

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Tuesday, July 03, 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 –June 05, 2012
- II. HRB Minutes Aril 2012
- III. City Council – May 08 , 2012

Correspondence

I.

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. **Public Hearing**

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

6. **New Business**

A. Discussion on Land Inventory

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

7. Old Business

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

B. Discussion and or Update on Historic Review Board Design Guideline

C. Discussion and or Action on Updating Vision Action Plan

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, 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 an 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

Minutes
Aurora City Council Meeting
Tuesday, May 08, 2012 at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

COPY

STAFF PRESENT:

Kelly Richardson, City Recorder,
Jan Vlcek, Finance Officer
Lyle McCuiston, Chief of Police
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent

STAFF ABSENT:

VISITORS PRESENT: Jim Fisher, Aurora

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 7:02 p.m.

2. City Recorder does Roll Call

Councilor Graupp - Present
Councilor Roberts – Absent
Councilor Sahlin – Present
Councilor Vlcek – Absent for training excused, came late
Mayor Taylor – Present

3. Consent Agenda

- I. City Council Meeting Minutes – April 10 , 2012
- II. Planning Commission Meeting Minutes – April 03, 2012
- III. Historic Review Minutes March 22, 2012.

A motion to approve the consent agenda as stated is made by Councilor Graupp and seconded by Councilor Sahlin motion passes.

Correspondence

- I. Meeting Notice for Citizen Involvement Advisory Committee**
- II. League of Oregon Cities Bulletin.**
- III. CIS Real-Time Risk Newsletter**
- IV. Update on title 17 presented by Historic Review Board**
- V. Email from City Planner Wakeley**

4. **Visitor**

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.

Jim Fisher, Aurora was present but had no concerns. No one else spoke.

5. **Discussion with the Parks Committee**

- o **Parks Committee Report (not in packet)** no one in attendance from the Parks Committee Council asked staff if they had heard back from parks in regards to the concerns of Public Works Director Southard. Southard had marked the trees for their professional to look at. Councilor Sahlin stated he would follow up with parks committee and contact City Recorder, Richardson.
- o Tuesday morning Southard will attend a meeting with parks members to look at trees

6. **Discussion with Traffic Safety Commission**

- a. **Traffic Safety Report (not Included in your packet) Council** No one from Traffic Safety was in attendance. Chief McCuistion will follow up and report back to council as to whether or not there are any members on this board or not.

7. **Reports**

A. Police Chief's Report – (included in your packet) Chief McCuistion is reads his report as submitted.

- One topic of discussion is the Roger Eddy property located next to the American Legion Hall; it is of great concern as to the safety of children and others in the area.
- McCuistion reports that he has done a walk through and finds the property in areas to be unsafe.
- There is a brief discussion on the Lexi Pole Manuel its pros and cons for the city and whether or not the maintenance is too much for the city to pay.
- Chief McCuistion is requested to start making appropriate changes to the manual so that it is better suited for our small police force and community. Once these are complete it will need to come before Council for review and adoption. This was discussed briefly in 2010 however records indicate it was signed and not approved by Council.
- Councilor Sahlin asks if we have any leads yet on who is responsible for the tagging of city property. Chief McCuistion had asked Canby PD gang force if they recognize the tagging and they stated that they did not recognize it.

No more questions from the Council.

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

1. Revenue & Expense Report

- Kelly and I attended the Open Enrollment discussion with CIS and we really learned a lot.
- The 5/12 plan that they are offering should be a better scenario for the City.
- Council discussed the current Resolution 626 and more discussion will take place under new business
- I would like to remind Council of the budget meeting tomorrow night at 6:30.

No more questions from the Council.

C. Public Works Department's Report – (included in your packet) Southard reads his report as attached.

1. Monthly Status Report (Storm Water) .

- Well house has been cleaned up and the park is already for the rental season.
- Triple T our park maintenance company will need to address the poison oak found in the park.
- The question is raised if Public Works will take down the trees in question at the park and both Mayor Taylor and Bob Southard state not until the Parks Committee has their professional look at them first.
- Is the work moving forward on Ehlen Rd, yes we plan too we are waiting for the Storm Water Master Plan completion which should be very soon.
- Public Works, presents the SCA Grant application and the first option is to widen Liberty Street.

A Motion is made to approve the resolution for the SCA application by Councilor Graupp and is seconded by Councilor Sahlin. Motion Passes.

No more questions for Bob from the Council.

A. Waste Water Treatment Plant Update (from Otis Phillips) was not included in packet.

- We finished the river season with no problems and shut down two day early.
- During a freak wind storm over half of our orchard blew down so we are going to finish logging it.
- We hope to finished by June

There were no more questions from the Council.

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

- Confirmed that the open enrollment training was very good.

Gives a brief overview of the written report as submitted, and there were no questions from council.

E. City Attorney's Report – (not included in your packet) City Attorney Koho was not present at the Council meeting and was excused by the Mayor.

- Final Agency Order for Building Code Division.
- Letter to former IT Aurora Tech.
- Mayor Taylor state at the June meeting I would like to discuss the Contract with the Building Shop.

8. Ordinances and Resolutions

A. Resolution Number 650 A Resolution Adopting The Amended Operations Plan For Implementation Of The Building Permits Program. The Council would like to see the City Planner and Planning Commission work side by side with the new code inspections department so everything will transition smoothly.

A motion to approve Resolution Number 650 was made by Councilor Graupp and seconded by Councilor Sahlin. Motion Passes.

9. Old Business

- A. **Discussion on Planning Commission and Historic Review Board Proposal.** Mayor Taylor would like to have a full Council for this discussion. Councilor Graupp states it was discussed at the HRB and (Mayor Taylor) I would like to keep it out there and look at it in June. Councilor Graupp, possibly they could look at easier applications and maybe have half of the group at 630 for plan review, and then the full group meets at 7.

Planning Commission Chair Joseph Schaefer discussed the issue of the sign code and how presently outside the HRB District the sign code applications are reviewed by City Planner Wakeley and maybe the sign applications in the HRB district could go to the planner as well. Another suggestion is I feel a 9 person board is very large and hard to handle. My suggestion is to be a 7 member combination board not 9 if Council decides to go that route.

10. New Business

- A. **Discussion and or Action on State Revenue Sharing Distribution.,** A letter from the Colony Days Committee, it is suggested by Finance Officer, Vlcek to table for now this is our only request. Mayor Taylor agrees let's wait until we get some more requests so let's table this until June.
- B. **Discussion and or Action on Liquor License for Pacific Hazelnut Farm at 14673 Ottaway Rd Aurora.**

A motion is made to approve the liquor license by Councilor Graupp and seconded by Councilor Vlcek. Motion passes.

- C. **Discussion and or Action on Resolution Number 626 A Resolution on Establishing Policy on Employee Health Benefits.,** At the time when this was presented there was a line that stated employees would pay all increase from this day forward. Since then we went to the employees and since the increase is so high I (Mayor Taylor) suggested a possible percentage of the increases since this would be so substantial on the employee. Councilor Graupp suggests a new policy with a larger deductible, Mayor Taylor suggest that we give them some input on which option we go with.

Councilor Graupp is looking at dumping the City Hall building fund, Mayor Taylor says until the discussion at Budget Committee level, Taylor suggest a 5% increase. Taylor would like to see employee input.

Mayor Taylor suggests the date for a special council meeting, on May 17th at 6:00pm to discuss insurance benefits along with the combined HRB and Planning Commission Board proposal.

- D. **Discussion and or Action on Bids for Cleaning City Hall and Restrooms at City Park and 2nd Street.** Mayor Taylor explains the two bids.

A motion to approve the clean net contract subject to review of the City Attorney is made by Councilor Sahlin and Councilor Graupp seconds the motion. Motion Passes Unanimously.

E. Discussion and or Action on the Park Ave Sidewalk

Mayor Taylor brings to discussion a situation with a sidewalk on Park Ave this is a serious problem of topography and there is simply a cliff and I asked Bob to look into a railing. Councilor Graupp asks can it be filled in. Yes however because it is over 30" we would need a railing, I think it would be a liability issue.

Additional Discussion itmes:

Myself (Mayor Taylor) and Public Works had an Informational meeting with the Fire Dept earlier this week, basically they feel that they do a lot for the City and we shouldn't charge them for their usage or other services . Councilor Vlcek made a proposal that we charge them strictly for the fire hall, , the house fluctuates.

I (Vlcek) have history with fire dept back when everything was volunteer. I would like to see the house be charged for all services like any other house and then charge the Fire Hall for consumption only if we need to do something.

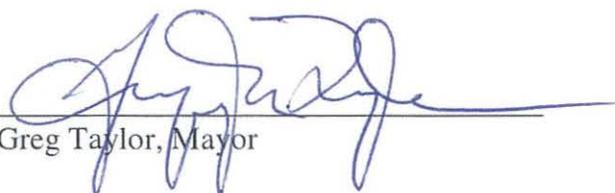
Mayor Taylor asked them to crunch numbers on what they felt there donations to the city were and then we could look at them. We have a second meeting with them on the 11th and Council will decide on the 12th at the June meeting.

Fidanzo property discussion on adjusting the comp plan an application has been made; we are looking at fees and how to help this citizen in his endeavor. Are we setting precedence for other applicants to be paid off over time as well. I sympathize but the precedence is key for other applicants. Council is not comfortable at this point with options because it does set precedence.

In conclusion of the discussion it is the consensus of Council to allow the application to go forward until the \$1500.00 dollars is gone and then application process stops until the applicant pays additional money to keep the process going.

11. Adjourn

A motion to adjourn the May 08, 2012 meeting at 9:10 pm was made by Councilor Vlcek and seconded by Councilor Sahlin. Motion Passes Unanimously.


Greg Taylor, Mayor

ATTEST:


Kelly Richardson, City Recorder

Minutes
Aurora City Council Special Meeting
Thursday, May 17, 2012 at 6:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

COPY

STAFF PRESENT:

Kelly Richardson, City Recorder,
Jan Vlcek, Finance Officer

STAFF ABSENT:

VISITORS PRESENT: NONE

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 6:00 p.m.

2. City Recorder does Roll Call

Councilor Graupp - Present
Councilor Roberts – Present
Councilor Sahlin – Present, but outside at time of roll call
Councilor Vlcek – Present
Mayor Taylor – Present

3. Consent Agenda

NONE

Correspondence

- I. **Grant information from ODOT**, Mayor Taylor had looked at this information and thought that possibly another type of grant geared more towards historic preservation might help them possibly look into purchasing the Rodger Eddy property for the hopeful location for a new city hall.

4. **Visitor**

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.

5. **Old Business**

- A. **Discussion and or Action on Insurance Benefits and Policy**, a timeline forced us to make a decision on this prior to May 15th so the policy wouldn't laps. The result of that is the Resolution 651. Mayor Taylor reads the resolution in its entirety.
- B. **Discussion and or Action on Mayor Taylors question in regards to HRB and Planning Commission combination of boards.** Discussion of possible applicant for HRB, the applicant did not seem interested and HRB is discussing possibly not recommending him to council.

Mayor Taylor feels this will be beneficial and they will be able to have the City Planner at each meeting. It would hopefully benefit the city and eliminate the gap, Councilor Graupp feels this would be a lot of work and a 9 member board is too large. The HRB is not going to want to do the planning items. Councilor Sahlin we are all volunteers and if we need to we ask questions and discussion is evident. Mayor Taylor let's do a work session and get there feedback on whether or not they want to combine the boards.

It was decided that the Mayor would set up a meeting with both Chairman of the Boards and discuss this situation with them first, before we look at a work session.

- C. **Discussion on meeting with Fire District.** Mayor Taylor briefs the council on the meeting earlier this month with the fire district and explains that the fire department feels they provide many services for the city and therefore should not need to pay for water and sewer. My proposal was the house pays a full bill and the fire hall pays consumption only on the fire hall not the filling of the trucks. This is an 800 dollars savings for them at this time. The house uses more water which is surprising to me. At the meeting I asked Chief Yoder to put together a proposal of what he felt the contributions to the city was worth.

We meet again on the 11th of June and we can make a decision at the June Council meeting exactly how we want to proceed.

Discussion started with Councilor Roberts and Councilor Sahlin informing the other Councilors that there is a problem with RV parking in and around the city. One in particular is consistently parking in their yard and at the City Park and using spaces. Mayor Taylor looked up the Ordinance for parking and his initial investigation was a permit was needed. Mayor Taylor will follow up with Chief McCuiston when he returns from vacation. The consensus of the Council is that something needs to be done about this.

We will put this on the June agenda for discussion in regards to parking RV's

There was a brief discussion on follow through and enforcement of Ordinance violations in and around the City. The Council does not want to send staff out to seek violations however if they see them then follow up otherwise this will be complaint driven from citizens. City Recorder Richardson will meet with the Chief and come up with a plan.

There is a brief discussion on how we could motivate citizens to clean up yard and other debris.

It is the consensus of council to go forward with proposal with the fire dept as discussed.

6. **Ordinances and Resolutions**

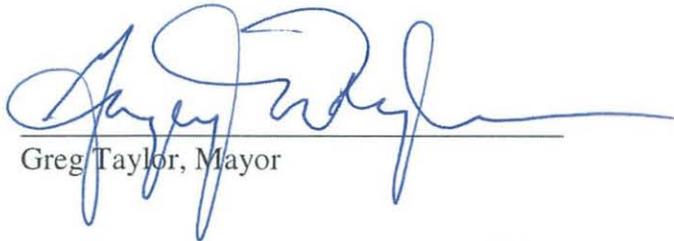
- A. **Discussion and or Action on Resolution Number 651 A Resolution Establishing Employee Contributions To Health Insurance Benefits**, Finance Officer, Vlcek explains the situation and why the increases are necessary. Resolution 626 made employees responsible for all of the increases which are too costly therefore I and the Mayor looked at this as a resolution to the matter.

Motion to approve Resolution Number 651 is made by Councilor Roberts as amended with an effective date of August 1, 2012 and is seconded by Councilor Graupp. Motion passes with Councilor Vlcek stating a possible conflict and abstains from voting.

Also discussed is security options in the park we would like to have police possibly do a walk through more often because of serious problem with tagging buildings. We are looking at borrowing a camera set up.

7. **Adjourn**

A motion to adjourn the May 17, 2012 meeting at 7:04 pm was made by Councilor Roberts and seconded by Councilor Vlcek. Motion Passes Unanimously.



Greg Taylor, Mayor

ATTEST:



Kelly Richardson, City Recorder

PUBLIC HEARING

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Tuesday, June 26, 2012 3:22 PM
To: recorder
Subject: FW: application

Kelly,

See email below. Please do not include the staff report previously emailed to you in the July PC packets. Please include the email below in the PC packets under the application.

Thank you.

Renata Wakeley, Planner
Mid-Willamette Valley Council of Governments
105 High Street SE, Salem OR 97301
p: 503 540 1618
f: 503 588 6094

From: Jfidanzo@aol.com [mailto:Jfidanzo@aol.com]
Sent: Tuesday, June 26, 2012 3:10 PM
To: Wakeley, Renata
Subject: application

I am requesting that the application be put on hold until the loma has been completed. The approximate time frame for completion is 2 -3 months. Thank you for your work on this project.

Joe Fidanzo

NEW BUSINESS

D. Land Use and Buildable Lands

A land use plan indicates the area into which various types of activities are expected to occur. Aurora designates six categories of land uses to be described and located on the land use map.

1. Residential Low Density (R-1). Areas designated as residential low density shall not exceed a density of five point eight (5.8) dwelling units per gross acre. The minimum lot size under the R-1 is seven thousand five hundred (7,500) square feet.
2. Residential Low/Moderate Density (R-2). Areas designated as residential low/moderate density shall not exceed a density of eight point seven one (8.71) dwelling units per gross acre. The minimum lot size under the R-2 zone is five thousand (5,000) square feet.
3. Historic Residential Overlay. The historic residential overlay does not specify a maximum density but the minimum lot size within the zone is 10,000 square feet for new lots. With the minimum lot size of ten thousand (10,000) square feet, areas designated as historic residential overlay would not exceed a density of four point three six (4.36) dwelling units per gross acre.
4. Commercial. Commercial uses include all activities of a retail and service commercial nature. There is no distinction between what kinds of commercial activities are allowed; the specific zoning regulates uses.
5. Industrial. Industrial use covers the range of manufacturing, warehousing, wholesaling, and some service activities. Manufacturing activities are limited to light industrial uses.
6. Flood Hazard. Areas designated as flood hazard serve to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas.

The land use designations in the Comprehensive Plan are of a general nature and are intended to indicate the expected community growth pattern. Implementation of the plan occurs through more specific actions such as zoning, subdivision control, annexation review, Urban Growth Boundary administration and public facilities planning. Although the plan is designed to be somewhat flexible, it must be understood that it is a significant policy statement and a great deal of responsibility must be exercised in its use and updating.

In 2008, the city conducted a buildable lands inventory. **Table 1** shows the amount of developed acreage by zoning designation within the city.

**Land Use Element - Table 1
Developed Land Uses within the Aurora UGB
By Zone, 2008**

Zoning Designation	Acres¹	Percent of Total Area
Historic Residential Overlay (HRO)	69.11	18%
Low Density Residential (R-1)	124.62	33%
Moderate/Low Density Residential (R-2)	36.02	9%
Commercial (C)	54.94	14%
Industrial (I)	47.94	13%
Flood Hazard (FH)	48.36	13%
Total	380.99	100%

Source: MWVCOG, 2008.

¹ Acreage data is from the Marion County Assessor and does not include public rights-of-way.

1. Buildable Lands Inventory

For each land type (residential, commercial, and industrial), the analysis was broken into two parts. First, the findings describe the amount of net buildable land, by zoning district, within the existing city limits. The findings then describe the amount of buildable land located between the city limits and UGB. Land in this area is zoned by the County until it is annexed into the city. The City's Comprehensive Plan does designate, in general, the future use (residential, commercial, or industrial) for such properties.

The analysis of residential lands includes totals for land that is completely vacant or land that has infill potential.

OAR 660-0254-0050 provides the following assumptions for local governments with populations less than 25,000 in inventorying buildable lands to accommodate housing needs:

- (a) The infill potential of developed residential lots or parcels of one-half acre or more may be determined by subtracting one-quarter acre (10,890 square feet) for the existing dwelling and assuming that the remainder is buildable land;
- (b) Existing lots of less than one-half acre that are currently occupied by a residence may be assumed to be fully developed.

The following parameters, based upon the above residential "safe harbors", are used to determine whether land is partially vacant or has infill potential.

- Vacant residential land includes all residentially zoned parcels that are at least 5,000 square feet (0.11 acres) in size with improvement values of less than

\$10,000. The minimum lot size for residential parcels in Aurora is 5,000 square feet.

- Residential parcels with infill potential consist of those residentially zoned parcels that are at least 21,780 square feet (0.5 acres) in size with an improvement value of at least \$10,000. This analysis assumes that 10,890 square feet (0.25-acres) is devoted to the existing house, with the remainder considered infill.

Vacant lots of record were also included in the inventory as long as they were approximately 3,000 square feet.¹ The Aurora Municipal Code permits the construction of dwelling units on a residentially zoned lot of record having less width or depth than required by the code, provided that either all required setbacks are complied with or a variance is granted.

The analysis of commercial and industrial land includes totals for land that is completely vacant or land that has infill potential.

OAR 660-024-0050 provides the following assumptions for a local government inventorying land to accommodate industrial. A local government may assume that a lot or parcel is vacant if it is:

- (a) Equal to or larger than one-half acre, if the lot or parcel does not contain a permanent building; or
- (b) Equal to or larger than five acres, if less than one-half acre of the lot or parcel is occupied by a permanent building.

The following parameters, based upon employment land “safe harbors” under OAR 660-0009-005, are used to determine whether land is partially vacant and/or with infill potential.

- Vacant employment land includes commercial or industrial zoned parcels equal to or larger than 21,780 square feet (0.5 acres) that do not contain a permanent building
- Employment land with infill potential includes commercial or industrial zoned parcels equal to or larger than 217,800 square feet (5.0 acres) where the improvement occupies 0.5 acres or less of the parcel . These were identified by properties with improvement values of \$10,000 or more and a review of aerial photos to determine whether or not 0.5 acres or less was occupied by buildings or improvements.

¹ Lots of Record is defined in the Aurora Municipal Code as, “a legally created lot meeting all applicable regulations in effect at the time of creation”.

The analysis also includes an assessment of land that is not buildable due to physical constraints such as steep slopes, riparian buffers, flood hazards, and wetlands. These areas have been subtracted from the amount of gross acreage that is considered buildable.

- Slope hazard areas- As defined by AMC, slope hazard areas are those areas subject to a severe risk of landslide or erosion. They include any area containing slopes greater than or equal to fifteen (15) percent.
- Flood Hazards Zone- Those properties identified by the Aurora Zone and Comprehensive Plan maps as Flood Hazard and prohibit the development of dwelling or commercial use structures.
- Wetlands- The National Wetlands Inventory does not identify any areas of wetlands within the Urban Growth Boundary. Those potential wetland areas within the Flood Hazard zone are shown as Flood Hazard.

Figure 1 shows vacant and infill land within the Aurora urban area by Comprehensive Plan designation.

1. Residential Land

Table 2 shows the amount of buildable land for each residential zoning district within the Aurora urban area (both city limits and UGB). Approximately 103 gross buildable acres are available for residential development within the urban area. Of that amount, approximately 51.4 acres are available within the city limits and an additional 51.5 acres are available between the city limits and UGB. Approximately 127 acres within the Aurora UGB are currently developed for residential uses.

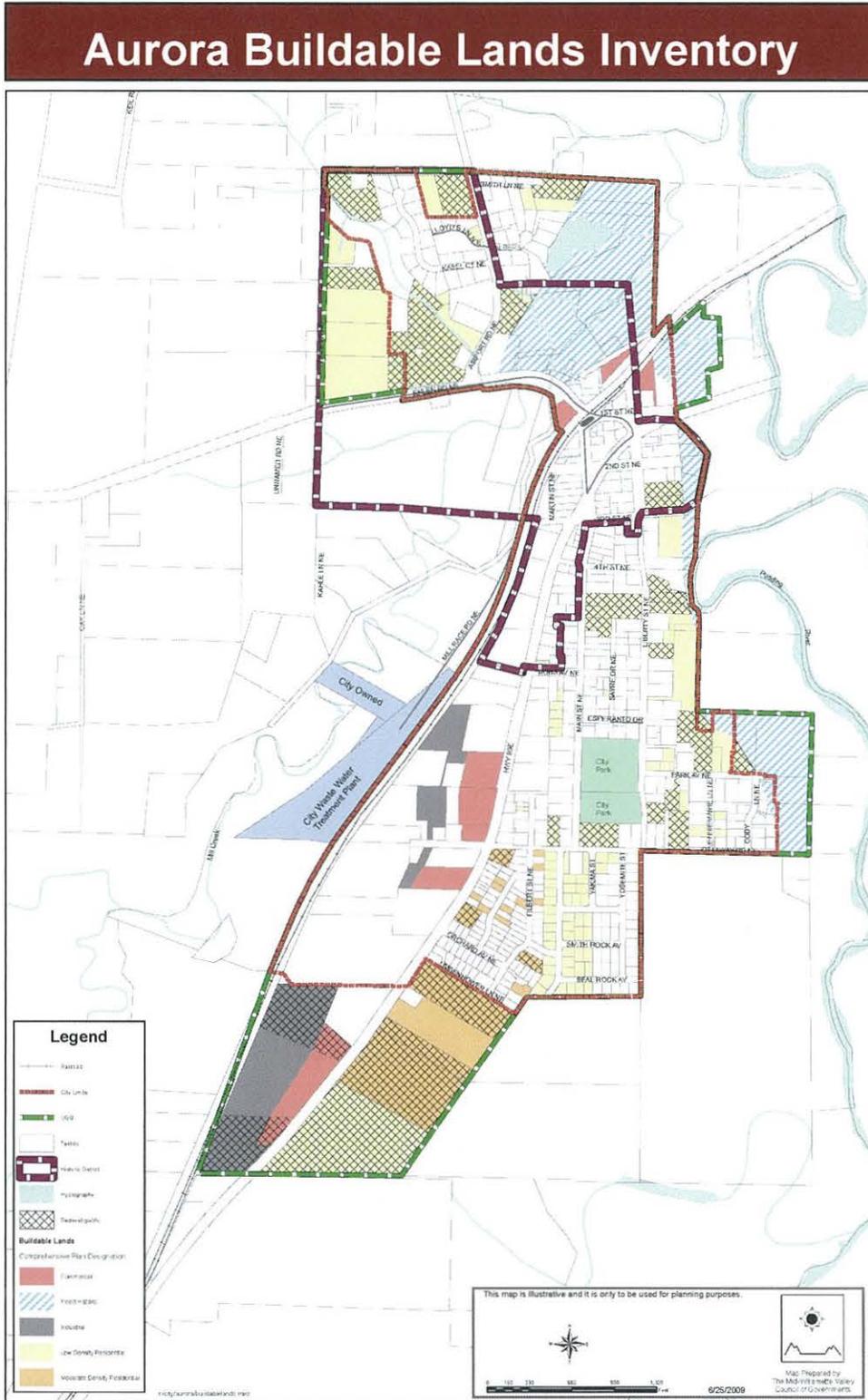
**Land Use Element - Table 2
Buildable Residential Land
Aurora, 2008**

Zone/Plan Designation	Vacant (acres)	Infill (acres)	TOTAL
Within the City Limits			
Historic Residential Overlay (HRO)	0.66	17.90	18.56
Low Density Residential District (R-1)	24.44	6.13	30.57
Low/Moderate Density Residential District (R-2)	1.41	0.86	2.27
Buildable Acres Within the City Limits	26.51	24.89	51.4
Between the City Limits & UGB			
Historic Residential Overlay (HRO)	12.39	3.91	16.3
Low Density Residential (R-1)	0	14.22	14.22
Low/Moderate Density Residential (R-2)	5.1	15.85	20.95
Buildable Acres Between the City Limits & UGB	17.49	33.98	51.47

Buildable Acres Within the Urban Area	44.0	58.87	102.87
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Source: Marion County Assessor data, MWVCOG, 2008.

Figure 1 – Buildable Lands Map



2. Commercial Land

Table 3 shows that approximately 8.8 gross vacant acres are available for commercial development within the Aurora city limits. Approximately 4.1 acres designated for commercial use can be considered as having infill potential. No vacant commercial land is located between the city limits and urban growth boundary. Approximately 42.2 acres within the Aurora UGB are currently developed for commercial use.

**Land Use Element - Table 3
Buildable Commercial Land
Aurora, 2008**

Zone/Plan Designation	Vacant (acres)	Infill (acres)	Total
Within City Limits			
Commercial District (C)	8.8	0	8.8
Buildable Acres Between the City Limits & UGB	0	4.1	4.1
Buildable Acres within the Urban Area	8.8	4.1	12.9

Source: Marion County Assessor data, MWVCOG, 2008.

3. Industrial Land

Table 4 shows the amount of buildable land for the industrial zoning district within the Aurora urban area. Approximately 13.6 acres designated for industrial use can be considered vacant while 4.32 acres designated for industrial use can be considered as having infill potential. Approximately 30 acres within the Aurora UGB are currently developed for industrial use.

**Land Use Element - Table 4
Buildable Industrial Land
Aurora, 2008**

Zone/Plan Designation	Vacant (acres)	Infill (acres)	Total
Within City Limits			
Industrial District (I)	5.15	0	5.15
Buildable Acres Between the City Limits & UGB	8.51	4.32	12.83
Buildable Acres Within the Urban Area	13.66	4.32	17.98

2. Land Needs Analysis

The buildable lands inventory is used in conjunction with the 2029 population projection to determine if adequate land is available for future residential, commercial, and industrial development.

Future Residential Land Needs

Average Net Density

To determine the amount of land needed for future residential development, it is necessary to calculate the average net density for the various types of housing developments including low-density residential, medium-density residential, and the historic residential overlay zone.

Average net densities were developed based on the size of residential lots developed since 2001. It should be noted that the city's sewer system came online in 2001 and not all developments included in 2001 were approved under the revised minimum lot sizes. The average net densities have continued to increase since the sewer system came online. The average net densities used to conduct the analysis of future residential land needs are:

Historic Residential Overlay- 3.4 units/acre

Subdivision	Zone District	Single-Family Units	Net Acres Developed	Net Density (units/acre)
Kasel Court	HRO	20	7.01	2.9
Lloyds Lane	HRO	5	2.19	2.2
Sharabarin	HRO	9	2.3	3.9
2001 – 2008 Partitions	HRO	0	0	0
Total		34	11.5	3.0

Low-Density residential – 4.7 units/acre

Subdivision	Zone District	Single-Family Units	Net Acres Developed	Net Density (units/acre)
Keil Park I	RS	40	7	5.7
Keil Park II	RS	39	6.75	5.8
Peyton Circle	RS	4	0.64	6.3
Albers Way	RS	10 ²	3.83	2.6
2001 Partitions	RS	6	1.47	4.1
2002 Partitions	RS	0	0	0

² Net acres does not include Lot 3000 with approx. 338,897sq feet zoned as Flood Hazard.

2003 Partitions	RS	0	0	0
2004 Partitions	RS	0	0	0
2005 Partitions	RS	7	1.73	4.1
2006 Partitions	RS	9	3.53	2.6
2007 Partitions	RS	2	0.26	7.7
2008 Partitions	RS	2	0.42	4.8
Total		119	25.6	4.7

Medium-Density residential – 7.9 units/acre

Map & Tax Lot	Zone District	Single-Family Units	Net Acres Developed	Net Density (units/acre)
Orchard View	RM	38	4.58	8.3
Ottaway Rd	RM	3	0.48	6.3
New Colony Parks I	RM	12	1.61	7.5
New Colony Parks II	RM	16	1.76	9.1
Filbert Street	RM	13	1.45	8.9
Hazelnut Park East	RM	4	0.71	5.6
Hazelnut Park West	RM	7	0.99	7.1
2001 – 2008 Partitions	RM	2	0.47	4.3
Total		95	12.05	7.9

The housing needs analysis (see Housing Element - Table 5) identified 307 new residential units that will be needed to accommodate the projected 2029 population of 1,804 persons. Of the 307 new residential units, 15 percent, or approximately 47 units, are needed to meet projected need for rental units. Based on 2000 Census figures, about 75 percent of the local rental market is comprised of single-family residences. Therefore, of the additional 47 rental units, it is assumed that 12 units will be multi-family housing units and 35 units will be single family residential.

In addition, as shown in Housing Element - Table 3, the current rental market supply is currently about 15 units short of meeting the existing need (4 units of multi-family rental housing and 1.1 units of single family rental housing). Consequently, in order to meet existing and projected need for rental market housing, 16 additional multi-family units will be needed over the next 20 years and 46 single family units will be needed.

Table 5 shows the amount of buildable residential land needed through 2029 to accommodate various types of housing, including multi-family housing and manufactured homes.

**Land Use Element - Table 5
Projected Housing Mix and Residential Land Needs
Aurora, 2029**

Housing Type	Existing Units 2007	Units Needed 2029	Percent of New Units	Net Density (units/acre)	Acres Needed 2029
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Single Family	366	307	95%	4.7	65.3
Multi-Family	14	16	5%	7.9	2.03
Total	380	322	100.0%		67.33

Source: MWVCOG, 2009.

Looking back at **Table 2**, adequate vacant, partially vacant, or infill land is available to accommodate future housing needs within the existing urban growth boundary. The buildable lands analysis found that approximately 103 acres are available for residential development within the entire urban area, with 51.4 acres available within the city limits. An estimated 67.33 acres will be needed to accommodate residential growth through 2029, as shown in **Table 5** above.

Approximately 2 acres of land designated for multi-family development will be needed by 2029. **Table 2** shows that about 2.27 acres of land currently zoned R2 is currently available for development within the city limits. Duplexes are also allowed in the R1 Zone and some of the need for multi-family land can be met through development of duplexes in this zone.

Approximately 65.3 acres will be needed for single-family residential development through 2029. **Table 2** shows that about 44.8 acres of land currently zoned R1 is currently available for development within the Urban Growth Boundary and an additional 34.9 acres of land zoned Historic Residential Overlay are available for development for a total of 79.7 acres.

Overall, 67.3 acres are needed to accommodate future single- and multi- family development. **Table 2** shows that 51.4 acres are available within the city limits to meet future residential needs and 51.47 acres are available between the city limits and Urban Growth Boundary.

Oregon Administrative Rules (OAR) 660-024-0040(9) allows for a local government to estimate that the 20-year land needs for streets and roads, parks and school facilities will together require an additional amount of land equal to 25 percent of the net buildable acres determined for residential land needs. **Table 6** shows adding the 25 percent for public land uses as allowed by OAR 660-024-0040(9) means that an estimated 84.1 acres will be needed to accommodate Aurora's 20-year land needs for future residential development. The buildable land needs analysis found that approx. 102.87 acres are available for residential development within the entire urban area, with 51.4 acres available within the city limits.

Table 6
Summary of Residential Land Needs
Aurora, 2029

2029 residential land needs	67.3
Additional land needed for public uses- streets, parks, etc. (25% of 20-year land needs)	16.8
Total land needed for residential use through 2029	84.1
Land currently available within the existing UGB for residential development	102.87
Surplus of land needed for future residential use	18.77

Future Commercial and Industrial Land Needs

The Economics Element of the Comprehensive Plan includes a 2029 forecast of local employment (see the Economics Element - Table 6). One purpose for forecasting local employment is to determine if sufficient land is currently designated in the Comprehensive Plan to accommodate projected commercial and industrial development.

Table 8 shows the forecasted 2029 employment growth by land use type. Different sectors of the economy will have different land needs. Employment growth was allocated to three land use types as follows:

- Commercial: Retail Trade; Finance, Insurance; Professional Services; Administration; Education; Health and Social Assistance
- Industrial: Construction; Manufacturing; Wholesale Trade; Transportation and Warehousing
- Public: Local, State and Federal Employment

Agriculture, Forestry, Fishing and Hunting are not included in the analysis below as these are assumed to predominately occur outside of Urban Growth Boundaries. Public employment is removed from further analysis as growth in the public sector employment is assumed to occur on existing public lands.

**Land Use Element - Table 8
Total Employment Growth by Land Use Type**

Sector	2007	2029	New Employment 2007-2029	
			Total	Percent
Commercial	105	142	37	48.1%
Industrial	90	121	31	40.3%
Public	25	34	9	11.7%
Total	220	297	77	100.0%

Source: MWVCOG, 2009.

Several assumptions were made to convert the employment growth shown in **Table 8** to vacant acres needed for commercial and industrial uses. These assumptions include:

- **Percent of total employment growth that requires no non-residential built space or land.** Some new employment will not require any non-residential land or building be used. This analysis assumes that one (1) percent of employment growth will consist of employees who work at home.

- **Percent of employment growth on existing developed land.** Some new employment will occur through expansion of existing businesses on non-residential land. Such an expansion involves adding additional employees without increasing physical space. A analysis for Albany assumed that 10 percent of future employment growth will occur on land that is already developed. That same figure is used in this analysis.
- **Employees/acre.** In order to determine future commercial and industrial land needs, employment growth must be converted into employees per acre. Using employment data and the buildable lands analysis, estimates of commercial and industrial employment per acre in Aurora were determined. For developed properties in the Industrial (I) and Commercial (C) Zones, which allows a broad mixture of uses, Marion County Assessor data was used. Based on this information, this analysis assumes 2.5 employees per acre for commercial uses and 3.0 employees per acre for industrial uses. Employees per acre ratios used in similar studies in Independence were 11 employees/acre for commercial and office development and 15 employees/acre for industrial development. A Carlton study used 15.8 employees/acre for commercial development and 10.2 employees/acre for industrial development. The City uses their current employee/acre estimates with the understanding that employee/acre ratios may increase as employment growth occurs and that use of the current City ratio allows for greater employee/acre density to occur.
- **Employment on vacant or infill land.** The recently completed buildable lands inventory for Aurora identified both vacant and infill commercial and industrial land. This analysis does not distinguish between vacant or infill land in determining where new employment will occur. The analysis assumes that 89 percent of employment growth occurs on land that is either vacant or infill. (The remaining 11 percent consists of employees working at home or new employment on existing developed land.)

Table 9 shows the amount of vacant or infill land needed to accommodate new commercial and industrial employment growth through 2029. Approximately 22.5 acres will be needed for projected employment growth through 2029.

**Land Use Element - Table 9
Commercial and Industrial Land Needs
Aurora, 2006-2029**

Sector	Total Employment Growth	Employees/Acre	Requiring no non-residential built space or land	On Existing Developed Land	On Vacant Land	Vacant/Infill Acres Needed
Commercial	37	2.5	1	3	33	13.2
Industrial	31	3.0	0	3	28	9.3
Total	68		1	6	61	22.5

Source: MWVCOG, 2009

Table 10 shows a comparison of land needed to accommodate new employment growth (demand) and the available supply of vacant and infill land. The comparison shows that sufficient commercial and industrial land is available within the Aurora urban area to meet the forecast demand. Public facilities are available for all of the vacant or infill commercial and industrial properties. Site constraints, such as steep slopes, wetland, or floodways, have been identified in the inventory and have been subtracted from the gross amount of buildable acreage.

Land Use Element - Table 10
Comparison of Supply and Demand for Commercial and Industrial Land
Aurora, 2009

Land Use Type	Vacant/Infill Acres
Supply	
Commercial	12.9
Industrial	17.98
Total Supply	30.88
Demand	
Commercial	13.2
Industrial	9.3
Total Demand	22.5
Surplus (Deficit)	
Commercial	(0.30)
Industrial	8.68
Total	8.38

Source: MWVCOG, 2009.

recorder

From: Joseph Schaefer
Sent: Wednesday, June 20, 2012 3:09 PM
To: Stephen Braun
Cc: recorder
Subject: RE: July 3 PC Meeting

Categories: Yellow Category

Let's discuss this as a new business item at the July 3 meeting. Thanks Steve.

From: Stephen Braun
Sent: Wednesday, June 13, 2012 2:33 PM
To: Joseph Schaefer
Subject: RE: July 3 PC Meeting

Joe,

I previously replied to Kelly that I'm planning to attend July 3rd meeting.

New item re Mayors economic planning task group. I have contacted Mr Ed Wagner (economic planning guru) re our situation regarding obtaining some good econ planning counsel and info, as well as asking the right questions for a sound strategy. Ed (formerly econ planning director to Port of Portland & consultant to Dr. Amo Debernardis, founding PCC president) who has suggested that I contact Ms. Peggidy Yates, econ planning consultant & manager strategic planning & project for Multnomah County, to provide a briefing to Aurora Planning Commission and interested City Councilors, to aid in our process to think outside the box and develop some initiatives. Interestingly, Ed has suggested that working with Canby Econ Development & Planning, to understand their process, key elements for success, and econ develop model would be a worthwhile exploration. Peggidy and Ed have indicated that August 7th, would be a convenient time to attend. I felt that dedicating an hour to their briefing and Aurora Q&A would be a good start.

You may want to discuss this briefing with Mayor & PC members. Peggidy asked what topics we would like to have covered in the briefing. Let me know your wishes, Steve

From: Joseph Schaefer
Sent: Monday, June 04, 2012 11:33 AM
To: recorder; Amy Willman; Bud Fawcett; Jonathan Gibson; Robert Graham; Stephen Braun
Cc: Wakeley, Renata
Subject: July 3 PC Meeting

Folks:

The July meeting is the 3rd and there is an important hearing scheduled (Fidanzo's comp plan map amendment), so we need to ensure there are enough members that will attend to have a quorum. If the 3rd doesn't work we need to know now so it can be rescheduled. Please check with your significant others and other travel mates and we can discuss Tuesday. Thanks

From: recorder
Sent: Friday, June 01, 2012 4:14 PM
To: Amy Willman; Bud Fawcett; Jonathan Gibson; Joseph Schaefer; Robert Graham; Stephen Braun

OLD BUSINESS

**HRB Code/guideline updates
June 2012
Draft ideas**

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

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.

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 with in 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.

Memo

To: Planning Commission
From: City Recorder, Richardson
CC: none
Date: 6/29/2012
Re: Following Paper work from HRB

The following paperwork from HRB has changed some from the original versions you went through at your June meeting. The HRB did not see my draft minutes from the June meeting to notice the proposed changes that the Planning Commission had proposed when these were submitted to me.

I went ahead and made them apart of your packet again because HRB had made some minor changes from the last set that you reviewed in June.

I do not believe they are significant enough to do another review but wanted you to at least see them.

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?

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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:

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1. 2nd Street stub from Liberty east
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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.

Historic Review Board
Administrative Decision Making by Board Members

DRAFT
May 24, 2012

We recommend an 18 month trial of the system of limited administrative decisions on certain exterior changes to historic district properties. This would give the program a chance to work with three different board members to see if it is a viable permanent solution sought by the city and still be cost effective for applicants.

Goal: We need to establish what is the purpose of this – to avoid a full meeting? faster decision making? Other? (This will determine how often administrator will be required to attend to applications.)

Board members would volunteer for six month administrator terms, rotating to another volunteer. There would be an alternate assigned at the beginning of the term in case the administrator is unavailable.

Guidelines for administrator

- Administrator will work with identical guidelines that the full board utilizes.
- He/she will visit property to make an evaluation just as is done for board applications.
- If necessary, administrator will contact property owner for any questions.
- 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.
- The decision of the administrator will cite applicable standards as findings for each application. When needed, he/she may confer with another board member.
- Administrator will be available to sign completed Notice of Decision in a timely fashion (perhaps in the blue drop box).
- 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.
- Other?

July 2012 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
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">• 21187 Hwy 99E and 21358 Hwy 99E

ADDITIONAL PLANNING

<u>Project</u>	<u>Status</u>
ODOT 99E Corridor Study	<ul style="list-style-type: none">• Comment letter pending (staff contacted ODOT regarding comments)
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">• Comprehensive Plan added to website. Other recommendations?
Misc.	<ul style="list-style-type: none">• Vision Plan Update 2012 (continued)