allow for comment period has been provided in conformance with the Aurora Municipal Code. Notice was also posted at City Hall on August 7, 2013.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a

quasi- judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the planning commission and the decision by the city council.

5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.
6. The Planning Commission reviewed the proposed legislative amendments at the July 2, 2013 public hearing and recommended approval of the amendment with minor changes. The Aurora City Council reviewed the proposed legislative amendments at a August 13, 2013 public hearing.

## FINDINGS

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

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

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing was held by the City Council on August 13, 2013. Notice was posted at City Hall, published in the Canby Herald, and provide to the Historic Review Board. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC. Goal 2 generally supports clear and thorough local procedures and the code update is intended to clarify, simplify and streamline regulations for the approval entity and the general public. Goal 2 is met.

Goal 3, Agricultural Lands: Goal 4, Forest lands: Goals 3 and 4 are not applicable. The proposal does not involve or affect farm or forest lands.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources. Goal 5 states that state and federal agencies should develop statewide natural resource, open space, scenic and historic area plans and provide technical assistance to local and regional agencies. The City consulted with the State Historic Preservation Office (SHPO) on the draft code amendments and received feedback from SHPO which was discussed by the Planning Commission at their July 2nd hearing. SHPO also provided feedback and a draft historic resources inventory for use by the City. Staff finds the code amendments are in compliance with Goal 5.

Goal 6, Air, Water and Land Resource Quality: Goal 6 is not applicable. The proposal does not address Goal 6 resources.

Goal 7, Natural Hazards: Goal 7 is not applicable. The proposal does not address Goal 7 resources.

Goal 8, Recreational Needs: Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments partially respond to a need identified within the business community to clarify code requirements. The proposed code amendments are not found to deter employment or business opportunities. Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues.

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

Goal 12, Transportation: The draft code amendment provide for some parking exemptions for historic commercial properties to allow greater flexibility for historic resources in meeting newer code provision for parking. However, the proposal does not address Goal 12 issues.

Goal 13, Energy Conservation: Goal 13 is not applicable. The proposal does not address Goal 13 resources.

Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for processing a legislative amendment application. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendment does not reduce permissible uses of properties in the affected zone. However, the City did send notice to every property owner within the historic commercial and residential overlay for both hearings.

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

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on historic commercial and residential overlay zone properties. However, notice was mailed at least 10 days prior to the first public hearing to all historic commercial and residential overlay properties. lands. Notice was also mailed to the Oregon State Historic Preservation Office (SHPO) who provided comments on the draft code update (see **Exhibit B**). Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

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

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

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing was held by the City Council on August 13, 2013. Notice was posted at City Hall for both public hearings at least one week prior to the hearing and published in the Canby Herald on July 3rd for the August City Council meeting. The staff report was available for review one week prior to both hearings. This is consistent with City procedures. Staff finds this condition is met.

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

FINDINGS: Adoption actions are consistent with the acknowledged AMC. The update to Title 17 is also intended to clarify when properties or structures are subject to decisions or actions and clarify the approval authority for said decisions. The intent of the update is also to provide better noticing of decisions and appeal opportunities for all decision. Staff finds this condition is met.

*Goal 9- Economic Policies*

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

FINDINGS: The draft code amendments respond to a need/concern identified within the historic overlay to clarify the code and remove interpretations of the code in order to all applicants a greater understanding and clarity on the regulations and design standards to be followed. The proposed code amendments are not found to deter employment or business opportunities. Staff finds this condition is met.

*Goal 12- Transportation Policies*

- 2. Encourage transportation improvements which support the community's economic development and create a pedestrian friendly atmosphere.*
- 3. Establish a street system which is consistent with orderly growth, minimizes conflicts with adjacent land uses, and provides a circulation system which is safe and efficient for both vehicles and pedestrians.*

FINDINGS: The draft code amendments reduce the parking standards for some commercial historic properties to be more in line with the small lot sizes and their potential inability to meet current parking standards. Staff finds this condition is met.

- 4. The applicable provisions of the implementing ordinances.*

FINDINGS: Title 17 is intended to provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora. The application and legislative amendment intends to clarify implementing ordinance within Title 17. In addition, the update intends to clarify noticing requirements and decision authorities for properties subject to Title 17. Staff finds the proposed code amendments can be established in compliance with the development requirements and implementation ordinances of the Aurora Municipal Code.

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

FINDINGS: Staff does not find a change in circumstance or mistake but rather the City Council directed the Planning Commission to work with the Historic Review Board to clarify and update inconsistencies in the implementing ordinances so as to ease understanding of requirements for property and business owners within the historic district. Staff finds this criterion is met.

STAFF FOLLOW-UP /NEXT STEPS:

If the Council's oral motion is to approve the amendments, staff will prepare an ordinance for the Council to pass at the September 10, 2013 Council meeting. The ordinance will include a "clean copy" of the amended language (the ~~strikeout~~ and ***bold italics*** will be removed), and findings as an exhibit (same as above) to support the decision, along with a "mark-up" copy as an exhibit.

Once the ordinance has been passed and signed, a copy will be provided to the Oregon Department of Land Conservation and Development within 5 working days of being signed and a 21-day appeal period will ensue. A notice of the decision with appeal instructions will be provided to any party that participated at the Planning Commission or City Council public hearings.

The ordinance will be effective 30-days after passage and signature unless council would like to insert an emergency clause establishing an earlier effective date.

a) The Council should note that the proposed amendments to Title 17 include ***noticing requirements*** to property owners within 100 feet of a subject application on Notices of Decisions. This procedure has not been historically followed and the resulting procedures may add additional cost to the City for mailings and staff time. Staff suggests the City Council review the current Historic Review Board fee schedule to account for these additional costs.

b) Section VI. Public Facilities, Item K. Local Government of the Aurora ***Comprehensive Plan*** (page 79 of 100), the Historic Review Board is described as comprised of "a representative from the Council, a representative from the Planning Commission, a member

of the Aurora Colony Historical Society, a resident of the Historic District and either a licensed builder or architect, or a citizen at large". The City has found difficulty in staffing the HRB in the past and the current HRB does not meet this text. The Council should consider an update to HRB description within the Comprehensive Plan at some point in the future.

EXHIBITS:

- Exhibit A-** Draft code update to Title 17
- Exhibit B-** Review comments from State Historic Preservation Office (SHPO)
- Exhibit C-** Minutes from the July 2, 2013 Planning Commission hearing on draft code updates to Title 17

Title 17

HISTORIC PRESERVATION

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## Chapter 17.04

### GENERAL PROVISIONS

Sections:

- 17.04.010** Short title.
- 17.04.020** Purpose.
- 17.04.030** Adoption of Guidelines.
- 17.04.040** Adoption of Inventory.
- 17.04.050** Applicability.
- 17.04.060** Pre-existing Approvals.
- 17.04.070** Interpretation.
- 17.04.080** Fees.
- 17.04.090** Enforcement.

17.04.010 Short title.

This title shall be known as the "Historic Preservation Ordinance of the City of Aurora" and shall be referred to herein as "this title." (Ord. 416 § 8.10.010, 2002)

**17.04.020** Purpose.

~~It is the general~~ The purpose of this title is to provide the principal means for the preservation of the buildings and sites and the visual character of the historic Aurora Colony, consistent with existing state and federal laws regarding historic preservation. This title ~~is designed to regulate~~ regulates the design of buildings and structures within the historic commercial and residential overlays defined in Title 16 of the Aurora Municipal Code.

This title promotes preservation and restoration of existing structures and construction of new structures with consideration of Aurora's unique heritage and recognizes the role of historic preservation in protecting and enhancing real property values, and safeguarding and enhancing the livability and appearance of the city. (Ord. 416 § 8.10.020, 2002)

**17.04.030** Adoption of Guidelines.

The Aurora Design Guidelines for Historic District Properties are incorporated as Appendix A ~~set out in the Appendix~~ to this code. These guidelines ~~are provide a wealth of useful information which supports historic preservation in Aurora, and all applicants shall be instructed to review the guidelines upon their first contact with~~ the City. However, ~~the guidelines do not include standards or criteria for reviewing applications for a certificate of appropriateness under this title or other titles of the Municipal Code.~~ (Ord. 416 §-8.10.030, 2002) ~~(Ord 419)~~

**17.04.040 Adoption of Inventory.**

The Aurora Historic District Properties Inventory, herein referred to as "Inventory" is incorporated as Appendix B to this code. The Inventory is the primary reference for Landmarks, structures and sites within the historic district, and all applicants shall be instructed to review the Inventory for information about their property upon their first contact with the Ceity. However, the Inventory does not include standards or criteria for applications under this title or other titles of the Municipal Code. (Ord. 4 § \_\_\_\_\_, 20\_\_ )

**17.04.050 Applicability.**

A. Except as ~~otherwise specifically provided by this title~~described in Subsection B immediately below, all exterior changes to a building or site within the ~~historic commercial overlay~~Historic Commercial Overlay and the ~~historic residential overlay~~Historic Residential Overlay must be approved under this title. It is unlawful for any person to erect, demolish, remove, establish, construct, move ~~into~~, externally alter, enlarge, use, or cause to be used, any building, structure, improvement or use of premises located in the ~~historic commercial or historic residential overlays~~Historic Commercial or Historic Residential Overlays in a manner contrary to the provisions of this title.

B. The only exterior changes not subject to the requirement for approval by the Historic Review Board under this title are:

1. Exterior painting, reroofing and general repairs when the new materials and/or colors match those already in use; and

2. Landscaping ~~work including shrubbery, annual plantings and general maintenance. The~~not exceeding \$2,500 in cost. The removal of trees greater than twenty-four (24) inches in diameter requires approval. (Ord. 416 § 8.10.040, 2002)).

~~3. Exterior painting of all contributing structures, and of noncontributing structures in the Historic Commercial Overlay, with colors listed in Appendix A.~~

4. Installation of black roof shingles.

C. Exterior changes under 17.04.050,B shall require review and approval by the Planning Director, or designee. The applicant shall submit for the City's review sufficient information for the City to determine the criteria under 17.04.050.B have been met.

**17.04.050060 Pre-existing Aapprovals.**

All development applications approved more than two years prior to the adoption of the ordinance codified in this title shall be considered void, unless the ~~historic review board~~Historic Review Board determines that the conditions of approval are substantially completed. All development applications approved less than two years prior to the adoption of said ordinance may occur according to such approvals. All development applications received by the city after

the adoption of said ordinance shall be subject to review for conformance with the standards under this title or as otherwise provided by state law. (Ord. 416 § 8.10.060, 2002)

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#### **17.04.060070 Interpretation.**

A. An interpretation is a decision which is made under land use standards that require an exercise of policy or legal ~~judgement~~judgment. By definition, an interpretation does not include approving or denying a building permit issued under clear and objective land use standards.

B. Each development and use application and other procedure initiated under this title shall be consistent with the adopted comprehensive plan of the city as implemented by this title and applicable state and federal laws and regulations. All provisions of this title shall be construed in conformity with the adopted comprehensive plan.

C. Where the conditions imposed by any provision of this title are less restrictive than comparable conditions imposed by any other provision of this title or of any other ordinance, or resolution, the most restrictive or that imposing the higher standard shall govern.

D. The ~~historic review board~~Historic Review Board shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this title. All requests for interpretations shall be in writing and on forms provided by the ~~city recorder~~City Recorder. Upon receipt of such a request, the ~~historic review board~~Historic Review Board shall schedule the interpretation as a consideration item at the next regularly scheduled meeting unless a special meeting is requested pursuant to Section 17.~~1216~~040. A Notice of Decision shall be issued for all interpretations. If the person making the request disagrees with the ~~historic review board's~~Historic Review Board's interpretation, they may appeal it to the ~~city council~~City Council. The ~~council~~Council will hear the appeal as a consideration item at the next month's regularly scheduled meeting. The decision of the ~~council~~Council shall be conclusive upon the parties.

E. The ~~city recorder~~City Recorder shall keep a written record of all interpretations and shall make the record available for review on written request.

F. The ~~city council~~City Council may exempt special events from the provisions of this title. A special event is an activity lasting a total of seven contiguous calendar days or less in a one-year period and approved by the ~~city council~~City Council. (Ord. 416 § 8.10.070, 2002)

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#### **17.04.070080 Fees.**

To defray expenses incurred in connection with the processing of applications, the city may charge fees as established by resolution of the ~~council~~Council. The filing of an application shall not be considered complete, nor shall action be taken to process it, until the required fee has been paid. (Ord. 416 § 8.10.080, 2002)

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#### **17.04.080090 Enforcement.**

Enforcement of this title shall be as codified in Chapter 16.82 of the Aurora Municipal Code. (Ord. 416 § 8.10.090, 2002)

17.04.100 Applicability of Building Codes

Most development approved under this title requires building permit review and approval subsequent to completing the procedures described herein. The City Building Official shall have the authority to waive certain building code requirements for contributing structures pursuant to the Oregon Structural Specialty Code Section 3409, Historic Buildings, as amended.

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## Chapter 17.08

### DEFINITIONS

#### Sections:

**17.08.010** Meaning of words generally.

**17.08.020** Meaning of common words.

**17.08.030** Meaning of specific words and terms.

**17.08.010** Meaning of words generally.

All of the terms used in this title have their commonly accepted, dictionary meaning unless they are specifically defined in this chapter or definition appears in the Oregon Revised Statute, or the context in which they are used clearly indicates to the contrary. (Ord. 416 § 8.40.010, 2002)

**17.08.020** Meaning of common words.

A. All words used in the present tense include the future tense.

B. All words used in the plural include the singular, and all words used in the singular include the plural unless the context clearly indicates to the contrary.

C. All words used in the masculine gender include the feminine gender.

D. The word "building" includes the word "structure."

E. The phrase "used for" includes the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for."

F. The words "land" and "property" are used interchangeably unless the context clearly indicates to the contrary.

G. The ~~term "this title" shall be deemed to include the text, the accompanying Aurora Design Guidelines for Historic District Properties and all amendments made hereafter to either. (Ord 419)~~

~~H. The word "shall" is mandatory and the word "may" is permissive.~~

~~I. Where the word "must" or "shall" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the guideline in question must be met if it is applicable to the application in order for the historic review board to issue a certificate of approval.~~

~~J. Where the word "should" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the guideline is strongly recommended.~~

~~K. Where the word "encouraged" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the applicant is urged to consider complying with the guideline, but is not required to do so to receive approval. \_\_\_\_\_ (Ord. 419 § 20D, 2002; Ord. 416 § 8.40.020, 2002)~~

**17.08.030** Meaning of specific words and terms.

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

"Adaptive use" means the process of converting a building to a new use that is different from that which its design reflects. For example, converting a residential structure to offices is adaptive use. Good adaptive use projects retain the historic character while accommodating the new functions.\_\_\_\_\_

"Awning" means a fabric structure extending over or in front of a place, such as a storefront.

"Booth" means an open-air structure typically consisting of partial walls, counter and roof and which is portable, either as a whole or in parts.

"Canopy" means a protective exterior cover consisting of a roof, typically made of cloth, plastic or other materials that may be self-supported or using the support of another structure. Canopies may contain partial walls.

"Colony structure" means a structure built during the Aurora Colony period, from 1856 to 1883.

"Contributing structure" means a structure built before 1921 and includes all structures designated as Historic Landmarks.

"Façade" means any face of a building and its accompanying architectural features.

"Finish material" includes is siding, trim, masonry and color of the exterior walls.

"Height" means the vertical distance from the highest adjoining sidewalk or ground surface within a five (5) foot horizontal distance of the exterior wall of the building to the peak of the roof.

"Landmark" means a structure designated as a Historic Landmark in the Historic Resources Inventory.

"Masonry" means natural stone, imitation stone, brick, concrete masonry blocks, and similar materials.

"Noncontributing structure" means a structure built in 1921 or later.

"Planning Director" means the staff person assigned to handle applications pursuant to this title.

"Preservation" means the maintenance and repair of existing historic materials, and the conscious retention of the property's form as it has evolved over time. This method of treatment focuses on maintenance and repair of historic materials and features, rather than extensive replacement and new construction. New exterior additions are not part of this treatment. Sensitive upgrading of mechanical, electrical, and plumbing systems; and other code-required work to make a property function is appropriate.

"Rehabilitation" means there is a need to alter or add to an historic property to meet continuing or changing uses while retaining the property's historical, cultural, or architectural values. This method of treatment is used when repair and replacement of deteriorated features is necessary; when alterations and additions to the property are planned for a new or continued use; when depiction of a particular period is not appropriate.

"Remodeling" means to remake or to make over the design image of a building. The appearance is changed by removing original detail and by adding new features that are out of character with the original. A "stylistic" change is often involved. A remodeling project is inappropriate on an historic building in Aurora, because it would involve altering its historic character.

"Renovation" means to improve by repair, to revive. In renovation, the usefulness and appearance of the building is enhanced. The basic character and significant details are respected and preserved, but some sympathetic alterations may also occur. Alterations that are made are generally reversible, should future owners wish to restore the building to its original design.

"Restoration" means to reproduce the appearance of a building exactly as it looked at a particular moment in time; to reproduce a pure style, either interior or exterior. This process may include the removal of later work that deviates from the original style or the replacement of missing historic features. Use a restoration approach for missing details or features of an historic building when the features are determined to be particularly significant to the character of the structure and when the original configuration is accurately documented.

"Tent" means a protective exterior cover consisting of roof and walls typically made of cloth, plastic or other flexible material and having a supporting structure. (Ord. 419 § 20E, 2002; Ord. 416 § 8.40.030, 2002)

Chapter 17.~~4216~~

**HISTORIC REVIEW BOARD**

**Sections:**

**17.~~4216~~.010 Authority.**

**17.~~4216~~.020 Responsibilities.**

**17.~~4216~~.030 Membership.**

**17.~~4216~~.040 Meetings.**

**17.~~4216~~.010 Authority.**

The ~~historic review board~~Historic Review Board shall have the authority to approve ~~or~~ deny, ~~in whole or in part or approve with conditions~~, development applications ~~and/or building permits, which include new construction or for~~ exterior modifications to cultural resources throughout the city ~~or new construction~~ or exterior modifications located on properties within the historic commercial overlay and the historic residential overlay, and applications for designation of Historic Landmarks. ~~All standards and criteria for applications and permits are included in this title.~~

The ~~historic review board~~Historic Review Board shall not be authorized to limit or regulate where growth and land development takes place or control the interior space of a building design. (Ord. 416 § 8.20.010, 2002)

**17.~~4216~~.020 Responsibilities.**

A. The ~~historic review board~~Historic Review Board shall maintain the Aurora Historic District Properties Inventory ~~an inventory~~ of cultural resources, including those within the historic commercial overlay, the historic residential overlay and within the city's urban growth boundary, consistent with the standards of the Oregon State Historic Preservation Office.

B. With the assistance of the State Historic Preservation Office, the ~~historic review board~~Historic Review Board shall draft and recommend to the ~~council~~Council for adoption the prescriptive standards to be used by the ~~historic review board~~Historic Review Board in reviewing applications ~~for certificates of appropriateness~~ to construct any structure, alter the exterior of any existing structure or any activity that visually impacts properties identified in the Aurora comprehensive plan as a cultural resource or located within the historic commercial overlay and the historic residential overlay district.

C. The ~~historic review board~~Historic Review Board shall be responsible for participation in, promoting and conducting public informational, educational and interpretive programs pertaining to local resources.

D. The ~~historic review board~~Historic Review Board may review and comment upon potential conflicts of land use, housing, redevelopment, municipal improvements, and other types of

planning and programs undertaken by any agency of the city, county or state as these relate to the cultural resources of the community.

E. The ~~historic review board~~Historic Review Board shall perform other functions as may be designated by the ~~city council~~City Council. (Ord. 416 § 8.20.020, 2002)

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#### **17.~~42~~16.030 Membership.**

A. Persons who want to be considered for appointment shall submit a written letter of interest to the ~~mayor~~Mayor. The ~~historic review board~~Historic Review Board shall consist of five unpaid members who are nominated by the ~~mayor~~Mayor and appointed by ~~city council~~City Council. Members may include persons residing within or outside the boundaries of the historic commercial or historic residential overlays. Three members shall own, rent or lease property in the boundaries of the historic commercial or historic residential overlays.

B. Three members shall reside within the city limits. Those members required to be residents of the corporate city limits must have a minimum of six months of such residency before considered eligible for appointment to the board.

C. As available, board members shall be appointed from the following categories:

1. An architect with preservation expertise;
2. A historian with knowledge of local history;
3. A professional in the field of landscape architecture, real estate, urban planning, construction, community development, archeology, law, finance, cultural geography, cultural anthropology, or related fields with demonstrable interest, competence or knowledge of historic preservation;
4. A member of the Aurora Colony Historical Society; and/or
5. Interested persons residing within the corporate limits of the city.

D. No member of the ~~historic review board~~Historic Review Board may concurrently hold other appointed or elected office in the city, with the exception of members of the budget committee.

E. All appointments to the ~~historic review board~~Historic Review Board shall be for a three-year term, with staggered expiration years. A vacancy shall be filled in the same manner as the original appointments, and the appointee shall hold office for the remainder of the unexpired term. A member who is absent for three consecutively scheduled meetings without having been excused by the board may be removed and the vacancy filled. (Ord. 416 § 8.20.030, 2002)

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#### **17.~~42~~16.040 Meetings.**

A. The regular meeting of the ~~historic review board~~Historic Review Board shall be held on the fourth Thursday of every month.

B. Special meetings may be called by the chairperson of the ~~historic review board~~Historic Review Board with five days notice posted on the bulletin board in front of City Hall. (Ord. 416 § 8.20.040, 2002)



Chapter 17.~~1620~~

~~DECISION MAKING~~  
APPLICATION PROCEDURES

Sections:

- 17.~~1620~~.010 Purpose.
- 17.~~1620~~.020 Consolidation of proceedings.
- 17.~~1620~~.030 Application process.
- 17.~~1620~~.040 Time period for decision making.
- 17.~~1620~~.050 Approval authority responsibilities.
- 17.~~1620~~.060 Notice of pending decision.
- 17.~~1620~~.070 Decision procedure.
- 17.~~1620~~.080 Standards for the decision.
- 17.~~1620~~.090 Notice of ~~decision~~Decision.
- 17.~~1620~~.100 Record of proceeding.
- 17.~~1620~~.110 Appeal.
- 17.~~1620~~.120 Modification and revocation of approvals.
- 17.~~1620~~.130 Re-submittal of an application previously denied.
- 17.~~1620~~.140 Expiration and extension of approvals.

17.~~1620~~.010 Purpose.

The purpose of this chapter is to establish procedures for the consideration of applications for a ~~certificate of appropriateness~~.Notice of Decision. (Ord. 416 § 8.30.010, 2002)

17.~~1620~~.020 ~~Consolidation of proceedings~~Applications not Consolidated.

~~Whenever an applicant requests a certificate of appropriateness for a development that will also require development approvals~~An application under this title shall not be consolidated with applications under Title 16 or other titles of the Aurora Municipal Code. Applications requiring approval under both titles may be processed simultaneously, however, the certificate of appropriateness shall be reviewed separate from the approvals requiredTitle 17 application must be decided before a decision can be made under Title 16 ~~as provided in this title.~~ (Ord. 416 § 8.30.020, 2002)

17.~~1620~~.030 Application process.

A. The applicant shall be the recorded owner of the property or an agent authorized in writing by the owner. For designation of a Historic Landmark, the property owner(s) shall provide to the City a written statement acknowledging that the owner understands the nomination process and

the results of such a designation, and wishes to have their property designated as a Historic Landmark in the Historic Resources Inventory.

B. The application shall be made on forms provided by the city.

C. The application shall:

1. Include the information requested on the application form;
2. Address appropriate criteria in sufficient detail for review and action; and
3. Be accompanied by the required fee.

D. An application shall be deemed incomplete unless it addresses each element standard or criterion required to be considered under applicable provisions of this title and the application form, unless that requirement has been found inapplicable by the city staff. ~~City staff shall not accept an incomplete application.~~

E. If an application is incomplete, city staff shall:

1. Notify the applicant in writing within thirty (30) days of receipt of the application of exactly what information is missing; and

2. Allow the applicant thirty (30) days to submit the missing information. The application shall be deemed complete upon:

- a. Receipt of the missing information; or
- b. Upon receipt of some of the missing information and written notice from the applicant that no additional information will be submitted; or
- c. Upon receipt of written notice from the applicant that none of the missing information will be provided.

F.— On the 181<sup>st</sup> day after first being submitted, the application is void if the applicant has been notified of the missing information and fails to ~~submit a completed application.~~ ~~G.—~~ ~~When the missing information is provided, the application shall be deemed complete and at that time the one hundred twenty (120) day time period shall begin.~~ respond in accordance with 17.20.030E.

-(Ord. 416 § 8.36.030, 2002)

#### **17.1620.040 Time period for decision making.**

The city shall take final action on an application ~~for a certificate of appropriateness,~~ including the resolution of all local appeals, within one hundred twenty (120) days after the application is deemed complete, except:

A. The one hundred twenty (120) day period may be extended for a reasonable period of time at the written request of the applicant;

B. The one hundred twenty (120) day period applies only to a decision wholly within the authority and control of the city.

C. If the ~~historic review board~~ Historic Review Board fails to approve, approve with ~~modification~~ conditions, or deny- an application within seventy-five (75) days after the application

is determined to be complete, the ~~historic review board~~Historic Review Board shall cause notice to be given and the matter to be placed on the ~~council's~~City Council's agenda. A public hearing shall be held by the ~~council~~City Council and the decision shall be made by the ~~council~~City Council. No further action shall be taken by the ~~historic review board~~Historic Review Board. (Ord. 416 § 8.~~3036~~040, 2002)

**17.~~1620~~050 Approval authority responsibilities.**

A. The ~~historic review board~~Historic Review Board shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, approve with conditions, or deny the following:

1. Interpretations subject to Section 17.04.060;
2. Signs subject to Chapter 17.~~2024~~;
3. Accessory dwelling units and structures subject to Chapter 17.~~2428~~;
4. Applications for ~~a certificate of appropriateness~~approval under this title;
5. Recommendations to ~~Planning Commission and City Council~~City Council for amending this title;
6. Appeals of decisions by the administrative approval authority;
7. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);
8. Amendments to the Aurora Historic District Properties Inventory (Appendix B)
9. Amendments to the Historic Landmark Inventory.
10. Any other matter not specifically assigned to the administrative approval authority, or the ~~city council~~City Council under this title.

B. The ~~city council~~City Council shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, deny, or approve with conditions the following:

1. Appeals of decisions made by the ~~historic review board~~Historic Review Board;
2. Matters referred to the ~~council~~City Council by the ~~historic review board~~Historic Review Board;
3. Review of decisions of the ~~historic review board~~Historic Review Board, whether on the ~~council's~~City Council's own motion or otherwise.
4. Appeals to amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);
5. Appeals to amendments to the Aurora Historic District Properties Inventory (Appendix B)
6. Appeals of Historic Landmark designations

C. The ~~planning director~~Planning Director, or designee, shall have the authority to approve, ~~deny, or~~ approve with conditions, ~~or deny~~ the following applications:

1. Temporary uses pursuant to Section 17.~~2832~~030.

2. Landscaping not exceeding \$2,500 in cost. The removal of trees greater than twenty-four (24) inches in diameter requires approval. (Ord. 416 § 8.10.040, 2002)).

3. Exterior painting of all contributing structures, and of noncontributing structures within the Historic Commercial Overlay, with colors listed in Appendix A.

4. Installation of black roof shingles.

(Ord. 419 §§ 20A, ~~29A32A~~ (part), 2002; Ord. 416 § 8.~~3036~~.050, 2002)

~~17.16.060 — Notice of pending decision.~~

~~—A. The notice requirements of this section are applicable to applications that are subject to Aurora Municipal Code Chapters 16.58 (Site Development Review), 16.60 (Conditional Uses) or 16.72 (Subdivisions).~~

~~—B. Notice required by this section shall be given in the following manner:~~

~~—1. At least fourteen (14) days prior to the scheduled decision, notice shall be sent by mail to:~~

~~a. The applicant and all owners or contract purchasers of record of the property, which is the subject of the application;~~

~~—b. All property owners of record or the most recent property tax assessment roll with one hundred (100) feet of the property;~~

~~—c. Any person who requests, in writing; and~~

~~—d. The appellant and all parties to an appeal.~~

~~—2. City staff shall include a copy of the notice and a copy of the mailing labels in the administrative record.~~

~~—3. At least fourteen (14) days prior to the pending decision, notice of a pending decision notice shall be posted on the bulletin board in front of City Hall.~~

~~—4. Notice of a pending decision by the historic review board shall include the following information:~~

~~—a. A description of the subject property and a general location, which shall include tax map designations from the county assessor's office;~~

~~—b. A map showing the location of the subject property;~~

~~—c. A description of what the application will allow the applicant to do and what the applicable criteria for the decision are;~~

~~—d. State that a fourteen (14) day period for submission of written comments is provided prior to the decision;~~

~~—e. State the place, date and time that the written comments are due;~~

~~—f. State that copies of all documents or evidence relied upon by the applicant are available for review, the address where copies can be reviewed and that copies can be obtained at cost;~~

~~—g. A statement that issues which may provide the basis for an appeal must be raised in writing during the comment period and comments must be sufficiently specific give the decision maker an opportunity to respond to the issue;~~

~~—h. A statement that the decision does not require an exercise of policy or legal judgment, or a public hearing;~~

~~—i. A statement that the applicant and any person who submits written comments during the fourteen (14) day period shall receive notice of the decision.~~

~~—C. The failure of a property owner to receive notice shall not invalidate the action provided a good faith attempt was made to notify all persons entitled to notice.~~

~~—D. Personal notice is deemed given when the notice is deposited with the United States Postal Service.~~

~~—E. In computing the length of time that notice is given, the first date notice is given shall be excluded and the day of the hearing or the date on which the appeal period expires shall be included unless the last day falls on any legal holiday or on Saturday, in which case, the last day shall be the next business day.~~

~~—F. The records of the Marion County assessor's office shall be the official records used for giving notice required in this title, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice. (Ord. 419 § 29A (part), 2002; Ord. 416 § 8.30.060, 2002)~~

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#### **17.4620.0670 Decision procedure.**

The ~~historic review board~~Historic Review Board decision shall be conducted as follows:

A. Request the applicant present the application, explain any graphic or pictorial displays which are a part of the application and provide such other information as may be requested by the approval authority;

B. Read all written comments into the record;

C. Allow the applicant to respond to all written comments;

D. Because this is a limited land use decision process, there is no procedural requirement for the board to allow oral testimony. Oral testimony may be permitted at the discretion of the board. If permitted, the applicant shall be allowed to respond to all oral testimony.

E. Make a decision pursuant to Section 17.4620.080 or continue the decision to gather additional evidence or to consider the application further. (Ord. 416 § 8.3036.070, 2002)

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#### **17.4620.0780 Standards for the decision.**

A. The decision shall be based on proof by the applicant that the application fully complies with ~~the relevant guidelines in the Aurora Design Guidelines for Historic District Properties. (Ord 419)~~this title.

B. The approval authority ~~may~~shall:

1. Adopt ~~its own~~ findings of fact and conclusions; addressing all applicable standards and criteria; or
  2. Adopt findings of fact and conclusions submitted by any party provided all parties have had an opportunity to review the findings and comment on the same; or
  3. Adopt findings of fact and conclusions from another source, either with or without modification, having made a tentative decision, and having directed staff to prepare findings for review and to provide an opportunity for all parties to comment on the same.
- C. The decision may be for denial, approval or approval with conditions.
1. Conditions may be imposed where such conditions are necessary to:
    - a. Carry out applicable provisions of the Aurora ~~comprehensive plan~~Comprehensive Plan,
    - b. Carry out the applicable implementing ordinances; and
  2. Prior to the commencement of the issuance of any permits or the taking of any action under the approved ~~certificate of appropriateness~~decision, the owner and any contract purchasers of the property which is the subject of the approved application may be required to sign and deliver to the city their acknowledgment in a development agreement and consent to such conditions:
    - a. The ~~mayor~~Mayor shall have the authority to execute the development agreement on behalf of the city,
    - b. No building permit shall be issued for the use covered by the application until the executed contract is recorded and filed in the county records, and
    - c. Such development agreement shall be enforceable against the signing parties, their heirs, successors and assigns by the city. (Ord. 419 § 29A and 32A (part), 2002; Ord. 416 § 8.~~3036~~.080, 2002)

**17.~~1620.0890~~ Notice of ~~decision~~Decision.**

- A. All decisions require a ~~notice~~Notice of ~~decision~~Decision. The ~~notice~~Notice of ~~decision~~Decision shall include a brief statement that ~~identifies the guidelines considered relevant to the decision, states the facts relied upon in making the decision, explains the justification for the decision based on the guidelines with reference to the standards, criteria and facts set forth and a brief explanation of the~~ in the record, the date the final decision was made, along with the deadline for appeal process. The certificate of appropriateness may be combined with the notice of decision.
- B. The applicant and ~~any person who submits written comments during property owners within 100 feet of the fourteen (14) days subject property period~~ shall be ~~entitled to receive~~provided with the ~~notice~~Notice of ~~decision~~Decision.
- C. City staff shall include a copy of the ~~notice~~Notice of ~~decision~~Decision and a copy of the mailing labels in the administrative record.
- D. The ~~notice~~Notice of ~~decision~~Decision shall be reduced to writing, signed by the ~~historic review board~~Historic Review Board chair, and mailed to the applicant and all ~~parties in the~~

~~action~~property owners within 100 feet of the subject application—within ten (10) calendar days after the decision is made. The vice chair is authorized to sign the ~~notice~~Notice of ~~decision~~Decision when the ~~chair~~Chair of the ~~historic review board~~Historic Review Board is not available to sign. (Ord. 419 §§ 20B, ~~2932~~(A) (part), 2002; Ord. 416 §-8.~~3036~~.090, 2002)

~~E. Because this is a limited land use decision process, there is no procedural requirement for the board to allow oral testimony. Oral testimony may be permitted at the discretion of the board. If permitted, the applicant shall be allowed to respond to all oral testimony.~~

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#### **17.~~4620,090~~100 Record of proceeding.**

The record shall include:

- A. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;
- B. A copy of the ~~notice~~Notice of ~~pending decision~~Decision and a list of all persons who were given mailed notice;
- C. All testimony, evidence and correspondence relating to the application;
- D. All information considered by the approval authority in making the decision;
- E. ~~If approved or approved with conditions, a~~ A copy of the ~~certificate~~Notice of ~~appropriateness~~Decision signed by the approval authority;
- F. A list of the conditions, if any, attached to the ~~approval~~Notice of ~~the application~~Decision; and
- G. A copy of the ~~notice~~Notice of ~~the decision~~Decision, which was given pursuant to Section 17.~~4620~~.090, and a list of all persons who were given mailed notice. (Ord. 419 § ~~2932~~(A), 2002; Ord. 416 § 8.~~3036~~.100, 2002)

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#### **17.~~4620,100~~110 Appeal.**

A. Standing to Appeal. Any person shall be considered a party to a matter, thus having standing to seek appeal, provided the person submitted written comments to the approval authority during the fourteen (14) day period prior to the decision or the person was entitled as of right to notice prior to the decision to be reviewed.

B. Computation of Appeal Period.

1. The length of the appeal period shall be fifteen (15) days from the date ~~of~~ the final decision ~~is signed and mailed~~.
2. In computing the length of the appeal period, the day of the decision is mailed shall be excluded and the last day for filing the appeal shall be included unless the last day falls on a legal holiday for the city or on a Saturday, in which case, the last day shall be the next business day.

C. Determination of Appropriate Appeal Body.

1. Any decision made by the ~~historic review board~~Historic Review Board under this chapter, may be reviewed by the City Council by:
  - a. The filing of a notice of appeal and payment of required fees by any party to the decision before five p.m. on the last day of the appeal period;

b. The ~~council~~Council, on its own motion, seeking appeal by voice vote prior to the end of the appeal period.

2. Failure to file an available appeal shall be considered a failure to exhaust administrative remedies. The local appeals process must be completed before any appeal is made to the land use board of appeals.

D. The notice of appeal shall be filed within the appeal period and contain:

1. A reference to the application sought to be appealed;
2. A statement of the petitioner's standing to the appeal;
3. The specific grounds for the appeal;
4. The date of the decision on the action;
5. The applicable fees.

E. The appeal hearing shall be confined to the record of the decision.

F. Upon appeal, notice shall be given to parties who are entitled to notice under Sections 17.~~4620~~.060 and Section 17.~~4620~~.090.

G. The appellate authority shall affirm, reverse or modify the decision, which is the subject of the appeal. The decision shall be made in accordance with the time provisions of Section 17.~~4620~~.040; or upon the written consent of all parties to extend the one hundred twenty (120) day limit, the appellate authority may remand the matter if it is satisfied that testimony or other evidence could not have been presented or was not available at the time of the initial decision. In deciding to remand the matter, the appellate authority shall consider and make findings and conclusions regarding:

1. The prejudice to parties;
2. The convenience or availability of evidence at the time of the initial hearing;
3. The surprise to opposing parties;
4. The date notice was given to other parties as to an attempt to admit; or
5. The competency, relevancy and materiality of the proposed testimony or other evidence.

(Ord. 419 §§ 20C, 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.110, 2002)

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#### **17.~~4620~~.~~120110~~ Modification and revocation of approvals.**

The approval authority may modify or revoke any approval granted pursuant to this chapter for any of the following reasons:

A. A material misrepresentation or mistake of fact made by the applicant in the application or in testimony and evidence submitted, whether such misrepresentation is intentional or unintentional;

B. A failure to comply with the terms and conditions of approval;

C. A material misrepresentation or mistake of fact or policy by the city in the written or oral report regarding the matter whether such misrepresentation is intentional or unintentional. (Ord. 419 § 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.130, 2002)

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**17.130120 Re-submittal of an application previously denied.**

An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the ~~land-use board~~Land Use Board of Appeals, the ~~land—conservation~~Land Conservation and ~~development commission~~Development Commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve (12) months from the date the final city action is made denying the application unless there is a substantial change in the facts or a change in city policy which would change the outcome. (Ord. 419 §§ 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.130, 2002)

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**17.140130 Expiration and extension of approvals.**

A. Approval under this title shall be effective for ~~a period~~ two years from the date of approval.

B. Approvals shall lapse if:

1. Substantial construction of the approved plan has not been completed within a two-year period;

2. Construction on the site is a departure from the approved plan.

C. City staff may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

1. No material changes are made on the ~~original approve tentative~~approved plan;

2. The ~~applicant has expressed request for extension is submitted in a~~ written ~~intent~~request to the City prior to expiration of submitting a final plat within the one year extension period; and the approval.

3. There have been no material changes to the ~~applicable comprehensive plan policies and ordinance provisions~~standards and criteria of this title on which the approval was based.

4. Written notice of the decision regarding an extension of time shall be provided to the applicant. (Ord. 419 § 29A32A (part), 2002; Ord. 416 § 8.~~3036~~.140, 2002)

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## Chapter 17.2024

### SIGNS

#### Sections:

- 17.2024.010 General authority.
- 17.2024.020 Purpose.
- 17.2024.030 Sign permits required.
- 17.2024.040 Application.
- 17.2024.050 Definitions.
- 17.2024.060 Exempt signs.
- 17.2024.070 General sign provisions.
- 17.2024.080 Prohibited signs.
- 17.2024.090 Historic residential overlay.
- 17.2024.100 Historic commercial (HC) overlay.
- 17.2024.110 Nonconforming signs.
- 17.2024.120 Termination of signs by abandonment.
- 17.2024.130 Relief from sign standards.
- 17.2024.140 List of approved font types.

#### 17.2024.010 General authority.

Before any construction, erection, placing, painting, carving or otherwise giving public exposure of any sign occurs in the historic commercial overlay or the historic residential overlay, application must be made to both the ~~historic review board~~Historic Review Board and a city building official. The applicant must receive ~~a certificate of appropriateness approval~~ from the ~~historic review board~~Historic Review Board before a ~~building structure or sign~~ permit can be issued by the ~~City building official~~appropriate city authority. The sign provisions of this chapter may be considered as a part of a development application or individually. Applications shall be filed with the ~~city recorder~~City Recorder on an appropriate form in any manner prescribed by the city, accompanied with an application fee in the amount established by general resolution of the ~~city council~~City Council. (Ord. 416 § 8.50.010, 2002)

#### 17.2024.020 Purpose.

Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the city. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise. In the review of sign applications within the city, the following criteria and standards will be considered by the ~~historic review board~~Historic Review Board.

A. Signs are necessary to communicate information about places, goods, services and amenities. As such, they have a useful function; they should not confuse; they should inform with clarity.

B. Signs are a part of the town's street scape. Signage, in a collective sense, has a civic obligation to be in character with the rest of the street scape.

C. Buildings are signs in that they represent a kind of imagery through their architecture.

D. Signage is visual. Good signage is an art form that should be addressed with sensitivity. In addition to communicating information, signage is an architectural element.

E. Signs on buildings should not dominate or obscure the architecture of the building. A sign on a building should be compatible or integrated with its architecture. (Ord. 416 § 8.50.020, 2002)

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### **17.2024.030 Sign permits required.**

~~—A. Existing Signs. All existing signs on each business and residential premises shall be required to conform to the standards of this chapter on or before July 1, 2003. Upon adoption of the ordinance codified in this title, the person(s) in control of the business or property or in control of each business contained thereon, shall be required to submit a completed application form with a photograph of all existing signs according to Section 17.20.040(C), and pay no sign permit fee, except those signs approved by the historic review board after October 26, 1995.~~

1. As of the effective date of the ordinance codified in this title, [Aurora's historic districtthe Historic Commercial Overlay](#) contains four existing backlit reader boards, specifically for the business of the "General Store," "Aurora Colony Market," "Nagl Floor Covering," and "Aurora Cycle." Due to the historic business related use of these signs and notwithstanding Section 17.2024.110(B)(2), these four reader board signs may continue, for their useful life, as nonconforming uses ~~after the July 1, 2003 deadline requiring sign conformance.~~ Non-conforming signs shall be subject to AMC 16.62 for restoration of non-conforming uses and discontinuance.

B. Proposed Signs. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the city for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 17.2024.040. The person(s) in control of the building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the city. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the city.

C. No person having a permit to erect a sign shall construct or erect same in any manner, except in the manner set forth in the ~~approved certificate of appropriateness approval.~~ All

departures from signage plans for which ~~a certificate of appropriateness~~an approval has been issued shall be approved in advance by the ~~historic review board~~Historic Review Board.

D. Sign Permit Fees. The application for ~~a certificate of appropriateness for approval of~~ a sign shall be accompanied by a filing fee in an amount established by general resolution of the ~~city council~~City Council. (Ord. 419 §§ 19, 23H, 2002; Ord. 416 § 8.50.030, 2002)

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#### **17.~~2024~~.040 Application.**

A. The applicant shall submit three copies of:

1. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;
2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.

~~—B. Signs existing September 26, 1995 shall be photographed with enough visual detail to determine their approximate size and location for inventory purposes. (Ord. 416 § 8.50.040, 2002)~~

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#### **17.~~2024~~.050 Definitions.**

~~—As used in this chapter:~~

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

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"Advertising structure" means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the advertising structure.

"Alterations" means any change in size, shape, and method of illumination, position, location, construction or supporting structure of a sign.

"Balcony" means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

"Banner" means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

"Billboard" means the same as "advertising structure."

"Building facade" means the vertical exterior wall of a building including all vertical architectural features.

"Building register sign" means a sign that identifies four or more businesses contained within a single building structure or complex.

"Bulletin board" means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

"Business" means commercial or industrial enterprise.

"Business frontage" means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

"Cartoon" means a caricature of an animate or inanimate object intended as humorous.

"Construction sign" means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

"Copyright" means the exclusive legal right to reproduce, publish, sell or distribute the matter or form of something.

"Curvilinear" means represented by curved lines.

"Direct illumination" means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

"Flag" means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

"Flashing sign" means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner, which creates the illusion of flashing, or which changes color or intensity of illumination.

"Fluorescent colors" means extra bright and glowing type colors; includes dayglow orange, fluorescent green, etc.

"Fluorescent lighting" means light provided by tubes.

"Free-standing" means a sign, which is entirely supported by a sign structure in the ground.

"Frontage" means the single wall surface of a building facing a given direction.

"Illustration" means a line drawing or silhouette of a realistic object.

"LED light" means a light emitting diode bulb or bulbs.

"Logo" means a graphic representation or a symbol of a name, trademark or abbreviation.

"Marquee" means a permanent roofed, non-enclosed structure projecting over an entrance to a building, which may be attached to the ground surface, or not.

"Neighborhood identification" means a sign located at the entry point to a single-family subdivision comprising not less than two acres, or a sign identifying a multiple-family development.

"Neon light" means a form of illumination using inert gases in glass tubes and includes black light and other neon lights.

"Parcel" or "premises" means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

"Parapet" means an extension of an exterior wall above the roof line and may be a decorative element in the architecture of a building.

"Primary revenue source" means no less than seventy-five (75) percent of gross total principal income derived from a business.

"Public right-of-way" means the area ~~commonly shared by~~ used by pedestrians and vehicles for ~~right-of-right of~~ passage. An easement for public travel or access including street, alley,

walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

"Quality material" means materials that are appropriate to make temporary window signs, including poster board, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or light-weight paper are not allowed.

"Readerboard Sign" is a sign with changeable lettering or images.

"Real estate sign" means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

"Reverse Lettering" means light color lettering against a dark background.

"Sidewalk" means hard surface strip within a street right-of-way to be used for pedestrian traffic.

"Sign" means any notice or advertisement, pictorial or otherwise, used as an outdoor display for the purpose of advertising a property or the establishment or enterprise, including goods and services, upon which the signs are exhibited. This definition shall not include official notices issued by a court or public body or officer, or directional, warning or information signs or structures required by or authorized by the law or by federal, state, county or city authority.

"Sign, Area of:." In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface shall be measured and divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five (135) degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be ~~made~~ at the extreme horizontal and vertical limit of a sign.

"Street frontage" means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

"Trademark" means a symbol, word or words legally registered or established by use as representing an entity or product and that is restricted to use by its owner.

"Wind sign or device" means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

"Window" means all the glass included with one casement. (Ord. 416 § 8.50.050, 2002)

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#### **17.2024.060 Exempt signs.**

The following signs and devices shall not be subject to the provisions of this chapter and shall not require a ~~certificate of appropriateness~~Historic Review Board approval or a sign permit application:

##### A. Identification Signs.

1. Memorial and Historic Identification Signs. Memorial tablets, cornerstones or similar plaques, such as National Register listing, not exceeding six square feet.

2. Small Business-Related Informational Signs. Small non-illuminated informational signs such as "open/closed" signs (including one three foot by five foot flag or banner per store-front entrance), credit card signs, rating or professional association signs, and signs of a similar nature. Only one of each type of sign is permitted and no more than four of these signs are allowed for any individual business or on any parcel of property. The total area for these types of signs may not exceed three square feet in area. If logos are used, they should be no larger than one square foot. ~~historic review board~~ Historic Review Board approved colors and lettering styles must be utilized.

3. Occupant or Owner Sign. A sign identifying the name of the occupant or owner, provided the sign is not larger than one square foot, is ~~unilluminated~~ not illuminated, and is either attached to the structure or located within the front yard setback.

4. Donation Name Plates. Donation nameplates located on benches are allowed.

5. One interior LED sign per business, not exceeding three (3) square feet in area, and shall be limited to two (2) colors. Flashing or other changes in illumination are prohibited.

B. Signs as Symbols.

1. Flags. Flags of national, state, or local government, and flags of U.S. historical significance ~~(no, No~~ more than two (2) flags per store front, each flag not to exceed a size of three (3) feet by five (5) feet).

C. Temporary Signs.

1. Political Signs. Temporary political signs not exceeding four (4) square feet, provided the signs located on private property, and are erected not more than thirty (30) days prior to, and removed within seven days following, the election for which they are intended.

2. Real Estate or Construction Signs. Temporary, ~~nonilluminated~~ non-illuminated real estate or construction signs (no more than one per parcel) not exceeding four square feet, provided such signs are removed within fifteen (15) days after sale, lease or rental of the property, or the completion of the project.

3. New Business Signs. Temporary signs for new businesses, after the city has been notified through a business permit license, for a period not exceeding ninety days.

4. Sale or Product Advertising Window Signs, Grand Opening ~~And~~ and Going Out of Business Signs. Temporary fabric or paper signs for special events, sales, or grocery store type products may be placed upon the window opening of a nonresidential building, when such signs do not obscure more than twenty (20) percent of the window or wall area and no more than ten (10) percent of the total primary facade area. These temporary signs will not be put up more than fifteen (15) days prior to the event or sale and will be removed immediately after the event or sale. These temporary signs need to be of quality material and in keeping with the Aurora's historic character.

5. Business Change of Location. Businesses that are changing location may place a single one square foot inside a window facing outward for sixty (60) days before moving and up no more than sixty (60) days after vacancy.

6. Garage Sale Signs. Garage sale signs shall include the address of the person giving the sale, dates of the sale and be limited to three weekends per year per address. Signs are to be removed immediately at the close of the sale. Signs shall be maximum size of two square feet, signs shall be no more than four feet in height, and shall be self-supported and not affixed to public signs or utility poles. Signs shall not be placed in the city's park. Signs may be placed in the city right-of-way if placed no closer than four feet from the street. Sign may also be placed on private property with the owner's permission.

7. Holiday Lighting and Seasonal Decorations. Noncommercial decorations, including blinking lights, displayed on traditionally accepted civic, patriotic, and/or religious holiday, provided that such decorations are maintained in a safe condition and do not constitute a fire hazard. Decorations, including light strips, ~~in the Historical Commercial Overlay~~ must be removed, or cease to be used, within thirty (30) days following the holiday or ~~the~~ event to which they relate.

8. Civic and Special Event Banners and Signs. Temporary banners, pennants, signs and flags advertising civic and special (not sale) events shall be permitted for no more than sixty (60) days before the event and must be removed within forty-eight (48) hours after the event concludes. Sponsor logos may appear on special event banners and signs so long as the logo is smaller than the largest text describing the event.

D. Government Signs.

1. Construction Signs. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies.

2. Public Meeting Notices. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held.

3. Town Identification Signs. One town identification sign shall be permitted at each entry to town located on major roadways, not exceeding twenty (20) square feet.

E. Security Signs. Signs relating to security monitoring which may include company logo are exempt and limited to twelve (12) square inches in size when located on a window or two square feet when free-standing. (Ord. 419 §§ 23A, 23B, 2002; Ord. 416 § 8.50.060, 2002)

F. Chalk Board Signs. Chalk boards with chalk are permitted. White boards with felt pens are prohibited.

G. Signs within a building, so long as they are not readily visible from outside the building.-

**17.2024.070 General sign provisions.**

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.2024.060, within the city:

A. Sign Design.

1. Materials. Wood ~~and metal are the is the recommend~~permitted materials for both the sign and the stanchion (in the case of free-standing signs). Signs, which use plastic as part of the exterior visual effects, are prohibited. Corex is a prohibited material even when attached to wood or metal.

2. Shape. Rectangular, straight-edge and oval signs are the preferred shape for signs. Signs with highly stylized, round or curvilinear edges are ~~not recommend~~ prohibited. Refer to the approved sample sign styles available at City Hall.

B. Sign Color.

1. Maximum of Four Colors. The number of colors used on signs shall be minimized for maximum effect. As a result, each sign may contain only four colors, not including the background.

2. Fluorescent Colors. Fluorescent colors are not allowed.

3. Dark Letters over Light Background. All signs shall have dark colored letters placed on top of a light colored background, except for an accent section not exceeding ten percent (10%) of the sign area.

C. Sign Graphics, Lettering and Content.

1. Graphics. Sign graphics shall be carved, applied, painted, screened or stained. ~~Three-dimensional signs are not recommended.~~ Vinyl lettering may be used in approved fonts (See Appendix A).

2. Keep Graphics Simple. Sign graphics shall be simple and bold and in keeping with the ~~historic review board~~ Historic Review Board guidelines. Sign graphics can contain line drawings or silhouette images of live or inanimate objects. Cartoon images, either line drawn or silhouette, of live or inanimate objects are prohibited.

3. Lettering. To maintain continuity, all sign lettering shall be stylistically similar to the list of approved fonts in Section 17.2024.140. All lettering shall be uniformly aligned, evenly spaced, precise, cleanly executed and legible.

4. Historic Building Name Signs. Signs placed flat against the facade of the building that identify the historic name of a building are encouraged, provided they are of uniform color and design throughout the city and are no more than six square feet in area.

5. City Directional Signs. Signs and graphics for which the city is responsible (i.e., parking lots, public facilities, street signs, etc.) shall have a single lettering style and use black for the lettering and white as a background. Signs for city parks shall not exceed twelve (12) square feet.

6. Logo. Entity logo images that include unapproved font styles are permitted when trademark, copyright or prior use is demonstrated. All other lettering on the sign must use approved fonts.

~~D~~. Sign Lighting.

1. External Lighting Only. When lighting is used for signs, only subdued external and indirect incandescent, compact fluorescent or LED lighting is allowed. Internal illumination and

fluorescent and/or internal neon lighting is not allowed. Special illumination circumstances, such as lottery signs and product advertising signs, will be considered on a case-by-case basis.

2. No Flashing or Blinking Lights. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable. (Ord. 419 § 23C, 2002; Ord. 416 § 8.50.070, 2002)

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**17.2024.080 Prohibited signs.**

A. Paper Signs. Paper signs are not allowed on the exterior of any building or attached to any sign, except as provided in Section 17.2024.060.

~~B. Billboards or Off-Premises Advertising Signs. Billboards or off-premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 17.20.060.~~

~~C. Flashing Signs.~~

B. Flashing Signs. Signs with lights or illuminations, which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent ~~Electrical~~ electrical pulsations are prohibited.

~~DC.~~ Bench Signs. Advertising murals and bench signs are prohibited. However, donation name plates are allowed.

~~ED.~~ Logo or Trademark Signs. Signs ~~or devices (such as drink dispensers)~~ placed on the outside of a business that display the symbol, slogan or trademark of ~~national product~~ brands may not exceed one (1) square foot in area and are limited to one per storefront. Vending machines are prohibited outdoors. ~~of soft drinks, or other products, or services shall be prohibited.~~

~~FE.~~ Misleading Signs. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.

~~GF.~~ Signs Obstructing Egress. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.

~~HG.~~ Utility Poles. No sign shall be attached to a utility pole.

~~IH.~~ Reader Board Sign. Except as exempted in Section 17.2024.030, reader board signs are prohibited.

I. Signage on vehicles which are parked conspicuously more than six hours for the purpose of advertising are prohibited.

(Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002)

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**17.2024.090 Historic residential overlay.**

Signs in the historic residential overlay shall be permitted as follows:

A. Neighborhood Identification. One sign shall be permitted at each entry point to developments, with more than eighteen (8+0) lots or dwelling units, not exceeding an area of eight

square feet per sign, nor five feet in height above grade. See also the general sign provisions Section 17.~~2024~~.070.

B. Conditional Uses. Where otherwise permitted, one sign of not more than four square feet, either attached to the building or freestanding, shall be permitted for conditional uses. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed five feet in height, nor shall it be located within ten (10) feet of any property line. (Ord. 416 § 8.50.080, 2002)

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**17.~~2024~~.100 Historic Commercial (HC) overlay.**

All signs in the historic commercial overlay shall require approval by the ~~historic review board~~Historic Review Board pursuant to this chapter. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. These guidelines create a system whereby signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape. Special consideration may be granted for signage design that is consistent with the historical age and style of the building. The following types of signs are permitted within the historic commercial overlay:

A. Right-Angle Signs. Right-angle signs (those signs placed perpendicular to the building facade) may be either attached to the wall surface or hung from the underside of a marquee or balcony. Right-angle signs are designed for viewing by pedestrians walking under such signs. See also the general sign provisions, Section 17.~~2024~~.070.

1. Number. There shall be no more than one right-angle sign for every seventeen (17) feet of street frontage.

2. Area. The square footage of all right-angle signs on a single building frontage shall not exceed one percent of the area of that building facade to which the sign is attached. No individual sign shall be more than six square feet in area. A single right-angle sign identifying four or more businesses may be a maximum of ten (10) square feet.

3. Placement. Right-angle signs shall be below the sill of the second story windows or below the roofline, eave or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight feet from the ground level. No sign shall project more than six feet from the vertical surface of a building facade, provided it is no closer than two feet from the face of the curb or edge of pavement.

B. Wall Signs. Wall signs are those signs attached and parallel to the building facade, and which extend no more than six inches from the surface of the wall. (Parapet signs are a type of wall sign, but are treated separately). See also the general sign provisions, Section 17.~~2024~~.070.

1. Number. Only one wall sign is permitted for every seventeen (17) feet of building street frontage.

2. Area. The square footage of all wall signs on a single building frontage shall not exceed six percent of the area of that building facade to which the signs are attached.

3. Placement. Wall signs shall not extend above an eave or ridge line.

4. Former Residential Use. Wall signs on commercial buildings originally built as houses shall not exceed four square feet, be placed sensitively to the architecture, and contain only the business name and/or business category.

C. Parapet Signs. Parapet signs are a distinctive type of wall sign, which are generally located above the lintels of the upper story windows and continue upward on a wall that extends beyond the roof edge (or false front). They are designed to be legible to pedestrians across the street and persons traveling on the street. Parapet signs generally identify the name of the business establishment. See also the general sign provisions, Section 17.~~2024~~.070.

1. Number. No more than one parapet sign is permitted per building.

2. Area. A parapet sign shall not exceed six percent of the total square footage of the building facade to which it is attached. A parapet sign shall be no more than two feet in vertical dimension.

3. Placement. Parapet signs shall not extend above the upper edge of the parapet wall. A parapet sign shall not extend any nearer than one foot from either edge of the building. Recessed sign panels located in building parapets should be used when possible.

D. Window and Door Signs. Window and door signs are those, which are painted, displayed or placed inside a translucent or transparent surface facing outward. Window graphics are usually most effective when they are simple and clearly. Generally these types of signs do not identify the primarily business to persons outside the building. As a result, these types of signs should be kept to a minimum. See also the general sign provisions, Section 17.~~2024~~.070.

1. Number. Each building frontage shall have no more than a total of two window/door signs.

2. Area. The total of all window or door signs shall not exceed twenty (20) percent of the total window and/or door area for each building.

3. Placement. In all cases, window graphics shall be limited to the first and second story window.

4. Former Residential Use. Window signs are not allowed on commercial buildings originally built as houses.

E. Balcony or Marquee Signs. Balcony or marquee signs are those signs that are attached to the fascia of the balcony or marquee and are parallel to the street and building facade. They are intended for viewing by travelers on the street or pedestrians on the opposite side of the street. There is little historical precedent for balcony or marquee signs that hang from the fascia, hence signs that are hanging from the outside edge of a balcony or marquee roof are prohibited. See also the General Sign Provisions, Section 17.~~2024~~.070.

1. Number. Only one attached balcony or marquee sign shall be permitted per building.

2. Area. No more than eighty (80) percent of a balcony or marquee fascia shall be covered with signage.

3. Placement. The attached balcony or marquee sign shall be centered in the middle of the balcony or marquee fascia. The signs shall not project above the marquee roofline or balcony floor line, or below the bottom edge of the balcony or marquee fascia.

F. Free-standing Signs. Free-standing signs are those, which are provided with their own support and are not attached to a building. Typically they are attached or are suspended from a post, pole or stanchion. Aurora had few if any free-standing signs in the late 1880s. Most business activities were conducted in buildings built on the front property line, allowing little room for placement of free-standing signs. See also the General Sign Provisions, Section 17.~~2024~~.070.

1. Former Residential Use. Free-standing signs are especially appropriate for commercial buildings originally built as houses.

2. Number. No more than one free-standing sign is permitted for each parcel containing one or more business activities within a building structure.

3. Area. A free-standing sign shall not exceed thirty-two (32) square feet in area.

4. Placement. A free-standing sign shall be within the parcel boundaries.

5. Height. A free-standing sign shall not exceed eight feet in height from the top edge of such sign to the grade below.

G. Sandwich and A-Board Signs. Sandwich or A-Board Signs are signs that are ordinarily in the shape of an "A" or some variation thereof, on the ground, easily moveable and which is usually two sided. See also the General Sign Provisions, Section 17.~~2024~~.070.

1. Number. One sandwich board type sign is permitted per business. Additional sandwich boards granted only on businesses with more than one frontage and then only at the discretion of the governing body.

2. Placement. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic. These signs shall be placed in a manner that maintains a walkway of not less than thirty-six (36) inches in width and shall be no larger than three (3) feet wide, nor more than four (4) feet high when measured vertically.

3. Removal. Sandwich board signs shall be moveable at all times and displayed only during the open hours of the business.

4. Distance Between Sandwich Boards. Sandwich boards must maintain a minimum distance of fifteen (15) feet from any other sandwich board sign.

5. Location. Location of sandwich boards must be approved at the time of sign application review.

6. No Posters or Promotional Materials. No paper signs of any kind shall be placed upon sandwich board signs. Sandwich boards are not to be used for posters or to display promotional materials, except for special community events, which are limited to thirty (30) days prior to the event and shall be removed within two days after completion of the event. ~~the duration of the event.~~

H. Signs Painted on Buildings. Signs painted directly upon the facade of the building within the HC district shall be consistent with historical documentation. (Ord. 419 §§ 23F, 23G, 2002; Ord. 416 § 8.50.090, 2002)

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**17.~~2024~~.110 Nonconforming signs.**

All signs existing on the date of adoption of the ordinance codified in this title, and not conforming with the provisions of this chapter are deemed nonconforming signs, except those signs approved by the ~~historic review board~~Historic Review Board after October 26, 1995.

A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.

B. Termination of Nonconforming Signs.

1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within ~~fifteen-thirty (30) (15)~~ days after the effective date of said ordinance.

2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.

~~—3. Termination by Amortization. Any nonconforming sign not terminated pursuant to any other provision of this title shall be terminated on or before July 1, 2003. (Ord. 419 §§ 20, 23I, 2002; Ord. 416 § 8.50.100, 2002)~~

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#### **17.2024.120 Termination of signs by abandonment.**

A. Obsolete Business Signs. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty (30) consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty (30) days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.

B. Appeal. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty (30) days, may be granted by the ~~city council~~City Council upon an appeal filed by the legal owner of the premises or person in control of the business. (Ord. 416 § 8.50.110, 2002)

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#### **17.2024.130 Relief from sign standards.**

The ~~historic review board~~Historic Review Board may grant relief from strict compliance with standards contained in this chapter in cases where documented evidence suggests it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the preceding subsections. The facts and conclusions relied upon to grant relief from a particular standard shall clearly be set forth in the final order of the ~~historic review board~~Historic Review Board.

A. Exceptional or extraordinary conditions applying to the property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of building location or style, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or

B. Relief from the standard for reason set forth, will result in equal or greater compatibility with the architectural style and features, which exist on the building or nearby historical buildings; or relief is necessary to restore or replace a sign in a way which is historically accurate or compatible. (Ord. 416 § 8.50.120, 2002)

**17.2024.140 List of approved font types** ~~are included in the Aurora Design Guidelines for Historic District Properties (Appendix A).~~

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(Ord. 419 § 23D, 2002: Ord. 416 § 8.50.130, 2002)

Chapter 17.2428

ACCESSORY ~~DWELLING UNITS~~DWELLINGS AND STRUCTURES

Sections:

17.2428.010 Purpose.

17.2428.020 Applicability and administration.

17.2428.030 Application submittal requirements.

17.2428.040 Approval standards.

17.2428.010 Purpose.

Accessory ~~dwelling units~~dwelling units are allowed in certain situations to:

- A. Create new housing units while respecting the look and scale of single-dwelling neighborhoods;
- B. Allow more efficient use of existing housing stock and infrastructure;
- C. Provide a mix of housing that responds to changing family needs and smaller households;
- D. Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship and services; and
- E. Provide a broader range of accessible and more affordable housing. (Ord. 416 § 8.60.010, 2002)
- F. Provide storage and workshop spaces. (Ord. , 2013)

17.2428.020 Applicability and administration.

- A. An accessory dwelling unit may be added to any single-family detached dwelling in the historic residential overlay.
- B. Accessory dwellings requiring exterior modifications and detached accessory dwelling units on properties located in the historic residential overlay shall require approval by the ~~historic review board~~Historic Review Board pursuant to Chapter 17.4620. (Ord. 416 § 8.60.020, 2002)

17.2428.030 Application submittal requirements.

- All applications for accessory dwelling units shall be made on forms provided by the city and shall be accompanied by:
- A. The information requested on the application form;
  - B. A narrative discussing the appropriate criteria in sufficient detail for review and action;
  - C. The required fee;
  - D. A site plan drawn to standard engineering scale showing the location of the accessory dwelling unit, the entrance and exits from the site, and areas to be designated for parking; and

E. A completed building permit application. (Ord. 416 § 8.60.030, 2002)

**17.2428.040 Approval standards.**

~~—A. Standards for creating accessory dwelling units address the following purposes:~~

~~—1. Ensure that accessory dwelling units are compatible with the desired character and livability of Aurora’s residential zones;~~

~~—2. Respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards;~~

~~—3. Ensure that accessory dwelling units are smaller in size than principal dwelling units; and~~

~~—4. Provide adequate flexibility to site buildings so that they fit the topography of sites.~~

~~—B. The design standards for accessory dwelling units are stated in this section and Appendix A set out in the Appendix to this code. If not addressed, the base zone development standards apply.~~

~~—C~~ A. Only one entrance to a residence may be located on the front facade of the single-family dwelling facing the street, unless the single-family dwelling contained additional front doors entrances before the conversion accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.

~~—D~~ B. The size of the accessory dwelling unit may be no more than fifty (50) percent of the living area of the single-family detached dwelling or the maximum allowed for an accessory dwelling unit in the applicable zone or overlay, whichever is less.

~~—E~~ C. Accessory dwelling units created through the addition of floor area must meet the following:

~~1. The exterior finish material must be the same or visually match in type, size and placement, the exterior finish material of the existing single family detached dwelling. Where the primary dwelling is a contributing structure, the exterior finish materials must be compatible~~ identical in substance, size and placement to the exterior finish material of the existing structure. Where the primary dwelling is a noncontributing structure within the historic commercial overlay, exterior finish materials must meet the standards for new construction within that overlay. Where the primary dwelling is a noncontributing structure in the historic residential overlay, exterior finish materials must be consistent with the existing structure.

2. The roof pitch must be the same as the predominant roof pitch of the ~~existing~~ primary single-family detached dwelling.

~~—3. Trim on edges of elements on the addition must be the same in type size and location as the trim used on the rest of the existing single family detached dwelling.~~

~~—4~~ 3. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and ~~orientation (horizontal or vertical)~~ be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.

FD. Detached accessory ~~dwelling units~~dwellings and structures must meet the following:

1. The accessory dwelling unit must be located in the side or rear yard of the primary detached single-family dwelling, except where the primary dwelling is a contributing structure, in which case the accessory dwelling must be located in the rear yard.
2. The maximum height allowed for a detached accessory dwelling unit is eighteen (18) feet or seventy-five (75) percent of the height of the primary dwelling unit, whichever is greater.
3. The maximum footprint of the detached accessory dwelling ~~unit may not have a larger footprint than the footprint of the single-family dwelling unit~~is 800 square feet.
4. The exterior finish and trim material must be visually compatible in type, size and placement, the exterior finish material of the single-family detached dwelling. Where the primary dwelling is a contributing structure, the exterior finish materials must be compatible identical in substance, size and placement to the exterior finish material of the existing structure.
5. The roof pitch must be the same as the predominant roof pitch of the ~~single-family detached~~existing dwelling or 8:12, whichever is steeper.
6. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and ~~orientation (horizontal or vertical)~~be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be compatible identical in substance, size and placement to the windows of the existing structure.

HE. All parking must meet the requirements of Chapter 16.42, Off-Street Parking and Loading, for single-family residences, except as follows:

1. No additional parking space is required for the accessory dwelling unit if it is created on a site with an existing single-family dwelling and, the roadway surface on at least one abutting street is at least eighteen (18) feet wide.
2. One additional parking space is required for the accessory dwelling unit when:
  - a. None of the abutting street roadway surfaces are at least eighteen (18) feet wide;
  - b. When the accessory dwelling unit is created at the same time as the single-family detached dwelling is constructed. (Ord. 416 § 8.60.040, 2002; Ord § , 2013)

F. In addition to the above standards, accessory dwellings and structures shall comply with Title 17.40, Design Standards. (Ord. § , 2013)

Chapter 17.~~2832~~

TEMPORARY USES AND STRUCTURES

Sections:

**17.~~2832~~.010 Purpose.**

**17.~~2832~~.020 Application submission requirements.**

**17.~~2832~~.030 Temporary use administration and approval.**

**17.~~2832~~.040 Temporary structure administration and approval.**

**17.~~2832~~.050 Outdoor Display.**

**17.32.010 Purpose.**

The purpose of the temporary use permit is to permit commercial activities that are small scale and short term in nature and generally promote celebration of specific events, holidays and seasons. Examples include, but are not limited to, temporary uses associated with existing licensed businesses, seasonal produce sales and farmers markets.

The ~~purposes~~purpose of the temporary structure approval ~~are~~is: (1) to permit property owners to utilize temporary structures for up to one year for approved longer term temporary uses, including but not limited to, temporary construction offices and leasing offices for previously approved developments; or (2) to permit property owners to utilize shorter term temporary open air structures, such as tents, booths and canopies of greater than one hundred twenty (120) square feet with approved shorter term temporary uses. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.010, 2002)

**17.~~2832~~.020 Application submission requirements.**

All applications for temporary uses or temporary structures shall be made on forms provided by the city and shall be accompanied by:

A. A site plan drawn to standard engineering scale showing the location of the temporary use or temporary structure, the entrance and exits from the site, areas to be designated for parking, if applicable, and any requested signs; and

B. For structures subject to Section 17.~~2832~~.040, a letter from the property owner of record giving approval for the proposed temporary structure; and

C. A completed business license application for the temporary use. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.020, 2002)

**17.~~2832~~.030 Temporary use administration and approval.**

A. The planning director may approve a temporary use based on following criteria:

1. The temporary use is located in the historic commercial overlay ~~in the commercial zone~~ and the parcel of land on which the temporary use will be located is zoned consistent with the proposed temporary use.

2. Where the temporary use is sited on a property containing an existing business, the temporary use shall directly relate to the existing business.

3. The temporary use will last for no more than two, separate, contiguous seven day periods in any one calendar year and the two periods shall not be permitted back-to-back.

4. The temporary use and all items related to the temporary use shall be removed from the site prior to expiration of the approval period.

5. No regulations prohibiting the activity are identified in a review of the Aurora Municipal Code and Oregon Revised Statutes.

6. Temporary use of tents, booths or canopies less than one hundred twenty (120) square feet are permitted under this section without a temporary structure permit under Section 17.~~2832~~.040. For temporary uses of tents, booths and canopies greater than one hundred twenty (120) square feet, a temporary structure permit under Section 17.~~2832~~.040 is required.

7. Tents, booths or canopies shall comply with the requirements of Section 14, Aurora Design Guidelines for Historic District Properties (Appendix A).

B. Temporary uses during special events approved by the ~~city council~~City Council shall be exempt from temporary use permit requirements.

C. No ~~notice~~Notice of ~~decision~~Decision is required, but the planning director shall issue an approved temporary use permit stating how the application satisfies the criteria in Section 17.~~2832~~.030(A) and specifying the dates for which the approval is valid. A copy of this permit shall be attached to the business license application as filed in City Hall. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.030, 2002)

**17.~~2832~~.040 Temporary structure administration and approval.**

All applications for temporary structures shall be submitted and processed according to the requirements of this section. ~~A certificate of appropriateness~~Approval from the ~~historic review board~~Historic Review Board is required for sites located in the historic commercial or historic residential overlay. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.040, 2002)

**17.32.050 Outdoor Display.**

A. Outdoor display of merchandise shall conform to the standards and regulations as included in the applicable base zone for open inventory displays.

B. Outdoor displays may only occur in locations other than that of the fronting business during city-sanctioned special events, such as Aurora Colony Days.

C. Children's play equipment, and recycling and waste containers, shall be located to the rear or side of contributing structures.

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Chapter 17.36

MOVING AND DEMOLITION OF STRUCTURES

Sections:

17.36.010 Moving Contributing Structures

All relocations of contributing structures within the Historic District must meet the following standards and criteria:

- A. Relocation of contributing structures in the Historic District is prohibited with only these exceptions:
  - 1. the contributing structure was previously moved to its current location.
  - 2. the current location of the contributing structure is being acquired for a public purpose under eminent domain, in which case the structure shall be moved to another location at the expense of the public agency acquiring the property.
  - 3. the contributing structure is located within the floodplain, on unstable soils, or other natural hazards.
- B. Structures to be moved shall be carefully documented for the inventory prior to approval of the relocation.
- C. The relocation proposal shall describe how the structure will be preserved during the relocation.
- D. The relocation is to another site within the Historic District unless an alternate site is approved by the Historic Review Board.
- E. An approved building permit for the new location is required prior to approval of the relocation.

17.36.020 Moving Structures into the Historic District.

Structures proposed for moving into the Historic District shall have been originally constructed before 1921, and shall meet the design standards of Chapter 17.36.

17.36.030 Demolition of Contributing Structures

A. A contributing structure may be partially or completely demolished if the Building Official attests in writing that the condition of the structure poses a clear and immediate hazard to public safety. The Building Official's decision is final and not a ~~limited land use decision or a~~ land use decision.

B. Demolition of noncontributing structures is not regulated by this title.

**Chapter 17.40**

**DESIGN STANDARDS**

**Sections:**

- 17.40.010 Purpose**
- 17.40.020 Additions to Contributing Structures**
- 17.40.030 Awnings**
- 17.40.040 Chimneys**
- 17.40.050 Doors**
- 17.40.060 Drive-in and Drive Thru Structures**
- 17.40.070 Fences**
- 17.40.080 Foundations**
- 17.40.090 Garage Doors**
- 17.40.100 Height**
- 17.40.110 New Construction in the Historic District**
- 17.40.120 Paint**
- 17.40.130 Porches**
- 17.40.140 Public Right-of-Way**
- 17.40.150 Roofs**
- 17.40.160 Setbacks**
- 17.40.170 Siding**
- 17.40.180 Visual Facades**
- 17.40.190 Windows**

**17.40.010 Purpose**

The purpose of these design standards is to protect the historic scale, form, appearance, and integrity of the Aurora Colony National Historic District.

**17.40.020 Additions to Structures**

**A. Contributing Structures – Commercial Overlay**

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.

**B. Contributing Structures – Residential Overlay**

1. New additions may only be placed on the rear elevation. Architectural detailing including roofing, siding, trim, doors, and windows shall be compatible with~~match~~ the existing structure in design and materials.
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.

**C. Non-contributing Structures – Commercial Overlay**

1. Additions to commercial structures are exempt from the parking requirements in Title 16.

**D. Non-contributing Structures – Residential Overlay**

N/A

**17.40.030 Awnings**

**A. Contributing Structures – Commercial Overlay**

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awnings are included under Appendix A.
2. Backlighting of awnings is prohibited.
3. Text on awnings is limited to border areas.
4. Awnings are prohibited on residential structures that have been converted to commercial uses.

#### **B. Contributing Structures – Residential Overlay**

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awning are included under Appendix A.
2. Backlighting of awnings is prohibited.
3. Text on awnings is prohibited.
4. Awnings are prohibited on residential structures that have been converted to commercial use.
5. Awnings shall be limited to rear elevations.

#### **C. Non-Contributing Structures – Commercial Overlay**

1. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awnings are included under Appendix A.
2. Backlighting of awnings is prohibited.
3. Text on awnings is limited to border areas.
4. Awnings are prohibited on residential structures that have been converted to commercial use.

#### **D. Non-Contributing Structures – Residential Overlay**

1. Awnings are prohibited on residential structures that have been converted to commercial use.
2. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. Examples of permitted awnings are included under Appendix A.
3. Backlighting of awnings is prohibited.
4. Awnings shall be limited to rear elevations.

#### **17.40.040 Chimneys**

**A. Contributing Structures – Commercial Overlay**

1. Masonry chimneys shall be faced with traditional red clay brick.
2. Masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

**B. Contributing Structures – Residential Overlay**

1. Chimneys shall be masonry faced with traditional red clay brick.
2. Masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

**C. Non-contributing Structures – Commercial Overlay**

1. Non-masonry materials may be used.

**D. Non-contributing Structures – Residential Overlay**

1. Non-masonry materials may be used.

**17.40.050 Doors**

**A. Contributing Structures – Commercial Overlay**

1. The original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.
2. New door openings may only be located on the rear elevation.
3. Doors shall be made of wood; fiberglass and metal doors are prohibited.

**B. Contributing Structures – Residential Overlay**

1. The original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.
2. New door openings may only be located on the rear elevation.
3. Doors shall be made of wood; fiberglass and metal doors are prohibited.

**C. Non-contributing Structures – Commercial Overlay**

1. Door design and materials are not regulated on these structures

**D. Non-contributing Structures – Residential**

1. Door design and materials are not regulated on these structures

**17.40.060 Drive-in and Drive Thru Structures**

**A. All Structures within Historic District**

1. Drive-in and drive-thru commercial structures and businesses are prohibited within the Historic District.

(Ord. \_\_\_\_\_ 2013)

**17.40.070 Fences**

**A. Contributing Structures – Commercial Overlay**

1. Fences shall be wood picket fences, three (3) to four (4) feet high, painted white or with a natural protective finish.

2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fences are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.

3. Fences not expressly permitted are prohibited unless there is evidence of a different fence type in the historic inventory.

**B. Contributing Structures – Residential Overlay**

1. Fences in the Historic Commercial overlay and fences for contributing structures throughout the Historic district shall be wood picket fences, three (3) to four (4) feet high, painted white or with a natural protective finish.

2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four (4) feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fences are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.

3. Fences not expressly permitted are prohibited unless there is evidence of a different fence type in the historic inventory.

**C. Non-contributing Structures – Commercial Overlay**

1. Fences shall be wood picket fences, three (3) to (4) four feet high, painted white or with a natural protective finish.

2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fences are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.

3. Fences not expressly permitted are prohibited.

**D. Non-contributing Structures –Residential Overlay**

1. Fences shall be wood picket fences, three (3) to four (4) feet high, painted white or with a natural protective finish.
  2. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four (4) feet are only permitted on rear property lines or side property lines in rear yards only (back of house) when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
  3. Fences not expressly permitted are prohibited.
- (Ord , 2013)

**17.40.080 Foundations**

**A. All Structures within Historic District**

1. Concrete block, brick, and poured concrete foundations are permitted.
  2. Textured paint and thin coat stucco may be applied on foundations.
  3. The height of replacement foundations may be altered to improve accessibility.
  4. Rusticated and decorative concrete block are prohibited.
  5. On contributing structures with vertically oriented wood skirting, the wood skirting shall be replaced after a foundation is repaired or replaced.
- (Ord , 2013)

**17.40.090 Garage Doors**

**A. Contributing Structures – Commercial Overlay**

1. Commercial garage doors may not exceed twelve (12) feet in width.
2. Multiple garage doors shall be separated by a minimum of two (2) feet.
3. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood.
4. Windows are permitted in garage doors.

**B. Contributing Structures – Residential Overlay**

1. Front facing garage doors shall be set back a minimum of four (4) feet from the front façade of residential structures.
2. Residential garage doors may not exceed eight (8) feet in width.
3. Multiple garage doors shall be separated by a minimum of two (2) feet.

4. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood.
5. Windows are permitted on garage doors.

**C. Non-Contributing Structures – Commercial Overlay**

1. Commercial garage doors may not exceed twelve (12) feet in width.
2. Multiple garage doors shall be separated by a minimum of two (2) feet.
3. Windows are permitted in garage doors.

**D. Non-Contributing Structures – Residential Overlay**

1. Front facing garage doors shall be set back a minimum of four (4) feet from the front façade of residential structures.
2. Residential garage doors may not exceed eight (8) feet in width.
3. Multiple garage doors shall be separated by a minimum of two (2) feet.
4. Windows are permitted in garage doors.

(Ord. \_\_\_\_\_ 2013)

**17.40.100 Height**

**A. All Structures within Historic District**

1. The maximum height of structures is thirty-five (35) feet. (Ord. \_\_\_\_\_)

**17.40.110 New Construction in the Historic District**

**A. Non-contributing Structures – Commercial Overlay**

1. New structures shall be subject to the design standards in Section 17.40.
2. New commercial structures are exempt from the parking requirements in Title 16.

**B. Non-contributing Structures – Residential Overlay**

1. New structures shall be subject to the design standards in Section 17.40.
- (Ord. \_\_\_\_\_, 2013)

**17.40.120 Paint**

**A. Contributing Structures – Commercial Overlay**

1. Contributing Structures shall be painted with colors selected from the list in Appendix A for contributing structures.

**B. Contributing Structures – Residential Overlay**

1. Contributing Structures shall be painted with colors selected from the list in Appendix A for contributing structures.

**C. Non-contributing Structures – Commercial Overlay**

1. Non-Contributing commercial Structures shall be painted with colors selected from the list in Appendix A for non-contributing structures.

**D. Non-contributing Structures- Residential Overlay**

1. Paint color for noncontributing structures are not regulated by this title.  
(Ord. \_\_\_\_\_ 2013)

**17.40.130 Porches**

**A. Contributing Structures – Commercial Overlay**

1. Porches shall be painted.
2. Porches shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations, which are not visible, may be installed.
3. Front porches shall not be enclosed by walls, screens, or windows.

**B. Contributing Structures – Residential Overlay**

1. Porches shall be painted.
2. Porches shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations, which are not visible, may be installed.
3. One porch entrance shall be located on the front elevation and have a direct pedestrian path from the porch to the sidewalk.
4. Front porches shall not be enclosed by walls, screens, or windows.

**C. Non-contributing Structures – Commercial Overlay**

1. Front porches shall not be enclosed by walls, screens, or windows.
2. Porches on front elevations shall be painted.

**D. Non-contributing Structures – Residential Overlay**

1. One porch entrance shall be located on the front elevation and have a direct pedestrian path from the porch to the sidewalk.
2. Porches on front elevations shall be painted.

3. Front porches shall not be enclosed by walls, screens, or windows.  
(Ord. \_\_\_\_\_ 2013)

### **17.40.130 Public Right-of-Way**

#### **A. Commercial Overlay**

1. Sidewalks shall be concrete without coloring. The finish shall be broom finished and scored perpendicular to the path, in traditional squares of twenty-four (24) to thirty six (36) inches. Troweled edges are required.
2. Streetlights in the Historic Commercial Overlay shall be lamp style only.
3. Curb cuts for residential properties may not exceed twenty (20) feet in width.

#### **B. Residential Overlay**

1. Sidewalks shall be concrete without coloring. The finish shall be broom finished and scored perpendicular to the path, in traditional squares of twenty-four (24) to thirty six (36) inches. Troweled edges are required.
2. Streetlights in the Historic Commercial Overlay shall be lamp style only.
3. Curb cuts for residential properties may not exceed twenty (20) feet in width.

(Ord. \_\_\_\_\_ 2013)

### **17.40.150 Roofs**

#### **A. Contributing Structures – Commercial Overlay**

1. The repair and alteration of roofs shall match the original style and pitch.
2. The addition of new roof elements such as vents, chimneys, and dormers shall not be readily visible from the right-of-way, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.
3. New decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.
4. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
5. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
6. Flat roofs are permitted on commercial structures when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.
7. Skylights are prohibited.

**B. Contributing Structures – Residential Overlay**

1. The repair and alteration of roofs shall match the original style and pitch.
2. The addition of new roof elements such as vents, chimneys, and dormers shall not be readily visible from the right-of-way, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.
3. New decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.
4. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
5. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
6. Skylights are prohibited.

**C. Non-contributing Structures – Commercial Overlay**

1. For residential structures the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
2. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
3. Flat roofs are permitted on commercial structures when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.

**D. Non-contributing Structures – Residential Overlay**

1. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
2. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.

(Ord. \_\_\_\_\_ 2013)

**17.40.160 Setbacks**

**A. All Structures within Historic District**

1. Residential structures shall be set back a minimum of ten (10) feet from side lot lines, and minimum of twenty (20) feet from rear lot lines.

2. Commercial and mixed-use structures shall be set back a minimum of ten (10) feet from rear lot lines, and a maximum of ten (10) feet from front lot lines. There is no minimum setback from front lot lines.

3. For new structures or additions to structures, including porches, the front setback shall not exceed four (4) feet more or less than the average front setback of the adjacent structures.

(Ord. \_\_\_\_\_ 2013)

#### **17.40.170 Siding**

##### **A. Contributing Structures – Commercial Overlay**

1. Horizontal lap wood siding is required and historic siding patterns shall be matched when repairing or replacing siding.

2. Siding shall be painted; unpainted and stained wood is prohibited.

3. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.

4. The paint color of siding shall be uniform on all sides of a structure.

##### **B. Contributing Structures – Residential Overlay**

1. Horizontal lap wood siding is required and historic siding patterns shall be matched when repairing or replacing siding.

2. Siding shall be painted; unpainted and stained wood is prohibited.

3. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.

4. The paint color of siding shall be uniform on all sides of a structure.

##### **C. Non-contributing Structures – Commercial Overlay**

1. Wood horizontal lap siding shall have a reveal not exceeding six (6) inches, with the exception of board and batten siding comprised of solid sawn wood.

2. Masonry is permitted.

3. Composite smooth surface materials are permitted.

4. Siding shall be painted; unpainted and stained wood is prohibited.

5. The paint color of siding shall be uniform on all sides of a structure.

##### **D. Non-contributing Structures – Residential Overlay**

1. Siding shall be masonry or horizontal lap siding with a reveal not exceeding six (6) inches is required, with the exception of board and batten siding comprised of solid sawn wood.

2. Siding shall be painted; unpainted and stained wood is prohibited.

3. The paint color of siding shall be uniform on all sides of a structure.  
(Ord. \_\_\_\_\_ 2013)

**17.40.180 Facades**

**A. All Contributing Structures in the Historic District**

1. The design of the front and side elevations shall be preserved.

**17.40.190 Windows**

**A. Contributing Structures – Commercial Overlay**

1. Windows shall be trimmed with wood, and wood framed storm windows are permitted.
2. Window frames and sashes shall be made of wood.
3. New window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
4. Transom and clerestory windows are permitted above doors.

**B. Contributing Structures – Residential Overlay**

1. Windows visible from the right-of-way shall be vertically oriented.
2. Window frames and sashes shall be made of wood.
3. New window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
4. Transom and clerestory windows are permitted above doors.

**C. Non-contributing Structures – Commercial Overlay**

1. Windows shall be trimmed with wood, and wood framed storm windows are permitted. Storefront windows manufactured with metal frames shall have wood trim covering the exterior of the metal frames.
2. Transom and clerestory windows are permitted above doors.

**D. Non-contributing Structures – Residential Overlay**

1. Windows visible from the right-of-way shall be vertically oriented.
  2. Transom and clerestory windows are permitted above doors.
- (Ord. \_\_\_\_\_ 2013)

**Chapter 17.44**  
**Landscaping**

**Sections:**

**17.44.010 Purpose**

**17.44.020 Applicability**

**17.44.030 General provisions**

**17.44.040 Buffering and screening requirements**

**17.44.050 Screening of parking, loading and storage**

**17.44.010 Purpose**

The purpose of this chapter is to establish standards for landscaping, buffering and screening to enhance the appearance of the Historic District using trees and other landscaping materials to mitigate the effects of sun, wind, noise and the lack of privacy.

**17.44.020 Applicability**

This section shall apply to all new construction in the Historic District.

**17.44.030 General Provisions**

- A. In the Historic Residential Overlay at least ten (10) percent of the total area shall be landscaped.
- B. In the Historic Commercial Overlay, landscaping shall be as follows:
  - 1. Properties up to twenty thousand (20,000) square feet in size shall have at least fifteen (15) percent of the total lot area landscaped.
  - 2. Properties larger than twenty thousand (20,000) square feet in size shall have at least ten (10) percent of the total lot area landscaped.
- C. Unless otherwise provided by the lease agreement, the owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.
- D. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming of otherwise so that:
  - 1. Public utilities can be maintained or repaired;
  - 2. Pedestrian or vehicular access is unrestricted;
  - 3. Visual clearance provisions are met (See Chapter 16.40).
- E. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or a bond has been posted with the city to ensure the completion of the landscaping requirements.

F. Existing plant materials may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the plantings.

G. Plant materials are to be watered at intervals sufficient to ensure survival and growth.

H. Synthetic plant materials are not permitted.

I. Berms and excavations are prohibited in the commercial overlay.

J. Berms and excavations are prohibited in front yards of residential overlay.

(Ord. \_\_\_\_\_ 2013)

#### **17.44.040 Buffering and Screening Requirements**

A. A minimum landscape buffer width of twenty (20) feet shall be required between any nonresidential use in a non-residential zone which abuts a residential zone.

B. A buffer shall consist of an area within an interior setback adjacent to a property line, having a width of ten (10) feet or greater and a length equal to the length of the property line.

C. Occupancy of a buffer area shall be limited to utilities, screening, and landscaping. No buildings, accessways or parking areas shall be allowed in a buffer area.

D. The minimum improvements within a buffer area shall include:

1. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten (10) feet high for deciduous trees and five feet high for evergreen trees measured from the ground to the top of the tree after planting.

a. Small or narrow stature trees, under twenty-five (25) feet tall or less than sixteen (16) feet wide at maturity shall be spaced no further than fifteen (15) feet apart.

b. Medium sized trees between twenty-five (25) feet to forty (40) feet tall and with sixteen (16) feet to thirty-five (35) feet wide branching at maturity shall be spaced no greater than twenty-five (25) feet apart;

c. Large trees, over forty (40) feet tall and with more than thirty-five (35) feet wide branching at maturity, shall be spaced no greater than thirty (30) feet apart.

2. In addition, at least one shrub shall be planted for each one hundred (100) square feet of required buffer area.

3. The remaining area shall be planted in groundcover, or spread with bark mulch.

E. Where screening is required a hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or

F. Buffering and screening provisions shall be superseded by the vision clearance requirements as set forth in Chapter 16.40.

G. When the use to be screened is downhill from the adjoining property, the prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property.

(Ord. \_\_\_\_\_ 2013)

#### **17.44.050 Screening**

A. If four or more off-street parking spaces are provided, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscape screening for each lineal foot of street frontage. The screening shall consist of shrubbery at least two feet in height located as close to the street as practical and one tree for each fifty (50) lineal feet of street frontage or fraction thereof.

B. Landscaped screening shall achieve a balance between low lying and vertical shrubbery and trees.

C. Screening of loading areas and outside storage is required according to the standards of Section 17.44.040(E).

D. Except for one-family and two-family dwellings, 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 not exceeding six (6) feet in height, or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area.

(Ord. \_\_\_\_\_ 2013)

17.48 Designation of Historic Landmarks

17.48.010 Purpose

Designation of Historic Landmarks is a means of providing recognition of their significance and providing incentives and regulations for their preservation.

17.48.020 Criteria for Designation

Any building or structure may be designated as a Historic Landmark if it meets all the criteria listed below:

A. The building or structure is located within the boundaries of the City.

B. The building or structure was built prior to 1921.

C. The building or structure possesses sufficient historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features. Major alterations that may destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on principal facades, addition of upper stories or the removal of original upper stories, covering the exterior walls with non-historic materials, moving the resource from its original location to one that is dissimilar to the original, additions which significantly detract from or obscure the form and appearance of the historic resource when viewed from the public right-of-way.

D. The building or structure has historic significance as demonstrated by meeting at least one of the following criteria:

1. Association with events that have made a significant contribution to the broad patterns of our history; and/or

2. Association with the lives or persons significant in our past; and/or

3. Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; and/or

17.48.30 Incentives for Designation.

- A. The City shall consider granting zoning variances and/or conditional use permits in order to encourage the productive use and preservation of Landmarks.
- B. The City Building Official shall have the authority to waive certain building code requirements for contributing structures pursuant to the Oregon Structural Specialty Code Section 3409, Historic Buildings, as amended.
- C. Property owners of Landmarks may seek technical or financial assistance from the City when applying for grants or tax incentives for rehabilitating their properties as resources and funds are available.
- D. Property owners of Landmarks are eligible to receive City-funded grants and loans to assist with the preservation of their buildings as resources and funds are available.

## Wakeley, Renata

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**From:** Kuri Gill [kuri.gill@state.or.us]  
**Sent:** Wednesday, June 19, 2013 9:38 AM  
**To:** Kelly Richardson; Wakeley, Renata  
**Subject:** RE: Title 17 to SHPPO  
**Attachments:** Aurora Title 17 - June 4.2013 FINAL VERSION-SHPO.doc

Hi Renata,

Here are some general comments. I have added some specific points and questions on the draft.

Please let me know if you have questions or need any clarification.

Take care, Kuri

1. To meet the minimum requirements for the CLG program, Survey and upholding state and federal laws must be included. We recommend adding a specific section addressing survey, or noting under the duties of the Commission that the City's survey process will conform to our standards. In the same section, I recommend that they note that the Commission will uphold existing federal and state preservation laws as required by the CLG program. The code already establishes a commission and includes provisions for appealing decisions.

2. Another minimum requirement is having a process to designate local landmarks, you may have this in your comprehensive plan. There is a section for this in our model code.

3. Many of the items addressed, such as signs, landscaping, etc. actually speak more about aesthetics than about historic preservation and could be handled by the planning commission. I would suggest focusing the landmarks commission on questions relating to historic resources - materials, siting, etc.

4. In the design standards, some of these items are so specific that with little work they could be written to be "clear and objective" and be signed off by staff. Right now, the list of items that staff can sign off on is quite small. To simplify the process and speed up applications, we strongly suggest that as many items as possible be handled administratively. The current code does not have a general set of guidelines, meaning, the Commission may find themselves hamstrung when a question comes up not specifically addressed in the code. We suggest including a set of general guidelines, like what we have in our model ordinance.

5. We recommend that the Landmarks Commission not regulate paint color or landscaping, with the exception of requiring design review for new structures.

6. We recommend grouping the passages in the design guidelines by property type (commercial and residential), then by status (contributing, non-contributing, and out of period), instead of by siding, doors, windows, etc. This organization makes it easier to find what you're looking for, and would allow a more specific purpose and intent statement for each section. Also, some of the regulations seem to be aimed at the Colony buildings if there is a specific story there that you want to retain you could consider having a separate section for those properties that has the purpose of retain the colony related character - then if color and uniformity are part of that story, those could be regulated only on those properties.

7. The City should consider demolition by neglect and economic hardship provisions, and address demolitions and relocations more directly. Surely these issues will come up.

8. The code needs to include incentives. Right now the only incentive is for non-historic building that do not need to meet parking requirements. I'm sure that this is in here to encourage new development, but it simultaneously disadvantages owners of historic property.

9. Seems that much of the application process could be in the general planning code.

Kuri Gill  
Oregon Heritage  
725 Summer St. NE, Suite C  
Salem, OR 97301-1266  
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(503) 986-0793 (fax)  
[kuri.gill@state.or.us](mailto:kuri.gill@state.or.us)  
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[www.facebook.com/oregonheritage](http://www.facebook.com/oregonheritage)  
<http://oregonheritage.wordpress.com/>

>>> "Wakeley, Renata" <renatac@mwvcog.org> 6/12/2013 10:44 AM >>>

Hi Kuri,

The attached is the current proposed update version of Title 17 from the City of Aurora Development Code related to the National Historic District. Your comments and feedback would be appreciated.

The Planning Commission public hearing is scheduled for July 2<sup>nd</sup> and the City Council public hearing is scheduled for August 13<sup>th</sup>. Of course, the sooner your feedback is received the sooner I can share it with the Historic Review Board and Planning Commission so they can review your comments prior to the July hearing date.

Feel free to call with questions or concerns.

Renata Wakeley, Senior Planner  
Mid-Willamette Valley Council of Governments  
100 High Street SE, Suite 200, Salem, OR 97301  
503 540 1618 direct  
503 588 6177 reception  
503 588 6094 fax

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**From:** recorder [mailto:recorder@ci.aurora.or.us]  
**Sent:** Tuesday, June 11, 2013 11:33 AM  
**To:** Wakeley, Renata  
**Subject:** FW: Title 17 to SHPP0

Please read below comments from Karen and an email to send the copy of title 17 too.

*Kelly Richardson*  
City Recorder  
City of Aurora  
21420 Main St. NE  
Aurora, Oregon 97002  
503-678-1283

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, July 02, 2013 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002  
**Relocated to;**  
**Aurora Fire Hall**

**STAFF PRESENT:** Kelly Richardson, City Recorder  
Renata Wakeley, City Planner

**STAFF ABSENT:**

**VISITORS PRESENT:** Bill Graupp, 14629 Ehlen Aurora  
Scott Brotherton, 15499 4<sup>th</sup> Aurora  
Patrick Harris, 15038 3<sup>rd</sup> Aurora  
Bill Simon, 21441 Main Aurora  
Michael Ausec, 21680 Main Aurora  
Karen Townsend, Aurora  
Jim Champion, 14783 Ehlen Aurora  
Sharon Willis, Aurora  
Susie Conor, Aurora  
Brian Asher, 21514 Liberty Aurora

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

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

**2. City Recorder Did Roll Call**

Chairman, Schaefer - Present  
Commissioner, Willman Present  
Commissioner, Gibson Present  
Commissioner, Graham Present  
Commissioner, Fawcett Absent, came in late at 7:21  
Commissioner, Sallee Present

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –June 04, 2013
- II. City Council Minutes – May, 2013
- III. Historic Review Board Minutes –

No comments....

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

## Correspondence

I. **Email and Letter from the Mortuary Board in Regards to Back Yard Burial**, clarification on this was given by city recorder and city planner. This was talked about last year during a Council meeting an update came in so it was placed in your correspondence as and FYI.

### 4. Visitor

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

### 5. Public Hearing opens at 7:29pm

A. **Legislative Amendment 11-01 (LA-13-01) which would amend sections of the Aurora Municipal Code – Title 17 also known as Historic Preservation Ordinance of the City of Aurora.**

**City Planner explains the process and she goes on to read her staff report as inserted here.**

TO: Aurora Planning Commission  
FROM: Renata Wakeley, City Planner  
RE: Legislative Amendment 13-01 (LA-13-01)  
DATE: June 25, 2013

## REQUESTED ACTION

The Planning Commission's options for taking action on Legislative Amendment 13-01 include the following:

- A. Recommend that the City Council adopt Legislative Amendment 13-01:
  - 1. As presented by staff; or
  - 2. As amended by the Planning Commission (stating revisions)
- B. Recommend that the City Council take no action on Legislative Amendment 13-01
- C. Continue the public hearing:
  - 1. To a time certain, or
  - 2. Indefinitely

## BACKGROUND

Aurora's Municipal Code includes Title 17, known as the "Historic Preservation Ordinance of the City of Aurora", which provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

Title 17 was last updated in 2002. In 2012, the Aurora City Council directed the Planning Commission to work with the Aurora Historic Review Board to update and streamline Title 17 based upon feedback and concerns from the public.

Generally, the proposed update includes changes to the following:

- Clarify which structures in the district are considered "contributing" and "non-contributing".
- Clarify/establish standards related to: additions, porches, landscaping, paint colors, signage, etc.
- Clarify noticing requirements and the responsible entities for decisions in the historic district.
- Clarify/update design standards applicable to properties and structures within the historic district.

Legislative Amendment 13-01 includes the adoption of code amendments to Title 17 of the Aurora Municipal Code. The revisions are attached in a **bold** and ~~strike through~~ format for review purposes.

## FINDING OF FACT AND CONCLUSIONS

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

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on May 29, 2013, which was 35-days prior to the first evidentiary hearing on July 2, 2013.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. 10 days prior to the first evidentiary hearing, the City sent written notice of the hearing to all property owners within the historic commercial and historic residential overlays. Section 16.74.030.C.3. requires notice to be published at least seven days prior to the scheduled hearing date. Notice will be published in the Canby Herald on July 3rd, 2013 for the City Council public hearing date. As there are two hearing dates, staff finds adequate notice to allow for comment period has been provided as the Council hearing date is scheduled for August 13, 2013. Notice of both hearings was also mailed to every property owner within the district and posted at City Hall on June 25, 2013.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a quasi-judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the planning commission and the decision by the city council.
5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.

## FINDINGS

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

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

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing will be held by the City Council on August 13, 2013. Notice was posted at City Hall, published in the Canby Herald, and provide to the

Historic Review Board. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC. Goal 2 generally supports clear and thorough local procedures and the code update is intended to clarify, simplify and streamline regulations for the approval entity and the general public. Goal 2 is met.

Goal 3, Agricultural Lands: Goal 4, Forest lands: Goals 3 and 4 are not applicable. The proposal does not involve or affect farm or forest lands.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources. Goal 5 is not applicable. The proposal does not address Goal 5 resources.

Goal 6, Air, Water and Land Resource Quality: Goal 6 is not applicable. The proposal does not address Goal 6 resources.

Goal 7, Natural Hazards: Goal 7 is not applicable. The proposal does not address Goal 7 resources.

Goal 8, Recreational Needs: Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments partially respond to a need identified within the business community to clarify code requirements. The proposed code amendments are not found to deter employment or business opportunities. Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues.

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

Goal 12, Transportation: The draft code amendment provide for some parking exemptions for historic commercial properties to allow greater flexibility for historic resources in meeting newer code provision for parking. However, the proposal does not address Goal 12 issues.

Goal 13, Energy Conservation: Goal 13 is not applicable. The proposal does not address Goal 13 resources.

Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for Legislative Amendments. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendment does not reduce permissible uses of properties in the affected zone. However, the City did send notice to each property owner within the historic commercial and residential overlay.

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

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on historic commercial and residential overlay zone properties. However, notice was mailed at least 10 days prior to the first public hearing to all historic commercial and residential overlay properties. lands. Notice was also mailed to the Oregon

State Historic Preservation Office (SHPO) who provided comments on the draft code update (see Exhibit B). Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

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

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

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing will be held by the City Council on August 13, 2013. Notice was posted at City Hall on June 25, 2-013 for both public hearings and published in the Canby Herald on July 3rd for the August City Council meeting. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Staff finds this condition is met.

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

FINDINGS: Adoption actions are consistent with the acknowledged AMC. The update to Title 17 is also intended to clarify when properties or structures are subject to decisions or actions and clarify the approval authority for said decisions. The intent of the update is also to provide better noticing of decisions and appeal opportunities for all decision. Staff finds this condition is met.

*Goal 9- Economic Policies*

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

FINDINGS: The draft code amendments respond to a need/concern identified within the historic overlay to clarify the code and remove interpretations of the code in order to all applicants a greater understanding and clarity on the regulations and design standards to be followed. The proposed code amendments are not found to deter employment or business opportunities. Staff finds this condition is met.

*Goal 12- Transportation Policies*

2. *Encourage transportation improvements which support the community's economic development and create a pedestrian friendly atmosphere.*
3. *Establish a street system which is consistent with orderly growth, minimizes conflicts with adjacent land uses, and provides a circulation system which is safe and efficient for both vehicles and pedestrians.*

FINDINGS: The draft code amendments reduce the parking standards for some commercial historic properties to be more in line with the small lot sizes and their potential inability to meet current parking standards. Staff finds this condition is met.

4. The applicable provisions of the implementing ordinances.

FINDINGS: Title 17 is intended to provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

The application and legislative amendment intends to clarify implementing ordinance within Title 17. In addition, the update intends to clarify noticing requirements and decision authorities for properties subject to Title 17. Staff finds the proposed code amendments can be established in compliance with the development requirements and implementation ordinances of the Aurora Municipal Code.

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

**FINDINGS:** Staff does not find a change in circumstance or mistake but rather the City Council directed the Planning Commission to work with the Historic Review Board to clarify and update inconsistencies in the implementing ordinances so as to ease understanding of requirements for property and business owners within the historic district. Staff finds this criterion is met.

Exhibit A: Draft Title 17 code update  
Exhibit B: June 19, 2013 comments from SHPO

**Explains all notice requirements and State ORS and goals. Hope to come to agreement and recommendation to the City Council for adoption.**

**Chairman Schaefer explains** the big picture on what the Planning Commission has been doing. Explains the hearing process again and that we are happy to hear from you the audience. Currently in Title 17 there is a procedural process but the actual rules are in the Historic Guidelines we want to put them into the title 17 document that is before us tonight they have been made clear and straight forward. SHPO has commented and we are now saying 3 specific items can be done/reviewed by staff.

1. Roof
2. Paint
3. \$2,500 dollar and below landscaping projects.

Only the design regulations are being proposed for change, we are not changing permitted uses or zoning. This is all about the text of the code and for text and changes in materials. Currently the HRB Guidelines applies to all properties within the district and so we are proposing that there will be classifications such as contributing 1920 and non contributing after 1920 under lighter restrictions.

1. roof pitch 8/12 or steeper
2. all need front porches
3. garages
4. windows size.

So this essentially should simplify the process and not be as strict.

SHPO said we should have a designation for historic landmarks and a process. This will be a very small percent of properties.

SHPO highly recommended most of which goes before HRB could be handled by staff and I don't think this is appropriate because this would leave little for HRB to do, I think that we should still know what is happening and regulate within the district.

**Chairman Schaefer** asks for a Show of hands to get a sense of how many people want to speak to determine the time allotment for each speaker. 4 people raise their hands so 10 minutes is the agreed amount of time.

**Patrick Harris the museum curator**, this all sounds good to me I am seeing a few issues like do we really call out the significance of the colony structures as well as they should be? This is really a very elite German group of structures in pacific NW, many of them were built by their children and the people of the Aurora Colony and we should preserve that history. I do think the HRB should have a lot of input because they really have a greater understanding and appreciation on the benefits of having a business in our town.

There are a significant amount of buildings outside of the city but in the district and they could make their own building be considered to be significant structures as a historic landmark.

**Chairman Schaefer**, remarks I think the SHPO items are going to answer those concerns and more.

**Mike Ausec**, Aurora Oregon, my first concern is some statement about parking is being repealed via title 16, **Chairman Schaefer** what we are proposing is to eliminate some parking requirements and allow some commercial properties to be exempt from title 16 requirement as many historic commercial properties find it difficult to meet more modern parking standadards.

Next item contributing and non contributing roofs and you are saying roofs would be either wood or black asphalt and I don't agree with this because black is hot.

Next landscaping I think this is something new, you are mandating additional requirements on commercial properties, where are they going to find additional land to meet this requirement, **Chairman Schaefer** these properties that are listed they are grandfathered in and you raised a question that I would want to ponder because I wonder for new development is this going to be too hard to follow. It is clarified that the landscaping projects under 2500 would be approved by staff. There are buffering minimums and it is explained that it would be the applicants choice on a list provided for trees. Wakeley will work on clarity for this section.

Solar I didn't see anything that would limit me to do an entire roof of solar panels. **Chairman Schaefer** it is not allowed it is allowed on the ground, **Wakeley** the State says the City can regulate within the district staff will work to confirm this with the state agencies. **Chairman Schaefer** by remaining silent it is considered prohibited.

Another issue why would you prohibit drive up and drive through type businesses, **Chairman Schaefer** states it is to be more pedestrian friendly.

**Chairman Townsend** of HRB, first I would say that we have been working on this for a long time and **Chairman Schaefer** of the Planning Commission has been a great help to the City and it needs to be recognized, this is what he does for a living and so he has saved the City a great amount of money.

At the HRB meeting we noticed on pg 3 Admin and exempt items, **Chairman Schaefer** this is a mistake and it needs to be listed as staff decisions and it will be reflected. **Chairman Townsend** does that also include paint on non contributing structures **Chairman Schaefer** states SHPO says we shouldn't on anything but I say on contributing we should require it, so if you want a color scheme you let staff know you choose the scheme and then your good to go but if it's not on the list you go before the HRB for approval.

Historic Review Board feels that on non contributing structures there should be a wide range of colors to choose from so people have a large choice of colors. However we think that all selections should be reviewed by staff as well.

Next; Signs pg 420 LED signs, we appreciate your look at the signs however we did decide to be consistent that day glow and images not be allowed and the color should be consistent.

Pg 420 new business signs was supposed to allow a new business to put up a sign immediately until it can be approved within 90 days, the reason is while manufacturing and the due process is being followed. This purpose is not to allow someone as a temp business to have any type of sign and to be able to put it up without approval.

The Board thinks we should have a different category for Colony structures because this is the basis for the distinction for Aurora history, added to non contributing and contributing structures, so I have worked up a relevant list of items to consider. The importance of preservation of the colony standards is very important.

**Scott Brotherton**, what is the difference between day glow and fluorescent lights **City Planner Wakeley** states that it is the way the tubing is made and this is identified in the code.

**Chairman Schaefer** asks if anyone on the Planning Commission has any comment. Hearing none he moves on.

**Chairman Schaefer**, I am intrigued with text only for the LED no images we have limited it to 3 square feet. We cannot limit content but no images is interesting.

**Commissioner Graham**, likes the comments on landmarks and including a distinction for colony structures.

**Commissioner Gibson** asks for clarification, on Chairman Schaefer's hesitation, for colony distinction.

**Chairman Schaefer** this is a regulatory document I think this is appropriate for the guidelines only.

**Chairman Townsend** you then leave it open for anyone to tear off the authentic pieces and little by little you are not authentic any longer there is nothing in there for preservation.

**Commissioner Fawcett**, how many Colony structures in Aurora 9-10 maybe we include the colony structure section in with the contributing structures that way control is given to HRB.

**Commissioner Graham** with that in mind would HRB require this no not if they didn't want to, **Townsend** states that State OR standards says that you should try to fix and preserve, so we keep things authentic.

**Chairman Townsend** I think it is an easy fix and that this should be added to each section.

**Brian Asher** I feel that it should be up to the HRB they should suggest that all items significant to the structure be put back. **Townsend** there is nothing in the code that would make this be preserved.

**Asher** Asks if anyone has gone outside our district and done some research on this subject, **Tracy Schaefer** what about structure is it dealt with in the building code and maybe the building official should weigh in on this issue and this is something we are trying to fold into our code to give our city authority.

**Asher**, fencing there is nothing on rod iron fencing I think the period items should be allowed.

**Townsend** I think if someone can show history that this was allowed then maybe we should consider it.

**Chairman Schaefer** asks **Patrick** if this was historic in during that period and he states no there isn't any history to show this. **Commissioner Sallee** states that I have seen pictures of old wire fencing **Patrick** states yes maybe so for wire.

Trying to think of an example if I wanted to build a more modern building made out of metal siding would this be allowed, **Chairman Schaefer** no it's not allowed, maybe rod iron decorative items would. So if McDonalds wanted in here and were willing to look like our buildings with no drive through it would be allowed. Well yes.

**Councilor Brotherton** asks when you say staff and you want to appeal it from staff then it goes to HRB and then Council. Yes that would be correct states **Schaefer**.

**Tim Champion**, started to make a statement then decides not too because he is having a hard time hearing.

Sharon Willis no comment.  
Susie Corcoran no comment.

**Councilor Bill Graupp**,

1. I like SHPO recommendations, on format of code with landmarks  
Major discussion 17:16 my problem is that, when you have 010 I suggest that we should roll it through our legal dept so we keep out of trouble 17:20 I want to see this go before the Planning Commission not just straight to Council. We pay the City Planner to do all this and make notice to everyone and follow the process for the appeal's.

I also think the Kuri Gill comments are very viable and should be more considered.

**Chairman Schaefer**, currently HRB decisions or denials should be a recommendation to Planning Commission in regards to the appeal process. He speaks to the 120 day rule, there may not be enough time to go before Planning Commission and then to Council.

**Chairman Schaefer**, either HRB is a decision making body or it isn't, Councilor Graupp they don't have the legal representation to help them, I think they should recommend to PC and then the PC would make the decision because of comments that legal requirements were not being followed.

**City Planner Wakeley**, we changed the noticing items and there is a written process. Councilor Graupp that's why I like SHPO comments to make the land use discussion because it keeps us out of trouble.

**Townsend**, on HRB I have been involved for many years and over the past years the procedure has relaxed in the past 10 years to be exact but not currently. The HRB is good for the public because it's a cost savings for people to come before our board first.

**Councilor Graupp**, many items that have come before the Council are very elevated by this point and the Council has just allowed these appeals because the goal is to avoid lawsuits. I am referring to new construction.

**8:30pm Chairman Schaefer** closes the hearing for Commissioners to deliberate.

**Chairman Schaefer**, I am intrigued about regulating text only and saying no symbols, and be legal. City Planner, Wakeley states I think you can. I think we can say text only just not what is being said, I will verify.

Consensus is to recommend to the City Council for text only change, if permitted by the state law.

**Commissioner Fawcett**, I think color is going to be hard to regulate, and define.

**City Planner Wakeley, summarizes**

1. Paint, so the concern between regulation or not, on contributing and noncontributing structures  
Commissioner Graham, I think some very bad colors combinations could potentially come out of this.  
Commissioner Sallee I think large list is needed. Chairman Schaefer thinks we could regulate  
commercial but not residential as easily.

Commissioner Fawcett, what kind of control do you have Chairman Schaefer really make them go  
through process?

Commissioner Gibson, I think we should not regulate.

Commissioner Willman noncontributing, I need clarification.

Commissioner Fawcett here is an example take the bistro lets say they could do pink because it's a non  
contributing structure, so discussion is to have a smaller pallet for contributing and a much larger for  
non contributing. Chairman Schaefer so now we are talking to regulate this.

Commissioner Sallee and Commissioner Graham, yes we are.

Commissioner Willman, I think regulation in the commercial district only.

Consensus of the Commission is for commercial, non- contributing structure to have a large list of  
colors but to be regulated.

Discussion on proposed new category for colony structures as presented by HRB,  
**Chairman Schaefer** No I believe it should be as a landmark, Commissioner Sallee, Commissioner  
Fawcett both stated that they were not clear as to which ones are colony contributing.

It is recommended that a new fee schedule be established to cover noticing requirements.

Last item Councilor Graupp, proposes that on new construction applicants should go before Planning  
Commission as the governing board for decision process, to expedite and stream line the process.  
The discussion between the Planning Commissioner members is to recommend this process to the  
Council.

It is the recommendation of the Planning Commission to recommend that new construction applications  
go before the Planning Commission rather than the HRB.

Discussion Closes,

A motion is made by Commissioner Graham to recommend title 17 as discussed with the changes  
proposed during this meeting and is seconded by Commissioner Gibson. Motion Passes Unanimously.

**6. New Business**

**7. Old Business**

**A. Discussion and or Action on LA-13-01**

A motion is made by Commissioner Graham to recommend title 17 as discussed with the changes  
proposed during this meeting and is seconded by Commissioner Gibson. Motion Passes Unanimously.

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**7. Commission Action/Discussion**

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

- Vision update at the August meeting

**9. Adjourn 9:06 P.M.**

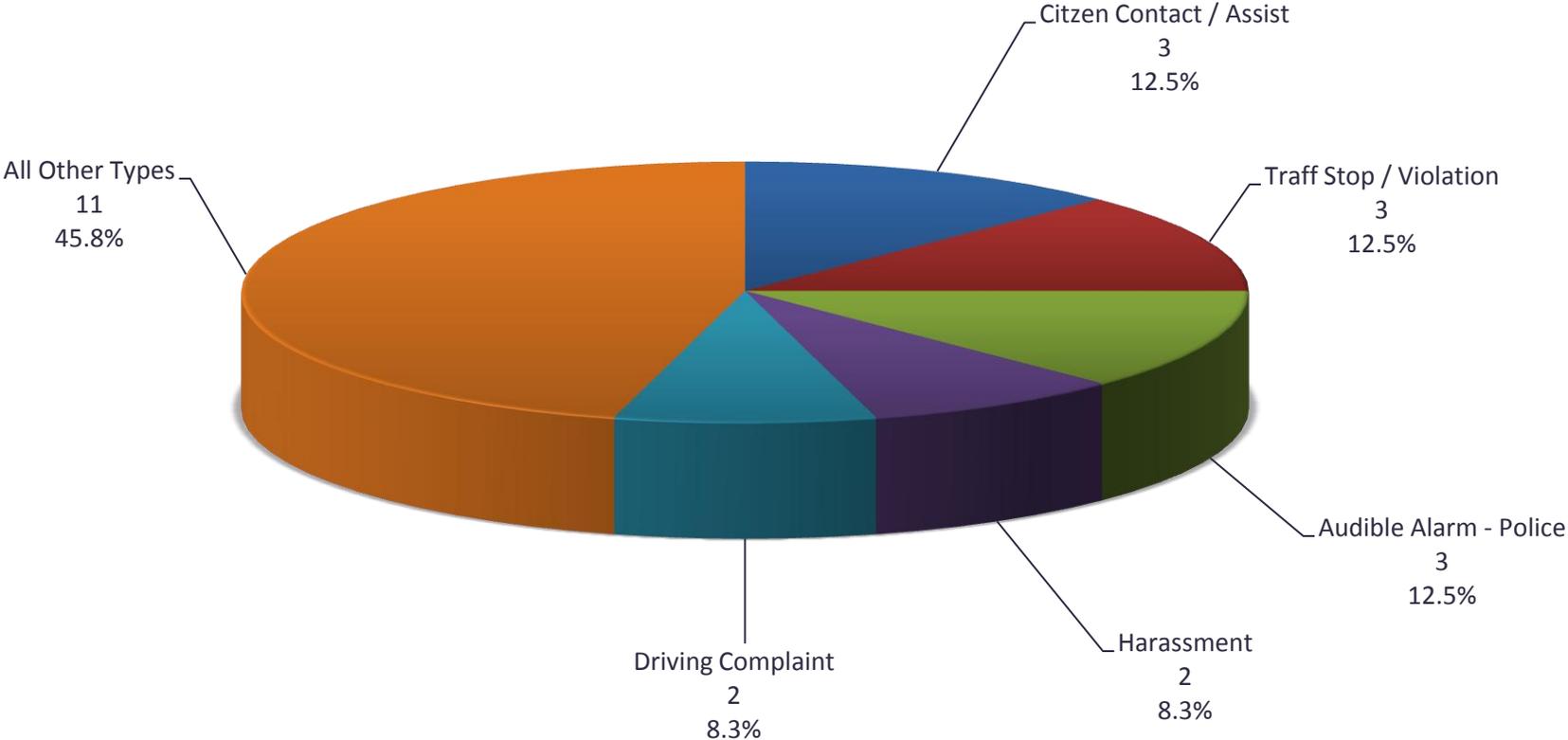
**A motion to adjourn the July 02, 2013 meeting is made by Commissioner Sallee and seconded by Commissioner Willman. Motion Passes Unanimously.**

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

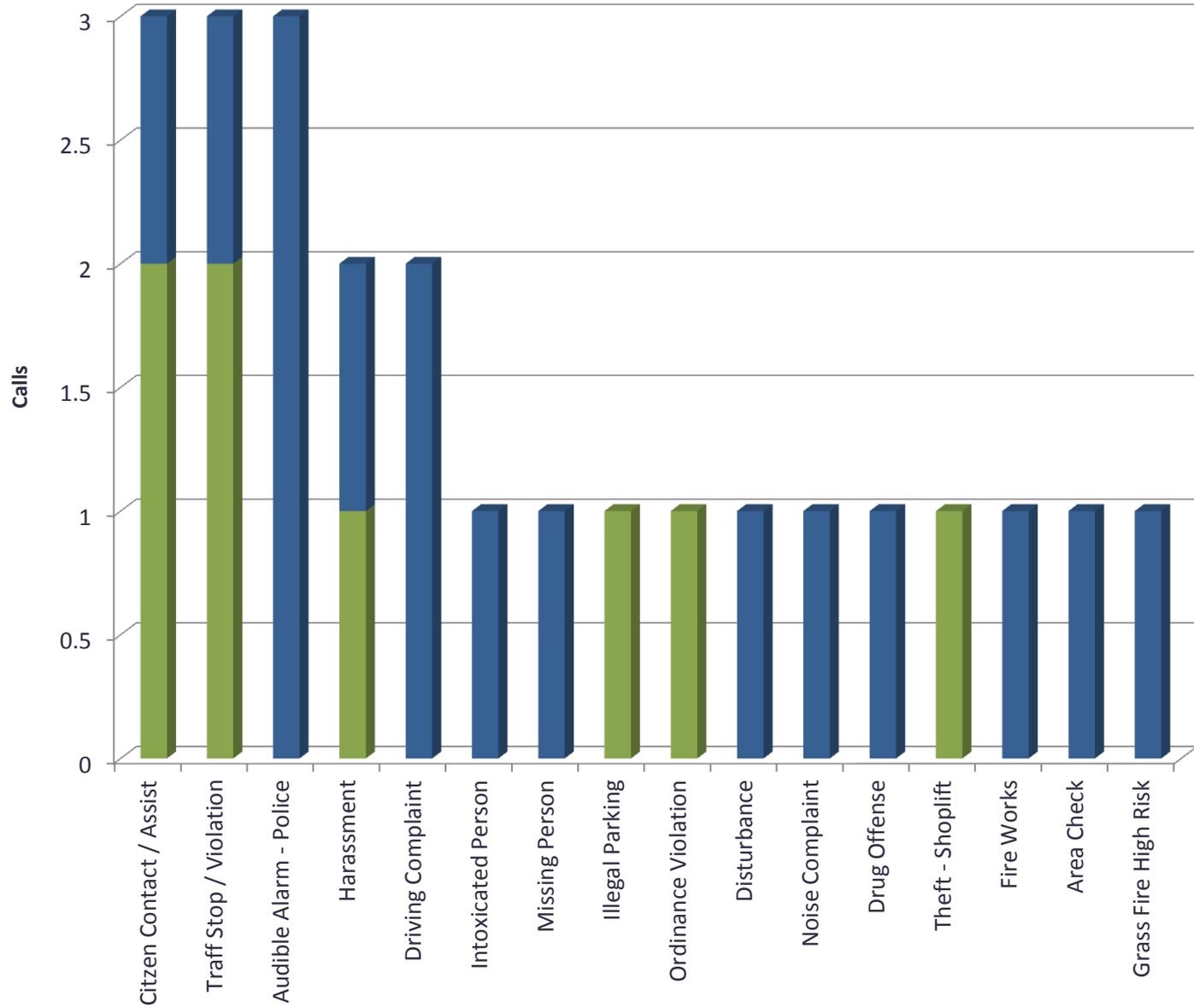
**ATTEST:**

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

# Aurora Top Calls for Service July 2013



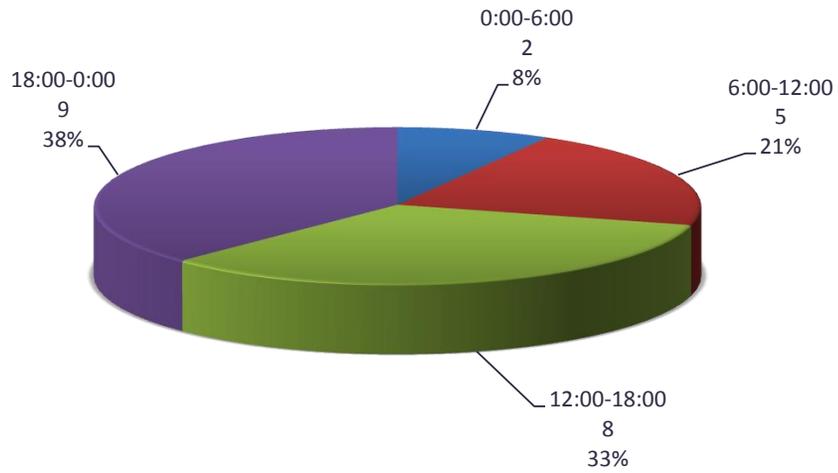
# Call Type by Primary Deputy July 2013



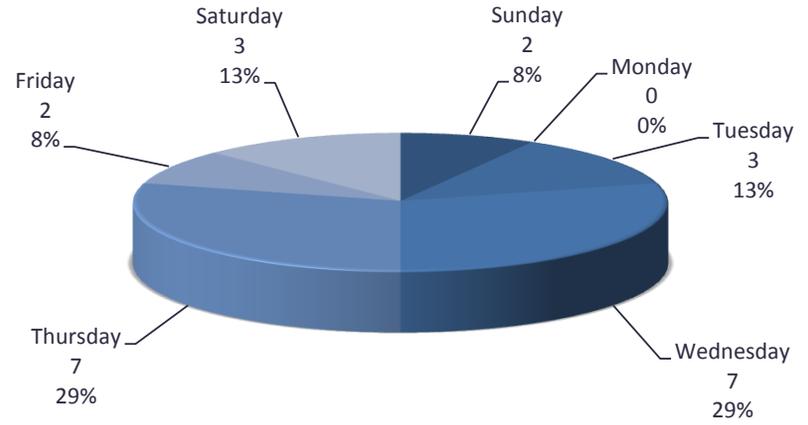
■ Other  
■ Contract

Call Type

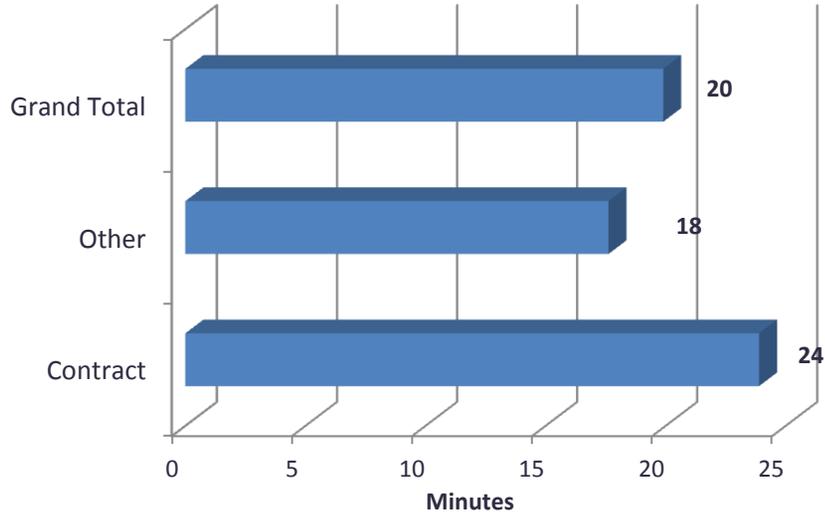
**Aurora Calls for Service by Hours Range  
July 2013**



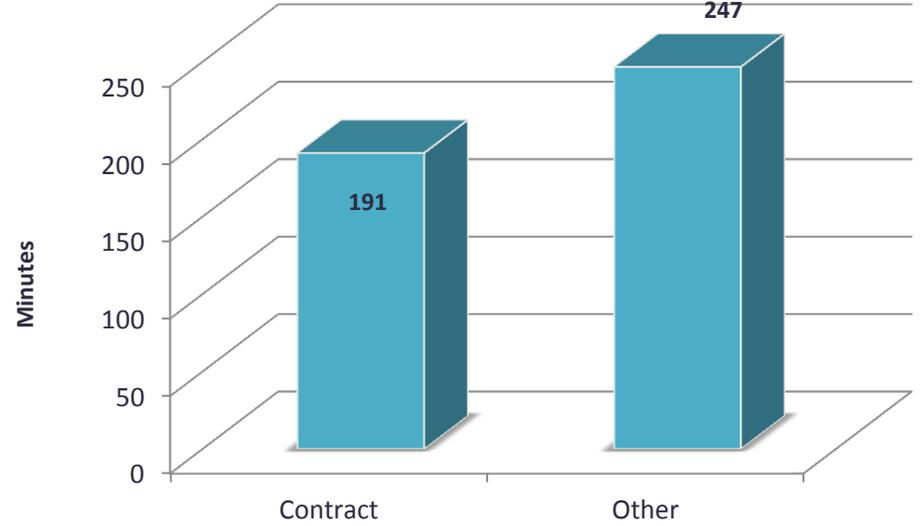
**Aurora Calls for Service by Day of Week  
July 2013**



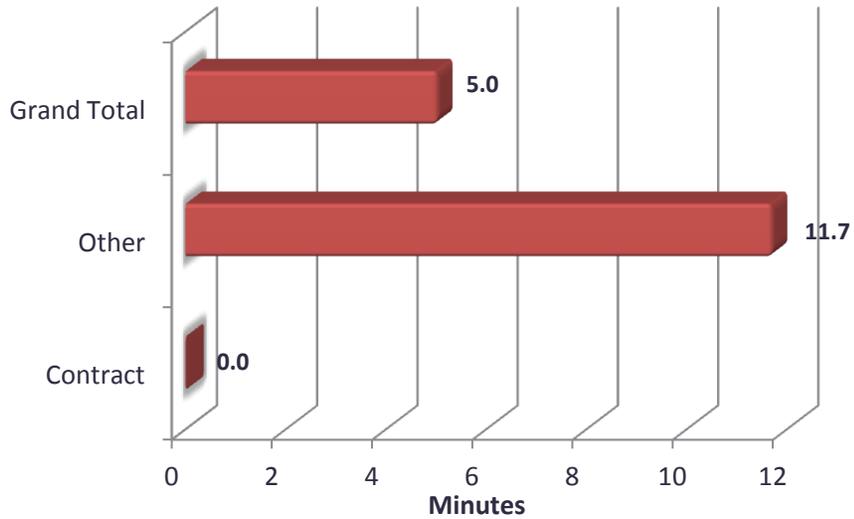
### Aurora Calls Average Call Length July 2013



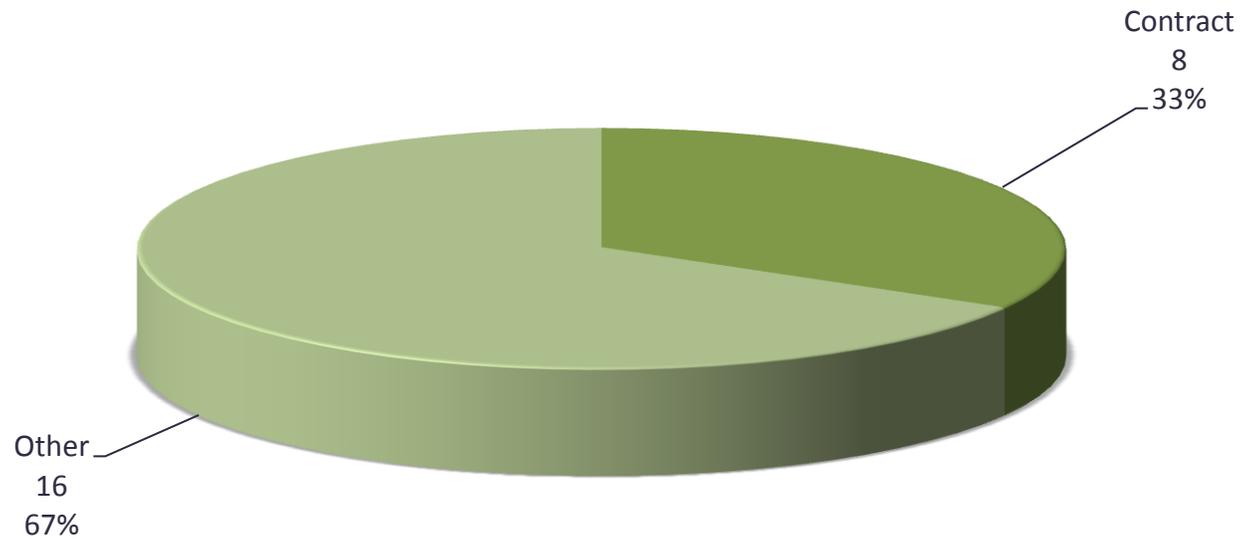
### Aurora Calls Total Call Length July 2013



### Aurora Calls Average Call Arrival Time July 2013



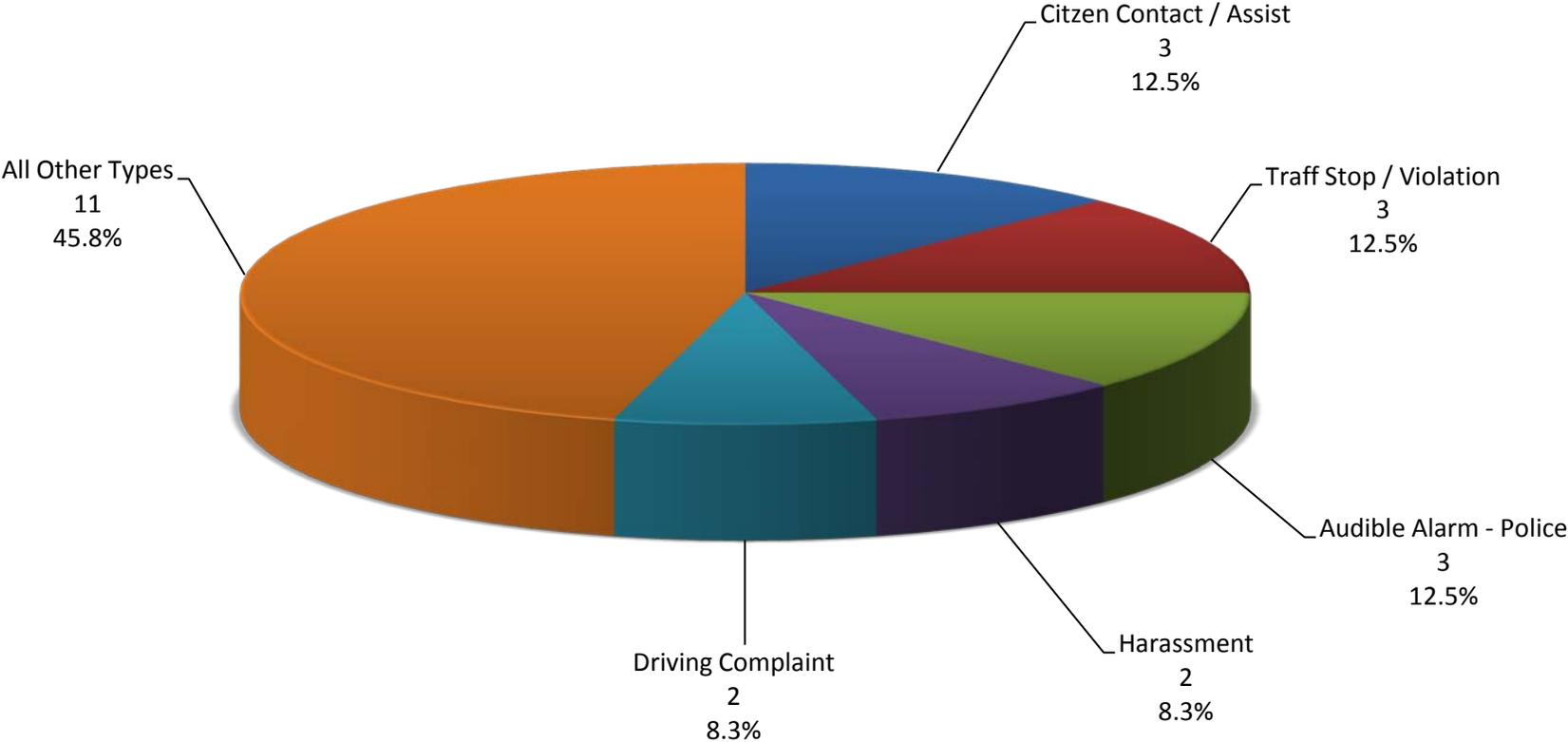
### Aurora Calls by Primary Deputy July 2013



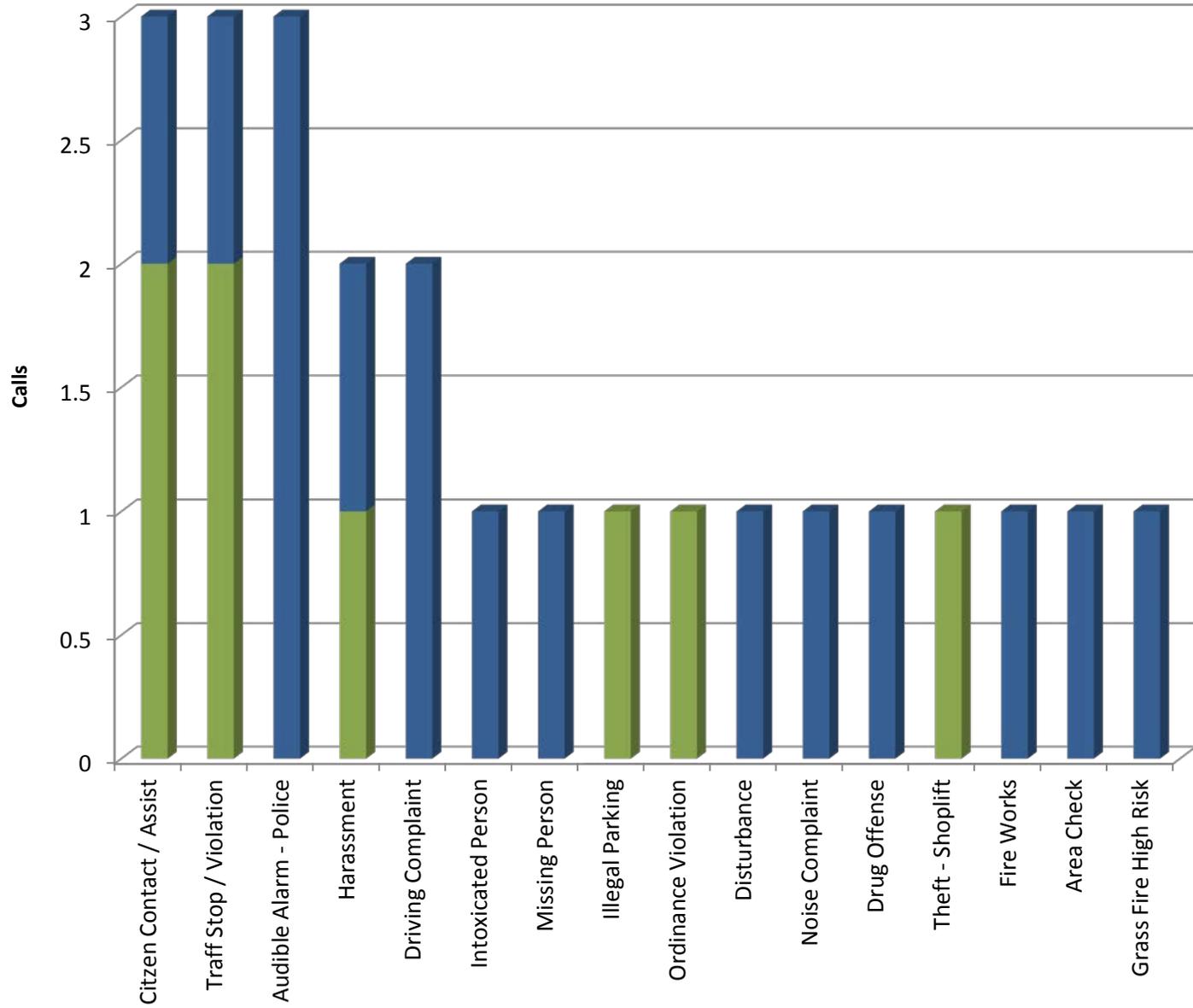
## Aurora Calls for Service July 2013

EVENTID	CASEID	Combined Type	PRIMARY UNIT	CREATE DATE	DISPATCH DATE	ARRIVAL DATE	CLEARED DATE	Arrival in Minutes	Call Length in Minutes	DISPOSITION	ZONE	PRIORITY	AGENCY	SOURCE	LOCATION
SMS201307030046	SMS13011807	Harassment	A195	7/3/2013 8:58	7/3/2013 8:58	7/3/2013 8:58	7/3/2013 10:43	0.02	104.63		1	AAP	4	SMS	20854 YAKIMA ST NE, AURORA, 97002 (OTTAWAY RD NE/ROOSTER ROCK AV NE)
SMS201307040133		Theft - Shoplift	A195	7/4/2013 14:45	7/4/2013 14:45	7/4/2013 14:45	7/4/2013 14:48	0.02	2.98		4	AAP	4	SMS	14966 3RD ST NE, AURORA, 97002 (LIBERTY ST NE/MAIN ST NE)
SMS201307040217	SMS13011958	Grass Fire High Risk	A037	7/4/2013 22:04	7/4/2013 22:08	7/4/2013 22:17	7/4/2013 22:32	8.73	14.42		5	AAP	T22	SMS	20727 HIGHWAY 99E NE (MapBook:1532), AURORA 97002
SMS201307040260		Fire Works	A184	7/4/2013 23:23	7/4/2013 23:26		7/4/2013 23:27		1.22		0	AAP	3	SMS	OTTAWAY RD NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201307040270	SMS13011977	Intoxicated Person	A037	7/4/2013 23:49	7/4/2013 23:59		7/5/2013 0:06		7.35		5	AAP	4	SMS	SEAL ROCK AV NE, AURORA/YOSEMITE ST NE, AURORA(MapBook:1532)
SMS201307070010	SMS13012163	Noise Complaint	A107	7/7/2013 0:42	7/7/2013 1:14	7/7/2013 1:29	7/7/2013 1:34	14.77	4.78		5	AAP	4	SMS	ORCHARD AV NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201307090049		Ordinance Violation	A195	7/9/2013 11:14	7/9/2013 11:14	7/9/2013 11:14	7/9/2013 11:16	0.02	2.43		0	AAP	4	SMS	20872 FILBERT ST NE, AURORA, 97002 (WALNUT ST NE/HEMLOCK AV NE)
SMS201307100054	SMS13012400	Driving Complaint	A148	7/10/2013 10:16	7/10/2013 10:19		7/10/2013 11:05		46.30		5	AAP	1	SMS	1ST ST NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1432)
SMS201307100206		Traff Stop / Violation	A195	7/10/2013 19:56	7/10/2013 19:56	7/10/2013 19:56	7/10/2013 20:01	0.00	5.87		0	AAP	T6	SMS	HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201307100234	SMS13012452	Audible Alarm - Police	A177	7/10/2013 23:39	7/10/2013 23:41	7/10/2013 23:52	7/11/2013 0:23	11.90	30.57		5	AAP	5	SMS	21627 HIGHWAY 99E NE (MapBook:1432), AURORA 97002 (LIBERTY ST NE, 1ST ST NE/2ND ST NE)
SMS201307120062	SMS13012550	Citizen Contact / Assist	A195	7/12/2013 12:00	7/12/2013 12:00	7/12/2013 12:00	7/12/2013 12:03	0.00	3.30		1	AAP	4	SMS	21420 MAIN ST NE, AURORA, 97002 (3RD ST NE/4TH ST NE; Near:AURORA POLICE DEPT)
SMS201307120122		Audible Alarm - Police		7/12/2013 17:07			7/12/2013 17:16				0	AAP	5	SMS	14668 KASEL CT NE (MapBook:1432), AURORA 97002 (AIRPORT RD NE/)
SMS201307130053	SMS13012619	Harassment	A136	7/13/2013 12:45	7/13/2013 13:05		7/13/2013 13:18		13.27		5	AAP	4	SMS	20870 YOSEMITE ST NE (MapBook:1532), AURORA 97002 (OTTAWAY RD NE/ROOSTER ROCK AV NE)
SMS201307130087	SMS13012638	Disturbance	A197	7/13/2013 16:30	7/13/2013 16:38	7/13/2013 16:43	7/13/2013 17:56	5.20	72.12		5	AAP	3	SMS	21420 MAIN ST NE (MapBook:1532), @AURORA POLICE DEPT, AURORA 97002 (3RD ST NE/4TH ST NE)
SMS201307170032	SMS13012906	Missing Person	A193	7/17/2013 8:54	7/17/2013 8:56		7/17/2013 9:00		3.62		5	AAP	3	SMS	21287 HIGHWAY 99E NE (MapBook:1532), AURORA 97002 (BOBS AV NE/OTTAWAY RD NE)
SMS201307170138		Audible Alarm - Police		7/17/2013 20:51			7/17/2013 20:53				0	AAP	5	SMS	21687 HIGHWAY 99E NE (MapBook:1432), AURORA 97002 (LIBERTY ST NE, 1ST ST NE/2ND ST NE)
SMS201307180171	SMS13013004	Citizen Contact / Assist	A197	7/18/2013 21:12	7/18/2013 21:18		7/18/2013 21:36		17.62		5	AAP	4	SMS	21287 HIGHWAY 99E NE (MapBook:1532), AURORA 97002 (BOBS AV NE/OTTAWAY RD NE)
SMS201307210166	SMS13013224	Area Check	A113	7/21/2013 21:42	7/21/2013 23:05		7/21/2013 23:06		1.50		5	AAP	4	SMS	SMITH ROCK AV NE, AURORA/YOSEMITE ST NE, AURORA(MapBook:1532)
SMS201307230078	SMS13013322	Illegal Parking	A195	7/23/2013 12:42	7/23/2013 12:42	7/23/2013 12:42	7/23/2013 12:50	0.02	7.65		5	AAP	4	SMS	14795 ORCHARD AV NE, AURORA, 97002 (/FILBERT ST NE)
SMS201307230097	SMS13013327	Citizen Contact / Assist	A195	7/23/2013 14:27	7/23/2013 14:27	7/23/2013 14:27	7/23/2013 15:23	0.02	55.75		5	AAP	4	SMS	21420 MAIN ST NE, AURORA, 97002 (3RD ST NE/4TH ST NE; Near:AURORA POLICE DEPT)
SMS201307240154		Traff Stop / Violation	A148	7/24/2013 17:45	7/24/2013 17:45	7/24/2013 17:45	7/24/2013 17:51	0.00	5.60		0	AAP	T6	SMS	HIGHWAY 99E NE, AURORA/ORCHARD AV NE, AURORA(MapBook:1532)
SMS201307250039	SMS13013461	Driving Complaint	A193	7/25/2013 9:08	7/25/2013 10:03		7/25/2013 10:22		18.60		5	AAP	1	SMS	BOBS AV NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201307250175		Traff Stop / Violation	A195	7/25/2013 19:23	7/25/2013 19:23	7/25/2013 19:23	7/25/2013 19:31	0.02	8.50		0	AAP	T6	SMS	1ST ST NE, AURORA/EHLEN RD NE, AURORA(MapBook:1432)
SMS201307270170	SMS13013650	Drug Offense	A193	7/27/2013 20:10	7/27/2013 20:12	7/27/2013 20:41	7/27/2013 20:51	29.58	9.77		5	AAP	4	SMS	21287 HIGHWAY 99E NE (MapBook:1532), AURORA 97002 (BOBS AV NE/OTTAWAY RD NE)

# Aurora Top Calls for Service July 2013



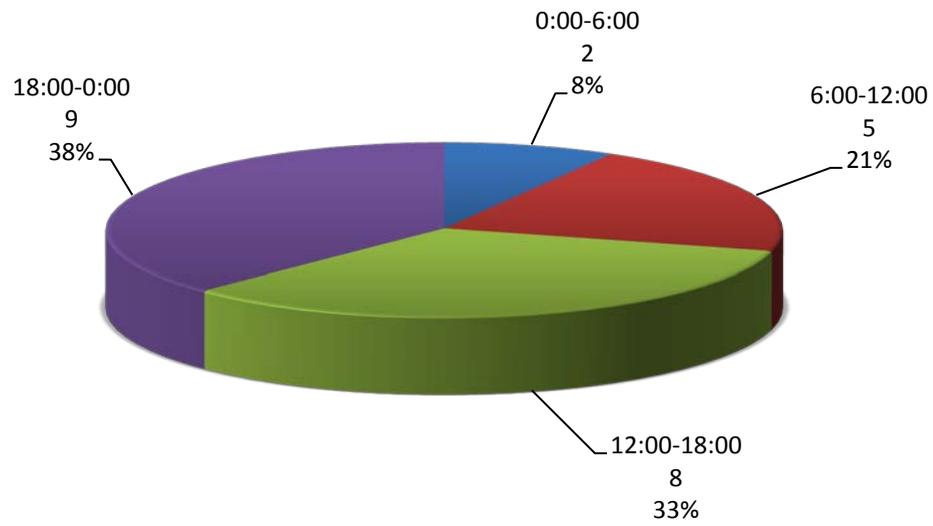
# Call Type by Primary Deputy July 2013



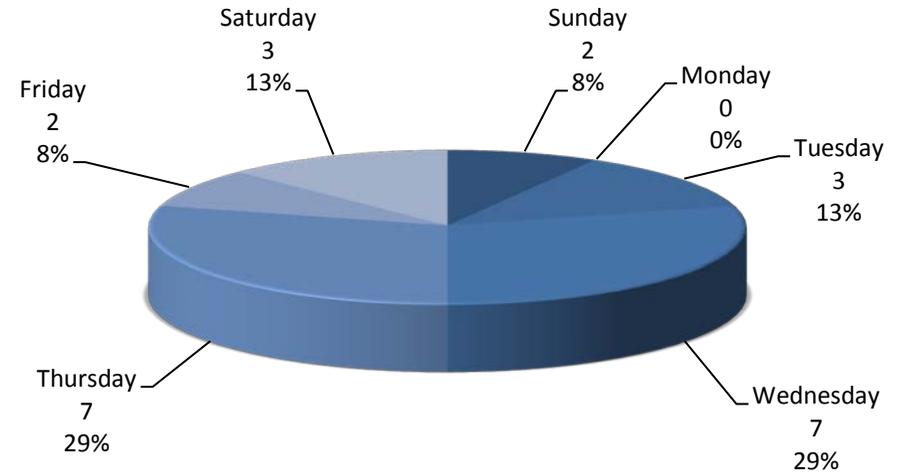
Other  
Contract

Call Type

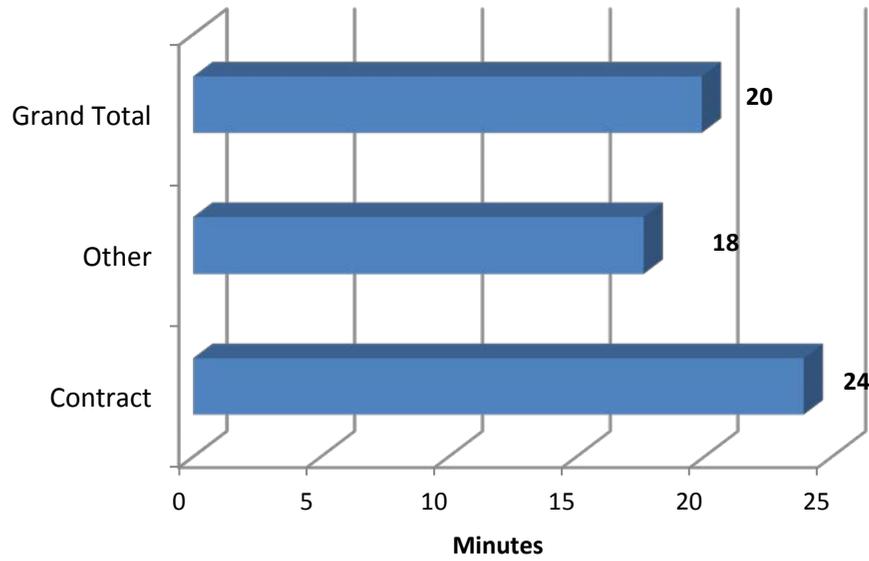
**Aurora Calls for Service by Hours Range  
July 2013**



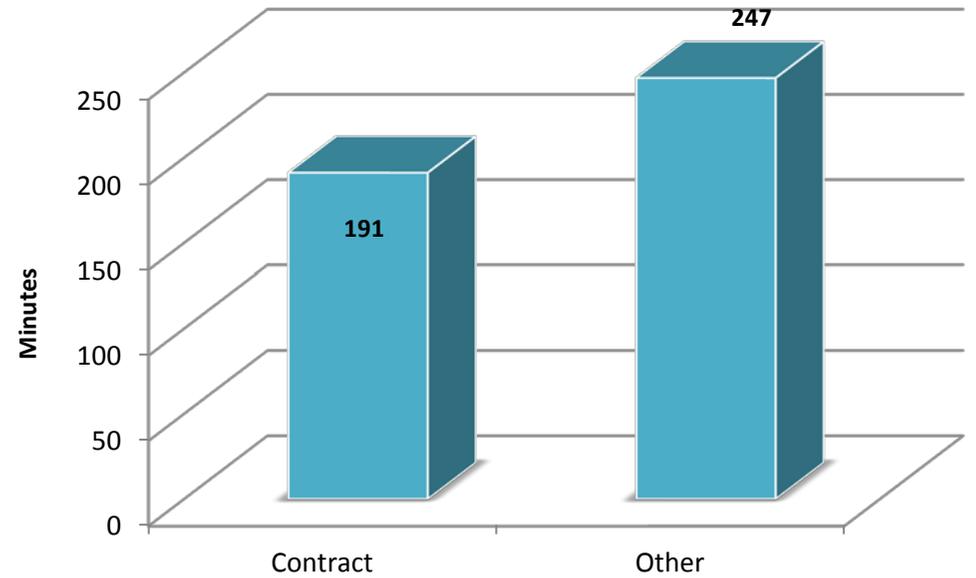
**Aurora Calls for Service by Day of Week  
July 2013**



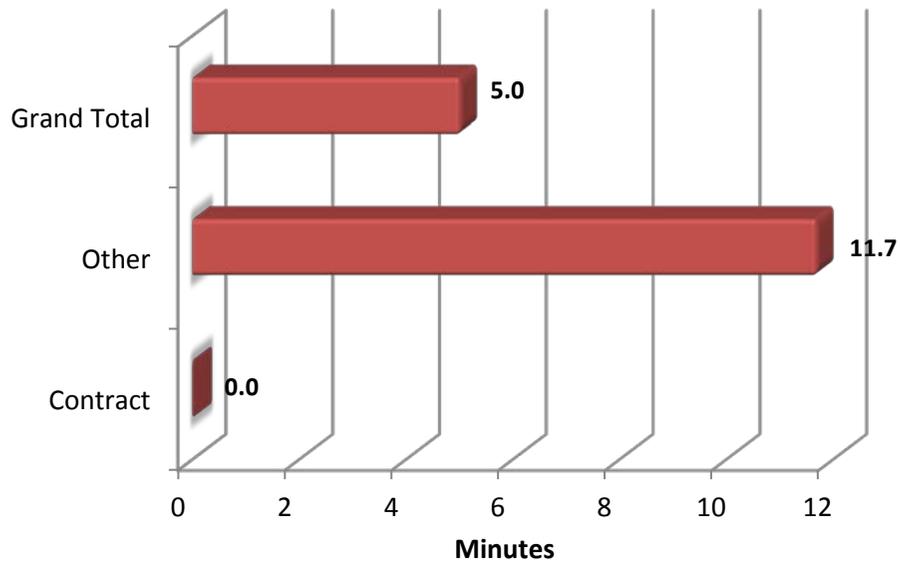
**Aurora Calls Average Call Length  
July 2013**



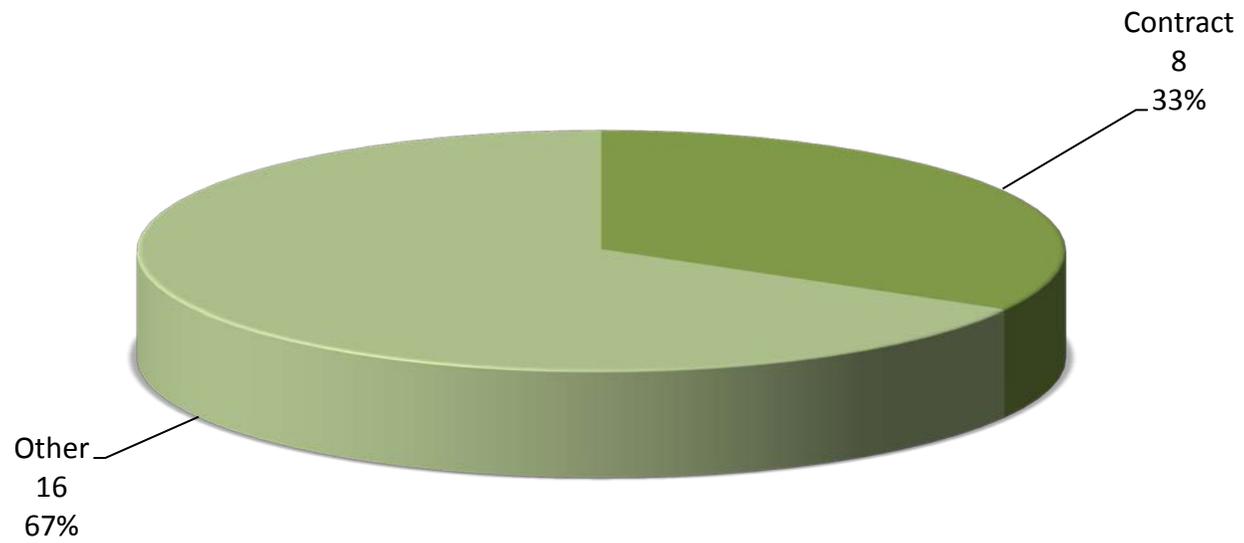
**Aurora Calls Total Call Length  
July 2013**



**Aurora Calls Average Call Arrival Time  
July 2013**

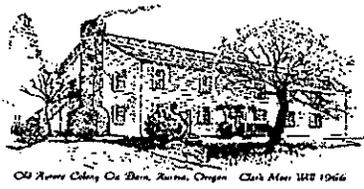


### Aurora Calls by Primary Deputy July 2013



## Aurora Calls for Service July 2013

EVENTID	CASEID	Combined Type	PRIMARY UNIT	CREATE DATE	DISPATCH DATE	ARRIVAL DATE	CLEARED DATE	Arrival in Minutes	Call Length in Minutes	DISPOSITION	ZONE	PRIORITY	AGENCY	SOURCE	LOCATION
SMS201307030046	SMS13011807	Harassment	A195	7/3/2013 8:58	7/3/2013 8:58	7/3/2013 8:58	7/3/2013 10:43	0.02	104.63		1 AAP		4 SMS		20854 YAKIMA ST NE, AURORA, 97002 (OTTAWAY RD NE/ROOSTER ROCK AV NE)
SMS201307040133		Theft - Shoplift	A195	7/4/2013 14:45	7/4/2013 14:45	7/4/2013 14:45	7/4/2013 14:48	0.02	2.98		4 AAP		4 SMS		14966 3RD ST NE, AURORA, 97002 (LIBERTY ST NE/MAIN ST NE)
SMS201307040217	SMS13011958	Grass Fire High Risk	A037	7/4/2013 22:04	7/4/2013 22:08	7/4/2013 22:17	7/4/2013 22:32	8.73	14.42		5 AAP	T22	SMS		20727 HIGHWAY 99E NE (MapBook:1532), AURORA 97002
SMS201307040260		Fire Works	A184	7/4/2013 23:23	7/4/2013 23:26		7/4/2013 23:27		1.22		0 AAP		3 SMS		OTTAWAY RD NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201307040270	SMS13011977	Intoxicated Person	A037	7/4/2013 23:49	7/4/2013 23:59		7/5/2013 0:06		7.35		5 AAP		4 SMS		SEAL ROCK AV NE, AURORA/YOSEMITE ST NE, AURORA(MapBook:1532)
SMS201307070010	SMS13012163	Noise Complaint	A107	7/7/2013 0:42	7/7/2013 1:14	7/7/2013 1:29	7/7/2013 1:34	14.77	4.78		5 AAP		4 SMS		ORCHARD AV NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201307090049		Ordinance Violation	A195	7/9/2013 11:14	7/9/2013 11:14	7/9/2013 11:14	7/9/2013 11:16	0.02	2.43		0 AAP		4 SMS		20872 FILBERT ST NE, AURORA, 97002 (WALNUT ST NE/HEMLOCK AV NE)
SMS201307100054	SMS13012400	Driving Complaint	A148	7/10/2013 10:16	7/10/2013 10:19		7/10/2013 11:05		46.30		5 AAP		1 SMS		1ST ST NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1432)
SMS201307100206		Traff Stop / Violation	A195	7/10/2013 19:56	7/10/2013 19:56	7/10/2013 19:56	7/10/2013 20:01	0.00	5.87		0 AAP	T6	SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201307100234	SMS13012452	Audible Alarm - Police	A177	7/10/2013 23:39	7/10/2013 23:41	7/10/2013 23:52	7/11/2013 0:23	11.90	30.57		5 AAP		5 SMS		21627 HIGHWAY 99E NE (MapBook:1432), AURORA 97002 (LIBERTY ST NE, 1ST ST NE/2ND ST NE)
SMS201307120062	SMS13012550	Citizen Contact / Assist	A195	7/12/2013 12:00	7/12/2013 12:00	7/12/2013 12:00	7/12/2013 12:03	0.00	3.30		1 AAP		4 SMS		21420 MAIN ST NE, AURORA, 97002 (3RD ST NE/4TH ST NE; Near:AURORA POLICE DEPT)
SMS201307120122		Audible Alarm - Police		7/12/2013 17:07			7/12/2013 17:16				0 AAP		5 SMS		14668 KASEL CT NE (MapBook:1432), AURORA 97002 (AIRPORT RD NE/)
SMS201307130053	SMS13012619	Harassment	A136	7/13/2013 12:45	7/13/2013 13:05		7/13/2013 13:18		13.27		5 AAP		4 SMS		20870 YOSEMITE ST NE (MapBook:1532), AURORA 97002 (OTTAWAY RD NE/ROOSTER ROCK AV NE)
SMS201307130087	SMS13012638	Disturbance	A197	7/13/2013 16:30	7/13/2013 16:38	7/13/2013 16:43	7/13/2013 17:56	5.20	72.12		5 AAP		3 SMS		21420 MAIN ST NE (MapBook:1532), @AURORA POLICE DEPT, AURORA 97002 (3RD ST NE/4TH ST NE)
SMS201307170032	SMS13012906	Missing Person	A193	7/17/2013 8:54	7/17/2013 8:56		7/17/2013 9:00		3.62		5 AAP		3 SMS		21287 HIGHWAY 99E NE (MapBook:1532), AURORA 97002 (BOBS AV NE/OTTAWAY RD NE)
SMS201307170138		Audible Alarm - Police		7/17/2013 20:51			7/17/2013 20:53				0 AAP		5 SMS		21687 HIGHWAY 99E NE (MapBook:1432), AURORA 97002 (LIBERTY ST NE, 1ST ST NE/2ND ST NE)
SMS201307180171	SMS13013004	Citizen Contact / Assist	A197	7/18/2013 21:12	7/18/2013 21:18		7/18/2013 21:36		17.62		5 AAP		4 SMS		21287 HIGHWAY 99E NE (MapBook:1532), AURORA 97002 (BOBS AV NE/OTTAWAY RD NE)
SMS201307210166	SMS13013224	Area Check	A113	7/21/2013 21:42	7/21/2013 23:05		7/21/2013 23:06		1.50		5 AAP		4 SMS		SMITH ROCK AV NE, AURORA/YOSEMITE ST NE, AURORA(MapBook:1532)
SMS201307230078	SMS13013322	Illegal Parking	A195	7/23/2013 12:42	7/23/2013 12:42	7/23/2013 12:42	7/23/2013 12:50	0.02	7.65		5 AAP		4 SMS		14795 ORCHARD AV NE, AURORA, 97002 (/FILBERT ST NE)
SMS201307230097	SMS13013327	Citizen Contact / Assist	A195	7/23/2013 14:27	7/23/2013 14:27	7/23/2013 14:27	7/23/2013 15:23	0.02	55.75		5 AAP		4 SMS		21420 MAIN ST NE, AURORA, 97002 (3RD ST NE/4TH ST NE; Near:AURORA POLICE DEPT)
SMS201307240154		Traff Stop / Violation	A148	7/24/2013 17:45	7/24/2013 17:45	7/24/2013 17:45	7/24/2013 17:51	0.00	5.60		0 AAP	T6	SMS		HIGHWAY 99E NE, AURORA/ORCHARD AV NE, AURORA(MapBook:1532)
SMS201307250039	SMS13013461	Driving Complaint	A193	7/25/2013 9:08	7/25/2013 10:03		7/25/2013 10:22		18.60		5 AAP		1 SMS		BOBS AV NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201307250175		Traff Stop / Violation	A195	7/25/2013 19:23	7/25/2013 19:23	7/25/2013 19:23	7/25/2013 19:31	0.02	8.50		0 AAP	T6	SMS		1ST ST NE, AURORA/EHLEN RD NE, AURORA(MapBook:1432)
SMS201307270170	SMS13013650	Drug Offense	A193	7/27/2013 20:10	7/27/2013 20:12	7/27/2013 20:41	7/27/2013 20:51	29.58	9.77		5 AAP		4 SMS		21287 HIGHWAY 99E NE (MapBook:1532), AURORA 97002 (BOBS AV NE/OTTAWAY RD NE)



# City of Aurora

FOUNDED 1856  
"National Historic Site"

**Public Works department**

## City Council Public Works Activity Report July 2013

### Waste Water

Routine operation maintenance. Plant has and will continue not to violate permit. See report from Otis.

### Water

Routine operation and maintenance. Water use has come down since NOTICE, leaks on liberty are at the most a quart per min. and will start repairs after 10<sup>th</sup> 11<sup>th</sup>, see attached info.

### Streets

Routine operation and maintenance

### Parks

Routine maintenance and operation.

### Administration

Public Works scheduling and planning for staff.

Capitol improvement planning for entire city.

Budget 2013-2014

Overtime has been suspended until emergency call out happens.

Respectfully: Bob Southard

August-8-13

Pumps will cavitate with in 20' of pump down.  
SADA will shut pumps off if this happens based on lack of line pressure.  
This triggers emergency call out. This has happened in years passed.  
I installed this system to save pump replacement cost of 12,000 each X 3.

Date	Demand Use	Waste Water Plant Intake
7-14-13	204,000 Gallons	56,000 Gallons
15	197,213	60,000
16	195,640	56,000
17	175,066	62,000
18	173,187	55,000
19	169,654	50,000
20	191,000	59,000
21	174,496	64,000
22	166,000	61,000
23	205,867	53,000
24	175,791	55,000
25	176,268	55,000
26	205,398	51,000
29	200,243	56,000
30	188,863	53,000
31	161,706	50,000
8-1	200,968	50,000
2	146,594	53,000
4	200,659	59,000
5	160,857	58,000
6	216,209	53,000
7	204,350	56,000
8	104,000	

Dates are for previous DAY

Well levels after NOTICE came up some,  
At end of pumping cycle 8-8-13 before after  
# 3 171' 146'  
# 4 176' 171'  
# 5 179' 174'

Pump screen intake All 195'  
When pumping and head pressure falls below 30psi @ 30sec pumps will go down.

August 8, 2013,

Wastewater Treatment Plant Update:

In the month of July:

Operated and maintained the treatment plant to meet all standards set forth in the NPDES permit along with the added requirements of the Consent Decree with the Willamette River Keepers.

Influent flow for the month of July was 1.813 million gallons.

We are well into irrigation season, this month we applied 1.741 million gallons of recycled water.

18,000 gallons of waste sludge transported to Willow Lake WPCF (City of Salem).

Installed new motor on irrigation pump.

General housekeeping and landscape maintenance.

Otis Phillips

Wastewater Operator

City of Aurora

Work Cell 503-519-6426

Plant Phone 503-678-1035

[Phillips@ci.aurora.or.us](mailto:Phillips@ci.aurora.or.us)

## VOLUNTEER RESOLUTION

Resolution Number 676

A resolution extending workers' compensation coverage to volunteers of the City of Aurora, in which City Council for the City of Aurora elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule and verified at audit:

### 1. Public Safety Volunteers

Applicable \_\_\_\_\_ Non-applicable  X

An assumed monthly wage of *[\$800.00 per month per volunteer]* will be used for public safety volunteers in the following volunteer positions (check all that apply):

- Police reserve
- Search and rescue
- Firefighter
- Emergency medical personnel
- Ambulance drivers
- Other

### 2. Volunteer boards, commissions and councils for the performance of administrative duties.

Applicable \_\_\_\_\_ Non-applicable  X

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are (list each body):

- a. City Council
- b. Planning Commission
- c. Historic Review Board

### 3. Manual labor by elected officials.

Applicable  X  Non-applicable \_\_\_\_\_

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above

List duties *[appropriate classification code will be applied by underwriting]*

**4. Non-public safety volunteers**

**Applicable**  **Non-applicable**

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non- public safety volunteers below)

X Parks and recreation

X Public works

**5. Public Events**

**Applicable**  **Non-applicable**

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

a.

b.

c.

**6. Community Service Volunteers/Inmates**

**Applicable**  **Non-applicable**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Aurora.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

**7. Other volunteers**

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that City of Aurora:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

**City of Aurora agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.**

**Now, therefore, be it resolved by the City Council of the City of Aurora That:** to provide workers' compensation coverage as indicated above.

Adopted by the Aurora City Council at a City Council meeting held this \_\_\_\_day of \_\_\_\_\_20\_\_\_\_.

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Effective Date: August 9, 2013

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**Gregory Taylor, Mayor**

ATTESTED by:

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**Kelly Richardson, City Recorder**

**ORDINANCE NUMBER 471**

**A BILL FOR AN ORDINANCE MAKING COMPLIANCE WITH THE  
WATER CONSERVATION PLAN MANDATORY**

The City of Aurora ordains as follows:

Section 1. It shall be unlawful for any person or entity who connects to the municipal water system, following the effective date of this ordinance, to fail to comply with the Water Conservation Plan as adopted by the Council.

Section 2. The Council may amend the Water Conservation Plan by Resolution.

Section 3. Failure to comply with Section 1 of this ordinance may be penalized by disconnection from the municipal water service, a fine of \$25.00 to \$500.00 per day of violation, or both.

**ADOPTED by the Aurora City Council at a City Council meeting held on  
Tuesday, September 10, 2013.**

Dated this \_\_\_\_ day of January, 2012.

**ATTEST**

\_\_\_\_\_  
**Gregory Taylor, Mayor**

\_\_\_\_\_  
**Kelly Richardson, City Recorder**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Dennis Koho, City Attorney**

**ORDINANCE NUMBER 472**

**A BILL FOR AN ORDINANCE ESTABLISHING A WATER USAGE CAP**

The City of Aurora ordains as follows:

Section 1. It shall be unlawful for any person or entity who connects to the municipal water system, following the effective date of this ordinance, to exceed the maximum Water Usage Cap as adopted by the Council.

Section 2. The Council may amend the Water Usage Cap by Resolution.

Section 3. Failure to comply with Section 1 of this ordinance may be penalized by disconnection from the municipal water service, a fine of \$25.00 to \$500.00 per violation, or both.

**ADOPTED by the Aurora City Council at a City Council meeting held on Tuesday, September 10, 2013.**

Dated this \_\_\_\_ day of January, 2012.

**ATTEST**

\_\_\_\_\_  
**Gregory Taylor, Mayor**

\_\_\_\_\_  
**Kelly Richardson, City Recorder**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Dennis Koho, City Attorney**

## recorder

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**From:** Bob Southard  
**Sent:** Wednesday, June 26, 2013 9:36 AM  
**To:** recorder  
**Subject:** FW: LED Streetlight Conversion: Bill of Sale and Supporting Information  
**Attachments:** City\_of\_Aurora.zip

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**From:** Melissa Swenson [<mailto:Melissa.Swenson@pgn.com>]  
**Sent:** Wednesday, June 26, 2013 7:59 AM  
**To:** Bob Southard  
**Cc:** Wendy Buck; Luanne Berkey  
**Subject:** LED Streetlight Conversion: Bill of Sale and Supporting Information

Good Morning Bob-

Thank you for the opportunity to present the LED Streetlight offer to the City Council on June 11. Attached in the zip file please find the following:

- Bill of Sale for PGE to purchase 37 of the City's streetlight poles. Once the council has approved the sale, please return two signed copies of the agreement to PGE:

Portland General Electric

Attn: Kristy Calene

2213 SW 153<sup>rd</sup> Dr

Beaverton OR 97006

- Pole Detail. This is the description of the poles included in the sale.
- City of Aurora Map. Per the request of the Council we have included a map showing where the lights are that will be converted. Pages 2-6 break down the lights by survey grid, lighting option (A or B) and wattage.
- LED Checklist. As we plan the conversion in Aurora this checklist will provide us information to ensure the deployment goes smoothly such as a City contact for project questions and fixture preferences.

We're excited to work with the Aurora and please let me know if you have any questions.

Melissa

Melissa Swenson, PMP  
LED Conversion Project Manager  
Portland General Electric  
503-805-4281  
[Melissa.Swenson@pgn.com](mailto:Melissa.Swenson@pgn.com)

**BILL OF SALE**

For and in consideration of the sum of **\$22,857.78**, CITY OF AURORA (“Seller”), sells, transfers, and conveys to PORTLAND GENERAL ELECTRIC COMPANY (PGE), an Oregon corporation (“Buyer”), all of Seller’s rights, title, and interest in the following personal property (the “Property”):

- City of Aurora owned poles with fixtures eligible for LED conversion (cobraheads with wattages up to 250)
- Ownership to be transferred from Option B to Option A (PGE owned) and Option A pole charges will apply
- See attached spreadsheet for pole asset detail and depreciated value calculation

CUST FIBERGLASS POLE 30 FT GRAY DB	37
<b>Grand Total</b>	<b>37</b>

BUYER ACKNOWLEDGES THAT SELLER MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE PROPERTY AND ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, EXCEPT THAT SELLER WARRANTS THAT IT OWNS THE PROPERTY AND THAT THE PROPERTY IS FREE AND CLEAR OF ANY LIENS.

As consideration for the Property Buyer will provide a credit on Seller’s utility account with Buyer equal to the amount of the consideration identified above.

IN WITNESS WHEREOF, Seller has executed this Bill of Sale this \_\_\_\_ day of \_\_\_\_\_, 2013.

SELLER: CITY OF AURORA

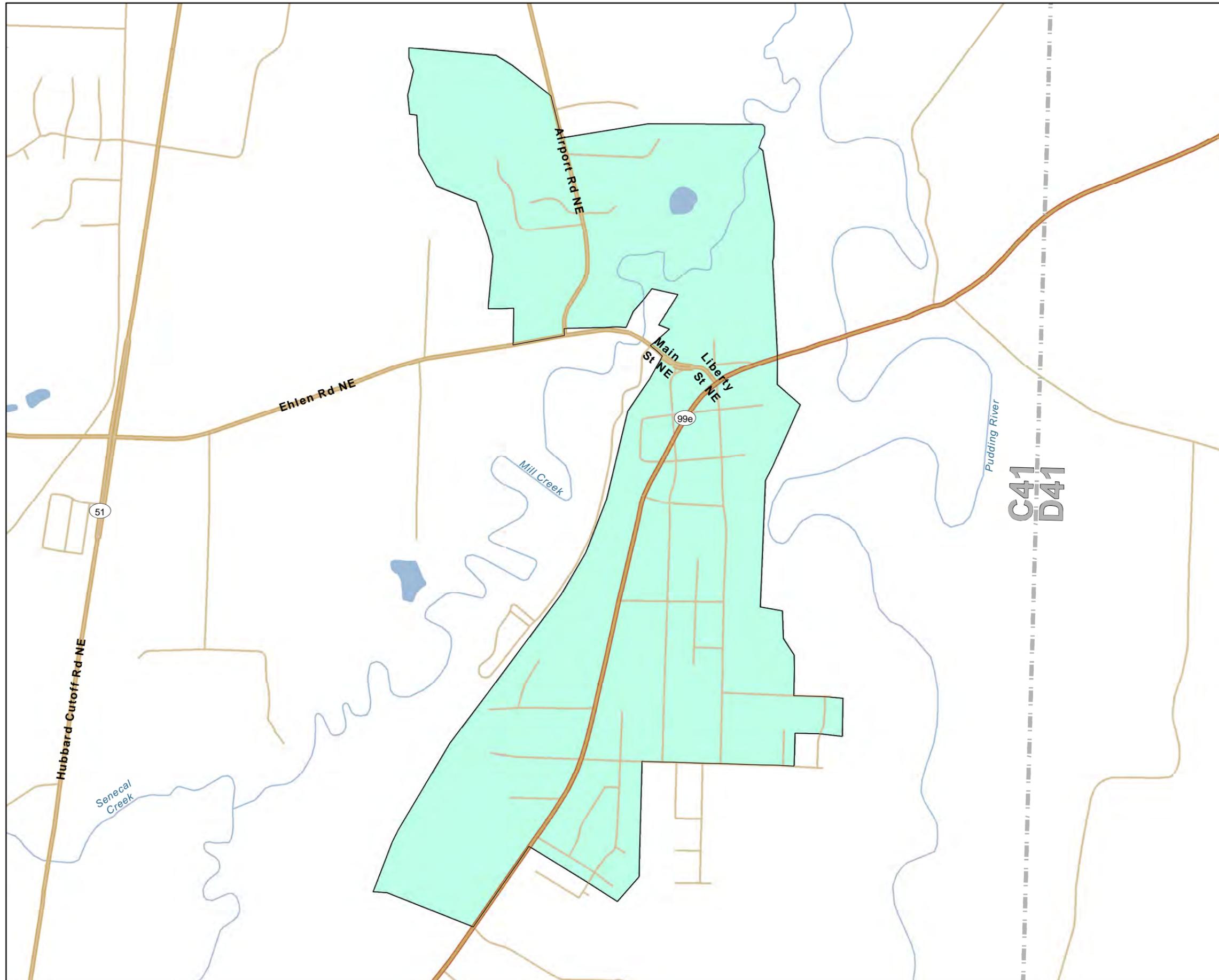
By: \_\_\_\_\_  
\_\_\_\_\_

BUYER: PORTLAND GENERAL ELECTRIC COMPANY

By: \_\_\_\_\_  
\_\_\_\_\_

Bill Name	Bill Code	Lt Owner	Lt Maint	Pole Owner	LC	Fixture Description	Lt Install Date	PC	Pole Description	Pole Install Date	Map	Pole	Seq	Location Description	Map X	Map Y	THOMAS GUIDE	Pole Install YR	Pole Price Calculation	
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	10/19/2007	62	CUST FIBERGLASS POLE 30 FT GRAY DB	10/19/2007	C4113C	256000176	256000044	E SIDE YUKON ST 1 LT N OF ROOSTER ROCK AVE	7620825	575363	775	F5	2007	\$ 814.20
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000158	256000037	E/S YAKIMA ST 1 LT N/O ROOSTER ROCK AVE	7621076	575359	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000159	256000038	E/S YAKIMA ST 2 LT N/O ROOSTER ROCK AVE	7621080	575586	775	F4	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000153	256000031	E/S YOSEMITE ST 1 LT N/O SEAL ROCK AVE	7621300	574850	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000152	256000029	E/S YOSEMITE ST AT ROOSTER ROCK AVE	7621307	575151	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113A	256000093	256000017	E/SIDE CODY LN 1 LT N/OF OTTOWAY ST	7622302	575860	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113A	256000091	256000015	E/SIDE CODY LN 2 LT N/OF OTTOWAY ST	7622359	576163	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000079	256000012	E/SIDE WALNUT ST 1 LT N/O ORCHARD AVE	7620263	575105	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	2/14/2007	62	CUST FIBERGLASS POLE 30 FT GRAY DB	2/14/2007	C4113A	256000172	256000042	JENNYMARIE LN NORTH OF OTTOWAY ST/ DEAD END ST	7621994	575907	775	F4	2007	\$ 814.20
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000156	256000034	N/S SMITH ROCK AVE 1 LT W/O YOSEMITE ST	7621058	574909	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000074	256000007	N/SIDE ORCHARD AVE 1 LT E/O FILBERT ST	7620421	574671	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000073	256000006	N/SIDE ORCHARD AVE 2 LT E/O FILBERT ST	7620536	574585	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113D	256000096	256000020	N/SIDE OTTOWAY ST 2 LT W/OF CODY LN	7622088	575620	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113D	256000097	256000021	N/SIDE OTTOWAY ST 3 LT W/OF CODY LN	7621923	575624	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	1/12/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	1/12/2005	C4113C	256000115	256000026	N/SIDE UMBENHOWER LN 1 LT W/OF FILBERT ST	7619947	574658	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	35	150W HPS COBRA 16,000 LUMEN	1/12/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	1/12/2005	C4113C	256000114	256000025	N/SIDE UMBENHOWER LN 2 LT W/OF FILBERT ST	7619874	574725	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	10/19/2007	62	CUST FIBERGLASS POLE 30 FT GRAY DB	10/19/2007	C4113C	256000178	256000047	NW COR YUKON ST AND HEMLOCK AVE	7620768	574850	775	F5	2007	\$ 814.20
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113D	256000095	256000019	NW CORNER OTTOWAY ST AND CODY LN	7622233	575616	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000157	256000036	S/S ROOSTER ROCK AVE 1 LT W/O YOSEMITE ST	7621065	575144	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000155	256000033	S/S SEAL ROCK AVE 1 LT W/O YOSEMITE ST	7621062	574592	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000154	256000032	S/S SEAL ROCK ST AT YOSEMITE ST	7621278	574594	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000075	256000008	S/SIDE HEMLOCK AVE AT FILBERT ST	7620559	574877	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000069	256000002	S/SIDE ORCHARD AVE 2 LT E/O HWY 99E	7620022	574897	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000070	256000003	S/SIDE ORCHARD AVE 3 LT E/O HWY 99E	7620148	574817	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000071	256000004	S/SIDE ORCHARD AVE 4 LT E/O HWY 99E	7620275	574739	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000068	256000001	S/SIDE ORCHARD AVE AT HWY 99E	7619897	574974	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	10/19/2007	62	CUST FIBERGLASS POLE 30 FT GRAY DB	10/19/2007	C4113C	256000175	256000043	SE COR OTTOWAY ST AND YUKON ST	7620831	575591	775	F4	2007	\$ 814.20
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	10/19/2007	62	CUST FIBERGLASS POLE 30 FT GRAY DB	10/19/2007	C4113C	256000179	256000048	W SIDE YUKON ST AT SEAL ROCK AVE	7620764	574634	775	F5	2007	\$ 814.20
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000150	256000027	W/S YOSEMITE ST 1 LT S/O OTTOWAY ST	7621273	575579	775	F4	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/10/2005	62	CUST FIBERGLASS POLE 30 FT GRAY DB	6/10/2005	C4113C	256000151	256000028	W/S YOSEMITE ST 2 LT S/O OTTOWAY ST	7621274	575355	775	F5	2005	\$ 635.65
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113A	256000092	256000016	W/SIDE CODY LN 1 LT S/OF NE PARK AVE	7622336	576002	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	4/21/2004	62	CUST FIBERGLASS POLE 30 FT GRAY DB	4/21/2004	C4113A	256000094	256000018	W/SIDE CODY LN 2 LT S/OF NE PARK AVE	7622277	575736	775	F4	2004	\$ 591.98
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000076	256000009	W/SIDE FILBERT ST 1 LT S/O HEMLOCK AVE	7620442	574847	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000072	256000005	W/SIDE FILBERT ST 1 LT S/O ORCHARD AVE	7620283	574616	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000077	256000010	W/SIDE FILBERT ST 2 LT S/O HEMLOCK AVE	7620373	574756	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	6/12/2003	62	CUST FIBERGLASS POLE 30 FT GRAY DB	12/26/2002	C4113C	256000078	256000011	W/SIDE WALNUT ST 1 LT N/O ORCHARD ST	7620200	574954	775	F5	2002	\$ 516.74
CITY OF AURORA	23143	CUST	PGE	CUST	34	100W HPS COBRA 9,500 LUMEN	10/19/2007	62	CUST FIBERGLASS POLE 30 FT GRAY DB	10/19/2007	C4113C	256000177	256000046	WEST SIDE YUKON ST AT ROOSTER ROCK AVE	7620775	575147	775	F5	2007	\$ 814.20

\$ 22,857.78

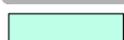


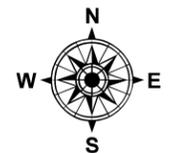
# Street Lights

## City of Aurora

Billcode 23143

### Legend

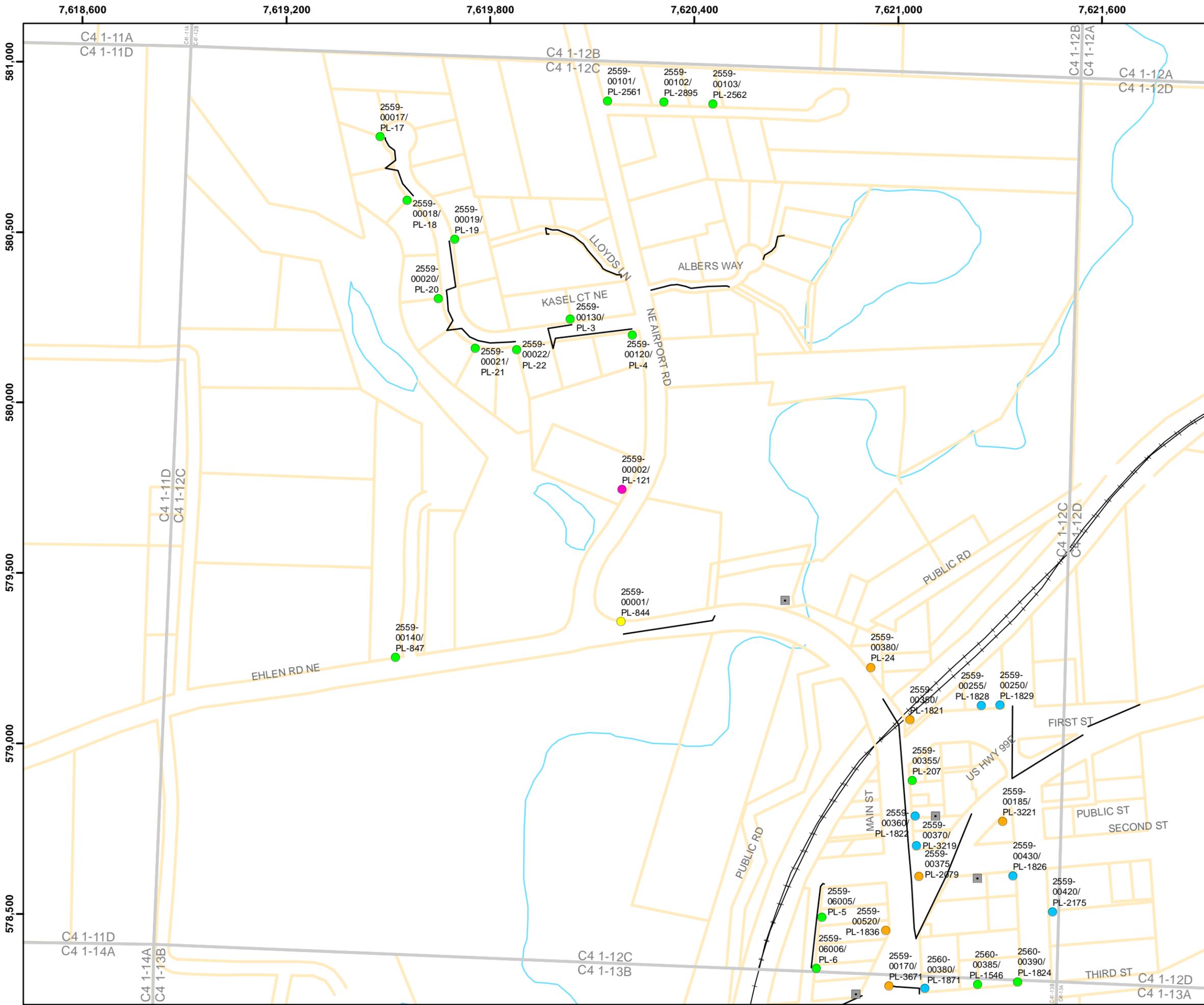
-  Substation
-  Township Grid
-  Thomas Map Grid Page #
-  City Limits



June 2013  
Outdoor Lighting Services

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# Street Light Wattage

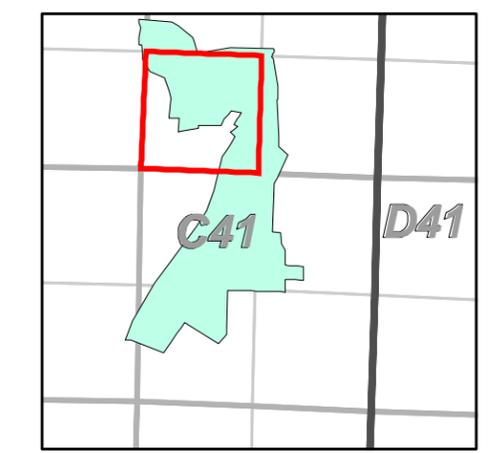
## City of Aurora

STREET LIGHT MAP ID:  
**C4 1-12C**

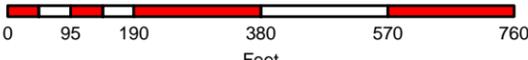
### Legend

#### Street Lights: Option A

- 100w (14)
- 150w (1)
- 175w (6)
- 200w (5)
- 250w (1)
- Area Lights
- Light Circuit
- Survey Grid Boundary




Scale  
1 inch = 274 feet

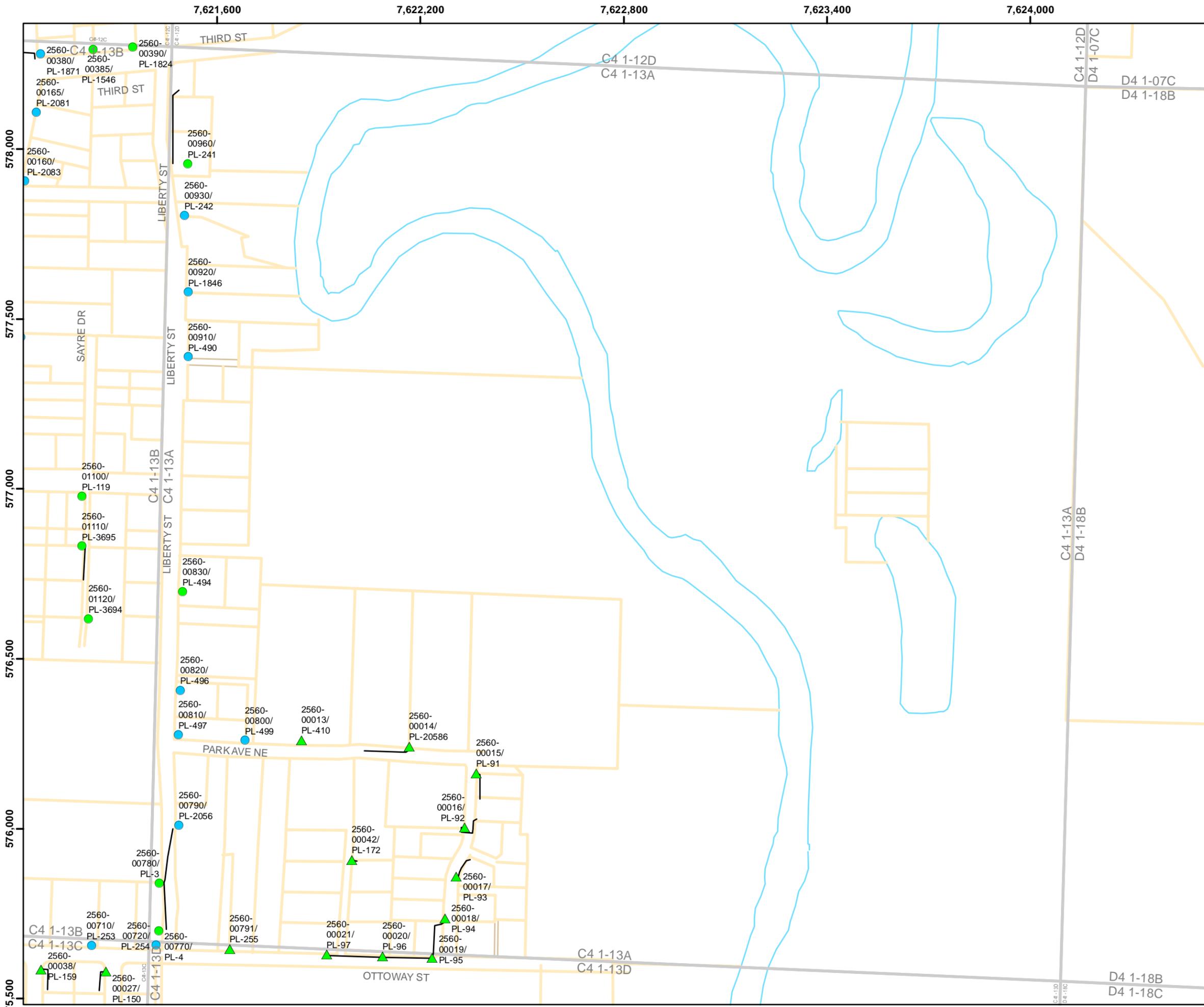



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# Street Light Wattage

## City of Aurora

STREET LIGHT MAP ID:  
**C4 1-13A**

### Legend

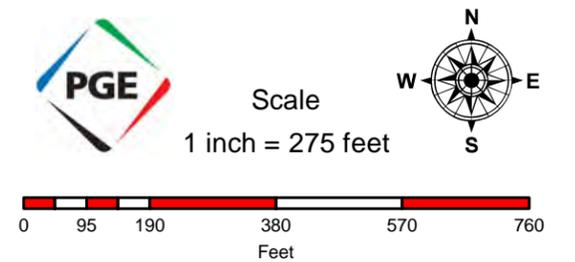
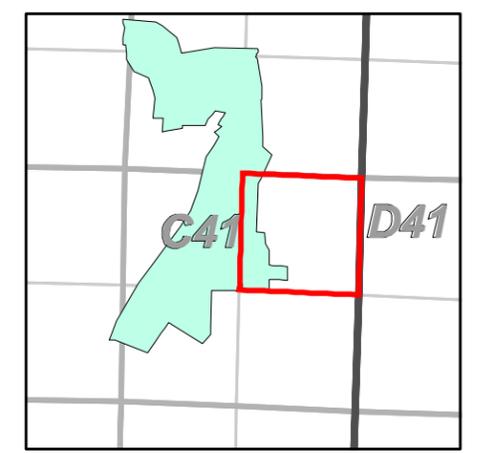
#### Street Lights: Option A

- 100w (4)
- 175w (7)

#### Street Lights: Option B

- ▲ 100w (7)

- Light Circuit
- Survey Grid Boundary

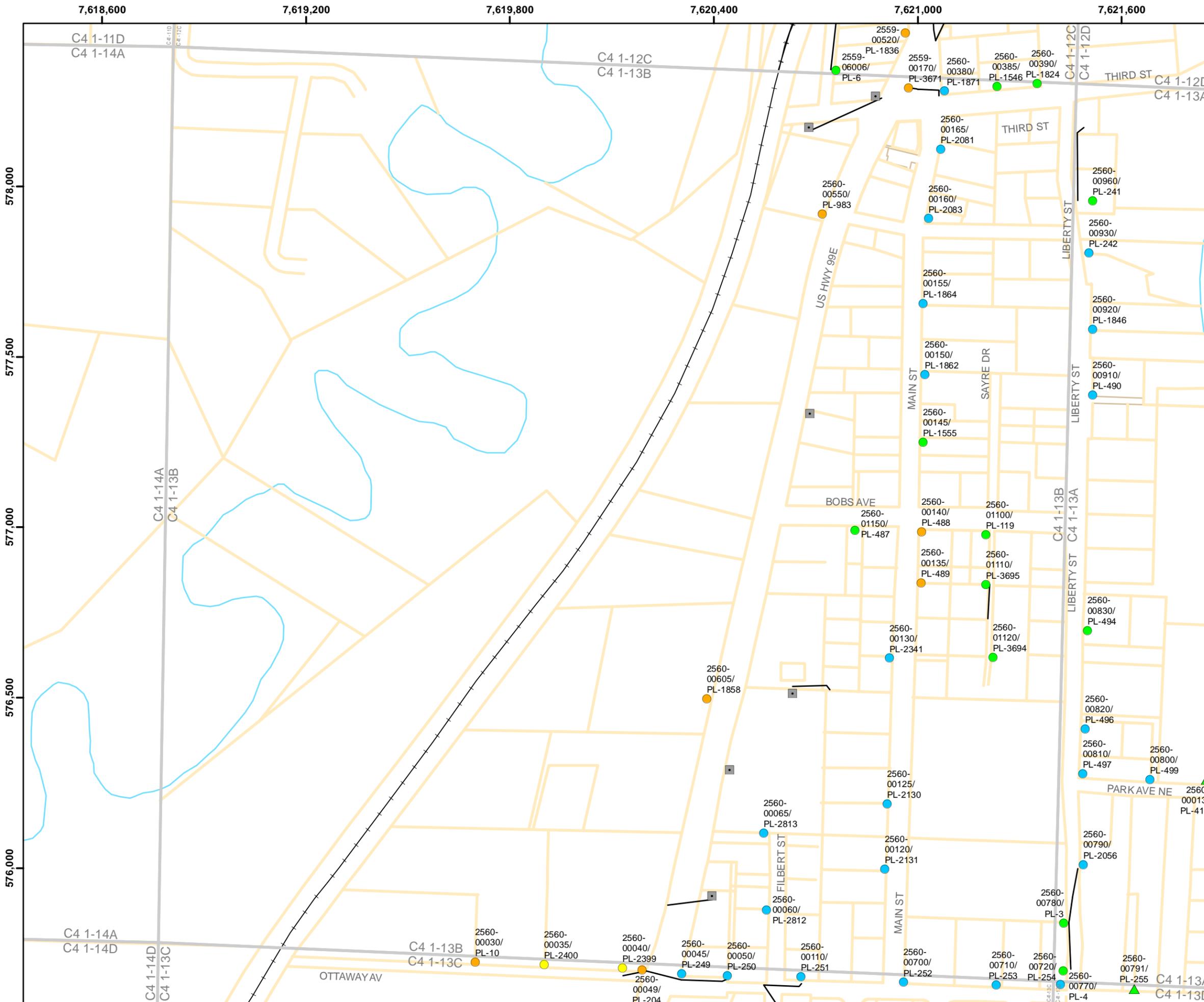


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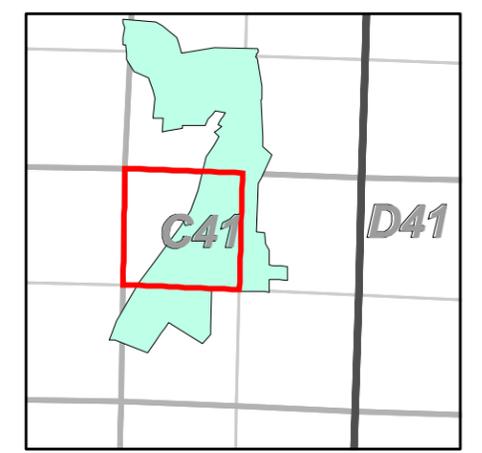


# Street Light Wattage

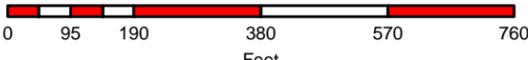
## City of Aurora

STREET LIGHT MAP ID:  
**C4 1-13B**

- Legend**
- Street Lights: Option A**
- 100w (7)
  - 175w (10)
  - 200w (5)
  - Area Lights
  - Light Circuit
  - Survey Grid Boundary




Scale  
1 inch = 274 feet

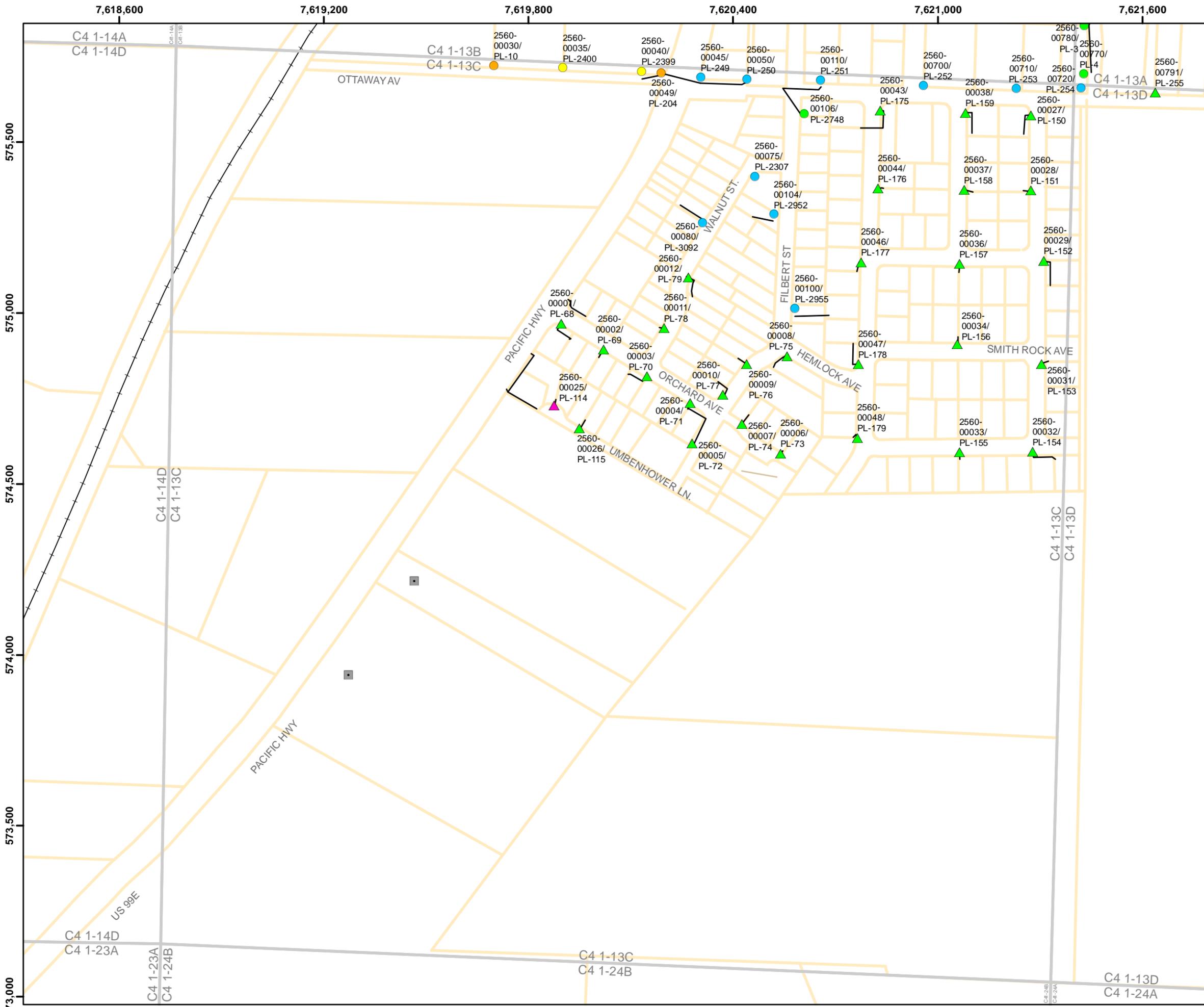



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# Street Light Wattage

## City of Aurora

STREET LIGHT MAP ID:  
**C4 1-13C**

### Legend

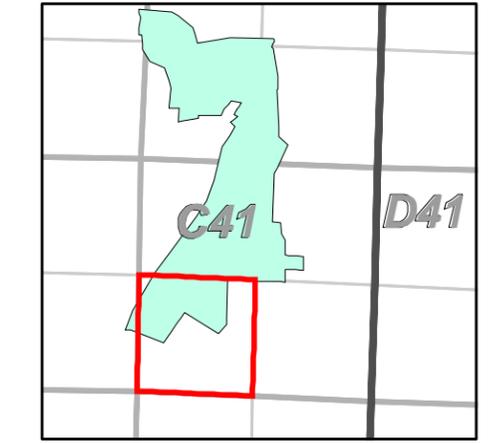
#### Street Lights: Option A

- 100w (1)
- 175w (9)
- 200w (2)
- 250w (2)

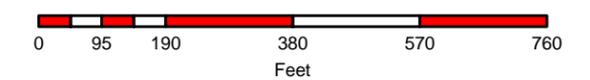
#### Street Lights: Option B

- ▲ 100w (28)
- ▲ 150w (1)
- Area Lights

- Light Circuit
- Survey Grid Boundary



Scale  
1 inch = 273 feet

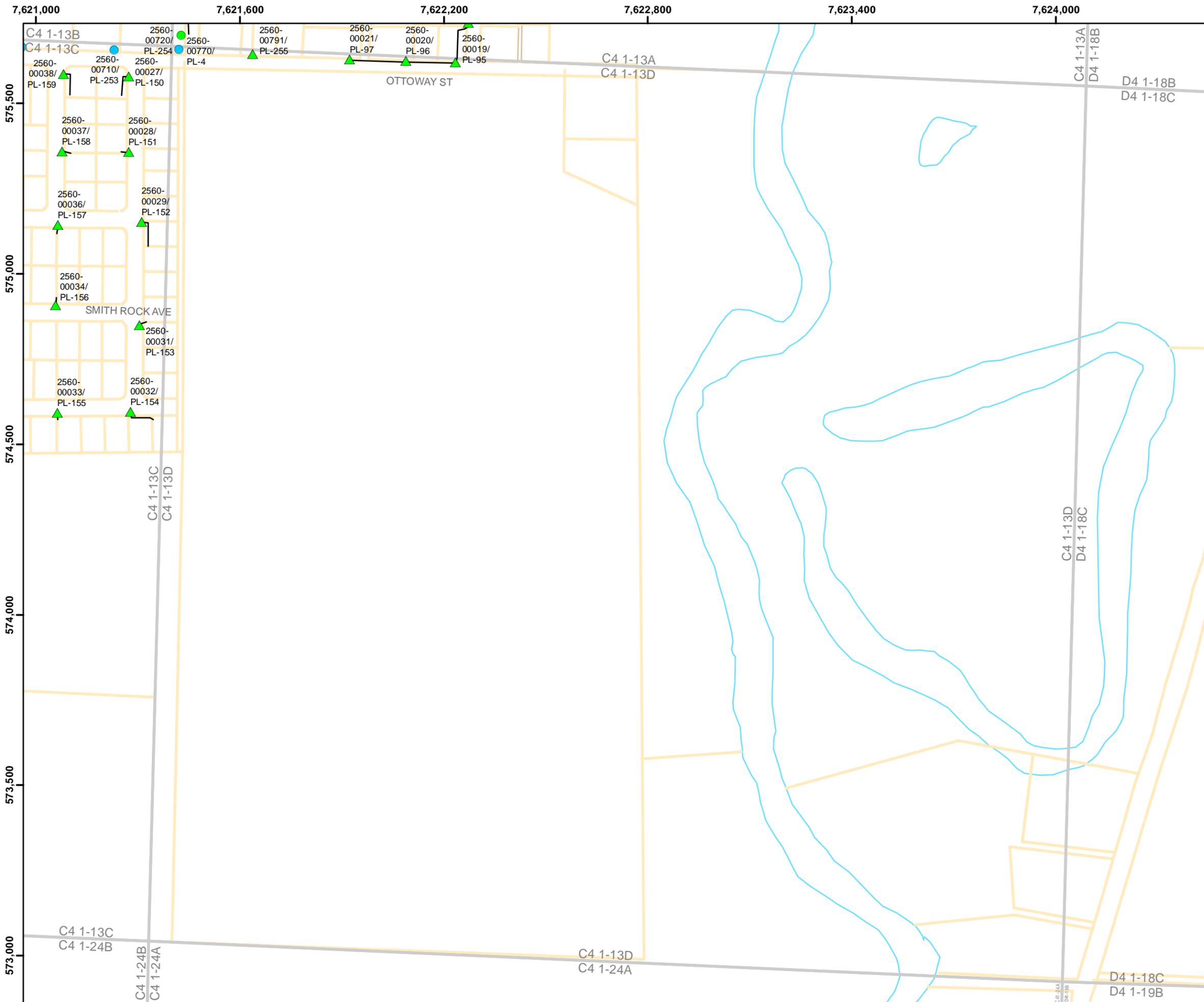


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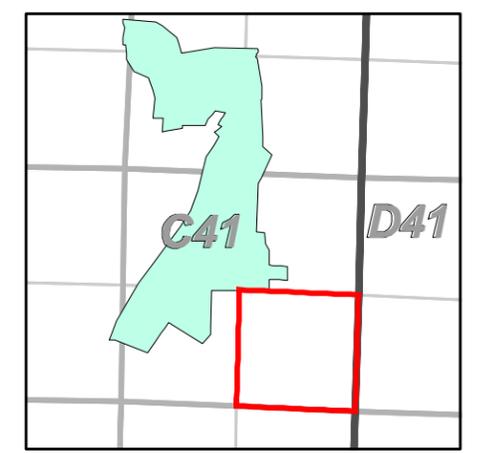


# Street Light Wattage

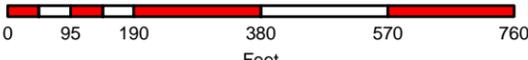
## City of Aurora

STREET LIGHT MAP ID:  
**C4 1-13D**

- Legend**
- Street Lights: Option A**
    - 175w (1)
  - Street Lights: Option B**
    - ▲ 100w (4)
  - Light Circuit
  - ▭ Survey Grid Boundary




Scale  
1 inch = 274 feet

June 2013

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Portland General Electric

### LED Deployment Checklist and Election

Within the next few months, PGE will begin converting PGE-owned High Pressure Sodium (HPS) streetlights to Light Emitting Diode (LED) streetlights in your community. In order to prepare for deployment, we need some information to make sure we meet your needs.

1. Scope of Conversion. The following describes the conversion of Customer's existing streetlights with new LED streetlights:

Fixture Description	Quantity
70W HPS COBRA 6,300 LUMEN	3
175W MV COBRA 7,000 LUMEN	33
100W HPS COBRA 9,500 LUMEN	27
150W HPS COBRA 16,000 LUMEN	1
200W HPS COBRA 22,000 LUMEN	12
250W HPS COBRA 27,500 LUMEN	3
<b>Total</b>	119

2. Authorization. By signing below, I represent that I have legal authority to submit this Streetlighting Election on behalf of Customer.

City of Aurora

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete the following information and return to PGE by July 11, 2013 at [LED.Project@pgn.com](mailto:LED.Project@pgn.com)**

If you have any questions, please contact Luanne Berkey at 503-463-6161 or email

[LED.Project@pgn.com](mailto:LED.Project@pgn.com).

Your municipality:	City of Aurora
Your project contact for questions PGE may have:	
E-Mail:	
Phone:	
Your contact person for communications:	

E-Mail:	
Phone:	

**Lighting Information:**

PGE has selected two lighting vendors that offer high-quality fixtures. On page 3, you'll see the choice of fixtures. Please indicate below your preference, if any. **If we do not hear from you regarding fixture preferences within four weeks, PGE will install lights using available storeroom stock. We will strive to maintain a consistent look and feel in your municipality.** If your fixtures are a non-standard color (ie, black, bronze, etc.), PGE will replace them with a similar-colored LED fixture.

<b>Fixture Preference (check one):</b>			
LeoTek <input type="checkbox"/>	Cree <input type="checkbox"/>	No Preference <input type="checkbox"/>	Do Not Install LED Lights <input type="checkbox"/>

**About the Deployment:**

PGE is replacing the existing streetlights assuming a like for like change out and is not attempting to meet current lighting design standards that may require installing additional lighting. According to current IES Recommend Practices, the lighting at intersections may not meet the suggested IES guidelines for HPS lights. The IES Roadway Committee is currently working on new design standards for LED lighting which will change suggested lighting levels. Lighting fixtures manufacturers are rapidly improving the higher wattage fixtures and PGE anticipates having a cost effective solution in late 2013. While you have a choice of when we install LED fixtures at intersections in your community, we recommend you wait until after the analysis of the higher-wattage fixtures are complete. Please indicate your preference on the timing of the LED installation at your intersections.

<b>Intersection Installation Preference (check one):</b>	
Install lights at intersections with the current lighting levels <input type="checkbox"/>	Wait for the higher wattage lights and install later <input type="checkbox"/>

## LED Fixture Options

LeoTek



Cree



Mayor Taylor and Members of the Council:

I met with Mr. Eddy today to see if there is any way in which we could agree on steps he could take to avoid fines. I told him I could agree to nothing, but could discuss possibilities and forward them to the Council for consideration. His biggest problem is time. He will be out of state for about a month starting in early August. He wants to reach agreement, if possible, before then. Here is what he can agree to at this point:

- A five-year agreement, signed by both parties
- The basement would be covered by a camouflage tarp or the existing metal top, at the Council's option
- Underlying wood would be inspected to make sure it has at least five years of life remaining
- The top (tarp or metal) would be covered by barkdust
- The barkdust would be maintained in good condition during the life of the agreement
- Fencing exists on three sides of the property now. He will fill in the remaining side with arborvitae or cedar at the Council's choice and approved fencing.
- Completed by October 15
- Fines and enforcement to be stayed until October 15. If not completed on time, fines would be backdated to the original date of enforcement.

Because he will be leaving town soon, he needs to have some idea if this proposal will be acceptable. If not, what will be acceptable? The Council may not meet via email, but you can discuss concerns with staff. Staff can come to some conclusion about the Council's position and relay it to Mr. Eddy. Formal resolution will need to be in open council session at your next meeting.

dennis