

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, August 07, 2012 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

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

**STAFF ABSENT:**

**VISITORS PRESENT:** **Bill Graupp, Aurora**  
**Karen Townsend, Aurora**  
**Gayle Abernathy, Aurora**

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

The meeting was called to order by Planning Chair Joseph Schaefer at 7:03 p.m.

**2. City Recorder Did Roll Call**

Chairman, Schaefer -	Present
Commissioner, Willman	Present
Commissioner, Gibson	Absent
Commissioner, Graham	Present
Commissioner, Fawcett	Absent
Commissioner, Braun	Present

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –July 03, 2012
- II. HRB Minutes
- III. City Council – June 12 , 2012  
City Planner Wakeley points out a correction to the July 3<sup>rd</sup> minutes in the Public Hearing section the correct acronym is LOMA.

**Correspondence**

- I. **Meeting Notice Citizen Advisory Committee**
- II. **Letter from ODOT acknowledging the request made for a speed zone investigation.** Chairman Schaefer explains the history behind the letter from ODOT.

A motion to approve the consent agenda as presented was made by Commissioner Graham and seconded by Commissioner Braun. Motion Passes Unanimously.

**4. Visitor**

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

No one spoke at this time.

## 5. Guest Speakers

### A. Presentation and discussion with Peggidy Coffman Yates and Ed Wagner

- An Economically Viable Community is Contingent Upon;
  - ❖ Investments
    - Private investments
    - Public Investments
  - ❖ Employment
    - Family Wage Jobs
    - Employment Benefits
- Economic Development has Three Critical Components
  - ❖ Community Development
  - ❖ Business Retention and Expansion
  - ❖ Recruitment
- Community Development, when community members share a commitment to a common vision that reflects its economic, social and political goals. Achieved through a fundamental efforts that evolves around:
  - ❖ Organizational Commitment
  - ❖ Citizen Involvement
  - ❖ Physical Infrastructure

The rest of the discussion is attached in the power point supplied by Peggidy Yates.

**Ed Wagner.** Gives a brief observation of our small town and states the Portland residents would be very envious of our quality of life. You have a unique access to surrounding communities, such as Lake Oswego, Wilsonville, Canby and Woodburn and interstate 5 accesses so close.

We need to have different ways to look at the future, we have to look past government state and federal because we have to learn how to be self sufficient.

On our own we have a multimillion dollar asset, Molalla in a mess, Canby industrial park was instrumental in bringing industrial steal, Oregon City a tragic story a small group of land owners that control the land and they are pushing a pyridine that could cripple the community.

Transparency is crucial in a small community; citizens need to know what is going on in the community.

Residential zoning can be a trap it is nice to bring SDC charges up front but then they want services and demand services.

Focus on your local products such as agricultural. Ask yourselves what is around you, value added products or activities to help support. Close to what is being made locally? Asset is great that you are not part of metro and not part of Clackamas County. Be very careful not to create debt that is hard to get out of or pay back.

As the discussion comes to a close Karen Townsend, Chairman of the HRB in the audience states that this discussion left out one very important point that we are a major tourist attraction because of our Historic significance and local antique shopping district. We need to harness those strengths and use them to help promote Aurora for future growth.

## 6. New Business

## 7. Old Business

- A. **Discussion and or Update on Historic Review Board Design Guideline**, do you want to defer this discussion until the next month when we will have a full board to consider, it is decided to go over the drafts provided by HRB.

**A handout was provided by HRB Chair Townsend, that she feels will better represent our idea. As inserted....**

**Historic Review Board  
Classifications for Historic Overlay Properties and Structures  
General Guidelines for Application Decision Making  
April 2012**

*Updated and passed by HRB June 28, 2012*

*Updated Aug. 7, 2012 in italics*

**Residential**

- Level I Aurora Colony structures and their properties
- Level II Pre1921 structures and their properties
- Level III Post 1920 structures on properties within a Historic Character area
- Level IV All other post 1920 Structures

**Commercial**

*All of Aurora's Commercial Historic Overlay zone is to be considered a Historic Character area consisting of Levels I, II, and III structures. As the zone is situated on main thoroughfares going through Aurora, it is important that architecture and improvements reflect Aurora's historic legacy and national historic district status, adding to the economic values of businesses located there.*

- Level I Aurora Colony properties
- Level II Pre 1921 structures and properties
- Level III Post 1920 structures*

(These are determined solely by original Colony structure, age or location and not whether the property is "non-conforming" in any way.

**Application Decision Responsibilities**

All exterior changes to any property within the Historic Overlay zones must be approved through an application for a Certificate of Appropriateness.

**Administrative Decisions:**

A member of the Historic Review Board, designated by the Board, may approve, deny or approve with conditions, applications for the following exterior changes using Aurora Municipal Code Title 17 and City of Aurora Guidelines for Historic District Properties:

- Painting
- Roofing
- Significant Landscape changes under \$2500 (does not include annual plantings)

Applicants may choose to present their application to the full board. In the case of a denial from an administrative decision, the applicant may reapply by modifying the application to meet requirements or reapply for a board decision if the applicant can provide findings that the original application meets all requirements.

The designated Historic Review Board member administrator (*historic administrator*) will volunteer to review completed applications that include samples, visit the property, and may meet or telephone the applicant to discuss the application on a time schedule that is mutually determined by the historic administrator and city staff.

(Note: the historic administrator and city staff will need to determine within how many days the historic administrator will begin to process an application and then how long that should take. For instance, is the historic administrator notified at the end/beginning of each week that applications arrive or each time an application comes in? At certain times of the year, multiple applications could be accepted in a week's time.)

Note: An addendum is attached giving more details on the responsibilities of the administrator.

### **Use of Modern Materials by Category**

*Updated August 7, 2012 in italics*

#### **Residential**

Level I No changes from Guidelines

Level II *Limited* changes from Guidelines

Level III Board will consider the age of the structure, compatibility of the proposed change with nearby structures and historic resources (Historic Character of the immediate area) as well as the potential impact of the change to the integrity of the Historic District as a whole.

Level IV Board will consider the compatibility and consistency of the proposed change with nearby structures giving more flexibility in the use of modern building materials.

#### **Commercial**

Level I No changes from Guidelines. Photographs of Colony historic structures will be helpful in determining changes.

Level II *Limited* changes from Guidelines. Photographs of historic structures will be helpful in determining changes. Board will consider the age of the structure, its prior use, compatibility and consistency with the streetscape and the potential visual impact of the change to the Historic Commercial district.

*Level III Board will consider potential visual impacts of the changes to the Historic Commercial zone. Primary façade and areas viewed from the street must be compatible with surrounding business structures.*

*Properties that have established their own historical record due to original features, materials and signage shall not be required to strictly conform to Guidelines on materials if they have demonstrable provenance and are replacing features with reasonable substitutes.*

### **New Structures, Accessory buildings, Infill and Developments**

*Updated August 7, 2012 in italics*

#### **Residential**

Level I No changes from Guidelines. New construction (modifications to Colony structures or new buildings on Colony property) must recognize the visual impact on this primary architectural/cultural resource and must not take the focus away from significant features of the property. Materials must be consistent with Colony materials.

Level II *Limited* changes from Guidelines. New construction on the property must be sensitive to the original architecture of existing structure(s). Materials must be *consistent* with original materials.

Level III Board will consider the compatibility and consistency of the design of new construction as it relates to the streetscape, neighboring historic resources and its visual impact on the historic district as a whole. (Historic Character of the immediate area.)

Level IV Board will consider design standards in relation to the location of a new development, its physical relationship with existing developments, historic resources and visual proximity to city entrances and main thoroughfares. New construction on an existing property should be compatible with primary structure.

#### *Commercial*

- Level I No changes from Guidelines. New construction (modifications to Colony structures or new buildings on Colony property) must recognize the visual impact on this primary architectural/cultural resource and must not take the focus away from significant features of the property. Materials must be consistent with Colony materials.*
- Level II Limited changes from Guidelines. New construction on the property must be sensitive to the original architecture of existing structure(s). Materials must be consistent with original materials. Pre-existing structures moved from another location to the commercial district must be from the ages of Aurora's Period of Significance (1856-1920) and be compatible with existing structures in its immediate area.*
- Level III The design of new structures must be based on Aurora's Colony or Post Colony commercial architecture as shown in photographs in Appendix ---. Modern materials are acceptable upon review if they can fairly depict those originally used with special attention to the accuracy of primary facades.*

Areas discussed as examples

- o Kasel Court Homes would fall under a level 4
- o A main thorough fare such as Ehlen Rd and 99E along with Williams Court would fall under level 3.
- o The airport area would be character area south of the Keil house would be 3 and north would be level 4.

Comment made by Townsend really these guidelines were meant to be flexible and I am not sure why they are taking such a beating when the Gateway Standards are a lot stricter however they are more precise.

Chairman Schaefer states that I do think we need to wait until we have a full board, however I am going to start putting pen to paper and start making changes and bring them into the next month's meeting. I think a very good workable concept has been presented.

- B. Discussion and or Action Economic Development Committee,** Chairman Schaefer declines from becoming a part of the committee since there will be a lot of work in the upcoming months on the HRB guidelines.

**8. Commission Action/Discussion**

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

**9. Adjourn 9:51 P.M.**

**A motion to adjourn the August 07, 2012 meeting is made by Commissioner Braun and seconded by Commissioner Graham. Motion Passes Unanimously.**



Chairman, Schaefer

**ATTEST:**



Kelly Richardson, City Recorder