

# AGENDA

City of Aurora  
**PLANNING COMMISSION MEETING**  
Tuesday, June 05, 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 –May 01, 2012
- II. City Council – April 10 , 2012

#### **Correspondence**

- I. **Flyer from Marion County Public Works**

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. **New Business**

6. **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 and consider Classifications for Historic Properties and Structures, Application Decision Responsibilities and use of modern materials.**

## **C. Discussion and or Action on Updating Vision Action Plan**

### **7. Commission Action/Discussion**

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

### **8. Adjourn**

# **CONSENT AGENDA**

Meeting Minutes

Correspondence

Financials

Other Items

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, May 01, 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

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

The meeting was called to order by Planning Chair Joseph Schaefer at 7:10 p.m.

**2. City Recorder Did Roll Call**

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

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –April 03, 2012,
- II. City Council – March 13 , 2012

Chairman Schaefer states that there are a few small typos on the Planning Commission April minutes which I had handed to the recorder. Renata had a few questions on intent of motion for the street tree list and the concerns that if someone had a tree that would meet all categories would it be in fact accepted.

A motion is made by Commissioner Braun to approve the minutes with the corrections as given by chairman Schaefer and is seconded by Commissioner Gibson. Motion Passes Unanimously.

**Correspondence**

- I. **Email and update on Water Master Plan and Storm Water Master Plan,** The water master plan has been done and will be removed from the City Planner report.
- II. **DLCD Issues Report Partially Remanding Metro’s Urban Growth Boundary Decision,** no discussion.

#### 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.

None of the visitors present spoke at this time. Councilor Graupp was in attendance.

#### 5. New Business

A. **Discussion and or Action on Updating Vision Action Plan**, this is a lengthy document and this is a yearly update or peek at the document to see if this needs any updating. There were a few updates discussed in a few sections 1.3, 2.3, 3.5b, 3.5d, 1.1, 2.6b to name a few however there was no decision made and the document will be discussed at the next regularly scheduled meeting.

#### 6. Unfinished Business

A. **Discussion and or Update on 99E Corridor Study and meeting information**, Chairman Schaefer attended the meeting and it appeared the primary focus was outside of the UGB its clear that inside the UGB was not the focus, a few of the flagged items were,

1. Intersection @ 99E and liberty at the light it is over capacity
2. Geometry of 99E and Main Street it is at a screwed angle its long and it takes a long time to walk across it.
3. Speed limit on the North bound 99E coming into town at 55 and would be good to be 35 it's a large drop and no transition.

- The question is asked if we currently have an active Traffic Safety Commission and at this time we do not.
- It's clear Aurora is not on their radar and very clear that individual accesses are not on the radar either.
- They are concerned with left turns and left hand turn lanes.
- City Planner Wakeley, comments that the focus or emphasis on this public meeting as to be outside of the UGB and this is the first that she has heard of this. The hope is that because ODOT is funding this study and if they are not considering Aurora then we will be out of any possible funding later when they attempt to address these issues, so we want to make sure they listen and turn some of the focus our way.
- Would they allow us to petition ODOT for a process to allow for the stepped speed proposal?
- What is the current classification for west of Ottaway for the speed step.

Councilor Graupp, brings up the fact that it was suggested that lights at the Ottaway crosswalk would be good and if this was a safety issue possibly this would help to petition ODOT for the speed step decrease.

**B. Discussion and or Update on Historic Review Board Design Guideline and Consider revisions submitted by HRB on title 17.** Chairman Schaefer states this is a memo dated April 17 from HRB, Chairman Schaefer would like to discuss 17.16,050A I would like to see approved with conditions (not modification) approved with conditions is the more lateral wording.

- Delete the Administrative Approval on signs, (Schaefer asks what is allowed now) the HRB wants it to be brought to the board. 17.20 is basically the entire sign code. Planner Wakeley states that this is probably based on the recommendation made by me, that this could be approved Administratively, Chairman Schaefer questions that there could be some signs in HRB that could be approved by administratively. Planner Wakeley is asking does she feel that this could be done administratively, if there were clear standards to follow. Currently the process for a sign in the HRB is constantly handled by HRB they do follow the process of title 17 and 1644.
- Wakeley states that she understood that the admin doesn't have to always mean her, it could be an HRB member or staff member. The Chairwomen Townsend of HRB is in favor of an HRB member approving the admin items and rotating the person who approves them either weekly or monthly.
- Commissioner Braun states that it is hard to get HRB members to come to regular meetings at times as stated by city staff and to have them come in approve items would even be harder.
- Possibility that existing signs could be done administratively where as a new sign application might need to go before the Board in an open meeting.
- Deleting admin approval on section 17.24 on accessory dwelling, (currently this is being approved by HRB and Planner Wakeley. (could look at this on the same concept of contributing and non-contributing property and a contributing property would need to go before HRB) Councilor Graupp asks would the County have records on when the main structure date was built.
- Commissioner Fawcett states that the sign code could be a problem because essentially it could be a problem with newer businesses who could have a modern look to the sign. And then the consistency is lost.
  - **First we need to figure out which properties are contributing or non-contributing and then we work on the follow up questions.**
- The consensus from HRB is that the radius around the contributing property within 300 feet. HRB wants a large buffer zone. Planning Commission is saying the exact property not a buffer zone or radius. Questions what are the next steps, Chairman Schaefer states HRB literally opened chapter 17 and started going through it all the way. I do not think we need to get ahead of that but keep us up to date.
  - Chairman Schaefer informs planning members, that at the council meeting Mayor Taylor is considering combining HRB and Planning together he asked all the members of the Council to give comment at the next council meeting. Chairman Schaefer really doesn't have an opinion however when the cycle picks up again the work load will be greater.
  - Commissioner Gibson, states that consistency would be improved, however it sure seems you could run into busy schedule at times and limit then be forced to limit the agenda
  - Commissioner Fawcett asks if City Council need to approve or have simple majority.
  - Councilor Graupp states that chapter 17 is a part of the Muni Code and so Planning Commission would need to give the City Council their recommendation.
  - It's more than just the vacancy issue it's all about working together.

- Also City Recorder, Richardson states that it is a quorum issue.
- How many people own rent or lease within the historic district 3 of the 5 that are here.
- A few comments are made that HRB needs to work more diligently on obtaining new members to fill the vacancies on the board.

**C. Follow up to floodplain information and presentation from DLCD to City Council,** follow up on the April Council meeting from Christine Shirley, she brought with her this hand out in your packet, Chairman Schaefer summarizes this and from her perspective the model ordinance and the single approach is poor at best and it won't work here in Oregon very well.

- A standard easy to understand straight forward approach is commendable Chairman Schaefer applauds her for the effort to come up with something better in Oregon than In WA but it is a tall order.
- To comply with goal 5 and go through a very extensive process and at same time trying to stay consistent with goal 5 rules will be challenging.
- CLOMR-F requires applicant to provide proof that the project will have no effect n proposed or listed species or adverse modification to critical habitat.
- DLCD advises local governments to document ESA compliance for all projects that involve fill as if the applicant will apply to FEMA for a C/LOMR-F.
- Most local government agencies do not want to make the distinction as to whether they are going to affect the salmon habitat.
- When they rolled this out there hope is to adopt the model ORD
- Most jurisdictions are doing it by permit by permit basis to NOA fishery and this is creating a problem.
- Most local government does not want to approve these because it would be there fault if something goes wrong.
- We are not just talking about fill but all construction.
- Folks upset and being upset and told to avoid flood hazard area when there are not specific rules. And I think that they need to understand that this might not happen for a while.

**Councilor Graupp** it was brought up that it is already in our code that it is limited in the 100 year flood plain however anyone that abuts it we need to be cautious. And look at what we may need to change. It was very clear we cannot approve fill up against the flood plain.

We need to come up with a process.

## **7. Commission Action/Discussion**

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

- Chairman Schaefer asks for clarification on the Fidanzo situation, Planner Wakeley states I had a request from the Mayor for the next process/steps for him.
- Correspond on Bixler
- Update on Corridor study
- The Water Master Plan will be taken off since it is complete
- The Vision Action Plan should be on the next agenda and email please to each member.

8. Adjourn 9:22 P.M.

**A motion to adjourn the May 01, 2012 meeting is made by Commissioner Braun and seconded by Commissioner Fawcett. Motion Passes Unanimously.**

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Chairman, Schaefer

**ATTEST:**

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Kelly Richardson, City Recorder

**Minutes**  
Aurora City Council Meeting  
Tuesday, April 10, 2012 at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

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

STAFF ABSENT:

Otis Phillips, Waste Water Superintendent

VISITORS PRESENT:

Jim Fisher, Aurora  
Cheryl Hauser, Aurora  
Jan Metger, Aurora  
Julie Widing, aurora

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 7:01 p.m.

2. City Recorder does Roll Call

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

3. Consent Agenda

- I. City Council Meeting Minutes – March 13, 2012 & January 10<sup>th</sup>, 2012
- II. Planning Commission Meeting Minutes – March 06, 2012
- III. Historic Review Minutes February 23, 2012.

Councilor Sahlin brought to City Recorder, Richardson that they were all missing pg 3 of the Planning Commission minutes for the March 06, 2012 meeting so we will wait for next month to review them. It was also suggested to mark question and answers more clearly in the minutes.

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

**Correspondence**

**I. Social Media For Disaster Response and Recovery Flyer**

- II. **Email from Adam Silver, in regards to Cell Tower Lease Options**, the question is, are they proposing to rent space on the tower, yes I believe so (City Recorder). Councilor Vlcek states that it would be beneficial for them to come and make a presentation at the next Council meeting.
- III. **League of Oregon Cities Bulletin.**
- IV. **2013 Special City Allotment Grant Program**, discussion and question was asked did we apply for this last year, Southard states yes however we did not qualify. This year we know what criteria to follow and we hope to obtain the grant.
- V. **LOAC Advisory Board Meeting Notice**

A motion to approve the correspondence is made by Councilor Roberts and seconded by Councilor Graupp. Motion Passes Unanimously.

#### 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** I have a couple of items to let you know about.

- 1. I would like to inform everyone of the Flag Retirement Ceremony in June, and we invite anyone to observe the flags being retired and invite you to bring any flags that are in need of retirement.
- 2. I am very concerned about public safety, the property next to the American Legion Hall the property still has a basement and stairs and now it is simply a large hole in the ground. Is there something that can be done about this? I believe that Mr. Eddy has been addressed on it before and I believe that this could be an issue for the city. The American Legion Hall is rented to families and this is a real issue. Mayor Taylor states at one time we required him to fence the property and at some point it was removed because of conflict, I (Mayor) believe this should be torn down and filled in. Councilor Sahlin lets Mr. Fisher know that the City now knows the process and we should follow up on this.

Cheryl Hauser asks if the North Marion library items could be moved up. Mayor Taylor explains that we are hoping too.

#### 5. **Discussion with the Parks Committee**

- o **Parks Committee Report (not in packet)** no one in attendance. Councilor Sahlin thanked former Councilor Brotherton for all his help last year with the ball field. Mayor Taylor states the Parks Committee has asked to be kept in the loop when and if decisions regarding the park are made. It is also stated that the Parks Committee is adamant that professionals 'be contacted when trees are in need of trimming.
- o Public Works Superintendent Southard states the trees have been trimmed by Triple T our park maintenance company.
- o Councilor Sahlin asks council if he can move forward on the purchase of a new pitching plate due to the damage to the old one from last year. Everyone on Council agrees to the purchase of the new plate.

#### 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 McCuiston is in training and therefore no questions can be asked.

#### 7. **Reports**

**Police Chief's Report** – (included in your packet) Chief McCuiston is in Bend for training so Mayor Taylor read his report into record and as attached. Mayor Taylor asks City Attorney Koho to look into the Ordinance violations that the report refers to on the Eddy property.

Also Mayor Taylor asks Koho about the Hubbard towing contract that Chief McCuiston reported on last month. Koho states that he doesn't so far see the financial gain that the Chief was referring to however I will review it further.

- Councilor Sahlin asks the council as a whole do we really want to allow the permits for truck parking? City Attorney, Koho states that it is in our Municipal Code listed in chapter 10. The council decides to table this discussion until further review can be done.

No more questions from the Council.

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

1. Revenue & Expense Report

- Kelly and I attended the Excel training and we really learned a lot.
- The first budget meeting will be Wednesday April 25<sup>th</sup> at 6:30 here at City Hall.
- Grove Mueller and Swank are still interested in performing our audits. **The consensus of the Council is to continue with Grove Mueller and Swank for the City audits.**
- I have two corrections from what is printed in the supplemental budget as follows pg 2 line 24 should read 4,000 and pg 33 line 18 should read 4,000, as a transfer.
- Finance Officer Vlcek reads her budget message and states no line item exceeds over 10%.

No more questions from the Council.

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

1. Monthly Status Report (Storm Water) Southard states that his department is working closely with the Finance Officer on next year's budget.
- We have fixed Lake Liberty and it is no more.
  - The first of March a compressor on the filtration unit lost a drive belt and a key off the motor.
  - We have an opportunity to purchase the steel plates and other safety equipment items at a low price and they are waiting to hear back from us.
  - Councilor Sahlin asks Southard about the heavy drag for the ball field and let him know where he placed it and Southard stated he would put it in storage

No more questions for Bob from the Council.

**A. Waste Water Treatment Plant Update** (from Otis Phillips) there was not a lot of discussion on the report as submitted.

- Mayor Taylor states that we signed a 3 year agreement with the River Keepers and as of January 31, 2012 they had made no comments and did not respond so this situation has come to an end.

There were no more questions from the Council.

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

- Confirmed that the Excel training class was very good.

Gives a brief overview of the written report as submitted.

No questions from the Council.

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

- The State approved our program conditionally for 1 year.
- The State did have 3 areas they would like to see us address.
  - Check list
  - A licensed code enforcement company
  - Implementation of the E-permitting process was the only area we had not planned on.
  - Mayor Taylor our timeline for implementation is. Koho States that July 1, 2012 and I do need to finalize with Marion County.
- Koho states there was no response to the letter to the former IT Dept, so I will give him a phone call.
- Councilor Graupp asked if a letter was written to Mr. Patzer and request his fine payment for his HRB fines. Koho states it will go out this week.

**There were no more questions of City Attorney, Koho.**

**8. Ordinances and Resolutions**

**A. Resolution Number 649 A Resolution Adopting the Supplemental Budget for FY 2011-2012, and Re-Appropriating Funds,**

	<b>GENERAL FUND</b>	
	Personal Services	245,214
	Materials and Services	305,101
15,950	Capital Outlay	
	Transfers & contingency	<u>116,736</u>
	Total	<b>\$683,001</b>
	<b>STREET/STORM FUND</b>	
	Personal Services	23,502
30,950	Capital Outlay	
	Contingency	<u>75,251</u>
	<b>Materials and Services</b>	<b>42,832</b>
	Total	<b>\$172,535</b>
	<b>WATER OPERATING FUND</b>	
	Personal Services	96,049
	Materials and Services	112,280
124,750	Capital Outlay	
	Contingency	<u>127,319</u>

	Total	\$460,398
<b>SEWER OPERATING FUND</b>		
	Personal Services	115,954
	Materials and Services	136,315
	Capital Outlay	
30,000	Contingency	<u>124,381</u>
	Total	<b>\$406,650</b>
	<b>TOTAL Re-appropriated funds</b>	<b>\$ 1,722,584</b>

A motion is made to approve the supplemental budget and Resolution Number 649 as submitted by Councilor Graupp and seconded by Councilor Sahlin. Motion Passes Unanimously.

- A. **Resolution Number 648 A Resolution Establishing The finance Charges, Involuntary Disconnection Fees and Re-Connection Fees, Door Hanger Fees, and Establishing Fees for Tampering with the Water Meter for City Water System and amending Resolution Number 532.** Resolution Number 648 was read by title only and it was discover a typo on original Resolution Number 532 which will be corrected.

A motion is made by Councilor Sahlin to approve Resolution Number 648 as amended and it is seconded by Councilor Roberts. Motion Passes Unanimously.

## 9. Old Business

- A. **Update on Discussion with Fire Department in regards to water situation.** It was decided to table this situation because Councilor Vleck is not in attendance.

## 10. New Business

- A. **Discussion and or Action Esa and National flood Insurance Program, Planning** Chairman Joseph Schafer explains on the subject of flood plains and up and coming regulations. The document in front of you is WA litigation. FEMA has been sued from two different groups since this has gone into effect. Currently now we are looking into Oregon, and the Salmon Habitat.

**Chairman Schaefer** introduces Christine Shirley from DLCD, she is trying to help develop a program to help facilitate a salmon friendly program for habitat, with a minimum of confusion.

Currently the State of Oregon is looking into their program and to see if this program will not harm salmon habitat. My opinion is that this will not pass I believe that this program as listed will harm habitat. Consultation in WA formed a jeopardy decision and they agree that this would hurt the salmon habitat. Options proposed as follow;

- 1, Developed a model Ordinance for local government
2. Developed a check list that local government would use to follow.

3. Each applicant would have to prove to the local government agency they have met all of the FEMA items for compliance.

FEMA really didn't want everyone to gravitate to item 3; FEMA was expecting the trend to follow item 1 or 2 now there are many lawsuits pending.

**Shirley** states, I have been watching for the nuts and bolts of this and have been looking at the model Ordinance proposed in WA and I have determined in the State of Oregon it will not work. Oregon is now looking into an option number 4 if you will that will look at the best practices per say and look at each activity in conjunction with best management items to follow before you could build in the flood plain area, reason for this was so that if they follow all the items in the list then it could be approved. Currently in WA a biological study would need to be done and DLCDC and I do not want this for Oregon, in the new handout I gave to each of you this is outlined. At this point NIMS is looking at this and have realized that option number 4 approach might be a good idea, and a work group has been formed so we can look at the specific activities and best practices that might work.

Goal 5 is the natural resource goal, if protection of salmon habitat makes us to do a full on natural resource inventory we are trying to come up with something that won't force us into a full on goal 5 implementation in Oregon. Not sure if we can achieve this, if this has to go into a full on 5 implementation this will affect every city in Oregon.

One activity at this point without full consideration is filling in the flood plain. This is an application for filling it up and then it would be taken out of the flood plain, and now communities and the fill that has been placed is now under review

**City Attorney Koho** asks who is and has the authority, **Chairman Schaefer** states, WA is saying that FEMA may not have the authority to make this stick however DLCDC is hoping to not go down the same road as in WA so we do not have to do a biological study. If these rules are from bank to bank how do you regulate that? The proposal now is the entire area where there is a threat for salmon habitat. My Opinion (Schaefer) we do not want channel migration zones. So, the Oregon proposal is without the channel migration area.

**Scott Brotherton**, Aurora how can Federal Government come to the cities and say how we can delegate the monies and how is it that fish come first.

**Answer**, Aurora, is in a great place because currently Aurora doesn't let building happen in the flood plain area. So how does this pertain to Aurora, if someone came before Aurora to do a fill application for a map revision and **Christine Shirley** suggest not doing this. So if someone comes before you for fill application you need to get a conditional letter before any fill goes down, so that FEMA would have to do the inspection of it so your local city doesn't have to look at this.

I (**Christine Shirley**) suggest that the city looks at this situation and develops your own Ordinance to regulate or define what fill is and how it applies. **Christine** states she has language that could help us with this.

**Mayor Taylor** states we are concerned about the property the city owns.

**Joe Fidanzo**, Aurora Oregon, states my house is higher than any house along there.

**Mayor Taylor** in the endangered species act it states that anything you do to hurt the flood zoned or salmon habitat. So if we till it up or apply herbicides in the park anything if you can show that this will not hurt the habitat then you could move forward but if you couldn't prove it then you can't. **Christine**

proposal is to provide a guideline to help facilitate these activities and produce a list that can be followed.

If you apply the clean water act best practices many of these I will introduce into the best practice guide that I am working on. If I can facilitate option number 4 then we will have guidelines to follow and help us.

**Safest thing would be to hire a biologist to examine the park property then it will have to be approved by powers to be NOA fisheries. If financially we cannot afford this then we are ok because we do not allow building in the flood plain, and we need to look at not allowing fill applications either along with no paving or other items.**

**Final statement consider regulating fill and do not sign map revision for fill and if you do then allow a conditional fill application so FEMA has to look at it. Follow the best practices.**

- B. Discussion and or Action on North Marion Library Association,** Cheryl Hauser of Aurora and Lori Widing, Aurora and Jan Metger, Aurora We are proud to introduce the North Marion Library association. We are currently opening our doors for patrons, and many readers in the community feel there is a large gap in the library for Aurora. We are looking into grants; we have received many positive comments. One possibility that we are researching is a book mobile and or a building. One of the fundraising ideas we are looking into is a rummage sale to produce funds for the North Marion Association. Currently we are collecting donations for the rummage sale so we can get books. It is suggested they get in contact with Daniel Kinder who is head of the Colony Days, along with Betsy Imholt. Imholt is coordinating the summer concert series in the park maybe they could be of some help. City Attorney Koho states that we did this in Keizer and we may have some books to get you started I will let you know. The book mobile locations so far were looking at Hubbard because it is centrally located. Mayor Taylor states that we can put a letter in the news letter and possibly the city web-site. Hauser is in need of a treasurer for the committee. Jim Fisher asks if you are looking at donations now. Mayor Taylor and the City Council wish you the best.
- C. Discussion and or Action Supplemental Budget FY 2011-2012,** mostly this is just moving some dollars around to get us through. Motion is stated in the Finance Officers report section.
- D. Discussion and or Action on Liquor License for Topaz Home-style at 21668 Hwy 99E,** there is no discussion.

**A motion to approve the OLCC license for Topaz 21668 Hwy 99E is made by Councilor Roberts and seconded by Councilor Graupp. Motion Passes Unanimously.**

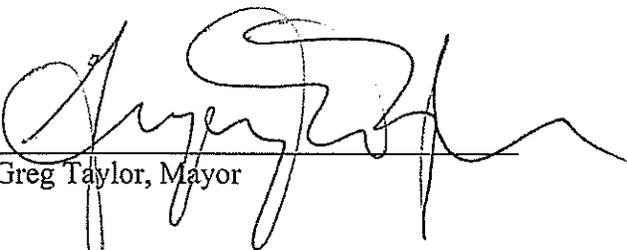
- E. Discussion on Planning Commission and Historic Review Board Proposal.** Mayor Taylor has a proposal to make to Council, we have openings on both Planning Commission and the Historic Review Board, discussion on whether or not HRB has a quorum the majority of the time. Mayor Taylors' proposal is to combine the PC and HRB to be a nine member board and have HRB fill those board positions and I think that it would expedite applications and be a service to the

community. I think that it would benefit both boards because they can work together and learn a lot about how each board works. I would ask that each of you think about it and give it some serious thought. I do not want to take any action please just think about it.

**F. Discussion and or Action on Historic Review Board Updates**, this item is tabled until next meeting.

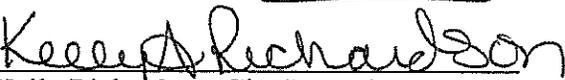
**11. Adjourn**

A motion to adjourn the April 10, 2012 meeting at 9:10 pm was made by Councilor Roberts and seconded by Councilor Graupp. Motion Passes Unanimously.

A handwritten signature in black ink, appearing to read 'Greg Taylor', written over a horizontal line.

Greg Taylor, Mayor

ATTEST:

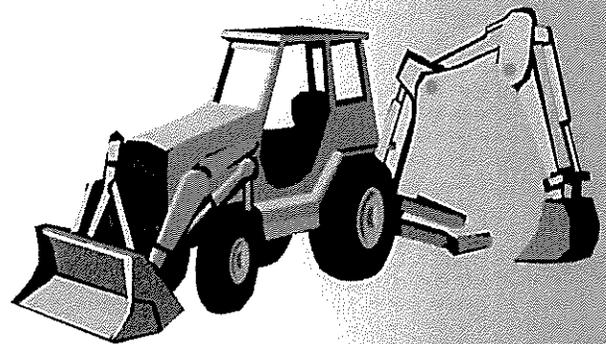
A handwritten signature in black ink, appearing to read 'Kelly Richardson', written over a horizontal line.

Kelly Richardson, City Recorder

# Join the fun at the Marion County Public Works Fair and the Marion County Dog Shelter's 3rd Annual Rummage Sale!

See equipment  
demonstrations!

Score some great deals  
at the rummage sale!



Learn more about your  
Public Works Department!

Eat some great BBQ by the  
Fresh Start Market!



## Friday, June 22nd & Saturday, June 23rd

PW Fair: 9:00am - 3:00pm  
Rummage Sale: 8:00am to 3:00pm



At 5155 Silverton Road NE in Salem, Oregon  
Just east of the intersection of Cordon Rd & Silverton Rd

# **NEW BUSINESS**

# **OLD BUSINESS**

**Historic Review Board**  
**Classifications for Historic Overlay Properties and Structures**  
**General Guidelines for Application Decision Making**  
**Draft April 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 300 ft of Levels I & II properties
- 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.)

## Use of Modern Materials by Category

### Residential

- Level I No changes from current Guidelines
- Level II No changes from current Guidelines
- Level III Board will consider the age of the structure, compatibility of the proposed change with nearby structures and historic resources 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 current Guidelines. Photographs of Colony historic structures will be helpful in determining changes.
- Level II No changes from current 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 current Guidelines. New construction 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 current Guidelines. New construction must be sensitive to the original architecture of existing structure(s). Materials must be compatible with original materials. Board will consider the potential impact of new structures with streetscape and other neighboring structures.
- 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.
- 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.

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?

**Historic Review Board**  
**Work Calendar for Code/Guideline Updates**  
**2012**

June Finalize Property Classifications  
Finalize Administrative Decisions by rotating board member; suggest trial period  
of 18 months. Develop working guide for administrative decision making.  
Proceed on updating Signs.

July Finish Signs.

Aug Begin Guidelines

Sept Guidelines

Oct Complete any revisions in Guidelines and hand to city.

Nov Study and make corrections to SHPO historic inventory

2013

Jan If not done sooner, begin SHPO process for certification and grant eligibility

2013 projects:

Update and expand Historic Inventory to long form for each property

## ACTION PLAN

**Developing an Action Plan** - Develop a plan of action that balances community desires with available capacities and resources to actuate that future vision.

The tables below represent a continuation of the Aurora 2017 Vision Report and underlying Vision Themes and Guiding Principles which were adopted by the Aurora Planning Commission and the Aurora City Council in June 2007.

The Aurora Planning Commission, working with the 2017 Vision Report, has developed the attached Action Plan in an attempt to more clearly outline processes to assist in achieving the five Vision Themes.

In some cases, the Action Items and Tasks are unassigned and need an interested person(s) to come forward and work toward accomplishing the Vision Theme and/or Guiding Principle. In other cases, Responsible Parties have already come forward to complete Action Items and Tasks and have shown significant progress. The Planning Commission hopes the tables below will function as a evolving document that:

\*Recognizes the importance of continuing the community engagement process to complete the Action Plan.

\*Includes recommendations for implementing the Aurora 2017 Vision.

\*Identifies partners for implementation, including responsible parties and a timeline and process for Implementation.

\*Informs the future development and implementation of the City's Comprehensive Plan and other long range plans of the City.

The Planning Commission intends to revisit the Action Plan in the early part of every year in order to update accomplishments and assign new priorities for the year.

**VISION THEME 1. MANTAIN SENSE OF PLACE.**

Aurora will work to maintain its small town, village atmosphere, defined by its identity as a village in a rural setting, and to protect and enhance its rich heritage and historic district.

*Guiding Principle 1.1: Protect and enhance Aurora's rich heritage and historic district, being mindful of what we have inherited.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.1A - Maintain and restore the look of existing buildings to retain the historic character.		Business and Homeowners, CC, HRB, PC	
1.1B - Plan and design buildings and infrastructure in such a way to increase social interaction among community members. <input type="checkbox"/> Update policies to promote development that increases social interaction among community members. <input checked="" type="checkbox"/> Apply for TGM Code Assistance Grant.	Ongoing	Parks Committee, City Planner, PC, CC	
	Nov. 2011 – Dec. 2011	City Planner	Code Update funded with Rural Investment Fund (RIF) grant
	Jan. 2009 – June 2011	PC, CC, City Planner, HRB	Code Update funded with Rural Investment Fund (RIF) grant
1.1C - Encourage awareness of heritage and educate people on history of Aurora. <input type="checkbox"/> Copy of the Aurora zone map, with Historic District Boundary, to be placed on city's website	Ongoing	COC, Aurora Colony Visitors Assoc., HRB, PC, Museum	
	April 2011	City staff	
1.1D - Improve design standards for signs. <input type="checkbox"/> Update and enforce sign code.			
	2011	City Planner, PC, CC, HRB	DLCD Model Sign Code, city funding
1.1E - Use exterior architecture and public art, such as sculptures and murals, as a way to visually identify with Aurora's history. <input type="checkbox"/> Establish an Aurora Arts Assoc. as a non-profit to receive			
		Local artists, HRB, CC	Oregon Cultural Trust

grants.

*Guiding Principle 1.2 Use clear and objective standards to encourage appropriate new development.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.2A - Improve design standards to ensure that new construction is compatible with the historic character in the historic district and gateway areas.  <input type="checkbox"/> <input checked="" type="checkbox"/> Update and enforce Historic District guidelines	2011	Business, land and business owners	
	2010	CC, PC	
<input checked="" type="checkbox"/> Update and enforce gateway standards.			
1.2B/5.5A - Review guidelines for appropriate landscaping and its maintenance.  <input type="checkbox"/> Update and enforce Aurora Municipal Code.	Ongoing	CC, HRB, PC	
1.2C - Review design guidelines/standards for development outside the historic district to encourage consistent look and neighborliness (i.e., front porches).  <input checked="" type="checkbox"/> Update current design standards for properties outside Historic District and Gateway.	2009-2010	Developers, PC, CC	

*Guiding Principle 1.3: Create strong visual gateways into and through Aurora and its historic district that reflect arrival to the village.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.3A/3.5A - Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, preserve historic architectural styles on new buildings.  <input type="checkbox"/> Review and update Downtown Master Plan Report (2000) <input type="checkbox"/> Apply for grants for transition signage in gateway area and	2009-2019		
	2011-2012	PC, HRB, CC, Visitors Association	Oregon Arts Commission, Oregon

historic district			Cultural Trust, or Small Community Incentive Fund (Oregon Housing and Community Services)
1.3B - Provide lights for homes in Historic District during Christmas (such as what was done in Albany). <input type="checkbox"/> Provide lights and appropriate décor for homes and businesses in downtown and historic district during holiday season.			
		CC, HRB, Visitors Association	funding

*Guiding Principle 1.4: Encourage maintenance and upkeep of buildings and landscaping throughout the town.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.4.A - Hold community improvement days to maintain public areas.	Ongoing	Community volunteers, Homeowners, PC, Parks Committee, CC, Public Works	
1.4B - Create volunteer program to offer assistance in property maintenance for residential property owners in need. <input checked="" type="checkbox"/> Raise awareness of Housing Rehab program. Include program brochure with utility mailings.			
	Ongoing	MWVCOG, City Staff	MWVCOG
1.4C - Encourage youth involvement for community service to help with improvements.		Local high school students, Residents	
1.4D - Provide examples in community newsletter or other local publications (e.g. with water bill) of what is historically appropriate for landscaping, fencing, etc.	2009-2010	HRB, City staff, Community, Museum	volunteer

**VISION THEME 2 COMMUNITY ENGAGEMENT.**

The Aurora community will build upon its history of working together to control its future in the face of internal growth and external development pressures through increased volunteerism, community events and activism. City leaders will continue to actively engage the community and develop partnerships with civic and professional organizations. Volunteers will help to inform the community of events and issues by reaching out to their neighbors.

*Guiding Principle 2.1: Encourage the development of more gathering places (both public and private).*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.1A - Develop and maintain a community wish list for new public and private owned gathering places; inventory and evaluate locations. Possibilities include Saturday Market, City Hall, restaurants and cafes.	2005-2017	Parks Committee, CC	
2.1B - Enhance existing public places to encourage more community interaction. Possibilities include park tents, benches, landscape improvements, and a kiosk.		CC, Business, Parks Committee, Community org.	

*Guiding Principle 2.2: Promote additional social activities for the community.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.2A - Organize community events, such as Aurora Colony Days. Possibilities include block parties, holiday events, sausage or ice cream feeds, athletic events, art festivals, canoe rides, tree planting days, community competitions, and town hall meetings.		Community org., Business	
2.2B - Publish a community newsletter to inform community members about local events and news; potential development of an internet based information distribution system (such as a list serve).	2011 and Ongoing	City staff, Community, Planning Commission	

*Guiding Principle 2.3: Actively welcome new residents and businesses.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.3A - Establish a welcoming committee of community members to personally reach out to new residents and businesses.		Visitors Association, Historical Society, Community	
2.3B - Create a community guidebook describing the community, including a community calendar, Aurora businesses, consumer services and important contacts.		Aurora Colony Visitor's Assoc., Historical Society, Community	
2.3C – Publicize the museum's self-guided walking tour (available for purchase). <input type="checkbox"/> Council to initiate contact with Historical Society Director for feedback/input on additional outreach efforts.	2011	Aurora Colony Visitor's Assoc., Historical Society	

*Guiding Principle 2.4: Develop partnerships with neighboring jurisdictions, such as schools, counties, neighboring cities and special districts, to collaborate on issues of common interest and concern.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.4A - Encourage neighboring jurisdictions to participate in Aurora community events.			
<input checked="" type="checkbox"/> Update Intergovernmental Agreement (IGA) between County, ODA and City	Feb. 2008	CC, PC	
<input checked="" type="checkbox"/> Attend French Prairie and Positive Aurora Airport Management (PAAM) meetings.	Feb. 2008 (ongoing)	PC	
2.4B - Establish a forum with other neighboring jurisdictions to periodically address regional issues. Attend French Prairie and Positive Aurora Airport Management (PAAM) meetings	Ongoing	CC, PC	

*Guiding Principle 2.5: Encourage and support increased volunteerism and individual contribution.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.5A – Create an inventory of community resources, including skills and knowledge held by community members. Distribute the inventory to promote resource sharing and draw upon the inventory for community event support. <input type="checkbox"/> Council to appoint a community resources/community volunteer liaison.		CC, Community	
2.5B - Provide rewards or prizes at community events to encourage turnout such as at Aurora Colony Days.		Business, Community, CC	

*Guiding Principle 2.6: Encourage community involvement in the process of shaping Aurora's future.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.6A - Sponsor community events to foster greater government involvement by community members. Possibilities include an annual Visioning Day and periodic town hall meetings. <input type="checkbox"/> Council to appoint a community events liaison.		CC, PC	
2.6B - Promote easier ways for community members to get involved in government activities. Possibilities include shorter Committee terms, alternative meeting times or locations, provision of childcare, and larger meeting spaces to accommodate expanded attendance.  <input type="checkbox"/> Update Goal 1 (Citizen Involvement) Plan <input checked="" type="checkbox"/> Conduct public open house, a yearly community recognition event, and/or surveys in conjunction with planning activities and code updates. <input checked="" type="checkbox"/> Include planning project information in community newsletter <input checked="" type="checkbox"/> Update City of Aurora website with planning information,			
	TBD	City Planner, PC	TBD
	Ongoing	CC, PC, City Staff	TGM grant, DLCDD TA
	Ongoing	City Staff	City
	Ongoing	City Staff	City

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.6C - Create additional methods of communication between the City of Aurora government and community members. Possibilities include a new or expanded website, kiosk, and audio recordings of government meetings.  <input type="checkbox"/> Update Goal 1 (Citizen Involvement) Plan  <input checked="" type="checkbox"/> Conduct public open house, a yearly community recognition event, and/or surveys in conjunction with planning activities  <input checked="" type="checkbox"/> Include planning project information in community newsletter  <input checked="" type="checkbox"/> Update City of Aurora website with planning information, e.g. draft plans, calendar of events.  <input checked="" type="checkbox"/> Picnic in the park as part of Aurora Colony Days.			
	TBD	City Planner, PC	TBD
	Ongoing	CC, PC, City Staff	TGM grant, DLCD TA grant
	Ongoing	City Staff, PC	City
	Ongoing	City Staff, PC	City
	annually	City Staff	Contributions

*Guiding Principle 2.7: Promote involvement and investment in Aurora youth.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.7A - Encourage contributions to youth groups and sponsorship of youth focused events and infrastructure. Possibilities include a skate park, athletic events, add a soccer field, public art projects and historic activities.		CC, Parks Committee, Historical Society, Community	
2.7B - Institute a public safety week to increase awareness about drug and alcohol use, public health and other public safety topics. Invite local police and fire officials and other community members to address Aurora youth.  <input type="checkbox"/> Council to initiate contact with Fire Dept to organize	Annually	CC, Aurora Police Dept., Aurora Fire District, Community	
2.7C - <input checked="" type="checkbox"/> Little Miss Pioneer	Annually	Volunteers	Donations

**VISION THEME 3 MANAGED GROWTH.**

Aurora experienced fast residential growth following the completion of the sewer system in 2001. In the next ten years, Aurora will work to establish clear standards and targets for balanced residential, commercial and industrial development to provide an expanded revenue base, allowing for the provision of public infrastructure and city service, while maintaining livability. Balanced development will help to ensure that infrastructure and city services keep pace with growth.

*Guiding Principle 3.1: Retain and encourage small businesses and restaurants in commercial area that can serve both residents and tourists.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.1A/3.5B - Improve quality of streetscape. Provide sidewalks, street trees, pedestrian scale lighting and safe, accessible street crossings.			
<input checked="" type="checkbox"/> Review and update street cross sections as part of the TSP update.	Mar. 2008 – June 2009	Consultant, City Planner, PC, CC, HRB	TGM Grant 07-09
3.1B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora.		Business, Aurora Colony Visitors Assoc.	
3.1C - Promote commercial areas through a City newspaper and Aurora visitors brochure. The newspaper could be used to communicate sales or activities to community members.		Business, community	
3.1D/3.5E - Develop parking mgmt program for commercial area. This will study current parking utilization, potential commercial growth and parking demand, appropriate placement of parking and opportunities for more efficient joint-use of parking facilities.			
<input checked="" type="checkbox"/> Apply for TGM Code Assistance Grant.	Nov. 2008 – Dec. 2008	City Planner	TGM Program
<input type="checkbox"/> Incorporate Development Code assessment and update to address parking design standards.	2012	Consultant, PC, CC, City Planner, Traffic Safety Committee (TSC)	TGM Program

*Guiding Principle 3.2: Encourage a balance of residential, commercial and light industrial growth in appropriate areas.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<p>3.2A/3.6A - Develop an Economic Opportunities Analysis (EOA). This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.</p> <p><input checked="" type="checkbox"/> Apply for DLCDD TA Grant</p>			
<p><input checked="" type="checkbox"/> Hold public hearings and adopt EOA into the Comprehensive Plan and UGB findings.</p>	<p>Nov. 2007 – Feb. 2008</p> <p>June 2009 – Aug. 2009</p>	<p>City Planner</p> <p>City Planner, PC, CC</p>	<p>DLCDD TA Grant</p> <p>City</p>
<p>3.2B - Consider economic needs of Aurora community through appropriate UGB expansion and zoning of new lands within the UGB and considering all zoning to include residential, commercial and industrial.</p>	<p>Ongoing</p>	<p>PC, CC</p>	
<p>3.2C - Develop and Economic Opportunities Analysis. This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.</p> <p><input checked="" type="checkbox"/> Apply for EOA study funding</p>	<p>Awarded</p>	<p>PC, CC</p>	<p>TA Grant</p>

*Guiding Principle 3.3: Promote economic development through commercial and industrial growth that is needed to provide an expanded revenue base.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<p>3.3A/3.3C/3.7A/3.8B - Create an Economic Development Plan for the City of Aurora. This department would be responsible for initiating and encouraging activities to promote economic growth while engaging Aurora residents to maintain livability and small town atmosphere.</p> <p><input checked="" type="checkbox"/> Complete EOA and adopt updated economic development goals and policies to encourage light commercial/industrial development.</p> <p><input type="checkbox"/> Consider UGB expansion to meet city's commercial/ industrial land needs.</p> <p><input checked="" type="checkbox"/> Coordinate airport planning efforts with ODA, Marion, Clackamas Counties and agricultural interested parties.</p> <p><input type="checkbox"/> Create an Economic Development Plan.</p>			
	June 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA Grant
	Ongoing	City Planner, PC, CC	DLCD TA Grant
	Ongoing	City Planner, PC, CC	
	TBD	PC	TBD
<p>3.3B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora.</p>		Business, CC, Aurora Colony Visitors Assoc.	
<p>3.3C/3.7A/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.</p>		PAAM, CC, PC, Marion County	
<p>3.3D - Recruit economic development experts to explore expanding tax base. Until an Economic Needs Analysis can be completed, a team of economic development experts from the community could be established to start detailing out strategies for expanding the tax base in the City of Aurora.</p>		Economic Development experts, PC, CC	

*Guiding Principle 3.4: Create appropriate transitions between industrial, commercial and residential uses in newly developing areas, and between 99E and residential development.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<p>3.4A - Develop and apply site design guidelines for new development that provide appropriate transitions between different land uses through landscaping, setbacks, and site planning to provide a more seamless urban fabric.</p> <p>3.4B/3.5E - Revisit zoning code to ensure that exclusive residential development within the UGB does not abut 99E and that commercial properties have adequate depth for viable development opportunities and appropriate transition to residential development.</p>			
<p><input checked="" type="checkbox"/> Update Comprehensive Plan policies to emphasize the need for appropriate land use transitions.</p>	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
<p><input checked="" type="checkbox"/> Review city zoning map and Development Code to determine what uses are currently permitted on properties located adjacent to 99E.</p>	2011-2012	City Planner, PC	TGM outreach workshop funded in 2011
<p><input type="checkbox"/> Amend zoning map and Development Code as needed to ensure exclusive residential development does not abut 99E.</p>	2011-2012	City Planner, PC, CC	TGM outreach workshop funded in 2011
<p><input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.</p>	Nov. 2008 – Dec. 2008	City Planner	Code Update funded with Rural Investment Fund (RIIF) grant
<p><input checked="" type="checkbox"/> Complete Development Code assessment to determine current site design requirements and deficiencies.</p>	Jan. 2009 – Dec. 2009	Consultant, City Planner, PC, CC	TGM program
<p><input checked="" type="checkbox"/> Amend Development Code as needed to provide appropriate transitions between different land uses.</p>	Jan. 2009 – June 2011	Consultant, City Planner, PC, CC	Code Update funded with Rural Investment Fund (RIIF) grant

*Guiding Principle 3.5: Create a "main street" feel along 99E through appropriate commercial and mixed uses and appropriate gateway standards.*

Action Item □ Task	Time Frame	Responsible Parties	Funding Resources
3.5A - Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, yet avoid replicating historic architectural styles on new buildings.	2010	PC, HRB, Aurora Colony Visitors Assoc.	
3.5B - Improve quality of streetscape along 99E. Provide sidewalks, street trees, pedestrian-scale lighting, and safe, legible street crossings utilizing pedestrian refuges and center medians where appropriate.	2009-2012	ODOT, PC, HRB, Aurora Colony Visitors Assoc., TSC	
3.5C - Work with ODOT planners and engineers to develop a tree planting program along 99E within City limits.	2009	ODOT, PC, CC	TSP
3.5D - Revisit zoning code to <del>prohibit</del> <u>ensure new</u> exclusively residential development within the UGB does not abut 99E. <u>Ensure</u> <del>and that</del> commercial properties have adequate depth for viable development opportunities and appropriate transition to residential development.		PC, CC, ODOT	
3.5E - Develop parking management program for commercial area. This will study current parking utilization, potential commercial growth and parking demand, appropriate placement of parking and opportunities for more efficient joint-use of parking facilities.		PC, CC, TSC	

*Guiding Principle 3.6: Work to control growth inside the Urban Growth Boundary (UGB) and influence forces outside the UGB to ensure viable balanced economic growth.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.6A - Develop an Economic Needs Analysis/Assessment for the Aurora Airport. This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.	2010-2012	PC, CC, Planning Consultant	TGM, Economic Development Administration, USDA Rural Development
3.3A/3.6B - Create an Economic Development Plan for the City of Aurora. This Department would be responsible for initiating and encouraging activities to promote economic growth while engaging Aurora residents to maintain livability and small town atmosphere.		CC, PC, Economic Development experts, HRB	

*Guiding Principle 3.7: Work to ensure that the expansion of services and industry at and around the airport protect the livability of Aurora.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.3A/3.7A - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, Marion County	
3.3A/3.7B - Create a Committee to research the desirability and feasibility of UGB expansion and Aurora Airport annexation.		PC, CC	
<input type="checkbox"/> Form a Citizen Action Committee (CAC)		CAC, City Planner	
<input type="checkbox"/> Identify funding sources to complete above tasks.		CAC, City Attorney, City Planner	
<input type="checkbox"/> Identify legal requirements needed to annex airport.		CAC, City Engineer, City Planner	
<input checked="" type="checkbox"/> <input type="checkbox"/> (Needs to be reviewed) Review public facility master plans to determine whether or not adequate public facilities exist to serve the airport area.			

Action Item	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Task <input type="checkbox"/> Identify amendments needed to public facility plans that would be required to serve airport area. <input type="checkbox"/> Estimate infrastructure improvement costs needed to serve airport area. <input type="checkbox"/> Coordinate with Marion County, Clackamas County and ODA. <input type="checkbox"/> Conduct public involvement to receive community feedback.		CAC, City Engineer, City Planner	
		CAC, City Engineer	
	Ongoing	CAC, City Planner	
		CAC, City Planner	

*Guiding Principle 3.8: Work to limit impacts on surrounding agricultural uses, recognizing the importance of this industry to Aurora and the region.*

Action Item	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Task 3.3C/3.8A - Consider agricultural community needs when expanding UGB. <input type="checkbox"/> Consider impacts to agricultural lands when considering how and where to expand the UGB. <input type="checkbox"/> Develop list of interested parties concerned with agricultural issues. <input type="checkbox"/> Notify agricultural community regarding any UGB expansion plans. <input checked="" type="checkbox"/> Continued coordination with PAAM and Friends of French Prairie.			
	March 2008 – March 2009	City Planner, PC, CC, Marion County	DLCD TA grant
	Jan. 2009 – Feb. 2009	City staff, PC	
	March 2009 – Aug. 2009	City Planner, City Recorder, Marion County	
	Ongoing	PC, City Planner	
3.3A/3.3C/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, landowners	
3.3A/3.3C/3.8C - Involve adjacent agricultural property owners early on in city initiated plan updates.		PC, City Planner	

**VISION THEME 4. TRANSPORTATION.**

Aurora will work to create safe and efficient modes of travel for automobiles, pedestrians and cyclists. Aurora will increase connections between neighborhoods. The Aurora community will work collaboratively with the County and State agencies to integrate major thoroughfares into the community.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4A - Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City. <input checked="" type="checkbox"/> Identify areas where curbs, sidewalks and underground utilities are deficient. <input checked="" type="checkbox"/> Identify funding sources in TSP update future funding analysis.			
	March 2008 – May 2008	City Planner, TSP Advisory Committees	USDA- Rural Development grant
	May 2008 – July 2008	Consultant, TSP Advisory Committee	USDA- Rural Development grant

*Guiding Principle 4.1: Utilize traffic calming techniques on 99E and other streets to promote safety.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.1A - Create safe pedestrian access across 99E. <input checked="" type="checkbox"/> Identify unsafe pedestrian areas along 99E. <input checked="" type="checkbox"/> Identify pedestrian safety improvement needs. <input checked="" type="checkbox"/> Identify funding sources in TSP update funding analysis.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09
	May 2008 – July 2008	Consultant, TSP Advisory Committee	TGM Grant 07-09
4.1B - Partner with ODOT to seek assistance with planning, design and funding. The purpose of this partnership is to create safe pedestrian crossing of major streets such as 99E. <input checked="" type="checkbox"/> Prioritize pedestrian safety projects.			
	Ongoing	TSP Advisory Committee, PC, CC	TGM grant 07-09 and 2011 TGM Outreach Workshop

Action Item	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Task  <input type="checkbox"/> Secure funding for high priority projects.  <input type="checkbox"/> Complete planning and design for priority projects subject to available funding.	June 2009 (ongoing)	City staff, TSC	ODOT TEM
	TBD	City staff, ODOT, Consultant services, TSC	ODOT Bike/Ped, TGM grant 09-11

*Guiding Principle 4.2: Improve local streets through innovative means.*

Action Item	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Task  4.2A - Enhance residential neighborhoods. This includes enhancing streets with sidewalks and planting strips, and ensuring streets are maintained in good working order.  <input checked="" type="checkbox"/> Update local street cross-section in TSP.  <input checked="" type="checkbox"/> Revise PWDS and Development Code to be consistent with TSP.			
	Finish June, 2009	TSP Advisory Committee, Consultant, PC, CC	TGM grant 07-09
	June 2009 – Aug. 2009	City Planner, PC, CC	

*Guiding Principle 4.3: Create safe, convenient and attractive bicycle and pedestrian routes providing for connections throughout the community.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.3A - Enhance residential neighborhoods to provide adequate routes for bicyclists and pedestrians. <input checked="" type="checkbox"/> Identify bicycle/pedestrian needs. <input checked="" type="checkbox"/> Update bicycle/pedestrian plan in TSP.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM grant 07-09
	May 2008 – June 2009	Consultant, TSP Advisory Committee	TGM grant 07-09
4.3B/5.3B - Utilize existing public right of ways to construct paths for multi-use bike and pedestrian paths for recreation and connectivity. <input checked="" type="checkbox"/> Inventory existing bicycle and pedestrian paths. <input checked="" type="checkbox"/> Update bicycle/pedestrian plan in TSP <input checked="" type="checkbox"/> Prioritize bicycle and pedestrian paths. <input type="checkbox"/> Secure funding for high priority projects. Complete yearly reviews of Capital Improvement Plan (CIP) and TSP to identify annual project goals. <input type="checkbox"/> Complete planning and design for priority projects subject to available funding.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM grant 07-09
	May 2008 – June 2009	Consultant, TSP Advisory Committee	TGM grant 07-09
	Nov. 2008 – June 2009	TSP Advisory Committee, PC, CC	TGM grant 07-09
	Ongoing	City staff, TSC	ODOT Bike/Ped grant; State Parks Grants; Land and Water Conservation grants
	TBD	City staff, ODOT, Consultant services	
4.3C - Partner with ODOT to seek assistance with planning, design, and funding. The purpose of this partnership is to create safe pedestrian crossing of major streets such as 99E.	Ongoing	ODOT, PC, TSC	

**VISION THEME 5 GREENSPACE AND RECREATION.**

Aurora will retain and enhance existing parks and green space and work to create additional parks, recreational opportunities, and interaction with natural areas. These amenities will not only increase livability for residents, but also help make Aurora a destination for outdoor enthusiasts.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5A - Conduct a land inventory in and around Aurora. The inventory should consist of ownership and current land use, with a special focus on gathering information on land currently owned by the City of Aurora. <input checked="" type="checkbox"/> Identify publicly owned lands as part of the buildable lands inventory and share with Parks Committee.	March 2008 – May 2008	City Planner, PC, CC	DLCD TA grant

*Guiding Principle 5.1: Develop additional parks.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.1A - Enhance existing parks.			
5.1B - Create a park on the North end of town.			
5.1E - Work with developers to designate land for new parks and recreational areas.			
<input type="checkbox"/> Update Parks Master Plan to identify new park and recreation land needs for future development.	2014	City staff, Parks Commission, CC	Park SDCs
<input type="checkbox"/> Update Parks Master Plan to identify areas needed for new parks and recreational areas.	2014	City staff, Parks Commission, CC	Park SDCs
<input checked="" type="checkbox"/> Refine the specific location of new parks and recreational areas through the development process.	Ongoing	City Planner, PC, HRB	Application fees
<input checked="" type="checkbox"/> Update CIP to include design for Aurora City Park and north end Park.	2014	City staff, Parks Commission, CC, HRB	
5.1C – Maintain a community wish list for new parks and recreational areas; evaluate potential locations.	Ongoing	Parks Committee, PC, Community, HRB	

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.1D - Explore options for access to the Pudding River and Mill Creek; evaluate potential sites. <input type="checkbox"/> Encourage new development to incorporate access to Pudding River/Mill Creek in plans.	Feb. 2008 (ongoing)	City Planner, PC, HRB	Application fees
5.1F - Promote and distribute information (maps, brochures) about parks and recreation areas in Aurora to residents and broader Aurora area.	2014	Parks Committee, Community, Aurora Colony Visitors Assoc., HRB	

*Guiding Principle 5.2: Maintain green buffer around Aurora by supporting local agricultural industry and maintenance of open space.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.2A - Create a green buffer plan with the community, property owners, and other stakeholders on how to maintain, acquire and protect land around Aurora. <input type="checkbox"/> Update Comprehensive Plan to define a green buffer around Aurora.		City Planner, PC, CC	DLCD TA grant 07-09
5.2B - Explore funding mechanisms to support land owners in maintaining green buffer, or to assist Aurora in purchasing available open space.		CC, PC	
5.2C - Collaborate with Marion County to develop a greenway trail along Mill Creek	2014	Marion County, Parks Committee, CC, PC	

*Guiding Principle 5.3: Develop multi-use trails for pedestrians and cyclists for both transportation and recreation.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.3A - Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them.  <input checked="" type="checkbox"/> Identify sidewalk and bicycle path gaps and ways to connect them as part of the TSP update.			
	March 2008 – May 2008	City Planner, Consultant, TSP Advisory Committee	TGM grant 07-09
5.3B - Utilize existing public ROW to construct multi-use and pedestrian paths in and between neighborhoods.		PC, CC	
5.3C - Develop partnerships or incentives with landowners to utilize their land for paths.		PC, CC	
5.3D - Revise development codes to encourage bicycle, pedestrian, and multi-use paths in new development. Ideas include designating land for paths in new developments and requiring bicycle amenities.  <input checked="" type="checkbox"/> Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development.  <input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.  <input checked="" type="checkbox"/> Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.			
	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
	Nov. 2008 – Dec. 2008	City Planner	TGM Program
	Jan. 2009 – June 2011	Consultant, PC, CC, City Planner	TGM Program
5.3E - Promote and distribute information (maps, brochures) about trails and paths in Aurora area.		Parks Committee, Community, Aurora Colony Visitors Assoc., HRB	
5.3F - Work with ODOT to enhance and expand pedestrian and bicycle paths along 99E.  <input checked="" type="checkbox"/> Identify bike/pedestrian needs along 99E as part of TSP update.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
	Ongoing	City staff, PC, ODOT	Application fees
	Ongoing	City Staff	ODOT TEM, ODOT Bike/Ped Grant
<input checked="" type="checkbox"/> Work with ODOT to require bike/ped paths for new development.			
<input type="checkbox"/> Apply for grant funding for priority projects.			

*Guiding Principle 5.4: Be mindful of our impact on the environment in the decision making process.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
	May 2008 – June 2009	Consultant, PC, CC, TSC	TGM grant 07-09
5.4A - Encourage, educate and promote environmentally friendly ideas and solutions in future planning of Aurora.			
<input type="checkbox"/> Consider adopting green street standards within new public works design standards.			

*Guiding Principle 5.5: Retain and encourage appropriate landscaping throughout the city for its importance to the livability of Aurora.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
		PC, HRB	
5.5A - Define, update and maintain guidelines for minimum landscaping throughout city.			

## COMPLETED TASK LIST

<p>2009</p>	<p>4.1A Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City.          4.1B Partner with ODOT to seek assistance with planning, design and funding-Transportation System Plan Update.          4.2A/4.3A/4.3B/5.3B Updated cross sections with TSP Update and updated Development Code.          5.1E Master Plan for existing park and north end park completed and CIP updated.          5.3A/5.3B Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them.          5.3D Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development.          5.3F Identify bike/pedestrian needs along 99E as part of TSP update and work with ODOT to require bike/pedestrian paths for new development.</p>
<p>2010</p>	<p>1.1B Apply for TGM grant and complete Development Code assessment and update to address development design standards.          1.2A Update and enforce gateway standards.          1.2C Update current design standards for properties outside Historic District and Gateway.          1.4A Community Improvement days held in April and August 2010.          1.4B Raise awareness of Housing Rehab program. Include program brochure with utility mailings.          2.1A/B Construction of pavilion and stage in city park and new public benches along portions of Hwy 99E. Park improvements included a new path, public benches, sprinkler system, and landscape improvements to city park. The city also entered into a new contract for maintenance of the park.          2.4A Update IGA between County, ODA and City.          2.4A Attend French Prairie and Positive Aurora Airport <i>Management (PAAM) meetings</i>.          2.6B Planning initiated monthly review of information to submit to community newsletter          3.1A Review and update street cross sections as part of the TSP update.          3.1B Establish business incubator programs. (NK?)          3.1D/3.5E Apply for TGM Code Assistance Grant.          3.2A/3.6A Apply for DLC/D TA Grant for Economic Opportunities Analysis.          3.2B Consider economic needs of Aurora community through appropriate UGB expansion and zoning of new lands within the UGB and considering all zoning to include residential, commercial and industrial          3.2C/3.6A Apply for EOA study funding.          3.3A/3.3C/3.6A/3.7A/3.8B Complete EOA and adopt updated economic development goals and policies to encourage light commercial/industrial development. 3.4B/3.5E Update Comprehensive Plan policies to emphasize the need for appropriate land use transitions.          3.4B/3.5E Complete Development Code assessment to determine current site design requirements and deficiencies.          3.4B/3.5E Amend Development Code as needed to provide appropriate transitions between different land uses.          3.5A Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, yet avoid replicating historic architectural styles on new buildings.          3.5B Improve quality of streetscape along 99E (portion between 2<sup>nd</sup> Street and Bob's Avenue completed). City was also successful in getting approval for a new 99E crosswalk at Ottaway Road.</p>

	<p>3.5C Work with ODOT planners and engineers to develop a tree planting program along 99E within City limits (city to adopt their own tree ordinance in the future).</p> <p>4.1B Prioritize pedestrian safety projects and secure funding for high priority projects- working with ODOT, the city secured financing for sidewalk and parking improvements to 99E from 2<sup>nd</sup> Street to Bob's Avenue.</p> <p>5.3D Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.</p>
2011*	<p>3.3A City sending representatives to Aurora Airport Master Plan meetings and providing feedback.3.4B/3.5E Review city zoning map and Development Code to determine what uses are currently permitted on properties located adjacent to 99E.4.1B/4.3C Partner with ODOT to seek assistance with planning, design and funding-TGM Outreach Workshop</p>
2012**	<p><i>4.1/4.3 Transportation Growth Management Workshop grant received for report on 99E and Ottawa Rd safety corridor improvements and recommendations: Initiated review of Title 17-Historic District Guidelines with Historic Review Board: 3/5; Adoption of Street Tree Ordinance #468: Updates of city website initiated and ongoing: Water billings color-coded to bring attention to Historic District properties as a form of outreach and assistance to property owners within the Historic District:</i></p>
2013	
2014	

\* Acknowledged by the Aurora City Council on April 12, 2011.

\*\* Acknowledge by the Aurora City Council on (date), 2012.

June 2012 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
Building Permits	<ul style="list-style-type: none"> <li>• 21233 Liberty Street NE (expansion)</li> </ul>
Sign Permits	
Manufactured Home Permit	
Land Use Applications	

ADDITIONAL PLANNING

<u>Project</u>	<u>Status</u>
ODOT 99E Corridor Study	
Urban Renewal District Feasibility Study	
Development Code/HRB updates	<ul style="list-style-type: none"> <li>• Emailed ODA again. No new information has been received since the 12/28 response email to ODA regarding compliance with Airport Planning Rule.</li> <li>• May 2012 additions/changes from HRB</li> </ul>
Newsletter/Community Updates	
Misc.	<ul style="list-style-type: none"> <li>• Vision Plan Update 2012 continued</li> </ul>