

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, September 04, 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  
Kris Sallee, Aurora  
Susie & Tim Corcoran, Aurora

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

The meeting was called to order by Planning Chair Joseph Schaefer at 7:05 p.m.

**2. City Recorder Did Roll Call**

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

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –August 07, 2012
- II. HRB Minutes
- III. City Council – July 10 , 2012

Motion to approve the consent agenda was made by Commissioner Braun and seconded by Commissioner Fawcett.

**Correspondence**

**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. New Business

**A. Discussion and or Action on 2012-01 (SDR12-01) Site Development Review,**  
Chairman Schaefer states ex-parte contact in that he was interested in the purchase of the property and he knows the applicants for many years. City Planner, summarizes her staff report as follows,

### CONCLUSIONS AND RECOMMENDATIONS

Based on the findings in the staff report, staff recommends the planning commission **approve** the application for Site Design Review 12-01 with the following conditions:

1. The applicant shall comply with all City of Aurora and State of Oregon development, building and fire codes.
2. Applicant shall submit evidence of review and approval by the City of Aurora and HRB for all proposed signage, in compliance with AMC 16.22.040.G. Future proposed signage shall comply with the requirements of AMC 16.44. Approval of a sign permit application must be obtained from the planning director and building official prior to installation of any signage on the subject properties. Applicant shall submit evidence of monument signage approval, if applicable, prior to installation of monument signage shown on site plan.
3. Prior to building permit/certificate of occupancy approval, the applicant shall submit a revised landscape plan for review and approval by planning staff as required by AMC 16.38.
4. If construction on the site is a departure from the approved plan, the Site Design Review approval shall be voided immediately.

## VII. PLANNING COMMISSION ACTION

A. Approve Site Design Review 12-01:

1. As recommended by staff, or

2. As determined by the Planning Commission stating how the application satisfies all the required criteria, and any revisions to the recommended conditions of approval, or

B. Deny Site Design Review 12-01 (stating how the application does not meet the required standards),  
or

C. Continue the hearing to a time certain or indefinitely (considering the 120-day limit on applications).

**Gail Abernathy**, states she has the property next to it and I always wanted to have the city make some additional handicap parking and now with this application it will create more traffic for parking issues. I believe creation of more off street parking would assist this situation. .

**Wakeley, Criteria L** the approval pg 5 of staff report, in order to meet the parking requirements the applicant states there will be seven spaces available and one ADA so the applicant is meeting the parking requirements of the code which requires 5. No bicycle spaces are required and no loading space is required.

This additional ADA along 99E would need to be addressed by ODOT. It is not really part of this approval process.

**Wakeley**, no more comments unless there are questions, sample motions on pg 7 and I am ok with striking condition of approval 3 since we determined that the area is not next to a residence.

**Schafer** asked applicant about the use of gravel for compacting and asked that ¾ in minus as an addition to approval and the applicant is fine with this.

Sample motion, number 2 Chairman Schaefer to move to approve 12-01 as determined with the parking lot surface to be ¾ inch minus compacted and is seconded by Commissioner Willman. Motion Passes.

- B. Discussion and or Action on Letter of Interest to Join Planning Commission from Kris Sallee of Aurora**, Kris introduces herself and states that she has a heart for the history of Aurora, and it was refreshing to see the growth in the park and the business district, and I want to be a part of this growing little town and I do have Aurora experience however I may not have PC experience.

Chairman Schaefer asks Miss Sallee if she has any question, no not really I want to learn and be a part of our little town, Chairman Schaefer suggest reading ODOT when a highway runs through it.

Commissioner Braun asked if you are acquainted with Mo Han Meir. Yes I am.

Commissioner Willman states her background would be great with real-estate experience.

No more questions or comments.

Motion to recommend Kris Sallee to the City Council for the Planning Commission position is made by Commissioner Braun and seconded by Commissioner Gibson, Motion Passes.

## 6. Old Business

**A. Discussion and or Update on Historic Review Board Design Guideline,**

Chairman Schaefer states my purpose was to move all of the regulatory sections into the code, in a new Chapter 17.40.

In this draft it breaks it into two classifications for a contributing structure or a non contributing structure and 1920 is the dividing line.

17.29 changed, moving structures this is new or and addition from the guidelines and is stricter. The condemner has to pay all fees.

The main thing I wanted to talk about is the new chapter 17.40

**Karen Townsend from HRB**, states that porches letter C you have eliminated craft man style, and brick is currently used in residential or commercial area. Karen suggests allowing masonry

however you could be more specific. Would a wooden porch be allowed, Karen states that a lot of them are masonry; Schaefer states they should be wood.

**Townsend** recommends that maybe we could wait and members could look at structures around town. Corner of Bobs Ave and Sayre drive and it has brick. To get a better perspective on the structures around town.

Other areas of discussion are;

- Doors
- Chimneys
- And pitch of the roof

No decisions were made this will be an ongoing discussion and revisions as we go.

## 7. Commission Action/Discussion

### A. City Planning Activity (in Your Packets)

Status of Development Projects within the City.

- Looking at zone changes and other item that have not been recorded
- 21460 Main Street perspective buyer has contacted me in regards to a antenna for his radio.

## 8. Adjourn 9:30 P.M.

**A motion to adjourn the September 04, 2012 meeting is made by Commissioner Braun and seconded by Commissioner Fawcett. Motion Passes Unanimously.**

  
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Chairman, Schaefer

**ATTEST:**

  
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Kelly Richardson, City Recorder