

AGENDA
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

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 – January, 2016
- b) Planning Commission – January, 2016
- c) Historic Review Board Meeting Minutes – None

4. CORRESPONDENCE –

- a) Email From ASK-ODOT From Concerned Citizen Action Request Discussion

5. Discussion and or Appointment Based on Letter's of Interest for Open Council Position.

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

6. Appointment of Council Liaisons for Various Departments

- a) Administration
- b) Public Works
- c) Police and Safety
- d) Planning Commission

7. 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.

8. REPORTS

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

9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Ordinance 481 An Ordinance Creating A Zone Change and Amending the Comprehensive Zone Map (ZC-2015-01 and CPMA-2015-01) Second Reading,
- b) Ordinance 482 An Ordinance Amending the City of Aurora Municipal Code (Additional Design Standards Accessory Structures in Commercial Zone). First Reading
- c) Ordinance 483 An Ordinance Amending the City of Aurora Municipal Code (Regarding Storage of Recreational Vehicles). First Reading

10. NEW BUSINESS

- a) Discussion and or Appointment of Budget Committee Members for FY 2016/2017
- b) Discussion and or Action on Possible Urban Growth Boundary Expansion for the Airport Chair Schaefer Presenting on behalf of Aurora Planning Commission.

11. OLD BUSINESS

- a) Discussion and or Action on Ordinance Violations/Nuisance Declared Property Location 21367 Hwy 99E Richard Reneau.

12. ADJOURN

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

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

STAFF ABSENT:

VISITORS PRESENT:

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 Southard-Present
Councilor Vlcek - Absent

3. CONSENT AGENDA

- a) City Council Meeting Minutes – December, 2015.
- b) Planning Commission – December, 2015
- c) Historic Review Board Meeting – None

ACTION ITEM:

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

4. CORRESPONDENCE –

- a) Resignation Email From Councilor Rick Vlcek

No discussion just accepted and acknowledged.

5. VISITORS

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

6. REPORTS

a) Mayor Bill Graupp

- Mayor report most of the topics are covered throughout the agenda. I did attend a youth athletics forum they have a new website and they are looking for volunteers. They are having a community forum meeting regarding building changes Wednesday night at the middle school.
Council discussed, NA

ACTION ITEM: NA

b) Marion County Deputy

- Deputy reports nothing major has been going on in the area. I have been working on parking issues and Ordinance violations. Working hours are on track based on calls being reported.

Council discussed, NA

ACTION ITEM: NA

c) Finance Officer

- Finance officer report "Absent, Mayor Graupp states that all accounts are looking good at this point. Aurora Colony Days came out with a gain of \$300.00 which they hope to use to rebuild the white picket fence surrounds on the garbage cans.

ACTION ITEM: NA

d) Public Works

- Public Works report Absent, Mayor Graupp informs the council of the recent storm damage on mill race rd and how the culvert has affected it. Lockard has been in touch with the railroad and hopefully a solution will be met soon. The new utility worker is doing a good job and is so far on track for his certification. The trees in the downtown area are affecting the street sweeper so some trimming is needed. The storm drain reservoir in the Orchard view neighborhood has been the topic of conversations at the Planning Commission meetings they will be back in March. Councilor Sallee still has concerns regarding items on the punch list getting completed and on time. Mayor Graupp states that they are working on those items knocking out a lot of little projects and updating outdated electronics and reprogramming the SCADA system.

ACTION ITEM:

- e) Parks Committee
- Park report the park is ready for spring baseball its been sprayed and the field looks great.
Council discussed, NA
ACTION ITEM: NA

- f) City Recorder
- Recorder report is as presented, no discussion.
Council discussed, NA

ACTION ITEM: Bring back the contract from Living Color

- g) City Attorney
- City Attorney report, The Eddy property has sold under the same deal as before Councilor Sallee wants to know why the council was not informed prior to finalization. Koho states that he didn't think it was necessary since the council told him the stipulations the last time. The follow up letter went out to the property owners at 21367 Hwy 99E regarding the safety hazard structure advising them to attend the February council meeting.

Council discussed.....

ACTION ITEM:

7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Discussion and or Action on Ordinance Number 480 to Amend the Aurora Municipal Code Regarding Various Sections. Second Reading and no discussion.

Motion to approve Ordinance Number 480 first reading as amended and to only include recreational marijuana changes and removing B and C made by Councilor Southard and is seconded by Councilor Sahlin. Motion Passes.

- b) Discussion and or Action on Ordinance 481 Ordinance Creating a Zone Change and Amending the Comprehensive Zone Map (SC-2015-01 and CPMA-2015-01) First Reading.

Motion to approve the first reading of Ordinance 481 is made by Councilor Sahlin and is seconded by Councilor Sallee. Motion Passed.

- c) Discussion and or Action on Ordinance 482 An Ordinance Amending the AMC (Additional Design Standards Accessory Structures in Commercial Zone) First Reading. Council briefly discuss that they don't see one requested change accessory structures may be located in the side or rear yard without additional architectural requirements if screened by landscaping for fencing. If height of structure does not allow for adequate screening than architectural requirements apply. Accessory structures located in front yards must comply with architectural requirements or zoning overlays....." First reading is delayed until the February meeting.

- d) Discussion and or Action on Ordinance 483 An Ordinance Amending AMC (Regarding Storage of Recreational Vehicles). First Reading, Council needed clarification on RV verses Boat. Does this allow one of each? At this point the consensus of the council would to allow one of each. They are also concerned if it is allowed to park in the yard. They delay the first reading until the February meeting.
- e) Discussion and or Action on Resolution 704 Creating an Open Position on City Council to fill Vlcek seat.

Motion is made to accept Resolution Number 704 Creating an Open Position on City Council is made by Councilor Sallee and is seconded by Councilor Southard. Motion Passes.

8. NEW BUSINESS

- a) Discussion and or Action on Appointing the 2016/2017 FY Budget Officer.

Motion to appoint Finance Officer, Mary Lambert as the 2016/2017 FY budget Officer is made by Councilor Sallee and is seconded by Councilor Southard. Motion Passes.

- b) Discussion and or Action on Appointing the 2016/2017 Council President.

Motion to reappoint Councilor Sahlin as Council President is made by Councilor Sallee and is seconded by Councilor Southard. Motion Passes.

- c) Discussion and or Action on OLCC License Renewals for 2016

Motion to Approve the 2016 OLCC License Renewals is made by Councilor Southard and is seconded by Councilor Sahlin. Motion Passes.

- d) Discussion and or Action on Wave Broadband Rate Increase.

Motion to approve/acknowledge the Wave Broadband increase is made by Councilor Southard and is seconded by Councilor Sallee. Motion Passes.

9. OLD BUSINESS

- a) NA

Councilor Sallee is very concerned with employee reviews and if there are any regulations on when those are due. I would like to see us get back on track regarding those and make sure there being completed each year. Sallee wants to see it on the agenda for February. Also I would like to see the living color contract put out for bid. The rest of the Council is not on board with this request.

Councilor Sahlin asks for an update on the Storm Water Master Plan, it is expected to be finished soon.

Sahlin also is interested in the progress with the animal ordinances and if the conflict regarding our code and Marion County Code has been resolved. Staff will look into this.

Lockard, has contacted Councilor Southard regarding the SCA grant for this next year as stated by Southard.

10. ADJOURN,

Mayor Graupp adjourned the January 12, 2016 Council Meeting at 8:26 PM.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

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

STAFF PRESENT Kelly Richardson, City Recorder

STAFF ABSENT: Renata Wakeley, City Planner

VISITORS PRESENT: Jeremy Larose, Aurora
Jerry Johnson, Aurora
Mike Fligins, Milwaukie
Dianna Ash, Aurora
Rachel Nelson, Aurora

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

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

2. CITY RECORDER DOES ROLL CALL

Chair Joseph Schaefer - Present
Commissioner Craig McNamara- Present
Commissioner Bud Fawcett – Absent, came in late 7:04
Commissioner Jonathan Gibson - Present
Commissioner Mercedes Rhoden-Feely - Present
Commissioner Tara Weidman - Absent
Commissioner Aaron Ensign - Absent

3. CONSENT AGENDA

- a) Planning Commission Minutes – December, 2015
- b) City Council Meeting Minutes – November, 2015
- 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 –

- a) Recreational Marijuana Land use Compatibility Statement, state agencies send to local documents to local agency signed by local government to have these types of businesses.
- b) Recreational Marijuana License and Application

No one spoke

6. NEW BUSINESS

a) None

7. OLD BUSINESS

a) Discussion and or Action on Orchard View Subdivision Storm Drain Issues.

Chair Schaefer opens the discussion by explaining the situation and opens the floor for general discussion.

Jerry Johnson from Orchard view informs the Commissioners that they had a general discussion on Sunday to weigh their options. Johnson asks if there is any way to get an estimate on what it would cost for the city to maintain the area. We also have discussed incorporating into an HOA however consensus is no wants that.

Schaefer explains, that we do not currently have an estimate from the city and that this situation is complex since no HOA was conveyed and the contractor still owns the property.

There is a lot of discussion between property owners Dianna Ash and Jerry Johnson with the Commission regarding various options and scenarios however no decisions or actions have been made at this time staff is directed to get a bid on the maintenance of the property in question.

8. COMMISSION/DISCUSSION

a) City Planning Activity (in your packets) Status of Development Projects within the City. Staff is absent and Chair Schaefer would like to talk about some recent activity regarding the Airport there is an administrative body set up called Governor Regional Solution Team it is meant to be like an interagency task force, there is one set up for the Mid-Willamette Valley that includes our area, there are many different projects on their such as the Aumsville Railroad crossing and the Aurora Airport is on there as well particularly referencing the portion of the airport owned by the State I can't draw that for you on a map but essentially the state owns the runway along with a small area that has some smaller older hangers. They own the runway the taxiway and this little knob out here where those hangers are located. The other areas are all owned by private property owners. The department of aviation is possibly interested in annexing into the city. Since there was legislature that passed a bill regarding the ability to sell water and sewer services to an airport. So it is very likely that we are going to be putting together a team consisting of Department of Aviation and Dept of Land Conservation to see how this would work. None of those properties up there are eligible to be annexed at this time and before any of them could be the Urban Growth Boundary would need to be expanded which is a huge job and would take a lot of time and money to achieve. I just wanted you to all be aware of this discussion and I think we should add this to our agenda for our February meeting.

Mayor Graupp, informs the group that he also had a meeting with DEQ.

Second question is from Schaefer should we grow the UGB large enough to include the entire airport to include all of the private properties even if we're not planning on annexing them at this time. General discussion goes on regarding this issue referencing who or what would property owners want to do. Along with that is what costs would be involved and who would pay for it and if there are any grants available to help offset those costs. What are the benefits for the city to follow up on this first it would be the

well and the water involved that well would or could potentially help Aurora's water issues. ODA benefits from the city services that we provide, police, fire, and public works and so on. It would also give us a better seat at the table when dealing with Airport expansion. The discussion goes on to encompass how both entities could benefit from collaborations between the groups .

9. ADJOURN

Chair Schaefer adjourned the January 5, 2016 Aurora Planning Commission Meeting at 8:40 P.M.



Chair Schaefer

ATTEST:



Kelly Richardson, CMC
City Recorder

From: SALYER Amanda [Amanda.SALYER@odot.state.or.us]
Sent: Friday, January 22, 2016 10:24 AM
To: PWS; recorder
Cc: SCHMIDT Jamie M
Subject: FW: AskODOT Inquiry- Crosswalks on 99E in Aurora

Darrel & Kelly,

We recently received an AskODOT inquiry regarding the marked crosswalks on 99E through Aurora. The local resident was asking for additional enhancements to be installed at the existing marked crosswalks (see email correspondence below). When we get these requests, we always contact the local agency to see if installation or enhancements of crosswalks is something they support and would like to pursue since we require local agencies to coordinate a portion of the crosswalk installation process.

Since the marked crosswalks the local resident mentions are currently not approved by our State Traffic-Roadway engineer (i.e. they were in place before we had an official crosswalk approval process), we would have to go through our evaluation and approval process if we want to enhance the existing marked crosswalks. Please let us know if you'd like us to start this effort and we can provide you with more details on the process and next steps.

Thank you,

Amanda Salyer
Region 2 Traffic Investigations Engineer
503.986.5808

From: UPTON Dorothy J
Sent: Tuesday, January 19, 2016 2:19 PM
To: 'susanb224@aol.com'; Ask ODOT
Cc: SALYER Amanda; SCHMIDT Jamie M; EILERTSON Holly J; JORDAN Donald L; SWIFT Timothy E
Subject: RE: Citizen's Representative Office -- Susan Black

Susan,

Your request to Ask ODOT was forwarded to my office for review and a response. By your description, I believe you are asking for a feature called a Rectangular Rapid Flashing Beacon (RRFB) and to have them installed for the painted crosswalks on OR 99E at the 2nd Street and Main Street intersections in Aurora.

By Oregon law, there are legal crossings at intersections unless physically closed whether painted or not. ODOT does not mark crosswalks at every intersection within a community due to the safety implications and the amount of locations that would then have to be maintained. Pedestrians often overly trust marked crosswalks thinking that they are always a good place to do so, but sometimes that is not the case. In the recent past, ODOT has established a process for evaluating and approving locations for marked pedestrian crossings on state highways at unsignalized intersections. Our practice has been to review any crossing location when it is within a construction project or when a complaint comes in. The evaluation considers conditions at the location (posted speed, sight distance, other traffic control in the area, etc.) and what enhanced features might be needed for approval of the location. Sometimes to get approval for a marked crosswalk, added features may be required – things like curb extensions or median islands, additional signing, added pavement markings and sometimes a pedestrian activated signal (like an RRFB). Once a crosswalk location is approved (with any required conditions) then funding needs to be found to design, build and maintain the crossing. Current estimates for the RRFB equipment is about \$70,000 (without other items).

While the two locations you refer to have had marked crosswalks for many years, they have not been approved to be on

the system. These particular locations are within an obvious downtown core area with a posted speed of 25 mph so there is an expectation for pedestrians so we often do not mark these crossings. A quick review of the last ten-years of reported crashes in the segment from just north of 2nd to just south of Main Street lists only 10 crashes with only 1 having a pedestrian even indirectly involved. So there is not a reported history of pedestrian related crashes in this segment. The short distance from the traffic signal to 2nd Street (about 250 feet) would like preclude installing an RRFB because of impacts to traffic flows leaving the traffic signal. The Main Street crossing may require additional features because of the skew of the intersection and the traffic flows onto and from the side streets. We will contact the City of Aurora and determine whether they want to pursue the evaluation and be part of the location/design/maintenance a possible crossing. Because so many jurisdictions want enhanced crossings, we ask that a local jurisdiction have involvement in locating and funding of these crossings.

Thank you for sharing your concern as it gives us the opportunity to start the process to consider these locations for formal approved marked crossings.

Dorothy J. Upton, P.E.

ODOT Region 2 Traffic Engineer
455 Airport Road, SE Building A
Salem, OR 97301-5397
Office: 503-986-5761
dorothy.j.upton@odot.state.or.us

Amanda/Jamie – Will you please make contact with the City of Aurora to have this crosswalk discussion. Thanks.

From: Susan Black [<mailto:susanb224@aol.com>]
Sent: Wednesday, January 13, 2016 10:51 AM
To: Ask ODOT
Subject: Re: Citizen's Representative Office -- Susan Black

Hi Tori --

Thank you for your most prompt response!

The intersections are 2nd Street and 99E, and Main Street and 99E. This part of Aurora is designated by the state as "historic" and there are Old Aurora Colony Museum facilities -- as well as our celebrated "vintage" shopping district -- that are divided by the very hazardous 99E. Not good for visitors or residents.

Thank you for your help. Please let me know what else I can do to accelerate this request.

Susan

Sent from my iPhone

On Jan 13, 2016, at 9:38 AM, Ask ODOT <Ask.ODOT@odot.state.or.us> wrote:

Hello Susan,

Thank you for contacting AskODOT at the Oregon Department of Transportation's (ODOT) Citizen Representative Office. If you'd like to provide the specific locations of these crosswalks I will forward your

request to the local Traffic Manager for their review and consideration.

Please don't hesitate to contact us for additional information,

Tori Hickerson

Citizen Representative

355 Capitol St. NE, MS11

Salem, OR 97301-3871

1-888-275-6368 x4 Toll Free

[<image001.gif>](#)

-----Original Message-----

From: susanb224@aol.com [<mailto:susanb224@aol.com>]

Sent: Tuesday, January 12, 2016 7:01 PM

To: Ask ODOT

Subject: Citizen's Representative Office - Customer Entry

>Susan Black

>susanb224@aol.com

>(503) 776 - 902

>21424 Liberty Street NE Aurora OR 97002

> 1/12/16 07:01:08PM

>There are 2 very dangerous pedestrian crossings in Aurora (going across 99E) that are unmarked to vehicular traffic except for the painted-on-the ground crosswalks. What is the process for having crosswalks with lighted signage installed? I'm not talking about traffic signals, but for brightly painted signs that light up when a pedestrian enters the crosswalk.

Mercedes W. Rhoden-Feely
mercedes.rhoden@thede-culpepper.com
503.416.6135 direct dial
503.416.6136 direct fax

February 1, 2016

VIA E-MAIL (recorder@ci.aurora.or.us)

Aurora City Council
21420 Main Street
Aurora, Oregon 97002

Attention: Kelly Richardson

Dear Mayor Graupp and Councilors:

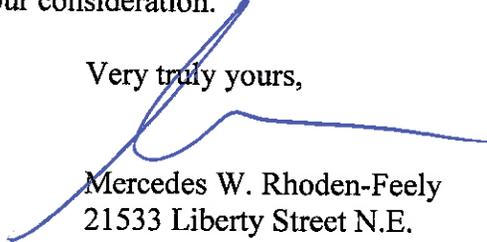
I am writing to express my interest in the open City Council position. Aurora has been home to my family since July 2012, and I am dedicated to this community.

I have gained a lot of knowledge and experience as a volunteer in Aurora, and look forward to growing with our community. I currently volunteer as vice-chair of the Aurora Planning Commission, and a member of the Budget Committee. I have also volunteered time to help plan Aurora Colony Days and was Volunteer of the Year in last year's parade.

In my professional life, I am associate attorney at Thede Culpepper Moore Munro & Silliman LLP. I am a fast learner, strong advocate, and work well independently and as a team player. I believe I bring a strong set of skills and assets to this seat, and am excited for the opportunity to collaborate as a member of the City Council.

Thank you again for your consideration.

Very truly yours,



Mercedes W. Rhoden-Feely
21533 Liberty Street N.E.
Aurora, OR 97002
(503) 804-5446

mercedes.rhoden@thede-culpepper.com

February 2, 2016

Thomas A. Heitmanek
21354 Liberty St NE
Aurora, OR 97002

City of Aurora, Oregon

City Council;

I would like to be considered for the open position on the Aurora City Council.

My wife, Dianne, and I moved to Aurora from Medford in April of 2013. While I have no political or governmental background, I have a vested interest in the wellbeing of this community we have chosen to call home.

I have attached my business resume for your reference and would welcome questions / discussion on my possible "fit" for this position.

Sincerely



Tom Heitmanek
tomh@tndhome.net
541-944-9089 cell

**Thomas A. Heitmanek
21354 Liberty St NE
Aurora, Oregon 97002
541-944-9089
tomh@tndhome.net**

Work Experience

May 2015-Present

Semi Retired Director of Technical Services, Westmark Industries, Lake Oswego, Oregon. Approximately half time.
Oversee all capital equipment acquisition and installation.
Responsible for Southern Oregon Sales Territory
Support sales force on system sales and integration.
Special Projects

January 2013 - May 2015

Director of Technical Services, Westmark Industries, Lake Oswego, Oregon
Responsible for service departments with 8 employees located in Lake Oswego OR; Seattle WA; Wenatchee Wa; Yakima Wa; and Boise ID.
Oversee all capital equipment acquisition and installation.
Oversee acquisition and transition of new company in Wenatchee Wa.
Support sales force on system sales and integration.

January 1994 - December 2012

Outside Sales/Applications, Westmark Industries, Lake Oswego, Oregon.
Responsible for time and territory management of Southern territories from Reedsport Oregon to Sacramento California, and from Hwy 97 to the Coast.
Primary products are product labels, barcode labels, data collection equipment, thermal printers, inkjet printers, auto and semi auto label application equipment and proprietary software and equipment. Special focus on integrated systems for wood products and fruit/vegetable packaging.
Increased sales from \$300K in 1993 to \$1.55mm in 2004.
Top producing territory of 17 in 2000, 2001, and 2002.

May 1990 - January 1994

Engineering and Systems Integration, Westmark Industries, Lake Oswego, Oregon. Responsible for application, design, and manufacture of specialized equipment for the packaging industry. Specifically designed automated conveying system for handling, weighing, and ink jet printing of cartons for the apple/pear/cherry packing industry. These systems combine mechanical and pneumatic technology with both solid state and electromechanical control into marketable products.

July 1989 - May 1990

Inside Sales/Tech Support/PLC Specialist & Training, Vitus Electric Supply, Salem, Oregon. Responsible for sales and application assistance of Allen Bradley Industrial control and high-tech control hardware to manufacturing industry (primarily wood products). Emphasis on programmable logic control, machine vision, "smart" motion control, and data acquisition.

July 1987 - July 1989

Manager; Machinery Division, API Inc.; Eugene, Oregon. Responsible for sales, design, manufacture and install/start-up of specialized equipment for wood products and re-manufacturing industries. Specifically designed and patented (U.S. and Canada, my name) automated in-line machine for end and/or edge sealing lumber and panel products. Also developed automated stencil machine and chemical treatment systems for lumber at planer outfeed speeds. These systems combined mechanical, pneumatic, hydraulic and programmable logic control technologies into marketable products. Also responsible for direct sales of these products throughout the United States and for sales through distribution in British Columbia. During late 1988 and 1989, our order file on these products grew beyond our ability to produce and in June 1989 we sold a license agreement for all of our products to a local machinery manufacturer.

August 1985 - July 1987

Manager; Major machine division, Industrial Finishes and Systems Inc., Eugene, Oregon. Responsible for sales, design, manufacture and installation of automated manufacturing equipment for the wood products industry. Extensive involvement in R&D Project to introduce machine (artificial) vision technology to the industry. Good working knowledge of hydraulics, pneumatics, fabrication, and electrical including PLC's with specific training on Allen & Bradley 2/15.

August 1983 - August 1985

Registered Representative, Private Ledger Financial Services, Beaverton, Oregon. General Securities Licensed (Series 7) Bluesky (Series 63). Life insurance and variable annuities licensed. Experience in real estate syndicating (private) and multi-state registrations.

February 1982 - August 1983

Outside Industrial Sales. Industrial Finishes and Systems, Portland, Oregon.
Responsible for sale, design, installation, and service of catalogued and custom fluid pumping and metal finishing systems.

EDUCATION:

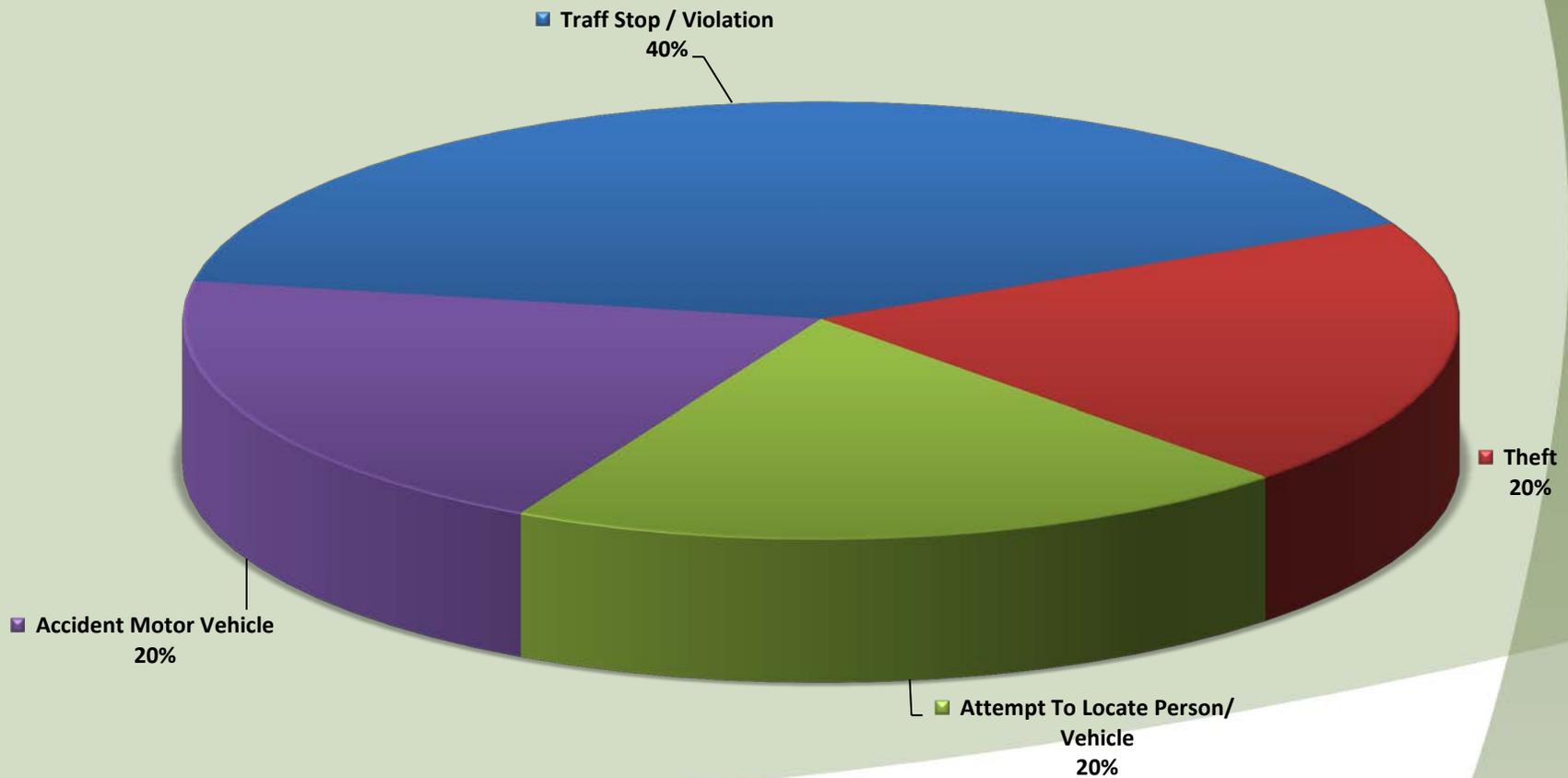
1971 Graduated, Springfield High School - Springfield, Oregon. General Studies with emphasis on vocational instruction.

1971 and 1972 - Attended Oregon State University and Lane Community College with major in Industrial Arts Education.

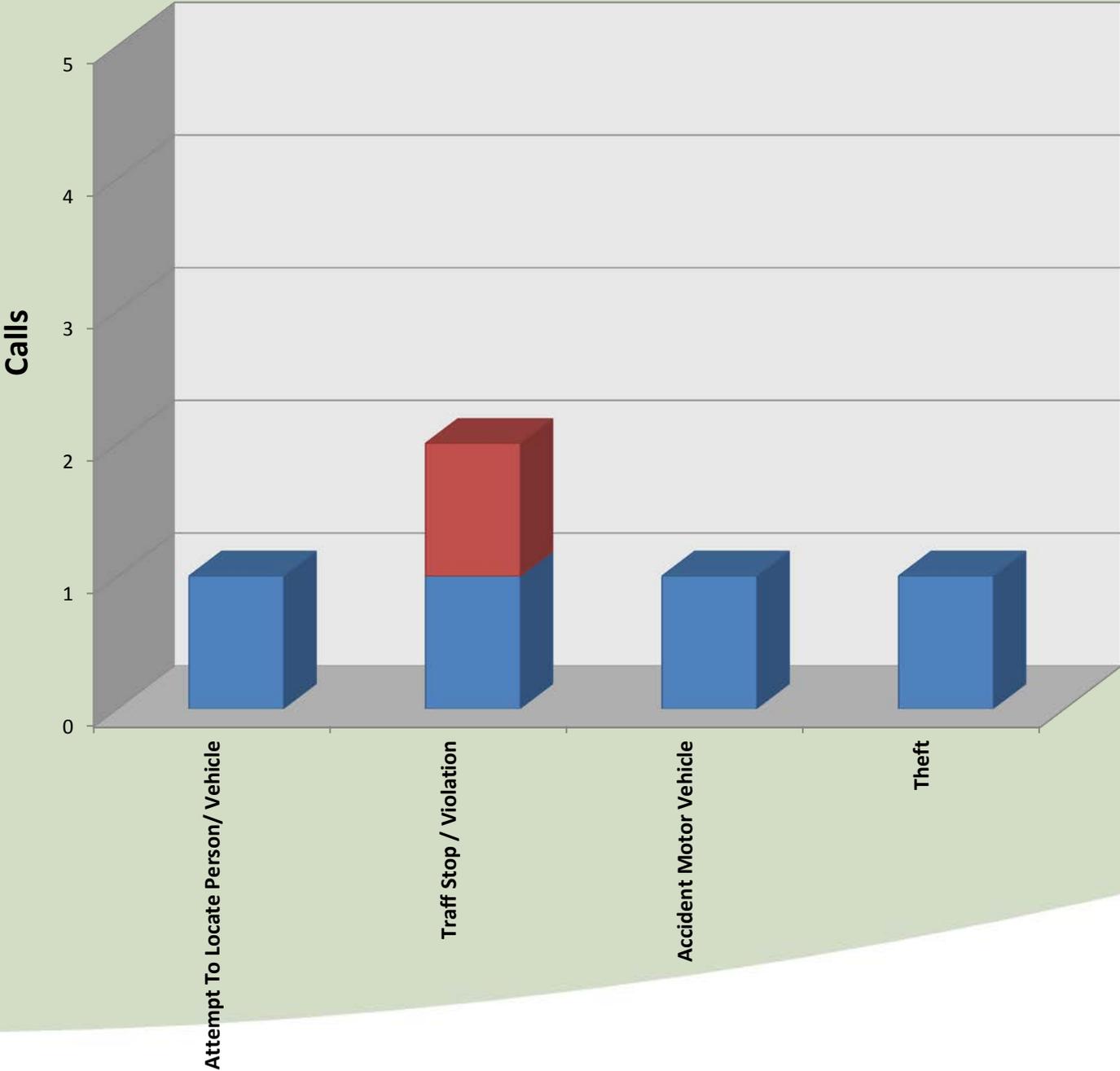
REFERENCES:

Expanded resume and references available upon request.

City of Aurora Top Calls for Service January 2016

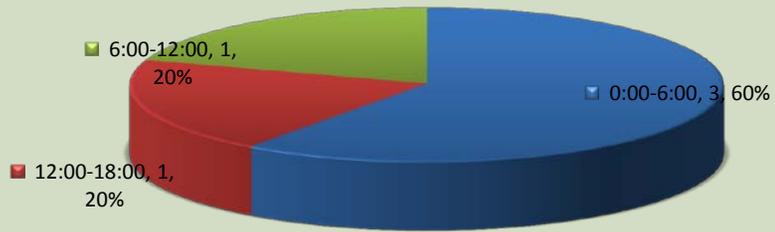


Call Type by Primary Deputy January 2016

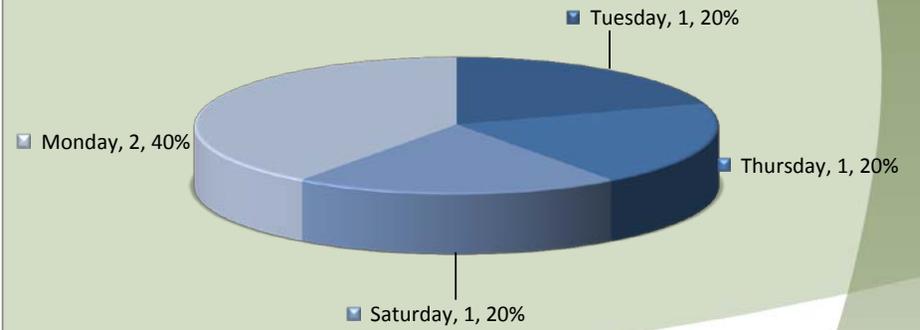


Contract
Other

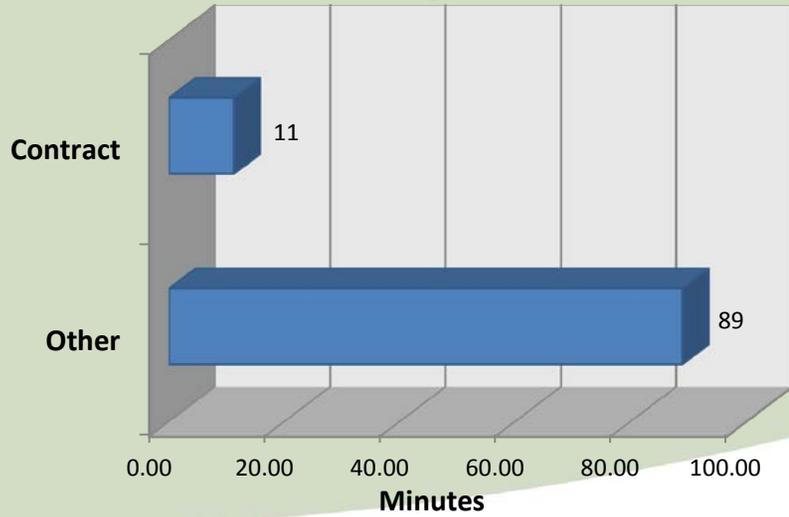
City of Aurora Calls for Service by Hours Range January 2016



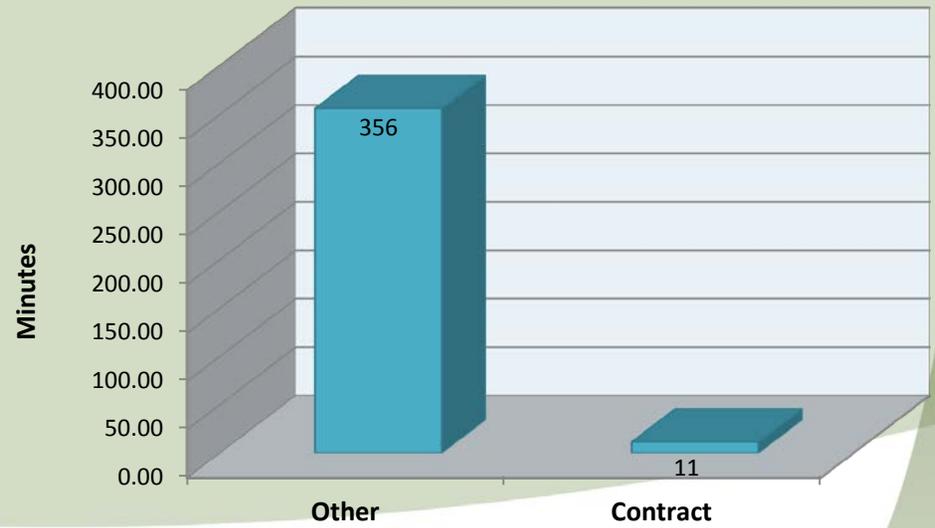
City of Aurora Calls for Service by Day of Week January 2016



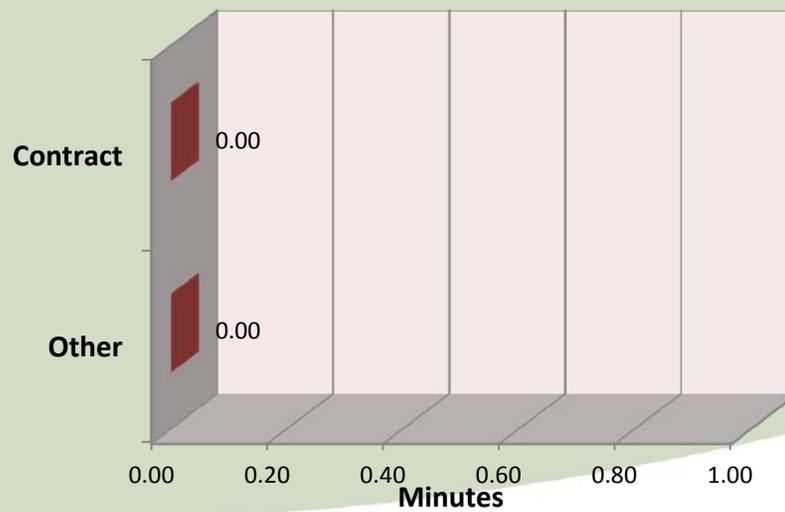
**City of Aurora
Calls Average Call Length
January 2016**



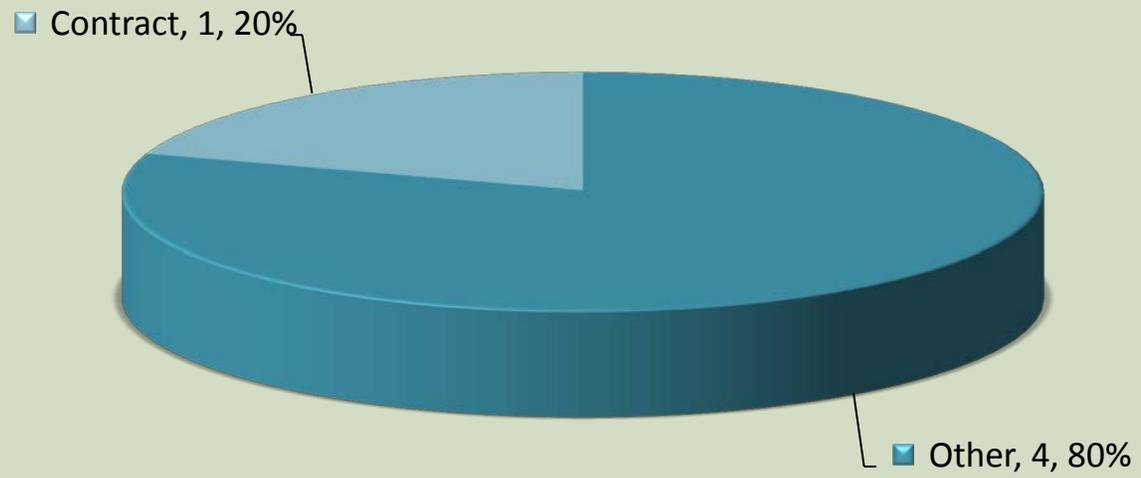
**City of Aurora
Calls Total Call Length
January 2016**



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

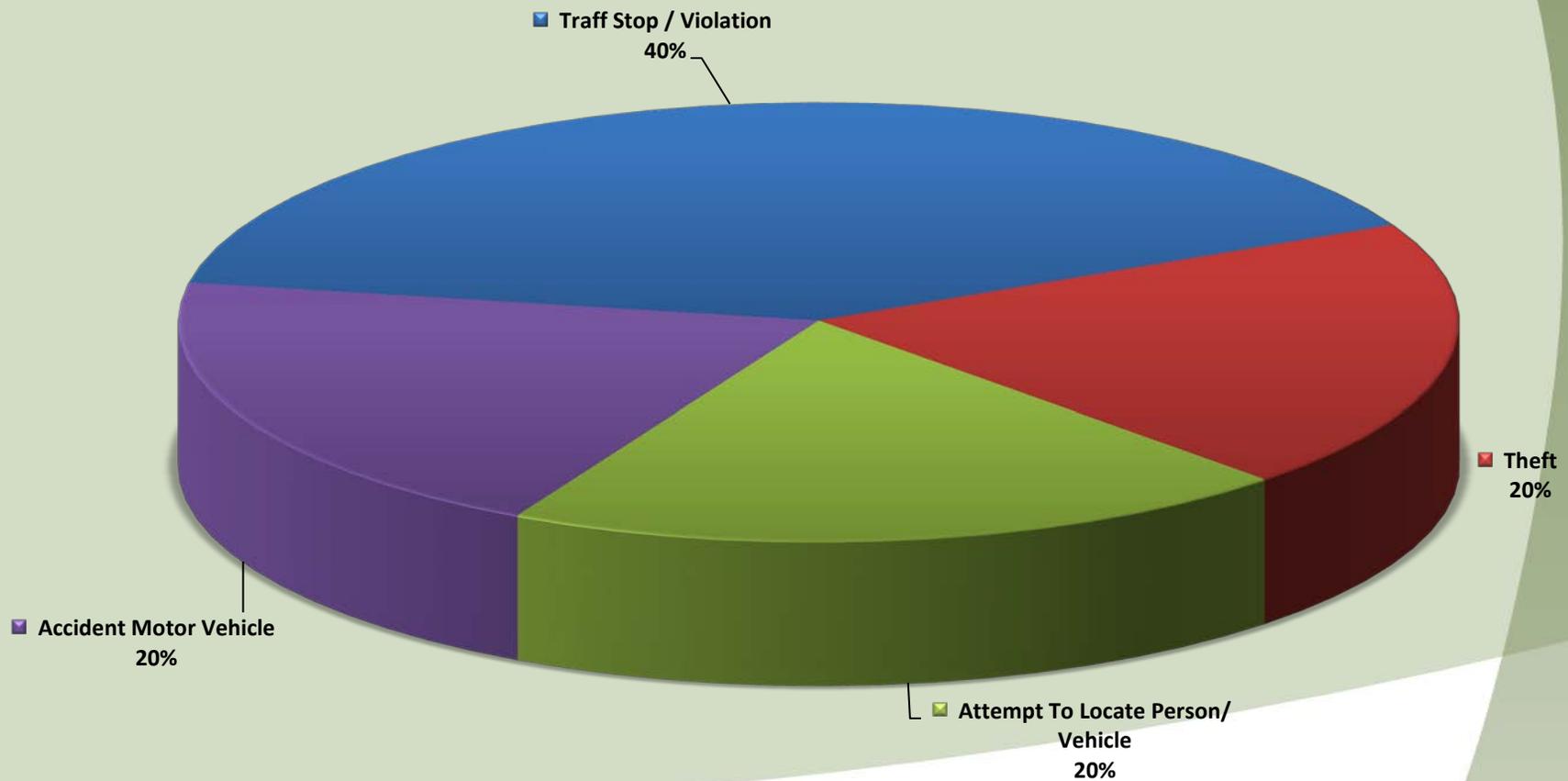


City of Aurora Calls by Primary Deputy January 2016

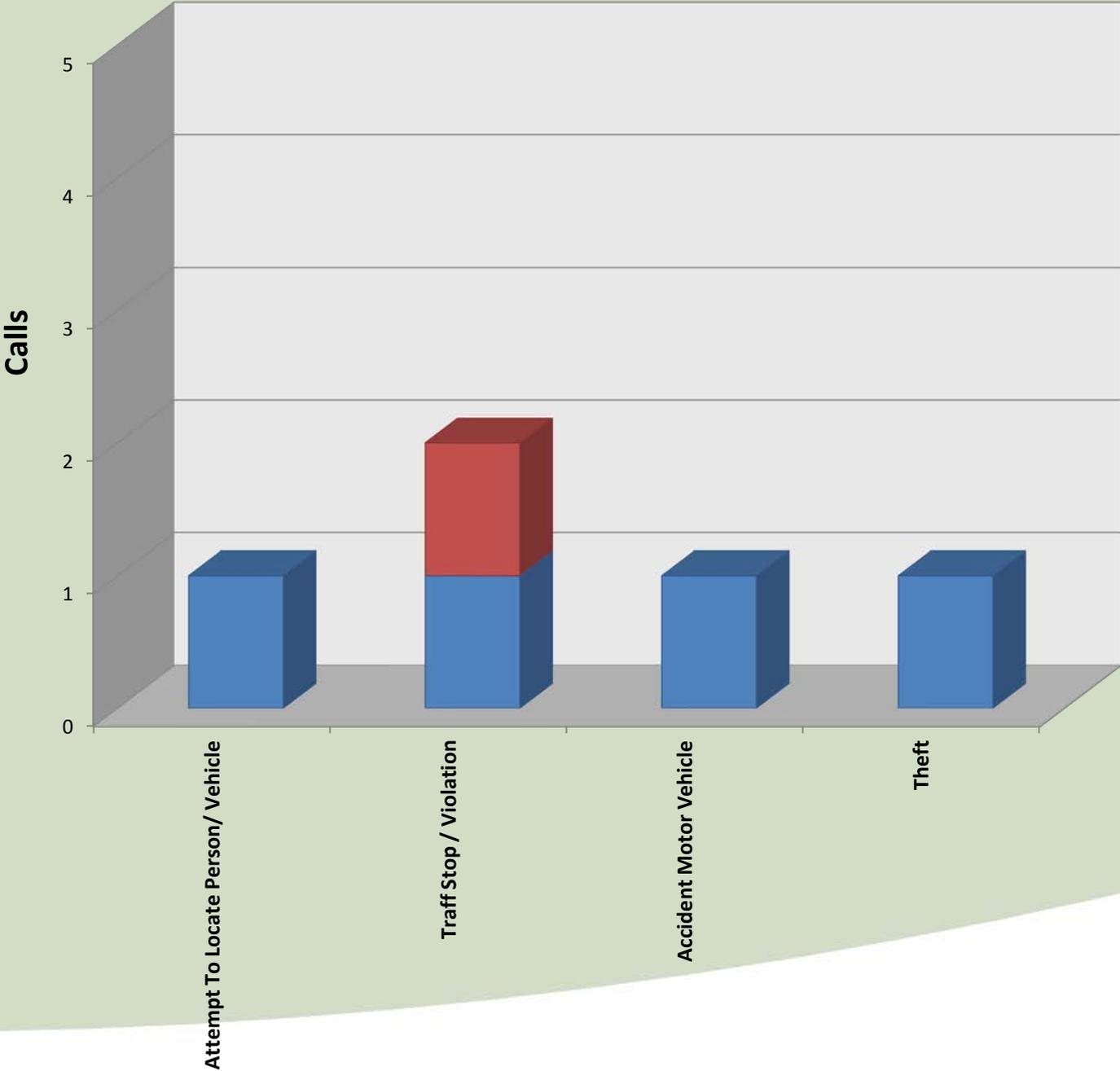


EVENTID	Combined Type	PRIMARY_UNIT	DISPATCH_DATE	CLEARED_DATE	Arrival in Minutes	Call Length in Minutes	LOCATION	Day of Week	Time of Day	Hour Range	Deputy
SMS201601090004	Attempt To Locate Person/ Vehicle		1/9/2016 0:51	1/9/2016 1:32		41.52	21420 MAIN ST NE (MapBook:1532),	Saturday		0:00 0:00-6:00	Other
SMS201601110123	Theft	A037	1/11/2016 15:06	1/11/2016 20:03		297.22	#A137 15080 PARK AV NE	Monday		0:00 0:00-6:00	Other
SMS201601180041	Traff Stop / Violation A171		1/18/2016 9:15	1/18/2016 9:26	0.00	10.25	EHLEN RD NE, MARION COUNTY/AIRF	Monday		9:15 6:00-12:00	Other
SMS201601190069	Traff Stop / Violation A136		1/19/2016 13:17	1/19/2016 13:28	0.00	11.23	EHLEN RD NE, MARION COUNTY/AIRF	Tuesday		13:17 12:00-18:00	Contract
SMS201601280105	Accident Motor Vehi A032		1/28/2016 21:27	1/28/2016 21:34		6.85	EHLEN RD NE, MARION COUNTY/AIRF	Thursday		0:00 0:00-6:00	Other

City of Aurora Top Calls for Service January 2016

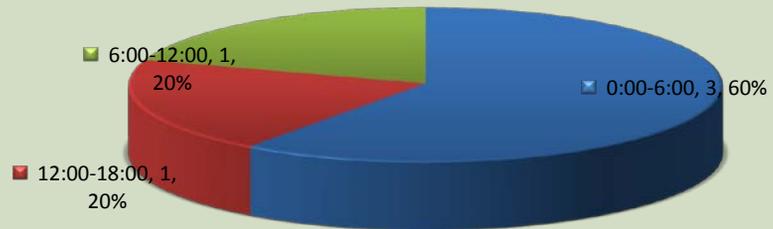


Call Type by Primary Deputy January 2016

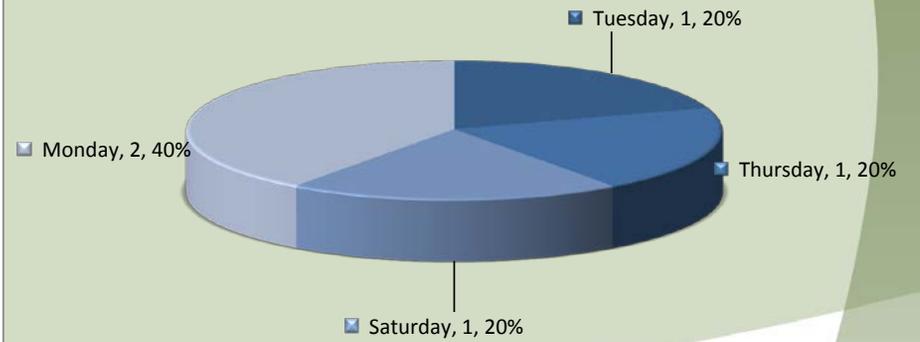


Contract
Other

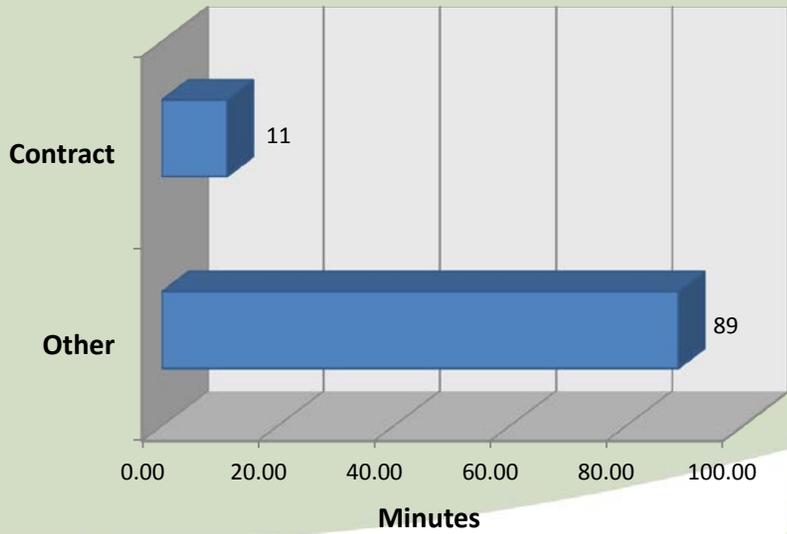
City of Aurora Calls for Service by Hours Range January 2016



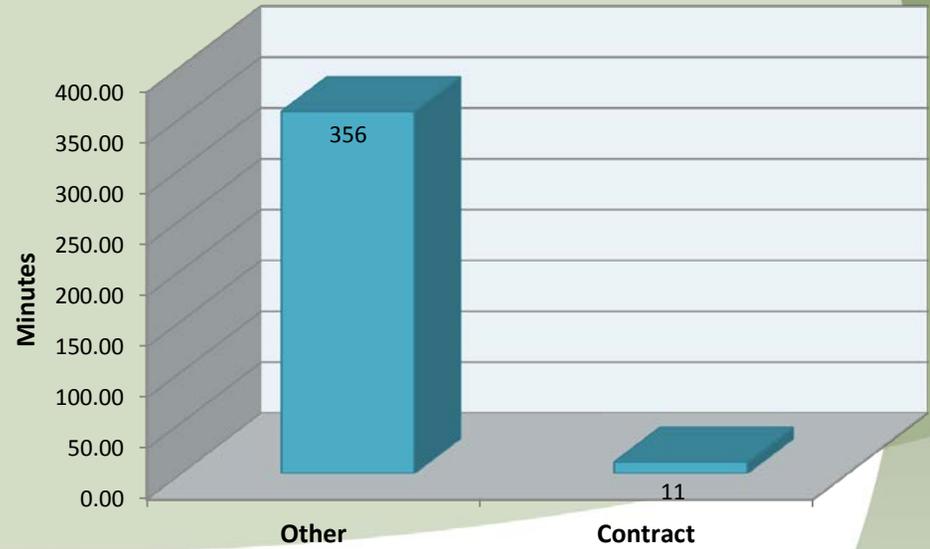
City of Aurora Calls for Service by Day of Week January 2016



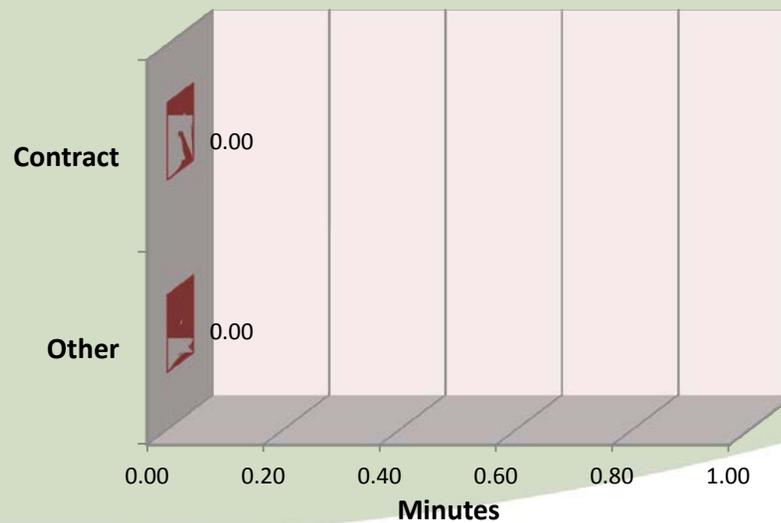
**City of Aurora
Calls Average Call Length
January 2016**



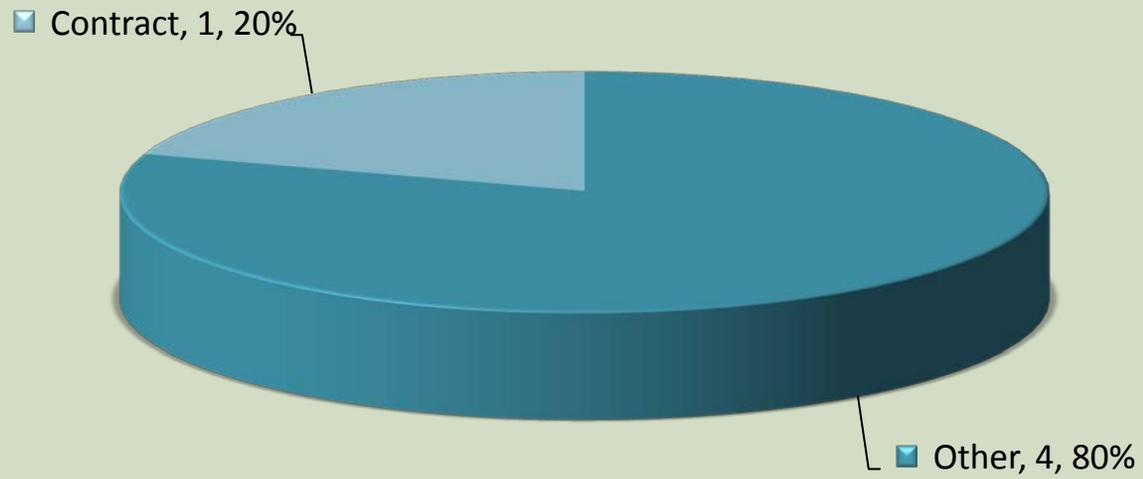
**City of Aurora
Calls Total Call Length
January 2016**



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



City of Aurora Calls by Primary Deputy January 2016



EVENTID	Combined Type	PRIMARY_UNIT	DISPATCH_DATE	CLEARED_DATE
SMS201601090004	Attempt To Locate Person/ Vehicle		1/9/2016 0:51	1/9/2016 1:32
SMS201601110123	Theft	A037	1/11/2016 15:06	1/11/2016 20:03
SMS201601180041	Traff Stop / Violation	A171	1/18/2016 9:15	1/18/2016 9:26
SMS201601190069	Traff Stop / Violation	A136	1/19/2016 13:17	1/19/2016 13:28
SMS201601280105	Accident Motor Vehi	A032	1/28/2016 21:27	1/28/2016 21:34

Arrival in Minutes	Call Length in Minutes	LOCATION	Day of Week
	41.52	21420 MAIN ST NE (MapBook:1532), (Saturday
	297.22	#A137 15080 PARK AV NE	Monday
0.00	10.25	EHLEN RD NE, MARION COUNTY/AIRP	Monday
0.00	11.23	EHLEN RD NE, MARION COUNTY/AIRP	Tuesday
	6.85	EHLEN RD NE, MARION COUNTY/AIRP	Thursday

Time of Day	Hour Range	Deputy
0:00	0:00-6:00	Other
0:00	0:00-6:00	Other
9:15	6:00-12:00	Other
13:17	12:00-18:00	Contract
0:00	0:00-6:00	Other

Report from the Finance Officer for February 9, 2016

- Revenue and expense report through December, the sixth month of fiscal year 2015/2016, is included. This report shows budgeted amounts and percent of budget received/spent. So far both revenue and expenditures are in line for this time frame. All budgeted transfers have been completed.
- There have been some unanticipated expenditures in the Street/Storm Reserve Fund. Public Works Superintendent Darrel Lockard can update you with specifics.
- We have 1 confirmed opening and another possible opening on the budget committee. We have received 2 letters of interest from qualified residents and a request to renew membership. Appointing budget committee members is on the agenda.
- We are learning the upgraded financial software. Kelly will have more in her report.
- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending December 31, 2015

FUND	BUDGET	BALANCE @ July 1, 2015	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE Dec 31, 2015
10 GENERAL	839,042.00	400,734.24	359,940.40	76.03%	514,452.00	268,623.74	52.22%	492,050.90
15 CITY HALL BUILDING	132,500.00	120,479.82	10,578.12	86.00%	132,500.00	0.00	0.00%	131,057.94
20 AURORA COLONY DAYS	23,540.00	0.00	20,017.50	85.04%	18,468.00	10,744.87	58.18%	9,272.63
25 PARK RESERVE	7,148.00	1,142.70	2.97	0.05%	7,148.00	0.00	0.00%	1,145.67
29 PARK SDCs	36,055.00	31,523.23	2,292.03	98.16%	36,055.00	0.00	0.00%	33,815.26
30 STREET/STORM	309,400.00	181,892.40	40,816.47	31.54%	206,944.00	54,782.81	26.47%	167,926.06
35 ST/STORM RESERVE	85,700.00	52,069.86	26,959.58	80.00%	85,700.00	0.00	0.00%	79,029.44
39 ST/STORM SDCs	31,000.00	22,633.03	11,675.77	103.51%	31,000.00	0.00	0.00%	34,308.80
40 WATER OPERATING	510,200.00	229,614.90	160,103.02	55.46%	351,068.00	161,812.86	46.09%	227,905.06
42 SPW MAINTENANCE	39,710.00	39,710.00	0.00	0.00%	39,710.00	39,710.00	100.00%	0.00
45 WATER RESERVE	106,510.00	46,709.66	59,961.52	100.25%	106,510.00	0.00	0.00%	106,671.18
49 WATER SDCs	77,376.00	62,358.57	22,366.08	108.75%	77,376.00	0.00	0.00%	84,724.65
50 SEWER OPERATING	535,300.00	256,529.77	141,317.71	50.78%	335,793.00	169,488.04	50.47%	228,359.44
55 SEWER RESERVE	95,940.00	55,783.72	40,163.05	99.93%	95,940.00	0.00	0.00%	95,946.77
57 G. O. DEBT SERVICE	332,975.00	21,789.67	298,835.43	95.18%	332,975.00	53,987.50	16.21%	266,637.60
59 SEWER SDCs	29,036.00	24,863.24	8,204.31	131.99%	29,036.00	0.00	0.00%	33,067.55
TOTALS	3,191,432.00	1,547,834.81	1,203,233.96		2,400,675.00	759,149.82		1,991,918.95

* All budgeted transfers complete

City Council Public Works Activity Report February 2016

Waste Water: Continuing renewing Permit process with DEQ.

- Sewer service on Cody Ln has been connected to wastewater system
- Master Plan meetings with John Ashley and Keller Associates
- Storm Water retention pond behind wastewater plant had an over flow and part of the enclosure bank slide away. Geo Tec has been to site for recommended repair. Temporary repairs have been made.
- I&I reports is due February First of each year.

Water: Routine operation and maintenance.

- Wells are running 7-9 hours daily producing an average 150,000 gal per day. Total water production in November 4,585,000 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.(what policy do I need to follow, ie city staff or property owner.

Park: Picking up after each storm.

- More trees are being removed

Notice for Council

Administration

Public Works scheduling and planning for staff.
Budget on track for current 2015-2016
Reviewing Budget items for 2016-2017

Respectfully: Darrel Lockard

Public works project list

Wastewater solids transfer station online
Waste water irrigation system (summer)
Water plant upgrade
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: 2/4/2016
Re: Recorders Report Month of January 2015 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.
- ❖ Working closely with Patrick Harris, Colony Museum and Typist Aleasha Garber on the CLG grant.
- ❖ Attending Conference Committee And Records Committee Meetings
- ❖ Records Request update
 - 1 pending request
- ❖ Ongoing needs of the City, discussion items.
- ❖ Gather information for website updates, continued to work on this.
- ❖ Ordinance Violations Letters sent out.
- ❖ Continuing process of our V7 migration for Springbrook also we had discussions regarding web-payments options and credit cards. Exhibit A attached
- ❖ Server upgrade is scheduled to begin in March either the first or second week.
- ❖ Tammy Grimes began January 4th as the Administrative Assistant and is working out great so far.

Accela – Web Payments

Samuel Buxton Henry

Shenry@Accela.com

503.757.2092

SALES MANAGER – WEB PAYMENTS

Simple Pricing

<u>Software Usage</u>	
Per Transaction Swipe	\$1.00 / Transaction
Account Access charge	\$0.60* / Per account / Year <i>Est \$258.00/yr</i>
<u>Industry Standard Transaction Charge</u>	
Gateway Transaction Fee	\$0.30 / Transaction
Processor Fee	0.45% Basis / Transaction
<u>Visa, MasterCard, Discover (Interchange Charge) choose an option</u>	
Utility (visa) Interchange	\$0.75 / Transaction
Non-Utility Variable Monthly statement/PCI fee	.80%-1.90% / Transaction \$9.99

Estimated Charges for Aurora, Or

Transaction Amount	\$200.00
Monthly Volume	\$19,000.00
# of Transactions	50

Convenience Fee	
Avg Cost per Trans: Add \$1 for SB Fee	\$3.70
% Effective rate	1.85%

Monthly Volume of revenue	\$10,000.00
Monthly cost of Industry processing charges	\$184.88
Springbrook Software usage fee \$1 / Trans.	\$50
Total estimated deposit after processing fees	\$9,742.72

Number of active accounts	948
Active / Account charge per Month	\$22.40



Visa Utility Rate Fee	
Avg Cost per Trans: Add \$1 for SB Fee	\$1.95

Monthly Volume of revenue	\$10,000.00
Monthly cost of Industry processing charges	\$97.50
Springbrook Software usage fee \$1 / Trans	\$50
Total estimated deposit when using Visa utility rate	\$9,830.10

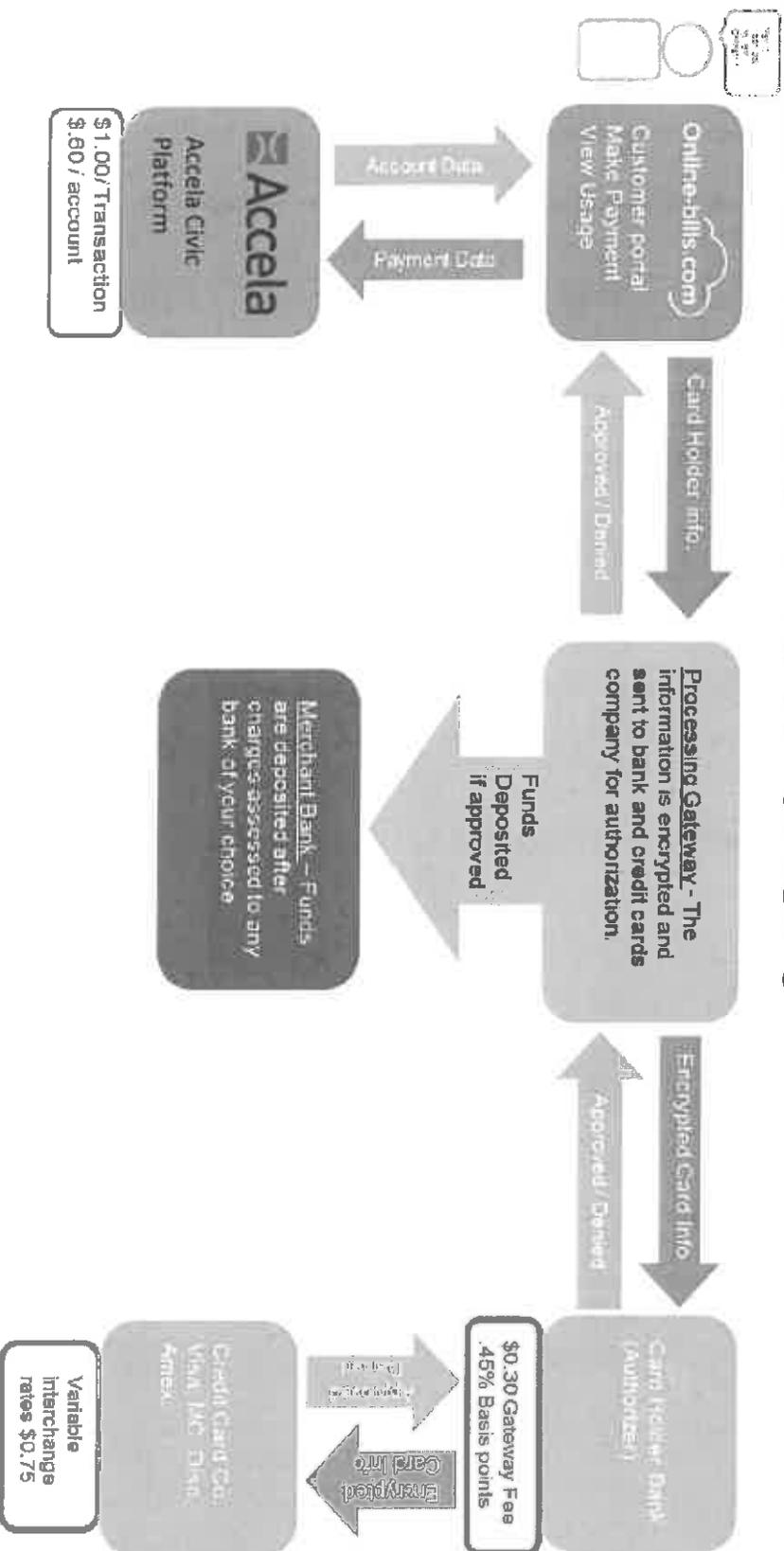
Estimated Annual savings when using Visa Utility Rate	\$1,048.56
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These are all estimated fees and charges, based on industry averages.

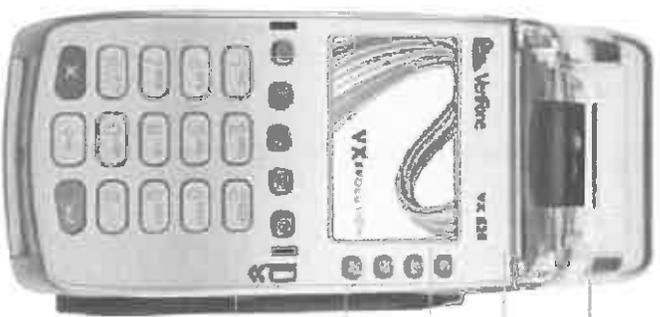
Simply estimated at \$4.00 + \$3.50 flat fee to cover swipe fees

OR 2.5% to 3% to cover swipe fees

Data and fee Flow chart



VeriFone VX520



- Quick-release, transparent paper door
- Ergonomic design and small footprint
- High contrast, 128 x 64 white backlit display
- Familiar ATM design
- Blue backlit, metal dome keypad designed for one-mill on key messages
- Communication port area neatly connects cables under the device

Processor	400 MHz ARM11 32-bit RISC processor
Memory	160MB (128MB Flash, 32MB SDRAM)
Display	128x64 pixel graphical white backlit LCD
Connectivity	Dial Ethernet
Printer	24 ips Standard 48mm paper roll Contactless 40mm paper roll
Card Reader	Triple track MSR
Contactless	ISO18092 supports major NFC/contactless schemes
Peripheral Ports	One Ethernet one telco one RS-232 port one USB 2.0 Host port one USB Client port
Other Standard Features	3 SAM slots
Security	PCI PTS 3.X approved
Power	8V DC, 2.75A or optional 8V DC, 4A
Environmental	0° to 50° C (32° to 122° F) operating temperature -20° to 60° C (-4° to 140° F) storing temperature 5% to 80% relative humidity, non-condensing
Physical	203mm L x 79mm W x 87mm H; 500g weight

IVR in the Cloud

IVR = Interactive Voice Response

IVR allows organizations to communicate through the phone, specific information in a timely manner. We allow our customers a real-time integrated solution for taking UB payments and communicating shut offs, late notices and any other messages they may need to deliver.



Cloud based IVR

✓ Functionality Available ✓ Optional Functionality	Springbrook Cloud (IVR Only)
Check Current Balance Owed	✓
Credit Card Payment	✓
Web-based Usage/Payment Report	✓
ACH Payment	✓
Partial Payments	✓
Transfer to Agent	✓
Outbound Delivery Services	✓
Spanish Language	✓
Cost of ownership	Pay as you go



Connecting Citizens and Government

ORDINANCE 481

AN ORDINANCE AMENDING THE CITY OF AURORA ZONING AND COMPREHENSIVE PLAN MAPS, RELATED TO APPLICATION FILE NO. ZC/CPMA 2015-01.

WHEREAS, the City of Aurora, on July 23, 2015, received an application for zone change and comprehensive plan map amendment (File No. ZC-2015-001 and CPMA-2015-01) to amend the plan designation and rezone an approximately 0.17-acre property, identified as Assessors Map 041W12BA, Tax Lot 3000; and

WHEREAS, the subject property is located with the City of Aurora city limits, is designated as Low Density Residential on the Aurora Comprehensive Plan Map and is zoned Low Density Residential with a Historic Residential Overlay (HRO); and

WHEREAS, the City received an application to change the Comprehensive Plan Map designation to Commercial, and rezone the property to Commercial (C) with a Historic Commercial Overlay (HCO); and

WHEREAS, the Aurora Planning Commission conducted a public hearing on August 4, 2015 at which time interested parties were given full opportunity to be present and heard and passed a motion recommending the City Council approve the proposed zone change and comprehensive plan map amendment; and

WHEREAS, the Aurora City Council conducted a public hearing on August 11, 2015 at which time interested parties were given full opportunity to be present and heard on the proposed zone change and comprehensive plan map amendment; and

WHEREAS, at the close of the public hearing, the City Council voted to approve the request; and

WHEREAS, proper notice of the said public hearings was given to the public pursuant to applicable state statutes; and

WHEREAS, the City Council of the City of Aurora hereby adopts the findings of fact set forth in Exhibit A;

NOW, THEREFORE, THE CITY OF AURORA DOES ORDAIN AS FOLLOWS:

SECTION 1. The Comprehensive Plan Map designation for the subject property is hereby changed from Low Density Residential to Commercial, the zoning of the property is hereby changed from Low Density Residential (RS) to Commercial (C) with a Historic Commercial Overlay (HCO).

SECTION 2. As a condition of the comprehensive plan/zone change, the applicant or future property owner shall comply with the conditions of approval found in Exhibit A of this Ordinance.

PASSED and adopted by the City Council of the City of Aurora on this 9th day of February, 2016 by the following votes:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Approved by the Mayor on this 9th day of February, 2016.

SIGNED: _____
Bill Graupp, Mayor Date

ATTEST: _____
Kelly Richardson, City Recorder Date

ORDINANCE 482

AN ORDINANCE AMENDING THE AURORA DEVELOPMENT CODE, TITLE 16 OF THE AURORA MUNICIPAL CODE, RELATED TO ADDITIONAL DESIGN STANDARDS FOR ACCESSORY STRUCTURES IN THE COMMERCIAL ZONE

WHEREAS, the Aurora Municipal Code, more commonly known as “Title 16 of the Aurora Development Code”, includes regulations concerning the location of land uses within the various zones within the City of Aurora; and

WHEREAS, the Aurora City Council wishes to amend Chapter 16.04, Definitions and Chapter 16.14, Commercial (C) of Aurora Municipal Code to establish rules governing design standards for Commercial accessory structures; and

WHEREAS, the Aurora Planning Commission conducted a public hearing on November 3, 2015 at which time interested parties were given full opportunity to be present and heard and passed a motion recommending the City Council approve the proposed rules amending the Aurora Municipal Code under Legislative Amendment 2015-02 (File No. LA-15-01).

WHEREAS, the Aurora City Council conducted a public hearing on November 10, 2015 at which time interested parties were given full opportunity to be present and heard on the proposed rules amending the Aurora Municipal Code under Legislative Amendment 2015-02 (File No. LA-15-01).

NOW, THEREFORE, THE CITY OF AURORA DOES ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Aurora does hereby adopt the staff report dated November 10, 2015, including those certain findings of fact and conclusionary findings and supporting documentation attached hereto as Exhibit "A" and by this reference made a part hereof.

Section 2. The City Council of the City of Aurora does hereby amend Title 16- Aurora Development Code sections 16.04-Definitions and Chapter 16.14-Commercial (C) as included under Exhibit A of this Ordinance.

PASSED and adopted by the City Council of the City of Aurora on this ____th day of February, 2016 by the following votes:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Approved by the Mayor on this _____ day of February, 2016.

SIGNED: _____
Bill Graupp, Mayor Date

ATTEST: _____
Kelly Richardson, City Recorder Date

Chapter 16.04

DEFINITIONS

"Abut/abutting" and "adjacent/adjoining or contiguous lots" means two or more lots
....

Sections:

- 16.04.010** Meaning of words generally.
- 16.04.020** Meaning of common words.
- 16.04.030** Meaning of specific words and terms.

(Some pages excluded for brevity)

16.04.010 Meaning of words generally.

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

16.04.020 Meaning of common words.

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

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

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

D. The word "shall" is mandatory and the word "may" is permissive.

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

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

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

H. The term "this ordinance" shall be deemed to include the text, the accompanying zoning map and all amendments made hereafter to either.

16.04.030 Meaning of specific words and terms.

(Also see Chapters 16.18, 16.36, 16.44 and 16.50).

As used in this title:

"Lot Line, Side". "Side lot line"—means any lot boundary not a front or rear property line.

"Lot of record" means a legally created lot meeting all applicable regulations in effect at the time of creation.

"Lot, through or double-frontage lot" means an interior lot having frontage on two parallel streets (see Illustration 4, Appendix A set out at the end of this title).

"Lot width" means the average horizontal distance between the side lot lines.

"Major impact utility" means services and utilities which have a substantial visual impact on an area. Typical uses are electrical and gas distribution substations, radio microwave, telecommunications towers, telephone transmitters and cable television receivers and transmitters.

"Manufactured home" means a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards regulations in effect at the time of construction.

"Manufactured home park" means any place where four or more manufactured homes are located on a lot tract, or parcel of land under the same ownership, the primary purpose of which is to rent or lease space or keep space for rent or lease to any person for a charge or fee paid or to be paid for the rental or lease or use of facilities or to offer space free in connection with securing the trade or patronage of such person.

"Marijuana grow site" includes the manufacture, planting, cultivating, growing, trimming, or harvesting marijuana or drying marijuana leaves or flowers, registered with the State of Oregon.

"Marijuana processing site" includes the processing, compounding or converting of marijuana into products, concentrates or extracts, and registered with the State of Oregon.

"Medical marijuana dispensary and commercial marijuana retail stores" means a

facility that dispenses ~~medical~~ marijuana, ~~validly~~ registered with the State of Oregon and authorized according to the State of Oregon Health Authority (OHA) or Oregon Liquor Control Commission (OLCC), as applicable, to transfer usable marijuana and immature plants to and from ~~registry identified~~ cardholders, retail customers, and or persons licensed by the State to purchase, grow, or process marijuana, responsible for a medical marijuana grow site.

"Mining and/or quarrying" means premises from which any rock, sand, gravel, topsoil, clay, mud, peat or mineral is removed or excavated for sale, as an industrial or commercial operation, and exclusive of excavating and grading for street and roads and the process of grading a lot preparatory to the construction of a building for which a permit has been issued by a public agency.

"Minor impact utility" means services which have minimal off-site visual impact.

"Mobile storage unit" means a portable storage container that may be transported by truck and/or trailer that is used as an accessory structure. Mobile storage units may include railroad cars, tractor trailer units and/or shipping containers.

"Modular home" means a structure constructed in accordance with federal requirements for modular construction including compliance with Oregon Structural Specialty Codes.

"Net acres" means the total amount of land which can be used for development.

"Nonconforming lot" means a lot which was lawful in terms of size, area, dimensions or location, prior to the adoption, revision or amendment of the zoning ordinance, but which now fails to conform to the requirements of the zoning district.

"Nonconforming sign" means any sign lawfully existing on the effective date of an ordinance, or amendment thereto, which renders such sign nonconforming because it

does not conform to all the standards and regulations.

"Nonconforming structure" means a structure the size, dimensions or location of which were lawful prior to the adoption, revision or amendment to a zoning ordinance, but which fails to meet the present requirements of the zoning district.

"Nonconforming use" means an activity lawfully existing prior to the effective date of the ordinance codified in this title, or any amendment thereto, but which fails to meet the current standards and requirements of the zone. (Note: In the case of nonconformance, the key phrase is "...lawfully existing prior to the effective date of the ordinance codified in this title or any amendment..." which make the use or the lot, sign or structure nonconforming. These are frequently referred to as being "grandfathered in," meaning that they are allowed to remain under the conditions set by said ordinance (see Chapter 16.62).

"Non-remonstrance Agreement" means a written agreement executed by a property owner or a property owner's predecessor in title that waives the right of a property owner to file a remonstrance and thereby potentially delay the formation of a Local Improvement District (LID). Such agreements are typically entered into as a condition of development or improvement that impacts or connects to a substandard

"Occupancy permit" means a required permit allowing occupancy of a building after it has been determined that all requirements are met.

"On-the-record" means an appeal procedure in which the decision is based on the record established at the initial hearing. New information may be added only under certain limited circumstances.

"Open space" means an area of land or water essentially unimproved and set aside, dedicated or reserved for public or private use, or for the use of owners and occupants of land adjoining or neighboring such open space.

"Owner" means any person, agent, firm or corporation having a legal or equitable interest in the property.

Owner, Contract Purchaser Deemed. A person or persons purchasing property under contract, for the purposes of this title shall be deemed to be the owner or owners of the property covered by the contract. The planning commission or the council may require satisfactory evidence of such contract of purchase.

"Parcel" means a unit of land that is created by partitioning land.

"Park and recreation facility" means any land set apart and devoted to the purposes of pleasure, recreation, ornament, light and air for the general public.

"Parking space" means an area within a private or public parking area, building or structure meeting the specific dimensional requirements and designated as parking for one vehicle.

"Partitioning land" means division of an area or tract of land into two or three parcels within a calendar year when such area or tract of land exists as a unit or contiguous units of land under single ownership at the beginning of such year. Partitioning does not include divisions of land resulting from lien foreclosures nor the adjustment of a property line by the relocation of a common boundary when no new parcel is thereby created.

"Permit" means an official document or certificate, issued by the city or its designated official, authorizing performance of a specified activity.

"Permitted use" means a use which is allowed outright, but is subject to all applicable provisions of this title.

"Person" means an individual, corporation, governmental agency, official advisory committee of the city, business trust, estate, trust, partnership, association, two or more people having a joint or common interest or any other legal entity.

"Planning director" means the person designated by the city council as responsible for planning activities for the city.

"Plat" includes a final subdivision plat, replat, or partition plat.

"Partition Plat, final" includes a final map and other writing containing all descriptions,

locations, specifications, provisions and information concerning a partition.

“Patio” means an unenclosed, uncovered recreation area adjoining a building and adapted especially for outdoor dining and living.

“Porch” means a covered, enclosed or unenclosed, entrance to a vestibule or doorway.

"Potential future flooding" means condition that exists when a property elevation is at or below the established one hundred (100) year flood plain.

"Preservation" means the identification, study, protection, restoration, rehabilitation or enhancement of cultural resources.

"Principal building" means the principal structure on a lot built for the support, shelter, protection or enclosure of any persons, animals or property of any kind, excluding an accessory building. The principal building shall conform to the stated uses within the zoning district and all other restrictions of this title.

"Professional office" means the office of a member of a recognized profession maintained for the conduct of that profession.

"Property line" means the division line between two units of land.

"Property line adjustment" means the relocation of a common property line between two abutting properties which does not result in the creation of an additional lot, or the creation of a substandard lot.

"Public support facilities" include services, buildings, and structures necessary to support uses allowed outright in the underlying zone and operated by a governmental agency or public utility. Such facilities may include, but not be limited to, fire stations, libraries, electrical substations, water and sewer distribution facilities and storage, power lines and poles, phone booths, fire hydrants, as well as bus stops, benches and mailboxes which are necessary to support principal development. Such facilities shall not include commercial plants.

"Quasi-judicial amendment" means a change to the text of this title, the

comprehensive plan text, the city plan map or the city zoning map that is specific in nature or involves only a small number of properties or owners. If there are questions as to whether a specific request for a land use review is quasi-judicial or legislative, the decision will be made by the city attorney. The decision will be based on current law and legal precedent.

“Replat” means the act of replatting the lots, parcels, and easements in a recorded subdivision or partition plat to achieve a reconfiguration of the existing subdivision partition plat or to increase or decrease the number of lots in the subdivision.

"Receipt" means an acknowledgment of submittal.

"Recreational vehicle" means a vacation trailer or other unit with or without motor power which is designed for human occupancy and to be used temporarily for recreational purposes and is identified as a recreational vehicle by the manufacturer.

"Recreational vehicle park" means any property developed for the purpose of parking or storing recreational vehicles on a temporary or transient bases, wherein two or more of such units are placed within five hundred (500) feet of each other on any lot, tract or parcel of land under one ownership.

“Remonstrance Agreement” means a formal written objection to formation of a Local Improvement District (LID) filed by an owner of property within the proposed LID pursuant to ORS 223.117 that can, in conjunction with other formal written objections from two-thirds or more of the affected property owners, delay formation of an LID.

"Remodel" means an internal or external modification to an existing building or structure which does not increase the site coverage.

"Residence" means a structure designed for occupancy as living quarters for one or more persons.

"Residential care facility" means any facility licensed or registered by or under the authority of the Department of Human Resources as defined in ORS 443.400 to 443.460 or licensed by the Children’s

Services Division which provides residential care for six to fifteen (15) individuals who need not be related, excluding required staff persons.

"Residential care home" means any home licensed by or under the authority of the Department of Human Resources as defined in ORS 443.400, a residential home registered under ORS 443.480 to 443.500 or an adult foster home licensed under ORS 443.505 to 443.825 which provides residential care for five or fewer individuals who need not be related, excluding required staff persons.

"Reserve strip" means a strip of property usually one foot in width overlaying a dedicated street which is reserved to the city for control of access until such time as additional right-of-way is accepted by the city for continuation or widening of the street.

"Residential use" means a structure used for human habitation by one or more persons.

"Right-of-way" means a strip of land occupied or intended to be occupied by a street, crosswalk, pedestrian and bike paths, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or other special use. The usage of the term "right-of-way for land division purposes" means that every right-of-way hereafter established and shown on a plat or map is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

"Roadway" means the portion of the street right-of-way developed for vehicular traffic.

"School" means any public, elementary, junior high, high school, college, or comparable private school.

"Screening" means a method of visually shielding or obscuring one abutting or nearby structure or use from another by fencing, walls, berms or densely planted vegetation.

"Setback" means the minimum allowable distance between the property line and any structural projection. If there is an access

easement or private street on the lot or parcel, "setback" shall mean the minimum allowable distance between the access easement or property street and any structural projection. Structural projections include fireplaces, covered porches, balconies, canopies and similar features. Cornices, eaves, belt courses, sills or similar architectural features may extend or project into a required setback not more than twenty-four (24) inches.

"SHPO" means the State Historic Preservation Officer.

"Sign" means any lettered or pictorial device designed to inform or attract attention, and which shall comply with Chapter 16.44.

"SSC" means Structural Specialty Code.

"Steep slope" means a slope with a gradient of twenty-five (25) percent or greater (see "Grade").

(Some pages excluded for brevity)

Chapter 16.14

C COMMERCIAL ZONE

Sections:

- 16.14.010 Purpose.
- 16.14.020 Permitted uses.
- 16.14.030 Conditional uses.
- 16.14.040 Development standards.
- 16.14.050 Open inventory display.

16.14.010 Purpose.

The commercial zone (C) is intended to provide areas for retail and service commercial uses. (Ord. 415 § 7.60.010, 2002)

16.14.020 Permitted uses.

In the commercial zone, except as specifically stated in Section 16.14.050 activities shall be conducted within an enclosed building or structure and are subject to site development review, Chapter 16.58. Only the following uses and their accessory uses are permitted outright:

1. Auction house, auditorium, exhibit hall, community building, club, lodge hall, fraternal organization or church;
2. Bed and breakfast inn, hotel or motel;
3. Bicycle sales or repair;
4. Cultural exhibits and library services;
5. Day care facility licensed by state;
6. Dwelling units located on the second floor of the commercial structure;
7. Eating and drinking establishments;
8. Financial, insurance and real estate offices;
9. General retail and convenience sales, except adult bookstores;
10. Indoor and outdoor recreation and entertainment facilities, except adult entertainment or adult motion picture theaters;
11. Laundry or dry cleaning establishments;
12. Medical or dental services including labs;
13. Mini storage, with or without a caretaker dwelling;
14. Minor impact utilities;
15. Motor vehicle, farm implement, boat or trailer rental, sales or services including body repairs when repairs are conducted wholly within an enclosed structure;
16. Mortuary, funeral home, crematorium or taxidermy;
17. Nurseries, greenhouses, and landscaping supplies not requiring outside storage for items other than plant materials including wholesale or retail, excluding uses related to medical or recreational marijuana;
18. Parking structure or lot or storage garage;
19. Printing or publishing plant;
20. Professional and administrative offices;
21. Public safety and support facilities;

22. Public transportation passenger terminal or taxi stand;
23. Repair services for household and personal items, excluding motorized vehicles;
24. Sales, grooming and veterinary offices or animal hospitals without outside pens or noise beyond property line;
25. Schools;
26. Service station, retail vehicle fuel sales or car wash when not located adjacent to a residential zone.
27. Single-family residence, provided it is an accessory use and cannot be sold separately;
28. Studios, including art, photography, dance, and music. (Ord. 415 § 7.60.020, 2002)

16.14.030 Conditional uses.

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

A. Adult bookstore, adult entertainment or adult motion picture theaters, provided no sales area or activity is ever visible from the building exterior, all building setbacks shall be a minimum of thirty-five (35) feet from any property line and shall be screened and buffered in accordance with Section 16.38.040. In addition, location shall be at least one thousand five hundred (1,500) feet, measured in a straight line, from any of the following:

1. Residential district,
2. Public or private nursery, preschool, elementary, junior, middle or high school,
3. Day care facility, nursery school, convalescent home, home for the aged, resident care facility or hospital,
4. Public library,
5. Community recreation,
6. Church,
7. Historic district or historic structure;

B. Home occupations (Type II) subject to Chapter 16.46;

C. Major impact utilities, including telecommunications facilities subject to Chapter 16.50, provided that a ten (10) foot perimeter setback containing both externally visible landscaping meeting buffering standards and solid screening surrounds the property;

D. Retail or wholesale business with not more than fifty (50) percent of the floor area used for the manufacturing, processing or compounding of products in a manner which is clearly associated with the retail business conducted on the premises, excluding products related to medical or recreational marijuana; (Ord. 478, 2015)

E. On lots that do not abut a residential zone, retail or wholesale business with not more than seventy-five (75) percent of the floor area used for the manufacturing, processing or compounding of products in a manner which is clearly associated with the retail business conducted on the premises; (Ord. 478, 2015)

F. Wholesaling, storage and distribution. (Ord. 415 § 7.60.030, 2002)

G. Medical marijuana dispensaries (MMD) and commercial marijuana retail stores, subject to the following standards:

1. Buffers which shall only be measured at the initial land use application and not subsequent annual renewals:

- a. Elementary, middle or high school, public or private: 1000 feet

- b. Day care: 1000 feet
 - c. Other marijuana businesses: 1000 feet
 - d. May not be adjacent to a residential zone, a public park, or a church.
2. The use must be located within a permanent, enclosed structure.
 3. The use may not be allowed as a home occupation.
 4. Applicant and all employees must pass a criminal background check.
 5. The term of a conditional use approval may not exceed one year.
 6. Waste materials containing any amount of marijuana or by products must be locked in a secure container on-site.
 7. Hours of operation are limited to 10 am to 5 pm.
 8. Drive through windows are prohibited.

16.14.040 Development standards.

A. There is no minimum size for lots or parcels served by municipal sewer. Minimum lot sizes for lots or parcels without municipal sewer shall be as determined by the county sanitarian.

B. There is no minimum lot width or depth.

C. Unless otherwise specified, the minimum setback requirements are as follows:

1. There is no minimum front yard setback except as required for buffering of off street parking in accordance with Section 16.38.050;

2. On corner lots and the rear of through lots the minimum setback for the side facing the street shall be ten (10) feet;

3. No side or rear yard setback shall be required except twenty (20) feet screened and buffered in accordance with Chapter 16.38 shall be required where abutting a residential zoning district;

D. No building shall exceed forty-five (45) feet in height. Within one hundred (100) feet of a residential zone, no building shall exceed thirty-five (35) feet in height. All buildings greater than thirty-five (35) feet in height are subject to Chapter 16.24.

E. Parking shall be in accordance with Chapter 16.42.

F. Landscaping shall be in accordance with Chapter 16.38.

G. Doors and windows may not be covered with security grates.

H. All properties located outside the designated historic commercial overlay and the historic residential overlay and adjacent to Highway 99 or Ehlen Road shall be collectively referenced as "gateway properties." The standards of Chapter 16.56 shall apply to all aspects of the site including, but not limited to, structural facade, yard and landscaping that are immediately adjacent to and visible from Highway 99 or Ehlen Road.

I. Additional requirements shall include any applicable section of this title. (Ord. 415 § 7.60.040, 2002)

J. All building additions and accessory structures shall be consistent in appearance with adjacent structures with regard to color, setbacks, architectural style, and overall proportions.

K. Mobile storage units shall not be used for storage or other uses unless they are modified with doors, siding and rooflines consistent in appearance with adjacent structures.

16.14.050 Open inventory display.

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

1. Off-street parking or loading;

2. Drive-through windows;

3. Display, for resale purposes, of large on road vehicles which could not be reasonably displayed wholly within a building; specifically automobiles, boats, logging equipment, farm machinery, heavy machinery and trucks. Such displays shall be limited to a maximum of five vehicles which shall be movable at all times and cannot be deemed as discarded or dismantled. All vehicles displayed for sale must be located on a paved surface;

4. Displays for resale purposes of small merchandise which shall be removed to the interior of the business after business hours;

5. Display, for resale purposes, of live trees, shrubs and other plants.

6. Outdoor seating in relation to permitted eating or drinking establishment subject to 16.34.060.D.

B. All open inventory displays shall be maintained, kept clean, and be situated in conformance with all applicable city ordinances. (Ord. 464, 2011; Ord. 415 § 7.60.050, 2002)

Chapter 16.36

MANUFACTURED HOME REGULATIONS

Sections:

- 16.36.010 Purpose.**
- 16.36.020 Definitions.**
- 16.36.030 Manufactured homes outside manufactured home parks.**
- 16.36.040 Manufactured home park standards.**
- 16.36.050 Occupying recreational vehicles.**

16.36.010 Purpose.

The purpose of this chapter is to establish criteria for the placement of manufactured homes in manufactured home parks or on individual building lots within the city, to provide standards for development of recreational vehicle parks and allow the temporary use of a manufactured home under certain circumstances.

(Ord. 415 § 7.94.010, 2002)

16.36.020 Definitions.

As used in this chapter:

"Anchoring system" means an approved system of straps, tables, turnbuckles, chains, ties, or other approved materials used to secure a manufactured home.

"Approved" means acceptable to the city and meeting all current federal, state, or local building and installation codes.

"Driveway" means a private road giving access from access way to a manufactured home space.

"Foundation siding/skirting" means a type of wainscoting constructed of fire and weather resistant material, such as aluminum, treated pressed wood or other approved materials, enclosing the entire under carriage of the manufactured home in a fashion consistent with adjoining areas.

"Manufactured Housing Construction and Safety Standards Code" means Code VI of the Housing and Community Development Act (42 U.S.C. 5401 et sequential), as amended (previously known as the Federal Mobile Home Construction and Safety Act), rules and regulations adopted thereunder (including information supplied by the home manufacturer, which has been stamped and approved by a Design Approval Primary Inspection Agency, an agent of the U.S. Department of Housing and Urban Development pursuant to HUD Rules) and regulations and interpretations of such Code by the Oregon Department of Commerce; all of which became effective for manufactured home construction on June 15, 1976.

"Manufactured home space" means a plot of ground within a manufactured home park designed for the accommodation of one manufactured home.

"Occupied space" means the total area of earth horizontally covered by the structure, excluding accessory structures, such as, but not limited to, garages, patios and porches.

"Permanent perimeter enclosure" means a permanent perimeter structural system completely enclosing the space between the floor joists of the home and the ground.

"Permanent foundation" means a structure system approved by the city and following the standards set by the Oregon Department of Commerce, for transposing loads from a structure to the earth. Standards subject to additional conditions set in each manufactured home classification.

"Section" means a unit of a manufactured home at least ten (10) body feet in width and thirty (30) body feet in length.

"Support system" means a pad or a combination of footings piers, caps, plates and shims, which, when properly installed, support the manufactured home.

"Vehicular way" means an unobstructed way of specified width containing a drive or roadway

EXHIBIT A

which provides vehicular access within a manufactured home park and connects to a public street.

(Ord. 415 § 7.94.020, 2002)

16.36.030 Manufactured homes outside manufactured home parks.

A. It is unlawful to be occupy, live in, use as an accessory structure, or store any manufactured home within the city, unless it is complies with subsection B of this section.

B. The siting of manufactured homes outside of manufactured home parks shall comply with the following regulations:

1. Dimensions. The manufactured home shall be assembled from not less than two major structural sections, and shall contain a liveable floor area of not less than one thousand (1,000) square feet.

2. Hauling Mechanisms. Hauling mechanisms including wheels, axles, hitch and lights assembly shall be removed in conjunction with installation.

3. Foundation. The manufactured home shall be permanently affixed to an excavated and backfilled foundation and enclosed at the perimeter with cement, concrete block or other materials as approved by the building inspector, such that the manufactured home is not more than twelve (12) inches above grade; if the lot is a sloping lot, then the uphill side of the foundation shall be not more than twelve (12) inches above grade.

4. Roof. The manufactured home shall have a minimum nominal roof pitch of at least three feet in height for each twelve (12) feet in width, as measured from the ridge line. The roof shall be covered with shingles, shakes, or tile similar to that found on immediately surrounding single-family dwellings. Eaves from the roof shall extend at least six inches from the intersection of the roof and the exterior walls. The determination of roof covering

comparability shall be made by the building inspector.

5. Exterior Finish. The manufactured home shall have exterior siding which in color, material and appearance is comparable to the predominant exterior siding materials found on surrounding dwellings. The determination of comparability shall be made by the building inspector.

6. Weatherization. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards required of single-family dwelling construction under the Oregon Building Code, as defined in ORS 455.010.

7. Off-Street Parking. A garage or carport constructed of like materials consistent with the predominate construction of immediately surrounding dwellings and sided, roofed and finished to match the exterior of the manufactured home is required.

8. Architectural Design. The manufactured home shall utilize at least two of the following design features to provide visual relief along the street frontage of the home:

- a. Dormers;
- b. Recessed entries;
- c. Cupolas;
- d. Bay or bow windows;
- e. Gables;
- f. Covered porch entries;
- g. Pillars or posts;
- h. Eaves (minimum six inch projection); or
- i. Off-sets on building face or roof (minimum sixteen (16) inches).

C. Historic Districts. Manufactured homes shall be prohibited within, or adjacent to, or across a public right-of-way from a historic site, landmark or structure.

(Ord. 419 § 16, 2002: Ord. 415 § 7.94.030, 2002)

16.36.040 Manufactured home park standards.

A. Design of the proposed enlargement, alteration or creation of a home park manufactured home park shall be submitted to the Planning Commission for review. The review shall be conducted in accordance with Chapter 16.58.

B. The design for the manufactured home park shall conform to all applicable state standards established by the state of Oregon, Department of Commercial Mobile Home park standards.

C. The minimum acreage for a manufactured home park shall be one acre with a minimum frontage of one hundred (100) feet and minimum depth of one hundred fifty (150) feet.

D. The maximum density for a manufactured home park shall be 10.89 units per acre.

E. The front and rear yard setback shall be twenty (20) feet and side yard setback shall be ten (10) feet, except on a corner lot the street side yards shall be twenty (20) feet.

F. The minimum area for a manufactured home space within a park shall be two thousand five hundred (2,500) square feet at a density of no more than eight manufactured homes per acre. No space shall be less than thirty (30) feet in width or less than forty (40) feet in length.

G. For each manufactured home space, one hundred (100) square feet shall be provided for a recreational play area, group or community activities. No recreational area shall be less than two thousand five hundred (2,500) square feet.

H. Primary access to the park shall be from a public street. Where necessary, additional street right-of-way shall be dedicated to the city to maintain adequate traffic circulation. Primary access shall have a width of not less than thirty (30) feet and shall be paved.

I. Vehicular ways shall be paved with an asphaltic material or concrete, a minimum of thirty (30) feet in width with on-street parking and a minimum of twenty (20) feet in width with no on-street parking, and shall be minimally constructed with four inches of one and one-half

minus base rock, two inches of three-fourths-inch minus topped with two inches of asphalt concrete. Vehicular ways shall be named and marked with signs which are similar in appearance to those used to identify public streets, and a map of the vehicular ways shall be provided to the fire district, the police department and the public works department.

J. Walkways shall connect each manufactured home to its driveway. All walks must be concrete, well-drained, and not less than thirty-six (36) inches in width.

K. Lighting for the manufactured home park shall average .25 horizontal candlepower of light the full length of all roadways and walks within the park.

L. Driveways shall be asphalt or concrete, not less than four inches deep or two inches of asphalt on four inches of three-fourths-inch minus gravel. Driveways shall begin at a vehicular way and extend into the individual space in a manner to provide parking for at least two vehicles. When the vehicular way is paved to a width of thirty (30) feet, one parking space on the vehicular way may be substituted for one of the required parking spaces. Driveways shall not be directly connected to a city street.

M. Parking spaces shall be a rectangle not less than nine feet wide and eighteen (18) feet long.

N. The boundaries of each manufactured home space shall be clearly marked by a fence, landscaping or by permanent markers and all spaces shall be permanently numbered.

O. The manufactured home shall be parked on a concrete slab on appropriate footings, supports and/or stands. Tie-downs, foundations or other supports shall be in accordance with state and federal laws.

P. Each manufactured home site shall have a patio of concrete, or flagstone or similar substance not less than three hundred (300) square feet adjacent to the manufactured home parking site.

Q. Landscaping and screening shall be provided in each manufactured home park and shall satisfy the following requirements:

1. All areas in a park not occupied by paved roadways or walkways, patios, pads and other park facilities shall be landscaped.

2. Screen planting, masonry walls, or fencing shall be provided to screen objectionable views. Views to be screened include laundry drying yards, garbage and trash collection stations, and other similar uses.

3. Landscaping plans are to be done by a landscape architect or established landscaper.

4. The side and rear perimeter setbacks shall be fenced with an approved sight-obscuring fence or wall not less than five feet nor more than six feet in height and shall be landscaped in accordance with the buffering requirements of Chapter 16.38.

R. Each site shall be serviced by municipal facilities such as water supply, sewers, concrete sidewalks and improved streets.

S. Prior to occupancy of the manufactured home, each site shall have a storage area space in a building having a gross floor area of at least forty-eight (48) square feet for storing the outdoor equipment and accessories necessary to residential living.

1. There shall be no outdoor storage of furniture, tools, equipment, building materials, or supplies belonging to the occupants or management of the park.

2. Except for automobiles and motorized recreational vehicles, no storage shall be permitted except within an enclosed storage area.

3. A recreational vehicle or trailer shall not be occupied overnight in a manufactured home park unless it is parked in a manufactured home space or in an area specifically designated for such use. No more than one recreational vehicle or trailer will be occupied at one time in a manufactured home space. Recreational vehicles, trailers and boats and other oversized

vehicles greater than six feet in width may not be parked in the vehicular access way.

T. No structure shall exceed twenty-five (25) feet in height.
(Ord. 415 § 7.94.040, 2002)

16.36.050 Occupying recreational vehicles.

It is unlawful for any recreational vehicle, to be occupied, lived in or otherwise used as a residence within the city, unless such use is specifically approved by the city under Chapter 16.52, except a private, residentially zoned property is permitted to use a recreational vehicle to house ~~non-paying~~ guests no more than a total of ten (10) days in a calendar year.

A. Recreational vehicles shall be mobile and fully operable, on inflated wheels, and licensed with the Department of Motor Vehicles at all times.

B. No more than one recreational vehicle per lot shall be permitted to be stored outdoors, except for recreational vehicles brought to a lot by guests and for no more than a total of ten (10) days in a calendar year.

C. Porches and awnings and related structural projections may not be constructed adjacent or attached to a recreational vehicle.

(Ord. 415 § 7.94.050, 2002)

Chapter 16.42

**OFF-STREET PARKING AND
LOADING REQUIREMENTS**

Sections:

- 16.42.010 Compliance.**
- 16.42.020 Off-street loading.**
- 16.42.030 Off-street parking.**
- 16.42.040 General provisions.**
- 16.42.050 Development and maintenance standards.**
- 16.42.060 Provisions for reduction in spatial requirements for off-street parking due to landscaping.**
- 16.42.070 Plan required.**
- 16.42.080 Interpretation--Similar uses.**
- 16.42.090 Recreational vehicles.**
- 16.42.100 Disabled person parking.**
- 16.42.110 Compact vehicle parking.**
- 16.42.120 Bicycle parking.**
- 16.42.130 Off-street parking dimensional standards.**
- 16.42.140 Special exceptions.**

16.42.010 Compliance.

A. The provision and maintenance of off-street parking and loading spaces is a continuing obligation of the property owner. Hereafter, every use commenced and every

building erected or altered shall have permanently maintained parking spaces in accordance with the provisions of this title.

B. No building, development, or other permit involving new construction, additional gross floor area or change of use shall be issued until plans and evidence are presented to show how the off-street parking and loading requirements are to be fulfilled and that property is and will remain available for the exclusive use of off-street parking and loading spaces. The subsequent use of the property for which the permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this title.

(Ord. 415 § 7.100.010, 2002)

16.42.020 Off-street loading.

A. Every use for which a building is erected or structurally altered to the extent of increasing the floor area to equal a minimum floor area required to provide loading space and which will require the receipt or distribution of materials or merchandise by truck or similar vehicle, shall provide off-street loading space on the basis of minimum requirements as follows:

Use	Gross Sq. Ft.	Minimum Loading Spaces
Commercial	5,000-- 25,000	1
Industrial	25,001--60,000	2
Public utilities	60,001--100,000	3
Restaurants	Over 100,000	3+ 1 space per 60,000 sq. ft.
Hotel, motels	5,000--30,000	1
Institutions	30,001--70,000	2
Office buildings	70,001--130,000	3
Hospitals, schools	Over 130,000	3+1 space per 100,000 sq. ft
Manufacturing	5,000--40,000	1
Wholesale	40,001--100,000	2

Use	Gross Sq. Ft.	Minimum Loading Spaces
storage	100,001--160,000	3
	Over 160,000	3+ 1 per 80,000 sq. ft.

B. A loading berth shall contain space twelve (12) feet wide, thirty-five (35) feet long and have a height clearance of fourteen (14) feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.

C. If loading space has been provided in connection with an existing use such space shall not be eliminated if elimination would result in nonconformance with the above standards.

D. Off-street parking areas used to fulfill the requirements of this title shall not be used for loading and unloading operations except during periods of the day when not required to take care of parking needs. sales, public gatherings and similar activities not otherwise prohibited.

E. Loading berths shall not be required in areas subject to Chapter 16.28. (Ord. 415 § 7.100.020, 2002)

16.42.030 Off-street parking.

Off-street parking spaces shall be provided and maintained as set forth in this section for all uses in all zones. The following required spaces shall be available for parking, and not used for storage, sale, repair or servicing of vehicles, except property resident. Nothing in this title shall be interpreted to prevent the occasional use of parking areas for community events, special

Use	Standard
A. Residential Uses/Day Care/Institutional/Hospital.	
1. Single- and two-family	2 spaces per dwelling unit
2. Multifamily dwelling	1 space per studio or one bedroom dwelling unit, 2 spaces per dwelling unit with two or more bedrooms plus one space per three dwelling units for guests.
3. Manufactured home park	Two spaces per unit, plus one space for every three units for guests
4. Bed and breakfast	2 spaces plus 1 space for each guest bedroom
5. Residential care home or facility	1 space per 3 residential care beds plus 1 space per employee
6. Correctional facility	1 space per 3 inmate beds
7. Hospital	1 space per 3 beds and 1 space per employees

B. Places of Public Assembly.

The following uses shall be treated as combinations of separate use areas such as office, auditorium, restaurant, etc. The required spaces for each separate use shall be provided.

1. Auditorium, church or meeting room 1 space per 4 seats or 8 feet of bench length. If no fixed seats or benches, 1 space per 60 square feet
2. Library, reading room 1 space per 400 square feet plus 1 space per 2 employees
3. Senior high 1 space per employee plus 5 spaces per every classroom
4. Elementary school square or junior high 1 space per employee plus 1 space per every 100 feet of floor area in assembly area
5. Pre-school, nursery or kindergarten 5 spaces plus 1 space per classroom

C. Commercial Uses.

1. Hotel/motel 1 space per room plus 1 space per every 2 employees
2. Retail, bank, office, medical, dental 1 space per 400 square feet but not less than 3 spaces per establishment
3. Service or repair of bulky merchandise 1 space per 750 square feet
4. Bowling 4 spaces per lane, plus 1 space per every 2 employees
5. Beauty/barber shop 1.5 spaces per chair
6. Theater, stadium 1 space per 4 seats or 8' bench length
7. Ministorage 1 space per 200 square feet of office space, plus 2 spaces for caretaker residence
8. Eating or drinking establishments with seating 1 space per 120 square feet
9. Eating establishment with no seating 1 space per 400 square feet
10. Mortuaries 1 space per 4 seats or 8 feet of bench length in chapel.
11. Health and fitness club 1 space per 300 square feet

D. Industrial Uses.

1. Manufacturing, research freight, transportation terminal, warehouse, public utility 1 space per employee on two largest shifts
2. Wholesale uses 1 space per employee, plus one space per 800 square feet of patron serving area

E. All uses providing drive-in services shall provide on the same site a reservoir for inbound vehicles as follows:

Use

- Drive-in banks
- Drive-in restaurants
- Drive-in theaters
- Gasoline service stations
- Mechanical car washes
- Parking facilities:
 - Free flow entry
 - Ticket dispense
 - Manual ticket
 - Attendant parking

Reservoir Requirements

- 5 spaces/service terminal
- 10 spaces/service window
- 10% of the theater capacity
- 3 spaces/pump
- 3 spaces/washing unit
- 1 space/employee entry driveway
- 2 spaces/employee entry driveway
- 8 spaces/employee entry driveway
- 10% of portion of parking capacity served by the driveway

(Ord. 415 § 7.100.030, 2002)

16.42.040 General provisions.

A. In the event several uses occupy a single structure or parcel of land, the total requirements of the several uses should be computed separately.

B. Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Other required off-street parking spaces shall be located on the same parcel or on another parcel not farther than three hundred (300) feet from the building or use they are intended to serve, measured in a straight line from the building, except as permitted by Chapter 16.28.

C. Required parking space shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees and shall not be used for the storage of vehicles or materials or for the parking of trucks used in the conducting of the business or use. The subsequent use of property for which the appropriate permits are issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading spaces required.

D. Unless otherwise provided, required parking and loading spaces for multi-family

dwellings, commercial and industrial use shall not be located in a required front yard, but such space may be located within a required side or rear yard, not abutting a street.

F. Where employees are specified, the employees counted are the persons who work on the premises, including proprietors, executives, professional people, production, sales, and distribution employees during the largest shift at peak season.

(Ord. 415 § 7.100.040, 2002)

16.42.050 Development and maintenance standards.

Every parcel of land hereafter used as a public or private parking area, including commercial parking lots, shall be developed as follows:

A. 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.

B. Any lighting used to illuminate the off-street parking areas shall be so arranged

that it will not project light rays directly upon any adjoining residential property.

C. Except for single-family and duplex dwellings, groups of more than two parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street or right-of-way other than an alley.

D. Areas used for access and standing and maneuvering of vehicles to the dimensional standards of this title, and to the requirements of the public works standards.

E. Except for parking to serve residential uses, parking and loading areas adjacent to residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents.

F. Access aisles shall be of sufficient width for all vehicular turning and maneuvering.

G. Service drives to off-street parking areas shall be designed and constructed according to public works standards. The number of service drives shall be limited to the minimum that will accommodate and serve the traffic anticipated.

H. Service drives shall be clearly and permanently marked and defined through the use of rails, fences, walls or other barriers or markers. Service drives to drive-in establishments shall be designed to avoid backing movements or other maneuvering within a street other than an alley.

(Ord. 415 § 7.100.050, 2002)

16.42.060 Provisions for reduction in spatial requirements for off-street parking due to landscaping.

Where landscaping is to be provided in parking areas, to reduce the starkness generally associated with such parking areas, the Planning Commission may consider and approve the following

I. Service drives shall have a minimum vision clearance area formed by the intersections of the driveway center line, the street right-of-way line and a straight line joining the lines through points fifteen (15) feet from their intersection.

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.

K. 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.

L. All areas for the parking and maneuvering of vehicles shall be marked in accordance with the approved plan required and such marking shall be continuously maintained.

M. All parking lots shall be kept clean and in good repair at all times. Breaks in surfaces and areas where water puddles shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired.

N. The provision for and maintenance of off-street parking and loading facilities shall be a continuing obligation of the property owner.

reduction: if general landscaping (including ground cover, raised beds, or low shrubbery, all of evergreen nature) are utilized around parking area borders, or where landscaping is required as screening around borders, or as traffic control structures within parking areas, or as general landscaping within parking areas, then the parking area gross

spatial requirement may be reduced proportionately, up to a total of five percent. (Ord. 415 § 7.100.060, 2002)

16.42.070 Plan required.

A plot plan showing the dimensions, legal description, access and circulation layout for vehicles and pedestrians, space markings, the grades, drainage, setbacks, landscaping and abutting land uses in respect to the off-street parking area and such other information as shall be required, shall be submitted to the Planning Director with each application for approval of a building or other required permit, or for a change of use. (Ord. 415 § 7.100.070, 2002)

16.42.080 Interpretation--Similar uses.

Off-street parking or loading requirements for structures or uses not specifically listed shall be determined by the Planning Commission. The Planning Commission shall base such requirements on the standards for parking or loading of similar uses. (Ord. 415 § 7.100.080, 2002)

16.42.090 Recreational vehicles.

The parking restrictions shall not be interpreted to prevent the parking on-site of recreational vehicles at all single-family residences provided the applicable parking requirements are satisfied.

A.- Recreational vehicles shall be mobile and fully operable, on inflated wheels, and licensed with the Department of Motor Vehicles at all times.

B. No more than one recreational vehicle per lot shall be permitted to be stored outdoors, except for recreational vehicles brought to a lot by guests and for no more than a total of ten (10) days in a calendar year.

A.C. Porches and awnings and related structural projections may not be

constructed adjacent or attached to a recreational vehicle.

(Ord. 415 § 7.100.090, 2002)

16.42.100 Disabled person parking.

A. A sign shall be posted for each disabled person parking space required by subsection B of this section. The sign shall be clearly visible to a person parking in the space, shall be marked with the International Symbol of Access, shall indicate that the spaces are reserved for persons with disabled person parking permits and shall be designed as set forth in standards adopted by the Oregon Transportation Commission.

B. Parking spaces constructed under this section shall be in accordance with the Uniform Building Code. (Ord. 415 § 7.100.100, 2002)

16.42.110 Compact vehicle parking.

All parking spaces designated for compact vehicles shall be labeled by painting "compact only" on the parking space. Up to twenty-five (25) percent of the required parking spaces may be designated compact spaces.

(Ord. 415 § 7.100.110, 2002)

16.42.120 Bicycle parking.

At least one secured bicycle rack space shall be provided for each fifteen (15) parking spaces or portion thereof in any new commercial, industrial, or multifamily development. Bicycle parking areas shall not be located within parking aisles, landscape areas, or pedestrian ways.

(Ord. 415 § 7.100.120, 2002)

16.42.130 Off-street parking dimensional standards.

All off-street parking lots shall be designed subject to city standards for stalls and aisles as set forth in the following table.

- A. Parking Angle In Degrees
- B. Stall Width
- C. Stall Depth
- D. Aisle Width One Way
- E. Curb Length Per Car
- F. Bay Width (Includes stall length plus back up length)

A	B	C	D	E	F
	9'0"	9.0	12.0	22.0	21.0
0	9'6"	9.5	12.0	22.0	21.5
	10'0"	10.0	12.0	22.0	22.0
	9'0"	19.8	13.0	12.7	22.8
45	9'6"	20.1	13.0	13.4	33.1
	10'0"	20.5	13.0	14.1	33.5
	9'0"	20.3	18.0	10.4	38.0
60	9'6"	21.2	18.0	11.0	39.2
	10'0"	21.5	18.0	11.9	39.5
	9'0"	21.0	19.0	9.6	40.0
70	9'6"	21.2	18.5	10.1	39.5
	10'0"	21.2	18.0	10.6	39.2
	9'0"	20.0	24.0	9.0	44.0
90	9'6"	20.0	24.0	9.5	44.0
	10'0"	20.0	24.0	10.0	44.0
Parallel	8'0"		12.0	22.0	18.0

A. For one row of stalls use "C" + "D" as minimum bay width.

B. Public alley width may be included as part of dimension "D," but all parking stalls must be on private property, off the public right-of-way.

C. For estimating available parking area, use three hundred (300) to three hundred twenty-five (325) square feet per vehicle for stall, aisle and access areas.

D. For large parking lots exceeding twenty (20) stalls, alternate rows may be designed for compact cars provided that the compact stalls do not exceed thirty (30) percent of the total required stalls. When designated compact spaces are provided the stall width may be reduced to eight feet and the stall length reduced to seventeen (17) feet in length with appropriate aisle width.
(Ord. 415 § 7.100.130, 2002)

16.42.140 Special exceptions.

If conformance with this chapter would require a historic structure to be modified, or would involve destroying existing landscaping, the Planning Commission may approve modifications to the requirements of this chapter and no variance shall be required for such modification. (Ord. 415 § 7.100.140, 2002)

ORDINANCE 483

AN ORDINANCE AMENDING THE AURORA DEVELOPMENT CODE, TITLE 16 OF THE AURORA MUNICIPAL CODE, RELATED TO STORAGE OF RECREATIONAL VEHICLES

WHEREAS, the Aurora Municipal Code, more commonly known as “Title 16 of the Aurora Development Code”, includes regulations concerning the location of land uses within the various zones within the City of Aurora; and

WHEREAS, the Aurora City Council wishes to amend 16.04-Definitions; Chapter 16.36 - Manufactured Home Regulations; and Chapter 16.42- Off-Street Parking and Loading Requirements of Aurora Municipal Code to establish rules governing the storage of recreational vehicles; and

WHEREAS, the Aurora Planning Commission conducted a public hearing on November 3, 2015 at which time interested parties were given full opportunity to be present and heard and passed a motion recommending the City Council approve the proposed rules amending the Aurora Municipal Code under Legislative Amendment 2015-02 (File No. LA-15-01).

WHEREAS, the Aurora City Council conducted a public hearing on November 10, 2015 at which time interested parties were given full opportunity to be present and heard on the proposed rules amending the Aurora Municipal Code under Legislative Amendment 2015-02 (File No. LA-15-01).

NOW, THEREFORE, THE CITY OF AURORA DOES ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Aurora does hereby adopt the staff report dated November 10, 2015, including those certain findings of fact and conclusionary findings and supporting documentation attached hereto as Exhibit "A" and by this reference made a part hereof.

Section 2. The City Council of the City of Aurora does hereby amend Title 16- Aurora Development Code sections 16.04-Definitions; Chapter 16.36 Manufactured Home Regulations; and Chapter 16.42 Off-Street Parking and Loading Requirements as included under Exhibit A of this Ordinance.

PASSED and adopted by the City Council of the City of Aurora on this ___th day of February, 2016 by the following votes:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Approved by the Mayor on this _____ day of February, 2016.

SIGNED: _____
Bill Graupp, Mayor Date

ATTEST: _____
Kelly Richardson, CMC
City Recorder Date

finance

From: finance
Sent: Thursday, January 07, 2016 3:15 PM
To: 'Byron S'
Subject: RE: Re:

I mean, Thank you!

Mary

From: Byron S [<mailto:barney1930@gmail.com>]
Sent: Thursday, January 07, 2016 2:44 PM
To: finance
Subject: Re:

Hi Mary,
I will be happy to serve another 3 year term.
Thank you for your service to The City of Aurora.
Byron

On Wed, Jan 6, 2016 at 12:22 PM, finance <finance@ci.aurora.or.us> wrote:

Hello and happy new year!

I have started work on the 2016-2017 budget. Of course, the most important part of the budget is the committee ☺ I would like to confirm that David (1 year remaining) and Nick (2 years remaining) will be continuing on the committee. Byron, your membership is was complete last year but I would love if you wanted to re-up for another 3 year term. Also, as you may recall, we had one unfilled position last year and I foresee the possibility of a second position becoming vacant. There are 1 and 2 years left on those positions. If you know of anyone in town who may want to help out by becoming a budget committee member, please have them contact me.

Thank you all for your service to our community,

Mary C. Lambert

Finance Officer

City of Aurora

503-678-1283

Fax 503-678-2758

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CONFIDENTIALITY NOTICE

finance

From: recorder
Sent: Monday, February 01, 2016 10:48 AM
To: finance
Subject: FW: Aurora Budget Committee

Kelly A. Richardson, CMC

City Recorder

City of Aurora

21420 Main St. NE

Aurora, Oregon 97002

503-678-1283

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From: Richard Goddard [<mailto:Richard.Goddard@pgn.com>]

Sent: Monday, February 01, 2016 10:31 AM

To: recorder

Subject: Aurora Budget Committee

14924
Rooster Rock

City Recorder,

I am sending an email to express my interest in joining the Aurora Budget Committee. I recently moved to Aurora, and was previously involved in local government activities in Wilsonville, having served a term as a member of the City Council, Budget Committee, and past chair of the Planning Commission. I would welcome the opportunity to bring that experience to the work of the Aurora Budget Committee. Please let me know if there is anything else you need from me.

Regards,

Richard

Richard Goddard | Portland General Electric | Manager, Distribution Engineering and T&D Standards

Office: (503) 736-5440 (NEW) Cell:(503) 209-2797 |

Email: richard.goddard@pgn.com

3700 SE 17th Avenue, Portland, Oregon 97202

www.PortlandGeneral.com



finance

From: recorder
Sent: Monday, January 25, 2016 1:14 PM
To: finance
Subject: FW: Request to Join Budget committee

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

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-----Original Message-----

From: Joseph Schaefer
Sent: Monday, January 25, 2016 1:06 PM
To: recorder
Cc: mayor
Subject: Request to Join Budget committee

Kelly:

I would like to be on the Budget Committee this year. Can you please forward this request to Mary as well?

Thanks

Joseph Schaefer
Planning Commission Chairman
City of Aurora

Oregon's Statewide Planning Goals & Guidelines

GOAL 14: URBANIZATION

OAR 660-015-0000(14)

(Effective January 1, 2016)

To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Urban Growth Boundaries

Urban growth boundaries shall be established and maintained by cities, counties and regional governments to provide land for urban development needs and to identify and separate urban and urbanizable land from rural land. Establishment and change of urban growth boundaries shall be a cooperative process among cities, counties and, where applicable, regional governments.

An urban growth boundary and amendments to the boundary shall be adopted by all cities within the boundary and by the county or counties within which the boundary is located, consistent with intergovernmental agreements, except for the Metro regional urban growth boundary established pursuant to ORS chapter 268, which shall be adopted or amended by the Metropolitan Service District.

Land Need

Establishment and change of urban growth boundaries shall be based on the following:

- (1) Demonstrated need to accommodate long range urban population, consistent with a 20-year population forecast coordinated with affected local governments, or for cities applying the simplified process under ORS chapter 197A, a 14-year forecast; and
- (2) Demonstrated need for housing, employment opportunities, livability or uses such as public facilities, streets and roads, schools, parks or open space, or any combination of the need categories in this subsection (2). In determining need, local government may specify characteristics, such as parcel size, topography or proximity, necessary for land to be suitable for an identified need. Prior to expanding an urban growth boundary, local governments shall demonstrate that needs cannot reasonably be accommodated on land already inside the urban growth boundary.

Boundary Location

The location of the urban growth boundary and changes to the boundary shall be determined by evaluating alternative boundary locations consistent with ORS 197A.320 or, for the Metropolitan Service District, ORS 197.298, and with consideration of the following factors:

- (1) Efficient accommodation of identified land needs;
- (2) Orderly and economic provision of public facilities and services;
- (3) Comparative environmental, energy, economic and social consequences; and
- (4) Compatibility of the proposed urban uses with nearby agricultural and forest activities occurring on farm and forest land outside the UGB.

Urbanizable Land

Land within urban growth boundaries shall be considered available for urban development consistent with plans for the provision of urban facilities and services. Comprehensive plans and implementing measures shall manage the use and division of urbanizable land to maintain its potential for planned urban development until appropriate public facilities and services are available or planned.

Unincorporated Communities

In unincorporated communities outside urban growth boundaries counties may approve uses, public facilities and services more intensive than allowed on rural lands by Goal 11 and 14, either by exception to those goals, or as provided by commission rules which ensure such uses do not adversely affect agricultural and forest operations and interfere with the efficient functioning of urban growth boundaries.

Single-Family Dwellings in Exception Areas

Notwithstanding the other provisions of this goal, the commission may by rule provide that this goal does not prohibit the development and use of one single-family dwelling on a lot or parcel that:

- (a) Was lawfully created;
- (b) Lies outside any acknowledged urban growth boundary or unincorporated community boundary;
- (c) Is within an area for which an exception to Statewide Planning Goal 3 or 4 has been acknowledged; and
- (d) Is planned and zoned primarily for residential use.

Rural Industrial Development Notwithstanding other provisions of this goal restricting urban uses on rural land, a county may authorize industrial development, and accessory uses subordinate to the industrial development, in buildings of any size and type, on certain lands outside urban growth boundaries specified in ORS 197.713 and 197.714, consistent with the

requirements of those statutes and any applicable administrative rules adopted by the Commission.

GUIDELINES

A. PLANNING

1. Plans should designate sufficient amounts of urbanizable land to accommodate the need for further urban expansion, taking into account (1) the growth policy of the area;(2) the needs of the forecast population; (3) the carrying capacity of the planning area; and (4) open space and recreational needs.
2. The size of the parcels of urbanizable land that are converted to urban land should be of adequate dimension so as to maximize the utility of the land resource and enable the logical and efficient extension of services to such parcels.
3. Plans providing for the transition from rural to urban land use should take into consideration as to a major determinant the carrying capacity of the air, land and water resources of the planning area. The land conservation and development actions provided for by such plans should not exceed the carrying capacity of such resources.
4. Comprehensive plans and implementing measures for land inside urban growth boundaries should encourage the efficient use of land and the development of livable communities.

B. IMPLEMENTATION

1. The type, location and phasing of public facilities and services are factors which should be utilized to direct urban expansion.
 2. The type, design, phasing and location of major public transportation facilities (i.e., all modes: air, marine, rail, mass transit, highways, bicycle and pedestrian) and improvements thereto are factors which should be utilized to support urban expansion into urbanizable areas and restrict it from rural areas.
 3. Financial incentives should be provided to assist in maintaining the use and character of lands adjacent to urbanizable areas.
 4. Local land use controls and ordinances should be mutually supporting, adopted and enforced to integrate the type, timing and location of public facilities and services in a manner to accommodate increased public demands as urbanizable lands become more urbanized.
 5. Additional methods and devices for guiding urban land use should include but not be limited to the following: (1) tax incentives and disincentives; (2) multiple use and joint development practices; (3) fee and less-than-fee acquisition techniques; and (4) capital improvement programming.
 6. Plans should provide for a detailed management program to assign respective implementation roles and responsibilities to those governmental bodies operating in the planning area and having interests in carrying out the goal.
-



Old Aurora City Hall, built during the Civil War 1966

City of Aurora

FOUNDED 1856

"National Historic Site"

January 11, 2016

Richard & Jenifer Reneau
P.O. Box 75
Aurora, OR 97002

Re: Follow up on Notice to Abate Nuisance,

Dear Mr. & Mrs. Reneau,

I received your correspondence on October 8, 2015 regarding your protest to the notice to abate the nuisance to be found on your property. I do apologize for my untimely response as I have been researching options.

City Council has directed me to invite you to the February 9th council meeting at 7pm regarding the nuisance on your property to discuss your options regarding your plan on how to abate the nuisance.

If you choose not to attend then the City expects a written plan of abatement and or the completion of abatement within 30 days of this letter. If you have any questions please call.

Sincerely,

Kelly Richardson, CMC
City Recorder