

Minutes
Aurora Planning Commission Meeting
Tuesday, June 05, 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

STAFF ABSENT: Renata Wakeley, City Planner, excused

VISITORS PRESENT: **Bill Graupp, Aurora**
Greg Taylor, Mayor

1. Call to Order of Planning Commission Meeting

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

2. City Recorder Did Roll Call

Chairman, Schaefer - Present
Commissioner, Willman Present
Commissioner, Gibson Present
Commissioner, Graham Present
Commissioner, Fawcett came in late
Commissioner, Braun Present

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –May 01, 2012
- II. City Council – April 10 , 2012

Correspondence

I. Flyer from Marion County Public Works

A motion to approve the consent agenda as presented was made by Commissioner Braun and seconded by Commissioner Gibson. 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.

Bill Graupp, Aurora

Greg Taylor, Mayor, explains to the Commission that at the recent budget process it has become apparent that if we continue taking the hits to our bottom line this will be a real issue in 3 to 5 years. I am proposing that we form an Economic Development Committee to look at new

and inventive ways of bringing growth to Aurora. I myself am more than will to serve on the committee I would like to see many of you serve however if you are unable to commit I would appreciate all of you as a commission put your heads together and come up with some ideas to discuss.

Commission Graham, states that there has been a lot of talk of the Airport annexing, however it is explained that there is a lot of hoops to jump through before that would be a reality and we need a quicker fix.

Chairman, Schaefer concerns are

- To look at the UGB because of our land inventory inside the UGB this would be a 5 to 10 year fix. This would come at great expense as well.
- With that said I would say look at the short term and look at inside the city limits first.
- As you look down 99E there is a lot of potential for growth this would be our short term fix of 1 to 5 years. This is the less costly situation as well to the city.

Commissioner Braun suggests contacting the City of Wilsonville and ask them to send any developers our way that for whatever reason didn't choose them. Ask Wilsonville how they marketed themselves for growth.

5. **New Business**, Chairman Schaefer asks that for the July agenda we discuss our land inventory.

6. Unfinished Business

A. Discussion and or Update on 99E Corridor Study and meeting information,

The main point is laid out in this 11x7 in front of us and they have solicited our comments.

- Item 1. the 2nd street intersection, it is a skewed and the right away on 2nd is unusually wide it is 90 feet, one issue commented on was when the museum had poured a slab and found it to be in the right away and in the old days it was 90 foot right away to allow for horse and buggy to turn around these days this is large enough for a 5 lane street so this is too large.
 - The traffic engineers like intersections to be perpendicular. So if we took 30 foot out of that right away and added footage to the property owners this would allow for a larger tax base to draw from and would result in a better perpendicular intersection to make the engineers happier. Mayor, Taylor is it necessary to make this change now, Chairman Schaefer it is a good idea to make the ODOT engineers happy especially when in the future we might want to ask for funding.
- Item 2 on list main street intersection,
 - Mayor, Taylor feels as though item 3 the intersection at Ottaway is more of a situation than item 1 or item 2, I don't want to impede Main street traffic 2nd street possibly not as large an issue.
 - Again at Main Street this is a skewed intersection.
Commissioner Graham would like to see more area in front of the American Legion Hall, it is a major hazard I think.
 - Ottaway Street, has identified, a lot of various situations, Commissioner Willman feels that this would be the highest priority.

Another area that has been identified is the need for a speed reduction coming into town from the South, it currently goes from 50 miles per hour within the city limits to 35 I believe there should be more of a reduction scale as you are approaching town. I believe this would be the number one priority.

Item number 4 Commissioner Fawcett thought it was in this study but it is not Ehlen and 551.

Chairman Schaefer comments that on 2nd street how could we maybe utilize this area better it is a lot of asphalt and is used for parking, I am not saying to take away parking let's just use the area better. If we do a street vacation we would give back 15 feet of property back to citizens.

These suggestions and comments will be forwarded to the City Planner to include in her comments to ODOT.

B. Discussion and or Update on Historic Review Board Design Guideline and consider Classifications for Historic Properties and Structures, Application Decision Responsibilities and use of modern materials. Last month there was no meeting because members of the board couldn't make it. Karen Townsend and Planning Chairman Schaefer had a conversation and the materials before you Karen Townsend has presented.

➤ **Classification for Historic Overlay Properties and Structures**

➤ **Residential**

- **Level I** **Aurora Colony structures and their properties.**
- **Level II** **Pre 1921 structures and their properties.**
- **Level III** **Post 1920 structures on properties within 300 ft of Levels I & II properties.**
- **Level IV** **All other post 1920 structures.**

- Discussion between Commission members in regards to these classifications was to either eliminate Level III all together since it would still create an approval process for these property owners or possibly change the wording to say abutted properties and then define abutment to say property lines that are touching.

It was the consensus of the Planning Commission to delete level III classification as written.

➤ **Commercial**

- **Level I** **Aurora Colony Properties**
- **Level II** **All other structures and properties**

Chairman Schaefer, states that the way this is written it is unclear the intention unless they are proposing everything be subject to HRB review process. Discussion between members is to should we allow the existing properties be subject to review or not. Further discussion is to have the older structures require the review process and new construction would be exempt from the review process.

After careful consideration Planning Commission consensus is to have newer commercial structures exempt from the review process especially considering the gateway standards.

➤ **Administrative Review**

- Discussion between members is that the process outlined here would imply staff alone is not capable of making the administrative review.
- Members state that if staff has to make each decision a larger fee would need to be charged and this could be cumbersome for the applicant.
- Discussion goes on to say that if there was a list of approved paint colors for example there would be no reason to need anything reviewed. If the colors were not on the list then administrative review is recommended to save time rather than wait for the full board decision. This could be the same for other areas as well as long as detailed lists of approved items were made available.

It is the consensus of the Planning Commission that there be a preapproved list of at least 15 to 20 color combinations so there is no need for approval or the board process.

- Another area of discussion is small landscape, this could easily be approved by city staff as long as a cheat sheet was provided of approved materials.

Planning Commission consensus is that on full administrative review would be more simplified and not require a site visit and that pictures are enough.

➤ **Guidelines for Administrator Review, as presented by HRB**

- Administrator will work with identical guidelines that the full board utilizes. Discussion from PC is to have a more simplified version of the guidelines to ensure a quicker response.
- He/she will visit property to make an evaluation just as is done for board applications. Discussion from PC is that pictures should be a part of the process.
- If necessary, administrator will contact property owner for any questions. Delete
- Staff will go over application with applicant to make sure that all areas are fully filled out, samples available, etc and will not accept any application that is without full information.. Delete
- The decision of the administrator will cite applicable standards as findings for each application. When needed, he/she may confer with another board member. Delete
- Administrator will be available to sign completed Notice of Decision in a timely fashion (perhaps in the blue drop box). PC discussion to be completed within 3 working days upon completed application.
- If the administrator will be unavailable for any time period, he/she will inform both the city staff and the alternate.
- If the applicant is unsatisfied with the administrator's decision, the applicant may ask for a full board decision without further application fee at the next regularly scheduled meeting. Any special meeting will have an appropriate extra fee. PC discussion that this is essential an appeal therefore it should be charged as an appeal process.
- Other?

C. Discussion and or action on updating the Aurora Vision Action Plan,

- 3.3 completed EOA from 2009 discussion is that it would be good to review it.
- 3.3 B Business incubator, discussion is for the city to make and effort to identify property within its buildable lands inventory, to start to identify space for growth.
- 3C, discussion is to begin to promote light industrial near Aurora Airport,.
- 3D discussion is to begin to promote economic expert, Commissioner Braun thinks we can start with similar cities around us such as Wilsonville they have grown a lot what are their methods of promoting growth.
- 3.3 is really the economic piece and no one stated any additions.
- Discussion of promoting residential over commercial to make the building concept better. Another concept is live/work residence co existing units.

There are no real changes to this section just that we need to look at the EOA and also to begin promoting growth and discovery of how best to achieve the growth.

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7. Commission Action/Discussion

**A. City Planner Activity Sheet (in your packets)
Status of Development Projects within the City: Attached.**

Not much discussion City Planner Wakeley was excused from this meeting due to no pending applications.

8. Adjourn 9:21 P.M.

A motion to adjourn the June 05, 2012 meeting is made by Commissioner Graham and seconded by Commissioner Gibson. Motion Passes Unanimously.

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder