

# AGENDA

City of Aurora  
**PLANNING COMMISSION MEETING**  
Tuesday, September 04, 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 –August 07, 2012
- II. HRB Minutes
- III. City Council – July 10 , 2012

#### **Correspondence**

- I.

4. **Visitor**

Anyone wishing to address the Planning Commission concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Council could look into the matter and provide some response in the future.

5. **New Business**

- A. **Discussion and or Action on 2012-01 (SDR12-01) Site Development Review**
- B. **Discussion and or Action on Letter of Interest to Join Planning Commission from Kris Sallee of Aurora.**

6. **Old Business**
  - A. **Discussion and or Action on Historic Review Board Guidelines**
  
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, August 07, 2012 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

**STAFF PRESENT:** Kelly Richardson, City Recorder  
Renata Wakeley, City Planner

**STAFF ABSENT:**

**VISITORS PRESENT:** Bill Graupp, Aurora  
Karen Townsend, Aurora  
Gayle Abernathy, Aurora

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

The meeting was called to order by Planning Chair Joseph Schaefer at 7:03 p.m.

**2. City Recorder Did Roll Call**

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

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –July 03, 2012
- II. HRB Minutes
- III. City Council – June 12 , 2012  
City Planner Wakeley points out a correction to the July 3<sup>rd</sup> minutes in the Public Hearing section the correct acronym is LOMA.

**Correspondence**

- I. Meeting Notice Citizen Advisory Committee
- II. Letter from ODOT acknowledging the request made for a speed zone investigation. Chairman Schaefer explains the history behind the letter from ODOT.

A motion to approve the consent agenda as presented was made by Commissioner Graham and seconded by Commissioner Braun. Motion Passes Unanimously.

**4. Visitor**

Anyone wishing to address the Planning Commission concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Planning Commission could look into the matter and provide some response in the future.

No one spoke at this time.

## 5. Guest Speakers

### A. Presentation and discussion with Peggidy Coffman Yates and Ed Wagner

- An Economically Viable Community is Contingent Upon;
  - ❖ Investments
    - Private investments
    - Public Investments
  - ❖ Employment
    - Family Wage Jobs
    - Employment Benefits
- Economic Development has Three Critical Components
  - ❖ Community Development
  - ❖ Business Retention and Expansion
  - ❖ Recruitment
- Community Development, when community members share a commitment to a common vision that reflects its economic, social and political goals. Achieved through a fundamental efforts that evolves around:
  - ❖ Organizational Commitment
  - ❖ Citizen Involvement
  - ❖ Physical Infrastructure

The rest of the discussion is attached in the power point supplied by Peggidy Yates.

**Ed Wagner**, Gives a brief observation of our small town and states the Portland residents would be very envious of our quality of life. You have a unique access to surrounding communities, such as Lake Oswego, Wilsonville, Canby and Woodburn and interstate 5 accesses so close.

We need to have different ways to look at the future, we have to look past government state and federal because we have to learn how to be self sufficient.

On our own we have a multimillion dollar asset, Molalla in a mess, Canby industrial park was instrumental in bringing industrial steal, Oregon City a tragic story a small group of land owners that control the land and they are pushing a pyridine that could cripple the community.

Transparency is crucial in a small community; citizens need to know what is going on in the community.

Residential zoning can be a trap it is nice to bring SDC charges up front but then they want services and demand services.

Focus on your local products such as agricultural. Ask yourselves what is around you, value added products or activities to help support. Close to what is being made locally? Asset is great that you are not part of metro and not part of Clackamas County. Be very careful not to create debt that is hard to get out of or pay back.

As the discussion comes to a close Karen Townsend, Chairman of the HRB in the audience states that this discussion left out one very important point that we are a major tourist attraction because of our Historic significance and local antique shopping district. We need to harness those strengths and use them to help promote Aurora for future growth.

## 6. New Business

## 7. Old Business

- A. **Discussion and or Update on Historic Review Board Design Guideline**, do you want to defer this discussion until the next month when we will have a full board to consider, it is decided to go over the drafts provided by HRB.

**A handout was provided by HRB Chair Townsend, that she feels will better represent our idea. As inserted....**

**Historic Review Board**  
**Classifications for Historic Overlay Properties and Structures**  
**General Guidelines for Application Decision Making**  
**April 2012**  
*Updated and passed by HRB June 28, 2012*  
*Updated Aug. 7, 2012 in italics*

**Residential**

- Level I           Aurora Colony structures and their properties
- Level II Pre1921 structures and their properties
- Level III Post 1920 structures on properties within a Historic Character area
- Level IV All other post 1920 Structures

**Commercial**

*All of Aurora's Commercial Historic Overlay zone is to be considered a Historic Character area consisting of Levels I, II, and III structures. As the zone is situated on main thoroughfares going through Aurora, it is important that architecture and improvements reflect Aurora's historic legacy and national historic district status, adding to the economic values of businesses located there.*

- Level I           Aurora Colony properties
- Level II *Pre 1921* structures and properties
- Level III Post 1920 structures*

(These are determined solely by original Colony structure, age or location and not whether the property is "non-conforming" in any way.

**Application Decision Responsibilities**

All exterior changes to any property within the Historic Overlay zones must be approved through an application for a Certificate of Appropriateness.

**Administrative Decisions:**

A member of the Historic Review Board, designated by the Board, may approve, deny or approve with conditions, applications for the following exterior changes using Aurora Municipal Code Title 17 and City of Aurora Guidelines for Historic District Properties:

- Painting
- Roofing
- Significant Landscape changes under \$2500 (does not include annual plantings)

Applicants may choose to present their application to the full board. In the case of a denial from an administrative decision, the applicant may reapply by modifying the application to meet requirements or reapply for a board decision if the applicant can provide findings that the original application meets all requirements.

The designated Historic Review Board member administrator (*historic administrator*) will volunteer to review completed applications that include samples, visit the property, and may meet or telephone the applicant to discuss the application on a time schedule that is mutually determined by the historic administrator and city staff.

(Note: the historic administrator and city staff will need to determine within how many days the historic administrator will begin to process an application and then how long that should take. For instance, is the historic administrator notified at the end/beginning of each week that applications arrive or each time an application comes in? At certain times of the year, multiple applications could be accepted in a week's time.)

Note: An addendum is attached giving more details on the responsibilities of the administrator.

### **Use of Modern Materials by Category**

*Updated August 7, 2012 in italics*

#### **Residential**

Level I No changes from Guidelines

Level II *Limited* changes from Guidelines

Level III Board will consider the age of the structure, compatibility of the proposed change with nearby structures and historic resources (Historic Character of the immediate area) as well as the potential impact of the change to the integrity of the Historic District as a whole.

Level IV Board will consider the compatibility and consistency of the proposed change with nearby structures giving more flexibility in the use of modern building materials.

#### **Commercial**

Level I No changes from Guidelines. Photographs of Colony historic structures will be helpful in determining changes.

Level II *Limited* changes from Guidelines. Photographs of historic structures will be helpful in determining changes. Board will consider the age of the structure, its prior use, compatibility and consistency with the streetscape and the potential visual impact of the change to the Historic Commercial district.

Level III *Board will consider potential visual impacts of the changes to the Historic Commercial zone. Primary façade and areas viewed from the street must be compatible with surrounding business structures.*

*Properties that have established their own historical record due to original features, materials and signage shall not be required to strictly conform to Guidelines on materials if they have demonstrable provenance and are replacing features with reasonable substitutes.*

### **New Structures, Accessory buildings, Infill and Developments**

*Updated August 7, 2012 in italics*

#### **Residential**

Level I No changes from Guidelines. New construction (modifications to Colony structures or new buildings on Colony property) must recognize the visual impact on this primary architectural/cultural resource and must not take the focus away from significant features of the property. Materials must be consistent with Colony materials.

Level II *Limited* changes from Guidelines. New construction on the property must be sensitive to the original architecture of existing structure(s). Materials must be *consistent* with original materials.

Level III Board will consider the compatibility and consistency of the design of new construction as it relates to the streetscape, neighboring historic resources and its visual impact on the historic district as a whole. (Historic Character of the immediate area.)

Level IV Board will consider design standards in relation to the location of a new development, its physical relationship with existing developments, historic resources and visual proximity to city entrances and main thoroughfares. New construction on an existing property should be compatible with primary structure.

#### *Commercial*

- Level I No changes from Guidelines. New construction (modifications to Colony structures or new buildings on Colony property) must recognize the visual impact on this primary architectural/cultural resource and must not take the focus away from significant features of the property. Materials must be consistent with Colony materials.*
- Level II Limited changes from Guidelines. New construction on the property must be sensitive to the original architecture of existing structure(s). Materials must be consistent with original materials. Pre-existing structures moved from another location to the commercial district must be from the ages of Aurora's Period of Significance (1856-1920) and be compatible with existing structures in its immediate area.*
- Level III The design of new structures must be based on Aurora's Colony or Post Colony commercial architecture as shown in photographs in Appendix ---. Modern materials are acceptable upon review if they can fairly depict those originally used with special attention to the accuracy of primary facades.*

Areas discussed as examples

- o Kasel Court Homes would fall under a level 4
- o A main thorough fare such as Ehlen Rd and 99E along with Williams Court would fall under level 3.
- o The airport area would be character area south of the Keil house would be 3 and north would be level 4.

Comment made by Townsend really these guidelines were meant to be flexible and I am not sure why they are taking such a beating when the Gateway Standards are a lot stricter however they are more precise.

Chairman Schaefer states that I do think we need to wait until we have a full board, however I am going to start putting pen to paper and start making changes and bring them into the next month's meeting. I think a very good workable concept has been presented.

**B. Discussion and or Action Economic Development Committee,** Chairman Schaefer declines from becoming a part of the committee since there will be a lot of work in the upcoming months on the HRB guidelines.

## 8. Commission Action/Discussion

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

## 9. Adjourn 9:51 P.M.

**A motion to adjourn the August 07, 2012 meeting is made by Commissioner Braun and seconded by Commissioner Graham. Motion Passes Unanimously.**

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Chairman, Schaefer

**ATTEST:**

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Kelly Richardson, City Recorder

**Minutes**  
**Aurora City Council Meeting**  
Tuesday, July 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 McCuistion, Chief of Police  
Bob Southard, Water Superintendent  
Otis Phillips, Waste Water Superintendent

STAFF ABSENT:

VISITORS PRESENT: Richard Jenks, Aurora  
Joseph Schaefer, Aurora  
Loretta Scott, Aurora

1. Call to Order of the City Council Meeting

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

2. Administrative assistant does Roll Call

Mayor Taylor – present  
Councilor Graupp - present  
Councilor Roberts -present  
Councilor Sahlin – present  
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – June 12, 2012 and Work Session June 19, 2012
- II. Planning Commission Meeting Minutes – June 05, 2012
- III. Historic Review Minutes - None

**Correspondence**

- I. League of Oregon Cities Bulletin.**
- II. Invitation to Marion County Fair**

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

**4. Visitors**

Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

**Richard Jenks**, property south of Aurora Airport, I am getting ready to sell and want to add to your Urban Growth Boundary. Since Keil road is getting increasingly busy and dangerous. I am proposing moving the road or access so it is not near as dangerous. Mayor Taylor explains although this is an interesting concept we do not have control of this, and in order to bring this property into our UGB we would have to use more of our lands inventory first before we can add any more.

Mr. Jenks, states that the Airport is dumping sewer on us however now I am being sued over sewer for renting a portion of my land. Mayor Taylor suggests to Mr. Jenks to get in contact with the Marion County Commissioners they might be able to help.

**Holly Fidanzo**, Aurora brought up the new due date of the 10<sup>th</sup> for water billing. She thought that we should have notified customers of this change. Mayor Taylor along with City Recorder Richardson explain that for the last three billing cycles that this has been in the City newsletter along with a flyer that went out to notify customers and give them plenty of time to prepare for this change.

**5. Public Hearing**

**A. Discussion and or Action on File CPMA-12-01 Anthony Fidanzo**

Application CPMA-12-01 as recommended by staff and requested by the applicant the public hearing was tabled for a continuance at a later date.

**6. Discussion with the Parks Committee**

Chairman of the Parks Committee Lori Sahlin was in attendance and notified Council that because of the Council meeting on the same evening they did not have a meeting.

**7. Discussion with Traffic Safety Commission**

No one from Traffic Safety was present.

**8. Reports**

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

- Chief McCuiston informs Council that Mr. Eddy contacted him in regards to the letter sent out requesting either the removal of the unsafe building or to replace it with a new structure. Mr. Eddy stated he would be more than happy

to put up a fence or fix the chain link fence in place now. Since a fence is not an option as stated in the letter sent to Mr. Eddy. It was the consensus of the council to move forward with the options as stated in the letter.

- It appears the parking issues at the park has been resolved for now.
- We have our plan in place for the upcoming Aurora Colony Days celebration.
- I have gone through the Lexi Pole manual and adapted to better suit our small department. As it was originally written for much larger departments.
- There are many items in the old jail that we need to go through.

Citizen Loretta Scott informs council that in her days as Mayor many letters were sent to MR. Eddy without any response.

No more questions of the Chief

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

1. Revenue & Expense Report

- One appropriation
- Cash Reconciliation report had a few adjustment and currently there is a \$17.74 difference.
- 11-12 Audits should be ready to start in August.

There were no more questions from the council.

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

1. Monthly Status Report (Storm Water)

2. Monthly Status Report (Water)

Superintendent Southard does a brief overview of his report as provided.

- 120 thousand gallons going out
- Ehlen Road will be bored soon
- Concrete pads for the recycle cans and dumpsters will be done next week
- Park garbage cans are ready.
- Aurora Colony Days needs are being addressed.

Councilor Graupp asks Southard if we followed through with the selling of surplus items.

Councilor Sahlin asks Southard if the parking signs for the City Park have been ordered yet.

Southard states no they have not because it was unclear from the last meeting what changes if any were being made to the signs.

It was the consensus of the Council to order 3 more signs the same as the existing sign. Through more discussion it is then decided to wait for recommendation from the Parks Committee before we order any signs.

- Southard asks for the approval of Council for Mayor Taylor to be able to sign the final MOA as presented.

It was the consensus of the Council to approve Mayor Taylor sign the MOA.

One last question was what is the normal waster usage for August Southard states 220

No more questions at this time. ....

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

- No discharge in June
- Started on July 2<sup>nd</sup> discharging
- Everything is looking good
- The aeration project is going well and we have most of the equipment needed on site.
- Pouring pads for the bag units
- August 1, 2012 we should have the entire aeration project complete and running properly
- We have completed our first lab test and we will now continue with the tests in house.

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

City Recorder, Richardson gives a brief overview of her report as included in the packet. There were no questions from the Council.

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

City Attorney Koho was excused from the meeting for personal reasons.

9. **Ordinances and Resolutions**

A. **NONE**

10. **Old Business**

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

Mayor Taylor recommendation to the council at this time since HRB currently does not have a quorum is to suspend the HRB duties for a one year period and refer any applications to Planning Commission. It is also suggested by Mayor Taylor that Planning Commission ask Chairman of the HRB Karen Townsend to be a consultant for the time being.

- Councilor Sahlin agrees with the Mayor recommendation
- Councilor Roberts is concerned with the one year suspension and ask if this is locked in or if they receive enough letters of interest can they be reinstated.
- Citizen Loretta Scott of Aurora expresses some concerns as well to the council and asks if the Planning Commission will have the compassion and or sensitivity to support the HRB guidelines. She also states that her feeling is that there is no perceived teeth behind HRB decisions and Mayor Taylor informs Miss Scott that Council has only overturned one decision made by HRB this year.

- Mayor Taylor sympathizes with Miss Scott however at this time we do not have a choice in the matter with any interested parties applying for the open positions.
- It is also asked what is being done about the Urban Renewal District; Mayor Taylor informs Miss Scott that the fire department was worried about the tax base for the next 20 years. Councilor Sahlin would like to revisit this issue at a later date.

Councilor Graupp moves to suspend the HRB for a period of one year and place the duties of decision making in the Historic District to the Planning Commission and is seconded by Councilor Sahlin. Motion Passes with opposition from Councilor Roberts.

**B. Discussion on Economic Development Committee,** Discussion resumes from the last meeting question is asked who is interested so far on being on the committee so far Councilor Sahlin, Commissioner Braun, Commissioner Schaefer, Councilor Graupp, and possibly the McKnight's from the wine tasting room. City Recorder Richardson is asked to place this on the web-site. Hopefully we will have the Committed officially form by the August meeting.

**C. Discussion and or Action on Tri City Police Proposal,** Mayor has had enormous amount of input from the citizens, Councilor Sahlin states that we need to look at exactly what our costs are and we need to have a Marion County option as well so we can compare and make the best possible choice. Some of the comments from citizens have been to ride out the storm and to only have one officer. Another proposal was to lower the suggested 40 hours of coverage proposed by Hubbard and perhaps the cost would then be more affordable.

Sometime after the August meeting we will need to have a town hall meeting to here from our citizens and to present the options as discussed.

**D. Discussion and or Action on Employee Handbook,** at the Council work session meeting on June 19<sup>th</sup> there were a few changes discussed and all changes have been addresses. One question City Recorder, Richardson had to the Council was in regards to the comp time section how did they want it to read through discussion of the council it is agreed to eliminate comp time all together and pay out overtime to those positions that it applies to.

A motion is made by Councilor Sahlin to approve the employee hand book as presented with the one section removed and was seconded by Councilor Graupp. Motion Passes Unanimously.

## 11. New Business

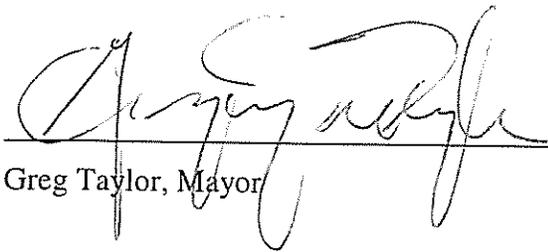
### A. NONE

Discussion ensued by Loretta Scott, Aurora her question is in regards to water conservation and will it or was it based on even and odd days, the answer is yes it was based on even and odd

days. More discussion on whether or not a fine should be assessed on those residents that are over using water however no decision was made.

**12. Adjourn**

A motion to adjourn the July 10, 2012, meeting at 8:42 p.m. was made by Councilor Roberts and seconded by Councilor Sahlin. Motion Passed Unanimously.



Greg Taylor, Mayor

ATTEST:



Kelly Richardson, City Recorder

**HISTORIC REVIEW BOARD MINUTES  
21420 MAIN ST. NE, AURORA OR 97002  
June 28, 2012**

**Staff Members Present:** Sophia Kuznetsov, Administrative Assistant

**Others Present:** None

The meeting of June 28, 2012 was called to order at 7:00 p.m. by Chairman Townsend.

**Admin Assistant takes Roll Call**

Chairman Karen Townsend – Present  
Member Gayle Abernathy – Present  
Member James Frackowiak – Present.

**CONSENT AGENDA**

A motion to approve the HRB minutes of April 26, 2012, with corrections, was made by James Frackowiak, seconded by Gayle Abernathy, and passed unanimously.

**CORRESPONDENCE**

- a) Chairman Townsend submitted a work calendar for the Historic Guideline Updates
- b) May 24, 2012 draft of HRB proposal to appoint an Administrator to approve certain projects.

**VISITORS**

Bill Grapp	Aurora	City Council Member
Greg Taylor	Aurora	Mayor
Tim Corcoran	Aurora	21283 Liberty Street
Susie Corcoran	Aurora	21283 Liberty Street

**OLD BUSINESS**

- A. **Discussion of updating the Historic Guidelines per City Council request.**
  - o The HRB members are in progress of going over section 17.20 of the Historic District Guidelines; Chairman Townsend will give the HRB recommendations of guideline changes to City Planner Renata when they are complete.
  - o Chairman Townsend had some suggested changes to the Classifications for Historic Overlay Properties and Structures April 2012 draft. Chairman Townsend will give the recommended changes to the Planning Commission for the July 3<sup>rd</sup> meeting.

**B. Discussion on Planning Commission and Historic Review Board Proposal.**

Member Abernathy would like to see Historic Professionals (Builders, Historic restoration experts, Historians) outside Aurora join the board; some discussion was made on whether guidelines would allow Historic Review Board to have members outside Aurora. Member Frackowiak deemed that joining the two boards might be a good idea to fill board vacancies. Member Abernathy will attend the July 3<sup>rd</sup> Planning Commission meeting, to gain a better understanding of what the Planning Commission entails.

**NEW BUSINESS**

**A. Discussion and/or action on application for re-painting, re-roofing and constructing concrete perimeter around house for the new proposed site for Aurora Family Health and Maternity Services located at 21358 Hwy 99E submitted by Susie Corcoran**

- There was no change in base color paint, there was no HRB approval needed for the base paint. Member Abernathy did recommend that the semi-gloss white was used instead of Flat white due it being easier to keep clean. There was some discussion on whether there would be a change of color on the back porch.

*A motion to approve the application for Trim paint as submitted, was made by Gayle Abernathy, seconded by James Frackowiak and passed unanimously.*

- Discussion on Miller House needing a new roof. Corcoran will be using black Architectural roofing material same as their house, located at 21283 Liberty St. Sample of roofing material was not presented.

*A motion to approve the application for roofing material with condition that roofing material is checked by City Hall Staff to insure that it was per guidelines, was made by James Frackowiak, seconded by Gayle Abernathy and passed unanimously.*

- HRB felt that the concrete perimeter around the house will not make a difference to the house and would not need approval from the board.
- Corcoran is required to widen one entry to meet ADA standards for wheel chair access. Corcoran has proposed that the back door is widened to meet ADA standards; they would use the original glass from original door to keep those same historic properties.

*A motion to approve the application for widening back entry with condition that the glass from the original door is reused in new door, was made by James Frackowiak, seconded by Gayle Abernathy and passed unanimously*

**B. Discussion and/or action on sign application for free standing sign for the new proposed site for Aurora Family Health and Maternity Services located at 21358 Hwy 99E submitted by Susie Corcoran**

Discussion whether there will be a sign on the Main Street side or only on the 99E side. Corcoran was considering on putting an identification sign on Main Street, for people to know that they are able to park on either side. She will need to apply for new sign application in order to do that.

A motion to approve the application for a free standing sign with condition that the font that is used is an approved font and needs to be checked by City Hall staff to insure that it is per guidelines, was made by James Frackowiak, seconded by Gayle Abernathy and passed unanimously

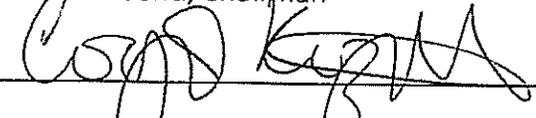
**C. Discussion on Member Frackowiak no longer being eligible to be on the Board**

Member Frackowiak will no longer be eligible to be a part of the HRB due to moving his business to Woodburn. The owner of The Mohler House where his business currently resides wants him to vacate his business by the end of July, and he does not know if he would be able to attend the July meeting. Due to Member Frackowiak leaving there will no longer be a quorum.

**ADJOURN**

A motion to adjourn was made at 8:50 pm by Gayle Abernathy seconded by James Frackowiak, and passed unanimously.

  
\_\_\_\_\_  
Karen Townsend, Chairman

  
\_\_\_\_\_  
Sophia Kuznetsov, Administrative Assistant

# **NEW BUSINESS**

NOTICE OF LAND USE REQUEST/REQUEST FOR COMMENTS

DATE: 8/21/12

TO: ODOT, Marion County; Aurora Rural Fire District  
FROM: Renata Wakeley, Mid-Willamette Valley Council of Governments

RE: Corcoran SDR-12-01, City of Aurora

The City of Aurora is soliciting any comments or conditions of approval you may wish to have considered in the City's review of the above described land use case. Questions should be directed to the staff contact below. However, any comments you would like to be considered in our review must be submitted in writing.

In order for staff to process this application in a timely manner, comments need to be back in our office by **August 29, 2012**. A limited land use review regarding the application is schedule before the Planning Commission on September 4, 2012. If we do not receive any response by this date, we will assume you have no concerns.

You may use the response form below or attached a separate letter. Please return your written response to the staff contact below.

Staff Contact: Renata Wakeley  
Phone: 503-540-1618

E-mail: renatac@mwvcog.org  
Fax: 503-588-6094

PLEASE CHECK THE APPROPRIATE ITEMS:

We are not affected by the proposal.

We have reviewed the proposal and determined we have no comment.

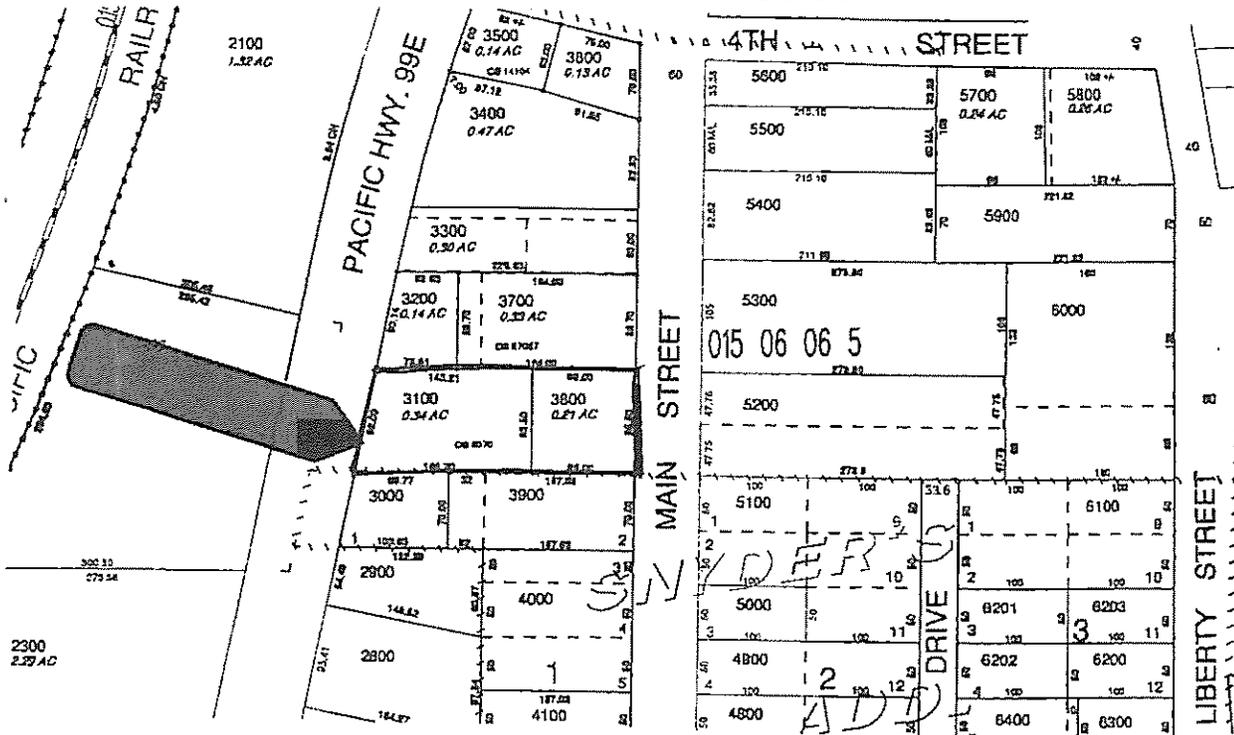
Our comments are in the attached letter.

Our comments are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Person Commenting: \_\_\_\_\_ Agency: \_\_\_\_\_

**CITY OF AURORA  
PLANNING COMMISSION  
NOTICE OF APPLICATION**



Date: September 4, 2012

Time: 7:00 P.M.

Place: Planning Commission  
Aurora City Hall  
21420 Main Street NE  
Aurora, Oregon 97002

Nature of Application: Site Development Review 12-01

Location: Map 41.W.13B Tax Lots 3100 and 3800.  
21358 Highway 99E, Aurora OR.

Name of Applicants: Aurora Family Health  
P.O. Box 73, Aurora, OR 97002

Zone: Historic Commercial Zone Overlay (HCO)

Request: Site Development Review approval for conversion of the existing 2,020 square foot structure into a family health and maternity care outpatient clinic. The proposal includes the addition of an ADA accessible parking space, on-site

parking improvements, structural remodel, and landscaping/fencing improvements.

Additional information is available at City Hall, 21420 Main Street NE, Aurora, Oregon.

The applicable criteria and standards from Aurora Municipal Code Section 16.22 Historic Commercial Overlay Zone and 16.58 Site Development Review are used to review this application.

The planning commission's review will determine if tentative Site Development Review approval will be granted for this application. A fourteen (14) day period for public written comments regarding the pending limited land use decision applies. A limited land use decision does not require an interpretation or the exercise of policy of legal judgment, or a public hearing. The planning commission will review a staff report and review written testimony, if any.

A copy of this application, all documents, all documents and evidence are available for inspection at no cost and copies will be provided at reasonable cost. The applicant and any person who submits comments during the fourteen (14) day comment period shall receive the notice of decision.

Issues which may provide the basis for appeal shall be raised in writing not later than the close of the comment period or following the final evidentiary hearing on this case. Such issues shall be raised with and accompanied by statements or evidence sufficient to afford this body, and the parties to this hearing an adequate opportunity to respond to each issue.

Please submit written comments by no later than **5 p.m. on September 4, 2012.**

Address written comments to:           Planning Department - City of Aurora  
21420 Main Street NE  
Aurora, Oregon 97002

Staff Contact:                               Renata Wakeley, City Planner, (503) 588-6177.

# City of Aurora Building /Planning Application

(Check appropriate box)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> SITE DEVELOPMENT REVIEW (AMC 16.58)<br><input type="checkbox"/> FLOOD PLAN DEV. PERMIT (AMC 16.18)<br><input type="checkbox"/> HISTORIC OVERLAY DISTRICT (AMC 16.20-16.22)<br><input type="checkbox"/> Certificate of Appropriateness<br><input type="checkbox"/> Demolition Permit<br><input type="checkbox"/> Sign Review<br><input type="checkbox"/> MANUFACTURED HOME PARK (AMC 16.36)<br><input type="checkbox"/> COMPREHENSIVE PLAN AMENDMENT (AMC 16.80)<br><input type="checkbox"/> Text <input type="checkbox"/> Map<br><input type="checkbox"/> ZONING ORDINANCE AMENDMENT (AMC 16.80)<br><input type="checkbox"/> Text <input type="checkbox"/> Map | <input type="checkbox"/> CONDITIONAL USE (AMC 16.60)<br><input type="checkbox"/> VARIANCE (AMC 16.64)<br><input type="checkbox"/> HOME OCCUPATION (AMC 16.46)<br>___ Type I    ___ Type II<br><input type="checkbox"/> NON-CONFORMING USE (AMC 16.62)<br><input type="checkbox"/> LAND DIVISION<br><input type="checkbox"/> Subdivision (AMC 16.72)<br><input type="checkbox"/> Partition (AMC 16.70)<br><input type="checkbox"/> Property Line Adjustment (AMC 16.68)<br><input type="checkbox"/> APPEAL TO _____ (AMC 16.74-16.78)<br><input type="checkbox"/> OTHER _____ |
|--|--|

**APPLICANT GENERAL INFORMATION**

Applicant AURORA FAMILY HEALTH Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ OFFICE 678-6269  
 Property Owner SUSIE & TIM CORLORAN Phone SUSIE (CELL) 971-570-51  
 Mailing Address P.O. Box 73 AURORA TIM (CELL) 503-312-48  
 Contact person if different than applicant \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

**PROPERTY DESCRIPTION**

Address 2135B Hwy 99-E AURORA Tax Map # 41W 13 BA Tax Lot # 3100 #3800  
 Legal Description (attach add'l sheet if necessary) GEORGE MILLER HOUSE

Total Acres or Sq. Ft. 3100 = .34A / 3800 = .21A Existing Land Use UNOCCUPIED / ANTIQUE STORE  
 Existing Zoning RES. / COMM Proposed Zoning (if applicable) \_\_\_\_\_  
 Proposed use OUTPATIENT CLINIC (AURORA FAMILY HEALTH AND MATERNITY CARE SERVICE)  
 ACTION REQUESTED: (use additional sheets as needed)  
CONVERSION OF EXISTING BUILDING TO OUTPATIENT CLINIC

**ATTACHMENTS:**

- A. Plot plan of subject property- show scale, north arrow, location of all existing and proposed structures, road access to property, names of owners of each property, etc. Plot plans can be submitted on tax assessor maps which can be obtained from the tax assessor's office in the Marion County Courthouse, Salem OR.  
 B. Legal description of the property as it appears on the deed (metes and bounds). This can be obtained at the Marion County Clerk's office in the Marion County Courthouse, Salem OR.

**ADDITIONAL INFORMATION**

In order to expedite and complete the processing of this application, the City of Aurora requires that all pertinent material required for review of this application be submitted at the time application is made. If the application is found to be incomplete, review and processing of the application will not begin until the application is made complete. The submittal requirement relative to this application may be obtained from the specific sections of the Aurora Municipal Code pertaining to this application. If there are any questions as to submittal requirements, contact the City Hall prior to formal submission of the application.

In submitting this application, the applicant should be prepared to give evidence and information which will justify the request and satisfy all the required applicable criteria. The filing fee deposit must be paid at the time of submission. This fee in no way assures approval of the application and is refundable to the extent that the fee is not used to cover all actual costs of processing the application.

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application. I understand that the original fee paid is only a deposit and I agree to pay all additional actual costs of processing this application, including, but not limited to, all planning, engineering, City attorney and City administration fees & costs. I understand that no final development approval shall be given and/or building permit shall be issued until all actual costs for processing this application are paid in full.

[Signature]  
 Signature of Applicant  
[Signature]  
 Signature of Property Owner

08/01/12  
 Date  
08/01/12  
 Date

Office Use Only: Received By: _____ Date: _____ Fee Paid \$ _____
Receipt # _____ Case File # _____ Planning Director Review _____ Date: _____

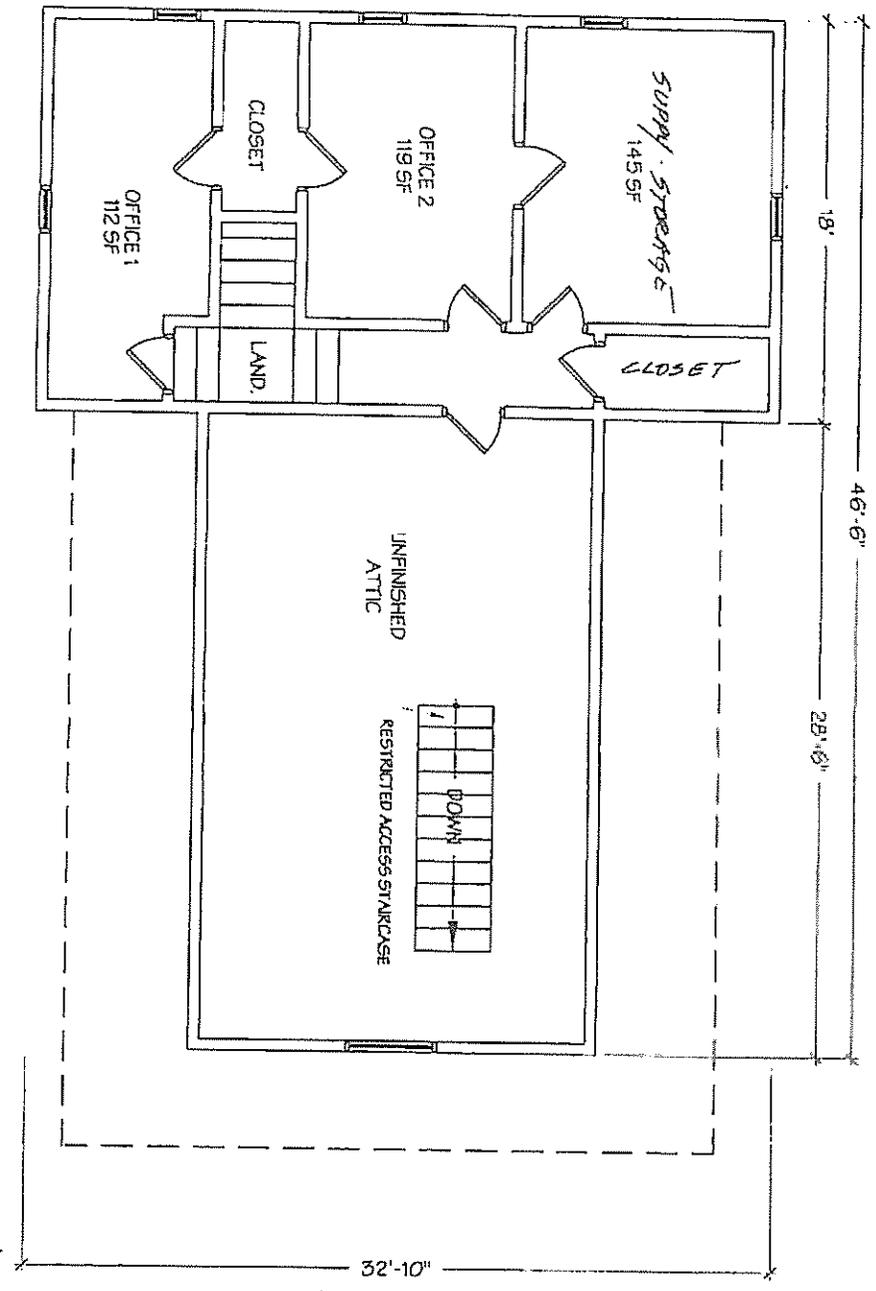
08/01/12

To whom it may concern,

This is a proposal to convert the "George Miller House" (21358 Hwy. 99E, Aurora) into an out-patient clinic (Aurora Family Health and Maternity Care Services). The house is currently and has been for some time, unoccupied. The last use of this building was an antique store operated by Dian Anderson. The following are the list of proposed improvements and alterations to the property.

1. Remove and replace existing roof with 30 yr. black architectural composition shingles. Re-flash all valleys and chimneys.
2. Replace all gutters and downspouts.
3. Repaint exterior (white with approved trim color).
4. Replace existing electrical service panel. Re-wire sockets, switches, lights, and laundry room to current code standards.
5. Re-plumb kitchen, bathroom, and hose bibs to current code standards.
6. Widen one entry and three internal doors to meet ADA standards. New doors will be the same style and construction as the existing.
7. Add bathroom fixtures to meet ADA standards.
8. Construct concrete perimeter footing and wooden skirt stub wall to code standard.
9. Prune and thin existing trees.
10. ADD ADA PARKING ON LIBERTY ST. SIDE ON EXISTING DRIVEWAY.
11. ADD ADA RAMP FROM PARKING SPACE TO BACK PORCH.
12. REPLACE ALL WINDOWS WITH MARVIN ALL-WOOD LOW-E (ARGON) COMPONENTS.
13. ADD WHITE PICKET FENCE ON LIBERTY ST. SIDE

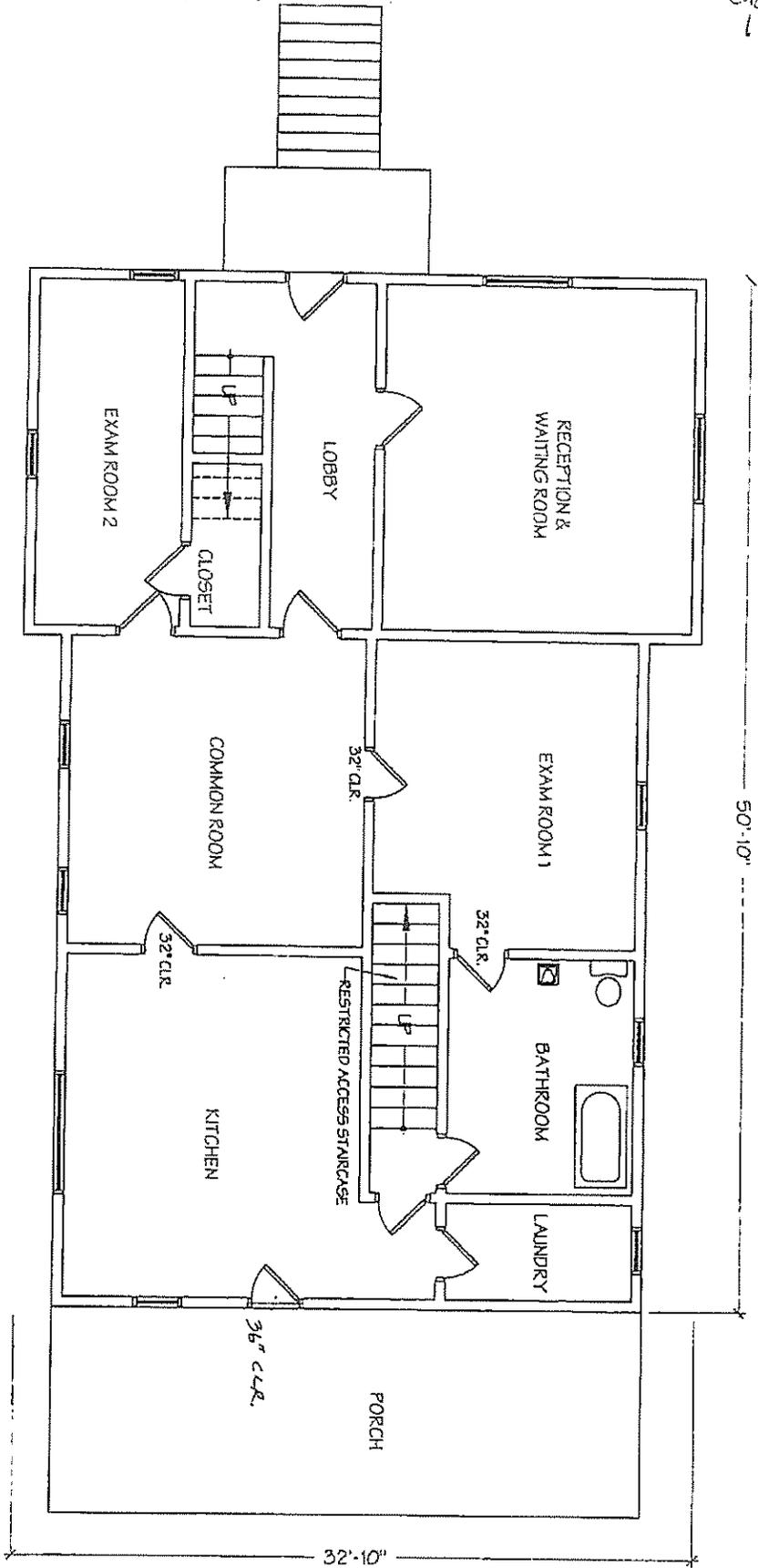
TIM & SUSIE CORCORAN  
503-312-4819 (TIM)  
971-570-5109 (SUSIE)



1 SECOND FLOOR PLAN  
 1/4"=1'-0"

JASON PAJEX PROJECT ARCHITECT 1000 S. 10TH ST. AURORA, ILL. 60004 JPA@JASONPAJEX.COM	
Project: <b>AURORA FAMILY HEALTH          AND MATERNITY CARE SERVICES          (THE GEORGE MILLER HOUSE)          AURORA, OR</b>	Sheet Size: <b>UPPER LEVEL          FLOOR PLAN</b>
Designer: <b>JM</b>	Date: <b>01/04/2012</b>
Checker: <b>DKC</b>	Scale: <b>1/4"=1'-0"</b>
Title: <b>A2.1</b>	Project No.: <b>1147-1107</b>

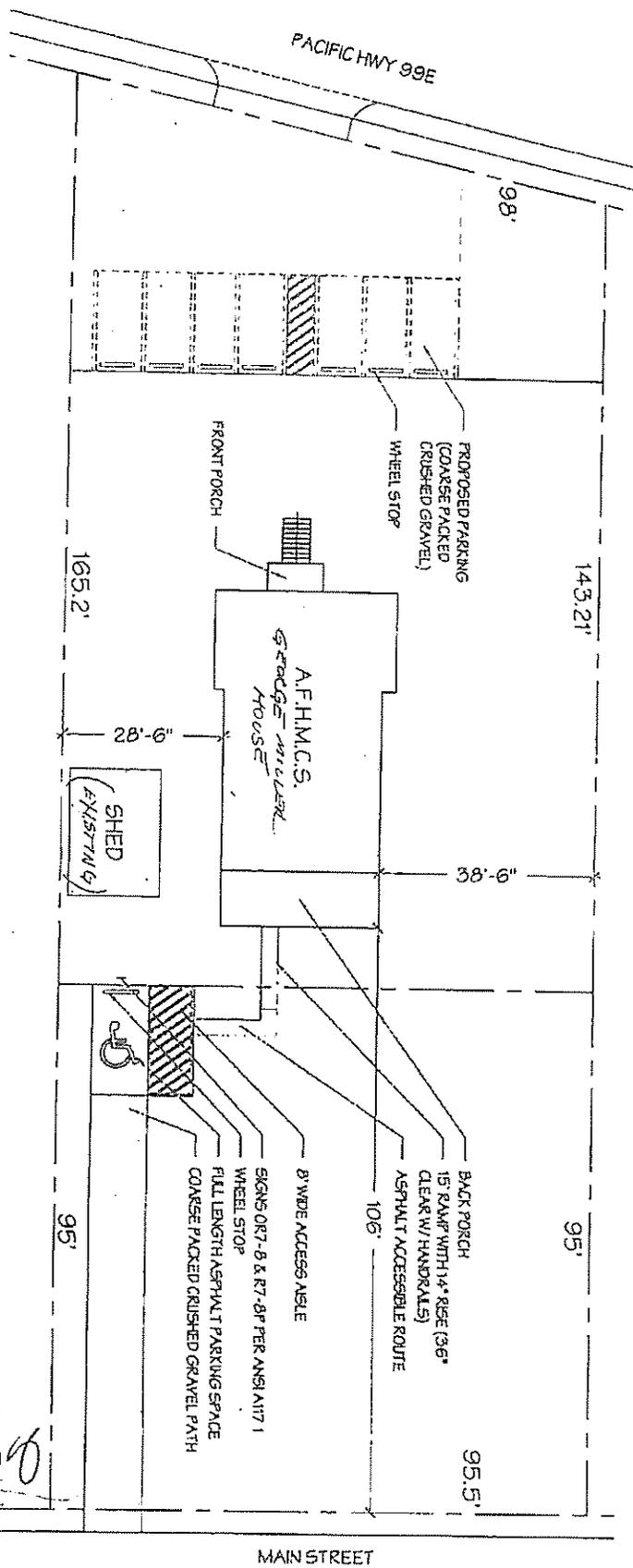
9/E



1 FIRST FLOOR PLAN  
3/16/21-10'

JASON BAUER ARCHITECT 1000 N. 10TH AVE. AURORA, OREGON 97003		Project: AURORA FAMILY HEALTH AND MATERNITY CARE SERVICES (THE GEORGE MILLER HOUSE) AURORA, OR Outpatient Clinic	
SHEET TITLE MAIN LEVEL FLOOR PLAN		Program: Outpatient Date: 03/22/21 Scale: 1/8" = 1'-0" Designer: JASON BAUER	
A2.0		3/16/21-10'	

MAIN ~~WABER~~ STREET



NOTES:

LOT AREA 3.4 AND 21 ACRES  
 BUILDING COVERAGE  
 FOOTPRINT 1,863 SF

1 SITE PLAN  
 1"=20'-0"

*Existing? H. Miller House  
 not shown*

JASON BAUER 420 W. WARE STREET AURORA, OR 97003 503.325.8904 FAX 503.325.8904		<b>PROJECT</b> AURORA FAMILY HEALTH AND MATERNITY CARE SERVICES (THE GEORGE MILLER HOUSE) AURORA, OR
<b>CLIENT</b> OUTPATIENT CLINIC		<b>TITLE</b> SITE PLAN
<b>DATE</b> 11/02	<b>SCALE</b> 1/4" = 1'-0"	<b>DESIGNER</b> JLB
<b>DATE</b> 01/14	<b>SCALE</b> 1/4" = 1'-0"	<b>DESIGNER</b> JLB
<b>DATE</b> 01/14	<b>SCALE</b> 1/4" = 1'-0"	<b>DESIGNER</b> JLB

A1

**CITY OF AURORA  
PLANNING COMMISSION**

**REVISED STAFF REPORT:** Site Design Review 2012-01 [SDR 12-01]

**DATE:** August 29, 2012

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**APPLICANT:** Aurora Family Health  
P.O. Box 73  
Aurora, OR 97002

**OWNER:** Susie and Tim Corcoran  
P.O. Box 73  
Aurora, OR 97002

**REQUEST:** Site Development Review approval for conversion of the existing 2,020 square foot structure into a family health and maternity care outpatient clinic. The proposal includes the addition of an ADA accessible parking space, on-site parking improvements, structural remodel, and landscaping/ fencing improvements.

**SITE LOCATION:** 21358 Highway 99E  
Map 041.W.13B, Tax Lots 3100 and 3800

**SITE SIZE:** Lot 3100- approx. 14,810 square feet, or 0.34 acres  
Lot 3800- approx. 9,148 square feet, or 0.21 acres

**DESIGNATION:** Zoning: Lot 3100: Commercial (C) with Historic Commercial Overlay (HCO). Lot 3800: Residential with Historic Residential Overlay (HRO).

**CRITERIA:** Aurora Municipal Code (AMC) Chapters 16.20 Historic Residential Overlay, 16.22 Historic Commercial Overlay Zone, and 16.58 Site Development Review

**ENCLOSURES:** Exhibit A: Assessor Map  
Exhibit B: Applicant's Submittal  
Exhibit C: Certificate of Appropriateness, Historic Review Board  
Exhibit D: ODOT Comments

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**I. REQUEST**

The request is for Site Development Review approval for conversion of the existing 2,020 square foot structure into a family health and maternity care outpatient clinic. The proposal includes the addition of an ADA accessible parking space, on-site parking improvements, structural remodel, and landscaping/ fencing improvements. Medical or dental services including labs are a permitted use under the HCO zone (AMC 16.22.020.K). According to the applicant, the facility will be operated by the applicant/property owners.

**II. PROCEDURE**

Site Development Review applications are processed as Limited Land Use Decisions. Limited Land Use Decisions are conducted as stated in Chapter 16.78 of the AMC. Section 16.58 and 16.78.090 provide the criteria for processing site design review applications. The Planning Commission makes the final decision on the application.

The application was received and fees paid on August 10, 2012. The application was determined complete by Staff on August 16, 2012. Notice was provided to property owners within 100 feet of the subject parcels and public notice requesting written comments on the application was published in the Canby Herald on August 22, 2012. A request for comments was submitted to Marion County, the Oregon Department of Transportation, Aurora public works and the Aurora fire district.

The City has until December 13, 2012 to approve, modify and approve, or deny this proposal, unless the applicant agrees to an extension or waiver of the 120-day review requirement.

### **III. APPEAL**

Appeals are governed by AMC 16.78.120. An appeal of the Commission's decision shall be made, in writing, to the City Council within 15 days of the Planning Commission's final written decision.

### **IV. BACKGROUND**

Tax parcel 3100 fronts on Highway 99E and is zoned Historic Commercial Overlay (HCO). Tax parcel has public access from Main Street and is zone Historic Residential Overlay (HRO). Lot 3100 contains a structure, commonly known as the George Miller House, constructed in \_\_\_ and most recently used as an antique store.

Utility information provided by the applicant indicates existing sanitary sewer and water connections from Main Street.

The subject properties have street frontage on Highway 99E and Main Street. 99E is classified as a state highway and is under the jurisdiction of Oregon Department of Transportation (ODOT). ODOT representatives for right-of-way and access permitted were contacted on August 21, requesting comments on the proposed land use action. Main Street is classified as a local street in the Aurora Transportation System Plan (TSP).

Lots 3100 and 3800 are considered two tax lots for taxing purposes but are not considered two separate legal parcels by the City of Aurora as they were never partitioned by the City. In 1980, a previous property owner applied for and received approval to rezone Lot 3100 from Residential to Commercial. Lot 3800 maintained its Residential zone. A condition of approval of that rezone was that the property be partitioned into Lots 3100 and 3800. While the previous owners did not comply with the condition to partition, the City has honored the split zoning and Lots 3100 and 3800 were created for tax assessment purposes. The current property owners have the option of partitioning the property in the future, if desired, under the conditions of the previous approval. Currently, the two lots are considered one legal parcel and cannot be sold as distinct units.

With the exception of the ADA parking space to the east (rear) of the existing structure and proposed to be placed on Lot 3800 under the Historic Residential Overlay zone, all improvements as part of this Site Design Review application are contained on Lot 3100, under the Historic Commercial Overlay zone

## V. CRITERIA AND FINDINGS

The applicable review criteria for site design review applications are found in AMC Chapter 16.20, 16.22 and 16.58 Site Development Review. The application was found to be subject to a Major Site Development Review application under AMC 16.58.020.

### 16.58.100 Approval Standards

The review of a Site Plan shall be based upon consideration of the following:

#### A. Provisions of all applicable chapters;

FINDINGS: The subject parcels are zoned Commercial (C) with a Historic Commercial Overlay (HCO) and Low-Density Residential (R-1) and Historical Residential Overlay (HRO). With the exception of the ADA parking space to the east (rear) of the existing structure, all improvements as part of this Site Design Review are contained on Lot 3100, under the Historic Commercial Overlay zone. Compliance with the applicable criteria under the applicable zones is required.

The improvements and proposed outpatient clinic are proposed for Lot 3100 which is zoned Historic Commercial Overlay. Under 16.22.020 K., “medical or dental services, including labs” are considered permitted uses. The ADA parking space is proposed to be installed on Lot 3800 which is zoned Historic Residential Overlay (HRO). While the proposed parking space is under the HRO zone, Lots 3100 and 3800 are considered one legal parcel as they were not previously partitioned by the City of Aurora and the ADA parking space can be considered as on the same legal lot as the proposed facility. The access drive and parking space on lot 3800 can also be considered a pre-existing use. Staff finds this criterion is met.

Findings for public works design standards are included under 16.56.030.N. below.

The proposed development is a remodel of an existing structure and the proposal does not increase the building footprint of the existing structure. Staff finds the development standards under 16.22.040.A. through 16.22.040 .E. such as lot size, width, setbacks, height and are met.

AMC 16.22.040.F requires parking to meet the requirements of Chapter 16.42. Findings for access, circulation, and parking under the applicable zones are included under 16.56.030.L. below.

AMC 16.22.040.G requires signage to be in compliance with 16.44 and the City of Aurora Design Guidelines for Historic District Properties. The applicant provided a signage plan under Exhibit B along with evidence approval of all signage by the Aurora Historic Review Board. Staff finds this condition is met.

AMC 16.22.040.H requires landscaping to meet the criteria of the City of Aurora Design Review Guidelines for historic District Properties, Chapter 16.38, and the Aurora Downtown Improvement Plan. Findings for landscaping are included under 16.56.030.M. below.

AMC 16.22.040.I. requires all properties, uses, and structure in the Historic Commercial Overlay to meet the requirements of Title 17, Historic Preservation. The applicant received a Certificate of Appropriateness from the Aurora Historic Review Board (see Exhibit C). Staff finds this criterion is met.

- B.** Buildings shall be located to preserve topography and natural drainage and shall be located outside areas subject to ground slumping or sliding;

FINDINGS: The proposed develop is a remodel/alteration of an existing structure and no increase to the building footprint is proposed at this time. Staff finds this criterion does not apply.

- C.** Privacy and noise;

1. Buildings shall be oriented in a manner which protects private spaces on adjoining residential properties from view and noise;
2. On site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;

FINDINGS: The proposed development is a remodel/alteration of an existing structure and no increase to the building footprint is proposed at this time. Orientation of the structure is fixed and staff finds this criterion does not apply. The findings for screening/buffering of on-site uses from adjoining residential uses are discussed under 16.58.100.M. below. Exterior lighting for parking and building access are located so as to buffer glare for adjoining residential uses (See Exhibit B). Staff finds this criterion is met.

- I.** Crime prevention and safety:

3. Exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime;
4. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be places at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person.

FINDINGS: A site lighting plan is included under Exhibit B. Staff finds the lighting angles and locations are oriented to highlight the use of the site, parking and access ways, and also include motion sensors for after hours lighting on site. Staff finds this criterion is met.

- J.** Access and circulation;

1. The number of allowed access points for a development shall be as determined by the City Engineer in accordance with standard engineering practices for city rights-of-way, as determined by Marion County for county rights-of-way, and as determined by the Oregon Department of Transportation for access to Highway 99E.
2. All circulation patterns within a development shall be design to accommodate emergency vehicles.

FINDINGS: Lot 3100 has an approved access on 99E by ODOT. See Exhibit D. Lot 3800 also has an existing approved access drive. The proposed accesses for Lots 3100 and 3800 meet the criteria for Historic Residential Overlay, Public Works Design Standards and the Aurora TSP. Staff finds this condition is met.

- K.** Public transit;

FINDINGS: Primary access to the development is from 99E which has an existing sidewalk. No transit stops abut or are adjacent to the subject properties. Staff finds this criterion does not apply.

- L. All parking and loading requirements shall be design in accordance with the requirements set forth in Chapter 16.42.

FINDINGS: In order to meet the parking space requirements for the proposed out-patient clinic, the applicant is proposing seven (7) parking spaces and one (1) ADA parking space. AMC section 16.42.C.2 for Commercial medical facilities requires 1 space per 400 square feet but no less than 3 parking spaces per establishment. At 2,020 square feet, a minimum of five (5) parking spaces would be required. The Historic Commercial Overlay zone is also included under the Parking District Overlay, AMC section 16.28 allows on-street parking to be counted as part of the off-street parking requirements as long as the on-street parking is adjacent to or contiguous to the subject property. Lot 3100 has 96 feet of frontage along 99E, including one (1) on-street parking spaces. Staff finds this criterion is met.

AMC 16.42.020 requires one (1) loading space per each 5,000- 25,000 gross sq. feet of commercial space. The existing structure contains 2,020 square feet. Staff finds this criterion does not apply.

AMC 16.42.120 requires the provision of one (1) bicycle space per 15 parking spaces, or portion thereof. Staff finds this criterion does not apply.

Parking lot lighting shall not be arranged in a manner that will project light directly upon any adjoining residential property (AMC 16.42.050.B) or into the eyes of drivers on Highway 99E. A lighting plan is included under Exhibit B and staff finds these criteria are met.

AMC 16.42.050.F. requires installation of bumper rail or curbing at least four inches in height, and at least three feet from the lot line to all outer boundary parking . The applicant has included wheel stops for the proposed parking spaces. Staff finds this criterion is met.

- M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 16.38.

FINDINGS: A landscape plan provided by the applicant is included under Exhibit B. AMC section 16.38.030(C) requires the installation of all landscaping requirements prior to issuance of a certificate of occupancy. AMC section 16.38.040 requires buffering and screening between non-residential uses and abutting residential uses. The applicant proposes screening of refuse containers in compliance with 16.38.040(E).

Uses to the north of the subject parcels include the White Rabbit Bakery and a single family residential use and to the south include a single family residential use and the Aurora Market. The landscape plan included under Exhibit B does not provide adequate screening of the parking lot abutting Lot to the south. The applicant shall be required to submit a revised landscape plan to meet the criteria under 16.378.040 for review and approval by planning staff. The revised landscape plan shall include, at a minimum, sight obscuring slats for the chain link fence along with a continuous evergreen hedge, or other buffering and screening of the parking lot to meet section 16.38. AMC 16.38.050.A. requires screening of off-street parking adjacent to a public street for four or more parking spaces to include a minimum of four square feet of landscaping for each lineal foot of street frontage.

This is included as a recommended condition of approval.

Proposed new white picket fencing along Main Street meets the vision clearance area and height maximums of forty-two (42) inches or less. Based upon compliance with the recommended conditions of approval, the applicant can comply with this criterion. Parking is an existing space (nonconforming existing).

N. All public improvements shall be designed in accordance with the requirements of Chapter 16.34.

FINDINGS: The City public works revised the application and stated they had no comments or concerns. The site is a previously developed parcel. Staff finds this criterion does not apply.

O. All facilities for handicapped shall be designed in accordance with the requirements set forth in the ADA requirements;

FINDINGS: The applicant proposes one (1) ADA parking space to be included on Lot 3800. The applicant is required to meet ADA and Uniform Building Code requirements. Staff finds this criterion is met, based upon receipt of a certificate of occupancy/building permit approval from review by the City building official.

P. All of the provisions and regulations of the underlying zone shall apply.

FINDINGS: The applicant can meet the provisions and regulations of Chapters 16.20 Historic Residential Overlay and 16.22 Historic Commercial Overlay Zone subject to compliance with the recommended conditions of approval. See findings under 16.58.100.A. above.

## VI. CONCLUSIONS AND RECOMMENDATIONS

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

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

**VII. PLANNING COMMISSION ACTION**

- A. Approve Site Design Review 12-01:
  - 1. As recommended by staff, or
  - 2. As determined by the Planning Commission stating how the application satisfies all the required criteria, and any revisions to the recommended conditions of approval, or
  
- B. Deny Site Design Review 12-01 (stating how the application does not meet the required standards), or
  
- C. Continue the hearing to a time certain or indefinitely (considering the 120-day limit on applications).

August 14, 2012

Kelly Richardson  
City Recorder/Elections Official  
Aurora City Hall  
21420 Main St NE  
Aurora, OR 97002

RE: Planning Commission Position

Dear Ms. Richardson:

Growing up in Aurora in the 1970's I feel extremely fortunate to have experienced, first-hand, the many changes that took place in Aurora during that time. The establishing of the historic district and restoration of many of its structures as well as the growth in local businesses which helped put Aurora on the map as one Oregon's top antique tourist stops. Having moved back to Aurora in June of 2011 the town shows much improvement since then and I am glad to have returned home.

With that, I am writing to you to express my interest in serving on the Aurora Planning Commission and submitting this as my letter of interest. While I do not have any direct planning commission experience I do have a desire and passion for the town of Aurora and impacting its future state.

I believe my diverse career background provides me the business acumen needed to guide me as I learn the technicalities of the city planning concerns and issues that arise. Having been involved in various committees and projects over the years I understand the problem solving skills required to find the best solutions.

Attached is my resume for your review. I look forward to hearing from you regarding this position.

Regards,

  
Kris Sallee

Kris Sallee  
21544 Liberty St, Aurora, OR 97002  
Ph. 661-713-0193  
Email: kmsallee@dslextreme.com

# Kris Sallee

21544 Liberty St, Aurora, Oregon 97002  
[kmsallee@dslextreme.com](mailto:kmsallee@dslextreme.com) / 661-713-0193

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## SUMMARY

Accomplished executive assistant with over 20 years experience supporting multiple executives and extended staff. A proven self-starter with outstanding organizational and multi-tasking skills. Possess excellent leadership ability with strong interpersonal and written communication skills. Accustom to handling confidential and sensitive information with absolute discretion. Thrive in a fast-paced environment.

## PROFESSIONAL EXPERIENCE

### Executive/Administrative Support

- Provided support to President and Senior Directors.
- Provided day-to-day executive administrative support for multiple executives and support staff of 40 team members.
- Liaison between corporate executives and other business units/division heads.
- Responsible for heavy calendaring, phone screening, meeting minutes, and coordinated extensive travel arrangements both domestic and international travel.
- Prepared contracts, regulatory documents, procedure manuals and general correspondence. Supervised work flow for operations secretary and managed company's phone systems.
- General correspondence, file management, expense reports, invoice processing, basic accounting, as well as research and ad hoc projects.
- Prepared contract requests, change orders, directives, and other related documents for construction projects.
- Created PowerPoint presentations and marketing layouts for division and corporate meetings.
- Researched historical files to collect and extract relevant royalty data for corporate legal for further evaluation.
- Off-sites/Special Events - Organize and arrange all aspects of team meetings, off-sites and special events for departments up to 250 people.
- SAP Systems Super User - Provided client support to casual buyers and employee self-services. Facilitated training classes, testing, and evaluation of pre-release software upgrades, attended quarterly meetings, summits and ongoing training.
- Facilities Management – Managed department space planning and moves project for over 90 employees. Successfully on-boarded 13 permanent and temporary staff in a 3-month period.
- Crisis Management Site Coordinator – Oversaw and facilitated team recruiting and quarterly meetings 7 years, collectively.

### Business Partner / Promotion / Public Relations

- Responsible for daily operations, customer service, merchandising, facilities, sales, personnel, payroll, accounting, information systems, and reporting for performing arts school of 300 students.
- Retail business management included customer service, inventory, sales, and delivery.
- Developed and managed inventory controls, reports, and statement reconciliations.
- Product marketing, promotion, and sales experience across various industries.
- Responsible for vendor relations, negotiations, and product development.

## EMPLOYMENT HISTORY

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03/2012-Present	<b>Cambia Health Solutions –</b> Strategic Communications	Administrative Assistant to Vice President
2007 - 2011	<b>The Walt Disney Company -</b> Corporate Real Estate, Design & Delivery	Executive Assistant to Vice President
2003 - 2007	<b>The Walt Disney Company -</b> Disney Consumer Products, Controllership	Executive Assistant to Vice President
2000 - 2003	<b>Vibe Performing Arts Studio</b>	Partner/Director Operations
1995 - 2000	<b>The Walt Disney Company -</b> Disney Internet Group	Executive Assistant to President (Finance, Business Development & Executive level positions)
1992 - 1995	<b>Columbia Helicopters, Inc. – Marketing</b>	Executive Assistant to Vice President
1988 - 1990	<b>JBL Enterprises – Consultant Moving Industry</b>	Personal Assistant to Owner
1985 - 1987	<b>Healthgroup International (HGI)/EQUICOR</b>	Executive Assistant to President

## OTHER WORK HISTORY

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2010-2011	<b>Keller Williams VIP Properties</b>	Real Estate Sales Agent
2009-2010	<b>Skyline Financial Mortgage</b>	Mortgage Loan Specialist

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## EDUCATION

<b>College of the Canyons, Santa Clarita, CA</b> - General Education/Real Estate	2003 – 2007
<b>Portland Paramedical School</b> - Certificate, Medical Assistant	1982

## OTHER

- Corporate Training - numerous technical and personal development classes over 11 years
- California Commissioned/Bonded Notary – active
- Real Estate Salesperson’s License - expired
- Crisis Management Training – CPR Certificate
- Prior President JROTC Booster Club, Valencia, CA

## SKILLS

Possess extensive computer and internet skills. Microsoft Office Suite, Relay-it, WebEx & Go-To Net meetings, video and teleconference meeting setup, QuickBooks, and SAP. Strong technical aptitude for learning computer programs.

# **OLD BUSINESS**

**Title 17**

**HISTORIC PRESERVATION**

**17.04 General Provisions**

**17.08 Definitions**

**17.12 Historic Review Board**

**17.16 Decision Making Chapters:  
Procedures**

**17.20 Signs**

**17.24 Accessory Dwelling Units**

**17.28 Temporary Uses and Structures**

**17.29 Moving of Structures**

## Chapter 17.04

### GENERAL PROVISIONS

Sections:

- 17.04.010 Short title.**
- 17.04.020 Purpose.**
- 17.04.030 Adoption of guidelines.**
- 17.04.040 Applicability.**
- 17.04.050 Pre-existing approvals.**
- 17.04.060 Interpretation.**
- 17.04.070 Fees.**
- 17.04.080 Enforcement.**

#### **17.04.010 Short title.**

This title shall be known as the "Historic Preservation Ordinance of the City of Aurora" and shall be referred to herein as "this title." (Ord. 416 § 8.10.010, 2002)

#### **17.04.020 Purpose.**

It is the general purpose of this title to provide the principal means for the preservation of the buildings and sites and the visual character of the historic Aurora Colony. This title is designed to regulate the design of buildings and structures within the historic commercial and residential overlays defined in Title 16 of the Aurora Municipal Code.

This title promotes preservation and restoration of existing structures and construction of new structures with consideration of Aurora's unique heritage and recognizes the role of historic preservation in protecting and enhancing real property values, and safeguarding and enhancing the livability and appearance of the city. (Ord. 416 § 8.10.020, 2002)

#### **17.04.030 Adoption of guidelines.**

The Aurora Design Guidelines for Historic Properties are incorporated as Appendix A set out in the Appendix to this code. These guidelines are the basis for reviewing applications for a certificate of appropriateness. (Ord. 416 § 8.10.030, 2002)

#### **17.04.040 Applicability.**

A. Except as otherwise specifically provided by this title, all exterior changes to a building or site within the historic commercial overlay and the historic residential overlay must be approved under this title. It is unlawful for any person to erect, establish, construct, move into, externally alter, enlarge, use, or cause to be used, any building, structure, improvement or use of premises located in the historic commercial or historic residential overlays in a manner contrary to the provisions of this title.

B. The only exterior changes not subject to the requirement for approval under this title are:

1. Exterior painting, reroofing and general repairs when the new materials match those already in use; and

2. Landscaping work including shrubbery, annual plantings and general maintenance. The removal of trees greater than twenty-four (24) inches in diameter requires approval. (Ord. 416 § 8.10.040, 2002)

#### **17.04.050 Pre-existing approvals.**

All development applications approved more than two years prior to the adoption of the ordinance codified in this title shall be considered void, unless the historic review board determines that the conditions of approval are substantially completed. All development applications approved less than two years prior to the adoption of said ordinance

may occur according to such approvals. All development applications received by the city after the adoption of said ordinance shall be subject to review for conformance with the standards under this title or as otherwise provided by state law. (Ord. 416 § 8.10.060, 2002)

**17.04.060 Interpretation.**

A. An interpretation is a decision which is made under land use standards that require an exercise of policy or legal judgment. By definition, an interpretation does not include approving or denying a building permit issued under clear and objective land use standards.

B. Each development and use application and other procedure initiated under this title shall be consistent with the adopted comprehensive plan of the city as implemented by this title and applicable state and federal laws and regulations. All provisions of this title shall be construed in conformity with the adopted comprehensive plan.

C. Where the conditions imposed by any provision of this title are less restrictive than comparable conditions imposed by any other provision of this title or of any other ordinance, or resolution, the most restrictive or that imposing the higher standard shall govern.

D. The historic review board shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this title. All requests for interpretations shall be in writing and on forms provided by the city recorder. Upon receipt of such a request, the historic review board shall schedule the interpretation as a consideration item at the next regularly scheduled meeting

unless a special meeting is requested pursuant to Section 17.12.040.

If the person making the request disagrees with the historic review board's interpretation, they may appeal it to the city council. The council will hear the appeal as a consideration item at the next month's regularly scheduled meeting. The decision of the council shall be conclusive upon the parties.

E. The city recorder shall keep a written record of all interpretations and shall make the record available for review on written request.

F. The city council may exempt special events from the provisions of this title. A special event is an activity lasting a total of seven contiguous calendar days or less in a one-year period and approved by the city council. (Ord. 416 § 8.10.070, 2002)

**17.04.070 Fees.**

To defray expenses incurred in connection with the processing of applications, the city may charge fees as established by resolution of the council. The filing of an application shall not be considered complete, nor shall action be taken to process it until the required fee has been paid. (Ord. 416 § 8.10.080, 2002)

**17.04.080 Enforcement.**

Enforcement of this title shall be as codified in Chapter 16.82 of the Aurora Municipal Code. (Ord. 416 § 8.10.090, 2002)

## Chapter 17.08

### DEFINITIONS

#### Sections:

**17.08.010** Meaning of words generally.

**17.08.020** Meaning of common words.

**17.08.030** Meaning of specific words and terms.

#### **17.08.010** Meaning of words generally.

All of the terms used in this title have their commonly accepted, dictionary meaning unless they are specifically defined in this chapter or definition appears in the Oregon Revised Statute, or the context in which they are used clearly indicates to the contrary. (Ord. 416 § 8.40.010, 2002)

#### **17.08.020** Meaning of common words.

A. All words used in the present tense include the future tense.

B. All words used in the plural include the singular, and all words used in the singular include the plural unless the context clearly indicates to the contrary.

C. All words used in the masculine gender include the feminine gender.

D. The word "building" includes the word "structure."

E. The phrase "used for" includes the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for."

F. The words "land" and "property" are used interchangeably unless the context clearly indicates to the contrary.

G. The term "this title" shall be deemed to include the text, the accompanying Aurora Design Guidelines for Historic Properties and all amendments made hereafter to either.

H. The word "shall" is mandatory and the word "may" is permissive.

I. Where the word "must" or "shall" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the guideline in question must be met if it is applicable to the application in order for the historic review board to issue a certificate of approval.

J. Where the word "should" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the guideline is strongly recommended.

K. Where the word "encouraged" is used in the Aurora Design Guidelines for Historic District Properties (Appendix A), the applicant is urged to consider complying with the guideline, but is not required to do so to receive approval. (Ord. 419 § 20D, 2002; Ord. 416 § 8.40.020, 2002)

#### **17.08.030** Meaning of specific words and terms.

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

"Adaptive use" means the process of converting a building to a new use that is different from that which its design reflects. For example, converting a residential structure to offices is adaptive use. Good adaptive use projects retain the historic character while accommodating the new functions.

"Booth" means an open-air structure typically consisting of partial walls, counter and roof and which is portable, either as a whole or in parts.

"Canopy" means a protective exterior cover consisting of a roof, typically made of cloth, plastic or other materials that may be

self-supported or using the support of another structure. Canopies may contain partial walls.

"Contributing structure" means a structure built before 1921.

"Noncontributing structure" means a structure built in 192 or later.

"Preservation" means the maintenance and repair of existing historic materials, and the conscious retention of the property's form as it has evolved over time. This method of treatment focuses on maintenance and repair of historic materials and features, rather than extensive replacement and new construction. New exterior additions are not part of this treatment. Sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make a property function is appropriate.

"Rehabilitation" means there is a need to alter or add to an historic property to meet continuing or changing uses while retaining the property's historical, cultural, or architectural values. This method of treatment is used when repair and replacement of deteriorated features is necessary; when alterations and additions to the property are planned for a new or continued use; when depiction of a particular period is not appropriate.

"Remodeling" means to remake or to make over the design image of a building. The appearance is changed by removing original detail and by adding new features that are out of character with the original. A "stylistic" change is often involved. A remodeling project is inappropriate on an historic building in Aurora, because it would involve altering its historic character.

"Renovation" means to improve by repair, to revive. In renovation, the usefulness and appearance of the building is enhanced. The basic character and significant details are

respected and preserved, but some sympathetic alterations may also occur. Alterations that are made are generally reversible, should future owners wish to restore the building to its original design.

"Restoration" means to reproduce the appearance of a building exactly as it looked at a particular moment in time; to reproduce a pure style, either interior or exterior. This process may include the removal of later work that deviates from the original style or the replacement of missing historic features. Use a restoration approach for missing details or features of an historic building when the features are determined to be particularly significant to the character of the structure and when the original configuration is accurately documented.

"Tent" means a protective exterior cover consisting of roof and walls typically made of cloth, plastic or other flexible material and having a supporting structure. (Ord. \_\_\_ § \_\_\_\_, 2012)

## Chapter 17.12

### HISTORIC REVIEW BOARD

#### Sections:

- 17.12.010 Authority.**
- 17.12.020 Responsibilities.**
- 17.12.030 Membership.**
- 17.12.040 Meetings.**

#### **17.12.010 Authority.**

The historic review board shall have the authority to approve or deny, in whole or in part, development applications and/or building permits, which include new construction or exterior modifications to cultural resources throughout the city or new construction or exterior modifications located on properties within the historic commercial overlay and the historic residential overlay.

The historic review board shall not be authorized to limit or regulate where growth and land development takes place or control the interior space of a building design. (Ord. 416 § 8.20.010, 2002)

#### **17.12.020 Responsibilities.**

A. The historic review board shall maintain an inventory of cultural resources, including those within the historic commercial overlay, the historic residential overlay and within the city's urban growth boundary.

B. With the assistance of the State Historic Preservation Office, the historic review board shall draft and recommend to the council for adoption the prescriptive standards to be used by the historic review board in reviewing applications for certificates of appropriateness to construct any structure, alter the exterior of any existing structure or any activity that visually impacts properties iden-

tified in the Aurora comprehensive plan as a cultural resource or located within the historic commercial overlay and the historic residential overlay district.

C. The historic review board shall be responsible for participation in, promoting and conducting public informational, educational and interpretive programs pertaining to local resources.

D. The historic review board may review and comment upon potential conflicts of land use, housing, redevelopment, municipal improvements, and other types of planning and programs undertaken by any agency of the city, county or state as these relate to the cultural resources of the community.

E. The historic review board shall perform other functions as may be designated by the city council. (Ord. 416 § 8.20.020, 2002)

#### **17.12.030 Membership.**

A. Persons who want to be considered for appointment shall submit a written letter of interest to the mayor. The historic review board shall consist of five unpaid members who are nominated by the mayor and appointed by city council. Members may include persons residing within or outside the boundaries of the historic commercial or historic residential overlays. Three members shall own, rent or lease property in the boundaries of the historic commercial or historic residential overlays.

B. Three members shall reside within the city limits. Those members required to be residents of the corporate city limits must have a minimum of six months of such residency before considered eligible for appointment to the board.

C. As available, board members shall be appointed from the following categories:

1. An architect with preservation expertise;
2. A historian with knowledge of local history;
3. A professional in the field of landscape architecture, real estate, urban planning, construction, community development, archeology, law, finance, cultural geography, cultural anthropology, or related fields with demonstrable interest, competence or knowledge of historic preservation;
4. A member of the Aurora Colony Historical Society; and/or
5. Interested persons residing within the corporate limits of the city.

D. No member of the historic review board may concurrently hold other appointed or elected office in the city, with the exception of members of the budget committee.

E. All appointments to the historic review board shall be for a three-year term, with staggered expiration years. A vacancy shall be filled in the same manner as the original appointments, and the appointee shall hold office for the remainder of the unexpired term. A member who is absent for three consecutively scheduled meetings without having been excused by the board may be removed and the vacancy filled. (Ord. 416 § 8.20.030, 2002)

#### **17.12.040 Meetings.**

A. The regular meeting of the historic review board shall be held on the fourth Thursday of every month.

B. Special meetings may be called by the chairperson of the historic review board with five days notice posted on the bulletin board in front of City Hall. (Ord. 416 § 8.20.040, 2002)

## Chapter 17.16

### DECISION MAKING PROCEDURES

#### Sections:

- 17.16.010 Purpose.**
- 17.16.020 Consolidation of proceedings.**
- 17.16.030 Application process.**
- 17.16.040 Time period for decision making.**
- 17.16.050 Approval authority responsibilities.**
- 17.16.060 Notice of pending decision.**
- 17.16.070 Decision procedure.**
- 17.16.080 Standards for the decision.**
- 17.16.090 Notice of decision.**
- 17.16.100 Record of proceeding.**
- 17.16.110 Appeal.**
- 17.16.120 Modification and revocation of approvals.**
- 17.16.130 Re-submittal of an application previously denied.**
- 17.16.140 Expiration and extension of approvals.**

#### **17.16.010 Purpose.**

The purpose of this chapter is to establish procedures for the consideration of applications for a certificate of appropriateness. (Ord. 416 § 8.30.010, 2002)

#### **17.16.020 Consolidation of proceedings.**

Whenever an applicant requests a certificate of appropriateness for a development that will also require development approvals under Title 16 of the Aurora Municipal Code, the certificate of appropriateness shall be reviewed separate from the approvals required under Title 16 as provided in this title. (Ord. 416 § 8.30.020, 2002)

#### **17.16.030 Application process.**

A. The applicant shall be the recorded owner of the property or an agent authorized in writing by the owner.

B. The application shall be made on forms provided by the city.

C. The application shall:

1. Include the information requested on the application form;

2. Address appropriate criteria in sufficient detail for review and action; and

3. Be accompanied by the required fee.

D. An application shall be deemed incomplete unless it addresses each element required to be considered under applicable provisions of this title and the application form, unless that requirement has been found inapplicable by the city staff. City staff shall not accept an incomplete application.

E. If an application is incomplete, city staff shall:

1. Notify the applicant within thirty (30) days of receipt of the application of exactly what information is missing; and

2. Allow the applicant thirty (30) days to submit the missing information.

F. The application shall be deemed complete when the missing information is provided and at that time the one hundred twenty (120) day time period shall begin to run for the purposes of satisfying state law.

G. If the applicant refuses to submit the missing information, the application shall be deemed incomplete on the sixty-first day after city staff first received the application and returned to the applicant. (Ord. 416 § 8.30.030, 2002)

**17.16.040 Time period for decision making.**

The city shall take final action on an application for a certificate of appropriateness including the resolution of all appeals, within one hundred twenty (120) days after the application is deemed complete, except:

A. The one hundred twenty (120) day period may be extended for a reasonable period of time at the request of the applicant;

B. The one hundred twenty (120) day period applies only to a decision wholly within the authority and control of the city.

C. If the historic review board fails to approve, approve with modification, or denial of an application within seventy-five (75) days after the application is determined to be complete, the historic review board shall cause notice to be given and the matter to be placed on the council's agenda. A public hearing shall be held by the council and the decision shall be made by the council. No further action shall be taken by the historic review board. (Ord. 416 § 8.30.040, 2002)

**17.16.050 Approval authority responsibilities.**

A. The historic review board shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, approve with conditions, approve with modifications or deny the following:

1. Interpretations subject to Section 17.04.060;

2. Signs subject to Chapter 17.20;

3. Accessory dwelling units subject to Chapter 17.24;

4. Applications for a certificate of appropriateness;

5. Recommendations to city council for amending this title;

6. Appeals of decisions by the administrative approval authority;

7. Any other matter not specifically assigned to the administrative approval authority, or the city council under this title.

B. The city council shall make a public decision in the manner prescribed by this chapter and shall have the authority to approve, deny or approve with conditions the following:

1. Appeals of decisions made by the historic review board;

2. Matters referred to the council by the historic review board;

3. Review of decisions of the historic review board, whether on the council's own motion or otherwise.

C. The planning director shall have the authority to approve, deny or approve with conditions the following applications:

1. Temporary uses pursuant to Section 17.28.030. (Ord. 419 §§ 20A, 29A (part), 2002; Ord. 416 § 8.30.050, 2002)

**17.16.060 Notice of pending decision.**

A. The notice requirements of this section are applicable to applications that are subject to Aurora Municipal Code Chapters 16.58 (Site Development Review), 16.60 (Conditional Uses) or 16.72 (Subdivisions).

B. Notice required by this section shall be given in the following manner:

1. At least fourteen (14) days prior to the scheduled decision, notice shall be sent by mail to:

a. The applicant and all owners or contract purchasers of record of the property, which is the subject of the application;

b. All property owners of record or the most recent property tax assessment roll with one hundred (100) feet of the property;

c. Any person who requests, in writing; and

d. The appellant and all parties to an appeal.

2. City staff shall include a copy of the notice and a copy of the mailing labels in the administrative record.

3. At least fourteen (14) days prior to the pending decision, notice of a pending decision notice shall be posted on the bulletin board in front of City Hall.

4. Notice of a pending decision by the historic review board shall include the following information:

a. A description of the subject property and a general location, which shall include tax map designations from the county assessor's office;

b. A map showing the location of the subject property;

c. A description of what the application will allow the applicant to do and what the applicable criteria for the decision are;

d. State that a fourteen (14) day period for submission of written comments is provided prior to the decision;

e. State the place, date and time that the written comments are due;

f. State that copies of all documents or evidence relied upon by the applicant are available for review, the address where copies can be reviewed and that copies can be obtained at cost;

g. A statement that issues which may provide the basis for an appeal must be raised in writing during the comment period and comments must be sufficiently specific give the decision maker an opportunity to respond to the issue;

h. A statement that the decision does not require an exercise of policy or legal judgment, or a public hearing;

i. A statement that the applicant and any person who submits written comments during the fourteen (14) day period shall receive notice of the decision.

C. The failure of a property owner to receive notice shall not invalidate the action provided a good faith attempt was made to notify all persons entitled to notice.

D. Personal notice is deemed given when the notice is deposited with the United States Postal Service.

E. In computing the length of time that notice is given, the first date notice is given shall be excluded and the day of the hearing or the date on which the appeal period expires shall be included unless the last day falls on any legal holiday or on Saturday, in which case, the last day shall be the next business day.

F. The records of the Marion County assessor's office shall be the official records used for giving notice required in this title, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice. (Ord. 419 § 29A (part), 2002; Ord. 416 § 8.30.060, 2002)

#### **17.16.070 Decision procedure.**

The historic review board decision shall be conducted as follows:

A. Request the applicant present the application, explain any graphic or pictorial displays which are a part of the application and provide such other information as may be requested by the approval authority;

B. Read all written comments into the record;

C. Allow the applicant to respond to all written comments;

D. Because this is a limited land use decision process, there is no procedural requirement for the board to allow oral testimony. Oral testimony may be permitted at the discretion of the board. If permitted, the applicant shall be allowed to respond to all oral testimony.

E. Make a decision pursuant to Section 17.16.080 or continue the decision to gather additional evidence or to consider the application further. (Ord. 416 § 8.30.070, 2002)

#### **17.16.080 Standards for the decision.**

A. The decision shall be based on proof by the applicant that the application fully complies with the relevant guidelines in the Aurora Design Guidelines for Historic Properties.

B. The approval authority may:

1. Adopt its own findings and conclusions;

2. Adopt findings and conclusions submitted by any party provided all parties have had an opportunity to review the findings and comment on the same; or

3. Adopt findings and conclusions from another source, either with or without modification, having made a tentative decision, and having directed staff to prepare findings for review and to provide an opportunity for all parties to comment on the same.

C. The decision may be for denial, approval or approval with conditions.

1. Conditions may be imposed where such conditions are necessary to:

a. Carry out applicable provisions of the Aurora comprehensive plan,

b. Carry out the applicable implementing ordinances; and

2. Prior to the commencement of the issuance of any permits or the taking of any action under the approved certificate of appropriateness, the owner and any contract purchasers of the property which is the subject of the approved application may be required to sign and deliver to the city their acknowledgment in a development agreement and consent to such conditions:

a. The mayor shall have the authority to execute the development agreement on behalf of the city,

b. No building permit shall be issued for the use covered by the application until the executed contract is recorded and filed in the county records, and

c. Such development agreement shall be enforceable against the signing parties, their heirs, successors and assigns by the city. (Ord. 419 § 29A (part), 2002; Ord. 416 § 8.30.080, 2002)

#### **17.16.090 Notice of decision.**

A. All decisions require a notice of decision. The notice of decision shall include a brief statement that identifies the guidelines considered relevant to the decision, states the facts relied upon in making the decision, explains the justification for the decision based on the guidelines and facts set forth and a brief explanation of the appeal process. The certificate of appropriateness may be combined with the notice of decision.

B. The applicant and any person who submits written comments during the fourteen (14) day period shall be entitled to receive the notice of decision.

C. City staff shall include a copy of the notice of decision and a copy of the mailing labels in the administrative record.

D. The notice of decision shall be reduced to writing, signed by the historic review board chair, and mailed to the applicant and all parties in the action within ten (10) calendar days after the decision is made. The vice chair is authorized to sign the notice of decision when the chair of the historic review board is not available to sign. (Ord. 419 §§ 20B, 29(A) (part), 2002; Ord. 416 § 8.30.090, 2002)

**17.16.100 Record of proceeding.**

The record shall include:

A. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;

B. A copy of the notice of pending decision and a list of all persons who were given mailed notice;

C. All testimony, evidence and correspondence relating to the application;

D. All information considered by the approval authority in making the decision;

E. If approved or approved with conditions, a copy of the certificate of appropriateness signed by the approval authority;

F. A list of the conditions, if any, attached to the approval of the application; and

G. A copy of the notice of the decision, which was given pursuant to Section 17.16.090, and a list of all persons who were given mailed notice. (Ord. 419 § 29(A), 2002; Ord. 416 § 8.30.100, 2002)

**17.16.110 Appeal.**

A. Standing to Appeal. Any person shall be considered a party to a matter, thus having standing to seek appeal, provided the person submitted written comments to the approval authority during the fourteen (14) day period prior to the decision or the person was enti-

led as of right to notice prior to the decision to be reviewed.

B. Computation of Appeal Period.

1. The length of the appeal period shall be fifteen (15) days from the date of the final decision.

2. In computing the length of the appeal period, the day of the decision is mailed shall be excluded and the last day for filing the appeal shall be included unless the last day falls on a legal holiday for the city or on a Saturday, in which case, the last day shall be the next business day.

C. Determination of Appropriate Appeal Body.

1. Any decision made by the historic review board under this chapter, may be reviewed by the council by:

a. The filing of a notice of appeal and payment of required fees by any party to the decision before five p.m. on the last day of the appeal period;

b. The council, on its own motion, seeking appeal by voice vote prior to the end of the appeal period.

2. Failure to file an available appeal shall be considered a failure to exhaust administrative remedies. The local appeals process must be completed before any appeal is made to the land use board of appeals.

D. The notice of appeal shall be filed within the appeal period and contain:

1. A reference to the application sought to be appealed;

2. A statement of the petitioner's standing to the appeal;

3. The specific grounds for the appeal;

4. The date of the decision on the action;

5. The applicable fees.

E. The appeal hearing shall be confined to the record of the decision.

F. Upon appeal, notice shall be given to parties who are entitled to notice under Sections 17.16.060 and Section 17.16.090.

G. The appellate authority shall affirm, reverse or modify the decision, which is the subject of the appeal. The decision shall be made in accordance with the time provisions of Section 17.16.040; or upon the written consent of all parties to extend the one hundred twenty (120) day limit, the appellate authority may remand the matter if it is satisfied that testimony or other evidence could not have been presented or was not available at the time of the initial decision. In deciding to remand the matter, the appellate authority shall consider and make findings and conclusions regarding:

1. The prejudice to parties;
2. The convenience or availability of evidence at the time of the initial hearing;
3. The surprise to opposing parties;
4. The date notice was given to other parties as to an attempt to admit; or
5. The competency, relevancy and materiality of the proposed testimony or other evidence. (Ord. 419 §§ 20C, 29A (part), 2002; Ord. 416 § 8.30.110, 2002)

**17.16.120 Modification and revocation of approvals.**

The approval authority may modify or revoke any approval granted pursuant to this chapter for any of the following reasons:

- A. A material misrepresentation or mistake of fact made by the applicant in the application or in testimony and evidence submitted, whether such misrepresentation is intentional or unintentional;
- B. A failure to comply with the terms and conditions of approval;

C. A material misrepresentation or mistake of fact or policy by the city in the written or oral report regarding the matter whether such misrepresentation is intentional or unintentional. (Ord. 419 § 29A (part), 2002; Ord. 416 § 8.30.130, 2002)

**17.16.130 Re-submittal of an application previously denied.**

An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the land use board of appeals, the land conservation and development commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve (12) months from the date the final city action is made denying the application unless there is a substantial change in the facts or a change in city policy which would change the outcome. (Ord. 419 §§ 29A (part), 2002; Ord. 416 § 8.30.130, 2002)

**17.16.140 Expiration and extension of approvals.**

A. Approval under this title shall be effective for a period two years from the date of approval.

B. Approvals shall lapse if:

1. Substantial construction of the approved plan has not been completed within a two-year period;
2. Construction on the site is a departure from the approved plan.

C. City staff may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

1. No changes are made on the original approve tentative plan;

2. The applicant has expressed written intent of submitting a final plat within the one-year extension period; and

3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

4. Written notice of the decision regarding an extension of time shall be provided to the applicant. (Ord. 419 § 29A (part), 2002; Ord. 416 § 8.30.140, 2002)

## Chapter 17.20

### SIGNS

#### Sections:

- 17.20.010** General authority.
- 17.20.020** Purpose.
- 17.20.030** Sign permits required.
- 17.20.040** Application.
- 17.20.050** Definitions.
- 17.20.060** Exempt signs.
- 17.20.070** General sign provisions.
- 17.20.080** Prohibited signs.
- 17.20.090** Historic residential overlay.
- 17.20.100** Historic commercial (HC) overlay.
- 17.20.110** Nonconforming signs.
- 17.20.120** Termination of signs by abandonment.
- 17.20.130** Relief from sign standards.
- 17.20.140** List of approved font types.

#### **17.20.010** General authority.

Before any construction, erection, placing, painting, carving or otherwise giving public exposure of any sign occurs in the historic commercial overlay or the historic residential overlay, application must be made to both the historic review board and a city building official. The applicant must receive a certificate of appropriateness from the historic review board before a building permit can be issued by the building official. The sign provisions of this chapter may be considered as a part of a development application or individually. Applications shall be filed with the city recorder on an appropriate form in any manner prescribed by the city, accompanied with an application fee in the amount established by general resolution of the city council. (Ord. 416 § 8.50.010, 2002)

#### **17.20.020** Purpose.

Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the city. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise. In the review of sign applications within the city, the following criteria and standards will be considered by the historic review board.

A. Signs are necessary to communicate information about places, goods, services and amenities. As such, they have a useful function; they should not confuse; they should inform with clarity.

B. Signs are a part of the town's street scape. Signage, in a collective sense, has a civic obligation to be in character with the rest of the street scape.

C. Buildings are signs in that they represent a kind of imagery through their architecture.

D. Signage is visual. Good signage is an art form that should be addressed with sensitivity. In addition to communicating information, signage is an architectural element.

E. Signs on buildings should not dominate or obscure the architecture of the building. A sign on a building should be compatible or integrated with its architecture. (Ord. 416 § 8.50.020, 2002)

#### **17.20.030** Sign permits required.

A. Existing Signs. All existing signs on each business and residential premises shall be required to conform to the standards of this chapter on or before July 1, 2003. Upon adoption of the ordinance codified in this title, the person(s) in control of the business

or property or in control of each business contained thereon, shall be required to submit a completed application form with a photograph of all existing signs according to Section 17.20.040(C), and pay no sign permit fee, except those signs approved by the historic review board after October 26, 1995.

1. As of the effective date of the ordinance codified in this title, Aurora's historic district contains four existing backlit reader boards, specifically for the business of the "General Store," "Aurora Colony Market," "Nagl Floor Covering," and "Aurora Cycle." Due to the historic business related use of these signs and notwithstanding Section 17.20.110(B)(2), these four reader board signs may continue, for their useful life, as nonconforming uses after the July 1, 2003 deadline requiring sign conformance.

B. Proposed Signs. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the city for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 17.20.040. The person(s) in control of the building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the city. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the city.

C. No person having a permit to erect a sign shall construct or erect same in any

manner, except in the manner set forth in the approved certificate of appropriateness. All departures from signage plans for which a certificate of appropriateness has been issued shall be approved in advance by the historic review board.

D. Sign Permit Fees. The application for a certificate of appropriateness for a sign shall be accompanied by a filing fee in an amount established by general resolution of the city council. (Ord. 419 §§ 19, 23H, 2002; Ord. 416 § 8.50.030, 2002)

#### **17.20.040 Application.**

A. The applicant shall submit three copies of:

1. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;

2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.

B. Signs existing September 26, 1995 shall be photographed with enough visual detail to determine their approximate size and location for inventory purposes. (Ord. 416 § 8.50.040, 2002)

#### **17.20.050 Definitions.**

As used in this chapter:

"Advertising structure" means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the advertising structure.

"Alterations" means any change in size, shape, and method of illumination, position,

location, construction or supporting structure of a sign.

"Balcony" means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

"Banner" means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

"Billboard" means the same as "advertising structure."

"Building facade" means the vertical exterior wall of a building including all vertical architectural features.

"Building register sign" means a sign that identifies four or more businesses contained within a single building structure or complex.

"Bulletin board" means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

"Business" means commercial or industrial enterprise.

"Business frontage" means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

"Cartoon" means a caricature of an animate or inanimate object intended as humorous.

"Construction sign" means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

"Curvilinear" means represented by curved lines.

"Direct illumination" means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

"Flag" means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

"Flashing sign" means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner, which creates the illusion of flashing, or which changes color or intensity of illumination.

"Fluorescent colors" means extra bright and glowing type colors; includes dayglow orange, fluorescent green, etc.

"Fluorescent lighting" means light provided by tubes.

"Free-standing" means a sign, which is entirely supported by a sign structure in the ground.

"Frontage" means the single wall surface of a building facing a given direction.

"Illustration" means a line drawing or silhouette of a realistic object.

"Marquee" means a permanent roofed, non-enclosed structure projecting over an entrance to a building, which may be attached to the ground surface, or not.

"Neighborhood identification" means a sign located at the entry point to a single-family subdivision comprising not less than two acres, or a sign identifying a multiple-family development.

"Neon light" means a form of illumination using inert gases in glass tubes and includes black light and other neon lights.

"Parcel" or "premises" means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

"Primary revenue source" means no less than seventy-five (75) percent of gross total principal income derived from a business.

"Public right-of-way" means the area commonly shared by pedestrians and vehicles for rite of passage. An easement for public travel or access including street, alley, walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

"Quality material" means materials that are appropriate to make temporary window signs, including poster board, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or light-weight paper are not allowed.

"Real estate sign" means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

"Sidewalk" means hard surface strip within a street right-of-way to be used for pedestrian traffic.

"Sign" means any notice or advertisement, pictorial or otherwise, used as an outdoor display for the purpose of advertising a property or the establishment or enterprise, including goods and services, upon which the signs are exhibited. This definition shall not include official notices issued by a court or public body or officer, or directional, warning or information signs or structures required by or authorized by the law or by federal, state, county or city authority.

Sign, Area of. In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface

shall be measured and divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five (135) degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be made at the extreme horizontal and vertical limit of a sign.

"Street frontage" means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

"Wind sign or device" means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

"Window" means all the glass included with one casement. (Ord. 416 § 8.50.050, 2002)

#### **17.20.060 Exempt signs.**

The following signs and devices shall not be subject to the provisions of this chapter and shall not require a certificate of appropriateness or a sign permit application:

##### **A. Identification Signs.**

1. Memorial and Historic Identification Signs. Memorial tablets, cornerstones or similar plaques, such as National Register listing, not exceeding six square feet.

2. Small Business-Related Informational Signs. Small nonilluminated informational signs such as "open/closed" signs (including one three foot by five foot flag or banner per store front), credit card signs, rating or professional association signs, and signs of a similar nature. Only one of each type of sign is permitted and no more than four of these signs are allowed for any individual business or on any parcel of property. The total area

for these types of signs may not exceed three square feet in area. If logos are used, they should be no larger than one square foot. historic review board approved colors and lettering styles must be utilized.

3. Occupant or Owner Sign. A sign identifying the name of the occupant or owner, provided the sign is not larger than one square foot, is unilluminated and is either attached to the structure or located within the front yard setback.

4. Donation Name Plates. Donation nameplates located on benches are allowed.

#### B. Signs as Symbols.

1. Flags. Flags of national, state, or local government, and flags of U.S. historical significance (no more than two flags per store front, each flag not to exceed a size of three feet by five feet).

#### C. Temporary Signs.

1. Political Signs. Temporary political signs not exceeding four square feet, provided the signs located on private property, and are erected not more than thirty (30) days prior to, and removed within seven days following, the election for which they are intended.

2. Real Estate or Construction Signs. Temporary, nonilluminated real estate or construction signs (no more than one per parcel) not exceeding four square feet, provided such signs are removed within fifteen (15) days after sale, lease or rental of the property, or the completion of the project.

3. New Business Signs. Temporary signs for new businesses, after the city has been notified through a business permit license, for a period not exceeding ninety days.

4. Sale or Product Advertising Window Signs, Grand Opening And Going Out of Business Signs. Temporary fabric or paper

signs for special events, sales, or grocery store type products may be placed upon the window opening of a nonresidential building, when such signs do not obscure more than twenty (20) percent of the window or wall area and no more than ten (10) percent of the total primary facade area. These temporary signs will not be put up more than fifteen (15) days prior to the event or sale and will be removed immediately after the event or sale. These temporary signs need to be of quality material and in keeping with the Aurora's historic character.

5. Business Change of Location. Businesses that are changing location may place a single one square foot inside a window facing outward for sixty (60) days before moving and up no more than sixty (60) days after vacancy.

6. Garage Sale Signs. Garage sale signs shall include the address of the person giving the sale, dates of the sale and be limited to three weekends per year per address. Signs are to be removed immediately at the close of the sale. Signs shall be maximum size of two square feet, signs shall be no more than four feet in height, and shall be self-supported and not affixed to public signs or utility poles. Signs shall not be placed in the city's park. Signs may be placed in the city right-of-way if placed no closer than four feet from the street. Sign may also be placed on private property with the owner's permission.

7. Holiday Lighting. Noncommercial decorations, including blinking lights, displayed on traditionally accepted civic, patriotic, and/or religious holiday, provided that such decorations are maintained a safe condition and do not constitute a fire hazard. Decorations in the historical commercial overlay must be removed, or cease to be used, within

thirty (30) days following the holiday/event to which they relate.

8. Civic and Special Event Banners. Temporary banners, pennants and flags advertising civic and special (not sale) events shall be permitted for no more than sixty (60) days before the event and must be removed within forty-eight (48) hours after the event concludes.

D. Government Signs.

1. Construction Signs. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies.

2. Public Meeting Notices. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held.

3. Town Identification Signs. One town identification sign shall be permitted at each entry to town located on major roadways, not exceeding twenty (20) square feet.

E. Security Signs. Signs relating to security monitoring which may include company logo are exempt and limited to twelve (12) square inches in size when located on a window or two square feet when free-standing. (Ord. 419 §§ 23A, 23B, 2002; Ord. 416 § 8.50.060, 2002)

**17.20.070 General sign provisions.**

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.20.060, within the city:

A. Sign Design.

1. Materials. Wood is the recommended material for both the sign and the stanchion

(in the case of free-standing signs). Signs, which use plastic as part of the exterior visual effects, are prohibited.

2. Shape. Rectangular, straight-edge and oval signs are the preferred shape for signs. Signs with highly stylized, curvilinear edges are not recommended. Refer to the approved sample sign styles available at City Hall.

B. Sign Color.

1. Maximum of Four Colors. The number of colors used on signs shall be minimized for maximum effect. As a result, each sign may contain only four colors, not including the background.

2. Fluorescent Colors. Fluorescent colors are not allowed.

3. Dark Letters over Light Background. All signs shall have dark colored letters placed on top of a light colored background.

C. Sign Graphics, Lettering and Content.

1. Graphics. Sign graphics shall be carved, applied, painted or stained. Three-dimensional signs are not recommended.

2. Keep Graphics Simple. Sign graphics shall be simple and bold and in keeping with the historic review board guidelines. Sign graphics can contain line drawings or silhouette images of live or inanimate objects. Cartoon images, either line drawn or silhouette, of live or inanimate objects are prohibited.

3. Lettering. To maintain continuity, all sign lettering shall be stylistically similar to the list of approved fonts in Section 17.20.140. All lettering shall be uniformly aligned, evenly spaced, precise, cleanly executed and legible.

4. Historic Building Name Signs. Signs placed flat against the facade of the building that identify the historic name of a building are encouraged, provided they are of uniform

color and design throughout the city and are no more than six square feet in area.

5. City Directional Signs. Signs and graphics for which the city is responsible (i.e., parking lots, public facilities, street signs, etc.) shall have a single lettering style and use black for the lettering and white as a background. Signs for city parks shall not exceed twelve (12) square feet.

E. Sign Lighting.

1. External Lighting Only. When lighting is used for signs, only subdued external and indirect incandescent lighting is allowed. Internal illumination and fluorescent and/or internal neon lighting is not allowed. Special illumination circumstances, such as lottery signs and product advertising signs, will be considered on a case-by-case basis.

2. No Flashing or Blinking Lights. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable. (Ord. 419 § 23C, 2002; Ord. 416 § 8.50.070, 2002)

**17.20.080 Prohibited signs.**

A. Paper Signs. Paper signs are not allowed on the exterior of any building or attached to any sign, except as provided in Section 17.20.060.

B. Billboards or Off-Premises Advertising Signs. Billboards or off-premises advertising signs, temporary signs, wind signs or devices are prohibited, except as allowed in Section 17.20.060.

C. Flashing Signs. Signs with lights or illuminations, which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent Electrical pulsations are prohibited.

D. Bench Signs. Advertising murals and bench signs are prohibited. However, donation name plates are allowed.

E. Logo or Trademark Signs. Signs or devices (such as drink dispensers) placed on the outside of a business that display the symbol, slogan or trademark of national product brands of soft drinks, or other products, or services shall be prohibited.

F. Misleading Signs. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.

G. Signs Obstructing Egress. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.

H. Utility Poles. No sign shall be attached to a utility pole.

I. Reader Board Sign. Except as exempted in Section 17.20.030, reader board signs are prohibited. (Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002)

**17.20.090 Historic residential overlay.**

Signs in the historic residential overlay shall be permitted as follows:

A. Neighborhood Identification. One sign shall be permitted at each entry point to developments, with more than ten (10) lots or dwelling units, not exceeding an area of eight square feet per sign, nor five feet in height above grade. See also the general sign provisions Section 17.20.070.

B. Conditional Uses. Where otherwise permitted, one sign of not more than four square feet, either attached to the building or

freestanding, shall be permitted for conditional uses. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed five feet in height, nor shall it be located within ten (10) feet of any property line. (Ord. 416 § 8.50.080, 2002)

**17.20.100 Historic commercial (HC) overlay.**

All signs in the historic commercial overlay shall require approval by the historic review board pursuant to this chapter. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. These guidelines create a system whereby signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape. Special consideration may be granted for signage design that is consistent with the historical age and style of the building. The following types of signs are permitted within the historic commercial overlay:

A. Right-Angle Signs. Right-angle signs (those signs placed perpendicular to the building facade) may be either attached to the wall surface or hung from the underside of a marquee or balcony. Right-angle signs are designed for viewing by pedestrians walking under such signs. See also the general sign provisions, Section 17.20.070.

1. Number. There shall be no more than one right-angle sign for every seventeen (17) feet of street frontage.

2. Area. The square footage of all right-angle signs on a single building frontage shall not exceed one percent of the area of that building facade to which the sign is attached.

No individual sign shall be more than six square feet in area. A single right-angle sign identifying four or more businesses may be a maximum of ten (10) square feet.

3. Placement. Right-angle signs shall be below the sill of the second story windows or below the roofline, eave or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight feet from the ground level. No sign shall project more than six feet from the vertical surface of a building facade, provided it is no closer than two feet from the face of the curb or edge of pavement.

B. Wall Signs. Wall signs are those signs attached and parallel to the building facade, and which extend no more than six inches from the surface of the wall. (Parapet signs are a type of wall sign, but are treated separately). See also the general sign provisions, Section 17.20.070.

1. Number. Only one wall sign is permitted for every seventeen (17) feet of building street frontage.

2. Area. The square footage of all wall signs on a single building frontage shall not exceed six percent of the area of that building facade to which the signs are attached.

3. Placement. Wall signs shall not extend above an eave or ridge line.

4. Former Residential Use. Wall signs on commercial buildings originally built as houses shall not exceed four square feet, be placed sensitively to the architecture, and contain only the business name and/or business category.

C. Parapet Signs. Parapet signs are a distinctive type of wall sign, which are generally located above the lintels of the upper story windows and continue upward on a wall that extends beyond the roof edge (or false

front). They are designed to be legible to pedestrians across the street and persons traveling on the street. Parapet signs generally identify the name of the business establishment. See also the general sign provisions, Section 17.20.070.

1. Number. No more than one parapet sign is permitted per building.

2. Area. A parapet sign shall not exceed six percent of the total square footage of the building facade to which it is attached. A parapet sign shall be no more than two feet in vertical dimension.

3. Placement. Parapet signs shall not extend above the upper edge of the parapet wall. A parapet sign shall not extend any nearer than one foot from either edge of the building. Recessed sign panels located in building parapets should be used when possible.

D. Window and Door Signs. Window and door signs are those, which are painted, displayed or placed inside a translucent or transparent surface facing outward. Window graphics are usually most effective when they are simple and clearly. Generally these types of signs do not identify the primary business to persons outside the building. As a result, these types of signs should be kept to a minimum. See also the general sign provisions, Section 17.20.070.

1. Number. Each building frontage shall have no more than a total of two window/door signs.

2. Area. The total of all window or door signs shall not exceed twenty (20) percent of the total window and/or door area for each building.

3. Placement. In all cases, window graphics shall be limited to the first and second story window.

4. Former Residential Use. Window signs are not allowed on commercial buildings originally built as houses.

E. Balcony or Marquee Signs. Balcony or marquee signs are those signs that are attached to the fascia of the balcony or marquee and are parallel to the street and building facade. They are intended for viewing by travelers on the street or pedestrians on the opposite side of the street. There is little historical precedent for balcony or marquee signs that hang from the fascia, hence signs that are hanging from the outside edge of a balcony or marquee roof are prohibited. See also the General Sign Provisions, Section 17.20.070.

1. Number. Only one attached balcony or marquee sign shall be permitted per building.

2. Area. No more than eighty (80) percent of a balcony or marquee fascia shall be covered with signage.

3. Placement. The attached balcony or marquee sign shall be centered in the middle of the balcony or marquee fascia. The signs shall not project above the marquee roofline or balcony floor line, or below the bottom edge of the balcony or marquee fascia.

F. Free-standing Signs. Free-standing signs are those, which are provided with their own support and are not attached to a building. Typically they are attached or are suspended from a post, pole or stanchion. Aurora had few if any free-standing signs in the late 1880s. Most business activities were conducted in buildings built on the front property line, allowing little room for placement of free-standing signs. See also the General Sign Provisions, Section 17.20.070.

1. Former Residential Use. Free-standing signs are especially appropriate for commercial buildings originally built as houses.

2. Number. No more than one free-standing sign is permitted for each parcel containing one or more business activities within a building structure.

3. Area. A free-standing sign shall not exceed thirty-two (32) square feet in area.

4. Placement. A free-standing sign shall be within the parcel boundaries.

5. Height. A free-standing sign shall not exceed eight feet in height from the top edge of such sign to the grade below.

G. Sandwich and A-Board Signs. Sandwich or A-Board Signs are signs that are ordinarily in the shape of an "A" or some variation thereof, on the ground, easily moveable and which is usually two sided. See also the General Sign Provisions, Section 17.20.070.

1. Number. One sandwich board type sign is permitted per business. Additional sandwich boards granted only on businesses with more than one frontage and then only at the discretion of the governing body.

2. Placement. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic. These signs shall be placed in a manner that maintains a walkway of not less than thirty-six (36) inches in width and shall be no larger than three feet wide, nor more than four feet high when measured vertically.

3. Removal. Sandwich board signs shall be moveable at all times and displayed only during the open hours of the business.

4. Distance Between Sandwich Boards. Sandwich boards must maintain a minimum distance of fifteen (15) feet from any other sandwich board sign.

5. Location. Location of sandwich boards must be approved at the time of sign application review.

6. No Posters or Promotional Materials. No paper signs of any kind shall be placed upon sandwich board signs. Sandwich boards are not to be used for posters or to display promotional materials, except for special community events, which are limited to the duration of the event.

H. Signs Painted on Buildings. Signs painted directly upon the facade of the building within the HC district shall be consistent with historical documentation. (Ord. 419 §§ 23F, 23G, 2002; Ord. 416 § 8.50.090, 2002)

#### **17.20.110 Nonconforming signs.**

All signs existing on the date of adoption of the ordinance codified in this title, and not conforming with the provisions of this chapter are deemed nonconforming signs, except those signs approved by the historic review board after October 26, 1995.

A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.

B. Termination of Nonconforming Signs.

1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within fifteen (15) days after the effective date of said ordinance.

2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.

3. Termination by Amortization. Any nonconforming sign not terminated pursuant to any other provision of this title shall be terminated on or before July 1, 2003. (Ord. 419 §§ 20, 23I, 2002; Ord. 416 § 8.50.100, 2002)

**17.20.120 Termination of signs by abandonment.**

A. Obsolete Business Signs. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty (30) consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty (30) days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.

B. Appeal. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty (30) days, may be granted by the city council upon an appeal filed by the legal owner of the premises or person in control of the business. (Ord. 416 § 8.50.110, 2002)

**17.20.130 Relief from sign standards.**

The historic review board may grant relief from strict compliance with standards contained in this chapter in cases where documented evidence suggests it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the

preceding subsections. The facts and conclusions relied upon to grant relief from a particular standard shall clearly be set forth in the final order of the historic review board.

A. Exceptional or extraordinary conditions applying to the property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of building location or style, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or

B. Relief from the standard for reason set forth, will result in equal or greater compatibility with the architectural style and features, which exist on the building or nearby historical buildings; or relief is necessary to restore or replace a sign in a way which is historically accurate or compatible. (Ord. 416 § 8.50.120, 2002)

**17.20.140 List of approved font types.**

(Ord. 419 § 23D, 2002: Ord. 416 § 8.50.130, 2002)

## Chapter 17.24

### ACCESSORY DWELLING UNITS

#### Sections:

- 17.24.010 Purpose.**
- 17.24.020 Applicability and administration.**
- 17.24.030 Application submittal requirements.**
- 17.24.040 Approval standards.**

#### **17.24.010 Purpose.**

Accessory dwelling units are allowed in certain situations to:

A. Create new housing units while respecting the look and scale of single-dwelling neighborhoods;

B. Allow more efficient use of existing housing stock and infrastructure;

C. Provide a mix of housing that responds to changing family needs and smaller households;

D. Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship and services; and

E. Provide a broader range of accessible and more affordable housing. (Ord. 416 § 8.60.010, 2002)

#### **17.24.020 Applicability and administration.**

A. An accessory dwelling unit may be added to any single-family detached dwelling in the historic residential overlay.

B. Accessory dwellings requiring exterior modifications and detached accessory dwelling units on properties located in the historic residential overlay shall require approval by

the historic review board pursuant to Chapter 17.16. (Ord. 416 § 8.60.020, 2002)

#### **17.24.030 Application submittal requirements.**

All applications for accessory dwelling units shall be made on forms provided by the city and shall be accompanied by:

A. The information requested on the application form;

B. A narrative discussing the appropriate criteria in sufficient detail for review and action;

C. The required fee;

D. A site plan drawn to standard engineering scale showing the location of the accessory dwelling unit, the entrance and exits from the site, and areas to be designated for parking; and

E. A completed building permit application. (Ord. 416 § 8.60.030, 2002)

#### **17.24.040 Approval standards.**

A. Only one entrance to a residence may be located on the front facade of the single-family dwelling facing the street, unless the single-family dwelling contained additional front doors entrances before the conversion accessory dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground such as entrances from balconies or decks.

B. The size of the accessory dwelling unit may be no more than fifty (50) percent of the living area of the single-family detached dwelling or the maximum allowed for an accessory dwelling unit in the applicable zone or overlay, whichever is less.

C. Accessory dwelling units created through the addition of floor area must meet the following:

1. Where the primary dwelling is a contributing structure, the exterior finish materials must be identical in substance, size and placement to the exterior finish material of the existing structure. Where the primary dwelling is a noncontributing structure within the historic commercial overlay, exterior finish materials must meet the standards for new construction within that overlay. Where the primary dwelling is a noncontributing structure in the historic residential overlay, exterior finish materials must meet the standards of Chapter 17.\_\_\_\_\_.

2. The roof pitch must be the same as the predominant roof pitch of the primary single-family detached dwelling.

3. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.

D. Detached accessory dwelling units must meet the following:

1. The accessory dwelling unit must be located in the side or rear yard of the primary detached single-family dwelling, except where the primary dwelling is a contributing structure, in which case the accessory dwelling must be located in the rear yard.

2. The maximum height allowed for a detached accessory dwelling unit is eighteen (18) feet or seventy-five (75) percent of the height of the primary dwelling unit, whichever is greater.

3. The maximum footprint of the detached accessory dwelling is 800 square feet.

4. The exterior finish and trim material must be visually compatible in type, size and

placement, the exterior finish material of the single-family detached dwelling. Where the primary dwelling is a contributing structure, the exterior finish materials must be identical in substance, size and placement to the exterior finish material of the existing structure.

5. The roof pitch must be the same as the predominant roof pitch of the existing dwelling or 8:12, whichever is steeper.

6. Windows must match those in the existing single-family detached dwelling in proportion (relationship of width to height) and be oriented vertically. Where the primary dwelling is a contributing structure, the windows must be identical in substance, size and placement to the windows of the existing structure.

E. All parking must meet the requirements of Chapter 16.42, Off-Street Parking and Loading, for single-family residences, except as follows:

1. No additional parking space is required for the accessory dwelling unit if it is created on a site with an existing single-family dwelling and, the roadway surface on at least one abutting street is at least eighteen (18) feet wide.

2. One additional parking space is required for the accessory dwelling unit when:

a. None of the abutting street roadway surfaces are at least eighteen (18) feet wide;

b. When the accessory dwelling unit is created at the same time as the single-family detached dwelling is constructed. (Ord. \_\_\_ § \_\_\_\_\_, 2012)

## Chapter 17.28

### TEMPORARY USES AND STRUCTURES

#### Sections:

- 17.28.010 Purpose.**
- 17.28.020 Application submission requirements.**
- 17.28.030 Temporary use administration and approval.**
- 17.28.040 Temporary structure administration and approval.**

#### **17.28.010 Purpose.**

The purpose of the temporary use permit is to permit commercial activities that are small scale and short term in nature and generally promote celebration of specific events, holidays and seasons. Examples include, but are not limited to, temporary uses associated with existing licensed businesses, seasonal produce sales and farmers markets.

The purposes of the temporary structure approval are: (1) to permit property owners to utilize temporary structures for up to one year for approved longer term temporary uses, including but not limited to, temporary construction offices and leasing offices for previously approved developments; or (2) to permit property owners to utilize shorter term temporary open air structures, such as tents, booths and canopies of greater than one hundred twenty (120) square feet with approved shorter term temporary uses. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.010, 2002)

#### **17.28.020 Application submission requirements.**

All applications for temporary uses or temporary structures shall be made on forms

provided by the city and shall be accompanied by:

A. A site plan drawn to standard engineering scale showing the location of the temporary use or temporary structure, the entrance and exits from the site, areas to be designated for parking, if applicable, and any requested signs; and

B. For structures subject to Section 17.28.040, a letter from the property owner of record giving approval for the proposed temporary structure; and

C. A completed business license application for the temporary use. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.020, 2002)

#### **17.28.030 Temporary use administration and approval.**

A. The planning director may approve a temporary use based on following criteria:

1. The temporary use is located in the historic commercial overlay in the commercial zone and the parcel of land on which the temporary use will be located is zoned consistent with the proposed temporary use.

2. Where the temporary use is sited on a property containing an existing business, the temporary use shall directly relate to the existing business.

3. The temporary use will last for no more than two, separate, contiguous seven day periods in any one calendar year and the two periods shall not be permitted back-to-back.

4. The temporary use and all items related to the temporary use shall be removed from the site prior to expiration of the approval period.

5. No regulations prohibiting the activity are identified in a review of the Aurora Municipal Code and Oregon Revised Statutes.

6. Temporary use of tents, booths or canopies less than one hundred twenty (120) square feet are permitted under this section without a temporary structure permit under Section 17.28.040. For temporary uses of tents, booths and canopies greater than one hundred twenty (120) square feet, a temporary structure permit under Section 17.28.040 is required.

7. Tents, booths or canopies shall comply with the requirements of Section 14, Aurora Design Guidelines for Historic District Properties (Appendix A).

B. Temporary uses during special events approved by the city council shall be exempt from temporary use permit requirements.

C. No notice of decision is required, but the planning director shall issue an approved temporary use permit stating how the application satisfies the criteria in Section 17.28.030(A) and specifying the dates for which the approval is valid. A copy of this permit shall be attached to the business license application as filed in City Hall. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.030, 2002)

**17.28.040 Temporary structure administration and approval.**

All applications for temporary structures shall be submitted and processed according to the requirements of this section. A certificate of appropriateness from the historic review board is required for sites located in the historic commercial or historic residential overlay. (Ord. 419 § 21A (part), 2002; Ord. 416 § 8.70.040, 2002)

## Chapter 17.29

constructed before 1921, and shall meet the design standards of Chapter 17.30.

### MOVING OF STRUCTURES

#### Sections:

#### 17.29.010 Moving Contributing Structures

- A. Relocation of contributing structures in the Historic District is prohibited with only two exceptions:
  - 1. the contributing structure was previously moved to its current location.
  - 2. the current location of the contributing structure is being acquired for a public purpose, in which case the structure shall be moved to another location within the Historic District at the expense of the public agency acquiring the property.
- B. Structures to be moved shall be carefully document for the inventory prior to approval of the relocation.
- C. The relocation proposal shall describe how the structure will be preserved during the relocation.
- D. An approved building permit for the new location is required before approval of the relocation.

#### 17.29.020 Moving Structures into the Historic District.

Structures proposed for moving into the Historic District shall have been originally

## Chapter 17.40

### DESIGN STANDARDS

#### Sections:

- 17.30.010 Purpose.
- 17.30.020 Fences
- 17.30.030 Awnings
- 17.30.040 Porches
- 17.30.050 Windows
- 17.30.060 Doors
- 17.30.070 Chimneys
- 17.30.080 Roofs
- 17.30.090 Foundations
- 17.30.100 Siding
- 17.30.110 Visible Facades
- 17.30.120 New Additions to Contributing Structures
- 17.30.130 New Construction in the Historic Commercial Overlay Zone
- 17.30.140 New Construction in the Historic Residential Overlay Zone
- 17.30.150 Public Right-of-Way
- 17.30.160 Drive-in and Drive Thru Structures

**17.30.010 Purpose.**

The purpose of these design standards is to protect the urban form and historic appearance of the Aurora Colony National Historic District.

**17.30.020 Fences**

- A. Fences in the Historic Commercial overlay and fences for contributing structures throughout the Historic district shall be wood picket fences, three to four feet high, painted white or with a natural finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only allowed on rear property lines where they are not visible from the right-of-way, and shall be screened with landscaping.

**17.30.030 Awnings**

- A. Awnings are prohibited on residential structures that have been converted to commercial use.
- B. Awning styles must be in character with historic buildings, and brightly colored and flamboyant patterns are prohibited.
- C. Back-lighting of awnings is prohibited.
- D. Writing on awnings is limited to border areas only. See Figure \_\_\_\_.

**17.30.040 Porches**

- A. Porch design shall be similar to those seen on contributing structures.

- B. One porch entrance shall be oriented to the right-of-way and have a direct pedestrian path to the sidewalk.
- C. Wood posts shall be used for roof support. Masonry and metal posts or supports are prohibited.
- D. Porches on contributing structures shall be preserved in their original design, and repair or replacement shall match the original in both materials and design, except that modern foundations which are not visible may be installed.
- E. Front porches shall not be enclosed.

**17.30.050 Windows**

- A. In the Historic Commercial Overlay, window frames and sashes shall be made of wood, and wood framed storm windows are permitted.
- B. Transom windows are permitted.
- C. In the Historic Residential Overlay, windows shall be vertically oriented.
- D. For contributing structures, window frames and sashes shall be made of wood.

**17.30.060 Doors**

- A. On contributing structures, the original location, size and proportions of doors, and the door design itself, shall be preserved.
- B. On contributing structures, new doors may only be located on the rear elevation.

**17.30.070 Chimneys**

On contributing structures, masonry chimneys shall be preserved, or replaced in kind if preservation is not feasible.

**17.30.080 Roofs**

- A. On contributing structures, the repair and alteration of roofs shall match the original style and pitch; however alterations to the rear roof are permitted so long as it is not readily visible from the right-of-way.
- B. On contributing structures, the addition of new roof elements such as vents, chimneys and dormers shall not be readily visible from the right-of-way.
- C. For residential structures, the roof pitch shall be 8:12 or steeper.
- D. Roofing materials shall be black composition or wood shingles. Metal roofs are prohibited.

**17.30.090 Foundations**

- A. Concrete block, brick, and poured concrete foundations are permitted.
- B. Rusticated and decorative concrete block are prohibited.
- C. On contributing structures with vertically oriented wood skirting, the skirting shall be replaced after a foundation is repaired or replaced.
- D. Textured paint and thin coat stucco New may be applied on foundations.
- E. The height of replacement foundations may be altered to improve accessibility.

**17.30.100 Siding**

- A. On contributing structures, and for all residential structures in the Historic Commercial Overlay, wood siding is required, and historic siding patterns shall be matched when repairing or replacing siding.
- B. Siding shall be painted; unpainted and stained wood is prohibited.
- C. Decorative shingle patterns are prohibited on contributing structures.
- D. In the Historic residential Overlay, horizontal lap siding is required.
- E. The paint color of siding shall be uniform on all sides of a structure.

**17.30.110 Visible Facades**

On contributing structures, the design of the front and side elevations shall be preserved.

**17.30.120 New Additions to Contributing Structures**

On contributing structures, new additions may only be placed on the rear elevation. Architectural detailing including roofing, siding, trim, doors and windows shall match the existing structure in design and materials.

**17.30.130 New Construction in the Historic Commercial Overlay Zone**

- A. New structures in the Historic Residential Overlay Zone shall be subject to the design standards in title 17.30.020-100.

B. Paint colors shall be selected from the list in Table \_\_\_\_\_.

**17.30.140 New Construction in the  
Historic Residential Overlay  
Zone**

New structures in the Historic Residential Overlay Zone shall be subject to the design standards in title 17.30.020-100.

**17.30.150 Public Right-of-Way  
17.30.160 Drive-in and Drive Thru  
Structures**

Drive-in and drive-thru commercial structures and businesses are prohibited within the Historic District.