

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

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

2. CITY RECORDER DOES ROLL CALL

Mayor Graupp
Councilor Sahlin
Councilor Open
Councilor Southard
Councilor Sallee

3. CONSENT AGENDA

- a) City Council Minutes – February, 2016 & March, 2016
- b) Planning Commission – March, 2016
- c) Historic Review Board Meeting Minutes – NA

4. CORRESPONDENCE –

- a) EOA Update and Information from Planning

5. VISITOR

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

6. REPORTS

- a) Mayors Report
- b) Marion County Deputy
- c) Finance Officer,
- d) Public Works
- e) Parks Committee
- f) City Recorder
- g) City Attorney

7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Ordinance 482 An Ordinance Amending the City of Aurora Municipal Code (Additional Design Standards Accessory Structures in Commercial Zone). Second Reading
- b) Resolution Number 705 A Resolution Authorizing a Credit Limit Increase for Public Works Director Lockard.

8. NEW BUSINESS

- a) Discussion regarding City Contracts.
- b) Discussion regarding Council Procedures.
- c) Discussion or Review/Comments requested of Historic Review Board The Design Guide.

9. OLD BUSINESS

- a) Discussion and or Action on Living Color Contract
- b) Discussion and or Action on Ordinance Violations/Nuisance Declared Property Location 21367 Hwy 99E Richard Reneau.
- c) Discussion and or Action on Recommendation from Planning Commission Regarding Orchard View Storm Water issue.

10. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, February 09, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

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

STAFF ABSENT: Dennis Koho, City Attorney

VISITORS PRESENT: Byron Schreiver, Aurora
Shatrine Drake, Aurora
Mr. Michigan, Aurora

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

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

2. CITY RECORDER DOES ROLL CALL

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

3. CONSENT AGENDA

- a) City Council Meeting Minutes – April, 2015, Councilor Sahlin points out that visitors should say none if there are none and for the various report areas if there is no action items it should be stated as such. He also points out that during the park report he had mentioned soccer goals and the review of the landscape contract and in the City Attorneys report to bullet each subject. Councilor Sallee thought that there was not enough information in the City Attorneys report area regarding the Eddy property discussion specifically details regarding the deal.
- b) Planning Commission – April, 2015
- c) Historic Review Board Meeting – March, 2015

ACTION ITEM: NA

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

4. CORRESPONDENCE –

- a) Email from Ask-ODOT regarding crosswalks, Mayor Graupp states that he has met with the citizen that emailed ODOT to address her concerns regarding the cross walks.

Action Item: Officer Huitt is asked to speak with Marion County.

5. DISCUSSION AND OR APPOINTMENT OF OPEN COUNCIL POSITION

- a) Letter of interest from Planning Commissioner Mercedes Rhoden-Feely, applicant gives brief background regarding her involvement in local government currently serving on the Planning Commission along with the budget committee and worked on various Aurora Colony Days projects as well. I am an attorney by trade. Councilor Sallee ask what her motivation is from moving from Planning Commission up to City Council and Mercedes states to get more involved broad scope and in the community. Various other questions are asked regarding her interests. Mayor Graupp just to confirm you are currently the Vice Chair of Planning Commission yes I am. 2 years on Planning.

- b) Letter of interest from Tom Heitmanek, give a brief over view although I have no local government experience and limited volunteer experience with Aurora I would like to start as this time in my life allows since I am retired. Councilor Sahlin asks his thoughts on Aurora and Heitmanek states they like the small city atmosphere we love it. Councilor Southard asks if he is sure that he is committed and Heitmanek says yes. Not many more questions really.

Councilor Southard , B
Councilor Sallee, B
Councilor Sahlin, A
Councilor Gruapp, A

Sahlins comments that it is nice for the new people on council would come up on the ranks as you learn a lot in doing so.

Sallee, we have critical issues regarding the Airport coming up in Planning and on that perspective I would like to see the more seasoned people remain on Planning. Southard agrees.

This is a one year position; Also City Recorder Richardson informs Council that there are many seasoned veterans on Planning Commission to address the Airport issues.

A new vote is taken and again

Councilor Southard , B
Councilor Sallee, B
Councilor Sahlin, A
Councilor Gruapp, A

Position is held open for another month.

6. Appointment of Council Liaisons for Various Departments

- a) Administration, As City Manager Graupp
- b) Public Works, Graupp and Southard
- c) Police and Safety, Kris with police
- d) Planning Commission, Graupp will temporarily take until new person comes on board.

Councilor Sallee, So do we have any say in the matter or opinion Graupp I have made my decision do we have an opinion or can we talk about this Mayor Graupp for a short time again Sallee I am asking are you open to talking about this, sure Mayor Graupp asks her opinion. I think people should be liaison to what they are most comfortable and qualified for. I don't agree that the Mayor should be liaison to multiple positions I think you should allow Bob to be Public Works and I feel my strength is in administration. I also have a lot of experience with crisis management. I do feel people should be in the positions where there best suited. I also think a liaison to legislation and keeping us up to date would be good as well so we can keep citizens more up to date. I just want the opportunity to express my opinion.

Mayor should focus on Mayoral Issues. Mayor Graupp states I like the way I assigned them however I will think about your statements. Councilor Sallee will you comment next month on what you thought about.

MAYOR will you comment on it next month I would like you to move forward as assigned Sallee will you address it next month as Mayor you need to address the issues brought to you by Councilors, yes I will next month thank you very much states Councilor Sallee.

7. VISITORS

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

- Byron Schreiver, Seal Rock resident updates the council regarding his water filter status of 4 months he felt it looked fairly good this time even though it is brown. Mayor Graupp states that he has a similar filter and he felt his looked better this last time as well.
- Mr. Michigan states that were lucky to have our basic needs met with professional companies however with our water that responsibility lies completely with Aurora. Public Works Superintendent Lockard informs him that all of Aurora's water quality tests results are on the Oregon Water Quality website for anyone to view.
- Shatrine Drake presented to the council a street pole banner design at a cost of between \$30.00 to \$40.00 dollars and we would like to place them along Main in the downtown core and possibly along 99E. Mayor Graupp lets her know that he did locate an application for the PGE poles and will get it to her.

8. REPORTS

a) Mayor Bill Graupp

- I attended the last meeting regarding the Orchard View subdivision along with attending the last Planning Commission meeting where they discussed their options. The group is going to have another meeting on the 27th and I plan on attending that one as well so far the issue here is lack of participation amongst the home owners. City Attorney Koho has been in contact with the contractor and so far he is willing to just hand over the property to the city. The City doesn't really want it that is why we are hoping Orchard View finds an alternative solution.

Council discussed. NA

ACTION ITEM: NA

b) Marion County Deputy

- Deputy reports nothing major has been happening we did ask the data analysis to expand on the report given each month and for some reason at that point the Aurora deputy calls dropped of the report so I will look into that.

Council discussed the year to date report and had a few questions regarding outside of contract hours and contract hours vs noncontract hours it's based geographically because even if I am off your coverage is still a priority. Councilor Sallee would like to see a year in review Officer Huitt informs her that we send out a yearend report.

ACTION ITEM: NA

c) Finance Officer

- Finance officer reports everything is looking good and that Byron Schreiber is requesting to extend his term on the budget committee and with that we currently have one open spot and two applicants.

Council discussed, NA

ACTION ITEM: NA

d) Public Works

- Public Works report as attached for the most part everything is going well a sewer leak was discovered on Ottaway somehow a property owner was not hooked up properly everyone has been notified and we are in the process of getting it fixed. We are also going to begin on a water leak on Main Street possibly by tomorrow. Councilor Sallee asks the status of the street striping project and Lockard informs the council that he has a bid for that and will keep them up to date.

Council discussed, NA

ACTION ITEM: NA

e) Parks Committee

- Park report there is nothing really to report other than the fact that we have taken 4 more trees out and were working on updating the Living Color contract.

Council discussed, NA

ACTION ITEM: Get completed and updated contract.

f) City Recorder

- Recorder report as attached, currently working on Springbrook software update and training. We have also begun the conversation regarding web payments and would like permission to begin that process as it is a nominal fee. The server up grade was to be in March however staff would prefer to wait until April.

Council discussed briefly the web payments cost and it was the consensus of the council to move forward with the web payment portal.

ACTION ITEM: Web payment portal.

g) City Attorney

- City Attorney report, Mayor Graupp informs Councilors that he is out sick.

Council discussed, NA

ACTION ITEM: NA

9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Discussion and or Action on Ordinance Number 481 Creating a Zone Change and Amending the Comprehensive Zone Map (ZC-2015-01 and CPMA-2015-01) Second Reading.

Motion to approve Ordinance Number 481 and creating a zone change is made by Councilor Southard and is seconded by Councilor Sallee. Motion Passed by all.

- b) Discussion and or Action on Ordinance Number 482 Amending the City of Aurora Municipal Code (Additional Design Standards Accessory Structures in Commercial Zone) First Reading. City Planner Wakeley apologizes for not understanding the direction council wanted on this nor did I get the language Councilor Sahlin submitted. Wakeley goes on to say the Planning Commission added to the design standards items J and K. My (Wakeley) concern is the 6ft fence as a screen and landscape is a variable and could potentially be a compliance issue. Councilor Sallee likes the language. Councilor Sahlin we simply want it to be a clean look in the Commercial zone. There are various other topic points regarding square footage however no motion is made and it is requested to come back for next month's meeting.

- c) Discussion and or Action on Ordinance Number 483 Amending the City of Aurora Municipal Code (Regarding Storage of Recreational Vehicles). First Reading. Council asks if there is a clarification for front yard/lawn parking yes (Wakeley) parking is allowed on a hard dustless

surface. At the last meeting Council wanted to verify the definition of Recreational vehicle once done there was no more discussion.

Motion to pass the first reading of Ordinance Number 483 was made by Councilor Sahlin and is seconded by Councilor Sallee. Motion passed by all.

City Planner Wakeley wanted the Council to be aware of a few Economic Funding sources available to the City, Agora investment platform in conjunction with EDA and COG pilot program and the Ford Foundation is where communities and can upload there projects to allow for a matching process. They want to make it easier to receive funding for the projects.

10. NEW BUSINESS

- a) Discussion and or Appointment of Budget Committee Members for FY 2016/2017 Members are David Opie, Byron Schreiver, Mercedes Rhoden-Feely and Richard Goddered who is not here and finally Joseph Schaefer.

Motion to appoint Byron Schreiver is made by Councilor Southard and seconded by Councilor Sallee. Motion passed by all.

Motion to approve Joseph Schaefer to a 1 year assignment is made by Councilor Sahlin and is seconded by Councilor Southard. Motion Passes.

Consensus is to not appoint Goddered at this time and wait to see if any other positions become available.

- b) Discussion and or Action on Possible Urban Growth Boundary Expansion for the Airport. Chairman of the Aurora Planning Commission Joseph Schaefer, The Planning Commission is proposing to expand the Urban Growth Boundary however I would like to make clear this act alone would not ensure that annexation would occur it is a completely separate process. By expanding the Urban Growth boundary it allows them to annex but it is not automatic.

Councilor Salle if they choose to annex is this still done by the vote of the people, yes it is the same process.

Airport options are;

1. Not to expand (no growth option)
2. Stay within the County and obtain more goal exceptions.
3. To expand our UGB and take them into it the city would not run it but we would benefit from it the Airport has a very large well and could aid the city with fire suppression and it would allow us to have a better seat at the table regarding expansion of the Airport. Also the city would benefit in revenue dollars as well.

The Planning Commission recommendation to the council is simply an employment opportunity only and Airport only.

First thing we would need to do is an Economic Opportunities Analysis, Councilor Sahlin asks if you are proposing all of the land from here to the Airport yes we are. We need to determine this for the 20 years what types of lands and their characteristics. I am not proposing the city pay for this in any way it will be by donations and or grants. If the council decides to pull out after the completion of the Economic Analysis then we stop set it on the shelf no harm no fowl.

Because we are a small city the council can approve us moving forward and then we go to DLCD and skip LCDC.

Councilor Sallee asks, what are the benefits for the city and Schaefer states water for fire suppression. If we don't begin the expansion then they can never annex if ever they wanted too. Councilor Sallee I thought the last conversation was that we would supply water no in the beginning I (Schaefer) said this is completely different in that the state owned land has plenty of water and they do not need ours and it's not about water it is about so much more.

There are some more brief conversations regarding Airport expansions of runways and various other items.

Chair Schaefer then reiterates that this will all be done at no cost to the city. Planning Commission is proposing donations and grants. We are specifically asking Council to allow us for the next 3-6 months to go after the Economic Analysis piece.

The end result of the conversations is the consensus of the council to allow the Planning Commission to move forward with the data collection for the Economic Analysis and obtain funding for it.

11. OLD BUSINESS

- a) Discussion and or Action on Ordinance Violations/Nuisance Declared Property Location 21367 Hwy 99E Richard Reneau. What is nuisance? City Recorder Richardson explains to the council the process in which she followed and the letters that were sent prior to this meeting. Councilor Sahlin code is clear to define it as a nuisance. Mr. Reneau states that this is going to be expensive and I don't really have a plan at this time. Councilor Sahlin asks Mr. Reneau for a proposal and to come back at the April Council meeting and present us with a viable plan.

Councilor Sallee feels that in the January minutes Kelly didn't capture all of the discussion regarding the Eddy property deal adequately enough. In her (Sallee) opinion the council directed City Attorney Koho if there was a change in the deal then the liens go back into place and a new deal needs to be struck at that time it would come back to council for review. These items should have been put into the minutes in her opinion. She also felt that this whole process was ignored. I think it needs to be on the record that in her opinion it was not the proper way to do that process and I am not sure why we were not informed. I don't know if the rest of the council was informed that is why I requested and email or copy of that indicated we had a deal. That email was dated the 6th of January correct the email was sent to the Mayor and Recorder. Councilor Sahlin then goes on to say well the liens

never terminated and the foreclosure of property was continuing. Councilor Sallee says yes it was continuing however when you get a new real estate deal that's a new deal the terms of the prior deal weather we want to keep them or not they were not presented to the council for review.

She (Sallee) goes on to state that the terms of the new deal were not presented to council and felt they should have been prior to it's signing. To me this is a red flag that council is not being kept up to date or considered I think we should call an executive session to discuss this. Councilor Sallee wants to know why the council was kept out of the loop and why they were not asked to comment. We were not given the option to change it or not. I am asking the Mayor why we were not given an opportunity for comment.

Mayor Graupp before that is done we need to default to Dennis regarding the process that was taken. Councilor Sallee yes because he is the one in this situation that indicated if there was **a change** it would come back to us. Because we found out after the fact I don't know how ethical that is and it is a concern to me. Mayor Graupp we will discuss with Dennis when he returns.

Sallee goes on to state that in her opinion the minutes need to be more clear.

12. ADJOURN,

Mayor Graupp adjourned the February 09, 2016 Council Meeting at 10:00 PM.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora City Council Meeting
Tuesday, March 08, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

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

STAFF ABSENT: Dennis Koho, City Attorney

VISITORS PRESENT: Byron Schreiber, Aurora
Shatrine Drake, Aurora
Mr. Michigan, Aurora

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

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

2. CITY RECORDER DOES ROLL CALL

Mayor William Graupp- Present
Councilor Jason Sahlin - Present
Councilor Kris Sallee-Present
Councilor Robert Southard-Present
Councilor Tom Heitmanek -

3. CONSENT AGENDA

a) City Council Meeting Minutes – February, 2016, (disclosure this section is verbatim minutes as stated by Councilor Sallee) Councilor Sahlin points out that the vote for the open council position is not reflected in the minutes at which point City Recorder Richardson examines the minutes in his packet and determines that the wrong minutes were placed in the council packets. At which point it is clearly stated that they would wait until next month to consider the February minutes. Councilor Sallee continues to critique the wrong minutes as clearly determined by everyone. Again Richardson points out that you would be making comments on the wrong information however Sallee continues with her remarks. On Pg 5 I (Sallee) think we need clarification as to who is speaking I do not think that I had said all of the information and it hard to know what the sentence is saying. Again Richardson states you are making comments regarding the wrong information these are the wrong minutes these comments are pointless at this point they are the wrong minutes. However Sallee goes on

Pg 6 Old Business number 9 second paragraph I just need some clarification on how that was recorded as well basically that paragraph is speaking to the Eddy property deal and basically my question was asking well I said council directed city attorney Koho that if there was a change in the deal the liens would go back into place and a new deal needs to be struck at that time and I don't think that is what I said I think I was asking Dennis what because if the deal if the first deal fell through um where does that set the liens and he had somewhat indicated that those liens would probably go back into place until a new deal or offer came into play and we could decide at that time and so again. Councilor Sahlin states the liens were never taken off the property. Councilor Sallee But that was my question to him and he was going to get back to me and clarify that and so I think I just need clarity on that and how that was said. How that all came about and we never heard about it so just wanted clarity. And then um the paragraph after that goes on to state that the terms of the new deal were not presented to council and they should have been prior to signing um to me this is a red flag that council is not being considered I think we should call an executive session and again maybe just listening to the tape cause I felt that we just didn't go through the right process so even though those terms may have stayed in place it was about going through the right process so I guess if you could just get some more clarity on that. Um and then just identifying the action item on that was. (Mayor Graupp) OK.

- b) Planning Commission – February, 2016, they were discussing the UGB expansion and Orchard View action.
- c) Historic Review Board Meeting – November, 2015

ACTION ITEM: NA

Motion to approve the consent agenda except for February Council minutes was made by Councilor Sahlin and is seconded by Councilor Southard. Motion approved by all. Councilor Sallee so how does that work if we're getting corrected ones next month Mayor Graupp as normal we will review them next month.

4. CORRESPONDENCE –

- a) 2016 Legislative Preview from the Local Focus Magazine LOC. Councilor Sallee I have a question I thought this would be really great to have this up loaded to the City website so citizens could have access to that I was not seeing that on there so I wasn't sure why, Mayor Graupp because I informed staff not to place this document on there as its not ours but that they could put a link to the LOC website on our website. (Sallee) and so where is that at Richardson states it's not up there yet but it will be soon, oh ok well that's fine I (Sallee) am just asking because I think it would be good for our citizens to have access to it and know what is going on in legislature.

Action Item: Staff directed to put link on the website.

5. Discussion and or Appointment of Council Position.

- a) Letter of Interest from Commissioner Mercedes Rhoden-Feely.
- b) Letter of Interest from Thomas Heitmanek.

Mayor Graupp we have the same two letters of interests so I will take a vote because we were introduced last time would you the applicants want to update us on anything. No discussion.

Vote
Southard, Tom
Sahlin , Tom
Graupp, Mercedes
Sallee, Tom

Mayor Graupp, Tom your on so let's go through the motions at this time, City Recorder Richardson performs the swearing in of the new council member Tom Heitmanek to fill Councilor Vlcek' old seat. As a reminder Mayor Graupp informs the new councilor that this term is through December 31st of 2016 the election process begins August 10th or so.

Mayor Graupp reads a section of the Council Procedures regarding roles of Liaisons and Department Heads.

ADMINISTRATIVE ROLES OF THE CITY COUNCIL AND DEPARTMENT HEADS

A City Council's administrative role varies according to the form of government. Aurora uses a "strong mayor" system. This means the Mayor is a voting member of the City Council as opposed to a presiding Mayor with veto power. The Mayor appoints City Councilors to serve as Liaison for a particular City Department at the first meeting in January of each year, and may serve as a Liaison for any number of functions.

A City Councilor may be assigned as "Liaison" to any one of these four responsibility areas: Public Works Department, Police Department, as Inter-Governmental Liaison or as with the City Administration Staff/Community Liaison. A portion of each City Council meeting is set aside for reports from the "liaisons" on matters related to their assignments, i.e., committee, workshops, research, etc.

Individually, each City Councilor has authority in administrative matters only to the extent delegated by the City Council as a whole.

This delegation is often formally expressed through an Ordinance or Charter provision but may be implemented through City Council action or resolution.

In Aurora, most administrative authority is vested in the City Council and Department Heads who are appointed and are removed by the City Council. Currently, these Department Head positions are as follows:

Public Works Superintendent
Police Chief
City Recorder
Finance Officer

Under the current administrative role of the City Council, there are likely to be many practical, and in some cases even legal limits to the City Council's administrative activities. But examples of City Councilor's administrative role may be: 1) During a

Department Head's absence, the Department Head's Liaison could present a department request, proposal or report for City Council Meetings, or present a potential problem, or requests for services: 2) The Department Head's Liaison could provide ideas about a program or policy, attend intergovernmental or other meetings to gain insight and background, assist with evaluation or bids for services, etc.

The City of Aurora Liaison's roles are support and advice mechanisms for the Department Heads and are for the City Council's mutual benefit. The Mayor and Department Heads bear the responsibility for the "general day to day" operations of the Department they supervise. Through this relationship, a Liaison uses the knowledge and background of the department or city service they represent at the City Council level to better inform other City Councilors and the citizens.

At this point Mayor Graupp hands out to each Councilor and staff member a link to a video regarding staff and councilor relations that he advises everyone to listen to.

Councilor Sallee asks if she can make some comments and wants to make a part of the record also and reads another section found on pg 30; part of the reason I want to bring this up is I know in the past liaisons have been more of a title and liaisons have not had much participation or encouraged to participate. So there has been really no direction for the liaisons in the past so it is a good thing that we are reviewing these sections.

CITY STAFF ROLES

City Staff will acknowledge the City Council as policy makers, and the City Council will acknowledge staff as administering the City Council's policies.

City Councilors and City Employees may participate in meetings, negotiations, discussions with other agencies, departments, etc. on matters pertinent to the interests and potential involvement of their departments. Liaisons and Department Heads will cooperate in all discussions and creation of any Department Goals.

She also brings in a document from the League of Oregon Cities regarding relations and staff between city councilors.

Regardless of the size of the city or its form of government, communication between the council and a city employee must be made with the recognition of two facts:

- The city employee is responsible to his or her immediate supervisor and cannot take orders from a councilor; and
- Each councilor has the authority in administrative matters only to the extent delegated by the council as a whole. This delegation is often formally contained in an ordinance or charter provision.

Misunderstandings may arise when a councilor intends only to ask for information. The employee receiving a direct request from a councilor can easily jump to erroneous conclusions or misinterpret the councilor intent. The best way for councilors to get

information about administrative matters is to make a request during a regular council meeting or to a specific manager or administrator.
So I (Sallee) really think that clarifies our roles and so we can be effective.

Richardson requests copies of all the information that Councilor Sallee read out loud.

6. VISITORS

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

No visitors or discussion.

7. REPORTS

a) Mayor Bill Graupp

- I attended the last meeting regarding the Orchard View subdivision along with attending the last Planning Commission meeting where they discussed their options. The group is going to have another meeting on the 27th and I plan on attending that one as well so far the issue here is lack of participation amongst the home owners. City Attorney Koho has been in contact with the contractor and so far he is willing to just hand over the property to the city. The City doesn't really want it that is why we are hoping Orchard View finds an alternative solution.

Council discussed. NA

ACTION ITEM: NA

b) Marion County Deputy

- Deputy reports nothing major has been happening we have been focusing on livability issues dealing with Ordinance violations. I have noticed that speeding issues have decreased and the number of related traffic stops has also decreased the main focus has been in and around Aurora and between North Marion School. Marion County has had a big enforcement push to keep commercial vehicles at of the area of the school for the safety of the kids. Been very successful with limiting commercial vehicles on Boones Ferry Rd.

Council discussed nothing at this time with Officer Huitt.

ACTION ITEM: NA

c) Finance Officer

- Finance officer reports everything is looking good and I just want to confirm that everyone has received their budget calendar.

Council Sallee had a question regarding the new truck for public works. She wanted to know if there was a specific amount or was it a range. She also wanted to confirm that we were looking at fleet pricing which is what occurred in this instance.

ACTION ITEM: NA

d) Public Works

- Public Works reports I apologize for not getting it into your packet were continuing work on the sludge removal/station. We did have a few pumps fail behind plant working on that. Trees in parks currently working on that. Trees along the street were going to trim just so you know. We thought we had a problem with the software however it turned out to be phone lines as to why we were continuing to get alarms at the plant that is now fixed.

Council discussed, Councilor Sallee had a few questions regarding water leaks which Lockard responded that he is on top of those issues. Sallee also had a question regarding the TGM program email that City Recorder, Richardson had sent out is that the same as the street grant no that is the SCA grant and were looking into that. Sallee also informs the group that herself and City "Recorder Richardson had attended the Hazard Mitigation meeting in Marion County were some other grant options were discussed as well. Lockard lets council know that we are still experiencing the water issue and bank erosion I am waiting for the next heavy rain to capture video to document the issue. She (Sallee) also wanted to know the status of the stop lines and Lockard informed her that he is waiting on a quote and working with the County. Sallee also states that she had sent out an email regarding certification for storm water Lockard said he would look at it.

ACTION ITEM: Lockard to look at storm water certification training.

e) Parks Committee

- Councilor Sahlin' asks if this is the current Living Color Park Contract. Yes it is stated by Mayor Graupp. Did Jerry get back to us regarding the additional items yes he had however the contract still really didn't call out each item well enough and Lockard still wanted to add some additional items. Consensus of the group to start on the contract items 1-5. Mayor Graupp informs Councilor Sahlin the school shop is closed for repairs so we are looking at another alternative for the garbage surrounds. Councilor Sahlin will talk about soccer goals during budget. Officer Huitt asks Councilor Sahlin for some time to discuss the previous year's issues regarding the park benches and tables.

Council discussed NA

ACTION ITEM: Get completed and updated contract that is more informative.

f) City Recorder

- Recorder report states you will notice that my report is neither on your desk top nor in your packet. I was a little swamped this last month with 2 weeks of training and then playing catch up.
- Richardson has one question for Council regarding the sidewalk issue and claim made by citizen the property owner was contacted he is fine with repairing the sidewalk he is wondering about the tree that is there causing the lifting in the sidewalk. The property owner is planning on removing the tree and I just wanted you all to be aware of it.
- Springbrook is going well the billing went ok and the meter reading equipment worked as well we are excited.
- Web-payments should be in May.
- Next budget season we need to look at computers.
- Councilor Sahlin asked about the Master Plan and Mayor Graupp lets everyone know that it is moving forward and they hope to have it finished this year. They should have most if not all of the data they need.

ACTION ITEM: NA

g) City Attorney

- City Attorney report, Mayor Graupp introduces Eleanor Beatty from Koho law she is here while Dennis is on leave. Miss Beatty is hopeful that he will return next month.

Council discussed, NA

ACTION ITEM: NA

8. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Ordinance 482 An Ordinance Amending the City of Aurora Municipal Code (Additional Design Standards Accessory Structures in Commercial Zone). First Reading

Motion to approve the first reading of Ordinance 482 Amending the Aurora Municipal Code Design Standards for Accessory Structures in Commercial Zone was made by Councilor Sahlin and is seconded by Councilor Sallee. Passed by All.

- b) Ordinance 483 An Ordinance Amending the City of Aurora Municipal Code (Regarding Storage of Recreational Vehicles). Second Reading

Motion to approve Ordinance 483 an Ordinance Amending the Aurora Municipal Code Regarding Storage of Recreational Vehicles second reading is made by Councilor Sahlin and is seconded by Councilor Southard. Passed by All.

9. NEW BUSINESS

- a) Discussion and or Action on Auditing Firm Grove Mueller and Swank for FY 2016-2017.

Motion to continue with Grove Mueller and Swank as our Auditing Firm for FY 2016/2017 was made by Councilor Southard and seconded by Councilor Sahlin. Passed by All.

10. OLD BUSINESS

- a) Discussion and or Action on Living Color Contract. Council has asked that it come up during budget and staff is going to meet with Jerry in the morning to look at the contract and make sure it is correct. No action is made at this time.

11. ADJOURN

Mayor Graupp adjourned the March 08, 2016 Council Meeting at 7:58 PM.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, March 1, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

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

STAFF ABSENT: None

VISITORS PRESENT: None

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Chairman Schaefer at 7:02 pm

2. CITY RECORDER DOES ROLL CALL

Chair Joseph Schaefer - Present
Commissioner Craig McNamara- Present
Commissioner Bud Fawcett – Present
Commissioner Jonathan Gibson - Present
Commissioner Mercedes Rhoden-Feely - Present
Commissioner Tara Weidman - Present
Commissioner Aaron Ensign - Absent

3. CONSENT AGENDA

- a) Planning Commission Minutes – February, 2016
- b) City Council Meeting Minutes – NA
- c) Historic Review Board Minutes – None

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

4. CORRESPONDENCE –

5. VISITORS

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

Jim and Kathy Page along with Randy Parker the new owners of the Eddy property at 21520 Main Street is here to observe and pitch there concept for the tiny house motel.

6. PUBLIC HEARING

- a) Discussion and or Action on SDR-16-01 Application for Property 21317 Hwy 99E, Hearing opens at 7:04pm Chair Schaefer declares that he has been on site when previously owned by James Frackowaic. Commissioner Gibson also declares he was on site a number of years ago and Commissioner McNamara declares he was on site when it was the Deer Creek Mercantile. Chair Schaefer begins by reading the ORS regarding public hearing processes. He then turns the meeting over to City Planner Wakeley who then begins the staff report.

The recommendation of staff is to continue the hearing until April 5th, 2016 because noticing requirements were not met we were unable to get it printed in the local newspaper in time. We did receive comments from Aurora Fire District. You will see that the applicant has provided two separate scenarios one as a detached and the other attached Commissioner Gibson asks the slope of the driveway and if there is parking allowed on 99E Wakeley states in my research of the 2009 TSP it is not called out I had thought it to say no parking on the west side of 99E so we will need confirmation from ODOT. Regarding the slope it starts at 199' and before you even get to the front of structure its now 194' so a 5 to 6 'drop.

**CITY OF AURORA
PLANNING COMMISSION**

STAFF REPORT: Site Development Review 2016-01 [SDR-16-01]
DATE: February 24, 2016 (for the March 1, 2016 Planning Commission meeting)

APPLICANT/OWNER: Warren and Bernice Bean/Valerie Troyer
P.O. Box 446, Hubbard OR 97032

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

SITE LOCATION: 21317 Highway 99E NE, Aurora, OR
Map 41.W.13BA Tax Lot 2300

SITE SIZE: 99,752 square feet or 2.29 acres

DESIGNATION: Zoning: Commercial (C) with Historic Commercial Overlay (HCO)

CRITERIA: Aurora Municipal Code (AMC) Chapters 16.22 Historic Commercial Overlay and 16.58 Site Development Review

ENCLOSURES: Exhibit A: Assessor Map
Exhibit B: Application and site plan
Exhibit C: Historic District Inventory #122 and Historic Review Board minutes (February 25, 2016)

I. REQUEST

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

II. PROCEDURE

The application was submitted to the City on February 4, 2016 but was determined incomplete by staff on February 17, 2016. The applicant submitted supplemental materials on February 17th and 22nd. The request for comments to interested parties and notice to property owners within 100 feet of the subject property was mailed on 2/23/17- 7 days prior to the Planning Commission meeting. Aurora Municipal Code (AMC) requires notice to surrounding property owners 14 days prior to the Planning Commission meeting and notice published in the paper 20 days prior to the Planning Commission meeting under Limited Land Use decisions, AMC 16.78. Time constraints and submission of supplemental required application materials did not allow for sufficient notification requirements. Therefore, staff is recommending the Planning Commission continue the hearing to a date and time certain to allow staff to adequately meet the procedural requirements of the subject application under the AMC.

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

III. APPEAL

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

IV. CRITERIA AND FINDINGS

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

16.58.100 Approval Standards

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

A. Provisions of all applicable chapters;

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

necessary to maintain visual clearance areas. No rear or side setbacks are required. The existing structure is setback approximately 30 feet from the front property line and can be considered a pre-existing non-conforming use to the no front setback code requirements.

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

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

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

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

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

Staff finds this criterion can be met, with conditions.

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

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

Staff finds this criterion is met.

- C. Privacy and noise;*

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

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

FINDINGS: The subject property measures approx. 99,752 square feet or 2.29 acres. The property abuts the urban growth boundary and city limits to the west and Highway 99E to the east. The property to the north is zoned HCO and is buffered by approximately 150 feet of existing landscaping proposed to remain (see Exhibit B11). The property to the south is zoned Commercial but is outside the Historic Commercial Overlay. The lot to the south of the subject property measures approximately 50 feet to the south of the existing structure and proposed addition. The applicant proposes installation of a new asphalt parking area to the south of the existing structure and addition and proposes to buffer the parking area with five (5) ft. fence (see Exhibit B18).

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

Staff finds this criterion can be met, with conditions.

D. Residential private outdoor areas:

FINDINGS: Staff finds this criterion does not apply.

E. Residential shared outdoor recreation areas:

FINDINGS: Staff finds this criterion does not apply.

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

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

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

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

I. Crime prevention and safety:

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

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

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

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

FINDINGS: Criteria I.1 and I.2 are related to residential development and found not to apply. A lighting plan for the site was not provided by the applicant. A lighting plan in conformance with the above criteria shall be submitted for City review and approval prior to final occupancy permit approval. The lighting plan must also show that lighting shall not reflect onto surrounding properties. This is included as a recommended conditional of approval.

J. Access and circulation;

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

FINDINGS: Comments from the Aurora Rural Fire District are included under Exhibit D and included as a recommended condition of approval. The applicant proposes to close the existing access to the property and add a new access further south along Highway 99E at the location of the proposed parking area. According to the applicant, they have met with ODOT staff and ODOT has indicated they believe the proposed change is approvable by them. A recommended condition of approval is for the approved access permit to be submitted to the City of Aurora prior to occupancy permit approval.

Staff finds this criterion can be met, with conditions.

K. Public transit;

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

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

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

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

No ADA parking is shown on the proposed site plan. Staff recommends the Planning Commission defer to the building inspector to determine whether ADA parking is required on site. If ADA parking is provided or required, it shall be constructed in accordance with the Oregon Structural Specialty Code, in conformance with AMC 16.42.100. This is included as a recommended condition of approval.

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

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

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

Staff finds this criterion can be met, with conditions.

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

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

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

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

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

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

At the time of this staff report, staff did not have comments from the city engineer or city public works.

The Aurora Transportation System Plan (TSP) defers to the Oregon Department of Transportation (ODOT) for frontage improvements along Highway 99E, classified as a State Principal Arterial. Staff does not believe additional right-of-way dedication will be required at this time based upon existing widths. At the time of writing of this staff report, the City did not have comments from ODOT on the subject application.

Staff does not believe the subject Site Development Review application will require completion of a Traffic Impact Analysis (TIA) as the proposed application is not determined by staff to result in more than 250 vehicle trips per day as specified in the TSP. At the time of writing of this staff report, the City did not have comments from the city engineer on the subject application. Parking is discussed under criteria L.

Staff finds this criterion can be met, with conditions.

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

FINDINGS: The subject application includes new construction which will be subject to Oregon Structural Specialty Code requirements and ADA requirements. Remodel, if applicable, and construction shall be required to comply with all City of Aurora and State of Oregon development, building and fire codes. This is included as a recommended condition of approval. Staff finds this criterion can be met, with conditions.

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

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

Staff finds this criterion is met.

V. CONCLUSIONS AND RECOMMENDATIONS

Based on the findings in the staff report, staff recommends that the Planning Commission **CONTINUE** the planning commission hearing and decision on the application for Site Development Review (SDR-2016-01).

If the Planning Commission does not decide to continue the hearing, staff has outlined suggested conditions of approval based upon the information and comments received at the time of writing of this staff report:

- 1) Develop the subject property in accordance with plans approved by the city.
- 2) Comply with all City of Aurora and State of Oregon development, (building and fire codes in effect at the time of *building permit application*).
- 3) A lighting plan in conformance with AMC 16.58.100.C.2. and 16.58.100.I.3-4. shall be submitted for City review and approval prior to building permit approval. The lighting plan shall also show that lighting will not reflect onto surrounding properties. The approved lighting plan shall be installed *prior to final occupancy permit approval*.
- 4) An ODOT approved access permit shall be submitted to the City of Aurora *prior to occupancy permit approval*.
- 5) If ADA parking is provided or required, it shall be constructed in accordance with the Oregon Structural Specialty Code, in conformance with AMC 16.42.100.
- 6) In accordance with 16.42.50.J.-K., Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line or a street right-of-way. The outer boundary of a parking or loading area shall be provided with a bumper rail or curbing at least four inches in height, and at least three feet from the lot line or any required fence. Parking improvements shall be completed *prior to occupancy permit approval*.
- 7) Screening of refuse containers, disposal areas and service facilities shall be screened in compliance with 16.38.050.D., *prior to occupancy permit approval*.
- 8) If landscaping improvements exceed \$2,500, review and approval by the Historic Review Board (HRB) is also required in conformance with AMC 17.04.050.B.2.

VI. PLANNING COMMISSION ACTION

- A. Continue the hearing to the April 5, 2016 Planning Commission meeting to allow for additional staff review of comments from various interested parties and incorporation into the Planning Commission staff report and decision.
- B. Approve the site development review application (SDR 2016-01) for new construction/additions to the existing structure, on-site landscaping improvements including approx. 2,050 sq. ft. of

outdoor patio seating area and decorative pathways; provision of 36 on-site parking spaces; and installation of a new access drive from Highway 99E.

1. As recommended by staff, or
 2. As determined by the Planning Commission stating how the application satisfies all the required criteria, and any revisions to the recommended conditions of approval, or
- C. Deny the request for site development review approval for SDR 2016-01 stating how the application does not meet the applicable approval criteria.
- D. Continue the hearing to a time certain or indefinitely (considering the 120-day limit on applications).

The Commissioners ask the applicant which version they would prefer and it is determined in that conversation the applicant would prefer it to be attached.

- The applicant Bernice Bean addresses the Commission and gives a brief background of her over 35 years in the hospitality industry and feels as though this would be a good sound project in Aurora.
- Aaron Fabre comments that we were hoping to get a sense on whether or not this project could move forward as our option to purchase is until March 15th. We have discussed the project with ODOT and it is my understanding that we can have parking along 99E. Initially our goal was to keep the driveway and put in a second one and we learned that would not be possible so we moved it. They do have some requirements that we will address.
- The Historic Review Board seemed to like the project they had a few comments I would only add that my understanding was that they were not expecting us to come to next meeting just bring it to the board when ready for permit process.

There were no Comments for or against.

Motion is made by Commissioner McNamara to continue the hearing until the April 5, 2016 meeting and is seconded by Commissioner Fawcett. Motion Passes.

7. NEW BUSINESS

- a) Discussion and or Action on Non-Remonstrance Agreement for 15050 Park Avenue. Chair Schaefer summarizes the application, the property is a flag lot and they currently have building permits for a single family dwelling currently there are no sidewalks surrounding the flag lot therefore the applicant is asking for a Non-Remonstrance Agreement instead of putting in sidewalks at this time.
- Planner Wakeley comments that this is an interpretation and a limited land use decision and therefore no public hearing is required. Once a decision is made abutting property owners would be notified. There have been a few concerns in the past regarding drainage on the south side but not on the north side. IN the last 5 years development has required sidewalks on the north side most of the drainage problems are on the south side only. In the past it has been determined that these could be a safety issue if left too long without connecting sidewalks so your code does allow for a non-remonstrance agreement.

At this point the recording stopped at 7:55PM the recorder is full.

Motion to approve the Non-Remonstrance agreement application for 15050 Park Avenue is made by Commissioner Gibson and is seconded by McNamara. Passed by all.

8. OLD BUSINESS

- a) Discussion and or Action on Orchard View Subdivision Storm Drain Issues.
Chair Schaefer gives a brief history of the issue and informs everyone that there are no new updates as of yet. Councilor Southard informs the group that this will be addressed in the Storm Water Master Plan update that should be completed very soon. The City has provided the group with estimates on maintenance costs however the City is really hoping for the group to form an HOA to take care of the situation.
- b) Discussion and or Action on Possible Urban Growth Boundary Expansion for the Airport.
Chair Schaefer, after our last meeting and with discussions with City Council we are to the point of moving forward and I would like your thoughts on this process.
- We need to now get the funds together in order to move forward with the EOA (Economic Opportunities Analysis) which will be completely funded by donations and or grants. This portion of the project will cost approximately \$50,000 based on similar projects and about \$10,000 for the City Planners time and maybe another \$5,000 for our City Attorney. We will have the budget committee set up a line item on the budget.
 - Citizen involvement is a big part of this process we need to get feedback from our community.
 - Identification of possible lands 360 degrees surrounding Airport.
 - Assessment of land potential and expectation of Airport growth.
 - Industry specific EOA for the Airport is where were going with this.

Consensus of the commission is to wait until there is more information before we begin obtaining citizen feedback.

Councilor Southard is in the audience and he just wanted to remind everyone that we are the servants for our community and that it is our job to help our citizens to succeed in their projects. There are so many vacant buildings and we need to figure out ways to make applicants successful.

9. COMMISSION/DISCUSSION

- a) City Planning Activity (in your packets) Status of Development Projects within the City. NA.

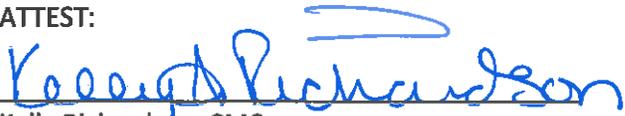
10. ADJOURN

Chair Schaefer adjourned the March 1, 2016 Aurora Planning Commission Meeting at 8:50 P.M.



Chair Schaefer

ATTEST:



Kelly Richardson, CMC
City Recorder

AURORA EOA – Apr 2016

PROJECT DESCRIPTION AND BUDGET

PROJECT PURPOSE STATEMENT

The purpose of this project is to complete an economic opportunities for the City of Aurora regarding the Aurora State Airport and adjacent aviation development (collectively “airport”). The EOA will be developed in accordance with applicable statewide planning goals, statutes and administrative rules and will be adopted as a post-acknowledgement plan amendment to the Aurora Comprehensive Plan.

The City of Aurora last completed a comprehensive evaluation of its economic trends in 2____. The ____ EOA relied on data from the 1990’s and early 2000’s and did not account for the airport. Since then, the airport has grown closer to the city and the city’s UGB, which has increased the development potential for lands between the city and the airport. Reliant on older information, the ____ EOA did not analyze the 2013 FAA Master Plan, or slopes, natural hazards and other environmental constraints. The ____ EOA failed to recognize the importance of the airport in growing the local and regional economy. This EOA will not focus on the existing city, rather it is for the specialized airport use which is outside, but quite close to, the existing city. As a result, this is not a traditional, comprehensive city EOA and will supplement the existing traditional EOA from _____.

Aurora’s economy is predominantly based on historic tourism and aviation. There is sufficient land for historic tourism, however the airport is outside the UGB and lacks sufficient developable land. The 2013 FAA master plan estimated a land need of ____ acres, however the land surrounding the airport is not zoned for airport development.

The city attracts historic tourists primarily during the summer, weekends and holidays. Many local businesses and the associated tourist-dependent workforce face significant economic challenges in the off-season months. The city’s physical constraints (e.g., topography and wetlands) and hazard potential (e.g., flood and tsunami inundation areas) limit options for location of new industry, large scale service and retail buildings, and critical facilities, and add cost to development.

A well-researched current economic opportunities analysis would help the city assess the opportunities and constraints of bringing the airport into the UGB, while preserving the historic character and small town charm of the existing city.

PROJECT OVERVIEW AND MANAGEMENT

Overall management of the Project will be the responsibility of the City. Specific Project management duties of City will include:

- Managing the Planning Commission and other interested citizens;
- Overseeing consultant work described in this scope of work;

Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the consultant with meeting facilitation.

Advisory Committees

Following completion and adoption of the EOA, the city may decide to continue with a buildable lands inventory and alternatives analysis, in which case a Technical Advisory Committee (TAC) will be formed. The TAC will be composed of local government and state agency staff and others identified by the TAC. The role of the TAC is to review Project materials and advise on technical issues throughout the project. TAC members shall generally consist of representatives from the City of Aurora, DOA, DLCD, and the Project consultant. Additional representatives from other affected agencies and organizations may serve as recommended by TAC members.

The Aurora Planning Commission will serve as an advisory committee for the EOA. It will meet monthly to review technical analysis and recommendations prepared by Aurora staff and the consultant. The City will be primarily responsible for communicating with officials from all involved public entities and assure that policy issues are incorporated into technical work at the appropriate time and in the most effective way.

The consultant will perform technical research and analysis for the EOA, and complete all work products identified in Tasks 1-10 of the project work plan. The consultant is expected to attend regular meetings of the Aurora Planning Commission, and make presentations to them and to the Aurora City Council as described in the project work plan.

Project Meeting Materials

Written Project documents or memorandum prepared by the consultant shall be provided to the City, DOA, and DLCD in digital format at least one week prior to any scheduled City meeting. Consultant shall prepare meeting agendas and summaries for each City meeting.

Project Schedule

The schedule identified in “Schedule, Products, and Budget” section of this Project Description will be observed.

Expectations for All Written and Graphic Products

All reports and Products will be delivered to the City, DOA and DLCD according to the schedule provided in this Project Description.

Consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement as .pdf files in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP site. Paper copies will be available for City meetings.

PROJECT REQUIREMENTS

Consultant agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Consultant will produce and submit to City those Products as specified in this Agreement and this Project Description and Budget.
2. Consultant will provide copies of all final Product(s) produced under this Agreement to City, DOA and DLCDC in the manner described in this Project Description.
3. Consultant will identify the location of the originals of any Product(s) if a copy is submitted to City or if the product is one-of-a-kind document.
4. Consultant will provide all letters, memos, reports, charts, products and maps produced by this grant agreement as .pdf files in a digital media format.
5. Grantee will complete the following by _____, 2016:

Identify the name, address, telephone number, and e-mail address of those persons who will be completing the project and which of tasks listed under the Project Description for this Agreement they will work on.

List the steps that will be taken to complete each Task and any Product(s) delivered in connection with the Task(s).

6. Consultant will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, and land needs projections associated with the EOA and post-acknowledgment plan amendment.
7. Any final product must be presented to the City for submittal to DLCDC under Attachment D, Form 1, "Notice of Proposed Change," at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, -0021, and -0022. The products must be adopted by the governing body and submitted under Attachment E, Form 2, "Notice of Adoption" as set forth in ORS 197.615 and OAR 660-018-0040.
8. Consultant will consult closely with the City to ensure that adoption of Product(s) under the post-acknowledgment plan amendment process is completed on or before the Closing Date.
9. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft.
10. Consultant will create a Project mailing list and coordinate and provide notice to DOA, DLCDC, Marion County, and any other interested parties of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.
11. Consultant will consult with the City, DOA, DLCDC and any other interested parties in the development of Products and provide an opportunity for timely review of all draft Products.

12. City will provide no more than one interim payment before the Closing Date and a final payment. Payments will be made only upon submittal of qualifying Product(s) and progress report(s) in accordance with the terms of this Agreement and Attachment C. The report(s) must describe the progress to date on each Task(s) or Product(s) undertaken during the billing period. Other written or verbal progress reports will be provided upon reasonable request by the DLCD Grant Manager.
13. Payments under this Agreement may be reduced if Task(s) or Product(s) or both Task(s) and Product(s) scheduled to be completed are not completed by the timeline provided in the Project Description.

EOA Economic Opportunities Analysis

14. Consultant will submit Economic Opportunities Analysis (EOA) materials according to the EOA specifications in Attachment __.
15. Consultant will comply with EOA standards and contents requirements per Attachment __. The EOA Product(s) will be prepared in compliance with requirements of OAR 660-09-0015.

GIS Requirements

16. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (ESRI) file formats (coverage, shapefile or geodatabase), in addition to .pdf format.
17. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/DAS/CIO/GEO/pages/standards/standards.aspx>, "Oregon GIS Data Standards." The projection of the data may be determined by the City. All data should have the projection defined with the dataset and must be documented in the metadata.
18. DLCD may display appropriate Product(s) on its Web site, including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into City, county and state agency databases, acknowledging that City and agents of City are not responsible for the accuracy of such data. DOA and DLCD may also share the data specifically generated under this Agreement with other agencies and organizations.

SCHEDULE, PRODUCTS, AND BUDGET

Pre-Task Submittals

The contract required by Project Requirement ___ and the report in Project Requirement ___ in this Project Description and Budget will be submitted.

Timeline: By the dates specified in those requirements.

Pre-task budget: \$0

Task 1: Community Economic Development Vision and Objectives

The City and consultant will engage the DOA, North Willamette Valley Regional Solutions Team, community stakeholders and members of the public to develop a community economic development vision and objectives for the airport in accordance with OAR 660-09-0015(5) and 660-09-0020(1)(a). The vision and objectives will be presented to the City Council of Aurora, and adjusted as appropriate, to gain the Council's support of the proposed vision and objectives early in the planning process.

Task 1 Products: (A) TAC Meeting #1; (B) Evidence of Outreach and Coordination with Stakeholders and the Public; (C) Locally-Approved Community Economic Development Vision and Objectives.

Task 1 timeline: _____, 2016 to _____, 2016

Task 1 budget: \$2000

Task 2: Economic Trends Analysis and Employment Growth Forecasts

The consultant, with assistance from the City, will complete an economic trends analysis in accordance with OAR 660-09-0015(1) to identify major categories of aviation and airport related employment uses reasonably expected to expand or locate at the airport within the 20-year planning period, which will be assumed to begin three years hence. The consultant will derive a 20-year employment growth forecast for the airport based on review and analysis of the 2013 FAA Master Plan and current information on national, state, regional, county and local economic trends.

Task 2 Products: (A) Economic Trends Analysis Technical Memo; (B) Employment Growth Forecasts; (C) TAC Meeting #2.

Task 2 timeline: _____, 2016 to _____, 2016

Task 2 budget: \$4000

Task 3: Aviation Employment Lands Site Suitability Analysis

The consultant, with assistance from the City, DOA and airport businesses, will identify the aviation land uses appropriate within the airport, based on results of the economic trends analysis. The site suitability analysis will identify the types of sites needed to successfully implement the Community Economic Development Vision and Objectives. Information on specific site sizes, special site requirements or other characteristics affecting the needed land supply such as a mixture of site sizes or sites with proximity to facilities will be provided. Land needs that may arise from the expansion of existing aviation businesses and the recruitment or location of new aviation businesses into the airport area will also be addressed. The consultant

will use information obtained from DOA, Business Oregon, the Oregon Employment Department and other appropriate sources to document specific aviation development practices and site requirements for the airport.

Task 3 Products: Technical Memo that catalogs the range of site types suitable for the aviation employment uses likely to expand or locate in the airport planning area.

Task 3 timeline: _____, 2016 to _____, 2016

Task 3 budget: \$4000

Task 4: Inventory of Suitable Aviation Employment Lands Sites

The consultant will inventory the existing supply of aviation employment lands within the airport for development constraints. These constraints may include wetlands, natural hazard areas, sensitive habitat, topography, infrastructure deficiencies, parcel fragmentation, ownership patterns and other suitability and availability criteria. The inventory and associated analysis will determine the readiness of the current land supply for aviation employment development. Opportunities for redevelopment of existing sites within the airport will also be investigated.

Task 4 Products: (A) Inventory of available sites suitable for industrial and other employment uses likely to expand or locate in the planning area within the planning period; (B) TAC Meeting #3.

Task 4 timeline: _____, 2016 to _____, 2016

Task 4 budget: \$2000

Task 5: Assessment of Economic Development Potential

The consultant, with assistance from the City, will assess the airport's economic development potential by estimating the total number of sites and acreage needed in the airport area for the planning period by categories of sites, based on information collected in previous tasks. The assessment will include a minimum, maximum and most likely number of sites and acreage needed for each identified category within the planning period. A brief narrative that explains the factors that determine the airport's capture of aviation employment growth in the study area will be provided.

Task 5 Products: (A) Technical Memo or Report that estimates the need for industrial or other employment land within the planning area for the planning period by category of site type; (B) TAC Meeting #4.

Task 5 Timeline: _____, 2016 to _____, 2016

Task 5 Budget: \$3000

Task 6: Economic Development Implementation Policies

The consultant, with assistance from the City, will prepare a list of recommended economic development implementation policies, including policies that will protect aviation uses from conflicting and competing land uses, to be included in the comprehensive plan update or plan amendment that were identified in the Economic Opportunities Analysis. The draft policy package will be presented to the City Council, and adjusted as appropriate, to gain support from the Council prior to initiating the legislative public hearing and adoption process.

Task 6 Products: (A) Technical Memo or Report that identifies the recommended economic development implementation policies to be included in the Aurora Comprehensive Plan update; (B) Findings to support the recommended policies; (C) City Council presentation.

Task 6 Timeline: _____, 2016 to _____, 2016

Task 6 Budget: \$3000

Task 7: Final Draft Economic Opportunities Analysis

The consultant, with assistance from the City, will solicit and incorporate comments from, DOA, DLCD, Marion County, the North Willamette Valley Regional Solutions Team, including the Business Development Officer for Business Oregon, into the hearings-ready final draft EOA.

Task 7 Products: Hearings-ready Economic Opportunity Analysis and Implementing Policies; and revised Economic Opportunity Analysis and Implementing Policies, if necessary to reflect changes made during adoption or acknowledgement.

Task 7 Timeline: _____, 2016 to _____, 2016

Task 7 Budget: \$5000

Task 8: Public Hearings and Adoption

The City, with support from the consultant, will present the hearings-ready EOA and associated economic development policies at duly-advertised public hearings before the Aurora Planning Commission and City Council.

Submit 35-day Notice. The Consultant will prepare and submit to the City Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and Products from Tasks 1-10 at least 35 days before first evidentiary hearing, for transmittal to DLCD.

Submit Notice of Adoption. Prepare and submit to the City Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, with the signed ordinance according to the instructions on the form, for transmittal to DLCD.

Task 8 Products: (A) Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and Products from Tasks 1-10 at least 35 days prior to the initial evidentiary hearing; (B) Hearings-ready EOA and economic development plan policies; (C) Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, and signed ordinances, any findings, and the participant list.

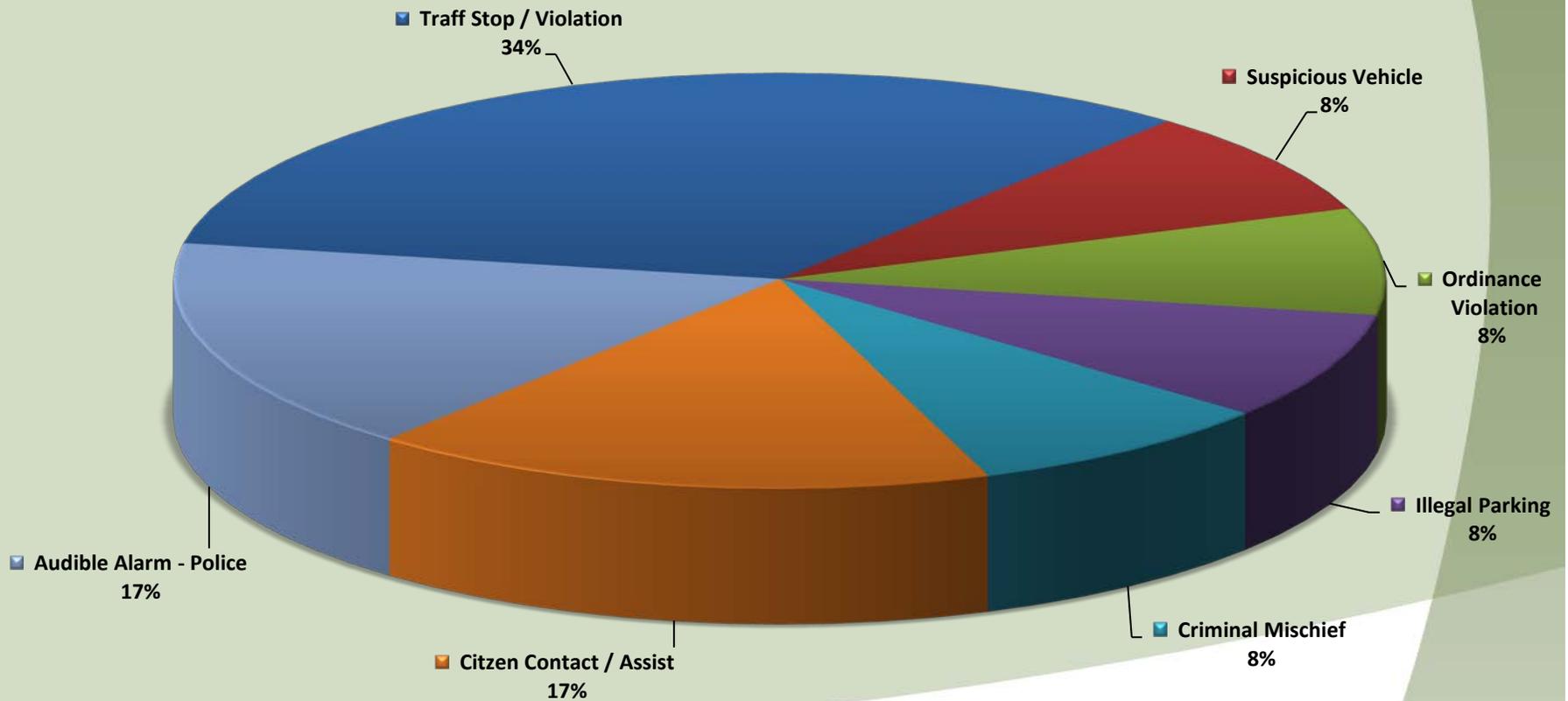
Task 8 Timeline: _____, 2016 to _____, 2016

Task 8 Budget: \$6000

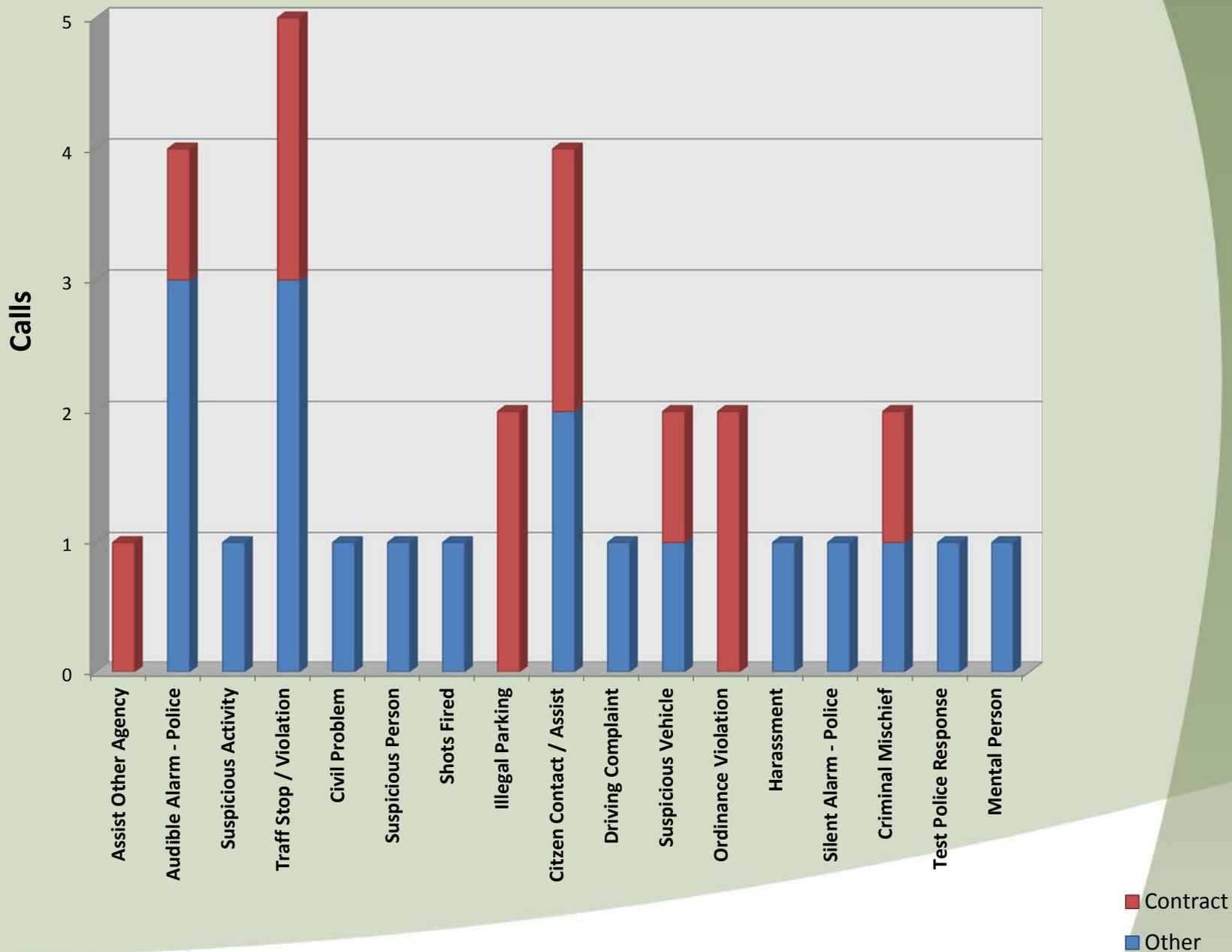
Budget Summary

Task 1 – Community Economic Development Vision and Objectives	\$3000
Task 2 – Economic Trends Analysis and Employment Growth Forecasts	\$4000
Task 3 – Aviation Employment Lands Site Suitability Analysis	\$4000
Task 4 – Inventory of Suitable Aviation Employment Lands Sites	\$2000
Task 5 – Assessment of Economic Development Potential	\$3000
Task 6 – Economic Development Implementation Policies	\$3000
Task 7 – Final Draft Economic Opportunities Analysis	\$5000
Task 8 – Public Hearings and Adoption	\$6000
TOTAL	\$30,000

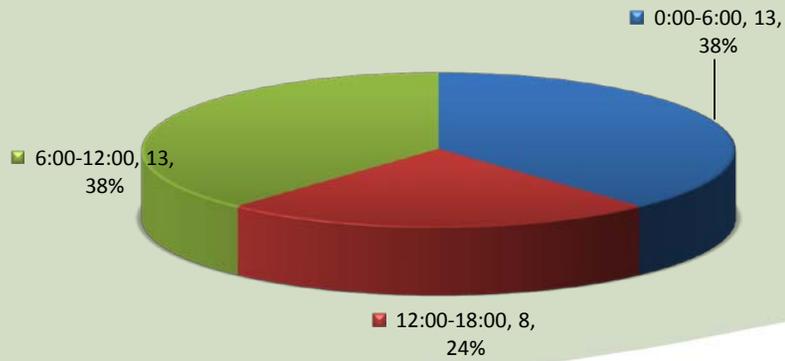
City of Aurora Top Calls for Service March 2016



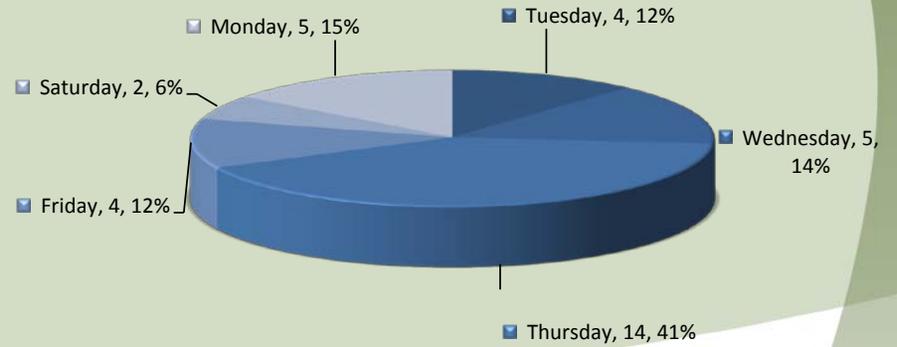
Call Type by Primary Deputy March 2016



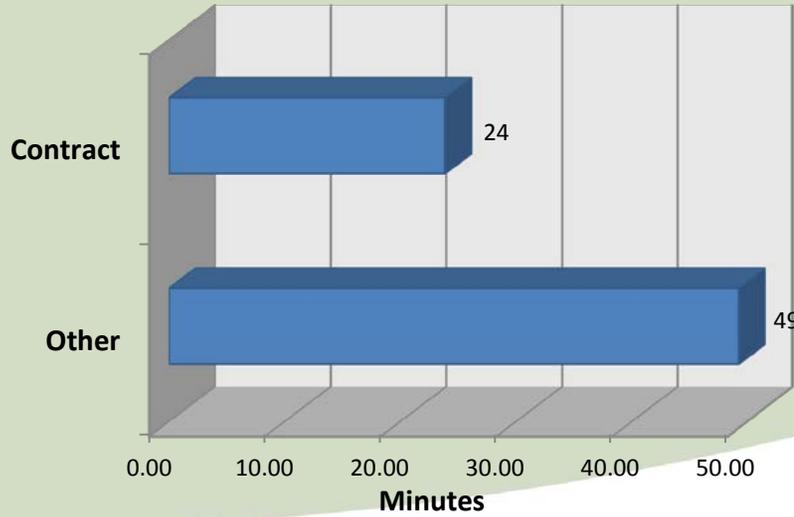
**City of Aurora
Calls for Service by Hours Range
March 2016**



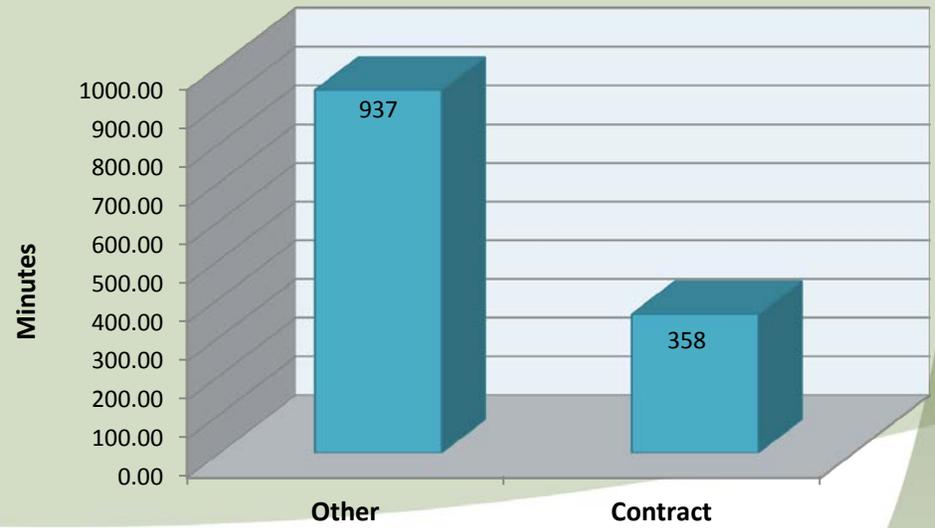
**City of Aurora
Calls for Service by Day of Week
March 2016**



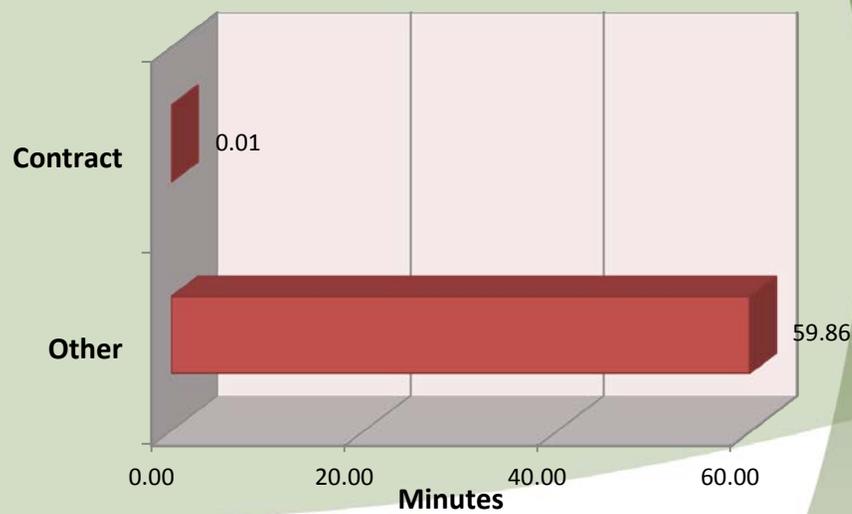
**City of Aurora
Calls Average Call Length
March 2016**



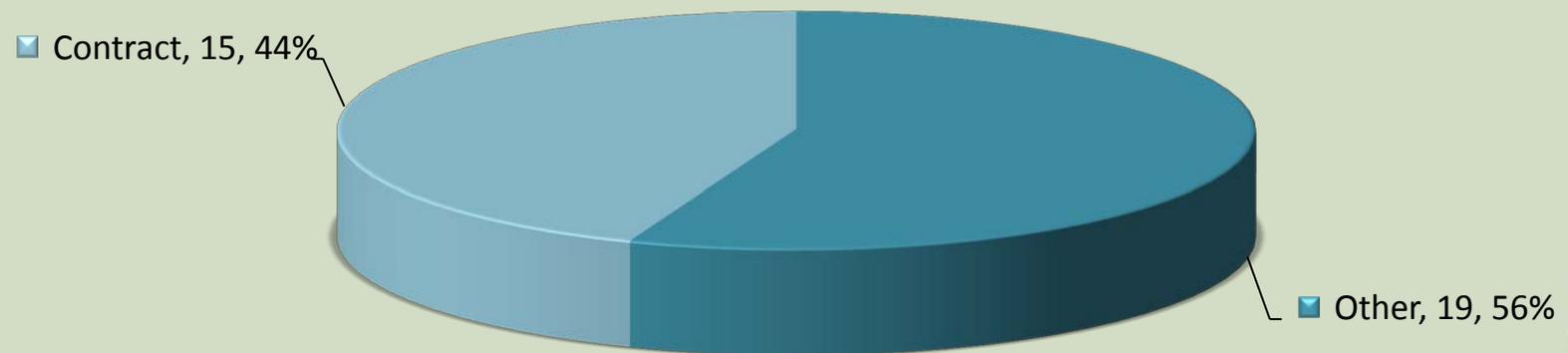
**City of Aurora
Calls Total Call Length
March 2016**



**City of Aurora
Calls Average Call Arrival Time
March 2016**

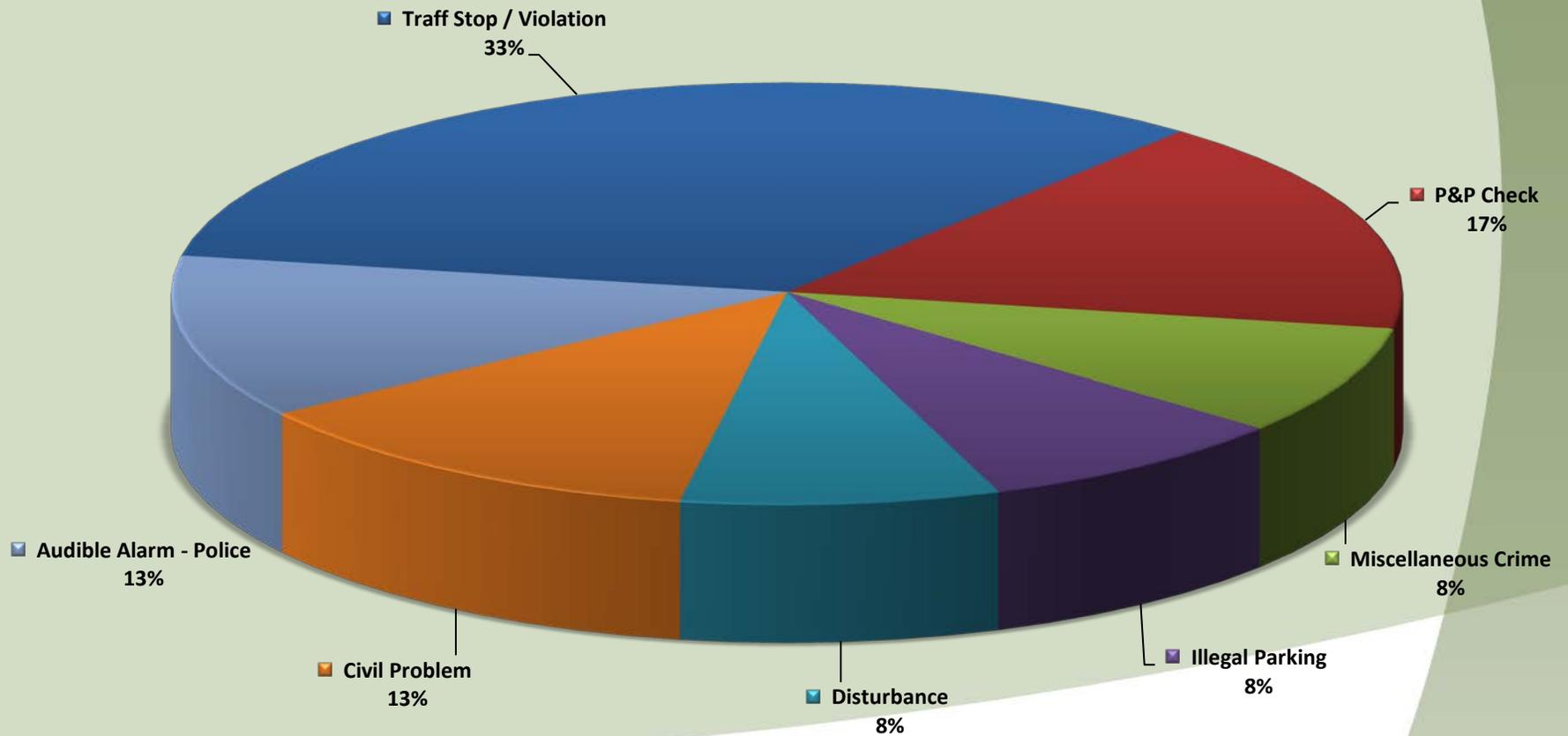


City of Aurora Calls by Primary Deputy March 2016

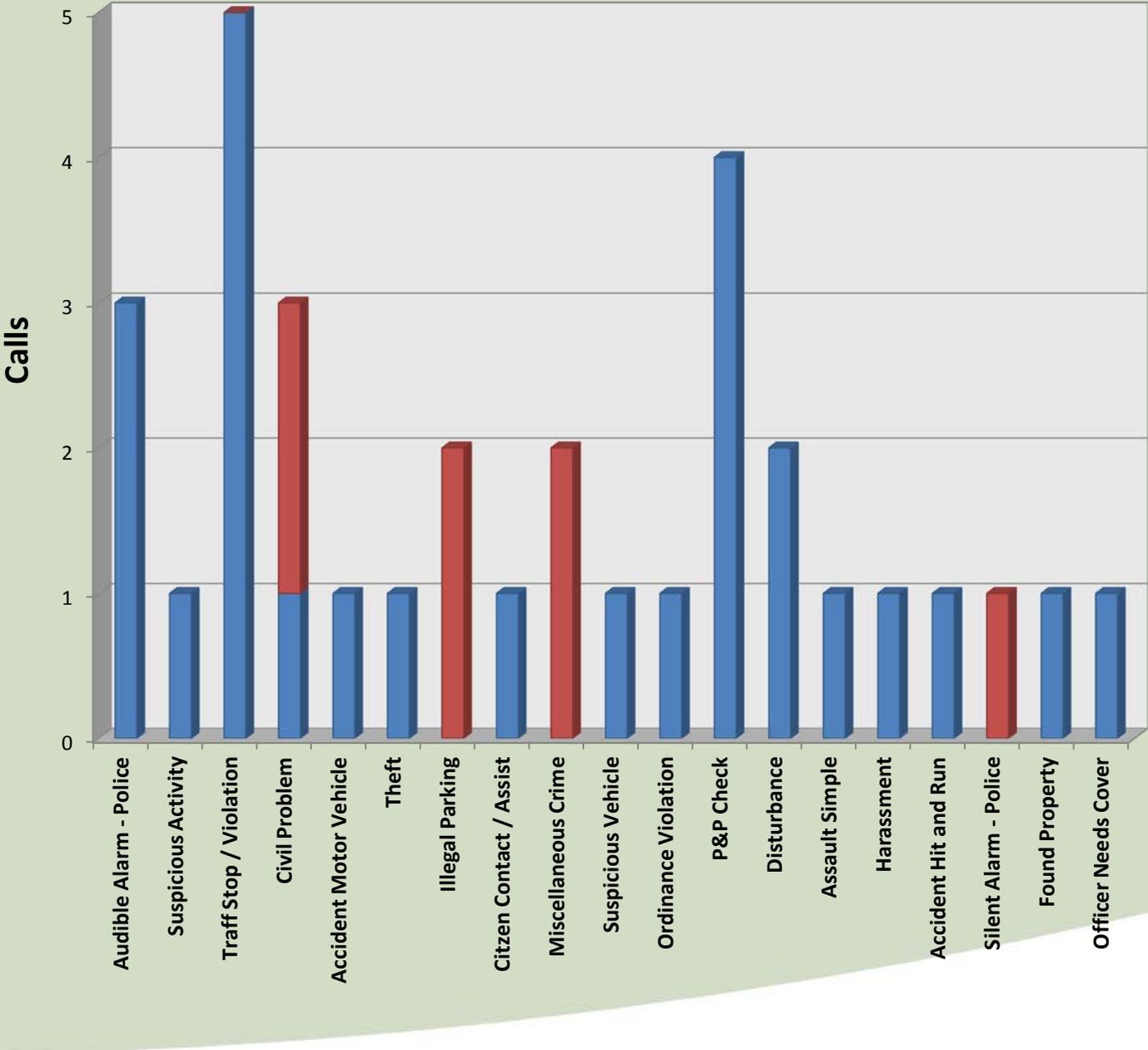


EVENTID	Combined Type	PRIMARY UNIT	DISPATCH DATE	CLEARED DATE	Arrival in Minutes	Call Length in Minutes	LOCATION	Day of Week	Time of Day	Hour Range	Deputy
SMS201603020149	Traffic Stop / Violation	A136	3/2/2016 15:40	3/2/2016 15:54	0.02	14.33	HIGHWAY 99E NE/2ND ST NE (MapBook:1532), /	Wednesday	15:40	12:00-18:00	Contract
SMS201603030036	Ordinance Violation	A136	3/3/2016 9:05	3/3/2016 9:35	0.00	29.93	20813 FILBERT ST NE (MapBook:1532), /	Thursday	9:05	6:00-12:00	Contract
SMS201603030153	Traffic Stop / Violation	A136	3/3/2016 14:56	3/3/2016 15:07	0.02	10.67	HIGHWAY 99E NE/4TH ST NE (MapBook:1532), /	Thursday	14:56	12:00-18:00	Contract
SMS201603070067	Civil Problem	A151	3/7/2016 10:24	3/7/2016 10:59	0.02	34.70	21200 HIGHWAY 99E AV NE (MapBook:1532), /	Monday	10:24	6:00-12:00	Other
SMS201603090105	Citizen Contact / Assi	A136	3/9/2016 13:03	3/9/2016 13:46	0.02	42.77	21527 HIGHWAY 99E NE (MapBook:1532), /	Wednesday	13:03	12:00-18:00	Contract
SMS201603100049	Traffic Stop / Violation	A136	3/10/2016 10:08	3/10/2016 10:17	0.02	8.70	EHLEN RD NE/AIRPORT RD NE (MapBook:1532), /	Thursday	10:08	6:00-12:00	Contract
SMS201603100054	Traffic Stop / Violation	A136	3/10/2016 10:22	3/10/2016 10:33	0.00	11.08	EHLEN RD NE/AIRPORT RD NE (MapBook:1532), /	Thursday	10:22	6:00-12:00	Contract
SMS201603100099	Ordinance Violation	A136	3/10/2016 12:26	3/10/2016 12:39	0.00	13.27	21637 HIGHWAY 99E ST NE (MapBook:1532), /	Thursday	12:26	12:00-18:00	Contract
SMS201603100108	Assist Other Agency	A136	3/10/2016 12:54	3/10/2016 14:23	0.02	88.65	21053 FILBERT ST NE (MapBook:1532), /	Thursday	12:54	12:00-18:00	Contract
SMS201603110038	Illegal Parking	A136	3/11/2016 7:50	3/11/2016 7:57	0.00	6.62	20903 YOSEMITE ST NE (MapBook:1532), /	Friday	7:50	6:00-12:00	Contract
SMS201603260027	Criminal Mischief	A144	3/26/2016 9:08	3/26/2016 10:20		72.08	21280 MAIN ST NE (MapBook:1532), /	Saturday	0:00	0:00-6:00	Other
SMS201603280006	Audible Alarm - Polic	A103	3/28/2016 4:24	3/28/2016 5:16	41.03	10.72	14633 OTTAWAY RD NE (MapBook:1532), /	Monday	4:24	0:00-6:00	Other
SMS201603290091	Criminal Mischief	A136	3/29/2016 12:09	3/29/2016 13:16	0.00	67.00	14746 ALBERS WY NE (MapBook:1432), /	Tuesday	12:09	12:00-18:00	Contract
SMS201603300083	Illegal Parking	A136	3/30/2016 11:03	3/30/2016 11:19	0.00	16.05	20894 YAKIMA ST NE (MapBook:1532), /	Wednesday	11:03	6:00-12:00	Contract
SMS201603300066	Audible Alarm - Polic	A136	3/1/2016 11:09	3/1/2016 11:16		7.95	21581 MAIN ST NE (MapBook:1432), /	Thursday	0:00	0:00-6:00	Contract
SMS201603300098	Citizen Contact / Assi	A176	3/3/2016 13:11	3/3/2016 21:40		508.93	14654 KASEL CT NE (MapBook:1432), /	Thursday	0:00	0:00-6:00	Other
SMS201603090141	Test Police Response		3/9/2016 14:59	3/9/2016 15:07		7.50	21011 MAIN ST NE (MapBook:1532), /	Wednesday	0:00	0:00-6:00	Other
SMS201603100091	Suspicious Vehicle		3/10/2016 11:55	3/10/2016 12:02		7.67	21637 HIGHWAY 99E NE (MapBook:1532), /	Thursday	0:00	0:00-6:00	Other
SMS201603100093	Suspicious Vehicle	A136	3/10/2016 11:56	3/10/2016 12:13	0.00	17.53	21637 HIGHWAY 99E NE (MapBook:1532), /	Thursday	11:56	6:00-12:00	Contract
SMS201603170034	Citizen Contact / Assi	A115	3/17/2016 8:05	3/17/2016 8:16	0.00	11.42	21420 MAIN ST NE (MapBook:1532), /	Thursday	8:05	6:00-12:00	Other
SMS201603170076	Traffic Stop / Violation	A171	3/17/2016 10:14	3/17/2016 10:23	0.00	9.57	HIGHWAY 99E NE, AURORA/MAIN ST	Thursday	10:14	6:00-12:00	Other
SMS201603170080	Traffic Stop / Violation	A171	3/17/2016 10:28	3/17/2016 10:39	0.02	11.50	EHLEN RD NE, AURORA/MILL RACE LN	Thursday	10:28	6:00-12:00	Other
SMS201603170131	Traffic Stop / Violation	A136	3/17/2016 12:21	3/17/2016 12:37	0.00	15.48	EHLEN RD NE, MARION COUNTY/AIRP	Thursday	12:21	12:00-18:00	Contract
SMS201603180017	Suspicious Person	A162	3/18/2016 7:37	3/18/2016 8:35	30.57	27.65	14877 ROOSTER ROCK AV NE (MapBook:1532), /	Friday	7:37	6:00-12:00	Other
SMS201603180077	Harassment	A162	3/18/2016 14:07	3/18/2016 22:17	475.83	13.45	14673 OTTAWAY RD NE (MapBook:1532), /	Friday	14:07	12:00-18:00	Other
SMS201603180084	Suspicious Activity	A162	3/18/2016 14:17	3/18/2016 14:35		18.02	ROOSTER ROCK AV NE, AURORA/YUKI	Friday	0:00	0:00-6:00	Other
SMS201603210008	Mental Person	A109	3/21/2016 2:49	3/21/2016 5:56	32.13	155.10	21073 FILBERT ST NE (MapBook:1532), /	Monday	2:49	0:00-6:00	Other
SMS201603220069	Citizen Contact / Assi	A136	3/22/2016 11:37	3/22/2016 11:44		7.52	14690 ORCHARD AV NE (MapBook:1532), /	Tuesday	0:00	0:00-6:00	Contract
SMS201603220072	Audible Alarm - Polic	A176	3/22/2016 11:08	3/22/2016 11:41	18.97	13.33	21151 MAIN ST NE (MapBook:1532), /	Tuesday	11:08	6:00-12:00	Other
SMS201603240076	Driving Complaint	A184	3/24/2016 14:23	3/24/2016 14:29		5.65	HIGHWAY 99E NE, AURORA/2ND ST N	Thursday	0:00	0:00-6:00	Other
SMS201603260013	Audible Alarm - Polic	A034	3/26/2016 2:38	3/26/2016 2:44		5.53	14624 KASEL CT NE (MapBook:1432), /	Saturday	0:00	0:00-6:00	Other
SMS201603280038	Traffic Stop / Violation	A171	3/28/2016 9:23	3/28/2016 9:33	0.00	9.78	EHLEN RD NE, MARION COUNTY/AIRP	Monday	9:23	6:00-12:00	Other
SMS201603280230	Shots Fired	A034	3/28/2016 23:23	3/28/2016 23:30		6.85	21364 LIBERTY ST NE (MapBook:1532), /	Monday	0:00	0:00-6:00	Other
SMS201603300175	Silent Alarm - Police	A162	3/30/2016 16:07	3/30/2016 16:14		7.42	20907 YUKON ST NE (MapBook:1532), /	Wednesday	0:00	0:00-6:00	Other

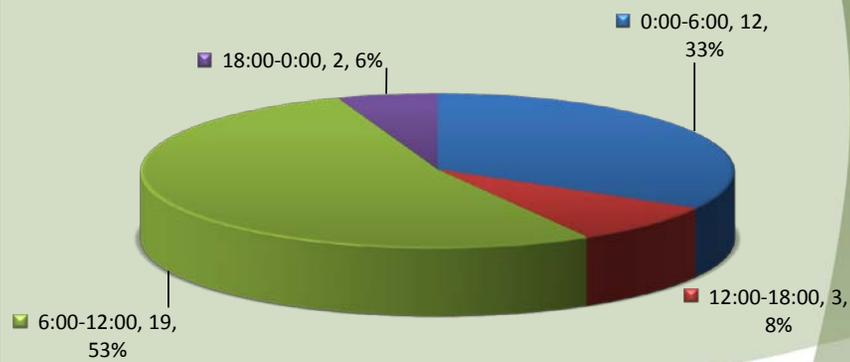
City of Aurora Top Calls for Service February 2016



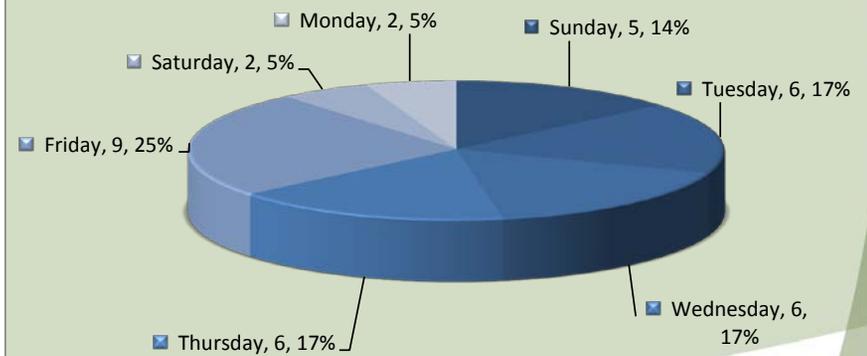
Call Type by Primary Deputy February 2016



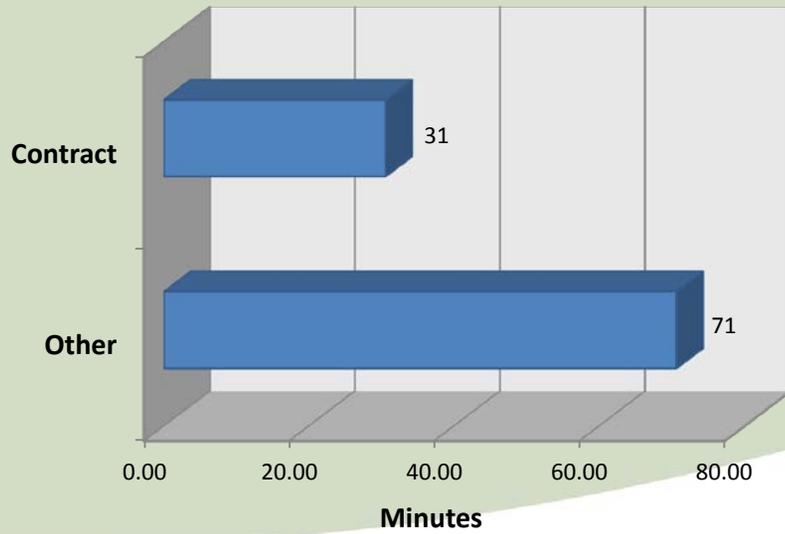
**City of Aurora
Calls for Service by Hours Range
February 2016**



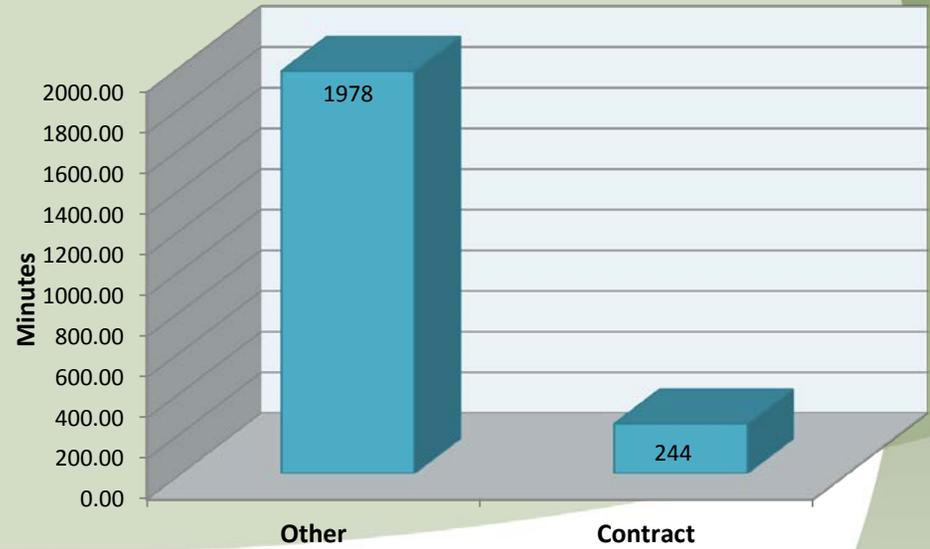
**City of Aurora
Calls for Service by Day of Week
February 2016**



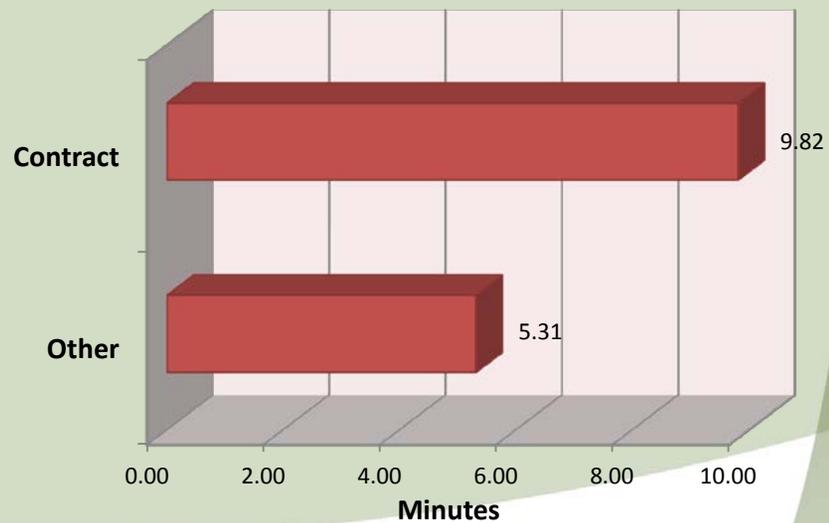
**City of Aurora
Calls Average Call Length
February 2016**



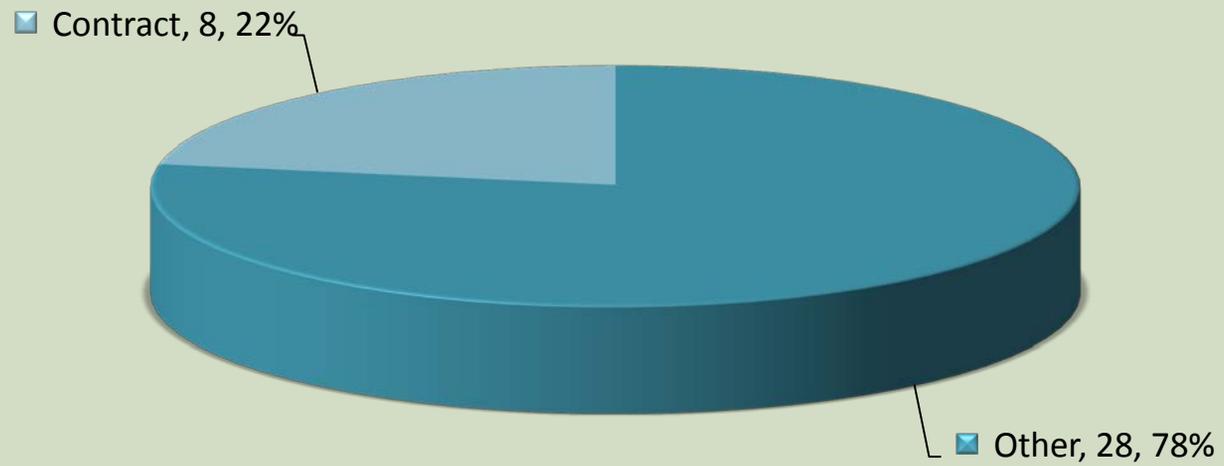
**City of Aurora
Calls Total Call Length
February 2016**



**City of Aurora
Calls Average Call Arrival Time
February 2016**



City of Aurora Calls by Primary Deputy February 2016



EVENTID	Combined Type	PRIMARY_UNIT	DISPATCH_DATE	CLEARED_DATE
SMS201602020036	Miscellaneous Crime	A136	2/2/2016 9:16	2/2/2016 9:45
SMS201602030028	Miscellaneous Crime	A136	2/3/2016 9:29	2/3/2016 11:18
SMS201602040052	P&P Check	A429	2/4/2016 10:25	2/4/2016 10:35
SMS201602100069	P&P Check	A435	2/10/2016 10:14	2/10/2016 10:57
SMS201602120123	Illegal Parking	A136	2/12/2016 14:36	2/12/2016 14:50
SMS201602120125	Illegal Parking	A136	2/12/2016 14:46	2/12/2016 14:54
SMS201602140022	Disturbance	A194	2/14/2016 4:24	2/14/2016 7:47
SMS201602140074	Suspicious Activity	A137	2/14/2016 15:23	2/14/2016 17:58
SMS201602150115	Citizen Contact / Assi	A144	2/15/2016 16:31	2/15/2016 17:34
SMS201602150136	Assault Simple	A194	2/15/2016 18:34	2/15/2016 19:42
SMS201602190089	Theft	A102	2/19/2016 14:25	2/19/2016 16:33
SMS201602190151	Disturbance	A134	2/19/2016 20:23	2/20/2016 1:37
SMS201602200098	Harassment	A144	2/20/2016 17:19	2/20/2016 17:55
SMS201602230064	Civil Problem	A151	2/23/2016 11:10	2/23/2016 11:54
SMS201602260163	Accident Hit and Run	A182	2/26/2016 22:38	2/27/2016 3:14
SMS201602030051	Suspicious Vehicle	A026	2/3/2016 10:09	2/3/2016 10:27
SMS201602030171	Accident Motor Vehi	A140	2/3/2016 18:11	2/4/2016 1:58
SMS201602040044	Traff Stop / Violation	A171	2/4/2016 10:08	2/4/2016 10:21
SMS201602040051	Traff Stop / Violation	A171	2/4/2016 10:24	2/4/2016 10:34
SMS201602050003	Audible Alarm - Police		2/5/2016 0:59	2/5/2016 1:08
SMS201602050061	Civil Problem	A136	2/5/2016 10:52	2/5/2016 12:24
SMS201602050169	Ordinance Violation	A186	2/5/2016 17:41	2/5/2016 17:55
SMS201602070069	Audible Alarm - Police		2/7/2016 13:00	2/7/2016 13:08
SMS201602120057	Silent Alarm - Police	A136	2/12/2016 10:13	2/12/2016 10:26
SMS201602160055	Traff Stop / Violation	A171	2/16/2016 10:05	2/16/2016 10:14
SMS201602160056	Traff Stop / Violation	A171	2/16/2016 10:15	2/16/2016 10:23
SMS201602160065	Traff Stop / Violation	A171	2/16/2016 10:43	2/16/2016 10:53
SMS201602160087	Found Property	A197	2/16/2016 11:52	2/16/2016 13:16
SMS201602180041	Traff Stop / Violation	A136	2/18/2016 8:32	2/18/2016 8:43
SMS201602180064	P&P Check	A498	2/18/2016 10:43	2/18/2016 10:56
SMS201602180142	Civil Problem	A136	2/18/2016 14:26	2/18/2016 15:03
SMS201602210018	P&P Check	A437	2/21/2016 9:30	2/21/2016 9:42
SMS201602210052	Officer Needs Cover		2/21/2016 17:24	2/21/2016 17:32
SMS201602240084	Traff Stop / Violation	A171	2/24/2016 11:04	2/24/2016 11:13
SMS201602240088	Traff Stop / Violation	A171	2/24/2016 11:13	2/24/2016 11:22
SMS201602270048	Audible Alarm - Polic	A029	2/27/2016 13:20	2/27/2016 13:52

Arrival in Minutes	Call Length in Minutes	LOCATION	Day of Week
0.00	29.15	21111 HIGHWAY 99E NE (Map	Tuesday
36.30	73.47	20823 FILBERT ST NE (MapBo	Wednesday
0.00	10.32	21093 FILBERT ST NE (MapBo	Thursday
0.00	43.40	22005 AIRPORT RD NE (MapB	Wednesday
0.02	13.67	20875 WALNUT ST NE (MapBo	Friday
0.00	8.18	20783 FILBERT ST NE (MapBo	Friday
24.95	178.62	20823 FILBERT ST NE (MapBo	Sunday
	154.77	14601 KASEL CT NE (MapBook	Sunday
	63.37	20833 FILBERT ST NE (MapBo	Monday
0.00	67.97	20823 FILBERT ST NE (MapBo	Monday
	127.15	14942 BOBS AV NE (MapBook	Friday
20.35	293.13	21287 HIGHWAY 99E AV NE (I	Friday
	35.45	21825 AIRPORT RD NE (MapB	Saturday
0.02	43.80	15110 PARK AV NE (MapBook	Tuesday
	276.27	14765 ORCHARD AV NE (Map	Friday
3.10	14.83	AIRPORT RD NE, AURORA/ALE	Wednesday
	466.72	21687 HIGHWAY 99E NE (Map	Wednesday
0.00	12.97	EHLEN RD NE, MARION COUN	Thursday
0.00	9.70	EHLEN RD NE, MARION COUN	Thursday
	9.75	21610 MAIN ST NE (MapBook	Friday
28.85	62.97	21187 HIGHWAY 99E NE (Map	Friday
	14.35	21074 MAIN ST NE (21074 N	Friday
	7.90	20907 YUKON ST NE (MapBoc	Sunday
3.55	9.60	21641 MAIN ST NE (MapBook	Friday
0.00	9.45	EHLEN RD NE, MARION COUN	Tuesday
0.00	8.07	EHLEN RD NE, MARION COUN	Tuesday
0.00	10.42	EHLEN RD NE, MARION COUN	Tuesday
26.22	57.87	21581 MAIN ST NE (21581 N	Tuesday
0.02	11.25	HIGHWAY 99E NE, AURORA/2	Thursday
0.02	12.27	20828 HIGHWAY 99E NE (Map	Thursday
	36.18	21287 HIGHWAY 99E NE (Map	Thursday
0.00	11.75	21053 FILBERT ST NE (MapBo	Sunday
	7.30	LIBERTY ST NE, AURORA/HIGH	Sunday
0.02	9.07	EHLEN RD NE, AURORA/1ST S	Wednesday
0.02	9.53	EHLEN RD NE, MARION COUN	Wednesday
20.97	11.58	21018 HIGHWAY 99E NE (Map	Saturday

Time of Day	Hour Range	Deputy
9:16	6:00-12:00	Contract
9:29	6:00-12:00	Contract
10:25	6:00-12:00	Other
10:14	6:00-12:00	Other
14:36	12:00-18:00	Contract
14:46	12:00-18:00	Contract
4:24	0:00-6:00	Other
0:00	0:00-6:00	Other
0:00	0:00-6:00	Other
18:34	18:00-0:00	Other
0:00	0:00-6:00	Other
20:23	18:00-0:00	Other
0:00	0:00-6:00	Other
11:10	6:00-12:00	Other
0:00	0:00-6:00	Other
10:09	6:00-12:00	Other
0:00	0:00-6:00	Other
10:08	6:00-12:00	Other
10:24	6:00-12:00	Other
0:00	0:00-6:00	Other
10:52	6:00-12:00	Contract
0:00	0:00-6:00	Other
0:00	0:00-6:00	Other
10:13	6:00-12:00	Contract
10:05	6:00-12:00	Other
10:15	6:00-12:00	Other
10:43	6:00-12:00	Other
11:52	6:00-12:00	Other
8:32	6:00-12:00	Contract
10:43	6:00-12:00	Other
0:00	0:00-6:00	Contract
9:30	6:00-12:00	Other
0:00	0:00-6:00	Other
11:04	6:00-12:00	Other
11:13	6:00-12:00	Other
13:20	12:00-18:00	Other

Report from the Finance Officer
for April 12, 2016

- Revenue and expense report through February, the eighth month of fiscal year 2015-2016, is included. This report shows budgeted amounts and percent of budget received/spent. Revenue has exceeded expectations in the General, City Hall Building and SDC Funds. This is mainly due to new construction – 8 to date- and business license surcharges. Expenditures are in line for this time frame. I am tracking spending closely as the fiscal year progresses.
- I have am continuing to work on the 2016-2017 budget. The first budget committee meeting is April 21, 2016.
- I spoke with Anna Rankin with the Pudding River Watershed Council regarding the \$6000 in funds they have on their books for us. It is being held by a third party until the city comes up with an acceptable plan for it's use – something related to protecting the Pudding River in our area. Anna said there is no time frame in which a plan needs to be presented. She is going to have the third party contact me. I would like someone to volunteer to take on this project and continue communications with Anna and/or the third party when I get their information.
- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending February 29, 2016

FUND	BUDGET	BALANCE @ July 1, 2015	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE Jan 31, 2016
10 GENERAL	839,042.00	400,734.24	431,277.84	91.09%	514,452.00	323,616.41	62.91%	508,395.67
15 CITY HALL BUILDING	132,500.00	120,479.82	11,926.90	96.97%	132,500.00	0.00	0.00%	132,406.72
20 AURORA COLONY DAYS	23,540.00	0.00	20,017.50	85.04%	18,468.00	11,162.32	60.44%	8,855.18
25 PARK RESERVE	7,148.00	1,142.70	4.17	0.07%	7,148.00	0.00	0.00%	1,146.87
29 PARK SDCs	36,055.00	31,523.23	2,327.31	99.67%	36,055.00	0.00	0.00%	33,850.54
30 STREET/STORM	309,400.00	181,892.40	54,745.77	42.31%	206,944.00	63,949.73	30.90%	172,688.44
35 ST/STORM RESERVE	85,700.00	52,069.86	29,318.49	87.00%	85,700.00	3,752.66	4.38%	77,635.69
39 ST/STORM SDCs	31,000.00	22,633.03	11,711.57	103.83%	31,000.00	0.00	0.00%	34,344.60
40 WATER OPERATING	510,200.00	229,614.90	200,425.98	69.42%	351,068.00	186,313.00	53.07%	243,727.88
42 SPW MAINTENANCE	39,710.00	39,710.00	0.00	0.00%	39,710.00	39,710.00	100.00%	0.00
		This account closed						
45 WATER RESERVE	106,510.00	46,709.66	60,072.82	100.44%	106,510.00	0.00	0.00%	106,782.48
49 WATER SDCs	77,376.00	62,358.57	22,454.48	109.18%	77,376.00	0.00	0.00%	84,813.05
50 SEWER OPERATING	535,300.00	256,529.77	188,486.45	67.73%	335,793.00	208,147.92	61.99%	236,868.30
55 SEWER RESERVE	95,940.00	55,783.72	40,259.69	100.17%	95,940.00	0.00	0.00%	96,043.41
57 G. O. DEBT SERVICE	332,975.00	21,789.67	304,419.38	96.96%	332,975.00	53,987.50	16.21%	272,221.55
59 SEWER SDCs	29,036.00	24,863.24	8,238.81	132.54%	29,036.00	0.00	0.00%	33,102.05
TOTALS	3,191,432.00	1,547,834.81	1,385,687.16		2,400,675.00	890,639.54		2,042,882.43
								2,042,882.43

City Council
Public Works Activity Report
April 2016

Waste Water: Continuing renewing Permit process with DEQ.

- Repaired pressure main leak on Ottaway Rd, (this was due to poor construction methods)
- 2 more lift station pumps need to be replaced. (Station 6) 1 pump has been pulled.
- Pumps had to be built at factory, should be installed next week
- Since the water plant has been automated the flow to the wastewater treatment plant has reduced 3,000-5,000 gallons a day. This is about 8% reduction of influent to the plant.

Water: Routine operation and maintenance.

- Water treatment plant is fully automatic and working as it should have been when it was installed. This is saving about 30 minutes a day on daily rounds.
- Wells are running 9 hours daily producing an average 173,000 gal per day. Total water production in Feb 5,400,000 Gallons. Well 5 is off until summer demands increase
- Water leaks are being repaired and new meters installed

Streets: Routine operation and maintenance.

- Monitoring street lights.
- Catch basins cleaning.
- Street sweeping is started once a month on the 3rd Wednesday, trees are an issue in the business area for height over curbs.

Park: Picking up after each storm.

- Hazardous trees were removed.(7)

Notice for Council

Administration

Public Works scheduling and planning for staff.

Budget on track for current 2015-2016 (watching Wastewater fund)

Reviewing Budget items for 2016-2017

Respectfully: Darrel Lockard PWS

Public works project list

Wastewater solids transfer station online

Waste water irrigation system (summer)

Water plant up grade (Completed)

Street parking and stop sign lines painting

Street grant application

Fix tennis net

Water meters replacement (ongoing)

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 4/7/2016
Re: Recorders Report Month of March 2016 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.
 - Working closely with Historic Review Board on guideline updates and changes.
- ❖ Attending Conference Committee And Records Committee Meetings
- ❖ Records Request update
 - 1 pending request
- ❖ Ongoing needs of the City, discussion items.
- ❖ Software installation complete and we have undergone extensive training and so far everything is working well.
- ❖ Server will be installed in April
- ❖ Sign Violations door hangers went out.

RESOLUTION NUMBER 705

A RESOLUTION REGARDING THE CREDIT CARD POLICY

WHEREAS, the City currently has a Credit Card Policy in place allowing specified City officials to use the City's credit card;

WHEREAS, Resolution 563 was passed on October 14, 2008, and requires a new Resolution to change the specified users of the City's credit card policy;

WHEREAS, there have been changes in the Superintendent and there is no Police Chief since the passage of Resolution 563;

WHEREAS, the Credit Card Policy currently allows a maximum limit of \$500.00 on each credit card issued to authorized users except with the passage of Resolution 595 to increase City Recorders limit to \$2,000;

WHEREAS, it would be advantageous and desirable to the day-to-day functioning of the Public Works Dept for the Public Works Director's credit card to have a maximum allowed limit of \$2000.00;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA THAT:

Section 1. The City of Aurora hereby removes authorization for the use of City credit card policy to remove the Police Chief as there is no Police Chief on staff anymore.

Section 2. The City of Aurora authorizes an increase on the limit of the credit card issued to the Public Works Superintendent from \$500.00 to \$2000.00. This change shall be reflected in the Credit Card Policy of the City of Aurora.

///

///

///

///

///

ADOPTED by the Aurora City Council at a City Council meeting held on Tuesday, April 12, 2016. This resolution is effective April 12, 2016.

Dated this ____ day of April, 2015.

ATTEST

Bill Graupp, Mayor

**City Recorder,
Kelly Richardson, CMC**

Design Guide for Historic District Properties

Appendix A of

City of Aurora Municipal Code
Title 17

Historic Preservation
Including Appendix A
Design Guide for Historic District Properties

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Appendix~~PPENDIX~~

- A. Design Review Guidelines for Historic District Properties
- B. Franchise Ordinances.

Acknowledgements

This “Design Guide for Historic District Properties” has been revised from Design Review Guidelines for Historic District Properties as Appendix A of Aurora Municipal Code Title 17. This updated version and the original document were written through the efforts and contributions of the Aurora Vision Process, City of Aurora staff, Historic Review Board and Volunteers.

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Acknowledgements

Acknowledgments

~~These design guidelines have been written through the efforts and contributions of the Aurora Vision Process, City of Aurora staff, Historic Review Board, and Volunteers:~~

~~—————Mike Byrnes~~

~~Nan Callison~~

~~Scott Cookman~~

~~Andy Curtis~~

~~Patrick Harris~~

~~James Kopelk~~

~~Diana Larsen~~

~~Larry Larsen~~

This “Design Guide for Historic District Properties” has been revised from Design Review Guidelines for Historic District Properties as Appendix A of Aurora Municipal Code Title 17.

This updated version and the original document were written through the efforts and contributions of the Aurora Vision Process, City of Aurora staff, Historic Records Board and Volunteers.

~~The authors gratefully acknowledge the *City of Dayton Design Guidelines for Historic Properties*, which served as an invaluable model for this document. This publication has been financed in part with Federal Funds from the National Park Service, Department of Interior, as provided through the Oregon State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of Interior.~~

~~In 2002 a revision of the document was completed in order to edit and reorganize the guidelines, combine residential and commercial material into one manual and add information for infill and new construction. The revision was funded from Rural Investment Funds through the Mid-Willamette Valley Council of Governments. Consultant Carrie Richter assisted the following Historic Review Board volunteers:~~

~~—————Diane Anderson~~

~~Karen Townsend~~

~~Terri Lee Roberts~~

~~Nicole Rubel~~

~~Mike Ausec~~

Disclosure

~~Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or handicap in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facilities described above, or if you desire further information, please write to: Office for Equal Opportunity, U.S. Department of the~~

Interior, Washington D.C. 20240. The activity that is subject of this “Design Guide for Historic District Properties” has been financed **in part/entirely** with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

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Nondiscrimination Statement

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This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted program. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.

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Introduction

History and Background

The Aurora Colony

The community of Aurora Mills, Oregon was founded in 1856 by William Keil as a German Christian Communal Society. The Aurora Colony was one of very few such experiments to succeed in western America during the nineteenth century; the Society shared characteristics with some of America's better-known societies such as the Shakers, the Amana Colony, the Zoar Colony and the Harmonists. Members of these groups generally believed that Christians ought to literally share labor and ~~property, property~~ and that they should produce their own crafts and build their own homes and businesses.

Nearly 400 of Keil's followers practiced Christian communal living at Aurora from the ~~eolonyColony~~'s founding in 1856 until 1883. -During this 27 year period, the colonists were widely respected in Oregon because of their commitment to the Christian ideals of cooperation and service. The ~~eolonyColony~~'s hotel was renowned for its German food, and the community band traveled throughout Oregon performing at special events. -After Keil's death in 1877, the colonists decided that the ~~eolonyColony~~ was no longer practical, and the experiment came to an end.

After the ~~eolonyColony~~ disbanded, many former ~~eolonyColony~~ members continued to live and work in Aurora Mills, which was incorporated as Aurora in 1893. -The communal society quickly converted to a market economy; by 1900 the census revealed broad business representations and an increasingly diverse ethnic population. -Still, the city's Germanic heritage was much in evidence in the population, the buildings and sites.

The two world wars and the Great Depression adversely affected Aurora's economy, as did the population shift away from rural areas. -In 1956, however, a significant number of Aurora ~~ColonyColony~~ descendants were still living in town; the centennial celebration held that year attracted thousands of visitors. -This unexpected public interest in Aurora's communal heritage encouraged a few individuals to begin the preservation of buildings, sites and artifacts.

The Aurora Colony ~~Historical Society~~ ~~Historical Society~~

The formal result of this grassroots movement was the organization of the Aurora Colony Historic Society in 1963 and the opening of the Ox Barn Museum, (now the Old Aurora Colony Museum) in 1966. -Society members are now the caretakers for an increasing collection of ~~Ceolony~~ artifacts, buildings and sites.

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Recognizing that such preservation could not be accomplished alone, members initiated a partnership of preservation with the City of Aurora, the state of Oregon and the federal government.



Figure 1. Southeast view of Aurora, c. 1889, as seen from the site of the Colony Church.

National Historic District Status

This relationship culminated in the establishment of the Aurora National Historic District in 1974, a designation granted by the United States Government's Department of the Interior. A section of Aurora was honored as Oregon's first national historic district. This recognition was awarded because of Aurora's unique communal heritage, and because of the large concentration of surviving structures built by German craftsmen.

The Historic Overlay Zone

While the Department of the Interior and the Oregon State Historic Preservation Office have standards and guidelines for National Historic District, the preservation of a district is largely a local responsibility. The process of acquiring a historic preservation zone was initiated by residents, museum and historical society members and gained city council support in the mid-1980's. On December 28, 1988, after extensive input by residents, the city council adopted a Development Code establishing the Aurora Colony Historic Overlay District. **Like the National Register, historic preservation zoning honors an area's historic significance, but with that recognition, all exterior work on buildings or sites, from any new construction to alteration, demolition or relocation is reviewed to ensure that the community's visual character is preserved.**

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Aurora's Architectural Character

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The architecture of the Aurora Colony reflects the colony's communal ownership in its standard design and large scale, as the houses were built for large families and unmarried relatives. Commercial buildings were also built to a large scale, as they often contained several trades under one roof.

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- The village had an order and a pattern. Commercial and residential buildings were regularly spaced; the location of the Ox Barn (now the Old Aurora Colony Museum) and the Charles Snyder house reflect this typical pattern.
- Houses often had outbuildings and gardens designed to be compatible with the main house. This pattern is currently not as noticeable because, in the post-colony years, private ownership of land resulted in the subdivision of land for additional homes. This feature is most noticeable on both sides of Third Street between Liberty and Main.
- The post-colony period did, however, provide architectural additions to Aurora.
- This is most easily seen in the Victorian homes built between Second and Third Streets on Liberty. Also evident are a few extant barns, carriage houses and washhouses.
- By 1910 Aurora's new architectural styles reflected patterns commonly found in many American small towns. Aurora, however, had the unique situation of retaining a significant number of the colony buildings. The bank building at First and Main and the Will-Snyder Store at Second and Main are excellent examples of commercial architecture of this period. The Ben Giesy house, a bungalow design, is a good example of an American residential style common after 1900.

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No conscious attempt was made to design compatible new construction in Aurora until the formation of the historic district in 1974. As previously noted, the organization of the historical society in 1963 created a greater awareness of the colony's significance, and this corresponded with a similar recognition of the value of historic preservation on the national level, which culminated in the passage of the National Preservation Act of 1966.

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Aurora Historic Review Board

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The Historic Review Board (HRB) was established to monitor and maintain this architectural character by reviewing applications for work on all properties within the zoning overlay district. It is comprised of five members who are nominated by the Mayor and/or HRB Mayor and appointed by the city council. They include residents and property owners from within the city limits from both inside and outside the Historic District boundaries. They may also include professionals in the building trades, historians and architects who reside outside the city.

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Design Guidelines and Design Standards – What's the Difference?

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Design review is administered according to this set of design guidelines Title 17 of the Aurora Municipal Code (AMC) of which Design Standards AMC 17.40 is the basis of HRB decision making. This Design Guide is an appendix of Title 17 and serves these guidelines are a further attempt to clarify the purposes and goals of Title 17 the Historic Overlay Zone

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~~Development Code. Both They are not intended to be strict, inflexible standards; rather they serve to provide a framework for a historic district land-use policy that recognizes the cultural and economic benefits of historic preservation as well as complement the special qualities of Aurora. -This Design Guide is These guidelines are used by the HRB as criteria in determining the appropriateness and architectural compatibility of proposed projects as well as ensuring that their decisions are not arbitrary or based on anyone's personal taste.~~

~~to be used as an educational guide for property owner and city officials with helpful material and recommendations for restoring and maintaining individual properties. Where applicable, details on Aurora's own architectural elements are offered, some of which are unique to the area.~~

The ~~Design Guide~~ lines serves as a guide only for decisions based on Title 17 Design Standards which protect the neighborhood from the loss of architecturally and historically significant buildings and sites, additions to historic structures that would lessen their architectural significance, and new construction not in character with the neighborhood. By state and local law, guidelines for historic overlay zoning districts must be in accordance with the **Secretary of the Interior's Standards (There was a comment on this word I could not understand. Omit the s, or apostrophe perhaps?)s for the Rehabilitation of Historic Buildings**, a standard developed by the National Park ~~s~~Service and used by private and public preservation organizations throughout the country. ~~-See Attachment BAppendix 1. The Design Standards AMC Title 17 Historic Review Board Guidelines follows~~ the recommendations set forth in the *Secretary of the Interior's Standards*, but are written to be more specifically applicable to Aurora's historic resources.

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Historic District ~~Guidelines Design Guide Can: (DUPLICATED HEADER See below. Keep separate or join?)~~

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1. Reinforce the character of an historic area and protect its visual aspects. Because Aurora was the most successful 19th Century communal society west of the Mississippi, the district has many features unique to western America. These characteristics are most noticeable in architectural styles, and these styles have been well documented. The guidelines Design Standards reinforce the character of the historic area with the example of the Aurora experience as its necessary model.
2. Improve the quality of growth and development. ~~With the addition of a sewer system in the foreseeable future, guidelines can encourage development compatible with the existing environment.~~
3. Preserve the integrity of an historic area by discouraging the construction of buildings incompatible with Colony and Post-Colony styles.
4. Provide an objective basis for Historic Review Board decisions.

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~~Historic District Design Guide Can: (DUPLICATED HEADER)~~

- ~~14.~~ Define recommended and not recommended design approaches.
- ~~25.~~ Serve as a tool for designers and their clients to use in making design decisions.
- ~~36.~~ Increase public awareness of design issues and options.
7. Provide an objective basis for Historic Review Board decisions.

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Historic District Design Guidelines Cannot:

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1. Limit growth, or regulate where growth takes place; they only address the visual impact of growth.
2. ~~Concern~~ ~~not~~ ~~rel~~ the interior space of a building design. They deal only with the exterior portions of buildings as well as the surrounding property.
3. ~~Serve the same legal purpose as a design review Development Code. However, guidelines form the basis for design review decisions, and these decisions are legally binding according to the authority granted to the Historic Review Board by Title 8 of the City of Aurora Land Use Development Code. Act as the basis for Historic Review Board decisions. Such decisions must be based on AMC Title 17. The Design Guide offers supplemental explanations of goals and standards of Title 17.~~

Is My Property Historic?

Each property in the Historic Overlay Zone is classified according to its age. It will be either a **Contributing** structure (built before 1921) or a **Non-contributing** structure (built after 1920). Further designation on a Contributing structure may include an **Aurora Colony** designation (1853-1883).

In most cases, contributing structures will have stricter standards than Non-contributing or newer buildings. When reading the *City of Aurora Municipal Code Design Standards* (Design Standards AMC 17.40), always look for your property's designation. Some standards are consistent with ALL properties in the historic overlays.

To find your classification, your property will be listed in the *Historic Inventory of Aurora, Oregon*. There is a brief listing of vital statistics of each property as well as a more detailed description, depending on the age and history of the structure.

Contributing Structures 1856-1920

Aurora Colony Period 1856-1883

Non-contributing Structures 1921-present

Some properties also have a listing as SS in the *Historic Inventory of Aurora, Oregon*. That refers to Significant Structure because they were listed in Aurora's original application for National Historic District status. They are structures that were either part of the original **Aurora Colony** or were significant **Post-Colony** structures built by **Colony members**. Your property will also be classified by the **overlay zone** within which it is located, either **Residential** or **Commercial**. Historic Design Standards apply to these zones exclusive of the current or past use of the structure. (A building still used as a residence but located within the Commercial zone must follow standards for Historic Commercial Overlay.)

Aurora's **Non-contributing neighborhoods** were once part of the original **Aurora Colony** and help to define those boundaries. Design Standards for Non-contributing structures help to protect the visual aspects of the whole historic area.

Title 17 of the Aurora Municipal Code

For your convenience, **Title 17** is included in the **front-back** of this book. This includes **Design Standards AMC 17.40**, which are referred to consistently as you read **this Guide**. By reading both Design Standards AMC 17.40 and this Guide, you will be able to determine which standards apply to your property. However, should you wish to have more clarification, both city staff and the Historic Review Board welcome your questions.

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Which Exterior Changes Require Approval

Aurora’s cultural heritage consists of more than the original Colony period structures that dot the landscape within the Historic District boundaries. Many of Aurora’s structures are not more than 50 years old fairly new and many old ones may seem to lack architectural significance in their own right. However, all of these structures contribute to the evolution of Aurora’s history. ~~Whether your house is a turn-of-the-century bungalow or a 1960’s ranch style rambler, it is an important part of the City’s past and representative of how Aurora grew to be the place it is today. It is very important that the community recognizes all the structures within the district as significant, as part of our heritage, preserving them so that future generations may enjoy Aurora’s rich history.~~

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Each structure within the Aurora Historic District contributes to the sense of place that makes our community special. As a result, **all exterior changes-CHANGES to a building or site within the historic district must be approved by the Historic Review Boardcity, either administratively or by the Historic Review Board.** ~~– This includes things which may seem insignificant (such as replacement of a window), but which can completely and permanently damage the historic character and value of the building. The only exceptions to this rule include: (1) exterior painting, reroofing, and general repairs such that new materials match those that are already in use, and (2) minor landscaping work, such as shrubbery, annual plantings and general maintenance. (The removal and planting of trees, those greater than 24 inches in diameter does require approval.); see Plant Materials guidelines, No. 4, pg-22.) If the proposal is consistent with these Guidelines the Historic Review BoardTitle 17, the city will issue a certificate of appropriateness-Notice of Decision authorizing the landowner to proceed with his project.~~

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Terminology

A note about the terminology used in the Design Guide: guidelines:

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Must or Shall

Where the word “must” or “shall” is used, the standard in question **must** be met, if it is applicable to the project at hand, in order for the Historic Review Board to be able to issue a certificate of approval.

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Should, Recommended, Suggested, Encouraged

The use of these words indicates that the guideline is strongly recommended but is not required to do so to receive approval.

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- Must or Shall** — Where the word “must” or “shall” is used, the guideline in question **must** be met, if it is applicable to the project at hand, in order for the Historic Review Board to be able to issue a certificate of approval.
- Should** — The use of “should” indicates that the guideline is strongly recommended.
- Encouraged** — Where the term “encouraged” is used, the applicant is urged to consider complying with the guideline, but is not required to do so to receive approval.

Getting Approval for Your Project

If the proposal affects any structure or site within the historic district boundary, you MUST get ~~approval a Certificate of Appropriateness granted by~~ the city recorder's office or the Historic Review Board.

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Note: This applies only -when property owners initiate exterior improvements. They do not require owners to initiate such improvements when they do not plan to do so.

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1. Come to City Hall and get a land use application for a ~~certificate of appropriateness~~ Historic District Exterior Change or download one from the city website. -City staff will advise ~~you~~ whether your proposal conforms to all of the city zoning requirements. **Depending on the classification of your property, if the proposal will take place within the Historic Overlay Zone boundaries and you are making any exterior changes to the visual landscape, you ~~will~~ may be required to present your proposal to the Historic Review Board.**
2. Read information about your property in the Aurora Historic Inventory. Compare the style or appearance of your building to those illustrated in the Architectural Styles section of ~~this Design Guide Guidelines, on pgs. 9-16.~~ If your house was built before 1921~~30~~, it is likely that it contains design elements reminiscent of these styles that need to be maintained. If your house was built after the illustrated "historic period" in this text, look to the existing scale, massing and amount of detail in your existing structure and / or the structures surrounding your parcel for guidance. ~~The relevant surroundings begin at the structures next door and could extend as far as neighborhood compatibility.~~ REMEMBER: The purposes of Title 17 and the Design Guide lines and the HRB are to foster a harmonious continuum of structures where historic structures are preserved and new structures are distinguishable yet still complement the historic landscape that we all enjoy.
3. Next, compare your plans for maintenance, rehabilitation or new construction with ~~Design Standards AMC the 17.40 and this Design Guide guidelines.~~ Site and landscape standards are found between pgs. 20-27, structure alteration provisions are found in pgs. 27-53 and additions and new construction projects in pgs. 57-68. They are organized by feature type. Although every effort was made to direct the applicant to the most appropriate section, some applicants may find that their proposal involves more than one section, as a result, cross referencing may be necessary. -For example, the applicant looking to build a new structure should consult the relevant windows, doors, roof and materials sections of the alteration provisions as well as the new construction standards and recommendations guidelines.

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4. Finally, determine if your plans are compatible with the Design Standards AMC 17.40 guidelines. ~~Projects that strictly adhere to the guidelines will normally be approved.~~ Applicants should be familiar with these Design Standards guidelines and how they apply to their project **before submitting** an application.

~~5. Depending on your property's classification and type of project, a decision may be rendered by city staff or you ~~can~~ will be placed on the agenda for the subsequent meeting when you **submit the completed application, the application fee, a site plan drawn to scale of the proposal, illustrating all structures on subject property, their relationship to property lines and if appropriate, elevation or architectural drawings** that would assist the HRB in coming to a decision. If city staff determines that your application is not complete, ~~the hearing body will~~ may be unable to make a decision. ~~if all the items are not included in the application.~~~~

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~~The Historic Review Board meets on the fourth Thursday of every month. To be considered for the subsequent meeting, the application must be received a minimum of ~~two~~ **three weeks prior** to the HRB meeting date. This allows staff to make your information available to Board members so that they are familiar with your property and proposal.~~

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~~6. Although not a requirement the applicant (or a representative) is encouraged to attend the meeting. If there are questions that cannot be answered the board may not render a decision or may deny an application.~~

~~At the board meeting you will be asked to present your proposal. It is your responsibility to prove to the Board that your proposal meets the standards, as articulated in Design Standards AMC 17.40. If you do not meet this requirement you will not be approved and you will have to create an alternative proposal or supply further evidence, at a subsequent meeting, which substantiates your compliance. The Board has the authority to interpret Title 17~~

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~~6. At the board meeting you will be asked to present your proposal. It is your responsibility to prove to the Board that your proposal meets the standards, as articulated in Design Standards AMC these guidelines 17.40. If you do not meet this requirement burden you will not be approved and you will have to create an alternative proposal or supply further evidence, at a subsequent meeting, which substantiates your compliance. The Board has the authority to interpret the Historic District Guidelines. Title 17.~~

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7. There is a ~~15~~-day appeal allowance, wherein, any party who testified for or in opposition to a proposal may submit an appeal application with the City Council. After that appeal period has expired you, the applicant, will receive a

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Notice of Decision complete with findings, the Board's determination and ~~often recommendations~~ sometimes conditions. (See ~~Design Standards Application Procedures, AMC 17.20, Attachment- AXX~~)

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8. After Board approval, you are free to proceed with your project anytime after you receive your Notice of Decision, ~~and Certificate of Appropriateness~~. You are allowed up to two years to complete your project before the approval expires.

Getting to Know Aurora's Architectural Styles

Important Features of the Aurora National Historic District

The Aurora Colony Historic Resources Inventory of properties within the Aurora National Historic District was ~~completed~~first done in 1985 and was updated in 2016. This inventory provides an excellent summary of Aurora's history, the evolution of its built environment, its specific architectural styles, and the classification system which is used to rate the significance of a project-property located within the current historic district.

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Property owners who would like to learn more about their buildings' architectural style can obtain a copy of the inventory sheet included in ~~the 1985 Aurora Historic Inventory or 1986 Aurora Multiple Property Nomination (both revised in 1995)~~ from the Aurora Historical Society this inventory at Aurora City Hall. The inventory sheets contained in these documents can provide more information about the historic properties that are located in Aurora.

All property owners are encouraged to read the first ~~46~~ pages of this inventory. A shorter summary of some of the inventory's key points is provided below.

Aurora's Architectural Styles

Aurora's original application for its national historic district designation used 1856-1920 for its "Period of Significance." All properties within the historic overlay zones within these dates are classified as **contributing structures**.

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The historic vernacular architecture in Aurora was influenced more by regional climate, local building materials and ethnic traditions in craftsmanship than by contemporary fashion. The house types are a blend of 19th century American utopian traditions and medieval traditions transmitted by German settlers in the American colonies.

The **predominant** styles of residential architecture in Aurora's Historic District are:

- Colony
- Post-Colony
- Italianate (very few no surviving examples)
- Queen Anne
- Bungalows/Craftsman

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The following text describes these styles. For additional examples of buildings in Aurora in these styles, refer to photographs in Attachment appendix H.

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Colony Style



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Figure 3. Constructed around 1875, the Emma Giesy/George Kraus house was moved from its original site, 14996 3rd St., in 1977 after it was given to the Old Aurora Colony Historical Society. ~~Otherwise~~ ~~unaltered,~~ it currently stands east of the Ox Barn Museum on 2nd Street as part of the museum complex. ~~The front porch was added prior to 1900.~~

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A single type of house, in general form and character, was built in the village of Aurora from about 1864 to 1881, during the Colony period. The farm houses built outside the village were also of this kind, although the farm houses tended to be larger. The typical house can be described as follows:

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- The gable roof house is sided with its eaves parallel to the street. It has a three-bay front facade and is two bays in depth, about 35 feet long and 20 feet deep. One and a half to two stories in height, it usually has windows on the second floor front facade. The attic ends may have two fixed, six-light sash windows. Each gable end contains an interior brick chimney, but of unequal sizes, one for a stove and the other for a fireplace.

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Figure 4. The Beck House that has been demolished was located on one of the Colony farms.
(Photo by C.M. Will, 1925)

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- A one-story lean-to, containing an open porch and enclosed room, extends across the full length of the rear facade. The main body of the house has two rooms on the main floor, and two on the second floor. The house seldom has a front porch, although most surviving houses have porches which were added later, during the Post-Colony period. The continuous or pier foundation is constructed of brick and an exterior staircase with brick walls usually provides access to a full basement.
- The typical house is predominantly 18th century in character. It has white painted, horizontal weatherboarding. There may be a pronounced asymmetry in the position of its "central" front door, which usually has a transom and is sometimes double-leafed. The house rarely has classical detailing and curvilinear moldings in its exterior finish. However, it always has six-over-six or eight-over-eight, double-hung sash windows which are smaller in size on the second story than on the first. The window surrounds are flat boards and the head is capped with a flat projecting rectangular cap about a half-inch square.

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The characteristic eave detailing is utilitarian. The front eave is boxed with its soffit perpendicular to the house wall, in contrast to the eave at the rake, which is open. The rake eave has a projection of a foot, and a suspended fascia. The soffit is deeply recessed and made of a painted board set directly against the roof sheathing. The intersection of the rake with the

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ends of the front facade boxed soffit and fascia is often resolved by carrying the horizontal line a foot or so around the end of the house. This produces a triangular boxed element which has no moldings. It is utilitarian in character and in placement makes no reference to a classically detailed eave return. This eave intersection is one of the most characteristic details of Aurora Colony architecture, almost exclusive in Oregon to that groups' building. Occasionally, just below the eave intersection, a few houses also have a residual, two-dimensional version of a Classical eave return. It consists of the architrave board, but not the cornice, carried around from the front facade. At its simplest, it is one flat board set flush with the surface of the siding, as on the Frederick Keil House. A more complex assembly consists of two or three graduated rectangular boards as a cap, which is a continuation of the bed moldings, such as on the Charles Snyder House. This unorthodox but pleasing version of Classical detailing is rarely found in Oregon outside the Colony territory.

- A common exception to horizontal weatherboarding is the use of vertical boards and battens. The vertical board and batten house is of single "box" wall construction. However, some box constructed houses in Aurora were covered with horizontal weatherboarding.
- A remarkable quality of the Colony period Aurora house is that, contrary to the general impression, no two are alike. Within a very conservative and limited vocabulary, and with the distinct expression of only one or two builders, each house is rather easily distinguished from all others.
- Frequently this style of architecture had few, or low, plantings around the base of the building. Shrubs and trees were often placed randomly around the property. The orchard and vegetable garden were prominent aspects of the landscape. The white picket fence was common.

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Post-Colony Style



Figure 5. The Captain William Miley House, built in 1895, was one of the first houses constructed in Aurora after the dissolution of the Colony and still stands at 21497 Hwy 99 E.

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For a generation following the death of Dr. William Keil in 1877, the general characteristics of the typical Colony period house survived in Post-Colony period houses built for former Colony members and their descendants. The Post-Colony house is easily distinguished from its predecessor by the following characteristic modifications:

- The house is sided with shiplap. Its two interior brick chimneys are the same size, of the smaller stove type, and each has a base, shaft, and pronounced bands of corbelling forming the cap. The front door bay is covered with a small hip roof porch detailed with turned posts and jigsaw brackets. Post-Colony eave detailing lacks the distinctive utilitarian eave and rake construction of the Colony period, with its total absence of molding and Classical elements. There are moldings at the crown and bed of the eave assembly, and on the horizontal caps of openings. The windows are one-over-one, double-hung sash. At the rear of the house there is a one or two-story kitchen wing enclosing two or three rooms. It has a third stove chimney, porches with shed roofs, and often a pantry within the porch area.

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- The building has a tall and light character which is in contrast to the rather squatty and heavy sense of the typical Colony period house.
- The detailing and moldings have the sharper, more attenuated attributes of late Gothic, rather than the attributes of the Classical.
- The buildings were accented by random plantings of flowing shrubs and trees located away from the base of the building. The front of the building might be accented by perennial flowers or an attractive vine.

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It is not surprising that these architecturally conservative houses were usually the first homes of individuals who had played a major role in the Colony during Dr. Keil's lifetime. The following Post-Colony houses conform to this trend: Jacob Miller House, Samuel Giesey house, William Miley House, and George Miller House.

Italianate Style



Figure 6. The George Miller house was constructed around 1892. Except for the removal of the roof cresting, this Post-Colony structure remains virtually unchanged at 21358 Hwy 99E.

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Italianate Style



Figure 7. The Aurora Pioneer Hotel, 1867 was an example of Aurora's Italianate Style and was its grandest building. Designed to attract visitors it provided a stop for the adjacent railroad and served famous meals. The building was dismantled in 1934.

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Figure X (Need to add as Figure 6.5 or renumber all consecutive Figures). (INSERT CAPTION OF HOTEL HERE)

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This style was popularized in Oregon between 1860 and 1890, a time when the state's population was growing.

- There are no structures of this style remaining in Aurora. Pioneer Hotel was an example of an Italianate Style with its hipped roof, ornate brackets and balconies.
- Roof forms are low pitched and usually hipped, although sometimes gabled. The housebuilding can be rectangular, square or a combination of masses. The projecting eaves with decorative brackets are a distinctive feature of the style. Usually built of wood frame construction with horizontal ship lap siding. Tall windows, which are sometimes rounded, are characteristic of this style, as are bay windows.

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~~Plant material was generally set apart from the buildings. Shrubs or trees would accent the main entrance. A large expanse of lawn was popular with plantings along the perimeter of the property. Symmetrical plantings were also popular.~~

Queen Anne Style



Figure 87. Presently altered beyond recognition, the Sarah and Emmanuel Keil House was constructed in 1909 and stands at 14643 Ehlen Road. In the background on right is Das Gros Haus, Dr. Keil's original house.

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Through the 1880s and well into the 1900s Queen Anne style houses became a favorite for residents throughout Oregon.

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- Examples in Aurora are on Liberty Street and on Main Street, both within and outside of the Historic Overlay.
- -They may have assorted roof shapes and possibly conical or pyramid roofs, sometimes towers. Flared chimneys were part of the decoration. The plan is generally irregular with wrap around porches, protrusions that can include multiple window types, dormers, and stained glass. They are of wood frame construction with horizontal wood siding and/or patterned shingles. There can be a profusion of wood detail and decorative elements.

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At the turn of the century when a majority of these houses were built owners were taken by the varieties of new plant species that were being introduced from around the world.

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Colorful annuals were laid out in patterns, and herb gardens and elaborate flower gardens were the rage. Formal and informal designs were common using a wide variety of plant material.

Bungalow and Craftsman Style



Figure 98. Representative of the Craftsman era in Aurora, the George Damm House -was constructed in 1908 and stands at 21517 Hwy 99E.

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Buildings in this style often have a free-flowing floor plan, incorporate the use of natural materials inside and out, and exhibit fine craftsmanship.

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- Roofs are low pitched gable or hipped forms with wide eaves and exposed rafters.
- Double-hung windows with small panes in the upper sash, large windows flanked by smaller windows, and dormer windows are all characteristic of the style.
- Constructed of wood frame with shingles or horizontal board siding, although stones and stucco were commonly used as well.
- Large porches are typical and may have truncated columns.
- Low plantings existed around the base of the buildings. Planting arrangements were naturalistic and plentiful, often using many combinations of plants. Vines clambered on wide porches. A wide variety of plant species were used to accent these houses.

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-
- There are nice examples of Bungalow Style in Aurora, both within and outside the Historic District.

For additional photographs of these styles, see Attachment H.

Rehabilitation Guidelines

In recent years there has been widespread rehabilitation of older residences and commercial structures. Although this activity is essential to maintaining the district's vitality, exterior rehabilitation can unknowingly alter or remove a building's original architectural features.

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Original building facades, siding, porches, columns, windows and other architectural features have in many cases been changed by inappropriate rehabilitation, diminishing the building's compatibility with the historic district. Each loss or change of original architectural features inevitably erodes the historic integrity and property values of the district.

Where original features have been removed, their restoration is encouraged whenever they can be documented through plans, photographs, or other means. The Old Aurora Colony Museum's photograph collection is a good resource for most building styles in the Historic District [as is the Aurora Historic Inventory](#).

This Design Guide applies solely to the exterior of properties. All of the guidelines for rehabilitation apply to the exterior of properties. Although property owners are encouraged to preserve significant historic interiors, interior work is not reviewed for [Appropriateness-sign Standards](#) in terms of historic preservation by the Historic Review Board.

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Figure 109. Birds eye view of Aurora's commercial core taken from the water tower looking north about 1928. The dotted line represents the new Highway 99E constructed in 1930. The large building in the foreground the Sadler & Kraus General Merchandise Store, located on 3rd, Main & 99E, was destroyed by fire in 1990.

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Approaches to the Treatment of Historic Properties

Choosing the method of treatment depends on a variety of factors including the property's historic significance, physical condition and the proposed use. This Design Guide focuses on the key exterior elements of historic residential architecture. It is meant to be applicable to all styles of historic residential architecture in Aurora. These methods of treatment can be applied to commercial architecture and landscape issues as well.

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Preservation

Preservation is 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 function₂ is appropriate.

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Rehabilitation

Rehabilitation is used when 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 necessary₃ -when alterations and additions to the property are planned for a new or continued use or₃ -when depiction of a particular period is not appropriate.

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Adaptive use

Adaptive use is 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.

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Remodeling

Remodeling is 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.

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Renovation

Renovation is 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 reversible₃; should future owners wish to restore the building to its original design.

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Restoration

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Restoration is 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. Many successful rehabilitation projects that involve historic structures in Aurora may include a combination of **preservation, restoration,** and other appropriate treatments. For example, a house may be adapted to use as a restaurant, and in the process missing porch brackets may be replicated in order to **restore** the original appearance, while original dormers may be **preserved.**

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~~Choosing the method of treatment depends on a variety of factors including the property's historic significance, physical condition and the proposed use. The guidelines focus on the key exterior elements of historic residential architecture. They are meant to be applicable to all styles of historic residential architecture in Aurora. These methods of treatment can be applied to commercial architecture and landscape issues as well.~~

Interior Features

If you are interested in your property's historic interior features, which we encourage, *The Secretary of the Interior's Standards for Rehabilitation*, ~~included here as Attachment B, Appendix I,~~ are applicable to interior spaces. Preservation Brief #18, *Rehabilitating Interiors in Historic Buildings*, is available from the State Historic Preservation Office. This bulletin can provide the interested property owner with more detailed information on how to rehabilitate an historic interior.

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Site Alterations and Landscape Preservation in the Historic District

The Historic Review Board evaluates landscape plans and renders a decision on:

1. Existing property when the project is \$2500 or more.
2. New construction development (Design Standards AMC 17.44).
3. When buffering or screening is required (Design Standards AMC 17.44).
4. Tree removal of certain sizes.
5. Excavations, berms.
6. Sidewalks, pathways.
7. Fencing.

However, the following text gives helpful advice on how to consider options for landscape development in the Historic District.

Site and Landscape Evaluation

The first step in the landscape evaluation process is to identify the historic buildings and landscape features. Aurora has identified the historic architecture of the community through its *1985 Aurora Historic Resource Inventory* (~~Inventory~~ *Inventory* (revised 1995 and 2016~~54~~)). Landscape features are discussed under the *Getting To Know Aurora's Architectural Styles* sections of this survey. This identification is not a complete inventory of significant plant material and landscape features, as there are no site plans attached to the documentation. However, it can serve as a preliminary guide for identification.

One of the key features worthy of identification in a landscape analysis is the relationship of the main building to the landscape, which includes garages and outbuildings. This analysis can help to inform the evaluator of the pattern of everyday use that occurred over time on the property. Paths and driveways are often laid out for convenience in circulation, rather than aesthetic reasons.

Historic research is important for understanding what the landscape looked like in an earlier period such as the Old Aurora Colony Museum archives. Historic photographs are the best source for landscape identification. Articles in historic journals and magazines can provide information about what the landscape trends and styles were in a given period. Oral histories from previous property owners are valuable for understanding what a garden might have looked like.

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Site analysis is the process of physically looking over the historic property to better understand the location and significance of landscape features. Site analysis of the landscape provides an understanding of how the vegetation has changed over time, or how paths and buildings evolved into what they are today. In conjunction with an historic photograph, site analysis can explain where missing landscape features were located, or how they have evolved with time.

The method of treatment chosen will determine the scope of work, cost, and extent of repair or replacement that will be necessary to bring a landscape back to a period look. Most property owners in Aurora will want to protect and stabilize significant features of an old landscape, usually the trees, an outbuilding or possibly a fence. The methods for treatment are:

Preservation	Preservation of a landscape maintains the form, materials, and important features of the landscape as it evolved over time.
Rehabilitation	Rehabilitation retains the landscape as it was in an historic period, while allowing additions and alterations for modern usage.
Restoration	Restoration depicts an appearance that existed during the landscape's significant period of development. This can involve the removal of later additions, and the replanting or rebuilding of earlier landscape features.

Landscapes in Aurora were generally simple in design, having grown from the ~~colony~~ Colony method. Once a property owner has conducted a site analysis and researched their property, they are ready to select a method of treatment. Preservation and Rehabilitation are probably the most desirable methods for property owners to use when thinking about creating an appropriate landscape design for historic properties.

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Private Open Space and Front Yards

~~It is recommended that~~ front and side yards which abut a street should be visually open to the street. Hedges, retaining walls and fences which visually obscure front yards are discouraged, except where photographic evidence supports an historical picket fence. Otherwise, fences should be kept behind the building lines, as viewed from the street. Original grade should be retained; berms and excavations are ~~discouraged~~ prohibited (17.44.030).

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A plant list has been included as ~~Attachment E~~ Appendix B² to provide a variety of species for property owners to use when considering adding plant material to an historic property. The list is limited and there are many other species that are desirable for a period landscape design. Native species of plants, like ferns, rhododendron and sallah, are appropriate species for Aurora's gardens.

Historic Fencing

The white picket fence was the most common historic style fence in Aurora. Photograph collections at the Aurora Historical Society can be referenced for understanding historic fence styles that were used in the community.

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1. 1. Preserve historically significant fences.

- Replace only those portions of historic fences that are deteriorated beyond repair so that the original portions can be retained.
- The general character of historic fences ~~must~~ should be retained if they are being replaced.

2. 2. For new or replacement fences, use a design and materials which are similar to the original, refer to Design Standards AMC 17.40.070 (Appendix A).

3. It is recommended that to minimize the possible transition of styles between front-area picket fences and the limited use privacy fencing styles allowed in rear yards, that landscape measures be used at this junction such as bushes, trees and/or shrubs.

4. Picket Fences were common in Aurora.

- Picket fences are generally 36" to 48" tall. A horizontal top rail and bottom rail are attached to fence posts which are installed perpendicular to the ground. Evenly spaced, narrow boards called pickets are affixed to the rails. The pickets have tapered or pointed tops. (They are named "pickets" for their resemblance to the pointed stakes historically used by infantry to repel cavalry.)
- Pickets are from 1 1/2" to 4" wide, the narrower used on shorter fencing. Spaces between each picket vary from 1" to 2". Pickets are never placed abutted together for privacy.
- Picket fencing is to be IN WOOD, painted white, white washed or if left natural, a clear preservative used. They are not to be stained earth tones or any color. (Design Standards AMC 17.40.020).
- ~~(Couldn't see the first word written in the scan of comments.)~~ Manmade materials are prohibited for pickets and railing training.
- A variety of picket tapers were seen in Aurora, from plain points to French Gothic style as well as styles where a pattern of picket heights was used.
 - Typically, wood picket fences, were used: many of these were painted, others were left with a natural finish. The height of the fence was approximately three feet to four feet. As a result, fences 3 to 4 feet in height are encouraged. Refer to *The Picket Fence in Oregon* (available at Aurora City Hall). A protective finish is required on fences that are not painted. (w/diagrams of pickets fences expand info here).
 - The appropriate fencing material will be determined by the style of your existing structure and / or the types of fences that make up the surrounding

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~~area. For example, farmland may most appropriately be enclosed with a stock fence.~~

- ~~• Chain link, wire, stock fence, rail or split rail, plastic or lattice trimmed material and 6 foot tall fencing when used for privacy fencing are only allowed on the rear of the property line away from street view, and must be minimized with plant material~~

~~It is recommended that to minimize the transfer of styles between front are picket fencing and limited use privacy fencing style in rear yards, that landscape measure is used sucha as trees and shrubs. ???~~

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Plant Materials

Historically Aurora had a significant amount of planting. The area of planting has been reduced substantially by asphalt since the Motor Age. This is especially noticeable in the commercial core area.

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- ~~• **H** Hanging baskets, planter boxes, and free standing planters are generally considered to be inappropriate for historic commercial centers. A certain measure of restraint should be exercised to prevent creating a look that would be considered non-historic.~~

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~~5. 3. Significant trees that are in good health should be preserved.~~

- ~~• Tree trimming for utilities should be reviewed.~~
- ~~• When clearing a property, significant trees should remain, where possible. Diseased or hazardous trees should be removed. (See below, #4)~~
- ~~• Annual maintenance, such as pruning dead limbs and application of fertilizer help to ensure the continued long life of a tree.~~
- ~~• Regular watering of trees and shrubs in the dry season is essential for proper growth and health of the plant.~~
- ~~• Do not top cut shade trees. Selective pruning is better for the health and longevity of the tree.~~
- ~~• Replant, as necessary, large canopy shade trees along the streets. Deciduous and coniferous street trees are both compatible in Aurora.~~

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~~6. 4. Before removing any tree over 24 inches in diameter when measured at 4.5 feet above grade, applications must be made to determine cause for removal, significance to landscape vistas, and or historic interest (Design Standards AMC 17.05050).~~

- ~~• Some trees may be of exceptional value to the Aurora Historic community because of their unique species, historical significance or their location contributes to the aesthetics and increases the livability of the area.~~

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- The criteria for determining whether tree removal is appropriate include: size, species, age, tree health, historic significance, ecological value, aesthetics, and location.

7. 5. New plantings should enhance, not hide or cover up, historic architecture in Aurora.

- Tenacious vines, like Boston and English Ivy, are destructive to historic building materials and should not be allowed to climb indiscriminately on architecture.

8. 6. Landscaping can hide parking lots and unsightly views and is encouraged where applicable. (See Design Standards AMC, 17.44, Attachment F Appendix B).

- Careful plantings of trees and shrubs could enhance views or screen and provide a noise buffer. Residents are encouraged to do this where it is appropriate and reasonable to do so.

9. 7. Landscape designs that feature large planting beds with black plastic and bark mulch are not compatible with historic architecture and its use is discouraged.

- Low perennial ground covers and compost are more desirable mulches.

10. 8. The use of planting strips and street trees are encouraged.

- The historic pattern in Aurora was to include planting strips between the street curbs and the sidewalks to separate pedestrians from traffic.
- Street trees are encouraged as they would promote a sense of arrival to Aurora, notify traffic to slow down, and unify now divided portions of the Historic District.
- Synthetic plant material is ~~not allowed~~ ~~prohibited~~ ~~discouraged~~.

~~Berms and excavations are prohibited in the historic overlay zone, (Design Standards AMC, 17.44, Appendix B) New sidewalk construction should be flush grade with a broad grass or planting margin between walk and street.~~

11. Streets, Alleys & Sidewalks

Historically, Aurora's paths were dirt, gravel, boardwalk and then replaced with concrete in the 1900's. These concrete sidewalks vary depending on the time period they were installed or replaced according to city codes.

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12. 9. New sidewalk construction should be flush grade with a broad grass or planting margin between walk and street.

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- Sidewalks ~~should~~ must be grey concrete with a broom finish perpendicular to the path. Scoring ~~should~~ must form traditional sized 24" to 36" squares. ~~Avoid smooth troweled borders. (Design Standards standard 17.40.140)~~

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- Walkway widths will be approved based on their scale and amount of use. For more information, refer to the city's walkway and sidewalk standards.

- Gravel paths are suitable for informal and parkway areas, or historically sensitive sites. These paths should use 1/4" fine gravel that is well compacted.

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

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- Improvements and alterations, like the installation of sidewalks, curbs, cutting and planting of street trees, and installation of street lights ~~need to~~ should be compatible with documented historical landscapes and existing materials, yet provide safe access for pedestrians, bicyclists and automobiles.

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- Roads in the residential areas should be visually unobtrusive in color and texture and without painted lanes.

- Street lighting should be simple in character and low in intensity except for security. ~~(We will insert diagrams here)~~ Lantern style rather than bulb style is the standard. (Design Standards AMC 17.40.140, Appendix A)

Comment [r3]: Insert example images of lantern lighting.

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- Commercial core pedestrian lighting styles will be Lantern style which is appropriate to the character of the historic district, continued through to Bob's Avenue on Highway 99E.

- Street drainage is encouraged to be contained in simple grass drainage swales where possible.

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- Original public utility features, such as water meter covers, manhole covers and hydrants should be retained, unless replacement is warranted for public health and safety.

- Commercial core pedestrian lighting styles will be Lantern style which is appropriate to the character of the historic district, continued through to Bob's Avenue on Highway 99E.

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Figure 11. Examples of outdoor lighting fixtures that relate to Aurora Colony lanterns are boxed styles such as these rather than rounded, ball styles.

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14. 11. Alleys should continue to be attractive as public open space between properties.

- Future improvements, like paving or construction of secondary buildings, along the alleys are to be sensitive to existing garages, outbuildings, fencing, paving and landscape plantings that are considered historic.

Parking Areas, Driveways, and Garages

15. 12. Design commercial automobile parking areas to be visually unobtrusive.

- They also should be set back from the street considerably.
- Parking located in the rear or back of the building with access through an alley is preferred.
- Locating parking areas in yards facing the street is discouraged/inappropriate.
- Generally, limit driveways to 1 per business in order to increase street parking, and provide continuity of planting and sidewalks.
- Bicycle parking should be designated in a location near the main building entry in a location not to interfere with sidewalk use.
- (COMMENTS IN MARGIN WERE CUT OFF IN SCAN: What changes do you want in this section?) See Section 7.8216.28 of the City of Aurora Land Use and Development Code AMC (16.22.040XXX) for more details regarding parking requirements.
- See Design Standards AMC Ch 17.40.160 (Appendix A) for Setbacks.

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16.13. Minimize the visual impact of residential driveways and parking aprons. (Design Standards AMC 17.32).

- Locate drives along side yards, where possible.
- Where garages are in side yards relatively close to view from the street, it is recommended they should be sided/sited with doors perpendicular to the street, when possible, to minimize their view.
- Avoid locating drives in front yards, where possible.
- Concrete is discouraged, but may be considered where necessary.
- Use gravel/concrete, or paved tracks, where feasible, not blacktop.

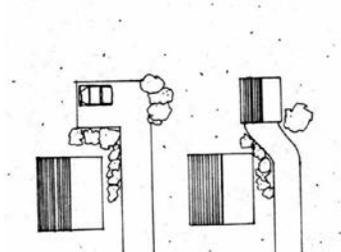


Figure 129. Poorly designed parking structures can detract from the character of the street. Adequate setback and screening can reduce their visual impact.

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Tents, Canopies and Structured Booths

14.17. Commercial: Except for special events allowed by the City, tents, canopies or booths will be allowed, for temporary use only by permit. No more than two permits shall be issued per property per year and each permit shall last for no longer than seven contiguous days. The permits shall not be issued back-to-back.

- Permits are available at City Hall.
- Tents, canopies or booths must not obstruct public right-of-ways.
- Every effort should be made to place tents, canopies or booths sensitively so that they do not block the viewing of primary facades.
- Items displayed or sold beneath or within the tent, canopy or booth must be of the same general nature as the business conducted in the affiliated permanent structure.

Signage must comply with the requirements of [Aurora Municipal Code Design Standards-Signs AMC Title 8, 17.24.060 C.](#)

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For additional requirements refer to ~~“Temporary Uses and Structures, (Design Standards Temporary Uses and Structures-AMC” Title 7 17.32.030 and Title 816.52- 17.32).~~

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Temporary Structures, Displays and Garden Art

~~18. 15.~~ Temporary structures, such as but not limited to displays, merchandise, outdoor equipment, and garden art should not visually impair or impact any primary or secondary façade view. ~~(Design Standards Temporary Uses and Structures AMC XXXX NEED SECTION FROM KAREN/KELLY... 17.32.050?) See Figure 13.~~

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- ~~Commercial: The accumulation of objects or merchandise left out overnight distracts from the architectural integrity of the district. In an effort to encourage sensitive placement of objects outdoors, the total number of objects, including any temporary structures and retail displays may not exceed ten percent (10%) of the primary façade.~~
- ~~Commercial: During regular business hours, outdoor display items may exceed ten percent (10%). Businesses are encouraged to carefully place displays so that the public may still enjoy the view of the building.~~
- ~~Residential: Place children’s play equipment, recycling bins and trash receptacles to the rear or side of historic architecture.~~
- ~~Residential: Garden ornamentation, such as trellis or lattice work, should be appropriate to the style or era of the structure.~~

New Systems, Utilities and Code Compliance Issues

It is recommended that introducing new electrical, plumbing, heating and ventilating systems into historic buildings should be planned such that historic materials are not damaged or obscured.

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19. Recommendations to 16.M minimize the visual impacts of new building systems on exterior features by:-

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- ~~Especially~~ avoid placing mechanical and electrical equipment, such as heat pumps, on primary, character-defining facades or in front yards and screen them with plantings or low fences.
- All utilities, both above and below ground ~~must~~ be designed to have the lowest impact on the district’s safety and character.
- Minimize damaging historic materials in order to insert new mechanical and electrical systems, such as cutting holes in walls.
- See the Uniform Building Code, 104F

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~~20.~~ ~~17.~~ Minimize the visual impact of antennas and aerials from the public way. Locate satellite dishes so they will not be visible from the public way.

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- ~~Locate them on subordinate roofs, where feasible.~~
- ~~Locate them in attic spaces or in rear yards. Screen them where feasible.~~
- ~~Screen a~~ All sizes of satellite dishes ~~shall be screened where possible.~~

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~~21.~~ ~~18.~~ Cell towers and such future technology is prohibited. (Design Standards AMC 16.50).

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Building Alterations in the Historic District

Preservation of Significant Original Qualities of the Structure

It is recommended that original materials and detail, as well as distinctive form and scale that contribute to the historic significance of the structure ~~should~~ be preserved. Care should be taken that rehabilitation work should not destroy the distinguishing quality or character of the property or its environment.

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2249. Respect the historic design character of the building.

- Refer to the specific design characteristics of the building's style.
- Destruction of character-defining features is discouraged.

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230. Minimize intervention with historic elements.

- ~~Renovation projects should maximize their use of the historic building fabric, including exterior features and finishes and structural systems.~~
- In renovation projects maximize the use of the historic building fabric, including exterior features and finishes and structural systems.
- ~~The National Park Service, which oversees natural historic preservation, recommends a m~~A minimum of 75% of exterior walls should be preserved. (A portion of these may become interior walls if additions are approved.) This guideline is recommended by the National Park Service.
- A minimum of 75% of structural systems ~~should~~ is also recommended to be preserved, including floor and roof framing systems, where feasible. (Additional structural supports may be added as necessary to reinforce existing systems.)

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241. Protect and maintain significant stylistic elements.

- Treat with sensitivity any distinctive stylistic features or examples of skilled craftsmanship ~~must be treated with sensitivity~~ (i.e. window sashes, wood shingle roofs, moldings, porches, picket fences, settlement patterns).
- Protection includes the maintenance of historic material through treatments such as dust removal, caulking, limited paint removal and re-application of paint.

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252. Avoid removing or altering any historic material or significant features.

- Preserve original doors, windows, porches in their historic configuration.
- Preserve original facade materials in their historic condition.

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- ~~Examples of historically significant architectural features that must be preserved are porches, turned column brackets, and jig-saw ornaments.~~
- ~~Other significant elements to hat must be preserved include historic building form and roof form.~~

263. Use the gentlest possible procedures for cleaning, refinishing, and repairing historic materials.

- ~~Many procedures can actually have an unanticipated negative effect upon building materials and result in accelerated deterioration or a loss of character. These harsh procedures are not allowed should be avoided.~~
- ~~Use the gentlest possible procedures for cleaning, refinishing, and repairing historic materials. Sandblasting, power washing and other harsh methods of cleaning materials are to be avoided prohibited because these practices can accelerate deterioration of the brick.~~

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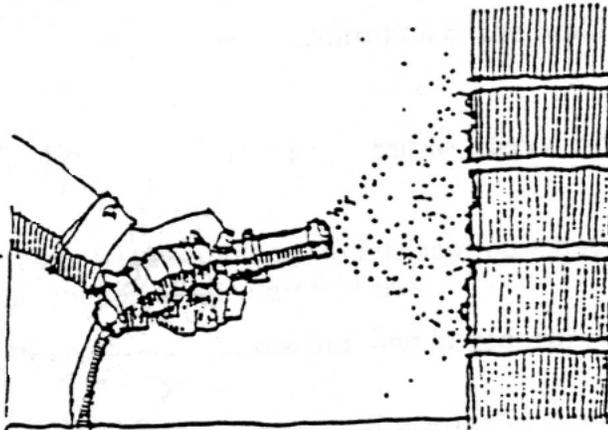


Figure 134. Use Gentle Cleaning Methods Whenever Possible

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274. Repair historically significant features that survive.

- ~~Repair rather than replace ~~d~~Deteriorated architectural features features must be repaired rather than replaced.~~
- ~~Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material, using recognized preservation methods, rather than remove the element entirely.~~

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285. When disassembly of an historic element is necessary for its restoration, use methods that minimize damage to the original materials.

- Always devise methods of replacing the disassembled materials in their original configuration.
- When disassembly of historic elements is required in a procedure, use methods to catalog the elements in their historic condition. Replacement must be based on documented evidence.

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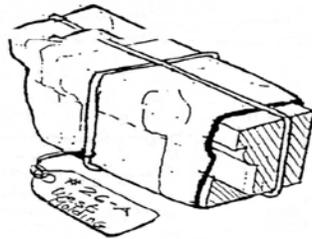


Figure 142. Catalog Removed Elements in Their Historic Condition

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Primary Facades

The primary facades are the sides of the structure oriented to the street or corner and ~~should be maintained~~ their design is to be preserved (Design Standards AMC Title 17.40) in the historic manner, respecting details of the historic period and style. Proposals for alterations to the primary facades will be more carefully reviewed than proposals which are not visible from the street. Rehabilitation work should be based on sound pictorial or documented evidence from the Aurora Historic Inventory or the Old Aurora Colony Museum archives. ~~Avoid creating a false historical appearance that is inappropriate to the historic architectural style.~~

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296. Additions and structural alterations ~~should be~~ are limited to the rear or sides that are minimally visible from the public right-of-way. (Design Standards AMC 17.40.020)

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- ~~On Contributing structures,~~ original features of the facade, like balconies, porches, bay windows, siding, trim details and dormers must be retained and rehabilitated.
- Alterations to the street and corner oriented facade on ~~primary significant houses~~ Contributing structures shall not be permitted unless it is to restore the original design.
- ~~On~~ For example, the photograph on the front of this booklet shows an Early Colony period house with a later Italianate porch addition. The porch design is from a later architectural period and is in conflict with the original early colony style. Thus, this type of porch proposal, under these current

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~~guidelines must be denied~~ Non-Contributing structures avoid creating a false historical appearance with the addition of design elements that are inconsistent with the building's architectural style.

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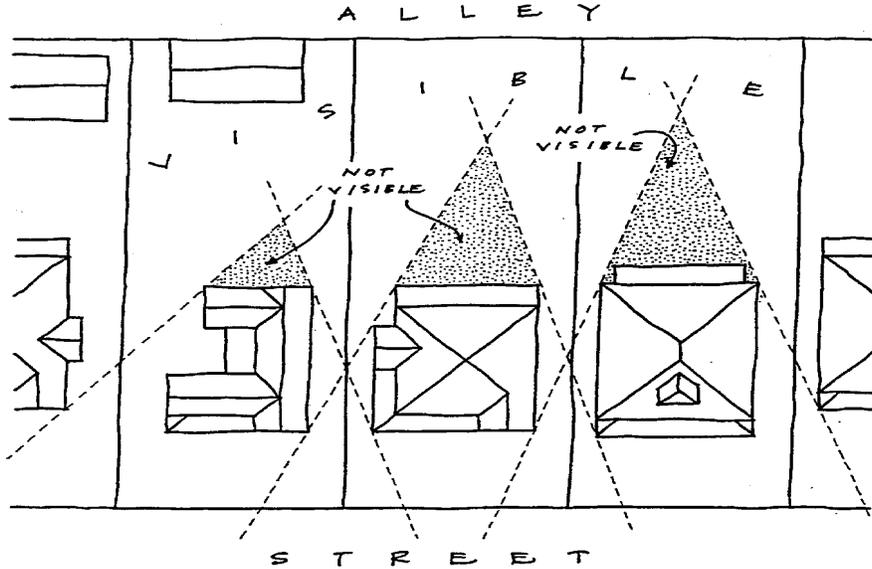


Figure 153. Areas of lots which are visible from the public street are primary facades.

Replacement or Substitution of Original Features

It is recommended that deteriorated architectural features ~~must~~ be repaired rather than replaced. In the event replacement of historic materials is necessary, the new materials must match that being replaced in design, color, texture, and other visual qualities. Any structural building totally destroyed, or the need to be totally replaced will be identifiable or documented in inventory.

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3027. Replacement of missing elements may be included in repair activities.

- Use the same kind of material as the original. A substitute material is acceptable only if the form and design of the substitute itself conveys the visual appearance of the original material on a permanent basis.

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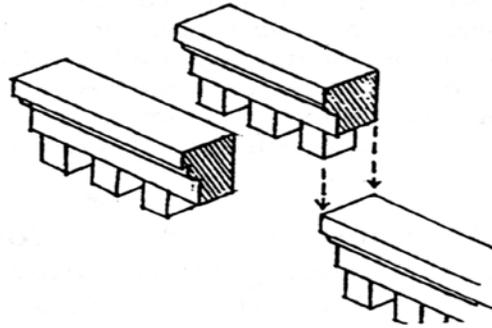
3128. Replace missing historically significant features in kind.

- Replace only those amounts that are beyond repair.

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- ~~_____~~ If alternate materials must be used, they must match the original in appearance.
- ~~_____~~ Covering materials that have not achieved historic significance are discouraged. ~~Asphalt siding that covers original wood siding, for example, is inappropriate and should be removed.~~



Figure_-164. Where replacement is required, replace only those portions that are deteriorated beyond repair.

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3229. Replacement of missing architectural elements must be based on accurate information about original features.

- The design must be substantiated by physical or pictorial evidence.
 - This will avoid creating a misrepresentation of the building's genuine heritage. Seek photographic information from the Aurora Historic Inventory or Old Aurora Colony Museum.

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3330. Where reconstruction of an element is impossible, develop a compatible new design.

- ~~_____~~ This is appropriate where inadequate information exists to allow for an accurate reconstruction of missing features.
- ~~_____~~ ~~Relate (T~~The new design ~~shall relate~~ to the building in general size, scale and material.
- ~~_____~~ Such a replacement must be clearly documented in the ~~i~~Aurora Historic Inventory as being new, so it will not create a false historical impression.

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341. Conjectural "historic" designs for replacement parts that cannot be substantiated by written, physical or pictorial evidence are ~~generally inappropriate-not allowed.~~ (Design Standards AMC, 17.40.180)

- ~~_____~~ Use materials similar to those employed historically.

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- The ~~Historic Review Board~~ Old Aurora Colony Museum can help you locate older photos that may document original features of similar structures in Aurora.

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Materials

The use of materials that are compatible in quality, color, texture, finish, and dimension to historic materials are encouraged.

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352. The majority of the architecture in Aurora is constructed of naturally found products including ~~masonry wood and and masonry wood~~; mixed materials including ~~ing~~ concrete and plaster.

- ~~Materials that are compatible with the building in color, quality, texture, finish and dimension should must be used when replacement of lost, hidden or missing elements is necessary. (*Design Standards AMC Ch. 17.040*)~~
- ~~Glass blocks, imitation stone, metal and vinyl sidings are out of keeping with historic materials, which are predominantly masonry and wood. Manufactured wood products, faux masonry and rock, and sheet materials are acceptable only upon review of proposed application and location and are limited to NonContributing structures.~~
- ~~The rehabilitation of non-compatible storefronts is encouraged.~~
- ~~Non-historic materials can be removed and replaced with brick, wood and glass to replicate the historic look of the storefront.~~
- ~~Metals may be used for flashings, hardware, signage, and accessories.~~

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Foundations

Foundation height helps to establish the design of a structure. Porch steps, water tables, ventilators and access doors or windows, are features that are considered to be part of foundations. Every measure needs to be taken to preserve these details with the replacement of a foundation.

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363. Changes to foundations should match or be compatible with original foundations in height and use of materials, ~~and~~ Although the height may be altered to improve accessibility.

- ~~Where buildings are on wood post and masonry pad foundations, concrete block and poured concrete wall foundations are considered acceptable replacements. Rusticated and decorative concrete block should be avoided as they have no relationship to historic foundations.~~
- ~~Often foundations were covered with 1" x 4" vertical wood skirting. If skirting exists every effort needs to be made to replicate the historic look and material after the masonry foundation is installed.~~
- ~~Textured paint and thin coat stucco can be applied to concrete block and poured concrete foundations to imitate the historic appearance of early concrete.~~

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- ~~_____~~ The height of the replacement foundation should consider stairs, access doors, windows and ventilators and ensure that the installation of the foundation will not detract from character defining features of the structure, like unique moldings or the water table that runs horizontally around the base of the house.
- ~~_____~~ Plantings of appropriate shrubbery and perennials can help disguise foundations.
- ~~_____~~ Property owners are encouraged to bolt the sill of the building to the new foundation, for seismic safety.

Exterior Siding and Details

The retention, restoration and maintenance of original siding shall be required when possible.

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In Aurora, wood was the predominant building material used for residential architecture. It was abundant, cheap, and easily worked to produce siding, moldings, decorative features and interior finishes. *Siding requirements differ slightly with conforming and nonconforming structures. Refer to Appendix A, Design Standards AMC 17.40.170 Siding.*

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374. Original building materials ~~must~~should not be covered with synthetic sidings.

- ~~_____~~ **Never replace wood siding with aluminum or vinyl siding and Replacement siding on contributing structures must be wood. Do not install new siding over old.** The added depth of wall material will alter the character of profile around openings. The newer materials may also trap moisture inside and hinder fire-fighting.
- ~~_____~~ If original materials are presently covered, they should be exposed.
- ~~_____~~ Remember, wood siding is a very visible design element in your building, it is worth the cost of proper replacement or "in-kind" repair when necessary.
- ~~_____~~ New engineered-wood products ~~will be considered on a case by case basis~~ are permitted on NonContributing structures.
- ~~_____~~ Siding in Aurora appears to have been consistently painted in the historic period. As a result, wood siding shall have a weather-protective paint finish. ~~Avoid unpainted and stained wood~~ Unpainted and stained siding is prohibited.
- ~~_____~~ It is important to identify character defining wood features on the primary facades.
- ~~_____~~ Historic wood siding and details (like cornices, brackets, window moldings, and their paints and finishes) that are character defining should not be removed.

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- ~~_____~~ Destructive paint removal methods, like propane or butane torches, sandblasting and water blasting, should not be used as they can permanently damage historic woodwork. Take extreme care with power washing on contributing structures.

385. If portions of wood siding must be replaced, be sure to match the lap dimensions of the original, ~~if possible.~~

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396. ~~D~~Generally, decorative shingles are appropriate ~~only in gables and on dormers only as documented in historic evidence.~~

- ~~_____~~ Decorative shingles were not used during Aurora's Colony period, ~~but were in use later in Queen Anne Style houses here.~~

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4037. Siding:

- ~~_____~~ Horizontal lap siding comes in four distinct types: clapboard, shiplap, weatherboard, and tongue and groove (or bevel). Vertical siding is typically board and batten type. (see figure 16)
- ~~_____~~ Siding ranges in width from 4 to 6 inches in width for the average size house.
- ~~_____~~ Certain styles of architecture (most notably the Queen Anne style) used wood shingles in combination with horizontal siding.

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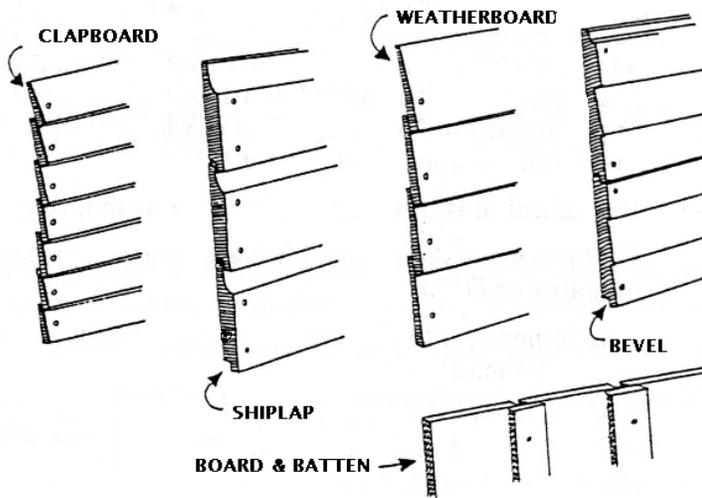


Figure 175. Siding Styles

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4138. Protection:

- Ensure that faulty flashing, leaking gutters, cracks and holes in siding, and deteriorated caulking in joints and seams is maintained and repaired.
- Vines growing on a house, and plant material that is positioned too close, can cause damage to wood siding.
- Fungus and insect infestations should be kept in check.
- Paint application should follow proper surface preparation. Manufacturer's instructions, and application instructions, should be strictly followed when applying new paint.

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4239. Alterations:

- ~~CAvoid~~ covering wood siding and trims with stains or clear varnishes that create a "natural look;" are prohibited. These surfaces require paint. (Design Standards AMC Ch. 17.040.170)
- ~~Wood siding and details should not be removed and replaced with materials that create an improved appearance.~~
- New materials used on additions ~~must~~ should match or be compatible with existing siding.

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Color

OPTION 1

Homeowners are reminded to be aware of the dangers of lead and asbestos in old painted surfaces.

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It is recommended that the color palette and the number of colors used on exterior buildings relate to the style and what would have been typical in their time periods. The following suggestions are drawn from historic research. Individual tastes and how they are used in current times are taken into consideration in the city's Approved Historic District Exterior Color Guide for residential color selections. Commercial buildings, including those that are out of period, have a responsibility to present a more cohesive historic streetscape which reflects original colors and design details that are emphasized with paint.

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Generally, use no more than three colors on any building: one color for siding, one for trim and one for accent. Accent colors are typically bolder and are to be used sparingly. Aurora's historic structures are generally Vertical in form, therefore, bold contrast color's ~~should be~~ are best used only on Vertical surfaces such as doors, window sashes (not window trim boards) or other vertical end trims. Accent colors can also be light neutrals when they are used as bold contrast to dark siding, again emphasizing the vertical aspects of the building. (The exception to this vertical orientation is craftsman/Bungalow style.)

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For approved color examples, refer to the city's Approved Historic District Exterior Color Guide. (Appendix) A available at city hall.

~~A change~~**CHANGE** in exterior paint selection goes through an application process for all ~~ALL~~ contributing properties in both ~~Residential~~**Residential** and Commercial Historic Overlay Zones as well as all Non ~~Contributing~~**Contributing** properties in the Commercial Historic Overlay. These can be approved by staff.

Color selection of more than three colors on a structure must be presented to the Historic Review Board. Colors and shades which are not displayed in the city's Approved Historic District Exterior Color Guide must be presented to the Historic Review Board for approval.

OPTION 2

These are general guidelines-recommendations for color selection including information on popular-historical ~~original~~**ORIGINAL** color combinations. Except for Colony period structures, applicants have fairly wide latitude in color choices, samples of which are in **Appendix A** at City Hall. Although application must be made for all color ~~CHANGES~~, most do not require HBR review (**Chapter 17.40.120**) See **Appendix B**.

Typically, use one color for siding, and a maximum of two colors for trim, doors, and windows. Trim and accent colors that complement and enhance natural materials are encouraged. Typically, use one color for siding, and a maximum of two colors for trim, doors, and windows.

Commercial Buildings

430. Commercial buildings in Aurora were generally plain in design, making them suitable for subtle colors with a minimum of contrast color.

- ~~Colony~~ structures used as commercial buildings must adhere to their original color.
- ~~Paint analysis~~ is the best method of determining what historic colors existed on a commercial building.
- ~~Avoid using intense color hues, and a quantity of vivid colors on a building.~~
- ~~Attempt to blend the color choice with those that are located on the surrounding commercial area.~~
- ~~Paint color should relate to and harmonize with a building's materials, like brick and wood. Choose a paint color similar to the original color of the brick.~~
- Colors that highly contrast and those that overly accent architectural details and entrances are to be avoided, except where historic photographs or paint analysis proves otherwise.
- Unpainted brick is to be left unpainted.

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Residential Buildings

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Paint color, always regarded as more than simply surface protection, has long been a reflection of both personal taste and historical style. The restoration of original colors on historic residential architecture is desirable, but not always feasible. Colors appropriate to the style and era are encouraged.

The original color can often be determined by careful investigation of peeling paint or by sanding an inconspicuous area to reveal the color layers (a process called cratering). Window sashes and doors were frequently painted a darker color than the body of the house. Paints were much glossier than today's flat latex paints.

4.1. Suggested Historical Color Combinations

Following is a list of suggested color combinations that would have been suitable for the five predominant historic architectural styles that have been identified in Aurora. ~~A chart containing sample colors is also available at City Hall.~~ Priority Consideration should be given to original colors found during paint analysis.

~~The suggested colors are purposely vague so that property owners will be able to find a color within the recommended palette that is suitable to their individual taste.~~ Those properties listed on the Special Assessment Program will need to have paint color approved by the State Historic Preservation Office.

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Aurora Colony Style

White was a common color for this style. ~~Cream, linen, off yellow, light gray were also used.~~

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Body	Trim	Door
White	White	Dark Green
Cream		Blue/Gray

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See Appendix A at City Hall for variations of these colors.

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Post-Colony Style (Gothic Revival) Historical Color Combinations Palettes

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Homes and colors in harmony with nature were popularized by Andrew Jackson Downing, a Hudson River romantic. The earth tones he created – Sand, Slate, Stones and Earth – were seen in the Gothic Revival he unsuccessfully tried to institute in place of Greek Revival as the American style. James Renwick, a later practitioner of revival style, called for beige body colors. ~~Colony period painting survived, but evolved from one color to multi-color in Italianate and other styles.~~ Ornate windows, doors, and cornices were painted in contrasting hues, using color to feature ornamental trim.

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Body	Trim	Door
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Rose Beige	Dark Brown	Dark Red
Light Brown	Medium Brown	Dark Red
Dark Brown	Light Brown	Dark Brown

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See Appendix A at City Hall for many more choices.

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Italianate Historical Color Combinations Palettes

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Painted in warm, light colors with contrasting trim and dark doors. Trim was often the same color, but in a different shade--either lighter or darker.

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Body	Trim	Door
Dark Gray	Light Gray	Dark Brown
Dark Brown	Warm Brown	Dark Green
Light Green	Medium Gray	Any Above

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See photographs of The Aurora Pioneer Hotel, was painted.

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Queen Anne Style- Historical Color Combinations

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This style had dark body colors and strong accent colors. Browns, olives, reds and oranges emphasized structure, materials, mass and volume. The colors often created doublebody schemes such as red lower body with dark green upper body and accented by Amber. Green balanced by a red offered a simple scheme.

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Body	Shingles	Trim	Sash
Buff	Dark Red	Maroon	Maroon
Olive	Reddish Brown	Reddish Brown	Dark Red
Gray	Light Green	Dark Green	Olive

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See Appendix A at City Hall for many more choices.

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Bungalow/Craftsman Historical Color Combinations Palettes

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The rich colors of Victorian architecture filtered through Gustav Stickley's Craftsman Movement and Elbert Hubbard's Roycrofters-Crofters. The typical Craftsman hipped roof house was designed to be painted with two body colors.

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Body	Trim
Cream	Medium Brown or Medium Green
Medium Brown	Light Brown
Dark Brown	Dark Brown or Cream
Medium Green	Medium Gray, Medium Brown

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Postwar Romanticism

The colors of the 1950's and 1960's reflect the down scaled realities of post war housing. Typically mass produced subdivision split levels, ranches and Cape Cods. Colors were similar

to the Colonial Revival (not to be confused with Colony Period). Jade, Blue, and Gold were the predominate body colors, with white trim.

Body	Trim
Gold	White
Light Blue	White
Jade	White

Roofs

For all roofing standards, see Appendix B (Design Standards AMC Ch. 17.40.150)

The repair and alteration of roofs should match the original shape and pitch. Distinctive decorative features of the roof should be retained.

452. Preserve original roof forms:

- Avoid altering the angle of the roof.
- Maintain the perceived line of the roof from the street.
- Roof additions, such as dormers, should be kept to a minimum, and shall be set back from the primary facade so that the original roof line is perceived from the street.
- Skylights ~~are shall not be considered permitted~~ on ~~Primary or Secondary historic buildings~~ ~~Contributing sStructures~~.
- Solar panels will be reviewed on an individual basis.

463. Protection

- Clean roof gutters and downspout seasonally to avoid moisture penetration and damage to sheathing and the underlying structure.
- Anchor roof material adequately to prevent wind and rain damage.
- Do not allow a leaking roof to go unprotected, as it accelerates the deterioration of a structure.

474. Alterations to ~~eContributing sStructures~~

- Do not install roof features that never existed or that create a false historical appearance. This can include cupolas, cresting, or ornate and carbolate chimneys. The use of close approximations of historic roofing materials is not recommended.
- Dormers, ~~skylights~~, roof vents, plumbing vents, wood stove flues, mechanical systems and roof decks need to be inconspicuous from the public right-of-way. Avoid damaging distinctive architectural features when making alterations.

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Commercial

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485. The important difference between residential and commercial architecture is the roof pitch. See Figure 25.

- The roofs of commercial architecture in Aurora are generally hidden by the extension of the front wall plane, which becomes a parapet. Roof and parapet guard railing must not be visible from the public way adjacent to the primary facades. See figure 24.
- ~~When considering the replacement of a roof forms avoid sloped or residential type roofs (which are generally gabled or hipped).~~
- The parapet provides architectural detail to the front of commercial architecture and hides the roof plane from public view. This look in encouraged is Aurora's commercial district.

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Residential

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496. Residential roof pitches in Aurora are generally steep.

- The shallow pitched roof appears to be out of place with historic architecture (over 50 years old) in Aurora.
- Gables generally face the street or run parallel to the street.
- Hipped roofs have a solid appearance and can be less steep than gabled roofs.
- Structural and decorative features like dormers, chimneys, verge boards, exposed rafters, and decorative work should be retained and rehabilitated on eContributing sStructures.
- See specific standards Appendix B (Design Standards AMC Ch. 17.40.150)

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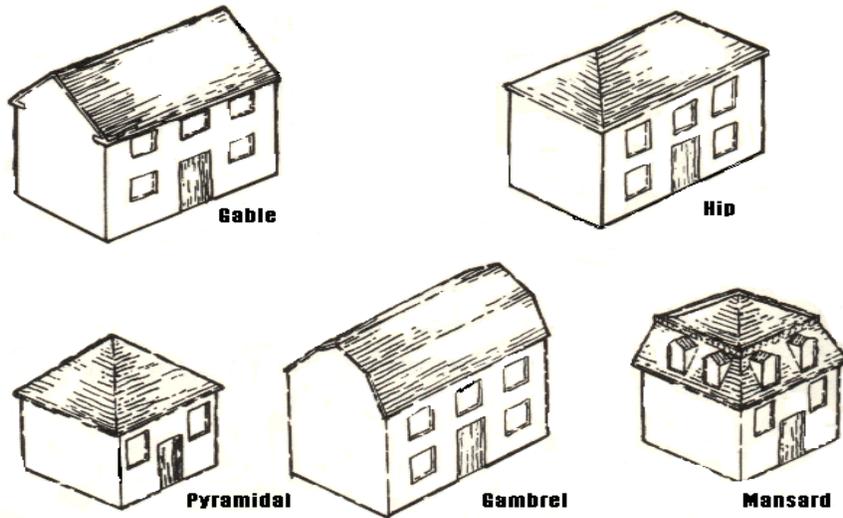
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Fig

Figure 186. Historic residential roof forms contribute to the character and can often be used to determine the architectural style of the structure. Variations of gable and hip type are the predominant roof form found in Aurora.

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5047. Preserve original roof materials where feasible.

- — Avoid removing roof material that is in good condition.
- — Where replacement is necessary, use materials similar to the original. Wood shingles are preferred, but composition shingles that are solid black similar in color to weathered gray or charcoal wood may also be used.
- — When composition shingles are used, they must be solid black of a single, solid color and not artificially shaded. It is usually necessary to see a full section of roofing material to see that there is no shading rather than to rely on the manufacturer's color swatch examples.
- — Where wood shingles survive and only portions need to be replaced, wood must be used.
- — In general a minimum of 75% of the historic roof structure should be preserved in order to retain the integrity of the resource. New structural elements may be introduced to supplement the existing structural system as necessary. (This principle is also a standard used by the Secretary of the Interior.)

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Chimneys

5350. Preserve historic masonry chimneys. See appendix B (Design Standards AMC Ch. 17.40.040)

- Preserve historic masonry chimneys.
- Repoint eroded mortar as needed.
- Use a lime-enriched soft mortar mix that is similar in character to that used historically.
- If replacement is necessary on contributing structures, use only red clay brick.
- On noncontributing structures, non-masonry materials may be used.

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Doors

The original location, size and proportions of doors, and the details of the design of the door itself often contribute to the character of an historic building, and must be preserved on contributing structures. (Door design and materials are not regulated on noncontributing structures.) See Appendix B (Design Standards AMC Ch. 17.40.050)

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541. Preserve the functional and decorative features of historically significant doors.

- These features include frames, sills, heads, jambs and moldings.
- Maintain the original door proportions.

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552. Protect historic wood with paint, varnish or other protective finish.

- Repair frames by patching, splicing or re-enforcing them.
- Avoid removal of historic materials.
- If replacement of features is necessary, replace in kind, to match the original. Doors shall be made of wood. Fiberglass and metal doors are prohibited.

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563. The original position of historic doorways must be retained. Avoid changing the position of historic doors.

- This is especially important on street-facing facades. New door openings may only be located on the rear facades.
- Also, do not cut new entrances into the facades that are visible from the public right-of-way.

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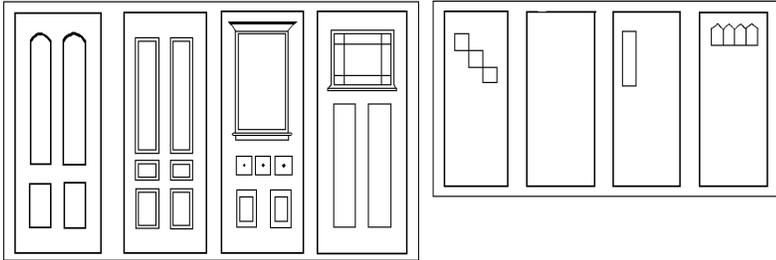


Figure 197. Appropriate traditionally-styled replacement doors on the left contrasted with typically inappropriate Post WWII contemporary-styled choices on the right.

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574. When replacing doors, use designs similar to those found historically-original material, size and decorative features shall be replaced in kind.

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- Simple paneled doors with transoms (an upper glass section) were typical of colonyColony and Post-colonyColony.
- Very ornate doors are inappropriate unless photographic evidence can substantiate their historic use on original structurese.

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Windows

Retain and preserve existing windows and distinctive decorative features like frames, muntins, sills, and moldings. The basic character-defining elements of windows are their proportions, the number of divisions, and the dimensions of the frames. Refer to Appendix B (Design Standards AMC Ch. 17.40.190)

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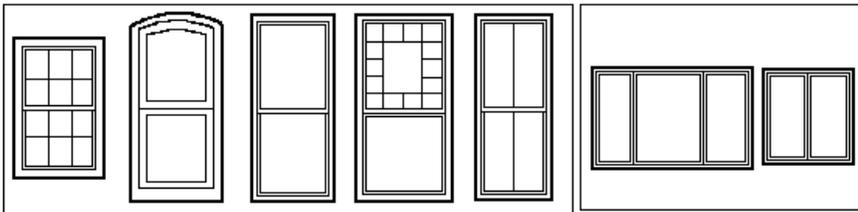


Figure 20+8. Appropriate traditionally-styled replacement windows on the left contrasted with inappropriate choices for historic homes.

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585. Preserve the functional and decorative features of original windows on Contributing Structures.

- Such features may include frames, sashes, muntins, mullions, glazing, sills, heads, jambs and moldings.
- If unrepairable, new windows, and windows on additions, need to be compatible with original windows in form, materials, type, pattern, and placement of openings. Windows must be wood. The broad and horizontal picture window is out of place on historic houses in Aurora.
- Aurora's residential architecture is suited to vertical window arrangements, either single, paired or triple, depending on the architectural style. The broad and horizontal picture window is out of place on historic houses in Aurora.
- Vertical windows are more compatible with interior proportions and details.
- Double-hung six-over-six light wooden windows are the most common window type in Aurora.
- Restoration experts recommend that the rehabilitation of original windows is more cost effective than replacement windows. New "maintenance free" products may mean they cannot be maintained for longevity.
- Casement windows swing out. They have a center divider which makes each casement appear as a separate vertical window. One casement can be paired with a fixed pane window to provide a pleasing effect at less cost.
- Windows ~~must~~ should be trimmed with wood, following the proportions and detailing that exists, or that is correct for the style of architecture.
- Transom and clerestory windows were often placed over doors in Aurora.
- Historic awnings were made of canvas and were operable. Awnings should fit with the style of window and should be made to look ~~congenial~~ compatible with the architecture in color and design. See also Awnings. For applicable standards refer to Appendix B (Design Standards AMC Ch. 17.40.030).

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596. Protect historic wood features by painting or staining them.

- Repair frames and sashes by patching, splicing or reinforcing.
- Avoid removal of historic materials.
- If replacement is necessary, **replace in kind, to match original**. No exposed metal windows are allowed. For materials standards, see Appendix B (Design Standards AMC Ch. 17.40.190)
- Deterioration of windows usually begins on horizontal surfaces where water collects.
- Annually ensure that materials like the frame and glazing are maintained and protected from the elements.

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- ~~The properly painted window is the best protection from the weather.~~

- ~~Refer to technical information available from Aurora City Hall.~~

6057. Do not ~~Avoid~~ change~~ing~~ the position of historic windows on contributing sStructures.

- ~~Also avoid adding n~~New windows openings are only permitted where they are not visible from the right ~~aof~~ way to facades that are visible from the street.
- ~~New windows and window openings shall match the materials, style and trim of other windows on the structure.~~
- ~~Windows visible from the right of way shall be vertically oriented. may be introduced on secondary facades, if they are in character.~~

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6158. Wood frame storm windows are desirable on historic architecture.

- ~~Aluminum storm windows can be double hung and come in colors that are compatible with historic architecture.~~
- ~~If involved in a local weatherization program with the local utility company explores window options that will be compatible with the historic architecture, i.e., interior storm windows.~~
- ~~Modern shutters are not appropriate for Aurora's residential architecture~~Consider storm windows that are applied inside instead of exterior types-
- ~~Wooden shutters may only be used with photographic evidence of prior usage on contributing structures.~~
- ~~Noncontributing Structures in the Residential Overlay must also be consistent with vertical orientation of windows. See Appendix B (Design Standards AMC Ch. 17.40.190 (d) Is this correct?~~

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59. Protection

- ~~Deterioration of windows usually begins on horizontal surfaces where water collects.~~
- ~~Annually ensure that materials like the frame and glazing are maintained and protected from the elements.~~
- ~~The properly painted window is the best protection from the weather.~~

Porches

Porches are often one of the most important character-defining elements of the primary facade of a residence. ~~Please r~~Refer to Appendix B (Design Standards AMC Ch. 17.40.130)

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- ~~— Avoid removing or replacing original doors and porches and distinctive decorative features like columns, balustrades, and stairs.~~
- ~~— When trying to replicate an historic porch that has been removed, base your construction drawings on historic photographs of your structure in the Historic Inventory and sound historic research. If unable to obtain historic photographs, consider designing a porch based on a period design suitable for your style of architecture. Replicate trim details and siding material of the house.~~
- ~~Never construct new porches that destroy or cover up character defining original features of the architecture of your building.~~

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~~Avoid removing or replacing original doors and porches and distinctive decorative features like columns, balustrades, and stairs. Porches protect entrances from rain and shade in the summer. They are often one of the most important character defining elements of the primary facade of a residence.~~

~~When trying to replicate an historic porch that has been removed, base your construction drawings on historic photographs and sound historic research. If unable to obtain historic photographs, consider designing a porch based on a period design suitable for your style of architecture. Replicate trim details and siding material of the house. Never construct new porches that destroy or cover up character defining features of the architecture.~~

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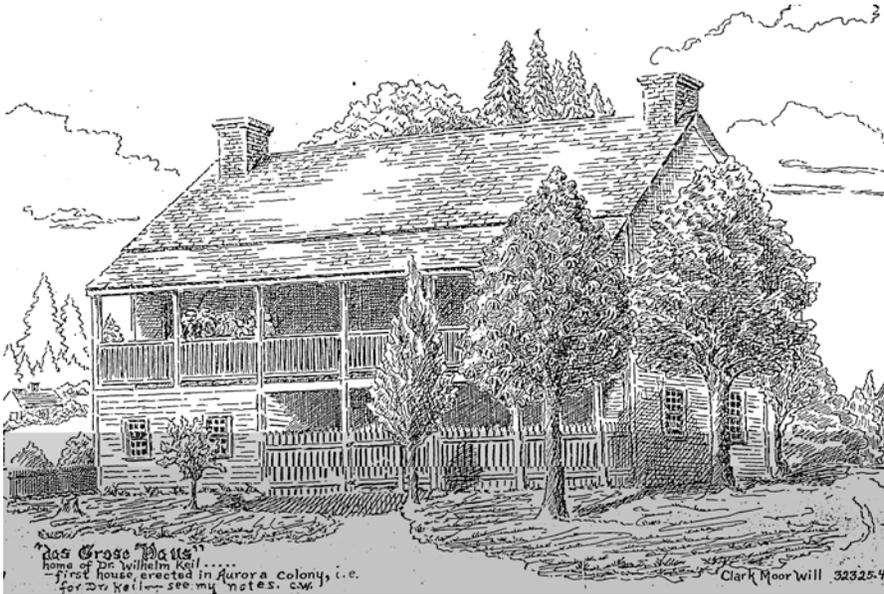


Figure 2119. Clark Moor Will's sketch of Wilhelm Keil's "Das Gros Hous" shows an example of a shed roof porch. This structure has been demolished but can be seen behind the Sarah and E manual Kraus house illustration of figure 7-located on Ehlen Road.

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6260. If porch replacement is necessary on Contributing Structures, reconstruct it to match the original in form and detail.

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- Avoid removing or replacing original doors and porches and distinctive decorative features like columns, balustrades, and stairs.
- When trying to replicate an historic porch that has been removed, base your construction drawings on historic photographs of your structure in the Aurora Historic Inventory and sound historic research. If unable to obtain historic photographs, consider designing a porch based on a period design suitable for your style of architecture. Replicate trim details and siding material of the house.
- Never construct new porches that destroy or cover up character-defining original features of the architecture of your building.
- ————Porch columns should be similar to those found historically.
- ————Use materials similar to the original (no composite or plastics).
- ————Avoid decorative elements that are not known to have been used on your house or others like it.

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- On buildings where no evidence of a porch exists, a new porch may be considered that is similar in character to those found on other representative buildings.
- Roofing material of the porch typically matches the roof of the house. Rafters are exposed if the house eaves are exposed. Columns define the character and style of detailing of the porch. Trim details at the top and base of the columns are important architectural elements. Railings vary, but are the feature that defines the porch space, and makes the porch an effective outside room.

• Avoid removing and replacing entrances and porches with a new entrance or porch that does not convey the same look as the historic. **See Appendix B (Ch. 17.40.130)**

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634. Avoid encasing historic porches.

- ~~Front~~ **Primary, character defining** porches must not be enclosed by walls, screens or windows. **(Design Standards AMC Ch. 17.40.130)**
- Secondary porches may be enclosed, if configured in such a manner that the historic character **of the structure** is still visible.
- ~~Do not enclose porches in a manner that creates a look that is not compatible with historic structures, this might include using brick or stucco and the installation of aluminum storm windows to enclose the space~~

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Figure 229. Example of a hip roof porch on the Henry Kraus house located at 21544 Liberty Street. Highly stylized hip roof porches were typical on Post-Colony Victorian houses.

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642. Protection

- Keep materials clean and painted to preserve them from deterioration that results from weathering and continued use.
- On contributing structures porches, including floors, shall be painted. Stained or natural finished wood is not allowed. (Ch. 17.40.130)
- On non-contributing structures, porches on front elevations shall be painted.

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Existing Alterations on Historic Buildings

Refer to Appendix B-Visual Facades (Design Standards AMC Ch. 17.40.180) and Additions to Contributing structures (Design Standards AMC Ch. 17.40.020).

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653. Consider that early alterations may be significant and merit preservation.

- Many additions to buildings that have taken place in the course of time are themselves evidence of the history of the building and its neighborhood.

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~~These additions may have developed significance in their own right, and these elements must be preserved.~~

664. Preserve older alterations that have achieved historic significance in their own right. For standards on previous additions see (Design Standards AMC Ch. 17.40.020)

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- ~~An example of such an alteration may be a porch or a kitchen wing that was added to the original building early in its history.~~
- ~~Generally these alterations in Aurora were similar in character to the original building in terms of materials, finishes, and design.~~
- ~~Most alterations prior to 1940 have achieved historical significance.~~
- ~~Some later alterations also may have achieved historical significance and should be evaluated for preservation on a case-by-case basis.~~

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Figure 234. Preserve Older Alterations That Have Achieved Historical Significance

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675. More recent alterations that are not historically significant may be removed.

- ~~For example, asphalt siding has not achieved historic significance and it usually obscures original clapboard siding. In this case, removal of this alteration, and restoration of the original material must occur.~~

Relocating Historic Buildings

Refer to Appendix C (Design Standards AMC Ch. 17.36) Moving and Demolition of Structures. The historic relationship of a building to its site is a significant part of its character and is vital to interpreting the history of the community. ~~Historic Contributing Structures, both primary and secondary, should be retained on their original site.~~ Special circumstances may merit consideration of relocating a structure, however. Although relocation is not encouraged, a continuing flood hazard or other environmental factor may make it imperative that a structure be moved away from danger. Criteria for considering moving buildings are presented here.

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In some rare cases, an historic building may be considered for relocation to an appropriate setting. In most cases, the building should be moved intact. In some situations, however, moving the entire building intact may not be feasible, and it may become necessary to move portions of the structure separately, and then reassemble it on the new site. This process is not the same as demolition: Demolition is the destruction of the building without regard for preserving building materials or building components intact. The process of disassembly and reconstruction is designed to relocate the building and reinstate it in a condition as close to the original as is feasible. It requires special care to assure that disassembled materials are properly managed during transit and re-assembly.

Reasons that May Justify Moving A Historic Structure

- The building is historic Contributing, but research shows that it has been repeatedly relocated and therefore possesses no integrity of location.
- Relocation is the only means of saving the building from certain loss by natural agents; e.g., frequent flooding or unstable soil conditions threaten the property.
- The building in question intrudes on public right-of-way.

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In general, preservation of the building on its original site is much preferred or to another site within the Historic district, however, the Historic Review Board will consider this approach in special cases. In general, within the Historic District, only relocation within the same legal parcel may be considered, such that the historic chain of title that is associated with the land is preserved. alternative sites (Design Standards AMC Ch. 17.36.010). Relocation is a severe action. The following procedures serve as a guide, and will be approved only if the questions in Guidelines 68-76 can all be answered affirmatively.

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686. Will the original building and site condition be accurately recorded before removing the structure from its existing site?

- Detailed photographs, notes, and drawings must be prepared which accurately record the exterior design, character of interiors, finishes, and general structural system.
- Reference measurements should be included of overall building dimensions, set-backs, and relation to adjacent buildings.
- A copy of this documentation must be filed permanently with the Historic Review Board to be included in the Aurora Historic Inventory.

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6967. Will moving procedures protect the historic elements of the building?

A clear sequence of steps must be described for how the building's materials or elements will be protected, including any appendages or elements that will be removed, labeled, and stored for re-assembly at the receiving site.

- Removal procedures must be designed to minimize damage to the historic materials.

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- Any building components that are to be disassembled must be labeled using a system that will assure accurate reconstruction.
- A plan for storing the building and its components must provide for their shelter from weather or vandalism.

7068. Will the relocation site provide an appropriate context for the building?

Where possible, the new site should convey a character similar to that of historic site, in terms of scale of neighboring buildings, materials, site relationships, and age. The building should be located on the site in an orientation similar to the original setting.

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7169. Is there a commitment to complete the relocation and subsequent rehabilitation of the building?

The board must city should have a strong assurance that the rehabilitation project will be followed through to completion. It is not the intent to allow buildings to be relocated to facilitate development on the original site without assurance of proper preservation of the historic structure. The city county may consider these options as demonstration of a commitment to complete the project:

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- A performance bond, in an amount adequate to cover the estimated cost of the relocation and rehabilitation. The bond may be used to complete the work if rehabilitation does not occur in reasonable time.
- Proof of secure project financing. Where there is a strong demonstration of the financial ability to complete the rehabilitation, and a reliable loan schedule indicates a likelihood of the project moving ahead, this may be acceptable.

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729. Will new replacement materials be kept to a minimum in the rehabilitation process?

All applicable design standards apply. See Appendix B (Design Standards AMC Ch. 17.362).

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In relocating an historic building, subordinate additions or trim may be removed. The Board prefers that these materials be preserved and reassembled at the new site and discourages replicating original elements in new materials simply as a matter of convenience. Although the Board recognizes that it is impossible to predict exactly how much replacement material may be required on a project, it expects a good faith effort to retain as much of the original material as possible.

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731. Have all alternatives to relocation been reasonably considered? Moving Structures into the Historic District

Structures proposed for moving into the Historic District shall have been constructed before 1921 and shall meet design standards of Appendix B (AMC Ch. 17.32). Options that should be considered prior to relocation to another site are:

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- Restoring the building at its present site.

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- ~~Stabilizing the building from deterioration and retaining it at its present site for future work.~~
- ~~Incorporating the building into a new development on the existing site.~~

72. ~~Is the structure threatened by further deterioration if relocation does not occur?~~

~~If the building will continue to deteriorate through neglect, or if it is particularly susceptible to vandalism, then relocation may be desirable.~~

73. ~~Is the proposed rehabilitation plan appropriate for the building?~~

~~The Board must have assurance that the proposed design for the building and its site will be reviewed using appropriate standards for rehabilitation of historic buildings. This may include the following:~~

- ~~Consideration of appropriate design alterations to the building.~~
- ~~Consideration of appropriate technical rehabilitation procedures for maintenance and repair of historic building materials.~~
- ~~Consideration of the site planning for the building.~~
- ~~Consideration of the design and character of adjacent buildings and site features.~~
- ~~Consideration of new construction proposed for the site.~~

74. ~~Is there adequate assurance for continued preservation of the building at its relocated site?~~

- ~~The Board will seek assurance that the historic building will have a viable use in the development of the site that will assure its continued maintenance after the approved rehabilitation work is completed.~~
- ~~If all of these questions can be answered in the affirmative, then the Board may consider approving the relocation of an historic building.~~

~~*Note: Any building that might be moved into the district will be reviewed as being new construction.*~~

Church Rehabilitation and Restoration

The Aurora Presbyterian Church and Christ Lutheran Church are the two Aurora churches located within the current historic district boundaries. The Aurora Presbyterian was constructed in 1912; the original Lutheran church was finished in 1900. The Lutheran church was completely changed in 1950, and bears no resemblance to its original size or style. Plans are underway for another facelift that will change the church's facades while recognizing some features of the original church design.

The original Aurora Colony Church was finished in 1867, and was attended regularly by members of the Colony Colony until about 1880. The Colonists, a non-denominational German Christian communal society, apparently identified the church building with the

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colonyColony, and when the colonyColony formally disbanded the members stopped attending services in the building. It was torn down in 1912.

Many of the former colonists eventually joined the other two congregations. The Aurora Presbyterians started meeting in 1888, and held services and Sunday School activities in various old colonyColony buildings including the colonyColony school, and its Spinning Mill. The completion of the Presbyterian Church building coincided with the dismantling of the colonyColony church, and some of the pews from the original were put into the new church, where they are still being used today. The Presbyterian Church building was first constructed between First and Second Streets on Liberty. It was moved between Second and Third Streets when Highway 99E came through town in 1931. Its original tower was taken down at that time, and only recently restored.

745. Churches are often faced with issues related to expansion or disabled accessibility because a congregation usually grows with time.

- ~~OriginalExterior~~ surface material should be retained and rehabilitated rather than replaced or covered up.
- ~~Interior features need to be analyzed and protected if deemed significant.~~

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756. It is important to design ramps and door widening in a manner that respects the historic features of the exterior of the building when making a church accessible for the disabled.

- A ramp can be positioned in a location that is not obtrusive to the historic architecture.
- Railings, ramps and trim details need to be sympathetic to historic features.
- The retention of original windows, doors, steeples, and detailing is critical.
- Every attempt should be made to locate additional parking spaces to the rear or sides of the church.
- Significant landscape features need to be retained and enhanced.

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Storefront Rehabilitation and Restoration

See Appendix B: Design Standards AMC (Ch. 17.40)

The commercial storefront is the most noticeable feature of an historic commercial building. The storefront plays an important role in the advertising and merchandising strategy of a business. A two story storefront deserves careful consideration because the exterior arrangement of access stairs, windows and ornamental details were designed to be part of the commercial storefront. Nineteenth and early twentieth century storefronts had large plate glass display windows, bands of smaller transom windows above, and recessed entries with double

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doors. Cast iron columns, brick pilasters, and wood details all provided decoration to the historic storefront.

The first step in determining if a commercial building should be rehabilitated is to evaluate the existing conditions of the storefront and if it is a ~~Contributing~~ Structure. Certain procedures are not recommended when considering rehabilitation of an historic structure such as: ~~The~~ removal of character defining details, craftsmanship and materials, ~~is to be avoided~~. Introducing non-historic elements, and changing the location of a storefront's entrance may not be allowed, ~~is not advised~~.

Maintenance is best done on an annual basis to prevent deterioration of significant details. Vacant buildings need to be protected so that broken and unsecured doors and windows do not allow for damage that can be caused by the weather or vandals.

The Aurora Historic District encompasses several different historic commercial periods, each building will be judged according to it's age and to the period it represents. Carefully read all Design Standards AMC 17. 40 to determine what will apply to your particular building, whether Contributing or Noncontributing classification.



Figure 242. Located on the northwest end of Main Street, the building on the left was the "New Aurora Hotel" (circa 1895). The building on the right, closer to the railroad track providing convenient shipping, was constructed to handle the new hop brokerage business that developed after the ~~celony~~ Colony period ended. Both buildings were destroyed around 1960.

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~~77. When possible retain or rehabilitate the original size, division and shape of display windows on commercial structures~~

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~~76.~~

- ~~When possible retain or rehabilitate the original size, division and shape of display windows. —Windows which were either original to a historical structure should be rehabilitated and retained. Historic photographs available at the Aurora Colony Museum may provide documentation and early images which are valuable for rehabilitating or restoring the storefronts along Aurora’s Main Street.~~
- ~~When replacement of windows is necessary, see Appendix B (Design Standards AMC Ch. 17.40.190) for specific standards for both contributing and non-contributing structures in the commercial zone.~~
- ~~All window glazing should be clear and non-reflective.~~

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~~77. Recommendations for New Construction in the Historic Commercial Zone.~~

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- ~~Avoid creating a look that is not based in historical fact. Aurora has a unique look; avoid trying to create a look that appears to be “historical,” or one that creates a “Disneyland” effect in new construction~~
- ~~Storefront display windows should be located only on the first floor level. All window glazing should be clear and non-reflective.~~
- ~~Rehabilitate display windows that have been altered, enclosed or covered up. It is recommended that at least 50% of the length of the primary façade should have an opening or windows.~~
- ~~Property owners are encouraged to remove non-compatible alterations including small aluminum slider windows, non-historic siding, and non-compatible doors.~~
- ~~Transom windows, or a series of transoms (consisting of single or multiple panes of glass), above plate glass display windows admit additional light into the interior of a building. They are effective because of the high ceilings that are characteristic of historic architecture.~~

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- Second story windows in Aurora’s commercial architecture ~~are should allowed as long as they~~ fit into the design ~~of the structure element.~~ (Design Standards AMC Ch. 17.40.190 A,C)

Second story windows should be vertically proportioned single or double hung sash or casement sash type and should be grouped such that the sum of the opening widths is less than 50% of the wall width.

- ~~Clear glass should be used in commercial windows.~~
 - ~~Privacy can be accomplished with curtains rather than paper taped to windows.~~
- The first floor is often separated from the second floor by a horizontal architectural detail, which can be a string course of decorative bricks, awning, or cast iron work.

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~~78. The first floor is often separated from the second floor by a horizontal architectural detail, which can be a string course of decorative bricks, awning, or cast iron work.~~

- ~~It is important to maintain this differentiation.~~

Awnings

~~7879.~~ Photographic evidence suggests that some of Aurora's commercial structures had awnings. Refer to **Appendix B (Design Standards AMC 17.40.030)**.

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- ~~Each project shall be reviewed by the HRB for approval.~~
- ~~Awnings are not appropriate on residences that have been converted to commercial use.~~
- ~~Avoid awning styles that are out of must be in character with the historic building. Brightly colored and flamboyant patterns on canvas awnings are not appropriate prohibited.~~
- ~~Back-lighting of awnings is not allowed.~~
- ~~Writing on canvas is limited to border areas only. See Figure 31.~~

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Figure 253. This photograph of the Saddler and Krause General Merchandise Store illustrates appropriate historic awnings.

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Signs

Signage should not obscure architectural elements. Design, color, material and style of signs should complement the building facade. For a complete guide to signage, contact City Hall for a copy of Title 17.24 (Ch. XXX) 8 of the City of Aurora Municipal Code.

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Altering the Use

Although change is characteristic of commercial building because occupancy turns over on a cyclical basis, uses that are closely related to the original use are preferred. Every effort should be made to provide a **compatible use** for the building that will require minimal alteration to the building and its site. Downtown development occurs over decades and can reflect a variety of changes to historic buildings, some of which may be significant in their own right. (See Appendix X (Ch. XXX) Attachment C Secretary of the Interior's Standards for Treatment of Historic Properties).

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7980. Seek uses compatible with the historic character of the building.

- — These uses should aid in interpreting how the building was used historically.

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- Residential functions and cottage industries are compatible with the historic residential structures of Aurora.
- In some cases, non-conforming uses are also compatible with their historic buildings.

804. ~~Seek~~Uses uses requiring minimal change to the existing structures ~~are~~ appropriate.

- If a proposed new use requires such radical alteration to a structure's significant elements, then the entire concept is probably inappropriate. Experience has shown; however, that in most cases designs can be developed that respect the historic integrity of the building while also accommodating new functions.

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- When considering an alteration to a commercial building, be sure to respect the original style and period of construction.
- Avoid creating a look that is not based in historical fact. Aurora has a unique look; avoid trying to create a look that appears to be "historical," or one that creates a "Disneyland" effect in new construction.

- When attempting to restore a building to a period look, base the alteration on the structure's pictorial evidence and sound historical facts. ~~Avoid trying to guess what the building might have looked like.~~

- Photograph collections from the Aurora Historical Inventory are at Aurora City Hall, old Aurora Colony Historical Society Museum, Marion County Historical Museum, and the Oregon Historical Society can provide reference photographs to use when considering an alteration of the use.

- See Appendix B (Design Standards AMC Ch. 17.40.180) Facades

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New Construction Guidelines for Additions, Infill Structures and Neighborhood Development

New Additions to Existing Buildings

~~See Appendix B Design Standards AMC (Ch. 17.40.020) Additions to Structures.~~

New additions are to be ~~similar compatible~~ in scale, height, massing and detail to the historic architecture. An appropriate addition must protect the integrity of the original structure.

812. Avoid new additions or alterations that would hinder the ability to interpret the design character of the historic period of significance in Aurora.

- ~~All buildings and additions should be recognized as products of their own time.~~ New designs that create an appearance inconsistent with the historic character of the building are ~~inappropriatediscouraged~~.
- Additions should be in harmony with the old and at the same time be distinguishable from the old so that the evolution of the district can be interpreted correctly. ~~(See Appendix H Attachment C)~~
- When developing a design for an addition to an existing structure, consider how the new addition will fit within the components that make up the existing facades, and also the ways in which the addition will relate to the broader context of surrounding buildings. It is always best to think of a new addition as one element in a continuous structure, which must fit into an existing framework comprised of varied older buildings.

823. Construction of new additions on historic commercial architecture can be ~~extremely difficult challenging~~ to execute in a tasteful and sensitive manner.

- New building finishes ~~should must~~ be similar in material, quality, color, and dimension to the historic finishes.
- Refer to US Department of the Interior, *Preservation Assistance Division #14 Preservation Brief*.
 - ~~No additions to Colony Buildings shall be considered.~~
 - ~~All additions to any historic building must be documented in the Historic Inventory List.~~

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834. Design new additions to historic buildings such that they will not destroy any significant historic architectural or cultural material.

- ~~_____~~ New additions must not obscure significant features.
- ~~_____~~ Additions to Colony Buildings are discouraged.
- ~~_____~~ All additions to any eContributing sStructure must be documented in the Historic Inventory.
- ~~_____~~ Locate new additions back from primary facades in order to allow the original proportions and character of the historic facade to remain prominent, or set them apart from the main building and connect them with a "link."
- ~~_____~~ Second floor additions to existing commercial structures are not desirable. However, roof additions can be designed to be set back so as not to be visible from the sidewalk.
- ~~_____~~ Additions ~~shoul~~all be "reversible," such that a future owner may be able to restore the building to its historic condition if so desired.

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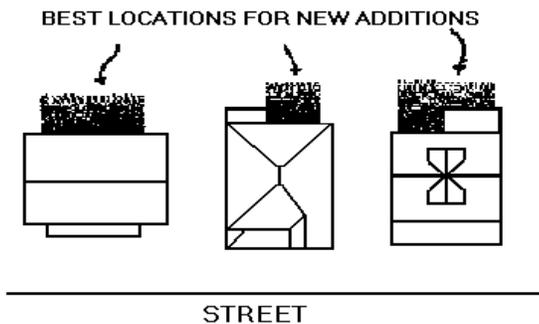


Figure 264. Locate New Additions Back from Primary Facades

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845. Additions ~~shoul~~all be compatible in size and scale with the main building.

- ~~_____~~ Set back free standing additions from primary facades in order to allow the original proportions and character to remain prominent.
- ~~_____~~ Such a Additions should be visually subordinate to the main historic building.
- ~~_____~~ Additions to houses should respect their residential character. New additions to contributing structures may only be placed on the rear elevation.
- ~~_____~~ Similarly additions to historic commercial buildings should respect the original building type.

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~~They also should be compatible with the scale of the neighborhood.~~

856. Respect traditional entrance patterns when planning additions to buildings.

- ~~Retain the appearance of the relationship of primary entrances, usually facing the street, when planning new additions. Refer to Appendix B-Design Standards AMC (Ch. 17.40.050) Doors.~~

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Infill Structures and New Neighborhood Development

Objectives of these Design Guidelines for Infill Structures and New Neighborhood Development include allowing recommendations in the construction of buildings that are contextual, do not overpower existing historic structures, are sized and patterned sympathetically with historic structures, and are constructed of traditional or approved similar replacement materials. See Appendix B-Design Standards AMC (Ch. 17.40) and (Ch. 17.40.110).

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Planning a New Construction Project

The following guidelines offer general recommendations of the Design Standards in Appendix B (AMC Ch. 17.40) form design elements for all new buildings in Aurora's Historic District. The intent of these guidelines standards is not to be overly specific or to dictate certain designs to owners and designers or. Nor is the intent to encourage copying or mimicking of particular historic styles. Design standards These guidelines are intended to provide a general design framework for new construction that will be compatible with Aurora's historic architecture. Good designers can take these standard values and have the freedom to design appropriate, new architecture for Aurora's Historic District.

The general aim of the new construction guidelines is to encourage compatibility with the character and quality found in the 19th and early 20th century buildings found in the district rather than compatibility with more recent structures. The language of the Design Guide guidelines, therefore, is keyed to the districts' "Historic Architectural Styles." Exceptions to this general rule may be found, however, where a new structure is proposed adjacent to other more recent structures. In these cases, review will also consider the new building's response to adjacent buildings and/or neighborhoods.

When designing a new building in the historic district one needs to recognize that while there is an overall distinctive district character, there is, nevertheless, a great variety of historic building types, styles, and scales located throughout the district, as illustrated in Appendix Attachment I (XXX). "Getting to Know Aurora's Historic Architectural Styles." Likewise, there are several types of new construction that might be constructed within the district. The applicable design parameters for these new buildings will differ and are organized below based on the following types of infill:

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Commercial Infill

Traditional commercial infill buildings are the types that fill in vacant lots within the larger streetscape of the downtown core area surrounding Highway 99E and Main Street. This type of building generally has a limited setback, attaches to or is very close to neighboring structures, and should take many of its design cues from the adjoining buildings.

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Figure 275. This sketch taken from the Aurora Downtown Improvement Plan illustrates appropriate Commercial Infill.

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Residential Infill

These buildings are new dwellings that are constructed on the occasional vacant lot within a block of existing houses. Setback, spacing, and general massing of the new dwelling are the most important criteria that should relate to the existing historic structures, along with residential roof and porch forms. New structures shall be subject to all design standards of AMC (Ch. 17.40) including setbacks (Ch. 17.40.160).

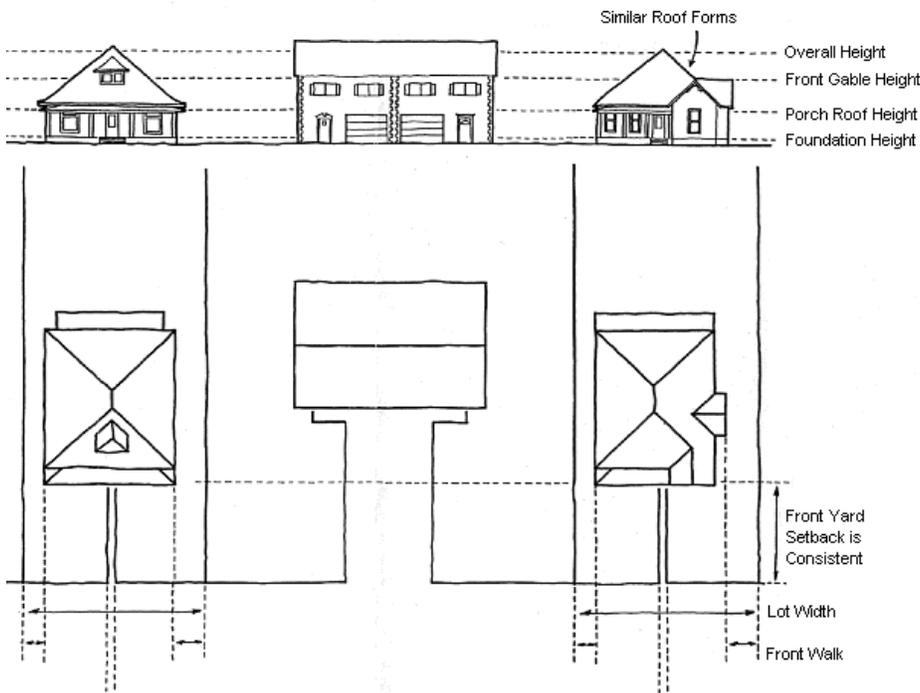


Figure 286

This figure illustrates how inappropriate new residential infill detracts from the established pattern, scale and rhythm of the existing fabric of adjacent historic bungalows.

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New Neighborhood Development

New neighborhood development may be located on large parcels that are subdivided. The design of residences in these developments should relate to the character of adjacent neighborhoods. When a pre-established residential pattern is not available or visible, the new development should relate to the existing historic structures in the surrounding area. New construction should be compatible with the size, scale, massing, height, rhythm, setback, color, material, building elements, site design, and character of the nearby neighborhoods or historic properties.

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Figures 27 & 28. These photos illustrate how new construction does not need to imitate the past but can still be compatible with older structures and sensitive to the patterns within the existing built environment. The photo on the left is an early 20th Century Bungalow located at 21311 Main NE. On the right is a new residence included in the Kasel Court development located at 14624 Kasel Court.

Lot Location

When feasible, preserve significant views of landmarks and community focal points by carefully placing infill or new construction.

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867. Existing building fabric should act as a model for locating new infill. Refer to Appendix B Design Standards AMC (Ch. 17.40.160).

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- Commercial infill — Construct new commercial buildings with a minimal or no setback in order to reinforce the traditional street wall.

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Figure 29. The Post Colony Ice Cream Shop, once located on Main Street between 1st and 2nd Streets demonstrates how a recessed door allows for increased window display. It was dismantled in 1962.

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Figure 30. The Fry Blacksmith Shop, 1867 illustrates how a false front becomes a decorative parapet hiding a pitched roof in order to give the appearance of a larger commercial style building. Note that even though a work shop, there was some decorative trim. This was located where the Walker Fry house stands on Main Street.

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Building Shape, Height and Width

Existing building scale in Aurora's historic district needs to be respected and evaluated when adding to or modifying the built environment within Aurora's Historic District. Refer to [Appendix B Design Standards AMC, \(Ch. 17.40 and Ch. 17.40.100 height\)](#).

889. Existing buildings mass, height and width must should serve as the model and scale for new construction.

- General - Renovations and new construction should respect and be in proportion to the existing building heights.

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- General - Massing should be or appear to be rectangular. Compositions with a primary mass and attached or linked secondary structures may be acceptable upon review.
- Residential Infill and New Neighborhood Development – Generally, historic residential building heights were between 18 to 27 feet to the top of the roof. When new construction is near existing historic structures, it should be sensitive to and in context with these height restrictions.
- Residential Infill and New Neighborhood Development - Typical widths of historic primary facades were between 30 to 45 feet. Once again, new residences which are located near existing structures should be similar.

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Figure 3129. "Streetscape". This streetscape of Post Colony businesses on the East side of Main Street shows that even though the size of buildings varies, the facade designs maintain a complimentary scale in their relationship to each other.

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This photo of a few now destroyed retail shops on Main Street north of 2nd on the east side of the street illustrates that although building height were not consistent they remained within the scale of neighboring structures:-

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Setback

8990. Maintain the close orientation of commercial storefronts to the sidewalk.

- **Commercial** – Photo documentation reveals that most Colony style commercial structures were set close to the sidewalk maintaining zero setback. A few examples include the Colony Store and the Will-Snyder Building.
- **Commercial** – Maintaining the connection between building and setback is important as it mitigates the architectural impact on the street facade.
- **Commercial** – Where setbacks are established by residences that have been turned into commercial use, new construction there should maintain the same setback.
- Refer to **Appendix B-Design Standards AMC (Ch. 17.40.160 Setbacks)**.

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Figure 329. Notice that all of the structures abou the sidewalk in this view of Main Street taken around 1910 looking south.

Materials

904. The texture of exterior building materials shall be similar to those used historically.

- Refer to Appendix B-Design Standards AMC (Ch. 17.40.170 Siding)
- Use wood or wood composite (wood grain or smooth surface) siding in horizontal lap, shingle, or vertical board and batten forms according to contributing status.
- All siding must be painted. Stained or clear varnishes for the "natural" look are prohibited. See Appendix B-Design Standards AMC (Ch. 17.40.120 Paint).
- Masonry is permitted.

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912. All synthetic siding materials are ~~inappropriate-prohibited, as primary siding materials.~~

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- ~~These are inappropriate because they are not similar in character to historic materials. Synthetic materials therefore are to be avoided, since they would result in a change in character from historic materials.~~

Roofs (Refer to Appendix B, Design Standards-AMC Ch. 17.40.150 Roofs)

923. Smooth-sawn wood shingles are encouraged. See also Roof Guidelines 45-52~~42-47XX-XX45-52, pgs. 42-45XX-XX47-50.~~

- ~~Use of material to fit style of house structure is encouraged.~~
- ~~All materials will need to be approved on a case-by-case basis.~~

934. Roofs shall be similar in scale to those of historic residences or Aurora's historic commercial structures. Refer to Appendix B Design Standards AMC (Ch. 17.40.150).

- ~~General - The primary ridge line of new buildings should all not exceed 35 feet without a change in height.~~
- ~~Residential Infill and New Neighborhood Development - The primary ridge line is encouraged to be parallel to the street, unless surroundings dictate otherwise.~~
- ~~Residential Infill and New Neighborhood Development - The range of historic ridge lines is from 30 to 45 feet long~~

945. Roofs shall be similar in form to those of historic residences or Aurora's historic commercial structures.

- ~~Residential Infill and New Neighborhood Development - Appropriate roof pitches will be determined by the house style and location.~~
- ~~Residential Infill and New Neighborhood Development - The pitch of the roof should be similar to those found historically or in context with adjacent homes.~~

Doors and Windows (Refer to Appendix B, Design Standards AMC Ch. 17.40.190)

~~The ratio or proportion of opening to wall should all be similar to surrounding historic residences' or commercial buildings' primary facades.~~

956. Many of the commercial buildings in Aurora were designed to house a variety of businesses. See also Door and Window Guidelines 54-57~~51-59XX-XX, pgs. 41-42XX-XX.~~

- ~~Commercial - Generally Some of these commercial buildings had central recessed door openings which were flanked by large plate glass windows with a vertical band of smaller transom windows above.~~
- ~~Commercial - Recessed entries provide more space for window displays, offer a sheltered area for customers, and emphasize the entrance from the sidewalk.~~

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- ~~Commercial~~ Basement entries are not **recommended** to be emphasized, but styled as a traditional secondary accesses or cellar entries, rather than as split-level entries.
- ~~Commercial~~ Historic commercial doors and their openings should be maintained.

Figure 334. The Will-Snyder General Merchandise store on 21610-20 Main Street has been altered to accommodate a different business in each bay however the mezzanine windows have remained intact.

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Figure 34. Large Post Colony Buildings often housed multiple businesses. New buildings can also achieve the suggested mass by allowing for multiple uses. The Will Brothers store, also once called Will Brothers Bazaar was later used as a mortuary, a publishing/newspaper office and several antique stores. was lost to fire in 2002. It had residential apartments upstairs.

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967. Doors and windows should be similar in scale and proportion to those found on historic residences in Aurora. For specific requirements, refer to Appendix B-Design Standards AMC (Ch. 17.40.050, 17.40.190).

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- Residential Infill and New Neighborhood Development—Wood doors, window frames and sashes would be preferred.
- Residential Infill and New Neighborhood Development—The use of synthetic materials for frames, sashes and muntins may be permitted if they are stylistically similar in scale and profile.
- Residential Infill and New Neighborhood Development—Wood trim boards should be used to frame the window.
- Residential Infill and New Neighborhood Development—Paneled doors with transoms (upper glass panels) are appropriate.
- Residential Infill and New Neighborhood Development—Windows should have divisions similar to those seen historically.

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Ornament and Detail

978. Color schemes should be simple.

- Use one base color for the building.
- ~~It is recommended o~~One or two accent colors ~~may be used.~~
- Select colors that are similar to those ~~used historically in Aurora found in Appendix A at City Hall.~~
- ~~More c~~Color recommendations can be found in the Color section which begins ~~on page at #43, XX40 of these this Design Guidelines and approved color samples are also on file at City Hall.~~

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989. Chimneys should be subordinate to the roof form. ~~Refer to Appendix B Design Standards AMC (Ch. 17.40.040).~~

- Residential Infill and New Neighborhood Development - Brick chimneys, similar to those found historically, are allowed.
- ~~Residential Infill and New Neighborhood Development - Metal pipe stacks may be used if they are located on rear roof portions.~~

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99100. If ornamentation is applied to new buildings it should be used in a manner similar to that found historically on residences in Aurora.

- Residential Infill and New Neighborhood Development - Ornamental trim is typically found on porches, and in eaves.
- ~~Residential Infill and New Neighborhood Development - Contemporary interpretations of traditional details are encouraged.~~

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Porches ~~(Refer to Appendix B, Design Standards AMC Ch. 17.40.130)~~

1001. Porches shall be used to define primary entrances.

- The porch form should be similar to those seen historically.
- The porch should be oriented to the street.
- Wood posts are appropriate supports. ~~Masonry or metal are inappropriate.~~

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Drive-in and Drive Thru Structures

1012. Drive-in and Drive-Thru commercial structures were not part of the built landscape during the late 19th and early 20th century. As a result, such structures are prohibited within Historic District boundaries. **(AMC 17.40.060 16.XXX)**

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Secondary Structures **(Refer to Accessory Structures AMC 17.28.XXX)**

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1023. Secondary structures are encouraged; however, they should be set back and not block the view of any primary or secondary structures.

- ~~General~~ They ~~should~~ can be used to reduce the mass of the primary building.
- ~~General~~ Secondary structures should be set back from the primary elevation of the main structure.
- ~~General~~ They may be connected by walkways to the main building.
- ~~General~~ These buildings ~~shall~~ should be smaller than the primary structure.

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Earthquake Considerations

Much of Aurora's residential architecture is wood frame in construction. The single-story wood frame house is one of the safest building types in an earthquake. Structural elements must be securely tied together to withstand an earthquake. The shaking and lateral forces of an earthquake will separate building components at their weakest points. Foundations are often the weakest area of an historic building. Some houses do not have foundations, or they have weak ones. Poured concrete perimeter wall foundations are common. Newer houses frequently have concrete slab foundations, which hold up well in an earthquake.

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The most common problem with historic architecture is that the wooden sill of the house is not properly anchored to the foundation. Foundation bolts, or cross bracing help to secure the house to the foundation, making it less vulnerable to vibration in an earthquake. House configurations that are the most vulnerable to earthquake damage are those that have:

- The house over a garage
- Many large windows and doors, particularly at building corners
- Large overhangs
- Split levels and complex geometry
- Stilts supporting the structure

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Historic wooden architecture was well built, usually with high quality materials. There are certain non-structural hazards that exist in an earthquake. Injury and damage can result from the collapse of certain building elements. These elements need to be braced to the structure, removed or relocated.

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- Weak chimneys may collapse, with bricks falling to the roof or ground.
- Unsecured water heaters can fall over and cause fires or water damage.
- Large, old and leaning trees may topple in an earthquake, or loose branches may fall.
- Large panes of glass can shatter.
- Light fixtures or hanging plants that are not properly anchored can fall or cause damage as they swing.
- Large, top-heavy furniture, bookcases or cabinets, can fall over and cause injuries or damage.

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For those that are interested, two publications are available that help to inform the home owner about some of the issues that need to be considered when preparing the old house for an earthquake and are available at the City Hall.

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Appendix A Attachment B

Map of the Aurora Colony



Figure 32. This map illustrates the boundaries of Aurora's Historic District. Note that not all areas are within the City of Aurora boundaries.

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Attachment C

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The Secretary of the Interior's Standards for the Treatment of Historic Properties

1. A property shall be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property shall be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property shall be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. The existing condition of historic features shall be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material shall match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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Attachment D

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Definitions

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BARGEBOARD: The raking boards found at the gable of a building. Whenever the roof framework overhangs the end (gable) walls, a barge board is frequently used to cover the ends of the roof timbers. Bargeboards are often the occasion for a variety of ornamentation.

BASE: The lowest part of a building; the lowest part of a column.

BALUSTRADE: A railing or low wall consisting of a handrail on balusters (small supporting posts) and a base rail.

CAP: The top member of a column or pilaster

CLERESTORY: An upper zone of wall pierced with windows that admit light into a large room.

CONTEMPORARY: Happening in this time. This is not a style of building. Any structure of this time is "contemporary."

CONTEXT: The surrounding environment of a building or site, including other structures, site features, landscape and streets.

COPING: A capping to a wall or parapet.

CORBEL: A bracket of stone, wood, or metal projecting from the side of a wall and serving to support a cornice, the spring of an arch, a balustrade or other element.

CORNICE: A projecting ornamental molding along the top of a building crowning it.

DORMER: A window set upright in a sloping roof; the roofed projection in which this window is set.

ELEVATION: A "head-on" drawing of a building facade or object, without any allowance for perspective. An elevation drawing will be in a fixed proportion to the measurement on the actual building.

FACADES: The exterior face of a building which is considered to be the architectural front. It is distinguishable from the other sides by the use of architectural detail and ornamentation.

FASCIA: A horizontal band of vertical face trim.

FIELD REVIEW: Review performed for Administrative Approval by a board member on request of the Planning Administrator either on site and/or by contact with the applicant.

FREESTANDING SIGN: A detached sign which is supported by one or more columns, uprights or braces extended from the ground or from an object on the ground, or a detached sign which is erected on the ground.

HOOD MOLDING: A projecting molding around the top of a doorway or window to throw off the rain.

INFILL: A single parcel of developable land located within a landscape of existing structures.

LANDMARK: A prominent building or feature officially designated as having special status and protection.

LATTICE: An openwork screen or grill made of interlocking or overlapping strips.

LINTEL: A horizontal beam spanning an opening.

MOLDING: A shaped strip of wood, metal, brick, etc., usually mounted horizontally, and used as ornament on a surface of a structure.

MOTIF: An element in a composition, a principal repeated element in design.

MULLION: One of the vertical members of a window, dividing the glass.

MUTIN: An intermediate member of a door or window framework separating the panels.

PARAPET: Either the edge of the roof or the top of a wall forms the top line of the building silhouette.

PICKET: A wooden fence made from evenly spaced narrow vertical wooden stakes (pickets) that are attached to lateral boards for support near each end. The pickets are typically pointed at the top. There is space between the pickets measuring up to the width of a picket.

PORTICO: A porch or covered walk consisting of a roof supported by columns; a colonnaded porch.

PRESERVE: To keep in perfect or unaltered condition. Preservation usually included the overall form of the building, its structural system, and finishes, as well as any decorative details. Landscaping materials may also be preserved. Note that preservation of a structure may include keeping alterations and additions that have become important.

PRIMARY FACADE: The exterior face of a building which is the architectural front sometimes distinguished from the other facades by elaboration of architectural or ornamental detail.

RECONSTRUCT: To create again. A building, room or detail may be reproduced in its exact detail and appearance as it once existed. Accurate reconstruction requires good evidence of the original design. One approach to construction includes using the same construction methods as were used originally, whereas a second approach allows the use of substitute methods and materials, so long as they achieve the same visual effect as the original.

REHABILITATE: To return to useful life. Rehabilitation is the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

REMODEL: To remake; to make over. In a remodeling, the appearance is changed by removing original detail and altering spaces. New materials and forms are installed. Applying a "modern" front to an older building is an example of remodeling. Often, these changes are not reversible.

RESTORE: To bring back to a previous condition. In a restoration an earlier appearance of the building is recreated, both in form and detail. Original elements that have been covered are exposed, and missing pieces replaced with new ones that match the original.

SHAFT: The main portion of a column, between the base and capital.

SHINGLE: Fish scale, diamond-back - A roofing or siding unit of wood, usually. Decorative patterns include scalloped and diamond shapes.

SIDING: Examples of the finish covering of an exterior wall on a frame building are Ship Lap, Clapboard, Board and Batten.

SILL: The horizontal bottom member of a window or door frame.

STABILIZE: To make resistant to change in condition. A building is usually stabilized to retard deterioration until it can be repaired. A weather-resistant closure, and a safe structural system are minimum stabilization efforts.

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TRANSOM: A horizontal cross bar in a window over a door or between a door and window above it. Also refers to a window above a door or other window built and often hinged to a transom.

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Attachment E

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ADA Code Compliance as it Relates to the Historic District

All building permits issued by the City of Aurora and Marion County must comply with the applicable portions of the Americans with Disabilities Act (ADA), including those building permits issued for improvement in the Historic District, subject to the appropriate waiver provisions of the ADA.

Appendix B Attachment F

Suggested Plant Material

Appendix B This is a list of plant material that is consistent with the feeling of the turn-of-the-century period. This list is not exhaustive, and plant choices do not necessarily need to be limited to what was available during the historic period, unless some sort of specific landscape restoration is desired. It is important to capture the enthusiasm, quest for plant variety, and the spirit of the period when creating an appropriate period garden.

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Trees and Shrubs for Border planting

:

Acer Macrophyllum - Oregon Maple
Arbutus Menziesi - Maclrone
Cratagus Vars - Hawthorn
Cryptomeria Japonica - Common Cryptomeia
Juniperus Viriniana - Red Cedar
Liguid Amber Syraciflua - Sweet Gum
Pseudotsuga Douglasi - Douglas Fir
Taxodium Distichum - Common Baldcypress

Tall Shrubs

Camellia Japonica - Common Camellia
Caragana Arborescens - Siberian Pea Tree
Euonymus Europaeus - European Burningbush
Ilex Opaca - American Holly
Laurocerasus Officinalis - English Cherry Laurel
Rhamnus Dahurica - Dahurian Buckthorn
Rhododendron Vars - Rhododendron
Tamarix Parviflora - Tammarix
Viburnam Vars - Viburnam

Perennials Border Planting

Anemone Japonica - Japenese Anemone
Aster Vars - Aster
Campanula Vars - Bellflower
Chrysanthemum Vars - Chrysanthemum
Digitalis Vars - Foxglove
Helenium Vars - Sneezeweed

Lupinus Polyphyllus - Washington Lupine
Iris Vars - Iris
Paeonia Vars - Peony
Phlox Paniculata - Garden Phlox
Primula Vars - Primrose
Rosa Vars - Rose

Medium Shrubs

Abelia Grandiflora - Glossy Abelia
Acuba Japonica - Japanese Acuba
Azalea Vars - Azalea
Berberis Darwini - Darwin Barberry
Buddleia Davidi - Orange-Eye Butterfly Bush
Buxus Sempervirens - Common Box
Chosya Ternata - Mexican Orange
Cytisus Scoparius - Scotch Broom
Kalmia Latifolia - Mountain Laurel
Leucothoe Catesbae - Drooping Leucothoe
Lonicera Fragrantissima - Winter Honeysuckle
Pieris Floribunda - Mountain Andromeda
Spiraea Vars - Spirea

Low Shrubs

Daphne Cneorum - Rose Daphne
Erica Vars - Heather
Rosa Vars - Rose

Commercial and Highway Vegetation OR ANY OTHER AREAS WHERE WATER IS LIMITED

Historically appropriate commercial and highway vegetation includes:

Acer Circinatum – Vine Maple
Arctostaphylos uva ursi Massachusetts Variety – Kinnickinnick
Cistus Corbariensis – Rock Rose
Gaultheria Shallon – Salal
Lavendula ‘Hicote’ – Lavender
Mahonia Aquifolium – Oregon Grape
Mahonia Aquifolium compacta – Compact Oregon Grape
Myrica Californica – Pacific Wax Myrtle
Populus Tremuloides – Quaking Aspen
Psuedotsuga Menisci – Douglas Fir
Rosa Gymnocarpa – Bald hip Wild Rose

Rosa Rugosa Alba – Rugosa Rose

Victorian Landscapes

Some elements of the Victorian Landscape might include:

Bedding Area	Traditionally filled with low or medium height colorful annual plants and shrubs. They are often arranged in patterns and designs, much like a carpet pattern.
Rock Garden	The “Rockery” is a combination of ornamental rocks and plants positioned to create a natural-looking landscape. This can include the use of alpine or coastal plant species.
Rose Garden	The “Rosarium” is a portion of the garden devoted to the rose. A collection can be extensive and include old fashioned or hybrid species.
Cut Flowers	This type of planting bed usually focuses on using different species of perennials, biennials and annuals to provide fresh flowers for the house and spectacular year-round color in the garden.
Kitchen Garden	This garden provides herbs, basic fruits and vegetables for home use. It is often screened from view by other ornamental plantings. Many homes grew a vegetable garden in the historic period.
Specialty	Specialty gardens are those that conform to a specific theme, like a white or blue garden, or a herb knot garden. Choosing a color theme presents a challenge as the owner attempts to accomplish all plantings using one color, like white. A knot garden presents an elaborate knot pattern using plant materials, like sage and lavender

Appendix ~~C~~ Attachment G

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Local, State and Federal Incentives

Local-City ~~Loan-Grant~~ Programs

You may be eligible for a City ~~subsidized loan grant~~ program CLG (certified Local Government Grants) that provides monies for rehabilitation in combination with ~~regular financing~~ financing 50% grant match from you. These grants are annual and are of limited dollars. Check with City hall for more information.

~~Currently, Aurora does not have a City subsidized loan program. Any future programs will be only for buildings which are:~~ Structures must be of Contributing status.

1. Located in the Aurora's Historic District, and
2. In need of rehabilitation (the work must be directly related to the facade or a distinctive interior space), and
3. Reviewed and recommended by the HRB.

State Property Tax Freeze

~~However, p~~Property owners of historic-Contributing status buildings may look to the State for financial assistance. A Statewide Program which utilizes a tax assessment freeze is also available for residential and income producing properties. This program is considerable help to the property owner who is beginning improvements on their building. Oregon Law (ORS 358.475-388.545) allows owners of historic properties on the National Register of Historic Places to receive a freeze on the tax assessment of their building for 15 consecutive years at the true cash value of the property at the time of initial application.

Eligible property owners, in turn, agree to open their properties to the public at least once a year, maintain their property in a condition at least as good as the condition of the property at the time it was approved by the State Historic Preservation Office for special assessment, and also allow this office to review proposed alterations. If an owner fails to comply with these terms, the special assessment can be revoked and all the savings plus a penalty of 15% of those savings must be paid by the property owner. Projects that include any exterior changes must follow AMC 17.40 and be approved by the city.

Federal Tax Incentives

The Economic Recovery Act (ERTA) provides an investment tax credit for "substantial" rehabilitation of income producing properties (commercial, industrial, and residential rental buildings). The rehabilitation must be "certified", which means that the rehabilitation must comply with the *Secretary of the Interior's Standards for Rehabilitation*. It must be consistent with the historic character of the property and the district where the property is located. Rehabilitation is reviewed by the Oregon State Historic Preservation Office in Salem and by the National Park Service in San Francisco for compliance with the Secretary's Standards.

Appendix D Attachment H

Historic Preservation Organizations

For a list of National, State and Local Historic Preservation organizations, contact the State Office of Historic Preservation or the Historic Preservation League of Oregon.

State Historic Preservation Office
Oregon Parks and Recreation Dept.
1115 Commercial St. NE
Salem, OR 97310-1001
(503) 378-5001
www.prd.state.or.us/services.shpo

Historic Preservation League of Oregon
PO Box 40053
Portland OR 97240
(503) 243-1923
www.oldhouse.com/hplo/

Oregon Historical Society
1200 SW Park Ave.
Portland, OR 97205-2483
(503) 221-2035
www.ohs.org

Historic Churches

Inspecting and Maintaining Religious Properties, *Signs of Grace* (video), and *Common Bond* are all aids produced to facilitate the rehabilitation of historic churches. They are available from the New York Landmarks Conservancy.

New York Landmarks Conservancy
141 Fifth Avenue
New York, New York 10010
(212) 995-5260
www.nylandmarks.org

Appendix E

Acting Authority of the Historic Review Board

See Title 8 of City of Aurora Development Code Adopted February 2002.

Appendix F

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Appendix H

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6. The existing condition of historic features shall be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material shall match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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Attachment I Appendix I

AURORA COLONY STYLE

WILLIAM FRY HOUSE
21611 Main Street
Built c. 1870; Original Site

AURORA COLONY STYLE

EMMA GIESY—GEORGE KRAUS HOUSE, “KRAUS HOUSE”
Located on 2nd and Liberty as part of the museum complex.
Built c. 1870; Original location was at 3rd and Main Streets.



AURORA COLONY STYLE

CHARLES SNYDER HOUSE
14996 3rd Street
Built c. 1870; Original Site



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POST COLONY STYLE

JACOB MILLER HOUSE
15009 2nd Street
Built c. 1890; Original Site



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QUEEN ANNE STYLE

ANTON WILL HOUSE
Third and Liberty Street
Built c. 1897; Original Site



QUEEN ANNE STYLE

Christian Zimmerman House
21514 Liberty Street
Built c. 1900; Original Site



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QUEEN ANNE STYLE

21383 Liberty Street
Built c. 1890; Original Site



POST COLONY ~~AND ITALIANATE~~ STYLE

GEORGE MILLER HOUSE
21358 Highway 99E
Built c. 1890; Original Site



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BUNGALOW STYLE (CRAFTSMAN)

Corner of Liberty Street & Bob's Avenue
Built c. 1915; Original Site



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Attachment J

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APT Bulletin and Communique

Association for Preservation Technology
904 Princess Anne Street
P.O. Box 8178
Fredericksburg, Virginia 22404

Fine Homebuilding

The Taunton Press
Newtown, Connecticut 06470

Historic Preservation Magazine,

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington, DC 20036

Landscape Architecture

American Society of Landscape Architects
4401 Connecticut Avenue, N.W.
5th Floor
Washing D.C. 20008-2302

Material Culture

Pioneer America Society
c/o Department of Earth Sciences
Southeast Missouri State University
Cape Girardeau, Missouri 63701

The Old House Journal

935 9th Street
Brooklyn, New York, 11215

Preservation Briefs Series

Technical Preservation Services
U.S. Government Printing Office
U.S. Department of the Interior
Washington, D.C.

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Attachment K

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City of Aurora Design Review ~ Guidelines for Historic Properties

Avante Garis Book
Hills Manual of Business Forms and Guide

Classica-Roman
Hills Manual of Business Forms

Courier
Hills Manual of Business Forms

Cloakans-Bold
Hills Manual of Business Forms and Guide

Domestic Typer
Hills Manual of Business Forms and

Elite
Hills Manual of Business Forms

Fox Trot Medium
Hills Manual of Business Forms and Guide

Garamond-Roman
Hills Manual of Business Forms and Guide

Garth Graphic ATT-Bold
Hills Manual of Business Forms and

Heritage-Bold
Hills Manual of Business Forms

New Century Schoolbook-Roman
Hills Manual of Business Forms and

Palatino-Roman
Hills Manual of Business Forms and Guide

Resid-Normal
Hills Manual of Business Forms and Guide

Sans-Light Condensed
Hills Manual of Business Forms and Guide

Souvenir
Hills Manual of Business Forms and Guide

Symrie-Light
Hills Manual of Business Forms and Guide

Tab Type Condensed-Regular
Hills Manual of Business Forms and Guide

Italic Card Types

Goudy Old Style-Regular Italic
Hills Manual of Business Forms and Guide

Helvetica Narrow-Italic
Hills Manual of Business Forms and Guide

Kannon Italic
Hills Manual of Business Forms and Guide

AGaramond-Serifbold Italic
Hills Manual of Business Forms and Guide

Albustross-Italic
Hills Manual of Business Forms and Guide

Sansserif-Italic
Hills Manual of Business Forms and Guide

Chopin-Italic (Caston Open Face)
Hills Manual of Business Forms and Guide

Dubiel-Italic
Hills Manual of Business Forms and Guide

Frugal Sans-Light Italic
Hills Manual of Business Forms and Guide

Ornamental Card Types

Bodoni Open
Hills Manual of Business Forms and Guide

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

LANDSCAPE MAINTENANCE CONTRACT

This contract is entered into by Living Color Landscape, of P.O. Box 514, Wilsonville, Oregon, 97070 and City of Aurora. This contract to begin upon acceptance and shall continue until either party terminates by giving 30 days written notice, minimum contract period 1 year or charges will be prorated based on the number services received times the average cost per service vs amount charged.

Living Color Landscape (hereinafter referred to as LCL) agrees to maintain current landscaping for the property located at: Aurora City Park, contact: Kelly Richardson 503 678-1283, fax 503 678-2758

LCL will supply all labor, equipment, and fertilizers for maintaining the current landscape of the above property. Maintenance is defined as preserving the current landscape in its present form and shall include:

- *mowing, edging, weed eating, and weed treating the lawn areas
- *fertilizing the lawns up to 5 applications per year as needed (includes iron in spring),
- *keeping the shrub beds clean and weed free
- *keeping all shrubs around signs pruned back for easy visibility
- *pruning all other shrubs as needed (1 to 2 times annually depending on the shrub variety) to assure the long term maintenance (must be able to reach safely from the ground)
- *irrigation maintenance as described below

LCL will perform upgrades for City of Aurora on a time and material basis or on a bid basis. Upgrades would include the following:

- *tall tree pruning (higher than from the ground)
- *removing large trees, or shrubs, or stump grinding
- *altering the current landscape by adding plants, removing trees, removing a large number of plants (5 or more), or transplanting shrubs in the current landscape
- *emergencies, special trips to repair vandalism, broken irrigation, changes in the landscape
- *changing the present irrigation systems and irrigation repairs
- *barkdust, stepping stones, or decorative rock
- *seasonal flowers
- *vandalism repair
- *hauling debris
- *applying insecticides or fungicides
- *applying of pre-emergents to ground cover areas

Time and materials will be calculated as follows. Time is calculated at \$40 per man hour (shop to shop). Materials are calculated at list price for irrigation materials, and cost plus 30% of any other materials. Any item over \$50.00 must be approved by the manager.

LCL will treat the lawn with as needed to combat crane flies and white flies. LCL will not charge for labor to install the chemical, but will charge for the materials. LCL does not spray chemicals that would need to be sprayed upward or chemicals with a poison warning on the label. If these chemicals need to be used, then a chemical or tree service company would be hired at the customer cost and with customer approval.

LCL will maintain present irrigation lines during the course of its regular maintenance schedule for the list price of the materials with no charge for labor (up to one half hour per scheduled visit). LCL will not be held responsible for irrigation wrongfully installed or damaged by other contractors. LCL will replace parts with Rainbird parts. Most of the irrigation problems will be dealt with by the maintenance crew at the time of service. Managers are responsible to call immediately if they turn the clock off for any reason.

LCL will winterize the irrigation by turning off water to the mainline, draining the backflow device, and draining any lines that have visible manual drains.

LCL will haul maintenance debris acquired at the site.

City of Aurora will pay LCL \$1465.00 per month, due net 30 of invoice. A 1.5% monthly service charge will be added for all invoices past due.

Jerry Ingle via email
Living Color Landscape

City of Aurora

Included in Monthly Maintenance Charge:

Current Services

1. Maintenance of park and 6 planter beds North of 3rd street \$985.00

Added Services

1. Maintenance of parking strip on the East side of Hwy 99 from third street to Bobs Ave., and the grass area from the sidewalk to the railroad tracks at the SW corner of Main street NE and 1st street NE . \$325.00

2. Maintenance of landscape area at public restroom at shopping district. \$60.00

3. Maintenance of water facility by post office 3 times per year. \$50.00

4. Maintenance of water facility on Seal street once a month. \$50.00

=====
\$1465.00