

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Tuesday, May 01, 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 –April 03, 2012
- II. City Council – March 13 , 2012

Correspondence

- I. **Email and update on Water Master Plan and Stormwater Master Plan**
- II. **DLCD Issues Report Partially Remanding Metro’s Urban Growth Boundary Decision**

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**

- A. **Discussion and or Action on Updating Vision Action Plan**

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 revisions submitted by HRB on title 17.**
- C. Follow up to floodplain information and presentation from DLCD to City Council**

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, April 03, 2012 at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder

STAFF ABSENT: Renata Wakeley, City Planner

VISITORS PRESENT: Bill Graupp, Aurora
Joe Fidanzo, Aurora
Greg Taylor, Aurora

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:08 p.m.

2. City Recorder Did Roll Call

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

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –March 13, 2012, correction on pg # 2 typo.
- II. City Council – February 14 , 2012

Correspondence

- I. League of Oregon Cities Bulletin
- II. 2012 News and Events Dept Land Conservation and Development
- III. Public Meetings Schedule LCDC
- IV. LCDC New Notice Requirements for Code Changes
- V. April 9th Local Officials Advisory Committee, Item 4 2012 Legislative Impacts

A motion is made to approve the consent agenda with changes to spelling of fist to first on pg 2 and Schaefer spelt wrong by Commissioner Gibson and seconded by Commissioner Braun. Motion Passes Unanimously.

Chairman Schaefer stated that at this time nothing was pending nor did it appear any items were going to affect us at this time so 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.

5. New Business

- A. **Discussion and or Action ESA and the National Flood Insurance Program**, Chairman Schaefer explains what will be happening and gives a brief overview of this program and Christine Shirley from DLCD. Chairman Schaefer explains that she will come and speak to us. Christine will touch on how this will impact Aurora and what our requirements will be. Chairman Schaefer mentions again that on the FEMA website there is a lot of information. I have supplied a copy of the document that shows how they are moving forward with this salmon friendly situation. There are 3 mentioned;
1. **Model ordinance**
 2. **Check list** and instead of doing a model ordinance
 3. **Permit by permit showing compliance**, in this situation the city takes hands off approach and the land owner or applicant has to prove to the appropriate agency that they are not affecting the salmon habitat and most of the small jurisdictions are leaning towards this approach because it takes the liability away from the city.

Question-What this does is makes the applicant have to do a Biological Study which can be very costly to say the least.

- Also the model ordinance Christine Shirley is proposing should help those cities that do not want to go with the hands off approach.
- **Mayor Taylor**, states that the reality is that on the individual property owner this is hard, I understand the permit by permit process because of the liability however this is a hardship on our citizens and on us (City) as well.
- **Chairman Schaefer** this is a situation on all Oregon cities, and they are experiencing litigation across the board, this is affecting the salmon run and salmon habitat.
- **Mayor Taylor** states that has this ever affected the salmon run during a flood situation because they are not running during the flooding season. This to me is a common sense deal. When you approach properties that are not even affected by the 100 year flood zone.
- **Chairman Schaefer explains;**
- The litigation topics are; who gave you the authority (FEMA). To make this broad statement.
- The property owner will have to follow a public process.
- **Unfunded public mandate**, first we would have to win the lottery then go through the expensive process of doing the mapping or remapping and then show that this property has already been built upon and how can it be said this hurts the salmon habitat. Especially since this land is high and dry and how can they do this.
- When does this mandate take effect, Mayor Taylor and Chairman Schaefer states that it's not a mandate yet however it is a policy and therefore it will be implemented?
- We are in situations that from the outcome of the litigation that we need to comply with this mandate and Taylor states until you can define it I am going to ignore it and **Chairman Schaefer states** it's the applicant's burden of proof and

it falls on them. To avoid having to go through the process each time FEMA is giving us 3 options the model Ordinance, check list, permit by permit.

- **Chairman Schafer** explains that at this point we do not know the definite impact or setback requirements are. This again Christine Shirley from the DLCDC is hoping to explain.

Mr. Fidanzo enquires about swapping a portion of his land for UGB , Renata explains this and shows that we have additional 18 percent of surplus and I do not see how we can swap the property.

City Planner Wakeley informs him,

- The land at the end of Park Ave this was not a part of the buildable lands inventory, since then we have adopted a flood hazard zone and in 2009 we still had shown an 18 percent buildable land inventory.
- **PAPA which is no longer in affect because essentially they did not want to draw a line across a property.**
- a property owner could apply for a comprehensive zone map amendment.

Fidanzo asks,

- If this flood plain overlay took effect in 2002 how then in 2004 were buildings and houses built and developed. How could they receive approval?

City Planner Wakeley had stated that the Sahlin property is not in the list that is part of Ordinance 418 nor are the properties to the east so all the lots you have mentioned are not listed.

1. Comprehensive Plan Map amendment, with the flood plain FEMA guidelines. If it shows that only half of the property is in flood zone.
2. Secondly that this map change would need to go before DLCD and Christine Shirley would give comment. **Schaefer** hesitancy in my voice because I have not walked the property and I suspect the park property does not have a part high enough and most of it will be in the low side. **Schaefer states the procedure now would be a Biographical Study and show that this would not be a problem with flood zone and Salmon habitat.**
3. If the comprehensive map amendment for the properties shows they may have a portion of high ground, then you would do an annexation for the property for ones located outside of the city limits. Now at the same time the city would have to show that we will not allow potential problems with the endangered species act.
4. Renata states that; possibly with Ordinance 418 there was a map done at the same time.

Fidanzo states he has obtained a copy of the **legal description** for the Fred Netter property that is located near the Fidanzo property and it show levels and my house is higher than other houses in the area. **Schaefer states that you should have your own survey done.**

6. Unfinished Business

- A. **Discussion and or Action on Transportation Planning Rule**, it was requested of Chairman Schaefer to remove this item from the agenda until there is some updated information.
- B. **Discussion and or Update on 99E Corridor Study**, City Planner Wakeley states she has been sending email updates of all the documents to each member of Planning, I have not attended the meetings so I can keep cost down. The city didn't really interview stake holders about the study. Intersections with the highest crash ratings 4 out of the 6 of those are in Aurora.

So far the study is not focused on Aurora, and so far site development review and now ODOT is looking towards cleaning up their records and requiring permits and zone changes.

- C. **Discussion and or Update on Historic Review Board Design Guidelines Update.** discussion on proposed changes of title 17 this update is provided by HRB and City Planner Wakeley states that when I met with the HRB I had given them my suggested changes and Wakeley explains they are not working from the original document they are working from

my suggested change document, and from the looks of these changes they are reacting as though they are being treated secondary and they are not quite understanding that changes of the code and land use issues have to go through the Planning Commission because they have to make code changes.

Chairman Schafer states, that some of the topics that have been going around are as follows and my intention has been allowing them to run with the ball however it appears so far the ball is going flat.

1. First topic of simple solutions being taken care of such as roof, paint and landscaping projects 2,500 or below. In with speaking with Karen today these would need to be approved by an HRB member. These would only be performed on Non-Contributing properties.
2. Another suggestion was the City Planner or City staff would approve these and HRB does not like this solution they do not think the staff are experienced enough.
3. City Planner Wakeley, states that HRB would appoint one individual who would take care of these on a monthly basis. City Recorder comments that she is not comfortable with the concept of HRB member approving the application because it is very hard to get HRB members to respond to staff as it is and to exhaust staff time attempting to have someone come and do the approval just wouldn't work.

Commissioner Braun states that we do need to be more efficient at this process since it has been requested from Council.

Commissioner Graham asks if there would be any training for this type of approval process for staff, I would be comfortable with this process as long as training is provided.

Commissioner Willman agrees if training is provided.

Commissioner Fawcett asks if there is a list provided and it would be easy to approve.

Chairman Schaefer gives an example of roofing material and HRB doesn't like the shading effect and the only company that manufactures what HRB likes is a downgraded product and people don't want to use it.

Chairman Schaefer, asks are we comfortable with this assessment,

Discussion begins and Chairman Schaefer states that I think we can do this with email and web-site links and so forth to determine products.

Chairman Schaefer asks If we all agree City Planner Wakeley with training could do these types of decision, however can we ask that say a 100 dollar application fee be charged. Allot of hesitation from PC members to the fee part.

Discussion points if you are a contributing structure or a non contributing structure and if you are a contributing structure you would have to follow the strictest of rules and if you are not then the administrative review would apply, so I think that I (Chairman Schaefer) agree with this concept. HRB states that consistency is the key and if you do not have guidelines the same then you are not consistent.

If you look at classic ranch house the windows are high on the wall and if you are a child or elder it is hard to get out and firemen to get in as well. So the code in a sleeping room could be a window cannot be any higher than 42 inches, so those who are remodeling a ranch house and changing the windows the planning dept then says here is a new window code so people can get out of the window.

What do you feel about a two tier concept without the radius concept?

Commissioner Fawcett agrees with the two categories, Willman agrees Graham agrees, Schaefer agrees, Braun agrees.

A consensus of the Planning Commission there should be a distinction of contributing and noncontributing factor and two sets of rules and an inventory.

Last topic is, question of the guidelines themselves and making them more clear whether it is prohibited or aloud, how do you feel the guidelines worded can you understand them or not, Commissioner Braun states he is trying to remove a window and replace it with a door and it is not covered in the present guidelines.

Commissioner Fawcett do we need to simplify or keep them the way they are, I think there is a lot of subjectivity to them.

Consensus of the Commission is the current draft is alright except there needs to be a clearer path for restoration of contributing homes.

Chairman Schaefer would like the proposed changes to title 17 from the HRB on the agenda for next month for review and discussion.

7. Commission Action/Discussion

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

- I have reviewed and evaluated the sign permit for Topaz Bistro along with the parking requirements.
- I received a phone call from Mr. Bixler and it sounds as though he may be moving forward with his project.
- It is determined that the Old Miller House is subject to gateway standards.

8. Adjourn 9:06 P.M.

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

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora City Council Meeting
Tuesday, March 13, 2012 at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

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

STAFF ABSENT: None

VISITORS PRESENT: Denny Wellen, Aurora
 Mitch Graffe, 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 – Present
Mayor Taylor – Present

3. Consent Agenda

- I. City Council Meeting Minutes – February 14, 2012
- II. Planning Commission Meeting Minutes – February 07, 2012
- III. Historic Review Minutes December 14, 2011.

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

Correspondence

- I. Email and price quote for a Governing Basics on the go training
- II. Email from Marion County Representative, deadline dates on Opening Reception of all twenty cities.
- III. Commendation Letter for Officer Marshall

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

Denny Wellen, Smith Lane Aurora, Oregon. Speaks to council with road maintenance issues on Smith Lane, he states it is wasting the city and staff time and money replacing rock and it is gone in two days. The apron helps however I feel it has not been the same since the sewer lines went in I just wish they would fix the rut holes and dig it out and compact it properly. Mayor Taylor responds with we need to have the proper weather conditions and we hope to do all of the gravel roads all at the same time. Wellen states he feels as though because there are only 6 of us on the road that it is not a city priority. Again Mayor Taylor responds that we hope to get to all of the gravel roads as soon as possible.

Mitch Graffe, Aurora Topaz Homestead formerly the Corner House introduces himself and invites everyone to come and enjoy the new restaurant and menu.

Joe Fidanzo, Ottaway. Update from FEMA, information they do not set the rules on who can or cannot build on their land, they said it was local control of the city. In the ordinance it allows commercial building but not residential. Currently we are waiting on Kristin Shirley from FEMA to make a determination. There is more discussion however no solution is rendered at this time.

5. Discussion with the Parks Committee

- o **Parks Committee Report (not in packet)** no one in attendance.

6. Discussion with Traffic Safety Commission

- a. **Traffic Safety Report (not Included in your packet) Council** No one from Traffic Safety was in attendance.

7. Reports

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

- Speaks very highly of Officer Marshall,
Each time Officer Marshall has to hold his radio in the air and in this instance Marshall was holding up his radio in the air and he was then attacked. So this is an issue we at some point will need to address.
- Vehicles are getting quite old and having many maintenance issues so I have, contacted many agency for bids on cars and I have looked into agencies who could donate to us. There are two vehicles from Clackamas County and one from the State at 3,500 for 2008 with 120 thousand miles.
- Currently I have worked a deal for our officers with the City of Canby, so our officers can train every other month. In trade I will train there officers for SWAT training. We can attend their role calls and I think this is good for their officers to get more acquainted with ours and is good training.
- Reserve Officer Simmons and Austin have resigned

- Applied for Chiefs Conference and received a grant to attend. Currently I am only lacking 26 hours of the required 80 to obtain certifications needed.
- Working on setting up employee files per each officer as far as training.
- Established an emergency notification policy
- Last Friday I believe I walked around to each business owner.
- We have looked into a new camera for evidence purposes ours in not adequate.
- I have looked at the current contract with Hubbard towing, it states that every other year they would give us 15 thousand dollars for new police cars. Since apparently this has not been happening I will investigate it further.
- I have reviewed municipal code, chapter 8 it states all members of police department are to be trained on how to use a noise meter and no one knows what it is.
- Vehicles and traffic, chapter 10 requires and a commercial truck owner to fill out a required permit form and no one in the dept has been reviewing them. Councilor Vlcek asks is this renewable permit, and is this any vehicle with PUC, yes.
- Attended computer CAD training in Woodburn Norcom uses this system. One of the issues is that how our computers are mounted in the cars.
- I am currently looking into cold weather coats for each officer.
- I have looked into the IGA agreement for the truck inspections it will be the same amount as last year however with that said in reading this Officer Marshall is to attend training and he needs to get this done and keep it up to date.
- I am in the Process of writing grant for AED for each patrol car and for Police Dept.
- I have obtained more up to date maps and I have given the city hall one.

No questions from the Council.

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

1. Revenue & Expense Report

- I would just point out to the new Chief that we have a supplemental budget coming up and based on the figures we will not need a hearing.
- Department Heads will need the supplemental budget changes to me in the next week or so.
- Tentatively meetings if necessary are set for Wednesday @ 6:30
- Colony Days Committee is looking for sponsors for the concerts in the park and would like to put up banners for Advertisement City Recorder states we will need to look at sign code.
- We need to look into the MSAP grant and how the funds are distributed.

No more questions from the Council.

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

1. Monthly Status Report (Storm Water) Mayor Taylor reads Public Works report.

- We have fixed a few leaks and now run time on pumps from 6hr to 2hr.
- Working on Street light inventory list.

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.

- I have found a new method of testing for around 8 dollars a test and we get the results right then and no more driving to Clackamas.
- Looking into Aerators the one's we have are not efficient and updating would save a lot in electricity costs and repair.
- I believe the sale of the old ones will help to supplement the cost.

There were no more questions from the Council.

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

- Is asked to look into updating the addresses in the Historic district so we can differentiate by color in the water bills.

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)

- Having received response from the State on the building codes situation we are planning on moving forward with the process of obtaining our program back.
- 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, I will need to confirm with them how much of this they will require.
 - They will need to give us approval or denial no later than April 1, 2012
 - They were also concerned that customer service be up to par.
- The Mayor requests Koho to write a letter to the former IT Dept and retrieve any and all City property that he may still have.
- Koho is also asked to write a letter to Mr. Patzer and request his fine payment for his HRB fines.

There were no more questions of City Attorney, Koho.

8. Ordinances and Resolutions

A. Ordinance Number 468 and Ordinance Establishing a Preferred Street Tree list for the City of Aurora. Second Reading is read by title only.

A motion was made by Councilor Vlcek to approve the second reading of Ordinance 468 with his concerns as noted in section two to allow a process of approval or denial of a tree that may or may not be on the list and seconded by Councilor Sahlin. Motion Passes.

B. Resolution Number 647 Declaring Intent to Assume Program Administration of Building Codes Program.

A motion is made by Councilor Graupp to approve Resolution Number 647 and is seconded by Councilor Roberts. Motion Passes Unanimously.

9. Old Business

A. Discussion and or Action on final report on water utility rate study.

- Rate has to go up because of the building and operating costs, the rate increase will be over a two year period. We structured the base rate to reflect the size of the meter.
- The fire district currently pays nothing for the fire district and the City is subsidizing the entire usage of water for all fire usage. We recommend the base and water usage for the house and Fire Hall be passed along to the fire district.
- The standpipe cost has been cut in half and then you need to actually charge for it currently it is on the resolution however no one has been charged for it.
- Finally water sales. And second rate increase over the second year.

Question from audience (Denny Wellin) in regards to bulk water rate. Are we charging for bulk water permits. Currently we are charging and have been charging for bulk water permits.

Councilor Vlcek question, basing this on more volume verses lower usage because of the climate and weather pattern. The second rate increase will allow for a conservative view. This should allow the contingency fund to be built up for problems or maintenance.

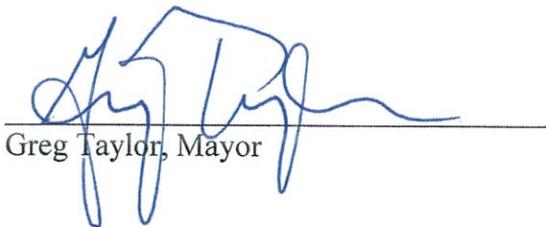
10. New Business

- A. Discussion and or Action on Appointment of the Budget Officer.** Mayor Taylor volunteers to be budget officer and no one contested however Finance Officer Vlcek did ask him if he knew the duties of the budget officer.
- B. Discussion and or action on Fire Department paying for their City services.** Discussion is to have them pay for their basic water usage on the fire hall building and the house. Next the discussion of sewer rate on the fire hall building and house at normal sewage rate. For now we are going to discuss it with the fire dept. Councilor Vlcek will talk with Chief Yoder tomorrow.
- C. Discussion and or Action on retrieving electronic data from previous IT Dept.** City Attorney Koho will write a letter to Aurora Tech.

11. Adjourn

A motion to adjourn the March 13, 2012 meeting at 9:17 pm was made by Councilor Vlcek and seconded by Councilor Graupp. Motion Passes Unanimously.

Councilor Vlcek did mention he had an appointment with the realtor to look at the property across the street. We need to at least look at it because if for no other reason the lot and parking.



Greg Taylor, Mayor

ATTEST:



Kelly Richardson, City Recorder

recorder

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Wednesday, April 25, 2012 1:44 PM
To: recorder
Subject: FW: Water MAster PAn

Please add this under correspondence to the PC packets. I will take the notation off my monthly update but I think the PC would appreciate the update on both the Water Master Plan and the Storm Water Master Plan.

Thank you.
Renata

From: recorder [mailto:recorder@ci.aurora.or.us]
Sent: Wednesday, April 25, 2012 1:40 PM
To: Wakeley, Renata
Subject: FW: Water MAster PAn

This was completed,

Kelly Richardson

City Recorder

City of Aurora

21420 Main St. NE

Aurora, Oregon 97002

503-678-1283

PUBLIC RECORDS LAW DISCLOSURE

This email is a public record of the City of Aurora, Oregon and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law.

This email is subject to the State Retention Schedule.

CONFIDENTIALITY NOTICE

This e-mail message contains confidential information belonging to the sender or receiver. The information in this message is intended for the addressee's use only. If you are not the intended recipient you are hereby notified that you are prohibited from reading, using, disclosing, copying, or distributing this information in any way; further, you are prohibited from taking any action based upon the contents of this e-mail. If you have received this e-mail by mistake, please delete it immediately. For further questions call our office at 503-678-1283 ext. 2.

From: John Ashley, P.E. [mailto:jashley@ashleyengr.com]
Sent: Tuesday, April 24, 2012 5:43 PM
To: recorder
Cc: Bob Southard
Subject: RE: Water MAster PAn

Kelly,
The Water Master Plan was completed back in 2009, so this can be taken off Renata's memo.....

The stormwater master plan is currently being developed. I have been working on some of the general sections of the master plan, but I am still waiting for Bob to get me all the needed information on the City's existing storm drainage system so that I can finish up the other sections. He is working on gathering the needed information using the surveying equipment that the City purchased, so this is probably taking him some time to complete if he is doing this by himself. I am not sure where he is at with all of this and I cannot complete the master plan until I have this existing information. I need

the existing information in order to show what currently exists and so that I can analyze the existing system capacities, identify where improvements to the existing system is needed and where new facilities are required, and other important storm drain information.....Bob should have copies of all the monthly project status reports that outlines what is needed, but let me know if I need to re-send.

Please discuss with Bob on where he is at with gathering the needed info.

Thanks,

John Ashley, P.E.

Civil Engineer



Phone/Fax: 503-864-9404

Cell: 971-241-3861

www.ashleyengr.com

From: recorder [<mailto:recorder@ci.aurora.or.us>]

Sent: Tuesday, April 24, 2012 10:52 AM

To: John Ashley, P.E.

Cc: Bob Southard

Subject: FW: Water MAster PLan

Hello gentlemen,

Do we have an update on this for Renata?

Kelly Richardson

City Recorder

City of Aurora

21420 Main St. NE

Aurora, Oregon 97002

503-678-1283

PUBLIC RECORDS LAW DISCLOSURE

This email is a public record of the City of Aurora, Oregon and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

CONFIDENTIALITY NOTICE

This e-mail message contains confidential information belonging to the sender or receiver. The information in this message is intended for the addressee's use only. If you are not the intended recipient you are hereby notified that you are prohibited from reading, using, disclosing, copying, or distributing this information in any way; further, you are prohibited from taking any action based upon the contents of this e-mail. If you have received this e-mail by mistake, please delete it immediately. For further questions call our office at 503-678-1283 ext. 2.

From: Wakeley, Renata [<mailto:renatac@mwvcog.org>]

Sent: Friday, April 20, 2012 8:58 AM

To: recorder

Subject: Water MAster PLan

Kelly,

For over a year now, the PC had asked that I keep them up to date on the Water Master Plan and I haven't been getting

updates or giving them updates. I would like to take this off my monthly memo but before I do, can I get an update on the Water Master Plan being completed by John Ashley? Is it done? Do you know where it is in the process?

Thanks,

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



Department of Land Conservation and Development

Contact: Michael Morrissey (503) 373-0050 ext. 320

April 24, 2012

****Correction****

DLCD Issues Report Partially Remanding Metro's Urban Growth Boundary Decision

Salem, OR – On November 8, 2011, Metro issued final decisions to the Department of Land Conservation and Development (DLCD) regarding regional capacity to accommodate housing and employment land needs to the year 2030. Metro's decisions included provision for increased efficiency of development, as well as adding 1,957 acres to its regional urban growth boundary (UGB). Metro's decision requires the approval of the Land Conservation and Development Commission, also known as LCDC.

The department analyzed that decision and issued a report on April 19, 2012, recommending to the commission a partial approval of Metro's actions, and a remand of certain portions of the decision for further work. The department recommends that the commission approve the amendments to Metro's Framework Plan, Functional Plans and Metro Code that implement Metro Council's policies on development efficiency and investment strategy in those places in the region intended to accommodate higher residential densities. These places include regional and town centers, light rail station communities and designated corridors and main streets. However, the department found that there is not sufficient information in Metro's work to substantiate the amount of land to be added to the urban growth boundary or the locations of the expansions areas. "Metro completed a lot of very good research and analysis," said Jim Rue, acting director, "but the department found some important points that we didn't believe had been adequately addressed."

A hearing is scheduled for the LCDC meeting on May 10, in Salem to consider the Metro actions and the recommendations from the DLCD director for partial approval and partial remand. Local decisions on UGB amendments are among the most complex issues the commission is asked to confront, Rue said, "because a UGB, being the centerpiece of the Oregon land use planning program, is asked to accomplish many policy objectives."

Questions regarding this item may be referred to Jennifer Donnelly, DLCD Regional Representative, at (503) 725-2183, or jennifer.donnelly@state.or.us.

###

NEW BUSINESS

recorder

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Monday, April 09, 2012 1:55 PM
To: Amy Willman; Bud Fawcett; Jonathan Gibson; Joseph Schaefer; recorder; Wakeley, Renata; Robert Graham; Stephen Braun
Subject: Vision 2012
Attachments: 2011 FINAL VISION ACTION PLAN UPDATE_Acknowledged by CC on 4.12.2011.docx
Categories: Yellow Category

All,

It is that time of year to again update the Vision Plan working document. I have attached the version that I have, incorporating updates from 2011, which was completed by the Planning Commission and acknowledged by the City Council in April 2011.

Please review the attached and be prepared to provide suggested updates/changes in time for our next meeting on May 1st.

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

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. MAINTAIN 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"/> 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 decor 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.			
	TBD	City Planner, PC	TBD
	Ongoing	CC, PC, City Staff	TGM grant, DLCD TA grant
	Ongoing	City Staff	City
<input type="checkbox"/> Update City of Aurora website with planning information,	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, DLCOD 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	
2.7 C- <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. <input type="checkbox"/> Incorporate Development Code assessment and update to address parking design standards.	Nov. 2008 – Dec. 2008 2012	City Planner Consultant, PC, CC, City Planner, Traffic Safety Committee (TSC)	TGM Program 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>Nov. 2007 – Feb. 2008</p>	<p>City Planner</p>	<p>DLCDD TA Grant</p>
<p><input checked="" type="checkbox"/> Hold public hearings and adopt EOA into the Comprehensive Plan and UGB findings.</p>	<p>June 2009 – Aug. 2009</p>	<p>City Planner, PC, CC</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></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 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
3.3B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora.		Business, CC, Aurora Colony Visitors Assoc.	
3.3C/3.7A/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, Marion County	
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.		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> <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> <p><input type="checkbox"/> Amend zoning map and Development Code as needed to ensure exclusive residential development does not abut 99E.</p> <p><input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.</p> <p><input checked="" type="checkbox"/> Complete Development Code assessment to determine current site design requirements and deficiencies.</p> <p><input checked="" type="checkbox"/> Amend Development Code as needed to provide appropriate transitions between different land uses.</p>	<p>Nov. 2008 – Aug. 2009</p> <p>2011-2012</p> <p>2011-2012</p> <p>2011-2012</p> <p>Nov. 2008 – Dec. 2008</p> <p>Jan. 2009 – Dec. 2009</p> <p>Jan. 2009 – June 2011</p>	<p>City Planner, PC, CC</p> <p>City Planner, PC</p> <p>City Planner, PC, CC</p> <p>City Planner</p> <p>Consultant, City Planner, PC, CC</p> <p>Consultant, City Planner, PC, CC</p>	<p>DLCD TA grant</p> <p>TGM outreach workshop funded in 2011</p> <p>TGM outreach workshop funded in 2011</p> <p>Code Update funded with Rural Investment Fund (RIF) grant</p> <p>TGM program</p> <p>Code Update funded with Rural Investment Fund (RIF) grant</p>

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

Action Item <input type="checkbox"/> 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 prohibit new 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.		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	
		CAC, City Planner	
		CAC, City Attorney, City Planner	
		CAC, City Engineer, City Planner	
<input type="checkbox"/> 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 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 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
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	
	TBD	City staff, ODOT, Consultant services	

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. <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.	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

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
	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.	May 2008 – June 2009	Consultant, PC, CC, TSC

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
	5.5A - Define, update and maintain guidelines for minimum landscaping throughout city.	PC, HRB	

COMPLETED TASK LIST

2009	<p>4.1A Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City.</p> <p>4.1B Partner with ODOT to seek assistance with planning, design and funding-Transportation System Plan Update.</p> <p>4.2A/4.3A/4.3B/5.3B Updated cross sections with TSP Update and updated Development Code.</p> <p>5.1E Master Plan for existing park and north end park completed and CIP updated.</p> <p>5.3A/5.3B Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them.</p> <p>5.3D Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development.</p> <p>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>
2010	<p>1.1B Apply for TGM grant and complete Development Code assessment and update to address development design standards.</p> <p>1.2A Update and enforce gateway standards.</p> <p>1.2C Update current design standards for properties outside Historic District and Gateway.</p> <p>1.4A Community Improvement days held in April and August 2010.</p> <p>1.4B Raise awareness of Housing Rehab program. Include program brochure with utility mailings.</p> <p>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.</p> <p>2.4A Update IGA between County, ODA and City.</p> <p>2.4A Attend French Prairie and Positive Aurora Airport <i>Management (PAAM) meetings</i>.</p> <p>2.6B Planning initiated monthly review of information to submit to community newsletter</p> <p>3.1A Review and update street cross sections as part of the TSP update.</p> <p>3.1B Establish business incubator programs. (NK?)</p> <p>3.1D/3.5E Apply for TGM Code Assistance Grant.</p> <p>3.2A/3.6A Apply for DLCD TA Grant for Economic Opportunities Analysis.</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>3.2C/3.6A Apply for EOA study funding.</p> <p>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.</p> <p>3.4B/3.5E Complete Development Code assessment to determine current site design requirements and deficiencies.</p> <p>3.4B/3.5E Amend Development Code as needed to provide appropriate transitions between different land uses.</p> <p>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.</p> <p>3.5B Improve quality of streetscape along 99E (portion between 2nd 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 2nd 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	
2013	
2014	

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

OLD BUSINESS

recorder

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Friday, April 20, 2012 8:34 AM
To: recorder; Joseph Schaefer
Subject: FW: Title 17 code changes
Attachments: HRB 2012 Changes to 17.doc

Hi Kelly- Please add these comments to the PC packets for May.

Joseph- I won't make any changes or incorporate these comments until directed to do so. I am not sure there is a budget for me to be billed against the HRB project. I believe HRB plans to continue to work on Title 17 so there will be more work down the road and we can discuss next steps at the May PC meeting.

Thanks,
Renata

-----Original Message-----

From: Karen Townsend [<mailto:KTownsend@ci.aurora.or.us>]
Sent: Thursday, April 19, 2012 6:20 PM
To: Wakeley, Renata
Subject: Title 17 code changes

Hi Renata,
Here is my revised list. I did not go into the actual text but made some what I hope are, easy to decipher notes. Also some suggestions on implementing through better forms.
Thanks,
Karen Townsend

HRB 2012 Changes to 17.0
April 19, 2012

Note: We wonder if we can now drop references to all old ordinances. These were inserted so that the code could be compared to city ordinances that everyone had been working with prior to 2002. However, it has been 10 years and this code has now been a functioning document. Is this possible????

17.040.030

Capitalize all references to Certificate of Appropriateness. (This will then signify that there is a document by this title, or at least the title added to Notice of Decision, also capitalized.)

17.04.040

Add "demolish" following "It is unlawful. . .----," (This was an omission and is included in all historical ordinances. It was also pointed out to us by SHPO.)

17.40.60 Interpretation

D. Can the words "make application" be entered somewhere here? It is confusing as the language does not lead the layman to understand that the application process leads to a legal decision by the board.

The words "request" and "consideration item" appear to be too informal for the required action/decision.

E. Again, keeping a record of all decisions/interpretations/applications. 'A written record of decisions made on applications requiring an interpretation of the guidelines, etc.'

Add "interpretation" to definitions list.

17.12.040 Meetings

There are various reasons for special meetings. Sometimes there may be a fee or sometimes a fee may be waived by the HRB depending on circumstances. (for instance, the HRB may agree to meet before the next meeting if there is a design change, etc. when a timeline or seasonal issue comes up due to no fault of the applicant.) If an applicant requests a meeting because they didn't get their application in on time, there is a fee. This might also say "rescheduled meetings" of which we usually have two each year due to the holidays.

17.16.030

A. The owner must sign a form which is not always done. Previously the owner signed a general land use form that the city had (has). We have renters applying for fences, etc. as well as signs. Does the owner know what is being proposed? The city needs to be comfortable with the applicant acting for the owner.

17.16.050

A. retain “approve with modifications”. This is not always the same as “with conditions” as it may refer to a mutually agreed upon design change not on the application having nothing to do with “conditions”

2. Delete admin. decision on Signs

3. Delete admin decision on Accessory dwellings

Regarding Administrative decisions with clear and objective standards. Both of the above deal with design issues and should go to the board.

Language can be written for administrative decisions on painting, roofing and landscaping projects less than \$2500. Can we use the word “may” as “The HRB may appoint members on a rotating basis to fulfill a Historic Administrator position to approve, approve with conditions, approve with modifications, or deny applications for a Certificate of Appropriateness when clear and objective standards are (----?) for exterior changes to painting, roofing and landscape projects under \$2500.” Then if it occurs that no one can serve in that position, even temporarily due to whatever circumstances, the decision-making would revert to the whole body. In no case would it go to staff or to professional planning where the expense would be greater than a normal application.

17.16.060

Capitalize all references to Notice of Pending Decision. (Create a form Notice of Pending Decision?)

(Our experience is that if there is a form for something, it tends to be used and understood better with staff changes. Staff members are not always given time to read the codes and understand what is expected or why. Over time, protocol alone can be lost in staff transitions.)

B.

b. should be *within*, not *with* ? change to ORS requirement?

Forms suggestion:

Add the words “Certificate of Appropriateness” as a check-off feature of the Notice of Decision. If the application is approved as being appropriate (or per guidelines), the box is checked and then serves as the document required by code.

There may be instances where an application is approved but the board finds it not appropriate. An example is where a change is made to a property in advance of application and it does not meet the guidelines. (Patzner property, for instance. The garage door was made of plastic and the board did not ask them to change the door but did not want it to be considered an appropriate material that could be held up by others when referring later to the decision.)

recorder

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Friday, April 20, 2012 10:33 AM
To: recorder; Joseph Schaefer
Subject: FW: Title 17 code changes

FYI.

-----Original Message-----

From: Karen Townsend [<mailto:KTownsend@ci.aurora.or.us>]
Sent: Friday, April 20, 2012 10:30 AM
To: Wakeley, Renata
Subject: RE: Title 17 code changes

Yes, I will come up with a calendar action plan that we will stick to as much as possible. We will be working on more than their recommendations as we have working issues with many parts of the guidelines and sign code. We intend to present something that is valuable to the historic district and hopefully easier to understand based on our experiences with applicants.

Thanks,
Karen Townsend

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Friday, April 20, 2012 8:35 AM
To: Karen Townsend; recorder
Subject: RE: Title 17 code changes

Hi Karen,

Thank you. I will include these comments in the PC packets for May. Should I tell the PC that the HRB will continue to work on the document and we should take no action until the HRB is satisfied that they have completed all of their recommendations?

Renata

-----Original Message-----

From: Karen Townsend [<mailto:KTownsend@ci.aurora.or.us>]
Sent: Thursday, April 19, 2012 6:20 PM
To: Wakeley, Renata
Subject: Title 17 code changes

Hi Renata,

Here is my revised list. I did not go into the actual text but made some what I hope are, easy to decipher notes. Also some suggestions on implementing through better forms.

Thanks,
Karen Townsend

State perspective on the Oregon FEMA/NMFS consultation

- Oregon has been closely watching WA implementation
- Evaluation of FEMA WA model ordinance
“Floodplain Management and the Endangered Species Act” problematic for Oregon to implement
- Model and permit-by-permit approach poorly addresses indirect and cumulative impacts of development in SFHA

State perspective on the Oregon FEMA/NMFS consultation

- Oregon supports a programmatic approach wherein limited development allowed within specific sideboards
- Sideboards to be developed and evaluated during FEMA/NMFS consultation
- Sideboards = best practices
- DLCD and NMFS have been exploring options
- Adaptive management likely

State perspective on the Oregon FEMA/NMFS consultation

- ESA more properly fits within Oregon Statewide Planning Goal 5
- FEMA ESA program likely to take place without local government having completed Goal 5 inventory
- Oregon needs a solution that provides ESA conformance *before* completing Goal 5 requirements and *without* local government amendment to its flood hazard ordinance

Before completion of consultation:

- Local government advised to require CLOMR-F when proposed development requires fill
- CLOMR-F requires applicant to provide proof that the project will have no effect on proposed or listed species or adverse modification to critical habitat
- LOMR-F can be used after fill is placed, but burden of proof is the same as for CLOMR-F
- DLCD advises local government to document ESA compliance for all projects that involve fill as if the applicant will apply to FEMA for a C/LOMR-F

State perspective on the Oregon FEMA/NMFS consultation

- Development that does not involve fill also must be reviewed for ESA compliance, but unlike CLOMR-F and LOMR-F, FEMA does not see each development application
- DLCD advises local government to encourage avoidance of SFHA
- Where avoidance not possible, DLCD advises project review by a biologist, or concurrence letter from OF&W or NMFS

Thank you!

Christine Shirley

NFIP Coordinator

Department of Land Conservation and Development

State of Oregon

503-373-0050 ext. 250

christine.shirley@state.or.us

May 2012 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
Building Permits	
Sign Permits	
Manufactured Home Permit	
Land Use Applications	<ul style="list-style-type: none"> • April email correspondence with Bixler attached

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"> • No new information has been received since the 12/28 response email to ODA regarding compliance with Airport Planning Rule. • HRB discussion under "Old Business" • Completed. See email under "Correspondence" i
Water Master Plan	
Newsletter/Community Updates	
Misc.	<ul style="list-style-type: none"> • Vision Plan Update

Wakeley, Renata

From: Wakeley, Renata
Sent: Thursday, April 12, 2012 2:09 PM
To: 'Clifford Bixler'; 'Kelly Richardson'
Subject: FW: sidewalk improvements

Hi Cliff,

See the City Recorder's response below. David Takla at 503-986-2876 will be your ODOT contact and it sounds like you need to work with ODOT on the sidewalk improvements as far as bonding and permitting. Plans should also be submitted to the City for review and comment prior to submission to ODOT.

The Recorder's reference to the \$55,000 bond in the email below is in regards to actual site improvements, when the developer is ready for that. The Aurora Municipal Code (AMC) section 16.34.140 requires a 125% bond of the estimated improvements.

Keep in mind there were a number of conditions of approval as part of your Site Development Review approval that need to be accomplished prior to the City and I would encourage you to review those once again.

I hope this helps answer your questions. If you have additional questions or concerns, please contact Kelly Richardson at City Hall first. Her number is 503-678-1283.

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: recorder [<mailto:recorder@ci.aurora.or.us>]
Sent: Friday, April 06, 2012 1:17 PM
To: Bob Southard
Cc: Wakeley, Renata; John Ashley, P.E.
Subject: RE: Bixler property

Renata, Bob, John

I just spoke with David Takla (not sure spelling correctly) 503-986-2876 ODOT since this is not the city applying the applicant would be the developer and or contractor ODOT would only require a bond on Labor and Materials used only in the ODOT right away since the city also requires a bond of at least 55,000. ODOT requires application, site plan, traffic plan, insurance, bond for exact amount of labor and materials for only ODOT right away portion of project. The City would need at least a 55,000 dollar bond and assuming he has already made application then I would need insurance information and a copy of site plan and traffic plan for our records as well.

If any of you disagree with any portion of the City requirements please let me know. Coming in mid-project maybe he has already submitted these items I have not read the entire file for this.

Thank you,

Kelly Richardson