

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Tuesday, August 07, 2012, 7:00 p.m.
Council Chambers
21420 Main Street N.E., Aurora, Oregon

1. **Call to Order of Planning Commission Meeting:**
2. **City Recorder Calls Roll**

Chairman, Schaefer
Commissioner, Willman
Commissioner, Gibson
Commissioner, Graham
Commissioner, Fawcett
Commissioner, Braun
Commissioner, TBA

3. **Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Aurora Planning Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the consent Agenda and placed on the Regular Agenda by request.

Minutes

- I. Aurora Planning Commission Meeting –July 03, 2012
- II. HRB Minutes
- III. City Council – June 12 , 2012

Correspondence

- I. **Meeting Notice Citizen Advisory Committee**
- II. **Letter from ODOT acknowledging the request made for a speed zone investigation.**

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 Council could look into the matter and provide some response in the future.

5. **Guest Speakers**

- A. **Presentation and discussion with Peggy Yates and Ed Wagner**

6. **New Business**

7. Old Business

- A. Discussion and or Update on Historic Review Board Design Guideline**
- B. Discussion on Economic Development Committee, proposed by the Mayor**

8. Commission Action/Discussion

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

9. Adjourn

CONSENT AGENDA

Meeting Minutes

Correspondence

Financials

Other Items

Minutes
Aurora Planning Commission Meeting
Tuesday, July 03, 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 7:02 p.m.

2. City Recorder Did Roll Call

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

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –June 05, 2012
- II. HRB Minutes Aril 2012
- III. City Council – May 08 , 2012

Correspondence

I. Flyer from Marion County Public Works

A motion to approve the consent agenda as presented was made by Commissioner Graham and seconded by Commissioner Wilman. 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. Public Hearing, Came to order at 7:06 pm and closed at 7:25

A. Discussion and or Action on Anthony Fidanzo 15233 Ottaway Rd NE Application #CPMA-12-01.

Ex-parte Contact is declared by Chairman Schaefer, He has had conversation with the applicant and Christine Shirley from DLCD. Other Commissioners also state that they have walked the site and are familiar with it.

Chairman Schaefer reads script for public meeting,

City Planner Renata Wakeley, summarize the staff report, and recommends the staff report and exhibit A to be put on hold until he receives his LOMNA approval. Additional recommendation is to keep the public hearing open, until such a time that more information is provided as requested by the applicant Joe Fidanzo. City Planner Wakeley noticed all needed parties and that included Christine Shirley from DLCD.

Chairman Schaeffer states this property does have a portion in flood plain and another portion is clearly not and the applicant wants to simply draw a line in the sand to change it so the higher elevation property could then be brought out of the flood plain overlay. So simply put when the comp plan amendment was done at that time they followed the property lines.

Mr. Fidanzo has hired John Newberg and he has shot the grade and he is knowledgeable in this area he helped finish the Netter property. Mr. Fidanzo states that Newberg thinks that possibly the wrong maps are being used and he has calls into Christine Shirley from DLCD for some answers. The intent or hope is within 90 days I should have the LOMNA decision in hand.

Applicant is not putting anything into the record at this time.

No one present put anything in favor or against.

A motion to continue application CPMA-12-01 Public Hearing until October 2nd 2012 was made by Commissioner Braun and seconded by Commissioner Fawcett motion passes.

6. New Business

A. **Discussion on Land Inventory**, discussion on buildable land map provided by Chairman Schaefer, there are many properties that are not accurately marked but many properties are marked redevelopable. What struck me as odd here several properties have no color at all including vacant properties so It is not quite clear what the criteria was for coming up with this buildable land inventory. Renata, states that the City used DLCD safe harbor rules and GIS data which was done in 2009. Chairman Schaefer to spur the growth of new businesses I want to look at it in a different realm and focus on property by property to determine what they are able to do with the property, help them to find out what they can do with the property and set them up so the property owner can sell or develop their land. City Planner Wakeley stated that the City had received a grant to accomplish the land inventory and the tool here was to complete and inventory for the Urban Growth Boundary not necessarily to promote it as a marketing tool.

Commissioner Braun, in regards to the Mayors request to form an Economic Growth Committee I had contacted Edward F. Wagner, along with Peggy Yates from Multnomah County and they would be very interested in coming to our August meeting. Ed Wagner is interested in starting a cluster group and they were both interested in a community group for interested municipalities. A study was done by, a young lady. (Nancy Walters) the study was based on information gathered in Multnomah County.

Commissioner Braun recommends that we have Ed and Peggy come and help us with questions that we may want to put into a survey for the citizens.

Many of the Commissioners are interested in hearing what Ed and Peggy have to say. They think it will be interesting. Chairman Schaeffer states that not much if any is in Aurora farm land is mostly out of city limits.

City Planner Wakeley would like to get info to Commissioner Braun on the feasibility study.

It is the consensus of the Planning Commission to have Peggy Yates and Ed Wagner come to the August meeting.

B. Discussion on Economic Development Committee, proposed by the Mayor

Chairman Schaefer asks if this is moving forward City Recorder, Richardson states yes and that it will be on council agenda.

7. Old Business

- A. **Discussion and or Update on 99E Corridor Study and meeting information.** No more updates at this time. We need the letter signed for Aurora's recommendations to ODOT. Karen Townsend, Aurora makes a comment on traffic calming in the plan in regards to Recorder Richardson comments about the citizen who came in and stated that on a daily basis where he has almost been hit just trying to cross the road, Townsend suggests an incident file when we receive those types of complaints so we can forward them onto ODOT.

Commissioner Graham states we need to extend the speed limit out and make it more realistic within the city limits currently the 50 mile hour posted speed is to far north. No more comments.

- B. **Discussion and or Update on Historic Review Board Design Guideline,** discussion begins on the memos from the packet that came out of June HRB meeting. Chairman Schaefer at this time hands the discussion over to Townsend and Abernathy of the Historic Review Board both of which own and or live within Aurora City limits. What you have in front of you is the finalized document with our proposals. With this structure we can go back into the guidelines to which portion of the guidelines is unclear. The board decided that it is better to use dates either old colony era up to 1921 rather than contributing and non contributing verbiage the board agrees that this is a better language and easier to understand.

Commercial again date verses contributing or non- contributing.

Discussion ensues over the following material as proposed by HRB
HRB Code/guideline updates
June 2012
Draft passed HRB June 28, 2012

Property Classifications (cont)
"Historic Character" Neighborhoods and Certain Streets

This was passed as a second part to the finalized property classifications. Still to be done is the final wording and determination of standards on this category.

What is “Historic Character” in a neighborhood or street?

Jacksonville defines it as: “‘Character criteria’ are those features which define a neighborhood’s own visual and physical composition.” Historic Character is used in other historic districts to protect the unique features of certain areas.

This may be a helpful way to classify “non-contributing” or Level III properties that are located near historic Level I or II resources or are in high visual impact areas rather than by their location within so many feet of Level I or Level II properties.

What does it have to do with Aurora?

Aurora is much smaller than other cities with historic districts such as Jacksonville and Salem so that what is done in our city’s HD is immediately obvious and can have a major visual impact on the city’s few remaining historic resources as well as the appearance of the district as a whole.

When visual standards are relaxed or eliminated on non-historic properties in close proximity to historic properties, it can change the “character” of a whole neighborhood or street. By establishing a “Historic Character” classification of certain areas, such as is done in Jacksonville and other cities, consideration is given to keeping an area from being “watered down” to where it no longer seems to reflect the original settlements.

Goal

To maintain the historic character of Aurora’s areas that have historic structures and settings which define the national historic district and to give more flexibility to standards in new areas that have little impact on those within the historic overlays.

Proposal

- Designate certain streets and or neighborhoods to be HC or Historic Character streets or neighborhoods.
- Form criteria for what these areas must have for the designation. (# of Level I & II structures, location, old growth vegetation, historical significance, etc.)
- Tailor guidelines for Property III classifications (post 1920 within xx yards of I or II properties) to reflect the impact that relaxed standards would have on nearby historic resources.
- Some Level IV neighborhoods would probably not have any HC classifications. An isolated infill property on a HC street would.

Details:

Historic Character areas (within the Historic Overlay only)

Residential:

1. 2nd Street stub from Liberty east
2. Liberty Street plus alley off Liberty
3. 3rd Street
4. Main Street from 3rd St south, Main St stub from Ehlen Rd/1st St
5. Ehlen Road (maintain sense of arrival as outlined in Vision Statement)
6. Airport Road from Ehlen Rd to Kasel Court

Commercial

1. Main Street, 1st to 4th
2. Hwy 99E all that is within the HD (Northeastern city limits to Bobs Ave)
3. 2nd Street (Liberty to Martin St)
4. Martin Street

Criteria for HC Areas

1. Majority of Level I & Level II structures present
2. Colony landmark settings (undeveloped original Wm Keil subdivision)
3. Location of high visual impact areas such as city entrances and thoroughfares through town such as Hwy 99E
4. Commercial area continuity
5. Should name landmark views even if not in city limits

Standards for Level III properties

All post-1920 properties within a Historic Character area would be under special standards, not just those within xx feet of historic resources.

Criteria for Standards

= *compatibility* is the key (see Jacksonville)

Materials – how strict?

Infill or redesign: compatibility with the Historic Character of the street/neighborhood in proportion of facades, openings, scale, rhythm of spacing, stylistic features, color, texture, roof shapes, height, etc.

Discussion is as follows from the above material.

Categories, use of materials

- **Level 3 properties newer than 1921 but** these are near and within so many feet, and instead of 300 feet as previously stated we looked at Historic character of the building either by neighborhood or by street. The board discussed area and however we could do it by street, and have a Historic character area (new Characteristic Street), the reason this is important is that the historic area is so little and it has been chopped up so much and so street is a good way to separate, we feel this would protect our zone but we have not come up with standards yet.

Chairman Schaefer points out the last page of the June memo and there are 10 road segments that you are proposing 6 residential and 4 commercial. There are some areas that are not developed yet. Is this a first draft of a suggested list? Townsend states yes this is.

This reads like there is a level 3 and level 4 and level 4 properties wouldn't be in a historic character area, however a level 4 could meet the date but not the character area or street. So let me get this correct the proposal is to make a smaller area or character area within the district itself and level 3 would essential be stricter because they are in a sensitive area and level 4 would not.

Level 4 would be less restrictive or liberal standards, for a situation where we have a new build happening and this will allow them to use updated materials and such. So essentially there would be 4 different levels or district. Hopefully this would address what was requested by the City Council.

A lot of citizens would ask why are they even in the district because the building is not historic. Realistically stated this is simply a line that was drawn in the sand and this would allow for more liberal guidelines.

Are there any questions of Townsend or Gail Abernathy, Commissioner Gibson are you doing this to make the admin rule easier over time. First of all Townsend states you need to determine what the standard is or level this is the framework. Gail states that many properties should still be in the areas because of them upholding the historic character in the area.

Even the historic properties outside of the city limits should be protected at least for character.

City Planner Wakeley asks if the land in the County is it subject to HRB regulations. Townsend says no because it is outside the city limits. So in other words if they wanted to build a building then they could do that without HRB approval.

Consensus from PC the memos dated June 28th 2012 come back before the PC in the August meeting after been reviewed.

Discussion is now brought back to the Administrative Decisions process as presented by HRB Chairman Townsend of the HRB explains. Townsend explains the following information as presented, Discussion is as follows.

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 administration.

Discussion points,

- Commissioner Braun asked for a time line for this to take place, Chairman Townsend states 2 weeks.
- Chairman Schaefer I presume you will make this same presentation next week at the City Council meeting, discussion ensues however it is decided that the original plan was for Planning Commission review the documents and revisit at the August Planning meeting.
- Townsend states this is a start and we have to have a structure in place first. Then we can go into the guidelines.
- City Planner Wakeley discusses the possibility of a work session between PC and HRB and City Council so we know if this basic structure is going to work for Council before we get into text amendments and these should be done all at once.
- And again Wakeley states all of the Commissioners have asked for more time to review these documents.
- City Recorder Richardson reminds Chairman Schaefer that in the last meeting in the minutes the Planning Commission reviewed the first draft of these documents and made some significant changes and therefore states it may not be ready to go to City Council yet
- There is a brief discussion on the feel of the Historic District and what that really is and why.
- Chairman Schaefer encourages the board to research and inform the Commission on what happens outside of the character area that you have clearly defined here today. Really you have not touched a lot on what happens outside of the character area.
- Commissioner Fawcett asks if there is a list of properties that identifies them, there will need to be one.

C. Discussion and or Action on Updating Vision Action Plan, City Planner Wakeley lets Planning Commission know that the updates have been made as suggested and it is now ready to go before the Council for the acknowledgement and review.

A motion to accept revisions as agreed was made by Commissioner Graham and seconded by Commissioner Gibson. Passes Unanimously.

8. Commission Action/Discussion

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

- 15045 Park Ave, Addition on back of cape code house.
- 21200 Hwy 99E, Four Season Auto body with chain link fence, a new business license for Ross RV and Food Karts. The chain link fence was in before the City prohibited it, however now in your code you prohibit it. Now with this situation at hand it is a good time for enforcement of the fact that none of the landscaping or screening material that was proposed to be installed has not been installed.

I will put together a memo on what is out of compliance.

- 21358 The Miller house, conversation was discussed.
- 99E Corridor Study letter Chairman Schaefer will sign this.
- Commissioner Gibson has added the comp plan map on to the city web site.
- Councilor Graupp states that as of the end of this month the HRB will not have a quorum and this will force City Council to take action. The proposal is to suspend the HRB responsibilities for 1 year and place responsibilities and approval with the PC.
- Chairman Schaeffer feels it crucial to get immediate approval for applications and I am more than willing to pinch hit for the HRB.

9. Adjourn 9:05 P.M.

A motion to adjourn the July 03, 2012 meeting is made by Commissioner Braun and seconded by Commissioner Gibson. Motion Passes Unanimously.

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora City Council Meeting
Tuesday, June 12, 2012, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

Mary Lambert, Administrative Assistant
Jan Vlcek, Finance Officer
Lyle McCuistion, Chief of Police
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent

STAFF ABSENT:

Kelly Richardson, City Recorder, in training

VISITORS PRESENT:

Jessica Brotherton, Aurora
Boyd Keyser, Aurora
Amy Willman, Aurora
Chief Rod Yoder, Aurora Fire
Chris Halstead, Aurora
Annie Kirk, Aurora
Betsy Imholt, Aurora
Tina Zeck, Aurora
Chris Taylor, Aurora
Scott Brotherton, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Greg Taylor at 7:00 p.m.

2. Administrative assistant does Roll Call

Mayor Taylor – present
Councilor Graupp - present
Councilor Roberts -present
Councilor Sahlin – arrived at 7:02 p.m.
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – May 08, 2012 and May 17, 2012
- II. Planning Commission Meeting Minutes – May 01, 2012
- III. Historic Review Minutes April 26, 2012. Notice of Decisions

Correspondence

- I. League of Oregon Cities Bulletin.
- II. Marion County Notice of Adoption Legislative Amendment (LA) 12-1
- III. Letter from Marion County on Population Forecasting
- IV. Letter from HRB regarding board position

A motion to approve the consent agenda as presented is made by Councilor Vlcek, seconded by Councilor Roberts and motion passes.

4. Visitors

Anyone wishing to address the 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 City Council could look into the matter and provide some response in the future.

There were no comments.

5. Public Hearing

The public hearing on the 2012/2013 Fiscal Year budget was opened by Mayor Greg Taylor at 7:03 p.m. There were no comments. The hearing was closed at 7:04 p.m.

A. Discussion and or Action on 2012/2013 Fiscal Year budget

Finance Officer Jan Vlcek noted an adjustment made to the budget for the cost of the audit which was slightly higher than budgeted. She also stated that the budget has been approved by the budget committee.

Councilor Vlcek asked if he needs to sit out this vote. Attorney Koho stated his relationship with Finance Officer Vlcek is not material, it should just be acknowledged. There were no objections to Councilor Vlcek voting on the city budget.

A motion to adopt the 2012/2013 fiscal year budget was made by Councilor Roberts, seconded by Councilor Vlcek. Motion passed unanimously.

6. Discussion with the Parks Committee

Annie Kirk, Aurora, spoke for the committee. They had met regarding trash receptacles. Mayor Taylor stated the city will repair the broken one and put it in front of city hall and will get 2 more units for garbage and recycling for the concert series. Annie Kirk asked if another unit could be purchased in the next budget cycle to put by the ball fields to which Mayor Taylor agreed.

Annie Kirk noted the tree survey work is being done pro bono. Of the trees that had been tapped, one was a hazard and will be taken down, one was not a problem. Public Works will notify the public.

Public Works Superintendant Bob Southard asked for park committee input on a new park rules sign.

Mayor Taylor noted the parking ordinance will not be enforced before the signs are posted – they have not yet been ordered. There will be three signs total stating, no parking from 6.a.m. – 10 p.m. Commercial parking allowed with permit only and only within the hours posted. Councilor Sahlin doesn't like overnight parking at the park. Councilor Vlcek doesn't want to see no parking at all for the park as long as it is not long term. Councilor Sahlin believes we need to address the ordinance to which City Attorney Koho replied that the ordinance is somewhat flexible. Mayor Taylor reiterated that the concern is cars parked long term taking spaces during the day when people are using the park. Councilor Sahlin doesn't want to see any commercial parking, it is not appropriate for our town. City Attorney Koho stated permits can be altered or revoked.

7. Discussion with Traffic Safety Commission

No one from Traffic Safety was present.

Mayor Taylor let Betsy Imholt know she needs to address her hedge before the next council meeting.

8. Reports

A. Police Chief's Report – (included in your packet) Chief McCuistion read his report.

Mayor Taylor is concerned with traffic and parade on 99E at same time. Annie Kirk stated the parade route is on 99E for only 262 ft. Councilor Vlcek noted perhaps it could be coordinated to stop traffic for kids on bikes or horses to which Annie Kirk replied we can have traffic stopped only 5 minutes at a time. Mayor Taylor confirmed with Chief McCuistion we have permits and liability insurance.

Chief McCuistion states that the exit interview with Officer Marshall had been done, copies were distributed to the council.

No more questions of the Chief

B. Finance Officer's Report – Financials (included in your packets)

Finance Officer Vlcek noted the letter of engagement from the auditors, Grove Mueller and Swank she had given each councilor a copy of. The price for the audit will be a bit higher than projected but should not exceed \$1400. The council needs to

approve and the letter needs to be signed. The general consensus from the council is to accept the terms of the letter.

1. Revenue & Expense Report

Mayor Taylor noted the revenue is short of projections and the expenditures are mostly on target.

There were no more questions from the council.

C. Public Works Department's Report – (included in your packet)

1. Monthly Status Report (Storm Water)
2. Monthly Status Report (Water)

Public Works Superintendent Southard read his report in its entirety. Councilor Sahlin asked if he is finished with the storm water master plan. Southard answered he is still working on it. Mayor Taylor said the target date for completion is the end of December. Southard replied he is shooting for October. There were no further questions for Public Works Superintendent Southard.

A. Waste Water Treatment Plant Update (from Otis Phillips),

Waste Water Superintendent Phillips read his report in its entirety. He noted he has finished clearing the dike and will re seed. He also acknowledged Daryl Hensley, Amy Willman and Larry Johnson for all their help. They are still trying to market the logs. He also picked up an irrigation gun. Mayor Taylor asked about the new aeration to which Phillips replied he is still working on with DEQ. Also, the cost will be on next year's budget. There were no further questions for Waste Water Superintendent Phillips.

D. City Recorder's Report (included in your packet)

City Recorder Kelly Richardson was gone at training. She had left a memo with her report asking for a work session to discuss changes to the employee handbook. Several dates were suggested. The council decided on June 19, 2012 at 6 p.m. for handbook review/discussion only. City Attorney Koho stated he can attend if the council would like him to.

E. City Attorney's Report – (not Included in your packet)

- City Attorney Koho noted he has been working on the Patzer issue for payment. Councilor Sahlin interjected that it has been paid, he was asked to hand deliver it. City hall will mail them a receipt stating "paid in full".
- Notice has been prepared for the Eddy property. Chief McCuiston will finish and post the notice at the property and will send letter. Mayor Taylor stated the foundation can be condemned after July 1, 2012. City Attorney Koho –

Hard deadlines can be built in and it does fall under the dangerous building ordinance. Councilor Vlcek asked if this site could be used for a New City Hall. City Attorney Koho stated he could look into eminent domain. Mayor Taylor stated this is not the avenue we want to take.

- City Attorney Koho states I am currently still working on obtaining city property from previous IT Dept Aurora Tech.

9. Ordinances and Resolutions

- A. Discussion on Resolution 652 A Resolution to enact administrative violation fees on uniform citations.** Read by title only.

Councilor Vlcek asked if this is the maximum amount of fees we can add to a citation. Mayor Taylor replied the fee has been adjusted.

A motion to approve Resolution 652 was made by Councilor Roberts, seconded by Councilor Vlcek and passed unanimously.

- B. Discussion and or Action on Resolution Number 653 Disbursements of Revenue Share Dollars.** Read by title only.

Councilor Vlcek asked what this resolution is doing. Mayor Taylor replied that in order to receive funds we need to state what we are doing with them.

A motion to approve Resolution 653 was made by Councilor Roberts, seconded by Councilor Graupp and passed unanimously.

- C. Discussion and or Action on Resolution Number 654 A Resolutions Declaring the City's Election to Receive State Revenues.** Read by title only.

A motion to approve Resolution 654 was made by Councilor Graupp, seconded by Councilor Roberts and passed unanimously.

- D. Discussion and or Action on Resolution Number 655 A Resolution Levying AD Valorem Taxes for Fiscal Year 2012-2013.** Read by title only.

A motion to approve Resolution 655 was made by Councilor Vlcek, seconded by Councilor Roberts and passed unanimously.

- F. Discussion and or Action on Resolution Number 656 A Resolutions Adopting the 2012-2013 Budget and Making Appropriations.** Read by title only.

A motion to approve Resolution 656 was made by Councilor Graupp, seconded by Councilor Roberts and passed unanimously.

10. Old Business

A. Discussion on Planning Commission and Historic Review Board Proposal.

Mayor Taylor stated the consensus is to not expand the Planning Commission. He was present at the last Historic Review Board meeting and only the chair attended. They are having a hard time getting a full board. They may need to abandon the HRB and give the duties to the Planning Commission.

The Mayor would like to table this discussion until the next council meeting after he attends the next HRB meeting.

B. Discussion on Meeting with Fire District Proposal

There was a written proposal received from the Aurora Fire Department given to each councilor and the mayor. Mayor Taylor asked if the council wants to go with the proposal from the last meeting or continue discussion. Councilor Vlcek stated, he doesn't want to get into we charge them for water and sewer, they charge us for use of building. Additionally, he feels the money collected is not worth losing our good relationship. Councilor Vlcek then asked Fire Chief Rod Yoder if the department will curtail water use so citizens don't perceive excessive use due to no charge. Yoder replied the department has taken measures to conserve. They also have a well on property where they do training.

Mayor Taylor stated he doesn't want to get in a bidding war with the fire department. He would like the city to charge for the fire house but not the station. Councilor Sahlin noted that if we charge the fire department their cost will come back to citizens. He thinks we should continue with the current arrangement.

Councilor Graupp would like to keep our good relationship and asked if the fire department could report on program improvements highlighting conservation and sustainability measures they are taking. Fire Chief Yoder thought this was a good idea and would be good for public relations within the community.

Mayor Taylor proposed the city table charges but require quarterly hydrant usage reports. The council agreed to this proposal.

C. Discussion and or Action on State Revenue Sharing Distribution

Betsy Imholt, Co-chair of the Aurora Colony Days committee asked about their group's request for \$2500 that was submitted at the May meeting. There was another request from Aurora Colony Visitors Association for \$2200. Mayor Taylor stated the total amount budgeted to give out is \$7000. Any balance left over can be used on city projects. Councilor Vlcek asked if the ACVA has a fund that they contribute to. Mayor Taylor replied they do not; there is no longer a

chamber of commerce. Mayor Taylor asked if he has approval to disperse the funds.

The council consensus is to distribute the funds requested to both groups.

11. New Business

A. Discussion and or Action on the RV Parking Problem in the City.

Mayor Taylor asked Chief McCuistion to notify the specific problem person with a door hanger and give them a copy of the ordinance.

Councilor Vlcek stated he would like to allow visitors to park in the parking lot for a few days with a permit.

Amy Willman, Aurora, asked if we have talked to this person. Mayor Taylor responded that he wanted to post signs first to see if they will comply.

B. Discussion and or Action on Draft MOA permit for UIC's

Mayor Taylor asked if he has approval to sign this document. Public Works Superintendent Bob Southard has some issues he wants to discuss with the mayor and DEQ but is ready to move on it.

The consensus from the council is to allow Public Works Superintendent Southard and Mayor Taylor to discuss, modify and sign the document.

C. Discussion and or Action on Excise Tax for North Marion School District, presented by North Marion School Superintendent Boyd Kaiser.

Superintendent Kaiser explained SB 1036 authorized in 2007 gave school districts the right to add a construction tax to some building permits. By law, the issuer of building permits must collect and redistribute the tax to the school district. The proposed administrative fee from NMSD to the City of Aurora is 4%.

Councilor Graupp stated he doesn't like commercial building permits being taxed. Mayor Taylor reiterated that this had already been decided when the bill passed. The city is legally bound to collect this tax; we are only deciding how much we will charge the school district.

A motion to approve the Intergovernmental Agreement and Memorandum of Understanding between the City of Aurora and North Marion School District in regards to the Construction Excise Tax to be collected by the city was made by Councilor Vlcek, seconded by Councilor Sahlin and passed unanimously.

D. Discussion and or Action on The Building Shop Contract

Mayor Taylor met w/Charlcie and will sign the documents with council approval.

City Attorney Koho stated we need a motion for this item.

A motion to complete the plan of bringing back the city inspection services to the City of Aurora by hiring contracting agency The Building Shop LLC, and authorizing the Mayor to sign that contract was made by Councilor Graupp, seconded by Councilor Roberts and approved unanimously.

E. Discussion and or Action Police Dept staffing level

Mayor Taylor met with the mayors of Hubbard and Donald and Chief Dryden of the Hubbard Police Dept. regarding the possibility of a tri city policing agreement. Mayor Taylor did have a concern with a recent incident in Donald involving the Hubbard Police. He felt they were unprofessional and this is inconsistent with what we have for Aurora. The proposed cost for the first year is \$245,000 to take over policing with 80 hours of coverage per week.

Chief McCuisition's concern is that the Aurora Police Department is crumbling. He believes it is a good deal for the city and that Aurora can't afford to maintain a police department. There are too many hours that just can't be covered, and Marion County won't respond. A new recruit will cost for their training, and we are unable to bring them up to speed due to the slow nature of the city. Usually, as soon as a new recruit is certified they leave. Coverage with this agreement will be sporadic, not predictable, and officers will be available to citizens 24/7. The Hubbard Police Chief will be in charge. He understands Aurora's concern with maintaining their identity and will take steps to make "tri cities" police force – not Hubbard police force. It is also proposed to have only one municipal court, located in Hubbard.

Mayor Taylor asked about moving forward with the proposal as long as Donald will go along, noting this will probably be a year long process. The council needs to look at the budget and hold public meetings. In the interim, should we fill the vacant officer position now or not?

Councilor Sahlin asked if we need a special meeting or executive session or if this can be added to the June 19th work session. City Attorney Koho stated there are fundamental issues to discuss; this decision will touch all of staff except public works and finance.

Councilor Graupp will look into the financial side.

Councilor Sahlin stated he appreciates the chief's honesty. He also has some concerns with the Hubbard Police Chief and how he runs things.

Chief McCuiston thinks it is not wise to hire another full time employee at this time. As an alternative, he suggested we hire Reserve Officer Tolley as a temporary, part time employee. He does not need to go to the academy if he works less than 80 hrs per month. Councilor Vlcek suggested we schedule him at 70 hours per month to make sure we keep under the 80 hour requirement.

The consensus of the council is to go ahead with the temporary, part time employee and add discussion of the proposal to the June 19, 2012 work session.

F. Discussion and or Action on Proposal to Create An Economic Development Committee for Aurora.

Mayor Taylor stated he is looking for ways to develop interest in bringing businesses into town.

Councilor Sahlin would like an inventory of properties for sale in town to show commercial property realtors.

G. Discussion and or action on Mid-Willamette Valley contract renewal

The council consensus was to approve the contract renewal for COG unanimously.

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H. Discussion and or Action on Aurora Colony Days Parade Route and Approval of Parade Form.

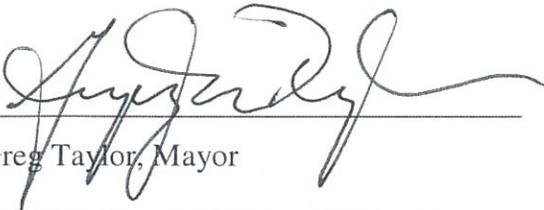
Annie Kirk, Aurora, stated that in years past the rules were not on the application. This year we have added them to the parade form.

The consensus of the council was to approve the parade form.

Councilor Vlcek suggested using a bucket with orange flags at crosswalks on 99E for pedestrians to use to show they are intending to cross. He had seen this in another town and thought it was a good idea. Annie Kirk agreed and will look into.

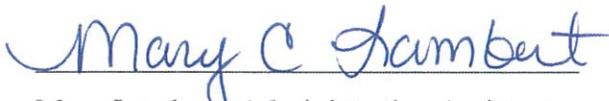
12. Adjourn

A motion to adjourn the June 12, 2012, meeting at 9:56 p.m. was made by Councilor Vlcek, seconded by Councilor Sahlin and passed unanimously.



Greg Taylor, Mayor

ATTEST:



Mary Lambert, Administrative Assistant



Meeting Notice

Citizen Involvement Advisory Committee



Goal 1, Citizen Involvement: Develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

Phone:
AT&T Conference Line:
1-866-680-0168
Passcode:
866171

Meeting:
Tuesday, August 7, 2012, 10:00am
Agriculture Building,
635 Capitol St. NE, Salem
1st Floor, Suite 150

10:00am - First Floor Conference Room, Suite 150

- Item 1** Call to Order, Agenda Review, Notes
- Item 2** **DLCD Reports: Policy Agenda, Rulemaking Workgroups and Other Meetings**
- DLCD legislative concepts
 - Southern Oregon Regional Resource Lands Definitions Project
 - Metro Scenario Planning
 - Central Oregon Regional Economic Analysis
- Item 3** Outreach Template – Draft power point

Lunch Break 12-1pm

- Item 4** Public Comment
- Item 5** Presentation on "social media" tools for public outreach
- Item 6** CIAC Business:
- Election of chair
 - 2013 meeting dates
 - Final proposed Bylaws
 - Future agenda items (Joint LCDC/CIAC discussion at Sept LCDC mtg)
- Item 7** Other
- Item 8** Adjourn

All times are estimates. Items may be taken in an order different than shown on this agenda.

For more information contact: Bob Rindy, (503) 373-0050, ext. 229, bob.rindy@state.or.us or Casaria Taylor, (503) 373-0050, ext. 322, casaria.taylor@state.or.us.

Next scheduled meeting (Joint with LCDC): September 20, 2012, Time is to be determined



Oregon

John A. Kitzhaber, MD, Governor

Department of Transportation

Traffic-Roadway Sect. - MS 5
4040 Fairview Industrial Dr SE
Salem, OR 97302-1142
503-986-3568
Fax: 503-986-3749

July 31, 2012

TRA 7-2

Greg Taylor, Mayor
City of Aurora
21420 Main Street NE
Aurora, OR 97002-9229

Dear Mayor Taylor,

This letter will serve as acknowledgement of your request on 7/26/2012 for a speed zone investigation to be conducted on Pacific Hwy East from 0.08 mile south of Lone Elder Road (MP 24.58) to 0.26 mile south of Orchard Avenue (MP 25.95).

Our field engineers will conduct this investigation. As soon as the report is complete, we will send it to you for review and approval.

For tracking purposes, the Request ID 6917 has been assigned to this request. Please use it when referring to this speed zone request and documents pertaining to it.

If you have any further questions, please call me at (503) 986-3609.

Sincerely,

Kathi McConnell
Traffic Investigations Coordinator

Copy with Enclosure(s) to:

Weldon Ryan, Traffic Investigator, ODOT Region 2

KM/cwc



PRESENTATIONS

NEW BUSINESS

OLD BUSINESS

Memo to Planning Commission from HRB
June 29, 2012

Enclosed are finalized changes for re-categorizing properties within the historic overlays.

Classifications of properties
Administrative Decisions
Use of Modern Materials by Classifications (General)
New Structures, accessory buildings, infill and developments (general)
Historic Character Classification for Level III
Addendum on Administrative decision making

These are general guidelines for details to come within the Guidelines themselves but provides a framework for this ensuing work. It was not possible to proceed with any Guideline updates until this framework was worked out and it is a major sea-change for the HRB in coming to this, as we hope you will appreciate.

We are proceeding with our updating of the Sign code, one of the most used documents that the city deals with and are keeping to our announced schedule.

We look forward to discussing these with you.

Karen Townsend
Chairman

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

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

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

(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

Residential

- Level I No changes from Guidelines
- Level II No 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 No 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.

New Structures, Accessory buildings, Infill and Developments

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 No changes from Guidelines. New construction on the property must be sensitive to the original architecture of existing structure(s). Materials must be compatible 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.

**HRB Code/guideline updates
June 2012
Draft passed HRB June 28, 2012**

**Property Classifications (cont)
“Historic Character” Neighborhoods and Certain Streets**

This was passed as a second part to the finalized property classifications. Still to be done is the final wording and determination of standards on this category.

What is “Historic Character” in a neighborhood or street?

Jacksonville defines it as: “‘Character criteria’ are those features which define a neighborhood’s own visual and physical composition.” Historic Character is used in other historic districts to protect the unique features of certain areas.

This may be a helpful way to classify “non-contributing” or Level III properties that are located near historic Level I or II resources or are in high visual impact areas rather than by their location within so many feet of Level I or Level II properties.

What does it have to do with Aurora?

Aurora is much smaller than other cities with historic districts such as Jacksonville and Salem so that what is done in our city’s HD is immediately obvious and can have a major visual impact on the city’s few remaining historic resources as well as the appearance of the district as a whole.

When visual standards are relaxed or eliminated on non-historic properties in close proximity to historic properties, it can change the “character” of a whole neighborhood or street. By establishing a “Historic Character” classification of certain areas, such as is done in Jacksonville and other cities, consideration is given to keeping an area from being “watered down” to where it no longer seems to reflect the original settlements.

Goal

To maintain the historic character of Aurora’s areas that have historic structures and settings which define the national historic district and to give more flexibility to standards in new areas that have little impact on those within the historic overlays.

Proposal

- Designate certain streets and or neighborhoods to be HC or Historic Character streets or neighborhoods.
- Form criteria for what these areas must have for the designation. (# of Level I & II structures, location, old growth vegetation, historical significance, etc.)
- Tailor guidelines for Property III classifications (post 1920 within xx yards of I or II properties) to reflect the impact that relaxed standards would have on nearby historic resources.
- Some Level IV neighborhoods would probably not have any HC classifications. An isolated infill property on a HC street would.

Details:

Historic Character areas (within the Historic Overlay only)

Residential:

1. 2nd Street stub from Liberty east
2. Liberty Street plus alley off Liberty
3. 3rd Street
4. Main Street from 3rd St south, Main St stub from Ehlen Rd/1st St
5. Ehlen Road (maintain sense of arrival as outlined in Vision Statement)
6. Airport Road from Ehlen Rd to Kasel Court

Commercial

1. Main Street, 1st to 4th
2. Hwy 99E all that is within the HD (Northeastern city limits to Bobs Ave)
3. 2nd Street (Liberty to Martin St)
4. Martin Street

Criteria for HC Areas

1. Majority of Level I & Level II structures present
2. Colony landmark settings (undeveloped original Wm Keil subdivision)
3. Location of high visual impact areas such as city entrances and thoroughfares through town such as Hwy 99E
4. Commercial area continuity
5. Should name landmark views even if not in city limits

Standards for Level III properties

All post-1920 properties within a Historic Character area would be under special standards, not just those within xx feet of historic resources.

Criteria for Standards

= *compatibility* is the key (see Jacksonville)

Materials – how strict?

Infill or redesign: compatibility with the Historic Character of the street/neighborhood in proportion of facades, openings, scale, rhythm of spacing, stylistic features, color, texture, roof shapes, height, etc.

PLANNING ACTION/DISCUSSION

August 2012 Update

LAND USE APPLICATIONS

Project	Status
Building Permits	<ul style="list-style-type: none"> • 15045 Park Ave
Sign Permits	
Manufactured Home Permit	
Land Use Applications	<ul style="list-style-type: none"> • 21200 Hwy 99E (Erickson), 21358 Hwy 99E (Miller House), Sprint/Nextel replacement of antenna and renewal of lease agreements on water tower

ADDITIONAL PLANNING

Project	Status
ODOT 99E Corridor Study	<ul style="list-style-type: none"> • No new information has been provided to the review committee
Urban Renewal District Feasibility Study	
Development Code/HRB updates	<ul style="list-style-type: none"> • HRB comments (continued)
Newsletter/Community Updates	<ul style="list-style-type: none"> • Suggestions for newsletter articles?
Misc.	