

Minutes
Aurora Planning Commission Meeting
Tuesday, April 02, 2013, at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Mary Lambert, Administrative Assistant
Renata Wakeley, City Planner

STAFF ABSENT: Kelly Richardson, City Recorder

VISITORS PRESENT: Bill Graupp, Aurora
Karen Townsend, Aurora

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:07 p.m.

2. Administrative Assistant does Roll Call

Chairman, Schaefer	Present
Commissioner, Willman	Present
Commissioner, Gibson	Present
Commissioner, Graham	Present
Commissioner, Fawcett	Present
Commissioner, Sallee	Present
Vacant seat	

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –March 05, 2013

Correspondence

- I. **Letter from DLCD to COG Re: Invitation on GIS Data.** Chairman Schaefer stated he is concerned this will become an unfunded mandate. Planner Wakeley stated the first year they will be working with COG for the data but she doesn't know what will happen down the road.

- II. **Resolution Number 664 Planning Commission Fee Schedule adopted**

- III. **Email Regarding North Marion Enterprise Zone from Renata and Greg Leo** This memo was in regards to the Coastal Parkway proposal. Planner Wakely stated that HB 2696 was scheduled for an April 8th hearing and Greg Leo would like to know if the Planning Commission would like to send a comment. After some discussion the consensus of the Commission is that they are not ready to formally comment at this time.

- VI. **Information on HB 2696 In regards to North Marion Enterprise Zone.** HB 2696 is in regards to the Coastal Parkway project.

A motion is made by Commissioner Sallee to accept the consent agenda, seconded by Commissioner Graham and 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.

Councilor Bill Graupp, 14629 Ehlen Rd, showed the commission a sample of a pamphlet he has designed to promote and give information about Aurora. He used the same logo that is on the city utility trucks. He intends to ask the city council to approve the logo at their meeting next week and wanted feedback from the commission to take to that meeting. Chairman Schaefer stated the building in the logo is not compliant with the Historic District code and he doesn't think it should be used unless it can be manipulated to make some changes – particularly changing the roof color, eliminating the fireplace and changing the windows. The overall consensus is that this is a good concept and will be a good way to get information out to the community, but perhaps use another logo.

5. New Business

None

6. Old Business

A. Review of Title 17 revisions, March 25, 2013

- Commissioner Sallee presented a copy of Chapter 17.40 in which she had rearranged the sections alphabetically to make it easier to find information needed. She also wants to make information easy to find based on residential vs. commercial properties and contributing vs. non-contributing properties.
- Discussion about the need for a process for demolition of structures.
- HRB Chairman Karen Townsend spoke of a need to add church and storefront rehabilitation/restoration and ornamental detail to Title 17.
- Planner Wakeley reminded council that the first public hearing on the changes will need to be in June.
- HRB Chairman Karen Townsend said the goal of HRB is to have Appendix A revisions complete by then as well.
- Renata Wakeley also reminded the commission to make sure changes are made in Track changes so people can follow them.
- After discussion of the maximum height of buildings in the historic district the consensus of the commission is to leave the maximum height of a building 35'.
- There was discussion regarding the process of sending out notices. It is believed that notices are not always being mailed when they are required. Chairman Schaefer stated we need to, at a minimum, meet state statute requirements in this area. Councilor Graupp stated he would be willing to put together a flow chart for city staff to follow. Chairman Schaefer agreed.

- B. Discussion of parking exemptions for properties located in the historic, commercial district.** It was noted that parking in the downtown historic district is limited. The commission discussed exemptions. Discussion included ADA requirements and whether it is the City's responsibility or not.

7. Commission Action/Discussion

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

- Notice of Decision SDR 12-02

Karen Townsend told Renata Wakeley it was decided that the Historic Review Board will not review existing signs until the new code is finished.

8. **Adjourn 9:23 P.M.**

A motion to adjourn the April 02, 2013 meeting is made by Commissioner Sallee, seconded by Commissioner Graham and passes unanimously.



Chairman Schaefer

ATTEST:



Mary C Lambert, Administrative Assistant