

**Minutes**  
**Aurora Planning Commission Meeting**  
Thursday, January 03, 2012 at 7:00 P.M.  
Aurora Commons Room, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

**STAFF PRESENT:** Kelly Richardson, City Recorder

**STAFF ABSENT:** Renata Wakeley, City Planner

**VISITORS PRESENT:** **Bill Graupp, Aurora**

**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	Absent
Commissioner, Gibson	Present
Commissioner, Graham	Absent
Commissioner, Fawcett	Present
Commissioner, Braun	Resigned
Commissioner, Sallee	Present

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –December 04, 2012
- II. HRB Minutes
- III. City Council – November 13 , 2012

A Motion is made by Commissioner Sallee to accept the minutes with changes discussed on bullet 7 and seconded by Commissioner Fawcett. Motion Approved.

**Correspondence**

- I. Letter of resignation from Stephen Braun on table.
- II. Email from Mayor Taylor to Planning Commission for a liaison for HRB, Chairman Schaefer volunteered and Commissioner Sallee said she would be back up if necessary.

#### 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.

#### 5. New Business

**A. Discussion and or Action on appointing new Co-Chair,** Commissioner Gibson and Fawcett say volunteer Commissioner Graham because he is not present to say yes or no, however Commissioner Sallee volunteers to co-chair. Everyone agrees.

**B. Discussion and or Action on View Corridor Planning in Aurora,** There was a lot of discussion back and forth between Commissioners along with Chairman Schaefer informing the board that he owns property on Liberty the area of discussion and will not participate in any decisions that would be made. No decisions were made except to agree on a list of three views they are concerned about and then to table this until there February meeting so everyone could do some research on these and other possible views of concern.

1. Liberty Street South of Bobs Ave
2. Ehlen Rd towards Mt. Hood
3. Ehlin Rd looking southeast towards the City.

**C. Discussion and or Action on Historic Review Board Liaison as requested by City Council.** Chairman Schaefer volunteers to be the liaison for HRB since I go to many of their meetings.

Chairman Schaefer starts discussion, so I don't want to go on to code review because I have some updates that I had made but was not able to send it out in an email because it kept doing some unwanted formatting. I do want to look at next steps and I think it's time to look at a review session with the City Council; Currently HRB is looking at signs and HRB has reviewed our work on Title 17 and has provided comments.

I would like to send it off for Council to review I think it's ready for a road show per say.

Commissioner Sallee, I would like to see how the Title 17 revisions and the Historic Guidelines look together or side by side and are we proposing one or two documents. Title 17 is regulatory effect however it now includes design standards. The HRB guidelines would be an advisory document only..

The main purpose of this draft is to make it understandable and in better form. The main dividing line is the design guidelines don't make a lot of distinction between real historic properties and properties that are not historic but are however in the district. Title 17 clearly shows the distinction between what is historic and what is not historic.

I hope that title 17 is clearly written as I used headings straight from the guidelines.

It was the Commissions consensus to first discuss with HRB at their January meeting and then onto Council for the February meeting. It would be nice to have an open house to include the citizens of the historic district and City Council in March to present the new document.

6. Old Business

A. Discussion and or Action on Historic Review Board Guidelines  
Review of Title 17 revisions, as discussed briefly above.

7. Commission Action/Discussion

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

- 21200 Hwy 99E a business license application has been made for a food cart, it is agreed that a site development review is not necessary except to be done administratively by staff, however it is discussed that a few conditions be implemented such as garbage, and health dept approval at all times.
- More discussion on code interpretation fee from last meeting, it is now proposed that if an answer cannot be given in a 15 minute phone conversation then the citizen must fill out an application which would then trigger a \$150.00 flat fee if it were to go over 2 hours of staff time then it would need to be approved by either Chairman Schaeffer or the Mayor.

It is the consensus of the Commission to recommend the fee change to City Council for their approval.

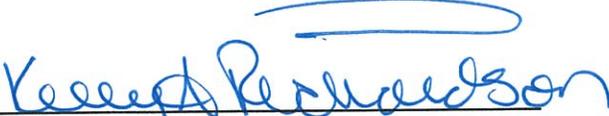
There were no more formal items except to talk about the trees in the city park.

9. Adjourn 8:31 P.M.

**A motion to adjourn the January 03, 2013 meeting is made by Commissioner Fawcett and seconded by Commissioner Gibson. Motion Passes Unanimously.**

  
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Chairman, Schaefer

ATTEST:

  
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Kelly Richardson, City Recorder