

AGENDA
Aurora City Council Meeting
Tuesday, December 10, 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 Graupp
Councilor Sallee
Councilor Brotherton
Councilor Sahlin
Councilor Vlcek

3. Consent Agenda

- I. City Council Meeting Minutes – November 12, 2013
- II. Planning Commission Meeting Minutes – November 05, 2013
- III. Historic Review Board Minutes –October, 2013

Correspondence

I.

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. Mayor's Report

A.

6. Discussion with Parks Committee

7. Discussion with Traffic Safety Commission

8. Reports

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

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Aurora City Council Agenda

December 10, 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

- B. **Finance Officer's Report – Financials** (included in your packets)
 - 1. Revenue & Expense Report
 - 2. Discussion and or Action on Audit Report if available at meeting.
 - 3. Discussion on Transfer of Finance Officer duties to Mary Lambert.

- C. **Public Works Department's Report** – (not 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** (not included in your packet)

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

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

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9. Ordinances and Resolutions & Proclamations

- A.

10. New Business

- A. **Discussion and or Action on OLCC Special Events Applications.**
- B. **Discussiona and or Action on Code Language for Sidewalk Ownership and Maintenance Responcibilities.**

11. Old Business

- A.

12. Adjourn

Minutes
Aurora City Council Meeting
Tuesday, November 12, 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
Pete Marcellais, Maion Couty Deputy

STAFF ABSENT: Dennis Koho, City Attorney

VISITORS PRESENT: Guy Sperb, Aurora
Roberta Hutton, Aurora
Chuck Scott, Oregon City
Bill Simon, Aurora
One other signature which is not legible

1. Call to Order of the City Council Meeting

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

2. Administrative Assistant does roll call

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

3. Consent Agenda

- I. City Council Meeting Minutes – October 08, 2013
- II. Planning Commission Meeting Minutes – October 01, 2013
- III.** Historic Review Board Minutes –September

Correspondence

- I.** Otis Phillips letter of Resignation

- II. Email from citizen regarding water quality.
- III. Legislative Updates

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

Councilor Vlcek, asks Public Works if we do have a silica problem and are we addressing it if we do or do we need to discuss this further. Councilor Brotherton wants to discuss pg 3 regarding the trees near the Legion Hall again. No corrections to the minutes were stated.

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.

Guy Sperb, Aurora wanted to inform the Council that Martin Mesker donated 10 thousand dalia bulbs towards our planting effort volunteers show up and it was a great success. I would personally like to thank the Vlcek family because many of the volunteers were from there family. I wanted to confirm that no spay will be applied during the growing period as well.

Councilor Vlcek thanked Mr. Sperb for is huge part in making this a success and for really making it happen.

No one else spoke.

- 5. **Mayor's Report**, points out that in our charter it states each of us give a report so at this time I will report on a few items. Next year I would like to see each liason give a report.
- A. SHPPO lunch with Kuri Gill, they helped with the inventory and our title 17 it qualifies us to apply for certified local government. It would require the Mayor to sign a IGA and this would allow us to apply for grants.

Council feedback, it's a shamed that we didn't do it earlier (Sahlin) Councilor Sallee it's a great idea, Councilor Brotherton where does the money come from the State? Councilor Vlcek, what age of properties does it cover so because we did 1920 we currently have 21 buildings in the commercial districts.

Concensus from the City Council is to have Mayor Graupp sign the application and IGA with SHPPO.

- A. **Discussion on staffing levels**, discusses city department heads to go back to Public Works Superintendent over the entire department including the treatment plant a admin department head and finance as a department head.

Superintendent position will hold all certifications needed as per our permit and oversee the fulltime utility worker and the part time utility workers positions.

FT utility worker will basically run the treatment plant and will be atleast a level I operator
PT utility worker will be helping where needed.

Councilor Vlcek, asks if the full time person will be kept busy solely at the treatment plant for the entire 40 hour work week. Bob it will be about 60% at sewer and 40% helping out around town.

City Recorder Richardson is informed to post the FT utility worker position and to continue to post the Public Works Super position.

6. **Discussion with Parks Committee**, there is no report given.

7. **Discussion with Traffic Safety Commission**,

8. **Reports**

A. Marion County Deputy Report – (included in your packet) Deputy Marcellais is accompanied by Seargent Sherburn.

Basic Report stats are given, no questions

- Volunteer recognition is given to the fire department
- It is proposed that Mary and Kelly get LED certified, which is approved.
- Mayor Graupp asks if it will affect our Court since Marion County Justice Court has been closed and those defendants will have to travel to Salem. It really won't effect our citizens as long as we keep our court going if we close it they will have to travel to Salem for Court.
- Councilor Sahlin points out to deputy Marcellais that he thinks someone is using the public restrooms at the park to clean up and bathe each day.

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

1. Revenue & Expense Report

- I do not really have anything other than my report
- Except to say that I would like to see Council honor the Dorthy Ross scholarship and keep in mind its intent.

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

Councilor Vlcek, did we officially end the water restrictions. Yes as of October 1st.

1. *Monthly Status Report (Storm Water)* I apologize that my report is late it's on the table Southard reads the report as submitted.
 - Well 5 is down and we have sent a camera down to see what is happening on that, in an attempt to increase the flow. The calcium levels that have built up over time is causing the restrictions. we are waiting on the contractor on what it would be to cover the costs involved. The flow is down approximately 60% of what it should be.

2. Monthly Status Report (Water)
Parks Report, OSU Tree Report

- Councilor Vlcek, is this the most pressing item in town are there other areas that we could have paved I think that we could have addressed other streets that are gravel that would better serve our citizens other than out of town guests. Councilor Sahlin I thought it appropriate because other areas would be of a significant cost or increase than the legion parking strip.

Streets, I (Bob) have approximately 30 to 36 hours of data to get to the City Engineer and you will have the report done by December.

Councilor Brotherton, is there a contract with a parks maintenance company? Yes, it is TTT the contract is up in May. There is nothing in contract for blown down tree limb removal.

- Review contracts for TTT regarding parks maintenance around January.
- TREES, there are 2 in front of Legion Hall, 2 by Pheasant Run Tasting Room near the retaining wall. Are they on city property owners are responsible for the trees. Councilor Vlcek there is one near Bobs and Sayre it's a maple and its destroying the sidewalk.

Concensus of the Council to allow Public Works Dept. to take out the trees that are destroying the retaining wall near Pheasant Run Passes.

- Discussion on code language regarding property ownership regarding sidewalks and who maintains. (talk to Renata.) Sallee, 808.120 and 808.100 for the December meeting.

A. **Waste Water Treatment Plant Update** (not included in your packet) everything is looking good and Ricky Sellers is continuing the maintainacne of the treatment plant until a suitable replacement is hired.

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

- Reads her report as included in packets
- No issues at this time to report
- No questions from Council at this time

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

In Koho's absence the Mayor reports on there conversations prior to the meeting.

- Eddy lien has been filed
- There was a proposal submitted for the purchase of the property which was too costly to consider.

- Apparently there was an offer for office buildings however nothing has been confirmed nor plans submitted.
- Migel Salinus, a visitor from the audience addresses a potential offer that he is working on to purchase the property and opening a museum of migrant life and history.
- Currently working on review of a contract with Hubbard for back up treatment plant operator during vacations and other time off requests.
- Councilor Vlcek do we need a FT employee with certifications monitoring the treatment plant at all times. No we do not whom ever does it needs to supervise and sign off on all reports that need filed.
- We are also looking at consolidation with Donald

No more questions from the Council

9. **Ordinances and Resolutions**

A. **Discussion and or Action on Proclamation Honoring Fallen Officer Libke from Oregon City Police Department.**

A Motion to approve Proclamation Libke is made by Councilor Vlcek and is seconded by Councilor Brotherton. Passes Unanimously.

Our thoughts and prayers go out to the family

B. **Discussion and or Action on Resolution Number 679 Regarding Dept Head Restructuring.**

Motion to approve Resolution 679 to revert the Public Works Department including the treatment plant back under the supervision of the Public Works Superintendent was made by Councilor Sahlin and Is seconded by Councilor Sallee. Motion Passes Unanimously.

10. **New Business**

A. **Discussion and or Action on Letter of Interest From the Carlton Police Department.** Council discussion is to allow Carlton Police dept make an offer on any and all left over equipment even if includes donating it.

B. **Discussion and or Action on Memo from Aurora Colony Historical Society Regarding the Dorothy Ross Scholarship.** We are simply not getting a good turn out on this which was my conversation with Patrick and that we need to get the school councilors involved.

Our question is, Roberta Hutton and Spud Sperb and Chuck, board members and we also administer the scholarship and we do work with the high school and they are posted for Seniors. Currently its not being used because we have had a lack of interest.

- Were her wishes directed towards Aurora Citizens within the city limits
- Maybe we could expand it to 97002 zip code. Councilor Sahlin we don't have a lot of teenagers at this point.
- Does it cause a problem that it is one boy and one girl yes at times this has been an issue because more girls apply than boys.
- Councilor Vlcek keep it to City Aurora is my thoughts Sperb this was put into place to help seniors with their education and the true intent behind the scholarship if for it to be utilized and currently it is not.
- Councilor Sallee we could layer it and give priority to City limits then go out to 97002 zip code area and then if still not being utilized we could have another layer if needed. Offer it to the top two candidates whether they are male or female.

First women in Oregon to receive a ODL. (Dorthy Ross)

It is the recommendation from Council to expand the boundaries to the 97002 zip code and give it out to the top two applicants from the Senior class. However ultimately we leave it to the board for the final decision.

Roberta Hutton states that we have asked the mayor to be apart of the group honoring these students who win the scholarship. We ask a member of council to be apart of the review board of the scholarship applications. Mayor Graupp put me down along with Councilor Sallee who wants to volunteer as well.

11. Old Business

A. NA

12. Adjourn

Mayor Graupp adjourns the meeting at 8:47 pm.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, November 05, 2013 at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

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

STAFF ABSENT:

VISITORS PRESENT: Kris Sallee, Aurora City Council Liaison

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:07 p.m.

2. City Recorder Did Roll Call

Chairman, Schaefer -	Present
Commissioner, Willman	Present
Commissioner, Gibson	Present
Commissioner, Graham	Present
Commissioner, Fawcett	Present
Commissioner, Wiedman	Present

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –October 01, 2013
- II. City Council Minutes – September, 2013
- III. Historic Review Board Minutes –

No comments....

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

Correspondence

- I. Resignation letter from Kris Sallee

4. Visitor

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

No one spoke.

5. New Business

A. NA

6. Old Business

A. **Discussion and or Action on View Corridor's**, Examples from the City of Portland were handed out, my (Schaefer) view on this is similar but my focus is on the right away verse private property because of where the view is located in Aurora. SAMPLE TEXT AS DISCUSSED;

A. **View Corridors.** All development and vegetation with a view corridor designation in the *Scenic Resources Protection Plan* are subject to the regulations of this Subsection.

1. Purpose. The intent of the view corridor designation is to establish maximum heights within view corridors to protect significant views from specific **view points**.
2. Standard. All development within the designated view corridors are subject to the height limits of the base zone, except when a more restrictive height limit is established by the view corridor. In those instances, the view corridor

height limit applies to both development and vegetation. Public safety facilities are exempt from this standard.

Looking at the Map, for example in this instance the views are from particular places and it shows the corridor area, I assume Mt. Hood but it may be Mt. Tabor.

My question is do we want a narrow corridor or do we broaden that view, Commissioner Gibson I think looking here towards Mt. Hood off of Ehlen we broaden it. Commissioner Willman I am for protecting as much as we can I am for the view, Commissioner Graham likes the wider shot as well.

Chair Schaefer will work on sketches for the next meeting.

B. **Discussion and or Action on Traffic Impact Per Business Use/Change** , Chairman Schaefer hands out proposed language for discussion, As inserted.

CURRENT

5. Any new development, change of occupancy, or commercial or industrial remodel, that will intensify the use of the property by increasing the vehicle traffic to the site, or on-site parking in accordance with Chapter 16.42 by more than ten (10) percent. Applicant shall be required to submit to the Planning Director information demonstrating the development, change, or remodel shall not intensify the use of the property by more than ten (10) percent and is subject to Planning Director review and approval, Chapter 16.42, and the Institute of Transportation Engineers (ITE) Trip Generation Manual (latest edition);

PROPOSED

5. Any new development, change of occupancy, or commercial or industrial remodel, that will intensify the use of the property by increasing the vehicle traffic to the site, or on-site parking in accordance with Chapter 16.42 by more than twenty-five (25) percent above the most traffic intensive use approved for the property, as measured by the Institute of Transportation Engineers (ITE) Trip Generation Manual (latest edition). Applicant shall submit to the Planning Director information demonstrating the development, change, or remodel shall not intensify the use of the property by more than twenty-five (25) percent and is subject to Planning Director review and approval, Chapter 16.42.

REDLINE

5. Any new development, change of occupancy, or commercial or industrial remodel, that will intensify the use of the property by increasing the vehicle traffic to the site, or on-site parking in accordance with Chapter 16.42 by more than ten (10) percent. Applicant shall be required to submit to the Planning Director information demonstrating the development, change, or remodel shall not intensify the use of the property by more than ten (10) percent and is subject to Planning Director review and approval, Chapter 16.42, and the Institute of Transportation Engineers (ITE) Trip Generation Manual (latest edition);

Discussion from Commissioners in attendance.

- First page of handout 16.58.060 by the ITE trip Manual. (which is not available for public)
- If someone is not happy with that (the manual) then higher and engineer to develop the trips.
- It is very specific to businesses
- Discussion is per our small town our opinion may differ however a standard has been adopted.
- Wakeley Questions,
 - Base line, development that was approved 10 years ago, so what was approved 10 years ago has changed verses what was approved a year ago so I see problems with approval at a base line.
 - I agree in a practical sense but in a legal sense if they were approved in 80's how can we say no in 2013 not approved.
 - Richardson agrees with Wakeley that putting the oweness on the city to provide the information would be difficult because city records are incomplete.
 - How are we to figure out what the trips were in 80's verses today conceivably the applicant would have to provide that info.
 - Wakeley if you want to keep it to most intensive use we would use the most current data, if you meet the 25% you need to go through site review at the cost of \$750 dollars.

- Commissioner Fawcett, does the book take into consideration same or like businesses such as the coffee shops since we have 4 of them in town.
- Baseline would be the concern Wakeley, again this is the most intensive use and I think we can say do your best.
- Councilor Sallee, asks about parking and are we looking at trips, Schaefer I think what you're going towards is a minimum and what would that be,
- Willman likes the concept,
 - Add trips per day vehicle traffic and I like the minimum on it and Schaefer is thinking 40 Wakeley, 30 looks to be the minimum. So if you increase 30 or more you go through site review.

C. Discussion and or Action on Proposed Text Amendment for Food Carts Associated with Existing Food Businesses, as per our last meeting here is some sample text language for discussion;

Current

16.22.030 Conditional uses.

The following uses and their accessory uses may be permitted when authorized by the planning commission in accordance with the requirements of Chapter 16.60, a certificate of appropriateness approved by the historic review board, other relevant sections of this title and any conditions imposed by the planning commission:

16.22.040 Development standards.

J. Open Inventory display.

a. All business, service, repair, storage or merchandise displays shall be conducted wholly within an enclosed building except the following:

4. Outdoor seating in relation to a permitted eating or drinking establishment subject to 16.34.060.D and Historic Review Board review and approval.

PROPOSED

16.22.030 Conditional uses.

The following uses and their accessory uses may be permitted when authorized by the Planning Commission in accordance with the requirements of Chapter 16.60, and authorized by the Historic Review Board in accordance with Title 17.

C. Food carts located on the same property and accessory to an indoor eating and drinking establishment

16.22.040 Development standards.

J. Open Inventory display.

a. All business, service, repair, storage or merchandise displays shall be conducted wholly within an enclosed building except the following:

4. Outdoor seating in relation to a permitted eating or drinking establishment, including an accessory food cart, subject to 16.34.060.D and Historic Review Board app

REDLINE

16.22.030 Conditional uses.

The following uses and their accessory uses may be permitted when authorized by the planning commission Planning Commission in accordance with the requirements of Chapter 16.60, a certificate of appropriateness approved and authorized by the historic review board, other relevant sections of this title and any conditions imposed by the Historic Review Board in accordance with Title 17.

C. Food carts located on the same property and accessory to an indoor eating and drinking establishment

16.22.040 Development standards.

J. Open Inventory display.

a. All business, service, repair, storage or merchandise displays shall be conducted wholly within an enclosed building except the following:

4. Outdoor seating in relation to a permitted eating or drinking establishment, including an accessory food cart, subject to 16.34.060.D and Historic Review Board review and approval

Food cart conditional use in short they would be evaluated on a case by case bases we can have restrictions vary.

Conditional use

Historic commercial overlay, Commissioner Fawcett I am not against city limits being a deciding factor. Commissioner Willman limited to downtown is my choice. Commissioner Weidman leaning towards downtown as well along with Commissioner Gibson, and it must be accessory to brick and mortar store.

Do we need to define food cart it remains on wheels and can be moved and mobil at all times. (seasonal)

What about restrooms that is why I said accessory to main business. That has a restroom.

- Could be separate owners they could lease
- Signage held to property owners sign limits would apply and show proof from property owner that this condition is met.
- Hours of operation, same as primary
- Concrete verses gravel? On concrete
- Not within setbacks and they can use parking site.
- Serving beer and wine, no
- Health Dept approval
- Not to exceed 20 foot in length
- Self propelled by motor.

Were some of the itmes discussed as well.

7. Commission Action/Discussion

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

- City Planner Wakeley had no discussion items in addition to what has been previously discussed.

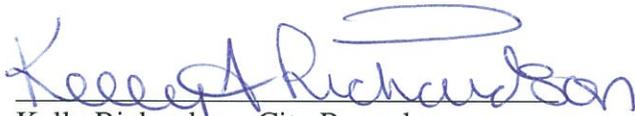
8. Adjourn

Chairman Schaefer adjourned the meeting at 8:38 pm



Chairman, Schaefer

ATTEST:



Kelly Richardson, City Recorder

**HISTORIC REVIEW BOARD MINUTES
21420 MAIN ST. NE, AURORA OR 97002
October 24, 2013**

Staff Members Present: Kelly Richardson, City Recorder

Others Present:

The meeting of October 24, 2013 was called to order at 7:05 p.m. by Chairman Townsend.

Chairman Townsend takes Roll Call

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

CONSENT AGENDA

A. Minutes

- I. Historic Review Board Minutes – September, 2013
- II. Planning Commission Minutes – September, 2013
- III. City Council Minutes – September, 2013

A motion to approve the HRB minutes of September 26, 2013, with corrections stated/given in notes, was made by Member Simon, seconded by Member Fraser and passed unanimously.

CORRESPONDENCE

- I. None

City Recorder Richardson informed the Board that last month's application from John Marvin had been approved as he submitted a pergola to satisfy the code requirement.

VISITORS

No one spoke.

5. OLD BUSINESS

A. Discussion and/or action on paint color list. Chairman Townsend informs the board of some sample language regarding the paint sample book that she had worked on this past month. As listed by title 17.40.120 it would be organized like this,

- Colony
- Contributing Commercial
- Contributing Residential
- Non-Contributing Commercial
- Non-Contributing Residential which would not be regulated at all.

The guide would work as follows, Colony being the most restrictive to non contributing residential being the least restrictive so as they are listed you can use any color in the applicable section along with any that is listed in previous sections.

Staff would look up property in the Inventory list to see which category it falls into then give or show property owner the colors listed for each section.

The board looked at and discussion different colors and color pallets to be placed in each section many of which are decided on however there will need to be more discussion on this before it is finalized.

B. Discussion and/or action on goals for the upcoming year. The board agrees that items 1-3 have been started at this time and will keep referring back to list to keep it updated.

1. Paint list
2. Encourage City to apply for Cert Local government
3. Inventory, the new one from SHPPPO
4. Guidelines go through in November and December
5. First of the year resume the sign review.

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6. NEW BUSINESS

A. Discussion and or Action on Historic Inventory,

- As one of the items on the list of action items the Board discusses options on how best to achieve a final document and various logistical formats. No decisions are made and will be discussed at the next meeting.

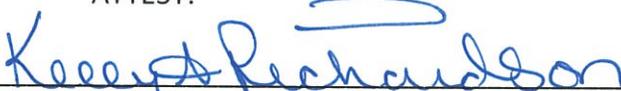
ADJOURN

Chairman Townsend adjourned the meeting of October 24, 2013 at 8:33 pm.



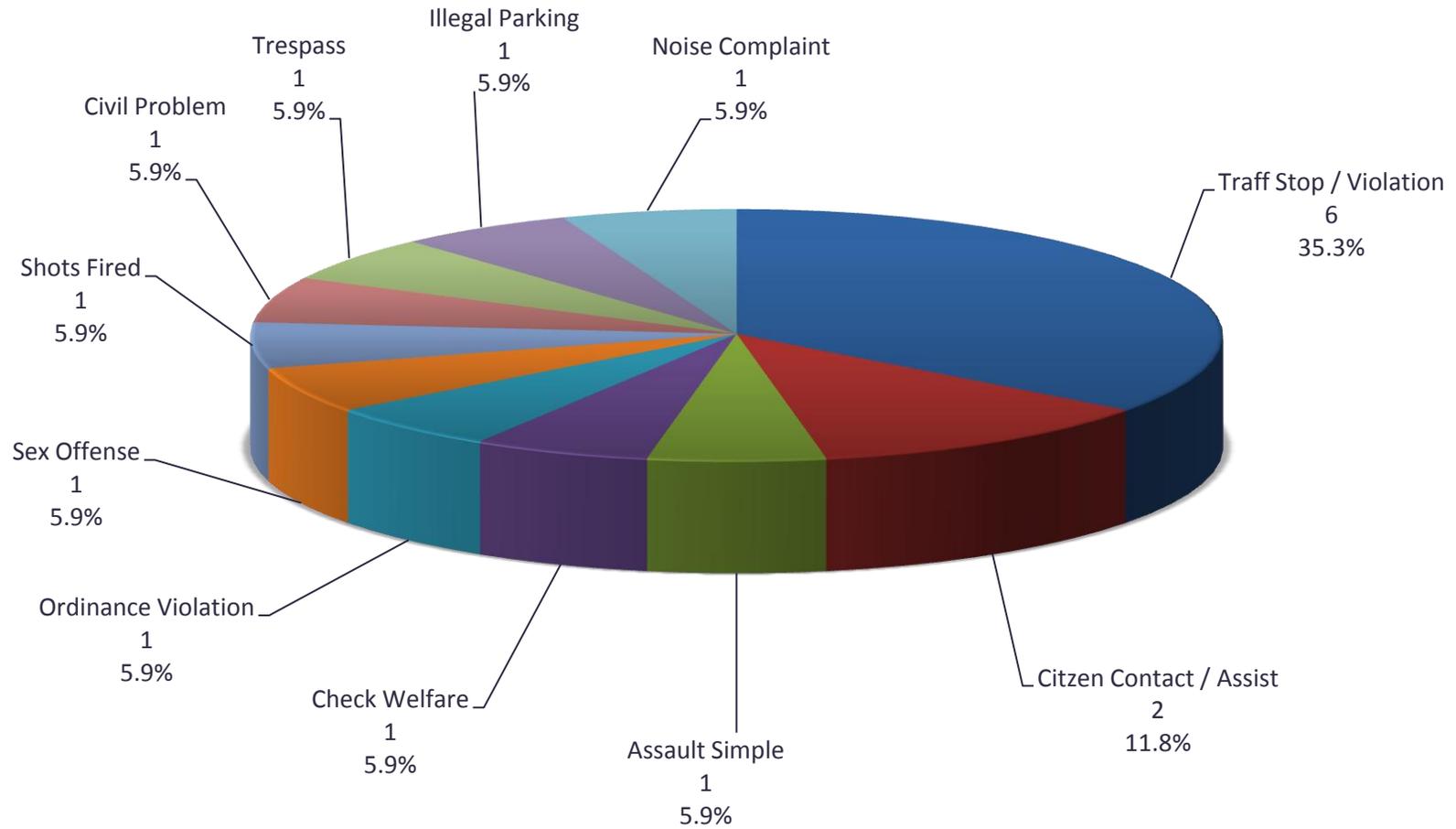
Karen Townsend, Chairman

ATTEST:

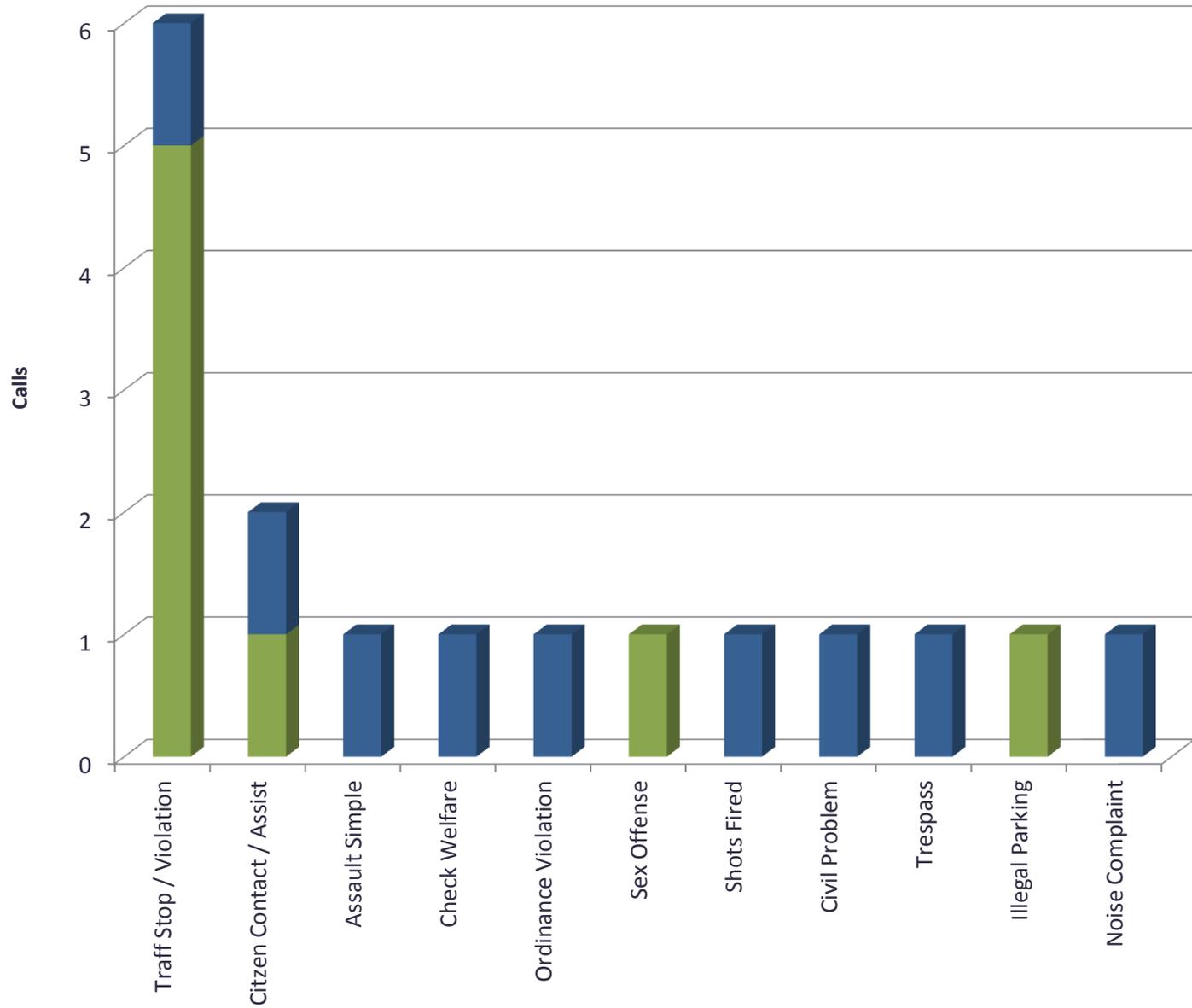


Kelly Richardson, City Recorder

Aurora Top Calls for Service November 2013



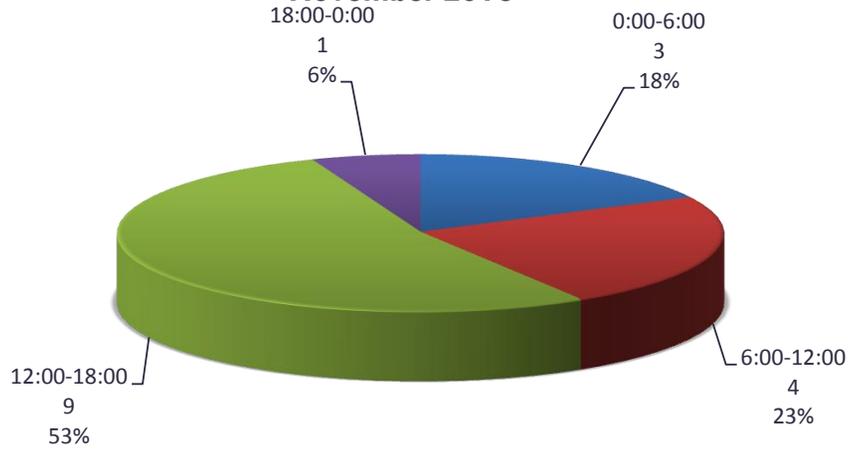
Call Type by Primary Deputy November 2013



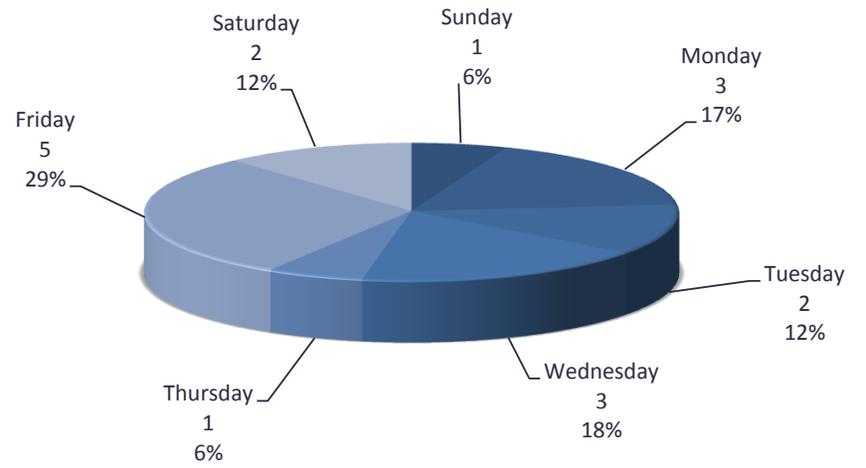
■ Other
■ Contract

Call Type

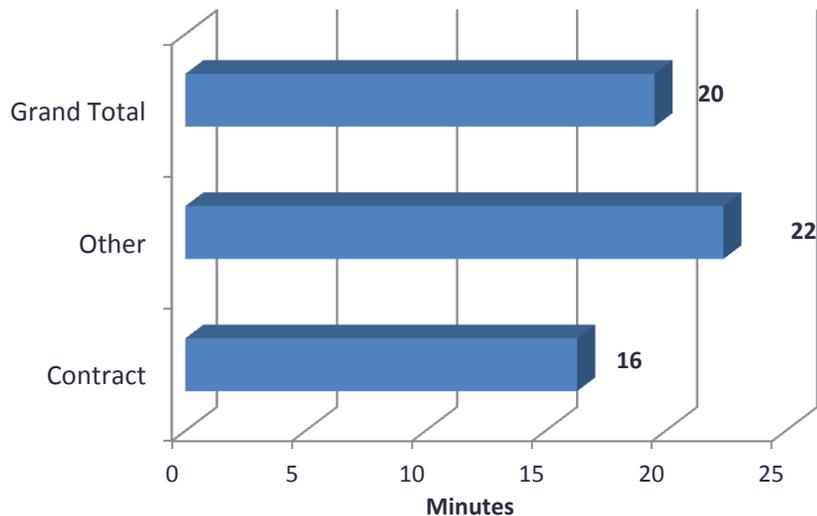
**Aurora Calls for Service by Hours Range
November 2013**



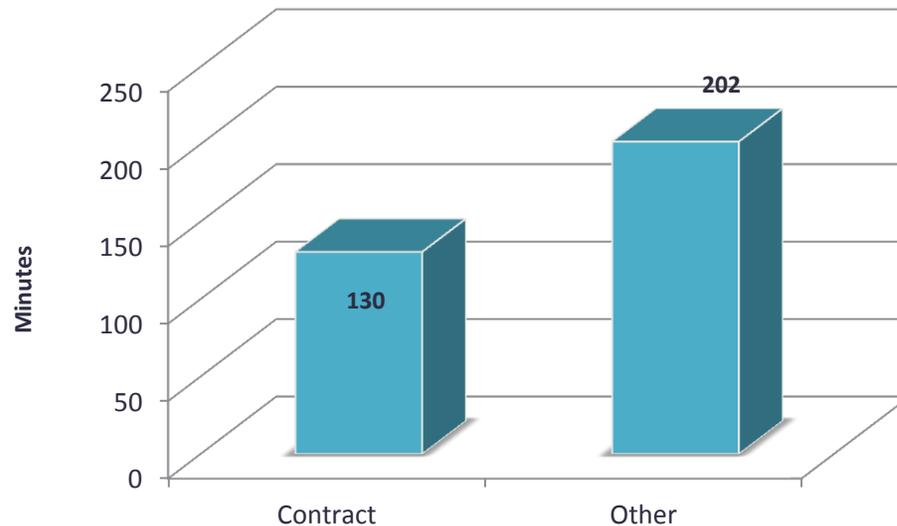
**Aurora Calls for Service by Day of Week
November 2013**



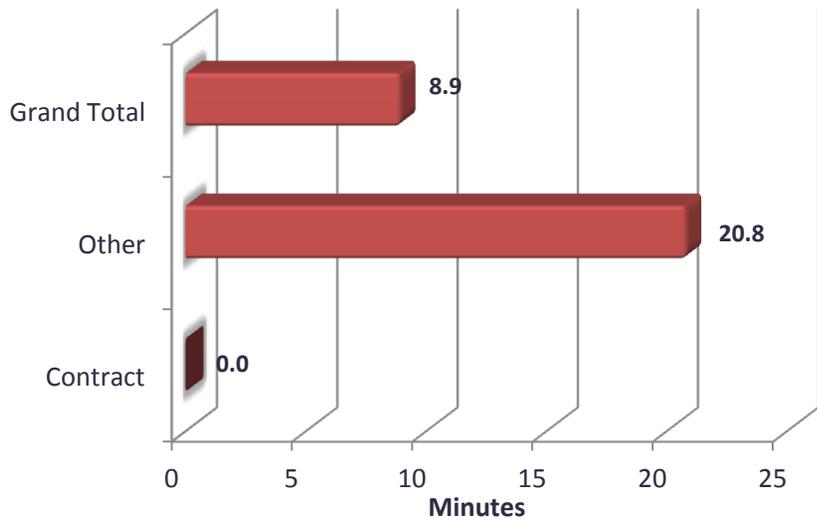
**Aurora Calls Average Call Length
November 2013**



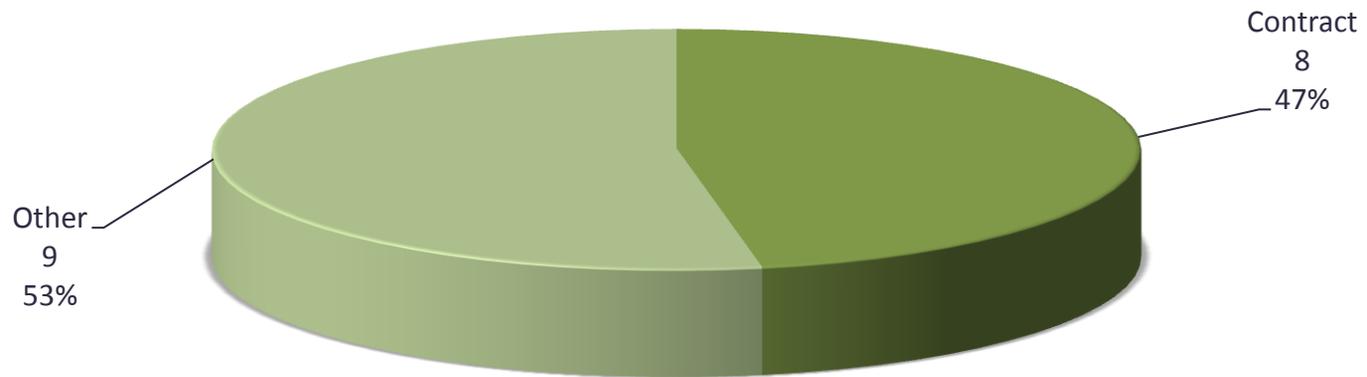
**Aurora Calls Total Call Length
November 2013**



**Aurora Calls Average Call Arrival Time
November 2013**



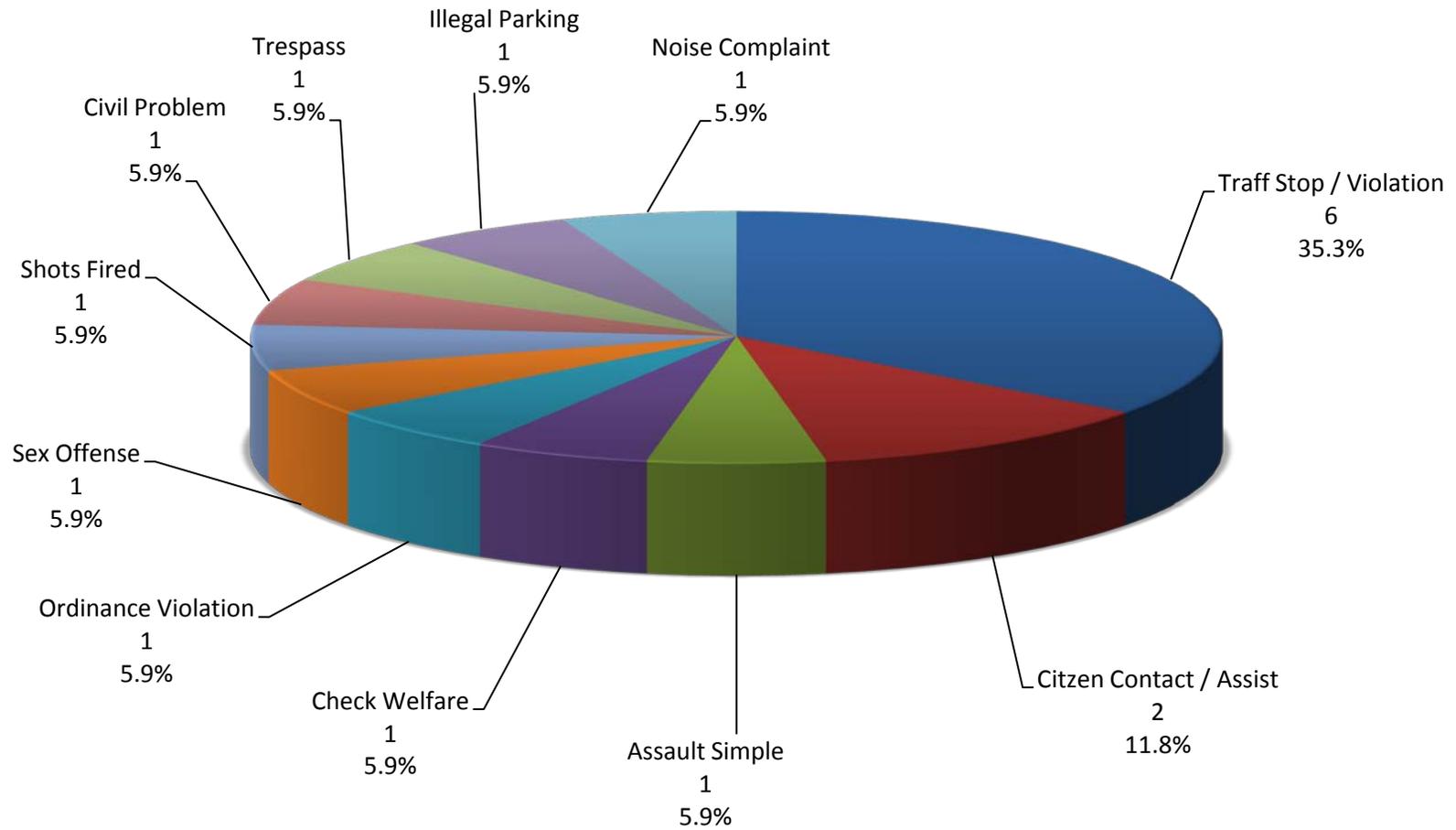
Aurora Calls by Primary Deputy November 2013



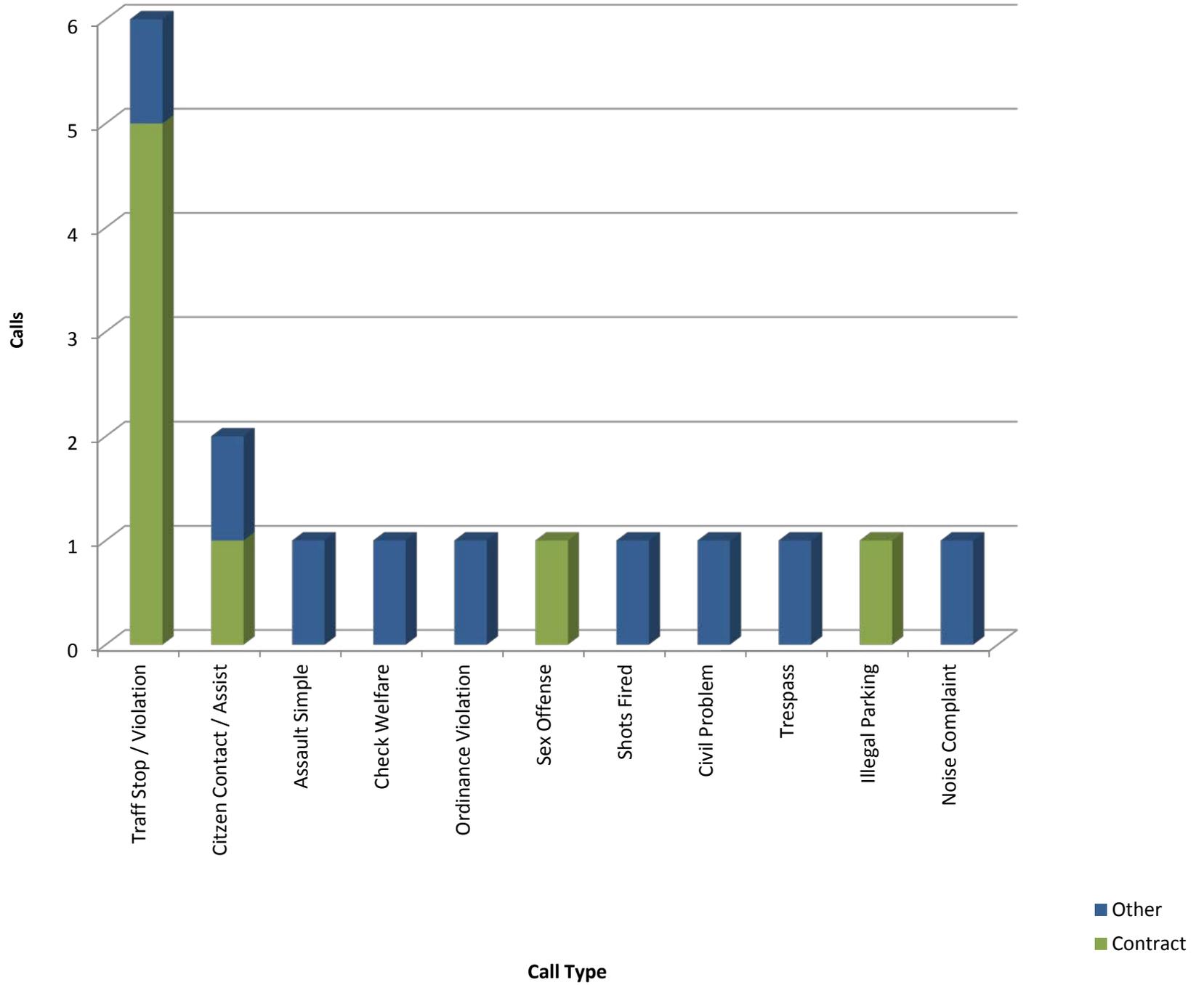
Aurora Calls for Service November 2013

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
SMS201311060049		Traff Stop / Violation	A195	11/6/2013 10:39	11/6/2013 10:39	11/6/2013 10:39	11/6/2013 10:56	0.00	16.80		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201311080101		Traff Stop / Violation	A195	11/8/2013 14:11	11/8/2013 14:11	11/8/2013 14:11	11/8/2013 14:58	0.00	46.98		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/OTTAWAY RD NE, AURORA(MapBook:1532)
SMS201311080104		Traff Stop / Violation	A035	11/8/2013 14:32	11/8/2013 14:32	11/8/2013 14:32	11/8/2013 14:49	0.00	16.72		0 SMS01-AU T6		SMS		EHLN RD NE, MARION COUNTY/AIRPORT RD NE, AURORA(MapBook:1432)
SMS201311080106		Traff Stop / Violation	A195	11/8/2013 14:40	11/8/2013 14:40	11/8/2013 14:40	11/8/2013 14:52	0.00	11.25		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201311090200	SMS13020700	Shots Fired	A197	11/9/2013 23:51	11/9/2013 23:52	11/10/2013 0:20	11/10/2013 0:29	27.98	9.28		5 SMS01-AU		4 SMS		20805 WALNUT ST NE (MapBook:1532), AURORA (FILBERT ST NE/ORCHARD AV NE)
SMS201311090201	SMS13020701	Noise Complaint	A197	11/9/2013 23:55	11/10/2013 0:11		11/10/2013 0:30		18.37		5 SMS01-AU		4 SMS		16603 UMBENHOWER LN NE (MapBook:1532), AURORA (FILBERT ST NE/)
SMS201311100156	SMS13020764	Ordinance Violation	A197	11/10/2013 23:04	11/10/2013 23:19		11/10/2013 23:26		7.33		5 SMS01-AU		4 SMS		MAIN ST NE, AURORA/OTTAWAY RD NE, AURORA(MapBook:1532)
SMS201311110063	SMS13020787	Trespass	A136	11/11/2013 10:33	11/11/2013 10:36	11/11/2013 11:14	11/11/2013 11:25	37.63	11.05		5 SMS01-AU		3 SMS		MAIN ST NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201311110112	SMS13020804	Check Welfare	A112	11/11/2013 14:49	11/11/2013 14:54	11/11/2013 15:29	11/11/2013 15:47	35.25	17.85		5 SMS01-AU		3 SMS		20804 WALNUT ST NE, AURORA (FILBERT ST NE/ORCHARD AV NE)
SMS201311120088	SMS13020855	Assault Simple	A132	11/12/2013 13:24	11/12/2013 13:26	11/12/2013 13:50	11/12/2013 14:29	23.90	38.83		5 SMS01-AU		3 SMS		21338 HIGHWAY 99E NE (MapBook:1532), AURORA (4TH ST NE/BOBS AV NE)
SMS201311130123	SMS13020928	Citizen Contact / Assist	A195	11/13/2013 13:49	11/13/2013 13:49	11/13/2013 13:49	11/13/2013 14:05	0.02	15.72		5 AAP		4 SMS		20853 FILBERT ST NE, AURORA, 97002 (WALNUT ST NE/HEMLOCK AV NE)
SMS201311130135	SMS13020930	Sex Offense	A195	11/13/2013 14:12	11/13/2013 14:12	11/13/2013 14:12	11/13/2013 14:31	0.00	18.97		1 AAP		4 SMS		15010 PARK AV NE, AURORA, 97002 (/LIBERTY ST NE)
SMS201311140059		Civil Problem	A151	11/14/2013 10:30	11/14/2013 10:30	11/14/2013 10:31	11/14/2013 10:56	0.02	25.08		0 AAP		4 SMS		14665 KASEL CT NE, AURORA, 97002 (AIRPORT RD NE/)
SMS201311250052	SMS13021662	Citizen Contact / Assist	A142	11/25/2013 10:38	11/25/2013 12:21		11/25/2013 13:18		57.15		5 SMS01-AU		4 SMS		21311 MAIN ST NE #A142 , AURORA (MapBook:1532), AURORA (4TH ST NE/BOBS AV NE)
SMS201311260030		Illegal Parking	A195	11/26/2013 9:08	11/26/2013 9:08	11/26/2013 9:08	11/26/2013 9:15	0.00	6.98		0 AAP		4 SMS		20853 FILBERT ST NE, AURORA, 97002 (WALNUT ST NE/HEMLOCK AV NE)
SMS201311290109		Traff Stop / Violation	A195	11/29/2013 12:29	11/29/2013 12:29	11/29/2013 12:29	11/29/2013 12:37	0.00	7.80		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201311290119		Traff Stop / Violation	A195	11/29/2013 12:45	11/29/2013 12:45	11/29/2013 12:45	11/29/2013 12:51	0.00	6.00		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/BOBS AV NE, AURORA(MapBook:1532)

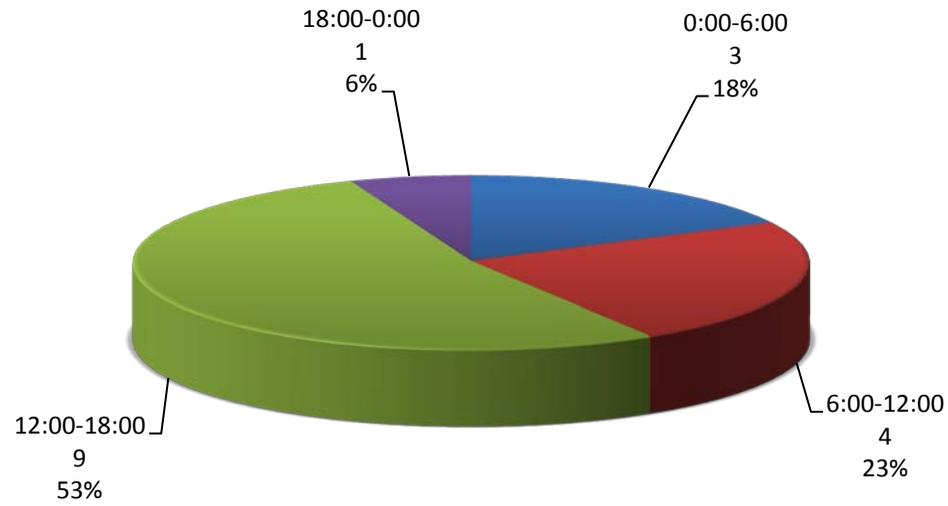
Aurora Top Calls for Service November 2013



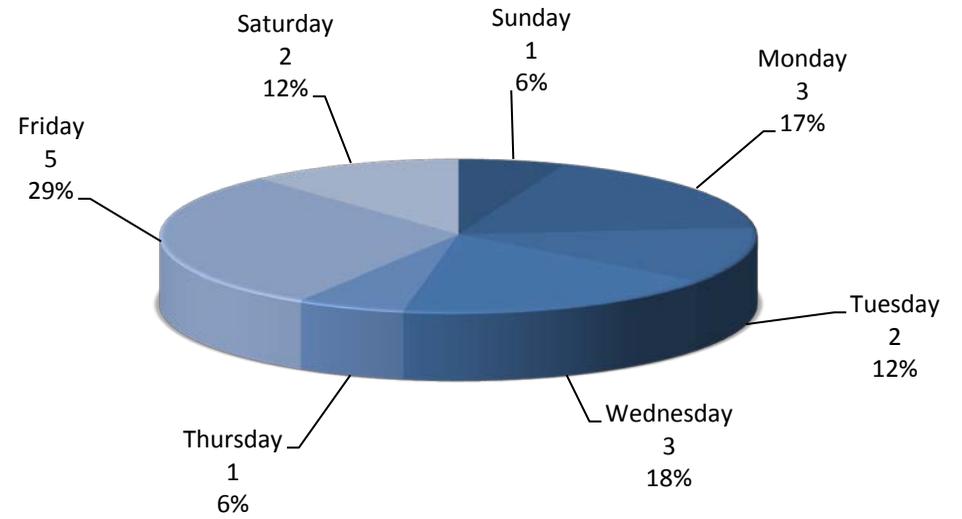
Call Type by Primary Deputy November 2013



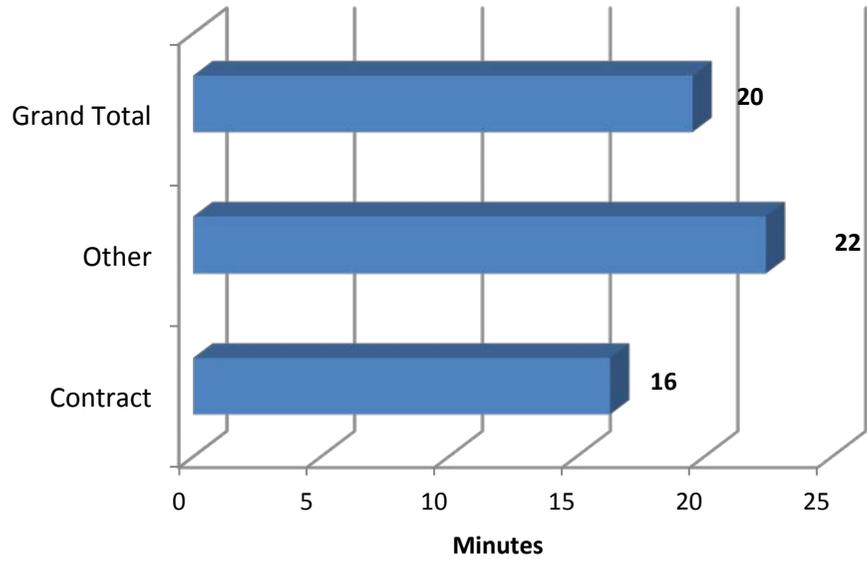
**Aurora Calls for Service by Hours Range
November 2013**



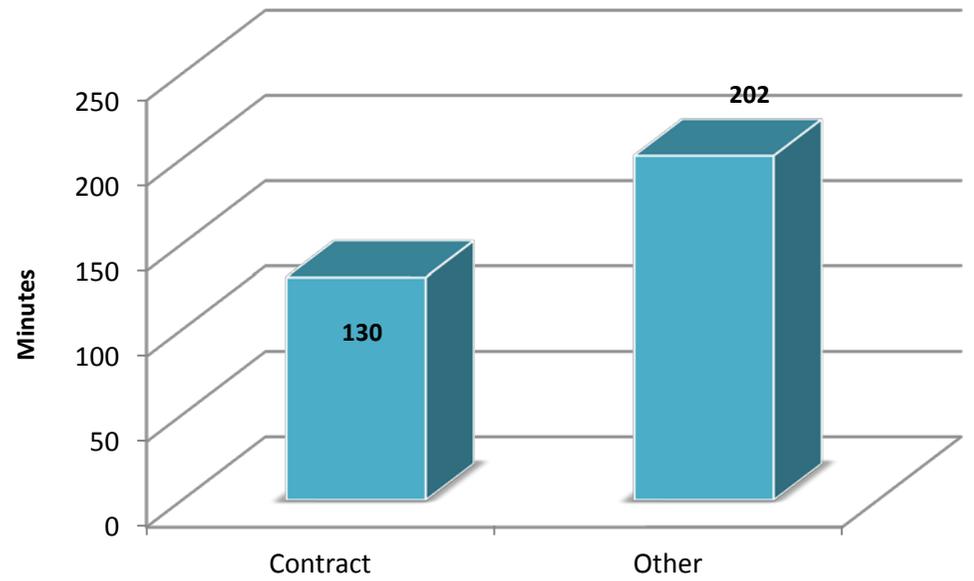
**Aurora Calls for Service by Day of Week
November 2013**



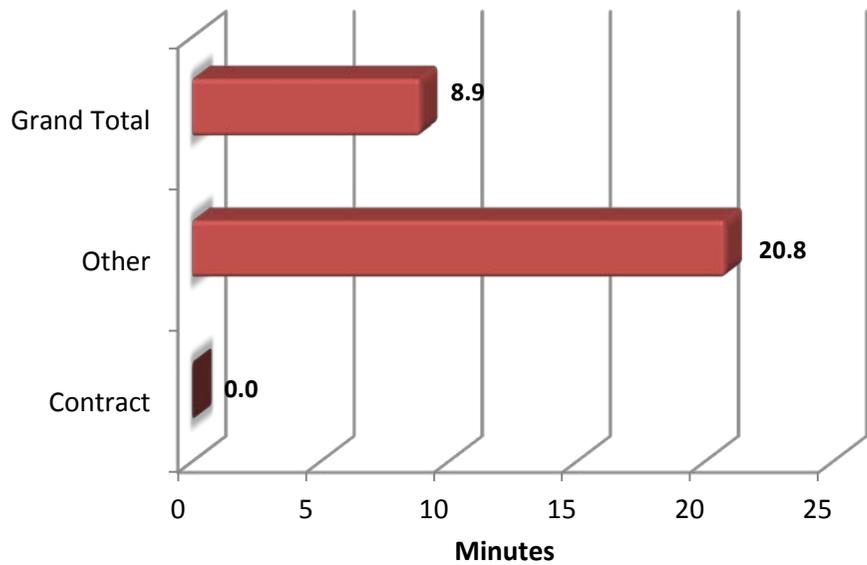
**Aurora Calls Average Call Length
November 2013**



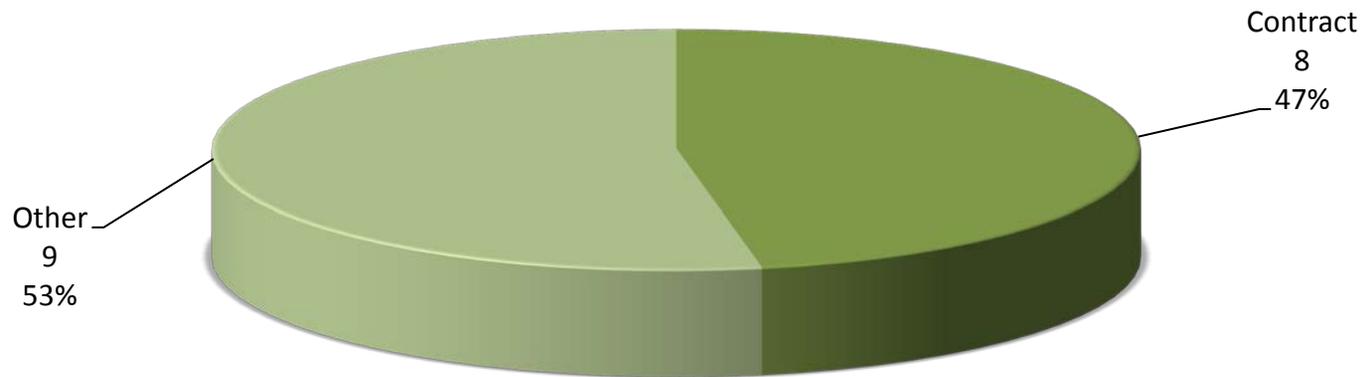
**Aurora Calls Total Call Length
November 2013**



**Aurora Calls Average Call Arrival Time
November 2013**



Aurora Calls by Primary Deputy November 2013



Aurora Calls for Service November 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
SMS201311060049		Traff Stop / Violation	A195	11/6/2013 10:39	11/6/2013 10:39	11/6/2013 10:39	11/6/2013 10:56	0.00	16.80		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201311080101		Traff Stop / Violation	A195	11/8/2013 14:11	11/8/2013 14:11	11/8/2013 14:11	11/8/2013 14:58	0.00	46.98		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/OTTAWAY RD NE, AURORA(MapBook:1532)
SMS201311080104		Traff Stop / Violation	A035	11/8/2013 14:32	11/8/2013 14:32	11/8/2013 14:32	11/8/2013 14:49	0.00	16.72		0 SMS01-AU T6		SMS		EHLEN RD NE, MARION COUNTY/AIRPORT RD NE, AURORA(MapBook:1432)
SMS201311080106		Traff Stop / Violation	A195	11/8/2013 14:40	11/8/2013 14:40	11/8/2013 14:40	11/8/2013 14:52	0.00	11.25		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201311090200	SMS13020700	Shots Fired	A197	11/9/2013 23:51	11/9/2013 23:52	11/10/2013 0:20	11/10/2013 0:29	27.98	9.28		5 SMS01-AU		4 SMS		20805 WALNUT ST NE (MapBook:1532), AURORA (FILBERT ST NE/ORCHARD AV NE)
SMS201311090201	SMS13020701	Noise Complaint	A197	11/9/2013 23:55	11/10/2013 0:11		11/10/2013 0:30		18.37		5 SMS01-AU		4 SMS		16603 UMBENHOWER LN NE (MapBook:1532), AURORA (FILBERT ST NE/)
SMS201311100156	SMS13020764	Ordinance Violation	A197	11/10/2013 23:04	11/10/2013 23:19		11/10/2013 23:26		7.33		5 SMS01-AU		4 SMS		MAIN ST NE, AURORA/OTTAWAY RD NE, AURORA(MapBook:1532)
SMS201311110063	SMS13020787	Trespass	A136	11/11/2013 10:33	11/11/2013 10:36	11/11/2013 11:14	11/11/2013 11:25	37.63	11.05		5 SMS01-AU		3 SMS		MAIN ST NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
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SMS201311120088	SMS13020855	Assault Simple	A132	11/12/2013 13:24	11/12/2013 13:26	11/12/2013 13:50	11/12/2013 14:29	23.90	38.83		5 SMS01-AU		3 SMS		21338 HIGHWAY 99E NE (MapBook:1532), AURORA (4TH ST NE/BOBS AV NE)
SMS201311130123	SMS13020928	Citizen Contact / Assist	A195	11/13/2013 13:49	11/13/2013 13:49	11/13/2013 13:49	11/13/2013 14:05	0.02	15.72		5 AAP		4 SMS		20853 FILBERT ST NE, AURORA, 97002 (WALNUT ST NE/HEMLOCK AV NE)
SMS201311130135	SMS13020930	Sex Offense	A195	11/13/2013 14:12	11/13/2013 14:12	11/13/2013 14:12	11/13/2013 14:31	0.00	18.97		1 AAP		4 SMS		15010 PARK AV NE, AURORA, 97002 (/LIBERTY ST NE)
SMS201311140059		Civil Problem	A151	11/14/2013 10:30	11/14/2013 10:30	11/14/2013 10:31	11/14/2013 10:56	0.02	25.08		0 AAP		4 SMS		14665 KASEL CT NE, AURORA, 97002 (AIRPORT RD NE/)
SMS201311250052	SMS13021662	Citizen Contact / Assist	A142	11/25/2013 10:38	11/25/2013 12:21		11/25/2013 13:18		57.15		5 SMS01-AU		4 SMS		21311 MAIN ST NE #A142 , AURORA (MapBook:1532), AURORA (4TH ST NE/BOBS AV NE)
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SMS201311290119		Traff Stop / Violation	A195	11/29/2013 12:45	11/29/2013 12:45	11/29/2013 12:45	11/29/2013 12:51	0.00	6.00		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/BOBS AV NE, AURORA(MapBook:1532)



City of Aurora

FOUNDED 1856
"National Historic Site"

Public Works department

City Council Public Works Activity Report November 2013

Waste Water

Routine operation maintenance. Plant has and will continue not to violate permit. Ricky has been operating plant and pumped to the river month of Nov. Plant was shut down Nov. 27th, cold weather making Bisulfate feed line freeze up and cannot deactivate CH-12 before going to river. Lagoon has plenty of storage till January or weather warms up. Future projects complete fiber-optic line, lap-top acquirement, so future operator can check plant from home. Generator fuel leak, called Cat and under warrantee, they are getting new seals together and will make repairs here, hopefully in next 2 weeks. Plant needs a new boat for servicing lagoons, old one sank, was retrieved and junked.

Water

Routine operation and maintenance. Well #5 is down for inspection, screens appear to be impacted with calcium, pump appears to be ok. Westerberg Drilling is looking at well data and will get back to us as how to repair. Future projects are, Survey water system, I will teach new Supervisor how to operate Survey equipment. Remove hydrant at well 4, finish Liberty ST. 4" steel disconnection, at well 4. Reactivate well 1 to irrigate city park, use old 4" steel main. Put well 5 together for spring use. Write O&M for water system and emergency plan. Install 12" recycle tank drain to swell at reservoir, pipe is there. Locate new well site. Talk to Bill, he has been working on this.

Streets

Routine operation and maintenance. Storm Water Data is in hands of City engineer, will find out time frame for completion. Future projects, install catch basin at 3rd and main. Reseal pavement cuts around town. Install permanent stop lines though out town, order from Traffic Safety in Milwaukie.

Parks

Routine maintenance and operation. Reseal picnic tables, core trees for evaluation of stand. GET VOLUNTEERS to clean up tree area. Install water at theater.

Respectfully Bob Southard

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 12/6/2013
Re: Recorders Report Month of November 2013 report

Activities and ongoing projects are as follows:

- ❖ Ongoing secretarial duties for the City Council and Planning And Historic Review Board, along with attending the meetings once a month.
- ❖ Attending Conference Committee Meetings
- ❖ Records Request update
 - None pending at this time.
- ❖ **Code Enforcement issues.**
- ❖ Reading and studying the Aurora Municipal Code.
- ❖ **We have received applications for the current open positions**
 - Working with CIS on best practices for employee policy and files
- ❖ Working towards obtaining certification
- ❖ Training with Finance Officer as back up position.
- ❖ Working on fees schedule for Planning and Permits
- ❖ Working on our permanante files making sure they are properly marked and placed in storage for the correct retention period.
- ❖ Working on policy and procedures for each department
- ❖ Ongoing needs of the City



OREGON LIQUOR CONTROL COMMISSION
**SPECIAL EVENT WINERY/
 SPECIAL EVENT GROWER APPLICATION**

● **SPECIAL EVENT WINERY (SEW) APPLICATION**

This license allows an Oregon Winery Licensee to sell wine, cider, and malt beverages for drinking on the special event licensed premises or in sealed containers for taking off of the special event licensed premises.

● **SPECIAL EVENT GROWER (SEG) APPLICATION**

This license allows an Oregon Grower Sales Privilege Licensee to sell wine and cider for drinking on the special event licensed premises or in sealed containers for taking off of the special event licensed premises. All of the fruit or grapes used to make the wine or cider must have been grown in Oregon under the control of the licensee.

Process Time: OLCC needs your completed application to us in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #9 below (some events may need extra processing time).

License Fee: \$10 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day

License Days: In #9 below, you can apply for a maximum of 5 license days per application form.

- This application is for: SPECIAL EVENT WINERY SPECIAL EVENT GROWER
- Licensee Name (please print): St. Josef's Winecellar, Inc E-Mail: info@stjosefswinery.com
- Trade Name of Business: St. Josef's Winery 4. Fax: 503-651-4400
- Address of Annual Business: 28836 S Barlow Rd 6. City/ZIP: CANBY/97013
- Contact Person: TARA MCKNIGHT 8. Contact Phone: 503-651-3190
- Date(s) of event: Dec 7, 8 2013 10. Start/End hours of alcohol service: 1130 to 6pm

LICENSED AREA BOUNDARIES: ORS 471.159 prohibits the OLCC from licensing an area that does not have defined boundaries. OLCC may require the licensed area to be enclosed and may require you to submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

- Address of Special Event Licensed Area: Timeless Antiques Aurora, OR
14988 2nd St NE Aurora (Street) OR 97002 (City) 97002
- Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):
Entire Retail Premises

13. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

Wine + Chocolate Walk - tasting of wine with chocolate

- Will minors and alcohol be allowed together in the same area? Yes No
- What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 200/day?

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #15 is 501 or more, in addition to your answers to questions 16, 17, and 18, you will need to complete the OLCC's *Plan to Manage Special Events form* (available on www.oregon.gov/OLCC), unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations.

Our staff will monitor our booth/space and area at all times. We will contact those in charge of event if problems come up. Do not serve VIPS and follow all OLCC rules.



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License Days: In #9 below, you can apply for a maximum of 5 license days per application form.

1. This application is for: SPECIAL EVENT WINERY SPECIAL EVENT GROWER
2. Licensee Name (please print): St. Josef's Winecellar, Inc E-Mail: info@stjosefswinery.com
3. Trade Name of Business: St. Josef's Winery 4. Fax: 503-651-4400
5. Address of Annual Business: 28836 S Barlow Rd 6. City/ZIP: CANBY/97013
7. Contact Person: TARA MCKNIGHT 8. Contact Phone: 503-651-3190
9. Date(s) of event: Dec 7, 8 2013 10. Start/End hours of alcohol service: 1130 to 6pm

LICENSED AREA BOUNDARIES: ORS 471.159 prohibits the OLCC from licensing an area that does not have defined boundaries. OLCC may require the licensed area to be enclosed and may require you to submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

11. Address of Special Event Licensed Area: WHITE RABBIT Aurora, OR
21368 99E Aurora, OR (Street) 97002 (City) 97002
12. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):
Entire Retail Premises

13. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

Wine + Chocolate Walk - tasting of wine with chocolate

14. Will minors and alcohol be allowed together in the same area? Yes No
15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 200/day?

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #15 is 501 or more, in addition to your answers to questions 16, 17, and 18, you will need to complete the OLCC's *Plan to Manage Special Events form* (available on www.oregon.gov/OLCC), unless the OLCC exempts you from this requirement.

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11. Address of Special Event Licensed Area: Aurora Salvage Aurora, OR
14971 1ST ST NE Aurora (Street) OR 97002 (City) 97002

12. Identify the licensed area (for example: entire premises; a room within the premises; an area in a park; etc.):

Entire Retail Premises

13. List the primary activities within the licensed area (like: dinner; auction; beer festival; wine festival; food fair; art show; music; patron dancing; sports event; etc.). If entertainment will be offered in the areas where alcohol will be sold or consumed, please describe the entertainment, the times it will be offered, and list the targeted age of attendees:

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Sidewalks Ownership and Maintenance

16.34.060 Sidewalks.

A. On public streets, sidewalks are required except as exempted by the Aurora transportation system plan and shall be constructed, replaced or repaired in accordance with the City's public works design standards, Appendix A Illustrations 10, 11 and 12 set out at the end of this title. If properties are located in the historic commercial or historic residential overlay, sidewalks shall be constructed in accordance with the Aurora downtown improvement plan and the City of Aurora Design Review Guidelines for Historic District Properties, set out in the Appendix to this code.

B. Maintenance of sidewalks and curbs is the continuing obligation of the adjacent property owner.

C. The City may accept and record a non-remonstrance agreement for the required sidewalks from the applicant for a building permit for a single-family residence when the Public Works Director determines the construction of the sidewalk is impractical for one or more of the following reasons:

1. The residence is an in-fill property in an existing neighborhood and adjacent residences do not have sidewalks;

2. Topography or elevation of the sidewalk base area makes construction of a sidewalk impractical.
(Ord. 415 § 7.92.060, 2002)