

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Thursday, January 03, 2013, 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, Sallee**

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 –December 04, 2012
- II. HRB Minutes
- III. City Council – November 13 , 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 appointing new Co-Chair**
- B. **Discussion and or Action on Corridor Planning in Aurora**
- C. **Discussion and or Action on Historic Review Board Liaison as requested by City Council.**

6. **Old Business**
 - A. **Discussion and or Action on Historic Review Board Guidelines**
 - B. **Review of Title 17 revisions,**
7. **Commission Action/Discussion**
 - A. City Planning Activity (in Your Packets) Status of Development Projects within the City.
8. **Adjourn,**

Minutes
Aurora Planning Commission Meeting
Tuesday, December 04, 2012 at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

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

STAFF ABSENT:

VISITORS PRESENT: Bill Graupp, Aurora

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:00 p.m.

2. City Recorder Did Roll Call

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

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –November 06, 2012
- II. HRB Minutes
- III. City Council – October 09 , 2012

A Motion is made by Commissioner Braun to accept the minutes and seconded by Commissioner Graham. Motion Approved.

Correspondence

- I. Preliminary Speed Zone Study Map from ODOT , place in file

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

6. Old Business

A. Discussion and or Action on Historic Review Board Guidelines

Review of Title 17 revisions, After last month's meeting Chairman Schaefer states that he sent around a first draft to everyone for their review. At the last HRB meeting the discussion was whether or not certain items that were in the guidelines were more appropriate for Title 17 or not.

Planning Commission decides to review the HRB guidelines beginning with fencing to see whether it is appropriate for title 17 or not as follows

- Fencing done
- Plant Material, 5-8 is more informational so leave it out of 17
- Streets Alleys & sidewalks cross references with much title 17
- Parking and Driveways these are addressed in 17.36.180
- Tents & Canopies item 14 & 15 are addressed in 17;28
- Structures item 16 to 18 are addressed in title 17
- Building Alterations pg 27 is addressed in title 17 although 21 to 25 are process and are not in title 17.
- Primary Façade pg 29 cross reference 17:36:110
- Design Features pg 30 most is referenced in 17:36 however it is agreed that items 30 and 31 will be added to title 17 changes for item 32 & 33 to add a height restriction.
- Siding pg 32 is covered in title 17:36:100
- Paint Color is covered in title 17 however a palette is not given and during discussion it is added under a new heading 17:36:190
- Roofing is covered in title 17:36:80 during discussion it was decided to add skylights to title 17 under dormers.
- Chimneys pg 41 is now added to contributing structures in 17:36:070
- Windows is covered in title 17 however it is decided that on contributing structures the location cannot be changed.
- Porches item 60 to 62 are covered in 17:36:040
- Alterations pg 46 item 63 to 65 discussion is that pre 1920 will be the deciding factor on whether or not alterations will be allowed.
- Relocations 66 to 74 these sections are covered in title 17
- Churches, nothing is covered in title 17
- Storefront Rehab, nothing is included in title 17
- Awnings are covered in title 17
- Item 80 to 81 these are covered for look not use.
- 82 to 103 most of these item are covered in title 17 many of these items are much stricter for contributing structures. A height restrictions is also discussed.
- Setbacks, a 10 foot minimum is discussed except for on mixed use.
- Materials, has been addressed
- Roofs again this is done
- Ornamentation, is covered
- Chimneys, is mostly covered however red brick is discussed as a design element.
- The last few items has been covered in prior discussion

7. Commission Action/Discussion

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

- Commissioner Sallee asks if there has been feedback on the ODOT Corridor study, discussions went well however none at this point.
- City Planner Wakeley asks the Commission if at some point we want to take a look at our fee schedule specifically for interpretation, because so many questions are coming before staff. It would be my recommendation to have a 100 dollar fee for any items that go over and above the 30 minute window set by Council.

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9. Adjourn 8:50 P.M.

A motion to adjourn the December 04, 2012 meeting is made by Commissioner Graham and seconded by Commissioner Sallee. Motion Passes Unanimously.

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora City Council Meeting
Tuesday, November 13, 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
Jason Andersen, Police Supervisor
Jan Vlcek, Finance Officer
Otis Phillips, Waste Water Superintendent

STAFF ABSENT: Bob Southard, Water Superintendent

VISITORS PRESENT: Cheryl Hauser, Aurora
Jan Metzger, Aurora
Karen Townsend, Aurora
Kris Sallee, Aurora
Lori Sahlin, 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 Brotherton -present
Councilor Sahlin – present
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – October 09, 2012
- II. Planning Commission Meeting Minutes – October 02, 2012
- III. Historic Review Board Minutes –

A motion is made to accept the consent agenda as presented by Councilor Vlcek and seconded by Councilor Brotherton. Motion Passes

Correspondence

- I. **City County Real-Time Risk Bulletin**, Discussion between Councilors is that the City is doing fine however they asked Dennis to look at Daryl's situation as a volunteer and make a determination.

- II. **League or Oregon Cities, Impacts of Recent Court Fines Legislation Municipal Courts.** (Discussion is whether or not we will be able to maintain our court).
- III. **OR 99E Woodburn to Aurora Corridor Segment Plan, Maps as Requested,** basically this is ODOTS wish list for the next 5 years and none of the options are feasible no one likes the options other than the low cost options. Chairman Karen Townsend represented HRB no one on the board supports either of these options. Furthermore as a representative of local businesses again these options are totally unacceptable because it cuts off the access to businesses. My suggestion is do not let this go far these won't work. I ask the Council to be proactive on this.
- IV. **LOC Bulleting Fee Increase for Water Quality Permits,** Mayor Taylor asks Otis Phillips WWTP Superintendent if this affects them. Phillips is not sure I will look at it and maybe you and Southard can look at this for discuss at the December Meeting.
- V. **Unison Cell Tower Conversion Program** discussion of the Council is to pass on this we are not interested in releasing our interest.

Motion to approve Correspondence was made by Councilor Graupp and seconded by Councilor Sahlin. 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.

Cheryl Hauser, Aurora and Jan Metger, Aurora. We are moving along we had a garage sale in August and made 1,000 dollars for books and we have had a few fund raisers all proceeds go to the library. The 1st Monday of every month we meet at Hubbard City Hall for our Board meeting at 7pm. Alpenrose property over by the shell station there is 7 acres and we are looking at that however we are a bit hesitant.

No one else spoke during this section.

5. Discussion with the Parks Committee, Nothing was said.

6. Discussion with Traffic Safety Commission, No one from Traffic Safety was present.

7. Reports

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

- o There is a lot of work to do between myself and Records Clerk Tolliver.
- o DPSST information is all up to date now with the current police statistics and employees.
- o Sent out 10 contract termination letters to various agencies
- o Norcom has a 6 month termination window so as of November I have started the termination process, we are not sure of that outcome they will present it to

their board. I would like to inform the Council that at the beginning of this contract Norcom provided approx 9 months free because the other agency we were with would not let us out of our contract.

- City Salem will take some time to update the records we currently have approx 300 open cases which is not correct so we need to get these updated.
- Anderson states that currently our records are a mess and I am trying to bring them into the correct disposition for the transfer to Marion County.
- We have also terminated our contract with Hubbard Tow, however City Recorder Richardson informs Council that there is a possibility of Marion County continuing this contract, but would look into it further.

No more questions of the Chief

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

1. Revenue & Expense Report, This report council can see what is coming in and what is going out. I have spoke to Dept of Revenue because we have 5 Depts total if appropriation is more than 10% then we don't have to have a supplemental budget. If there is a change then we need to have a public hearing.
2. Audit Report, I would like to mainly point out the letter from the auditors as far as what needs done or not and there doesn't seem to be any issues that they are un happy with.

If Council see's no issues I would suggest approving it and getting it filed. Councilor Graupp states that we can set up capital assets for next year.

There were no more questions from the council.

C. Public Works Department's Report – (included in your packet) Superintendent Southard has been excused from this month's meeting. Mayor Taylor reads the report.

1. Monthly Status Report (Storm Water)
2. Monthly Status Report (Water)

A motion to approve the catch basin clean out is made by Councilor Sahlin seconded by Councilor Brotherton. Motion Passes.

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

- Report is attached
- Moving a lot of sludge

No questions from Council

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)
- F. **Reilly Suit** much of it has been resolved in our favor 10 or 15 of the charges have been dropped.
- G. **Erickson**, Violation letter has been sent out.
- H. **Rodger Eddy** has come in for a variance packet.

8. **Ordinances and Resolutions**

9. **Old Business**

A. **Discussion and or Action on Police Draft Contract**

- Marion County
- Item 6 should this say hold harmless?
- Councilor Vlcek question is, May 1st will we have budget numbers if there is an increase in fix cost prior to our budget, do we need to have this language in the contract that asks for numbers by March 1st it is agreed to add it into the statement on item 12.

Councilor Brotherton asks about communication services. It is stated that its 3,000 dollars less than we pay now.

A motion to approve the Marion County contract for Police Services with the changes stated to item 6 and 12 was made by Councilor Sahlin and seconded by Councilor Graupp. Motion Passes.

Discussion ensues after the motion that we want to request that the Deputy be in attendance at council meetings.

Lori Sahlin from the audience points out that there is not a lot of meat stated about how we get rid of an officer that doesn't work for our community.

Kris Sallee, Aurora points out that we can amend it in item 13 as any possible issues arise.

Mayor Taylor, states that if we do this by Nov 30th, will we need overlap for Records Clerk Tolliver and Supervisor Anderson.

Supervisor Anderson's perspective on overlap, is that we can cease the patrol function, however there is a possibility of needed overlap for these two positions.

It is the consensus of the Council for Mayor Taylor to work out those details.

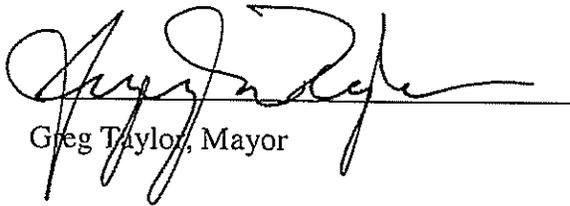
11. New Business

A. Discussion and or Action on the Audit Report Prepared by Grove, Mueller and Swank and Audit Managers Letter.

A motion to accept the audit report is made by Councilor Graupp and seconded by Councilor Brotherton. Motion Passes.

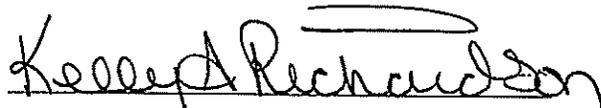
12. Adjourn

A motion to adjourn the November 13, 2012, meeting at 8:50 p.m. was made by Councilor Sahlin and seconded by Councilor Vlcek. Motion Passed Unanimously.



Greg Taylor, Mayor

ATTEST:



Kelly Richardson, City Recorder

**HISTORIC REVIEW BOARD MINUTES
21420 MAIN ST. NE, AURORA OR 97002
November 29 2012**

Staff Members Present: Sophia Kuznetsov, Administrative Assistant

Others Present: None

The meeting of November 29, 2012, was called to order at 7:05 p.m. by Chairman Townsend.

Administrative Assistant takes Roll Call

Chairman Karen Townsend – Present
Vice-Chair Gayle Abernathy – Present
Member Bill Simon – Present
Member Merra Frochen – Present
Member Mella Dee Fraser – Present

CONSENT AGENDA

A motion to approve the HRB minutes of October 17, 2012, with corrections, was made by Merra Frochen, seconded by Gayle Abernathy and passed unanimously.

A motion to approve the HRB minutes of October 25, 2012, with corrections, was made by Gayle-Abernathy, seconded by Mella Dee Fraser and passed unanimously.

- o Chairman Townsend felt that it was important to emphasize that ODOT presents a new proposal to improve the angle of Aurora streets every 3-4 years and the HRB still has not changed their stance on it. By accepting ODOT's proposal there will be a significant change to the historic aspect of Aurora. Chairman Townsend will be voicing her concerns in a letter to ODOT.

CORRESPONDENCE

None

VISITORS

Joseph Schaefer	Aurora	Planning Commission Chair
Rick Vlcek	Aurora	City Councilor
Rodger Eddy	Portland	2582 NW Lovejoy St

OLD BUSINESS

- A. Discussion and/or Action of Updating the Historic Guidelines per City Council Request.**
- a. Review of Title 17 revision**
- Planning Commission Chair Joseph Schaefer came to the meeting to update the members on the progress of the Title 17 revision. He has finished the first draft of the revision and would like to start planning a work session meeting between Planning Commission and HRB. Chairman Townsend asked Chairman Schaefer to hold off on calling a work session meeting until the HRB has gone through the entire sign (17.20) section of Title 17.
 - The HRB members are in progress of going over Section 17.20 (Signs) of the Historic District Guidelines; Chairman Townsend will give the HRB recommendations of guideline changes to City Planner Renata when they are complete.

NEW BUSINESS

- A. Discussion and/or Action on Fencing for 21520 Main St, Aurora OR 97002 Submitted by Edventures Ltd. / Roger & Janet Eddy.**
- Discussion and/or action on fencing – HRB informed the applicant that they didn't deem that the Historic Review Board was the correct venue for his application. According to the City Council minutes, council has given the applicant only 2 options, rebuilding or demolishing. The applicant felt that the city was being inconsistent and as far as he was concerned, he was asked by the City Council to apply to the HRB for a fence and he was given no notice after the Aug 14' 2012 Council Meeting that he had only the options of demolition or rebuild.
 - Member Abernathy voiced some concern over the danger of the property. The applicant informed the members that erecting a fence around the property will eliminate the hazard. The members didn't agree with that statement but it wasn't the responsibility of the HRB to have an opinion on whether a fence would protect the property and/or the public.
 - Chairman Townsend informed the applicant that since he was not given notice, they will make a decision on his application but the decision of the application needs to be contingent with the approval of the City Council. The applicant agreed and understood that he could not put up a fence without the permission of the City Council.
 - HRB made enquires as to why the property has not been sold. The applicant stated that the City's expensive costs and restrictions have limited the market of potential buyers.
 - The applicant requested to have a privacy fence over a picket fence due the originality of his situation. He believes that a privacy fence more logical choice over the 4 ft (48") picket fence. According to the guidelines – a white picket 4ft (48")

- fence is what is allowed in the front yard of a historic property. The HRB does recognize that erecting a fence will not fix the current problem in the long run.
- The fence will be painted and erected within a month given that the City Council is in agreement with the approval. The HRB requested that the property is cleaned up a bit. The Applicant intends to clean up the property during the erection of the fence.
 - HRB will be informing the City Council of their decision and will be passing along the Notice of Decision.

A motion to approve the application of a 4ft (48") wood, permanently secured painted white picket fence with matching gates contingent on City Council Approval was made by Merra Frochen and seconded by Bill Simon and passed unanimously.

B. Discussion and/or action on temporary Christmas wreath stand at 21568 Highway 99E. Submitted by Greg Henderson

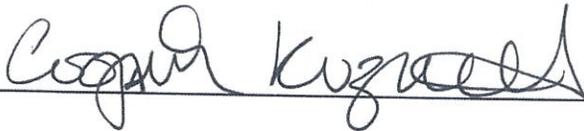
- This application was deleted due to the fact that according to the historic guidelines **Section – Tents, Canopies & Structured Booths, Bullet 4 –** *Items displayed or sold beneath or within the tent, canopy or booth must be of the same general nature as the business conducted in the affiliated permanent structure.*
- Applicant was informed prior to the meeting that as per the guidelines, he would not be able to sell Christmas Wreaths at a location where Food & Drink was sold. Applicant did not attend the meeting.

ADJOURN

A motion to adjourn was made at 9:02pm by Bill Simon, seconded by Merra Frochen and passed unanimously.



Karen Townsend, Chairman



Sophia Kuznetsov, Administrative Assistant

January 2013 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
Building Permits/Correspondence	<ul style="list-style-type: none"> • Food Cart at 21200 99E (Erickson enforcement, enter/exit only, signage)
Sign Permits	
Manufactured Home Permit	
Land Use Applications	

ADDITIONAL PLANNING

<u>Project</u>	<u>Status</u>
ODOT 99E Corridor Study	<ul style="list-style-type: none"> • No updates
Urban Renewal District Feasibility Study	<ul style="list-style-type: none"> •
Development Code/HRB updates	<ul style="list-style-type: none"> • Review of next steps with Chairman Schaeffer
Newsletter/Community Updates	<ul style="list-style-type: none"> • Suggestions for newsletter articles?
Misc.	<ul style="list-style-type: none"> • State Transportation Improvement Plan submitted on November 27th. • Upcoming meetings scheduled for 1/16, 2/7, and 3/7. • Fee schedule update to include ability to charge for more than interpretations?