

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Tuesday, June 04, 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, TBA,
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 –May 07, 2013
- II. City Council Minutes – April, 2013
- III. Historic Review Board Minutes – April, 2013

Correspondence

- I.
- II.

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 the Aurora Vision Document**

6. **Old Business**

- A. **Review of Title 17 Revisions, Final May 29th**
- B. **Design Standards Discussion**

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, May 07, 2013 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 7:05 p.m.

2. City Recorder Did Roll Call

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

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –April 02, 2013
- II. City Council Minutes –
- III. Historic Review Board Minutes

No comments....

Correspondence

- I. **Information on Economic Development Grant Offered by Marion County for Private Sector Businesses.**

Councilor Bill Graupp explains, That Marion County has put together a fund for any business in the County that is looking to expand. City Planner Wakeley explains that one condition is to create jobs. Councilor Graupp informs the Commission that we are now an official Enterprise Zone.

A motion is made by Commissioner Gibson to accept the consent agenda as presented and is seconded by Commissioner Graham. 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.

Councilor Graupp is in the audience as the Council Liaison as well as to inform the Planning Commission the deadline dates to sign up for the Ford Institute of June 15th.

Karen Townsend, Chairman of HRB wanted to explain to the Commission that they and their families are invited to attend the museum tour in hopes that they would gain additional appreciation for the Historic Preservation of our small City.

5. New Business

A. Discussion and or Action on Memo and Information on SDR 12-02, Chairman Schaefer I am a little confused we have a land use situation, and an applicant Mr. Connor, City Planner Wakeley I tried to summarize the criteria for approval, however now barely a month in business the applicant is not in compliance with his business plan as presented. The items in non compliance are as follows

- Food Cart and parking are in a different location,
- He did not propose seating
- Nor do we have a sign application for the many signs on 99E

Chairman Schaefer states that this is not ok we approved this based on the facts presented on the application.

City Recorder Richardson recaps her conversation with Mr. Connor to PC and City Planner Wakeley now shows the maps of the plan, I did talk with the health dept and he had told health dept there is no seating and now he has seating and he has stated that he uses the bathroom within the existing structure.

Commissioner Willman comments that if we can avoid him the expense of going through the process again that would be her vote. City Planner Wakeley points out though that it is a violation and needs dealt with.

It is the consensus of the Planning Commission to have him resubmit his business plan for review as it is now.

B. Discussion on Business License Smokin Salsa 21200 Highway 99E David Van Tassel. So my (Schaefer) initial comment is that I don't understand how we can do a land use decision on just a business license. I (Schaefer) was taken aback by the sink and potable water being pumped into a septic tank. (Renata)The reason I brought this to you is to show that on this property we are continuing to receive more applicants. I do believe there is potential for business the code however doesn't allow food pods and is this something we want to allow. I (Wakeley) am looking for feedback from the Planning Commission.

Chairman Schaefer asks about whether or not they have their ODOT permits, secondly the septic issue is a question and could be a deal breaker right there, for the Connor cart there is an extension cord ran to the cart and the health dept allows this (however he was supposed to run electrical to the cart) and they have a grey water tank but not sure how they dispose of the grey water. (City Recorder Richardson is asked to have Public Works check on this situation right away. Are they selling retail if so are we looking at commercial kitchen which means SDC's and so on. I think we need to be considerate of other established businesses that have to pay these items when they build a new building. Wakeley I don't

think it's a good idea to approve a new license when there are already violations on the property. Schaefer states we should not approve yet while violations exist, Wakeley currently we have Mr. Ross and Mr. Conner, and now the third application, maybe I suggest to the owner Mr. Erickson if he wants to create a food pod and be subject to site design review before any others are approved and Chairman Schaefer agrees.

Commissioner Graham asks does the parking and driveway have to be paved they do need to be dust free and they need to have curb stops and clear where they are and travel lanes ODOT may require something else as well. There needs to be traffic flow one way with enter and exit signs. Commissioner Graham how does Portland deal with it Wakeley it's a health dept rule that seating and a restroom be present.

I (Chairman Schaefer) feel this is a food processor is this even allowed in the zone? Commissioner Gibson do we make an allowance for the zone? unless you determine something different this is a food processor and it's not allowed in the commercial zone. Its and industrial zone, that allows this.

Chairman Schaefer let's get a consensus of the commission Commissioner Sallee states I think it needs to have all businesses in compliance before we approve anything else on site. Councilor Graupp gives a definition of a processing plant City Planner Wakeley states that your Industrial Zone is better equipped for this type of thing. The applicant himself states that this is a manufacturing of a product in his email.

A question is raised about the fence and City Planner Wakeley will check on this for Commissioner Gibson.

Chairman Schafer summarizes,

1. No new business license should be issued with pending violations on site.
2. Food processing use is not permitted in commercial zone
3. Application references waste water into septic, we have concerns on this, which is not permissible.
4. With the growth of the businesses on the site the consensus is the entire property now needs a site development review.

C. **Discussion on Farmers Market**, Chairman Schaefer is asked to add this item on the agenda because the representative is here and I believe that Councilor Graupp is here to present this concept, this would be considered a temporary use and there are several sections that show that it would not comply and I think (Wakeley) that if council does a resolution to allow this on a case by case situation it should follow the process.

Applicant (Mary Birkmeier) this is for 1st and 3rd weekends for 10 weekends.

Schaefer states it doesn't really fall under this consecutive 7 days to me it's a spot type market and you would put up and take down each evening, Wakeley I think that this would be a non compliance issue.

Townsend, Aurora HRB Chairman, the intent was to avoid a garage sale for months and a flea market operation for long periods of time.

I think the discussion with the council needs to be had....

- 16. 52.030 section 5 for tents issue which brings us to 7 the temporary use within the city right away. I (Wakeley) stated that a letter needs to be written from Council to allow. This is by second street restroom in the gravel.
- Richardson states that I misunderstood that the council had not already approved this and I went ahead and issued a business license I apologize but it sounded as though this was already

approved emails had stated lets move forward on this and I thought that meant approval to move forward so I issued it.

A certificate of appropriateness needs to be issued, From HRB as well.

The applicant gives her plan and so far without approval I have not pushed the issue and so it will be small for this first year I have 3 vendors so far. I had a maximum that I had proposed 9 vendors it's the largest I can go, and I feel that would be a miracle.

Townsend removing her HRB hat addresses the PC as a business owner and as such on a Saturday the parking would be an issue. We have many people visiting the businesses on the weekends and blocking 2nd street off will be an issue with the other businesses. Vendor vehicles could be accommodated down Martin Street, the applicant states that after hearing your comments and recommendations there would be no reason to block 2nd street.

Chairman Schaefer states that you may be more successful leaving it open.

Procedurally what needs to happen at this point Wakeley stated something needs to go before council to approve this, Schaefer it's a new use in a zone that is not allowed and so I think this is putting the kart before the horse. It's the City right away so it would go before the Council,

They clarify a few items with the applicant,

- Do you really need to block off 2nd street
- It is proposed that because 2nd is 90 feet wide you could have it in the grass
- Applicant is fine with it in the grass
- It is the consensus of the group to have a temporary use in the wide area of 2nd street in the grass so there is no need to block off 2nd street.
- Applicant has put in sign application through HRB.
- Richardson apologizes for this misunderstanding with business license.

6. Old Business

A. Review of Title 17 Revisions, March 25th version.

- Chairman Schaefer would like to review the changes, the second thing I would like to review is the sign section the HRB has been working on it and I want to go over there proposal.
- City Planner Wakeley is concerned about notifications that need to go out to DLCD, I will phone them to clarify those dates.
- It is briefly discussed if this would fall under a measure 56 and it is determined that it would be the City Attorney that would make that call.
- City Planner Wakeley will research the code language requirements and provide a summary to the Planning Commission.
- Chairman Townsend of HRB states that it would be discourteous not to inform the property owners in the Historic District.
- It is then decided that the Public Hearing be held in July so there is enough time for posting requirements and notifications to be sent out.

Original 3 topics,

1. **17.04.50** I made some grammar changes,
 - As per the City Attorney we cannot remove the ORD reference so we need to put those back in

2. **17.36.010** regarding moving contributing structures I added wording for flood plain zone regarding unstable soil and that it must be relocated in Historic District.

- Discussion is that we may want to provide some lee way here because if there is no property available then we do not want to destroy the building.
- A 3 is new language along with D

3. **17.40.110** next change is to tighten up the language of original features, Townsend says it doesn't quite say what the Secretary State Standards say that if a piece is bad you do not have to replace the entire piece.

4. **17.40.130** we need a list of paint colors.

- 3 items that won't go before HRB is paint, landscape under \$2,500 and a black roof.
- Primary, white or cream.

5.17.04.050 discussion in this section is to place the list in HRB guidelines so that they are able to update the list of colors when needed.

6. **17.40.200** exempt paint colors.

Commissioner Sallee informs the Planning Commission that she thought the formatting would be quick and easy however it has been long and tedious Townsend states that we may look at City of Keizer's for some help.

City Planner Wakeley reviews the time schedule

- May 23 will be the last review
- July 2nd PC Public Hearing
- Notification to DLCD on 29th of May

7. Commission Action/Discussion

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

- Vision update at the August meeting
- Do we need to notify Shippo Councilor Graupp will research this?

9. Adjourn 9:05 P.M.

A motion to adjourn the May 07, 2013 meeting is made by Commissioner Sallee and seconded by Commissioner Graham. Motion Passes Unanimously.

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora City Council Meeting
Tuesday, April 09, 2013, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Bob Southard, Public Works Superintendent
 Jan Vlcek, Finance Officer
 Otis Phillips, Waste Water Superintendent
 Kelly Richardson, City Recorder
 Pete Marcellais, Marion County Deputy

STAFF ABSENT:

VISITORS PRESENT: Joseph Schaefer, Aurora
 Bill Simon, Aurora
 Jim Fisher, 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 -absent
Councilor Sahlin – Absent
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – March 12, 2013
- II. Planning Commission Meeting Minutes – March 05, 2013
- III.** Historic Review Board Minutes –February 2013

No comments on minutes

Correspondence

- I. Letter from COG Invitation to develop two Statewide GIS Data sets.**

- II. **Information on Coastal Parkway and HB 2696 in conjunction/relation to the proposed North Marion Enterprise Zone.**
- III. **Letter of support from the Aurora Fire District in regards to the North Marion Enterprise zone.**

The mayor added a letter from the Visitors Association enquiring about the maintenance of the 2nd street restroom; I have turned it all over to Public Works to supervise all repairs.

Motion to approve consent agenda was made by Councilor Vlcek, seconded by Councilor Graupp. 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.

Chief Rod Yoder of Aurora Fire, Just wanted to verify you received our letter of support and reiterate our supporting the enterprise zone and answer any questions if any. Then Chief Yoder briefly touches on the METCOM IGA which is also on the agenda. Councilor Graupp did ask Chief Yoder if by doing this will it overload the system and Chief Yoder assured the council that it will not.

Jim Fisher, Aurora. Speaks to council about the water drainage problem on 3rd street specifically the height of the street in regards to the water runoff from the side walk and the problem is that it drains into the basement of the Legion Hall. I have discussed it with Public Works and we are looking into a drain gate as on solution. Also a roof covering the area might help. Mayor Taylor suggests to Mr. Fisher when he speaks to the legion members to suggest that it is a safety issue.

No other questions at this time.

5. **Discussion with Parks Committee**

- **Councilor Sahlin RFP Update**, Councilor Sahlin was not in attendance.

Public Works let the Council know that the fence is down and it has been returned and the playground equipment has been repaired. The restroom window has been repaired as well.

During the recent wind storm another cherry tree has come down, this is really becoming a safety issue the discussion is to remove all of the cherry trees to avoid further incident.

6. **Discussion with Traffic Safety Commission**

Deputy Marcellais informs the council that TSC have been meeting. Areas of discussion have been the speed problems on Ottaway, Liberty Street and Main Street.

7. **Reports**

- A. Marion County Deputy Report** –(included in your packet) the reports that the sheriff's office provides really are not giving the whole picture if you look the spreadsheet that I did gives a better picture of what I have been doing with my time.

Deputy Marcellais was in attendance and gave a brief over view of his reports, These next items I am working on in the community;

- Bike Rodeo for safety
- Child safety seat
- Working with North Marion and in April the canine Officer and his dog will be attending the school.
- Beginning stages every fifteen minutes seminar and we try to do this close to prom and we reenact a DUII crash and we actually put a sticker on each student every fifteen minutes to show that every fifteen minutes someone dies from a DUII crash.

Also I wanted to inform the Council that Sear gent Cornforth is retiring from the sheriff's office.

There were no questions from council.

B. Finance Officer's Report – Financials (not included in your packets)

Finance Officer Jan Vlcek read her report.

1. Revenue & Expense Report
There was no discussion by council.
2. Discussion or action on the Grove Mueller and Swank proposal for the 2012/2013 Audit.

A motion is made by Councilor Graupp to approve the proposal for the audit and is seconded by Councilor Vlcek. Motion Passes.

Jan did point out to the council the flowers that her daughter and her dad (Vlcek) had planted out front of city hall. City Recorder, Richardson was asked to write a letter of appreciation to Camping World for the community service hours.

There were no more questions from the council.

C. Public Works Department's Report – (not included in your packet)

1. Monthly Status Report (Storm Water) Tree removal is complete and we are working on getting the area ready for planting.
2. Monthly Status Report (Water) the filtration unit is working fine. During the recent windstorm we lost power for most of the day on Sunday, I am asking the Council to approve the expense of a generator for well 3 to be placed in the budget.
 - The street light on Albersway is almost complete
 - I am also asking the Council to approve the SCA grant in order to get the funds needed for Liberty Street.

The Mayor also wanted to point out to the rest of the council the many hours that bob, Ricky and Otis put in during this power outage and thank them for the work.

Councilor Vlcek did ask what we can do in the future to prevent damage well in part the generators will help a lot.

Report is attached

There were no further questions.

3. Waste Water Treatment Plant Update from Otis Phillips (included in your packet)
Waste Water Treatment Plant Supervisor Otis Phillips went over his report.
 - Everything looks good.
 - Plant was shut down for the last week of March
 - The IGA with Salem is complete and the hauling agreement is in the works.

There were no further questions of WWTPS Phillips.

D. City Recorder's Report (not included in your packet)

City Recorder Richardson informs the Council that all went well while on medical leave in the office and thanked her assistants for a job well done. Richardson did want to point out with the recent power outage she was concerned that city hall did not have a backup generator and states its jus not good for the city server and computers and would request that the council consider one for city hall.

No Questions from Council.

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

- **Rodger Eddy update** City Attorney Koho has not heard from Mr. Eddy since he sent out the letter with the April 1, 2013 deadline. I did draft a letter date April 8, 2013 which I provided you a copy and we will see what his response is.

There were no further questions for City Attorney Koho.

8. Ordinances and Resolutions

A. Discussion and or Action on Ordinance Number 470 Adopting Franchise Agreement Extension with Portland General Electric.

This is the second reading and it is read by title only by Mayor Taylor.

A motion to approve Ordinance 470 is made by Councilor Vlcek and seconded by Councilor Graupp. Motion passes unanimously.

B. Discussion and or Action on Resolution Number 665 A Resolution Sponsoring An Enterprise Zone For The City of Aurora.

A motion to accept Resolution 665 was made by Councilor Graupp and seconded by Councilor Vlcek. Motion passes unanimously.

C. Discussion and or Action on Resolution 666 a Resolution extending the City of Aurora's workers' compensation coverage to volunteers of the City of Aurora. Councilor Vlcek ask if we have to have this and Mayor Taylor yes we do because it covers us against any problems and that's why when we have park volunteer we have them sign a waiver.

A Motion to accept our annual Resolution 666 is made by Councilor Vlcek and seconded by Councilor Graupp. Motion passes unanimously.

D. Discussion and or Action on Resolution Number 667 for The Special City Allotment Grant 2014.

A Motion to approve Resolution 667 was made by Councilor Graupp and seconded by Councilor Vlcek. Motion passes unanimously.

9. New Business

A. Discussion and or Action on Possible Proposal of New Logo for Aurora. Councilor Graupp informs the council what the standard logo for patches and the logo for letter head are currently, the reason this came up last month because I was talking about pamphlets for information, I will admit this comes from a City of Gervais for our sample, the ideas I had for pamphlets were for as follows;

Starting a business
You live in HRB district
Adding an addition to your home
Just to name a few....

Anyway I needed a logo and in 2002 we approved a patch that Gillespie came up with for our shirts and hats for public works.

I had brought this to Planning and they immediately had an issue with the roof, chimney, and windows. When we did this in 2002 it cost 260.00 dollars .

I suggested Planning change title 17 and the Planning Commission said instead of changing title 17 we should change the patch. I went to Museum and they provided me with this picture so I went to Gillespie and the cost to do this would be 450.00. My question is what should we do with our city logo because this is on our trucks and public works clothing items as well.

Councilor Vlcek states to me this looks like a 6th grade art project, so can we update it? Councilor Graupp I am trying to get them to do 4 colors. Graupp states that in no way does this represent one building in our town and this building really does resemble the picture provided by the museum.

After a brief discussion

Consensus of the Council to update the patch logo as presented without the chimney and no chimney and a real tree not a dead tree all agree to a mock up.

- B. Discussion and or Action on Lowering the Speed Limit to 20 Miles Per Hour on Liberty Street, Main Street and Ottaway Street.** , Deputy Pete Marcellais reports at this time, At the Traffic Safety Committee meeting we discussed this lower age in speed, and I know you have seen the speed trailer, and the data of what is happening on these various streets 85% at 27 although there is a high percent going 33 to 35 so some of the options are as follows;
- Stop signs however because noise is and issue with this item it seldom my first choice.
 - If we lower it to 20 we can then really get them to go 25 to 30 which is really what we want them to do. A large portion of our community walks and ride bikes. When we don't offer a side walk on a main artillery street we lower the speed often times because it's not safe. So really the whole grid would need lowered, but in the new part of town the streets are not long enough to get up to speed.
 - Jim Fisher, thoughts I get tired of this issue as well, however from Ottaway down Liberty to the light that's a long way to go 20.
 - ❖ Since we don't have a full council let's look at this for next month Councilor Graupp will look at this with Planning Commission next month also.

- C. Discussion and or Action on IGA with Marion Area Multi-Agency Emergency Telecommunication Center (METCOM)**

This has no financial effect on the city its necessary for entire district to be involved,

A motion to authorize Mayor Taylor to sign the IGA with METCO is made by Councilor Graupp seconded by Councilor Vlcek. Motion passes unanimously.

We also need a representative on the board, so it is by consensus that the Police Liaison Councilor Vlcek represents the city on this board.

- D. Discussion and or Action on Upcoming Various Budgetary Items**

Mayor Taylor explains to the council, , I don't have a confirmation of this as of yet however we are going to have the possibility of 3 out of 5 employees are retiring this next year my hope is to keep them until June of 2014. We probably won't be able to replace Bob with public works at the salary where it's at now; also many of the projects will need to be contracted out that he does for us at an additional cost to the city. Also when Ricky goes we could consider lowering his salary but we would lose the second certification that we need.

Councilor Graupp states; I think that this North Marion County Enterprise Zone is going to be a model for the future that many agencies will work together to save costs, and keep our own identity.

Graupp, I have been thinking about Donald and Hubbard and I will casually talk to them tomorrow because I will have an opportunity.

There was no further discussion.

10. Old Business

A. Discussion and or Action on Police Vehicles, do we still want to get rid of them? I (Mayor Taylor) still want to take them down to Salem and remove the equipment at auto additions, Councilor Graupp volunteers to help with this. Councilor Vlcek there is about two boxes of equipment sitting in the rain which is probably no good but we should take it down to verify that.

We need to declare them as surplus and then we can sell them. Councilor Vlcek states auto additions stated they will give 1,000 dollars each.

Deputy Marcellais asked if we have sent out a memo to the Chiefs Association. If not email them and they will notify all agencies to see if anyone is interested.

B. Discussion and or Action on A Finalized Plan for Planting Strips on 99E and Various Locations Around Town.

Mayor Taylor I propose that we contract for all of them to fall under one umbrella I suggest once at the first of year and once at the end year. We will revisit at the next meeting.

Councilor Vlcek asks where are we at on the City pickups, Mayor Taylor states that we need 10,000 for both City Recorder states blue book is less than that. Mayor disagrees.

Councilor Vlcek how are we going to finalize the planter strips Bob will make a list and we will decide on how many times we want them done. As I said earlier that all of them get done in addition to the 99E and under the one umbrella.

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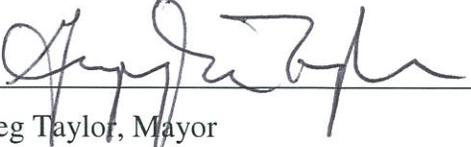
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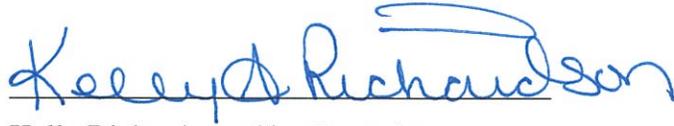
11. Adjourn

A motion to adjourn the April 09, 2013, meeting at 8:50 p.m. was made by Councilor Graupp seconded by Councilor Vlcek and passed unanimously.



Greg Taylor, Mayor

ATTEST:



Kelly Richardson, City Recorder

**HISTORIC REVIEW BOARD MINUTES
21420 MAIN ST. NE, AURORA OR 97002
April 25, 2013**

Staff Members Present: Sophia Kuznetsov, Administrative Assistant

Others Present: None

The meeting of April 25, 2013 was called to order at 7:07 p.m. by Chairman Townsend.

Chairman Townsend 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 April 25, 2013, was made by Merra Frochen, seconded by Bill Simon and passed unanimously.

CORRESPONDENCE

None

VISITORS

Bill Graupp	Aurora	City Council Member
Joseph Schaefer	Aurora	Planning Commission Chair
Kris Sallee	Aurora	Planning Commission Member

OLD BUSINESS

A. Discussion and/or Action of Updating the Historic Guidelines per City Council Request.

a. Review of Title 17 revision

- The members went over the changes that were made to the Sign Section of Title 17. Recommend changes will be made to the revision. Public hearing will be scheduled at the June Planning Commission meeting.

Main discussion points:

- Revisions to Historic review guidelines “Signs” were contingent with the City Ordinance Title 16.44 “Signs”.
- Comments regarding time restraints on temporary signs differ from Title 16.14
- Minimal grammar corrections
- Addition of 3 new definitions, “Trademark”, “Logo” & “Copyright”

B. Aurora Historic District Sign Review

- Tabled until further notice

NEW BUSINESS

None

ADJOURN

A motion to adjourn was made at 8:40pm by Bill Simon, seconded by Merra Frochen and passed unanimously.

Karen Townsend, Chairman

Kelly Richardson, City Recorder

ACTION PLAN

Developing an Action Plan - Develop a plan of action that balances community desires with available capacities and resources to actuate that future vision.

The tables below represent a continuation of the Aurora 2017 Vision Report and underlying Vision Themes and Guiding Principles which were adopted by the Aurora Planning Commission and the Aurora City Council in June 2007.

The Aurora Planning Commission, working with the 2017 Vision Report, has developed the attached Action Plan in an attempt to more clearly outline processes to assist in achieving the five Vision Themes.

In some cases, the Action Items and Tasks are unassigned and need an interested person(s) to come forward and work toward accomplishing the Vision Theme and/or Guiding Principle. In other cases, Responsible Parties have already come forward to complete Action Items and Tasks and have shown significant progress. The Planning Commission hopes the tables below will function as a evolving document that:

- *Recognizes the importance of continuing the community engagement process to complete the Action Plan.

- *Includes recommendations for implementing the Aurora 2017 Vision.

- *Identifies partners for implementation, including responsible parties and a timeline and process for implementation.

- *Informs the future development and implementation of the City's Comprehensive Plan and other long range plans of the City.

The Planning Commission intends to revisit the Action Plan in the early part of every year in order to update accomplishments and assign new priorities for the year.

VISION THEME 1. MAINTAIN SENSE OF PLACE.

Aurora will work to maintain its small town, village atmosphere, defined by its identity as a village in a rural setting, and to protect and enhance its rich heritage and historic district.

Guiding Principle 1.1: Protect and enhance Aurora’s rich heritage and historic district, being mindful of what we have inherited.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.1A - Maintain and restore the look of existing buildings to retain the historic character.		Business and Homeowners, CC, HRB, PC	
1.1B - Plan and design buildings and infrastructure in such a way to increase social interaction among community members. <input type="checkbox"/> Update policies to promote development that increases social interaction among community members. <input checked="" type="checkbox"/> Apply for TGM Code Assistance Grant. <input checked="" type="checkbox"/> Complete Development Code assessment and update to address development design standards.	Ongoing	Parks Committee, City Planner, PC, CC	
	Nov. 2011 – Dec. 2011	City Planner	Code Update funded with Rural Investment Fund (RIF) grant
	Jan. 2009 – June 2011	PC, CC, City Planner, HRB	Code Update funded with Rural Investment Fund (RIF) grant
1.1C - Encourage awareness of heritage and educate people on history of Aurora. <input checked="" type="checkbox"/> Copy of the Aurora zone map, with Historic District Boundary, to be placed on city’s website	Ongoing	COC, Aurora Colony Visitors Assoc., HRB, PC, Museum	
	April 2011	City staff	
1.1D - Improve design standards for signs. <input type="checkbox"/> Update and enforce sign code.			
	2011	City Planner, PC, CC, HRB	DLCD Model Sign Code, city funding
1.1E - Use exterior architecture and public art, such as sculptures and murals, as a way to visually identify with Aurora's history. <input type="checkbox"/> Establish an Aurora Arts Assoc. as a non-profit to receive			
		Local artists, HRB, CC	Oregon Cultural Trust

grants.			
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Guiding Principle 1.2 Use clear and objective standards to encourage appropriate new development.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.2A - Improve design standards to ensure that new construction is compatible with the historic character in the historic district and gateway areas. <input checked="" type="checkbox"/> Update and enforce Historic District guidelines <input checked="" type="checkbox"/> Update and enforce gateway standards.			
	2011-2012	Business, land and business owners	
	2010	CC, PC	
1.2B/5.5A - Review guidelines for appropriate landscaping and its maintenance. <input type="checkbox"/> Update and enforce Aurora Municipal Code.			
	Ongoing	CC, HRB, PC	
1.2C - Review design guidelines/standards for development outside the historic district to encourage consistent look and neighborliness (i.e., front porches). <input checked="" type="checkbox"/> Update current design standards for properties outside Historic District and Gateway.			
	2009-2010	Developers, PC, CC	

Guiding Principle 1.3: Create strong visual gateways into and through Aurora and its historic district that reflect arrival to the village.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.3A/3.5A - Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, preserve historic architectural styles on new buildings. <input type="checkbox"/> Review and update Downtown Master Plan Report (2000) <input type="checkbox"/> Apply for grants for transition signage in gateway area and	2009-2019		
	2011-2012	PC, HRB, CC, Visitors Association	Oregon Arts Commission, Oregon

historic district			Cultural Trust, or Small Community Incentive Fund (Oregon Housing and Community Services)
1.3B - Provide lights for homes in Historic District during Christmas (such as what was done in Albany).			
<input type="checkbox"/> Provide lights and appropriate décor for homes and businesses in downtown and historic district during holiday season.		CC, HRB, Visitors Association	funding

Guiding Principle 1.4: Encourage maintenance and upkeep of buildings and landscaping throughout the town.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.4.A - Hold community improvement days to maintain public areas.	Ongoing	Community volunteers, Homeowners, PC, Parks Committee, CC, Public Works	
1.4B - Create volunteer program to offer assistance in property maintenance for residential property owners in need.			
<input checked="" type="checkbox"/> Raise awareness of Housing Rehab program. Include program brochure with utility mailings.	Ongoing	MWVCOG, City Staff	MWVCOG
1.4C - Encourage youth involvement for community service to help with improvements.		Local high school students, Residents	
1.4D - Provide examples in community newsletter or other local publications (e.g. with water bill) of what is historically appropriate for landscaping, fencing, etc.	2009-2010	HRB, City staff, Community, Museum	volunteer

VISION THEME 2 **COMMUNITY ENGAGEMENT.**

The Aurora community will build upon its history of working together to control its future in the face of internal growth and external development pressures through increased volunteerism, community events and activism. City leaders will continue to actively engage the community and develop partnerships with civic and professional organizations. Volunteers will help to inform the community of events and issues by reaching out to their neighbors.

Guiding Principle 2.1: Encourage the development of more gathering places (both public and private).

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.1A - Develop and maintain a community wish list for new public and private owned gathering places; inventory and evaluate locations. Possibilities include Saturday Market, City Hall, restaurants and cafes.	2005-2017	Parks Committee, CC	
2.1B - Enhance existing public places to encourage more community interaction. Possibilities include park tents, benches, landscape improvements, and a kiosk.		CC, Business, Parks Committee, Community org.	

Guiding Principle 2.2: Promote additional social activities for the community.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.2A - Organize community events, such as Aurora Colony Days. Possibilities include block parties, holiday events, sausage or ice cream feeds, athletic events, art festivals, canoe rides, tree planting days, community competitions, and town hall meetings.		Community org., Business	
2.2B - Publish a community newsletter to inform community members about local events and news, potential development of an internet based information distribution system (such as a list serve).	2011 and Ongoing	City staff, Community, Planning Commission	

Guiding Principle 2.3: Actively welcome new residents and businesses.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.3A - Establish a welcoming committee of community members to personally reach out to new residents and businesses.		Visitors Association, Historical Society, Community	
2.3B - Create a community guidebook describing the community, including a community calendar, Aurora businesses, consumer services and important contacts.		Aurora Colony Visitor's Assoc., Historical Society, Community	
2.3C – Publicize the museum’s self-guided walking tour (available for purchase). <input type="checkbox"/> Council to initiate contact with Historical Society Director for feedback/input on additional outreach efforts.	2011	Aurora Colony Visitor's Assoc., Historical Society	

Guiding Principle 2.4: Develop partnerships with neighboring jurisdictions, such as schools, counties, neighboring cities and special districts, to collaborate on issues of common interest and concern.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.4A - Encourage neighboring jurisdictions to participate in Aurora community events.			
<input checked="" type="checkbox"/> Update Intergovernmental Agreement (IGA) between County, ODA and City	Feb. 2008	CC, PC	
<input checked="" type="checkbox"/> Attend French Prairie and Positive Aurora Airport Management (PAAM) meetings.	Feb. 2008 (ongoing)	PC	
2.4B - Establish a forum with other neighboring jurisdictions to periodically address regional issues. Attend French Prairie and Positive Aurora Airport Management (PAAM) meetings	Ongoing	CC, PC	

Guiding Principle 2.5: Encourage and support increased volunteerism and individual contribution.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.5A – Create an inventory of community resources, including skills and knowledge held by community members. Distribute the inventory to promote resource sharing and draw upon the inventory for community event support. <input type="checkbox"/> Council to appoint a community resources/community volunteer liaison.		CC, Community	
2.5B - Provide rewards or prizes at community events to encourage turnout such as at Aurora Colony Days.		Business, Community, CC	

Guiding Principle 2.6: Encourage community involvement in the process of shaping Aurora's future.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.6A - Sponsor community events to foster greater government involvement by community members. Possibilities include an annual Visioning Day and periodic town hall meetings. <input type="checkbox"/> Council to appoint a community events liaison.		CC, PC	
2.6B - Promote easier ways for community members to get involved in government activities. Possibilities include shorter Committee terms, alternative meeting times or locations, provision of childcare, and larger meeting spaces to accommodate expanded attendance. <input type="checkbox"/> Update Goal 1 (Citizen Involvement) Plan <input checked="" type="checkbox"/> Conduct public open house, a yearly community recognition event, and/or surveys in conjunction with planning activities and code updates. <input checked="" type="checkbox"/> Include planning project information in community newsletter <input checked="" type="checkbox"/> Update City of Aurora website with planning information,	TBD	City Planner, PC	TBD
	Ongoing	CC, PC, City Staff	TGM grant, DLCDC TA grant
	Ongoing	City Staff	City
	Ongoing	City Staff	City

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
e.g. draft plans, calendar of events.			
2.6C - Create additional methods of communication between the City of Aurora government and community members. Possibilities include a new or expanded website, kiosk, and audio recordings of government meetings.			
<input type="checkbox"/> Update Goal 1 (Citizen Involvement) Plan	TBD	City Planner, PC	TBD
<input checked="" type="checkbox"/> Conduct public open house, a yearly community recognition event, and/or surveys in conjunction with planning activities	Ongoing	CC, PC, City Staff	TGM grant, DLCDC TA grant
<input checked="" type="checkbox"/> Include planning project information in community newsletter	Ongoing	City Staff, PC	City
<input checked="" type="checkbox"/> Update City of Aurora website with planning information, e.g. draft plans, calendar of events.	Ongoing	City Staff, PC	City
<input checked="" type="checkbox"/> Picnic in the park as part of Aurora Colony Days.	annually	City Staff	Contributions

Guiding Principle 2.7: Promote involvement and investment in Aurora youth.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.7A -Encourage contributions to youth groups and sponsorship of youth focused events and infrastructure. Possibilities include a skate park, athletic events, add a soccer field, public art projects and historic activities.		CC, Parks Committee, Historical Society, Community	
2.7B - Institute a public safety week to increase awareness about drug and alcohol use, public health and other public safety topics. Invite local police and fire officials and other community members to address Aurora youth. <input type="checkbox"/> Council to initiate contact with Fire Dept to organize	Annually	CC, Aurora Police Dept., Aurora Fire District, Community	
2.7 C- <input checked="" type="checkbox"/> Little Miss Pioneer	Annually	Volunteers	Donations

VISION THEME 3 **MANAGED GROWTH.**

Aurora experienced fast residential growth following the completion of the sewer system in 2001. In the next ten years, Aurora will work to establish clear standards and targets for balanced residential, commercial and industrial development to provide an expanded revenue base, allowing for the provision of public infrastructure and city service, while maintaining livability. Balanced development will help to ensure that infrastructure and city services keep pace with growth.

Guiding Principle 3.1: Retain and encourage small businesses and restaurants in commercial area that can serve both residents and tourists.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.1A/3.5B - Improve quality of streetscape. Provide sidewalks, street trees, pedestrian scale lighting and safe, accessible street crossings. <input checked="" type="checkbox"/> Review and update street cross sections as part of the TSP update.			
	Mar. 2008 – June 2009	Consultant, City Planner, PC, CC, HRB	TGM Grant 07-09
3.1B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora.		Business, Aurora Colony Visitors Assoc.	
3.1C - Promote commercial areas through a City newspaper and Aurora visitors brochure. The newspaper could be used to communicate sales or activities to community members.		Business, community	
3.1D/3.5E - Develop parking mgmt program for commercial area. This will study current parking utilization, potential commercial growth and parking demand, appropriate placement of parking and opportunities for more efficient joint-use of parking facilities. <input checked="" type="checkbox"/> Apply for TGM Code Assistance Grant. <input type="checkbox"/> Incorporate Development Code assessment and update to address parking design standards.			
	Nov. 2008 – Dec. 2008	City Planner	TGM Program
	2013	Consultant, PC, CC, City Planner, Traffic Safety Committee (TSC)	TGM Program

Guiding Principle 3.2: Encourage a balance of residential, commercial and light industrial growth in appropriate areas.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.2A/3.6A - Develop an Economic Opportunities Analysis (EOA). This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals. <input checked="" type="checkbox"/> Apply for DLCDC TA Grant <input checked="" type="checkbox"/> Hold public hearings and adopt EOA into the Comprehensive Plan and UGB findings.			
	Nov. 2007 – Feb. 2008	City Planner	DLCDC TA Grant
	June 2009 – Aug. 2009	City Planner, PC, CC	City
3.2B - Consider economic needs of Aurora community through appropriate UGB expansion and zoning of new lands within the UGB and considering all zoning to include residential, commercial and industrial.	Ongoing	PC, CC	
3.2C - Develop and Economic Opportunities Analysis. This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals. <input checked="" type="checkbox"/> Apply for EOA study funding			
	Awarded	PC, CC	TA Grant

Guiding Principle 3.3: Promote economic development through commercial and industrial growth that is needed to provide an expanded revenue base.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<p>3.3A/3.3C/3.7A/3.8B - Create an Economic Development Plan for the City of Aurora. This department would be responsible for initiating and encouraging activities to promote economic growth while engaging Aurora residents to maintain livability and small town atmosphere.</p> <p><input checked="" type="checkbox"/> Complete EOA and adopt updated economic development goals and policies to encourage light commercial/industrial development.</p> <p><input type="checkbox"/> Consider UGB expansion to meet city's commercial/ industrial land needs.</p> <p><input checked="" type="checkbox"/> Coordinate airport planning efforts with ODA, Marion, Clackamas Counties and agricultural interested parties.</p> <p><input type="checkbox"/> Create an Economic Development Plan.</p>			
	June 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA Grant
	Ongoing	City Planner, PC, CC	DLCD TA Grant
	Ongoing	City Planner, PC, CC	
	TBD	PC	TBD
<p>3.3B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora.</p> <p><input type="checkbox"/> Continue to identify and market economic development opportunities and commercial and industrial lands</p>		Business, CC, Aurora Colony Visitors Assoc.	
<p>3.3C/3.7A/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.</p>	Ongoing	PAAM, CC, PC, Marion County	
<p>3.3D - Recruit economic development experts to explore expanding tax base. Until an Economic Needs Analysis can be completed, a team of economic development experts from the community could be established to start detailing out strategies for expanding the tax base in the City of Aurora.</p>		Economic Development experts, PC, CC	

Guiding Principle 3.4: Create appropriate transitions between industrial, commercial and residential uses in newly developing areas, and between 99E and residential development.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<p>3.4A - Develop and apply site design guidelines for new development that provide appropriate transitions between different land uses through landscaping, setbacks, and site planning to provide a more seamless urban fabric.</p> <p>3.4B/3.5E - Revisit zoning code to ensure that exclusive residential development within the UGB does not abut 99E and that commercial properties have adequate depth for viable development opportunities and appropriate transition to residential development.</p>			
<input checked="" type="checkbox"/> Update Comprehensive Plan policies to emphasize the need for appropriate land use transitions.	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
<input checked="" type="checkbox"/> Review city zoning map and Development Code to determine what uses are currently permitted on properties located adjacent to 99E.	2011-2012	City Planner, PC	TGM outreach workshop funded in 2011
<input type="checkbox"/> Amend zoning map and Development Code as needed to ensure exclusive residential development does not abut 99E.	2012-2013	City Planner, PC, CC	TGM outreach workshop funded in 2011
<input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.	Nov. 2008 – Dec. 2008	City Planner	Code Update funded with Rural Investment Fund (RIF) grant
<input checked="" type="checkbox"/> Complete Development Code assessment to determine current site design requirements and deficiencies.	Jan. 2009 – Dec. 2009	Consultant, City Planner, PC, CC	TGM program
<input checked="" type="checkbox"/> Amend Development Code as needed to provide appropriate transitions between different land uses.	Jan. 2009 – June 2011	Consultant, City Planner, PC, CC	Code Update funded with Rural Investment Fund (RIF) grant

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

Action Item □ Task	Time Frame	Responsible Parties	Funding Resources
3.5A - Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, yet avoid replicating historic architectural styles on new buildings.	2010	PC, HRB, Aurora Colony Visitors Assoc.	
3.5B - Improve quality of streetscape along 99E. Provide sidewalks, street trees, pedestrian-scale lighting, and safe, legible street crossings utilizing pedestrian refuges and center medians where appropriate.	2009-2012	ODOT, PC, HRB, Aurora Colony Visitors Assoc., TSC	
3.5C - Work with ODOT planners and engineers to develop a tree planting program along 99E within City limits.	2009	ODOT, PC, CC	TSP
3.5D - Revisit zoning code to ensure exclusively residential development within the UGB does not abut 99E. Ensure commercial properties have adequate depth for viable development opportunities and appropriate transition to residential development.		PC, CC, ODOT	
3.5E - Develop parking management program for commercial area. This will study current parking utilization, potential commercial growth and parking demand, appropriate placement of parking and opportunities for more efficient joint-use of parking facilities.		PC, CC, TSC	

Guiding Principle 3.6: Work to control growth inside the Urban Growth Boundary (UGB) and influence forces outside the UGB to ensure viable balanced economic growth.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.6A - Develop an Economic Needs Analysis/Assessment for the Aurora Airport. This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.	2010-2012	PC, CC, Planning Consultant	TGM, Economic Development Administration, USDA Rural Development
3.3A/3.6B - Create an Economic Development Plan for the City of Aurora. This Department would be responsible for initiating and encouraging activities to promote economic growth while engaging Aurora residents to maintain livability and small town atmosphere.		CC, PC, Economic Development experts, HRB	

Guiding Principle 3.7: Work to ensure that the expansion of services and industry at and around the airport protect the livability of Aurora.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.3A/3.7A - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, Marion County	
3.3A/3.7B - Create a Committee to research the desirability and feasibility of UGB expansion and Aurora Airport annexation. <input type="checkbox"/> Form a Citizen Action Committee (CAC) <input type="checkbox"/> Identify funding sources to complete above tasks. <input type="checkbox"/> Identify legal requirements needed to annex airport. <input checked="" type="checkbox"/> Review public facility master plans to determine whether or not adequate public facilities exist to serve the airport area.			
		PC, CC	
		CAC, City Planner	
		CAC, City Attorney, City Planner	
		CAC, City Engineer, City Planner	

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Identify amendments needed to public facility plans that would be required to serve airport area. <input type="checkbox"/> Estimate infrastructure improvement costs needed to serve airport area. <input type="checkbox"/> Coordinate with Marion County, Clackamas County and ODA. <input type="checkbox"/> Conduct public involvement to receive community feedback.		CAC, City Engineer, City Planner	
		CAC, City Engineer	
	Ongoing	CAC, City Planner	
		CAC, City Planner	

Guiding Principle 3.8: Work to limit impacts on surrounding agricultural uses, recognizing the importance of this industry to Aurora and the region.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.3C/3.8A - Consider agricultural community needs when expanding UGB. <input type="checkbox"/> Consider impacts to agricultural lands when considering how and where to expand the UGB. <input type="checkbox"/> Develop list of interested parties concerned with agricultural issues. <input type="checkbox"/> Notify agricultural community regarding any UGB expansion plans. <input checked="" type="checkbox"/> Continued coordination with PAAM and Friends of French Prairie.			
	March 2008 – March 2009	City Planner, PC, CC, Marion County	DLCD TA grant
	Jan. 2009 – Feb. 2009	City staff, PC	
	March 2009 – Aug. 2009	City Planner, City Recorder, Marion County	
	Ongoing	PC, City Planner	
3.3A/3.3C/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, landowners	
3.3A/3.3C/3.8C - Involve adjacent agricultural property owners early on in city initiated plan updates.		PC, City Planner	

VISION THEME 4. TRANSPORTATION.

Aurora will work to create safe and efficient modes of travel for automobiles, pedestrians and cyclists. Aurora will increase connections between neighborhoods. The Aurora community will work collaboratively with the County and State agencies to integrate major thoroughfares into the community.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4A - Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City. <input checked="" type="checkbox"/> Identify areas where curbs, sidewalks and underground utilities are deficient. <input checked="" type="checkbox"/> Identify funding sources in TSP update future funding analysis.			
	March 2008 – May 2008	City Planner, TSP Advisory Committees	USDA- Rural Development grant
	May 2008 – July 2008	Consultant, TSP Advisory Committee	USDA- Rural Development grant

Guiding Principle 4.1: Utilize traffic calming techniques on 99E and other streets to promote safety.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.1A - Create safe pedestrian access across 99E. <input checked="" type="checkbox"/> Identify unsafe pedestrian areas along 99E. <input checked="" type="checkbox"/> Identify pedestrian safety improvement needs. <input checked="" type="checkbox"/> Identify funding sources in TSP update funding analysis.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09
	May 2008 – July 2008	Consultant, TSP Advisory Committee	TGM Grant 07-09
4.1B - Partner with ODOT to seek assistance with planning, design and funding. The purpose of this partnership is to create safe pedestrian crossing of major streets such as 99E. <input checked="" type="checkbox"/> Prioritize pedestrian safety projects.			
	Ongoing	TSP Advisory Committee, PC, CC	TGM grant 07-09 and 2011 TGM Outreach Workshop

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Secure funding for high priority projects.	June 2009 (ongoing)	City staff, TSC	ODOT TEM
<input type="checkbox"/> Complete planning and design for priority projects subject to available funding.	TBD	City staff, ODOT, Consultant services, TSC	ODOT Bike/Ped, TGM grant 09-11

Guiding Principle 4.2: Improve local streets through innovative means.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.2A - Enhance residential neighborhoods. This includes enhancing streets with sidewalks and planting strips, and ensuring streets are maintained in good working order.			
<input checked="" type="checkbox"/> Update local street cross-section in TSP.	Finish June, 2009	TSP Advisory Committee, Consultant, PC, CC	TGM grant 07-09
<input checked="" type="checkbox"/> Revise PWDS and Development Code to be consistent with TSP.	June 2009 – Aug. 2009	City Planner, PC, CC	

Guiding Principle 4.3: Create safe, convenient and attractive bicycle and pedestrian routes providing for connections throughout the community.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.3A - Enhance residential neighborhoods to provide adequate routes for bicyclists and pedestrians. <input checked="" type="checkbox"/> Identify bicycle/pedestrian needs. <input checked="" type="checkbox"/> Update bicycle/pedestrian plan in TSP.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM grant 07-09
	May 2008 – June 2009	Consultant, TSP Advisory Committee	TGM grant 07-09
4.3B/5.3B - Utilize existing public right of ways to construct paths for multi-use bike and pedestrian paths for recreation and connectivity. <input checked="" type="checkbox"/> Inventory existing bicycle and pedestrian paths. <input checked="" type="checkbox"/> Update bicycle/pedestrian plan in TSP <input checked="" type="checkbox"/> Prioritize bicycle and pedestrian paths. <input type="checkbox"/> Secure funding for high priority projects. Complete yearly reviews of Capital Improvement Plan (CIP) and TSP to identify annual project goals. <input type="checkbox"/> Complete planning and design for priority projects subject to available funding.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM grant 07-09
	May 2008 – June 2009	Consultant, TSP Advisory Committee	TGM grant 07-09
	Nov. 2008 – June 2009	TSP Advisory Committee, PC, CC	TGM grant 07-09
	Ongoing	City staff, TSC	ODOT Bike/Ped grant; State Parks Grants; Land and Water Conservation grants
	TBD	City staff, ODOT, Consultant services	
4.3C - Partner with ODOT to seek assistance with planning, design, and funding. The purpose of this partnership is to create safe pedestrian crossing of major streets such as 99E.	Ongoing	ODOT, PC, TSC	

VISION THEME 5 **GREENSPACE AND RECREATION.**

Aurora will retain and enhance existing parks and green space and work to create additional parks, recreational opportunities, and interaction with natural areas. These amenities will not only increase livability for residents, but also help make Aurora a destination for outdoor enthusiasts.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5A - Conduct a land inventory in and around Aurora. The inventory should consist of ownership and current land use, with a special focus on gathering information on land currently owned by the City of Aurora.			
<input checked="" type="checkbox"/> Identify publicly owned lands as part of the buildable lands inventory and share with Parks Committee.	March 2008 – May 2008	City Planner, PC, CC	DLCD TA grant

Guiding Principle 5.1: Develop additional parks.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.1A - Enhance existing parks. 5.1B - Create a park on the North end of town. 5.1E - Work with developers to designate land for new parks and recreational areas.			
<input type="checkbox"/> Update Parks Master Plan to identify new park and recreation land needs for future development.	2014	City staff, Parks Commission, CC	Park SDCs
<input type="checkbox"/> Update Parks Master Plan to identify areas needed for new parks and recreational areas.	2014	City staff, Parks Commission, CC	Park SDCs
<input checked="" type="checkbox"/> Refine the specific location of new parks and recreational areas through the development process.	Ongoing	City Planner, PC, HRB	Application fees
<input checked="" type="checkbox"/> Update CIP to include design for Aurora City Park and north end Park.	2014	City staff, Parks Commission, CC, HRB	
5.1C – Maintain a community wish list for new parks and recreational areas; evaluate potential locations.	Ongoing	Parks Committee, PC, Community, HRB	

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.1D - Explore options for access to the Pudding River and Mill Creek; evaluate potential sites. <input type="checkbox"/> Encourage new development to incorporate access to Pudding River/Mill Creek in plans.	Feb. 2008 (ongoing)	City Planner, PC, HRB	Application fees
5.1F - Promote and distribute information (maps, brochures) about parks and recreation areas in Aurora to residents and broader Aurora area.	2014	Parks Committee, Community, Aurora Colony Visitors Assoc., HRB	

Guiding Principle 5.2: Maintain green buffer around Aurora by supporting local agricultural industry and maintenance of open space.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.2A - Create a green buffer plan with the community, property owners, and other stakeholders on how to maintain, acquire and protect land around Aurora. <input type="checkbox"/> Update Comprehensive Plan to define a green buffer around Aurora.		City Planner, PC, CC	DLCD TA grant 07-09
5.2B - Explore funding mechanisms to support land owners in maintaining green buffer, or to assist Aurora in purchasing available open space.		CC, PC	
5.2C - Collaborate with Marion County to develop a greenway trail along Mill Creek	2014	Marion County, Parks Committee, CC, PC	

Guiding Principle 5.3: Develop multi-use trails for pedestrians and cyclists for both transportation and recreation.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.3A - Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them.			
<input checked="" type="checkbox"/> Identify sidewalk and bicycle path gaps and ways to connect them as part of the TSP update.	March 2008 – May 2008	City Planner, Consultant, TSP Advisory Committee	TGM grant 07-09
5.3B - Utilize existing public ROW to construct multi-use and pedestrian paths in and between neighborhoods.		PC, CC	
5.3C - Develop partnerships or incentives with landowners to utilize their land for paths.		PC, CC	
5.3D - Revise development codes to encourage bicycle, pedestrian, and multi-use paths in new development. Ideas include designating land for paths in new developments and requiring bicycle amenities.			
<input checked="" type="checkbox"/> Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development.	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
<input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.	Nov. 2008 – Dec. 2008	City Planner	TGM Program
<input checked="" type="checkbox"/> Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.	Jan. 2009 – June 2011	Consultant, PC, CC, City Planner	TGM Program
5.3E - Promote and distribute information (maps, brochures) about trails and paths in Aurora area.		Parks Committee, Community, Aurora Colony Visitors Assoc., HRB	
5.3F - Work with ODOT to enhance and expand pedestrian and bicycle paths along 99E.			
<input checked="" type="checkbox"/> Identify bike/pedestrian needs along 99E as part of TSP update.	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<input checked="" type="checkbox"/> Work with ODOT to require bike/ped paths for new development.	Ongoing	City staff, PC, ODOT	Application fees
<input type="checkbox"/> Apply for grant funding for priority projects.	Ongoing	City Staff	ODOT TEM, ODOT Bike/Ped Grant

Guiding Principle 5.4: Be mindful of our impact on the environment in the decision making process.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.4A - Encourage, educate and promote environmentally friendly ideas and solutions in future planning of Aurora.			
<input type="checkbox"/> Consider adopting green street standards within new public works design standards.	May 2008 – June 2009	Consultant, PC, CC, TSC	TGM grant 07-09

Guiding Principle 5.5: Retain and encourage appropriate landscaping throughout the city for its importance to the livability of Aurora.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.5A - Define, update and maintain guidelines for minimum landscaping throughout city.		PC, HRB	

COMPLETED TASK LIST

<p>2009</p>	<p>4.1A Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City. 4.1B Partner with ODOT to seek assistance with planning, design and funding-Transportation System Plan Update. 4.2A/4.3A/4.3B/5.3B Updated cross sections with TSP Update and updated Development Code. 5.1E Master Plan for existing park and north end park completed and CIP updated. 5.3A/5.3B Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them. 5.3D Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development. 5.3F Identify bike/pedestrian needs along 99E as part of TSP update and work with ODOT to require bike/pedestrian paths for new development.</p>
<p>2010*</p>	<p>1.1B Apply for TGM grant and complete Development Code assessment and update to address development design standards. 1.2A Update and enforce gateway standards. 1.2C Update current design standards for properties outside Historic District and Gateway. 1.4A Community Improvement days held in April and August 2010. 1.4B Raise awareness of Housing Rehab program. Include program brochure with utility mailings. 2.1A/B Construction of pavilion and stage in city park and new public benches along portions of Hwy 99E. Park improvements included a new path, public benches, sprinkler system, and landscape improvements to city park. The city also entered into a new contract for maintenance of the park. 2.4A Update IGA between County, ODA and City. 2.4A Attend French Prairie and Positive Aurora Airport <i>Management (PAAM) meetings</i>. 2.6B Planning initiated monthly review of information to submit to community newsletter 3.1A Review and update street cross sections as part of the TSP update. 3.1B Establish business incubator programs. (NK?) 3.1D/3.5E Apply for TGM Code Assistance Grant. 3.2A/3.6A Apply for DLCD TA Grant for Economic Opportunities Analysis. 3.2B Consider economic needs of Aurora community through appropriate UGB expansion and zoning of new lands within the UGB and considering all zoning to include residential, commercial and industrial 3.2C/3.6A Apply for EOA study funding. 3.3A/3.3C/3.6A/3.7A/3.8B Complete EOA and adopt updated economic development goals and policies to encourage light commercial/industrial development. 3.4B/3.5E Update Comprehensive Plan policies to emphasize the need for appropriate land use transitions. 3.4B/3.5E Complete Development Code assessment to determine current site design requirements and deficiencies. 3.4B/3.5E Amend Development Code as needed to provide appropriate transitions between different land uses. 3.5A Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, yet avoid replicating historic architectural styles on new buildings. 3.5B Improve quality of streetscape along 99E (portion between 2nd Street and Bob's Avenue completed). City was also successful in getting approval for a new 99E crosswalk at Ottaway Road.</p>

	<p>3.5C Work with ODOT planners and engineers to develop a tree planting program along 99E within City limits (city to adopt their own tree ordinance in the future).</p> <p>4.1B Prioritize pedestrian safety projects and secure funding for high priority projects- working with ODOT, the city secured financing for sidewalk and parking improvements to 99E from 2nd Street to Bob's Avenue.</p> <p>5.3D Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.</p>
2011**	<p>1.1C Water billings color-coded to bring attention to Historic District properties as a form of outreach and assistance to property owners within the Historic District.</p> <p>1.2A Initiated review of Title 17-Historic District Guidelines with Historic Review Board.</p> <p>2.6B Updates of city website initiated and ongoing.</p> <p>3.3A City sending representatives to Aurora Airport Master Plan meetings and providing feedback.</p> <p>3.4B/3.5E Review city zoning map and Development Code to determine what uses are currently permitted on properties located adjacent to 99E.</p> <p>4.1B/4.3C Partner with ODOT to seek assistance with planning, design and funding-TGM Outreach Workshop.</p> <p>4.1/4.3 Transportation Growth Management Workshop grant received for report on 99E and Ottaway Road safety corridor improvements and recommendations.</p> <p>4.2A Adoption of Street Tree Ordinance #468.</p>
2012	
2013	
2014	

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

**Acknowledge by the Aurora City Council on August 14, 2012.

Title 17

HISTORIC PRESERVATION

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Chapter 17.04

GENERAL PROVISIONS

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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)

17.04.0120 Purpose.

The 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 regulates 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 District Properties are incorporated as Appendix A to this code. These guidelines provide a wealth of useful information which supports historic preservation in Aurora, and all applicants shall be instructed to review the guidelines upon their first contact with the city. The guidelines do not include standards or criteria for applications under this title or other titles of the Municipal Code. (Ord. 416 §8.10.010, 2002)

17.04.040 Adoption of Inventory.

The [Aurora Historic District Properties](#) Inventory ~~[need formal name]~~, herein referred to as "Inventory" is incorporated as Appendix B to this code. The Inventory is the primary reference for structures and sites within the historic district, and all applicants shall be instructed to review

the Inventory for information about their property upon their first contact with the city. The Inventory does not include standards or criteria for applications under this title or other titles of the Municipal Code. (Ord. 4__ §____, 20__)

17.04.050 Applicability.

A. Except as described in Subsection B immediately below, 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, demolish, remove, 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 and/or colors match those already in use; and
2. Landscaping not exceeding \$2,500 in cost (however the removal of trees greater than twenty-four (24) inches in diameter requires approval).
3. Exterior painting with colors previously approved by the city listed in Appendix A.
4. Installation of black roof shingles.

C. The procedures for approval are in Section 17.20 below.

17.04.060 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)

17.04.070 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 17.16.040.

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)

17.04.080 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)

17.04.090 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 word "shall" is mandatory and the word "may" is permissive.
(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.

"Awning" means a fabric structure extending over or in front of a place, such as a storefront.

"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.

“Colony structure” means a structure built during the Aurora Colony period, from 1856 to 1920.

“Contributing structure” means a structure built before 1921.

“Façade” means any face of a building and its accompanying architectural features.

“Finish material” includes is siding, trim, masonry and color of the exterior walls.

“Height” means the vertical distance from the highest adjoining sidewalk or ground surface within a five (5) foot horizontal distance of the exterior wall of the building to the peak of the roof.

“Masonry” means natural stone, imitation stone, brick, concrete masonry blocks, and similar materials.

“Noncontributing structure” means a structure built in 1921 or later.

“Planning Director” means the staff person assigned to handle applications pursuant to this title.

"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 17.16

HISTORIC REVIEW BOARD

Sections:

- 17.16.010 Authority.**
- 17.16.020 Responsibilities.**
- 17.16.030 Membership.**
- 17.16.040 Meetings.**

17.16.010 Authority.

The Historic Review Board shall have the authority to approve or deny, in whole or in part, development applications 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. All standards and criteria for applications and permits are included in this title.

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)

17.16.020 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 identified 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)

Comment [r1]: They don't do COA's anymore right? Just a decision on applications.

17.16.030 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)

17.16.040 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 17.20

APPLICATION PROCEDURES

Sections:

- 17.20.010 Purpose.**
- 17.20.020 Consolidation of proceedings.**
- 17.20.030 Application process.**
- 17.20.040 Time period for decision making.**
- 17.20.050 Approval authority responsibilities.**
- 17.20.060 Notice of pending decision.**
- 17.20.070 Decision procedure.**
- 17.20.080 Standards for the decision.**
- 17.20.090 Notice of Decision.**
- 17.20.100 Record of proceeding.**
- 17.20.110 Appeal.**
- 17.20.120 Modification and revocation of approvals.**
- 17.20.130 Re-submittal of an application previously denied.**
- 17.20.140 Expiration and extension of approvals.**

17.20.010 Purpose.

The purpose of this chapter is to establish procedures for the consideration of applications for a Notice of Decision.

17.20.020 Applications not Consolidated.

An application under this title shall not be consolidated with applications under Title 16 or other titles of the Aurora Municipal Code. Applications requiring approval under both titles may be processed simultaneously, however the Title 17 application must be decided before a decision can be made under Title 16.

17.20.030 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 standard or criterion 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.

E. If an application is incomplete, city staff shall notify the applicant in writing within thirty (30) days of receipt of the application of exactly what information is missing; and allow the applicant thirty (30) days to submit the missing information. The application shall be deemed complete upon:

1. Receipt of the missing information; or
2. Upon receipt of some of the missing information and written notice from the applicant that no additional information will be submitted; or
3. Upon receipt of written notice from the applicant that none of the missing information will be provided.

F. On the 181st day after first being submitted, the application is void if the applicant has been notified of the missing information and fails to respond in accordance with 17.20.030E. (Ord. 416 § 8.36.030, 2002)

17.20.040 Time period for decision making.

The city shall take final action on an application including the resolution of all local 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 City Council's agenda. A public hearing shall be held by the Council and the decision shall be made by the City Council. No further action shall be taken by the Historic Review Board. (Ord. 416 § 8.36.040, 2002)

17.20.050 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 17.24;
3. Accessory dwelling units subject to Chapter 17.28;
4. Applications for approval under this title;
5. Recommendations to City Council for amending this title;
6. Appeals of decisions by the administrative approval authority;

7. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);

8. Amendments to the Aurora Historic District Properties Inventory (Appendix B)Inventory
[insert formal name]

9. Any other matter not specifically assigned to the administrative approval authority, or the City Council under this title.

Comment [r2]: These also require Council approval so should be included under B below (or at least Appendix A). Does Council really want to give HRB permission to change design guidelines themselves in the future?

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 City Council by the Historic Review Board;
3. Review of decisions of the Historic Review Board, whether on the City Council's own motion or otherwise.

4. Amendments to the Aurora Design Guidelines for Historic District Properties (Appendix A);

5. Amendments to the Aurora Historic District Properties Inventory (Appendix B)

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

1. Temporary uses pursuant to Section 17.32.030.
2. Paint colors, listed in Appendix A.
3. Landscaping projects costing less than \$2,500.
4. Roof installations or replacements using black shingles.

(Ord. 419 §§ 20A, 32A (part), 2002; Ord. 416 § 8.36.050, 2002)

17.20.060 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.

Comment [r3]: Do you agree that the applicant needs to cover the cost of the HRB notice and later a PC hearing notice? We can offer to send notices concurrently and if PC mtg needs to be continued or "conditioned" with eventual HRB approval we can do that as well

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 § 32A (part), 2002; Ord. 416 § 8.36.060, 2002)

17.20.070 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;

Comment [r4]: I don't think the HRB will want to send Notices of Pending Decisions (admin level review like I do with partitions and lot line adjustments). Rather, I think the intent here is for "Notice of Meetings (no public hearing but written testimony permitted). After the HRB meeting, only the applicant and those that submitted written testimony OR asked to be given the written decision will need to be mailed the decision. This simplifies the process and limits required mailings as well.

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 17.20.080 or continue the decision to gather additional evidence or to consider the application further. (Ord. 416 § 8.36.070, 2002)

17.20.080 Standards for the decision.

A. The decision shall be based on proof by the applicant that the application fully complies with this title.

B. The approval authority shall:

1. Adopt findings of fact and conclusions addressing all applicable standards and criteria; or
2. Adopt findings of fact 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 of fact 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 decision, 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 § 32A (part), 2002; Ord. 416 § 8.36.080, 2002)

17.20.090 Notice of Decision.

A. All decisions require a Notice of Decision. The Notice of Decision shall include a brief statement that explains the decision with reference to the standards, criteria and facts in the record, the date the final decision was made, along with the deadline for appeal.

B. The applicant and any person who submits written comments during the fourteen (14) day period shall be provided with 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~~ who submitted written testimony

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, 32(A) (part), 2002; Ord. 416 §8.36.090, 2002)

17.20.100 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 meeting 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~~ a copy of the ~~certificate of appropriateness decision~~ signed by the approval authority;
- F. A list of the conditions, if any, attached to the ~~approval of the application decision~~; and
- G. A copy of the ~~notice of the~~ decision, which was given pursuant to Section 17.20.090, and a list of all persons who were given mailed notice. (Ord. 419 § 32(A), 2002; Ord. 416 § 8.36.100, 2002)

17.20.110 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 entitled 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 ~~is signed and mailed~~.
- 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 City 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 17.20.060 and Section 17.20.090.

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 17.20.040; 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, 32A (part), 2002; Ord. 416 § 8.36.110, 2002)

17.20.120 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 § 32A (part), 2002; Ord. 416 § 8.36.130, 2002)

17.20.130 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 §§ 32A (part), 2002; Ord. 416 § 8.36.130, 2002)

17.20.140 Expiration and extension of approvals.

- A. Approval under this title shall be effective for 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 material changes are made on the approved plan; ~~and~~
 - 2. The request for extension is submitted in a written request to the City prior to the expiration of the approval.
 - 3. There have been no material changes to the standards and criteria of this title 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 § 32A (part), 2002; Ord. 416 § 8.36.140, 2002)

Chapter 17.24

SIGNS

Sections:

- 17.24.010 General authority.
- 17.24.020 Purpose.
- 17.24.030 Sign permits required.
- 17.24.040 Application.
- 17.24.050 Definitions.
- 17.24.060 Exempt signs.
- 17.24.070 General sign provisions.
- 17.24.080 Prohibited signs.
- 17.24.090 Historic residential overlay.
- 17.24.100 Historic commercial (HC) overlay.
- 17.24.110 Nonconforming signs.
- 17.24.120 Termination of signs by abandonment.
- 17.24.130 Relief from sign standards.
- 17.24.140 List of approved font types.

17.24.010 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 approval ~~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)

17.24.020 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)

17.24.030 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 17.24.040(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 17.24.110(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.

Comment [r5]: shouldn't these dates but updated? Did the City really require all signs to submit copies of their signage in 1995?

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 17.24.040. 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.

Comment [r6]: Karin should comment on this as they have previously determined this language hard to enforce, even though the businesses have changed ownership. We should update/correct this section.

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 an ~~certificate of appropriateness approval~~ has been issued shall be approved in advance by the Historic Review Board.

D. Sign Permit Fees. The application for ~~approval-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)

17.24.040 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)

17.24.050 Definitions.

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.

~~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)

17.24.060 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~~ Historic Review Board approval 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 not illuminated, 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.

5. One interior LED sign per business not exceeding three square feet in area. Flashing or other changes in illumination are prohibited.

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)

17.24.070 General sign provisions.

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.24.060, 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. Vinyl lettering may be used in approved fonts.

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 17.24.140. 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)

17.24.080 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 17.24.060.

~~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 17.24.060.~~

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 17.24.030, reader board signs are prohibited. (Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002)

17.24.090 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 17.24.070.

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)

17.24.100 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 17.24.070.

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 17.24.070.

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 17.24.070.

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 primarily 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 17.24.070.

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 17.24.070.

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 17.24.070.

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 17.24.070.

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)

17.24.110 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)

17.24.120 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)

17.24.130 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)

17.24.140 List of approved font types.

Comment [r7]: Maybe this can be included under Appendix A?

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

Chapter 17.28

ACCESSORY DWELLINGS AND STRUCTURES

Sections:

17.28.010 Purpose.

17.28.020 Applicability and administration.

17.28.030 Application submittal requirements.

17.28.040 Approval standards.

17.28.010 Purpose.

Accessory dwellings and structures 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.
- F. Provide storage and workshop spaces. (Ord. , 2002)

17.28.020 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 17.20. (Ord. 416 § 8.60.020, 2002)

17.28.030 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)

17.28.040 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-Title~~ 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 dwellings and structures 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.

F. In addition to the above standards, accessory dwellings and structures shall comply with ~~Chapter Title~~ 17.40, Design Standards. (Ord. ___ § ____, 2012)

Chapter 17.32

TEMPORARY USES AND STRUCTURES

Sections:

- 17.32.010 Purpose.**
- 17.32.020 Application submission requirements.**
- 17.32.030 Temporary use administration and approval.**
- 17.32.040 Temporary structure administration and approval.**
- 17.32.050 Outdoor Display.**

17.32.010 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~~ 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)

17.32.020 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 17.32.040, 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)

17.32.030 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 17.32.040. For temporary uses of tents, booths and canopies greater than one hundred twenty (120) square feet, a temporary structure permit under Section 17.32.040 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 17.32.030(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)

17.32.040 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 approval~~ 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)

17.32.050 Outdoor Display.

- A. Outdoor display of merchandise for sale shall only occur in front of retail uses, and shall be of the same merchandise that is available indoors.
- B. Outdoor displays shall not obstruct the sidewalk, and leave a minimum of thirty-six (26) inches~~5 (This is ADA) feet~~ of clear width for pedestrians.
- C. Merchandise displayed on sidewalks shall be moved indoors ~~overnight~~at the close of the business every night.
- D. Outdoor displays may only occur in other locations during city-sanctioned special events, such as Aurora Colony Days.
- E. Children’s play equipment, and recycling and waste containers, shall be located to the rear or side of contributing structures.

Comment [r8]: Are these considered temporary uses? This is already permitted under 16.22 AND 16.34.060.D.2. so it doesn't need to be repeated here.

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Chapter 17.36
MOVING OF STRUCTURES

Sections:

17.36.010 Moving Contributing Structures

All relocations of contributing structures within the Historic District must meet the following standards and criteria:

- A. Relocation of contributing structures in the Historic District is prohibited with only these exceptions:
 - ~~A.1.~~ 1. the contributing structure was previously moved to its current location.
 - ~~B.2.~~ 2. the current location of the contributing structure is being acquired for a public purpose under eminent domain, 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.
 - ~~C.3.~~ 3. the contributing structure is located within the floodplain, on unstable soils, or other natural hazards.
- B. Structures to be moved shall be carefully documented 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. The relocation is to another site within the Historic District unless an alternate site is approved by the HRB.
- E. An approved building permit for the new location is required prior to~~before~~ approval of the relocation.

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17.36.020 Moving Structures into the Historic District.

Structures proposed for moving into the Historic District shall have been originally constructed before 1921, and shall meet the design standards of Chapter 17.36.

Chapter 17.40

DESIGN STANDARDS

Sections:

17.40.010 Purpose

17.40.020 Additions to Contributing Structures

17.40.030 Awnings

17.40.040 Chimneys

17.40.050 Doors

17.40.060 Drive-in and Drive Thru Structures

17.40.070 Fences

17.40.080 Foundations

17.40.090 Garage Doors

17.40.100 Height

17.40.110 Lots and Parcels

17.40.120 New Construction in the Historic District

17.40.130 Paint

17.40.140 Porches

17.40.150 Public Right-of-Way

17.40.160 Roofs

17.40.170 Setbacks

17.40.180 Siding

17.40.190 Visual Facades

17.40.200 Windows

17.40.210 Paint

17.40.220 Landscaping

17.40.010 Purpose

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

17.40.020 Additions to Contributing Structures

Contributing Structures – Commercial

- A. 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.
- B. On contributing structures, previous additions to the original structure that were added prior to 1921 shall be subject to the same standards and criteria as the original portion of the structure; however, in the event that the addition does not match the original, the exterior features of the addition may be altered to match the original.
- C. Additions to contributing structures that were built in 1921 or later may be removed, and following removal, the exterior materials on that portion of the structure must match the remainder of the structure.
- D. Additions to commercial structures are exempt from the parking requirements in Title 16.

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Contributing Structures - Residential

- A. 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.
- B. On contributing structures, previous additions to the original structure that were added prior to 1921 shall be subject to the same standards and criteria as the original portion of the structure; however, in the event that the addition does not match the original, the exterior features of the addition may be altered to match the original.
- C. Additions to contributing structures that were built in 1921 or later may be removed, and following removal, the exterior materials on that portion of the structure must match the remainder of the structure.

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Non-contributing Structures – Commercial

- A. Additions to commercial structures are exempt from the parking requirements in Title 16.

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Non-contributing Structures – Residential

N/A

17.40.030 Awnings

Contributing Structures – Commercial

- A. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- B. Backlighting of awnings is prohibited.
- C. Writing on awnings is limited to border areas only. See Figure _____.
- D. Awnings are prohibited on residential structures that have been converted to commercial use.

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Contributing Structures – Residential

- A. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- B. Backlighting of awnings is prohibited.
- C. Writing on awnings is limited to border areas only. See Figure _____.
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Non-Contributing Structures – Commercial

- A. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- B. Backlighting of awnings is prohibited.
- C. Writing on awnings is limited to border areas only. See Figure _____.
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Non-Contributing Structures – Residential

- A. Awnings are prohibited on residential structures that have been converted to commercial use.
- B. Awning styles must be in character with historic buildings. Brightly colored and curvilinear patterns or shapes are prohibited. [Provide examples of permitted awnings.]
- C. Backlighting of awnings is prohibited.
- D. Writing on awnings is limited to border areas only. See Figure _____.

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17.40.040 Chimneys

Contributing Structures – Commercial

- A. On all structures, masonry chimneys shall be faced with traditional red clay brick.
- B. On contributing structures, masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

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Contributing Structures – Residential

- A. On all structures, masonry chimneys shall be faced with traditional red clay brick.

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B. On contributing structures, masonry chimneys shall be preserved, or replaced with traditional red clay brick if preservation is not feasible.

Non-contributing Structures – Commercial

A. On noncontributing structures, non-masonry materials may be used.

Non-contributing Structures – Residential

A. On noncontributing structures, non-masonry materials may be used.

17.40.050 Doors

Contributing Structures – Commercial

A. On contributing structures, the original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.

B. On contributing structures, new door openings may only be located on the rear elevation.

C. On contributing structures, doors shall be made of wood; vinyl and metal doors are prohibited.

Contributing Structures – Residential

A. On contributing structures, the original location, materials, size, and decorative features of doors shall be preserved, and when doors are being replaced, all those elements shall be replaced in kind. Restoration of original door features is permitted.

B. On contributing structures, new door openings may only be located on the rear elevation.

C. On contributing structures, doors shall be made of wood; vinyl and metal doors are prohibited.

Non-contributing Structures – Commercial

N/A

Non-contributing Structures – Residential

N/A

17.40.060 Drive-in and Drive Thru Structures

All Structures within Historic District

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

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17.40.070 Fences

Contributing Structures – Commercial

- 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 protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
- C. Fences not expressly permitted are prohibited.

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Contributing Structures – Residential

- 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 protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
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Non-contributing Structures – Commercial

- 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 protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.
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Non-contributing Structures –Residential

- 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 protective finish.
- B. Chain link, wire, stock fencing, rail or split rail, plastic or vinyl, lattice and fences taller than four feet are only permitted on rear property lines when they are screened with

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landscaping from the right-of-way. However, these types of fencing are not permitted adjacent to, or along a common boundary with, a property that includes a contributing structure.

C. Fences not expressly permitted are prohibited.

17.40.080 Foundations

All Structures within Historic District

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

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17.40.090 Garage Doors

All Structures within Historic District

- A. Front facing garage doors shall be set back a minimum of 4 feet from the front façade of residential structures.
- B. Residential garage doors may not exceed 8 feet in width.
- C. Commercial garage doors may not exceed 12 feet in width.
- D. Multiple garage doors shall be separated by a minimum of two feet.
- E. On contributing structures and detached garages serving them, visible garage door finish materials must be painted wood. Windows are permitted in garage doors.

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17.40.100 Height

All Structures within Historic District

The maximum height of structures is 35 feet.

17.40.110 Lots and Parcels

Contributing Structures – Commercial

- A. In the Historic Commercial Overlay, there is no minimum area or depth.
- B. In the Historic Commercial Overlay, the minimum width is 50 feet.

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Contributing Structures – Residential

- A. In the Historic Residential Overlay, the minimum area is 10,000 square feet.
- B. In the Historic Residential Overlay, the minimum width is 50 feet.

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Non-contributing Structures – Commercial

- A. In the Historic Commercial Overlay, there is no minimum area or depth.
- B. In the Historic Commercial Overlay, the minimum width is 50 feet.

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Non-contributing Structures – Residential

- C. In the Historic Residential Overlay, the minimum area is 10,000 square feet.
- D. In the Historic Residential Overlay, the minimum width is 50 feet.

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17.40.120 New Construction in the Historic District

Non-contributing Structures – Commercial

- A. New structures shall be subject to the design standards in Section 17.40.
- B. Paint colors shall be selected from the list in Table _____.
- C. New commercial structures are exempt from the parking requirements in Title 16.

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Non-contributing Structures – Residential

- A. New structures shall be subject to the design standards in Section 17.40.
- B. Paint colors shall be selected from the list in Table _____.
- C. New commercial structures are exempt from the parking requirements in Title 16.

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17.40.130 Paint

17.40.140 Porches

Contributing Structures – Commercial

- A. 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.
- B. Porch design shall be similar to those seen on contributing structures.
- C. Houses shall have one porch entrance located on the primary façade and have a direct pedestrian path from the porch to the sidewalk.
- D. Front porches shall not be enclosed by walls, screens, or windows.

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Contributing Structures – Residential

- A. 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.
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Non-contributing Structures – Residential

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17.40.150 Public Right-of-Way

Contributing Structures – Commercial

- A. Sidewalks shall be concrete without coloring. The finish shall be broom perpendicular to the path, without troweled areas around the edges.
- B. Streetlights in the Historic Commercial Overlay shall be lamp style only.
- C. Curb cuts for residential properties may not exceed twenty (20) feet in width.

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Contributing Structures – Residential

- A. Sidewalks shall be concrete without coloring. The finish shall be broom perpendicular to the path, without troweled areas around the edges.
- B. Curb cuts for residential properties may not exceed twenty (20) feet in width.

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17.40.160 Roofs

Contributing Structures – Commercial

- A. On contributing structures, the repair and alteration of roofs shall match the original style and pitch.
- 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, unless the property has frontage on more than one right-of-way, in which case new elements shall be on a side elevation and screened from view.
- C. On contributing structures, new decorative features such as cupolas or cresting shall be permitted only when historic evidence demonstrates those features were included in the original structure.
- D. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
- E. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
- F. In the Historic Commercial Overlay, flat roofs are permitted when the roof and all mechanical equipment on the roof, including railings, are screened by a parapet. The materials used for flat roofs are not regulated by this section.

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Contributing Structures – Residential

- A. On contributing structures, the repair and alteration of roofs shall match the original style and pitch.
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- E. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.

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Non-contributing Structures – Commercial

- A. For residential structures (in the commercial district?), the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
- B. For all structures, roofing materials on all sloped roofs shall be black composition shingles or wood shingles. Metal roofing on sloped roofs is prohibited.
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- A. For residential structures, the roof pitch shall be 8:12 (equal to 34°) or steeper. On mansard roofs, the upper areas of the roof may have a shallower pitch so long as the lowest roof planes are steeper than 12:12 (equal to 45°).
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17.40.170 Setbacks

All Structures within Historic District

- A. Residential (in the commercial district?) structures shall be set back a minimum of 10 feet from side lot lines, and minimum of 20 feet from rear lot lines.
- B. Commercial and mixed-use structures shall be set back a minimum of 10 feet from rear lot lines, and a maximum of 10 feet from front lot lines. There is no minimum setback from front lot lines.

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17.40.180 Siding

Contributing Structures – Commercial

- 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, unless originally used as documented in the Historic Resources Inventory.
- D. The paint color of siding shall be uniform on all sides of a structure.

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Contributing Structures – Residential

- 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. In the Historic Residential Overlay, siding shall be masonry or horizontal lap siding with a reveal not exceeding six (6) inches is required, with the exception of board and batten siding comprised of solid sawn wood.
- C. Siding shall be painted; unpainted and stained wood is prohibited.
- D. Decorative shingle patterns are prohibited on contributing structures, unless originally used as documented in the Historic Resources Inventory.
- E. The paint color of siding shall be uniform on all sides of a structure.

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17.40.190 Visible Facades

Contributing Structures – Commercial

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

Contributing Structures – Residential

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

Non-contributing Structures – Commercial

N/A

Non-contributing Structures – Residential

N/A

17.40.200 Windows

Contributing Structures – Commercial

- A. In the Historic Commercial Overlay, windows shall be trimmed with wood, and wood framed storm windows are permitted. Storefront windows manufactured with metal frames shall have wood trim covering the exterior of the metal frames.
- B. For contributing structures, window frames and sashes shall be made of wood.
- C. For contributing structures, new window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
- D. Transom and clerestory windows are permitted.

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Contributing Structures – Residential

- A. In the Historic Residential Overlay, windows visible from the right-of-way shall be vertically oriented.
- B. For contributing structures, window frames and sashes shall be made of wood.
- C. For contributing structures, new window openings are only permitted where they are not visible from the right-of-way. New windows and window openings on rear elevations shall match the materials, style, colors, and trim of other windows on the structure.
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Additional for Title 17

17.40.130

Paint

Colony Structures

Colony structures shall use their original colors.

Contributing Commercial Structures

- A. All structures and surfaces must be painted; unpainted surfaces and stained surfaces are prohibited.
- B. Refer to _____ for permitted colors.

Contributing Residential Structures

- A. All structures and surfaces must be painted; unpainted surfaces and stained surfaces are prohibited.
- B. Refer to _____ for permitted colors.

Non-contributing Commercial Structures

- A. All structures and surfaces must be painted; unpainted surfaces and stained surfaces are prohibited.
- B. Refer to _____ for permitted colors.

Non-contributing Residential Structures

- A. All structures and surfaces must be painted; unpainted surfaces and stained surfaces are prohibited.
- B. Refer to _____ for permitted colors.

17.40.190

Facades

Colony Structures

- A. The design of all elevations shall be preserved.
- B. Original architectural features must be retained. Where replacement of architectural elements is required, replace only those portions that are deteriorated beyond repair.

Contributing Commercial Structures

- A. The design of the front and side elevations shall be preserved.
- B. Original architectural features must be retained. Where replacement of architectural elements is required, replace only those portions that are deteriorated beyond repair.
- C. The addition of decorative architectural features is permitted only when historic evidence demonstrates those features were included on the original structure.

Contributing Residential Structures

- A. The design of the front and side elevations shall be preserved.
- B. Original architectural features must be retained. Where replacement of architectural elements is required, replace only those portions that are deteriorated beyond repair.
- C. The addition of decorative architectural features is permitted only when historic evidence demonstrates those features were included on the original structure.

17.40.220 Landscaping

Commercial Overlay

- A. Synthetic plant material is not permitted.
- B. Berms and excavations are not permitted.
- C. Sidewalk planting strips and street trees are permitted where allowed by the city, county or state.
- D. Trees – see city code _____

Residential Overlay

- A. Synthetic plant material is not permitted.
- B. Berms and excavations are not permitted in front yards.
- C. For major landscape projects, applicants must present an overall plan and indicate if the project is one of preservation, rehabilitation or restoration.
- D. Trees – see city code _____

June 2013 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
Building Permits/Correspondence	<ul style="list-style-type: none"> Erickson property and ODOT condition follow up on private access drive (see attached email) Saturday market update?
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 from ODOT
Urban Renewal District Feasibility Study	
Development Code/HRB updates	<ul style="list-style-type: none"> Planning Commission public hearing scheduled for July 2nd. City Council meeting scheduled for August 13th.
Vision Action Plan	<ul style="list-style-type: none"> 2013 update recommendations (2012 electronic version emailed to PC for preliminary reviews)
Misc.	<ul style="list-style-type: none"> Brochure sample for review and comment (Councilor Graupp?)

Wakeley, Renata

From: BUSWELL Cynthia D [Cynthia.D.BUSWELL@odot.state.or.us]
Sent: Wednesday, May 29, 2013 5:21 PM
To: Wakeley, Renata
Cc: BLAIR Keith P; EARL Robert; SWIFT Timothy E; KNITOWSKI David; JORDAN Donald L
Subject: RE: Contact information

Renata, sorry about the delay,

Per our phone conversation: I asked if the City has any pending applications that may result in the City requiring frontage improvements on 99E along tax lot 2900 at 21200 Highway 99E, in Aurora (Map 041W 13BD, Tax lot 2900) and my understanding is that at this time the City does not have any pending applications. Additionally, the applicant who was proposing to place a second food cart on tax lot 2900 has withdrawn his application.

Due to the food cart application; ODOT wanted to update the City on Mr. Erickson's pending state highway road approach application for the new private street connection. The new private street connection is a condition of Mr. Erickson's 2002 Land Use application File No. SUB 02-03-2217 approval. Mr. Erickson started constructing the new approach but has not completed the approval requirements. ODOT contacted Mr. Erickson after receiving the City's food cart notice because closing the southernmost connection on 99E is a condition of approval for the new private street approach and Mr. Erickson's tenant's proposed use (entrance only) of the southernmost connection conflicted with ODOT's approval condition. Robert Earl has discussed the conflict with Mr. Erickson and my understanding is that Mr. Erickson is in favor of meeting his obligation for approval of the new street approach and plans to continue to work with ODOT and gain an approach road 'Use' Permit.

As discussed, ODOT will be requesting that the City require frontage improvement along 99E as properties develops per the City's TSP. Thank you for offering to send us a copy of the TSP and for notifying ODOT.

Sincerely

Cynthia Buswell-Development Review Coordinator
ODOT Region 2 Planning and Development
455 Airport Road SE, Bldg B, Salem Or 97301-5397
(O)503-986-2654 (F) 503-986-2630

From: BUSWELL Cynthia D
Sent: Wednesday, May 22, 2013 6:18 PM
To: 'Wakeley, Renata'
Subject: RE: Contact information

Thanks for forwarding the attachment. The Region Access Engineer didn't have time to review all the history that the District has on this development and he will be in an all-day meeting tomorrow so he won't have time for a thorough review until Friday. I believe that Mr. Erickson has scheduled a meeting with our District permit staff for next Wednesday.

Pages 17-19 of the entire document (pages 4-6 of the ODOT preliminary construction permit) list provisions numbered 1.000 thru 20.000. These are special provision tied to this specific permit. Special provision #5.000 states that the 24 foot approach shall be the only highway access to serve the properties, and that any other driveway fronting the highway shall be removed and the frontage area shall be controlled to the satisfaction of ODOT to prevent direct entry/exit onto/from the highway and goes on to states specifically that the driveway to the neighboring auto body business to the south shall be removed leaving the appearance of a permanent barricade i.e.: restore the ditch-line, install landscape berm etc... . Special provision # 6.000, 10.000, 12.000, 15.000 and 20.000 have additional details.



General Information about the City of Donald Fence Regulations

City ordinances governing fences can be found in Section 2.308 of the Donald Development Ordinance. A building permit is not required for fences six (6) feet in height or less. If you plan to install a fence on a common property line, please make contact with your neighbor for cooperation on the construction of the fence. In some cases it may be necessary to have your property surveyed by a licensed surveyor to positively identify and mark your property lines to avoid dispute. The City of Donald does not mediate disagreements between owners of private property.

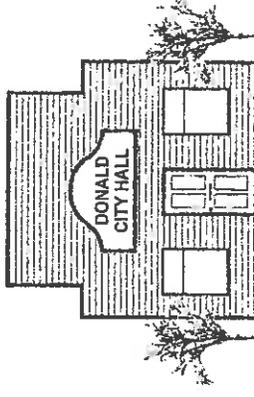
When Building a Fence

Please Remember...

- Location of Property Line. Be sure you know exactly where your property lines are before building a fence.
- Fence Height (see diagram below). Generally, fences may be built to a maximum height of six (6) and a half feet along the rear and side property lines, and up to four (4) feet within 10 feet of any property line adjacent to a street and containing a street access.
- Fences over six (6) feet in height require a building permit from Marion County.
- Vision Clearance Areas (see diagram below). Vision clearance is required at street, alley, and driveway corners. Fence construction is limited in vision clearance areas.
- Utilities and Easements. Please visit the [Oregon Utility Notification Center at 877-668-4001 or Call Before You Dig at 811](#) for utility location information when building a fence. Call Before You Dig also has information online at www.callbeforeyoudig.org

City of Donald, Oregon

Fence Regulations



For more information on fences,
please contact:

City Hall at (503) 678-5543
PO Box 388

10710 Main Street NE,
Donald, OR 97020

www.donaldoregon.gov/
Email: manager@donaldoregon.gov

Fence Requirements:

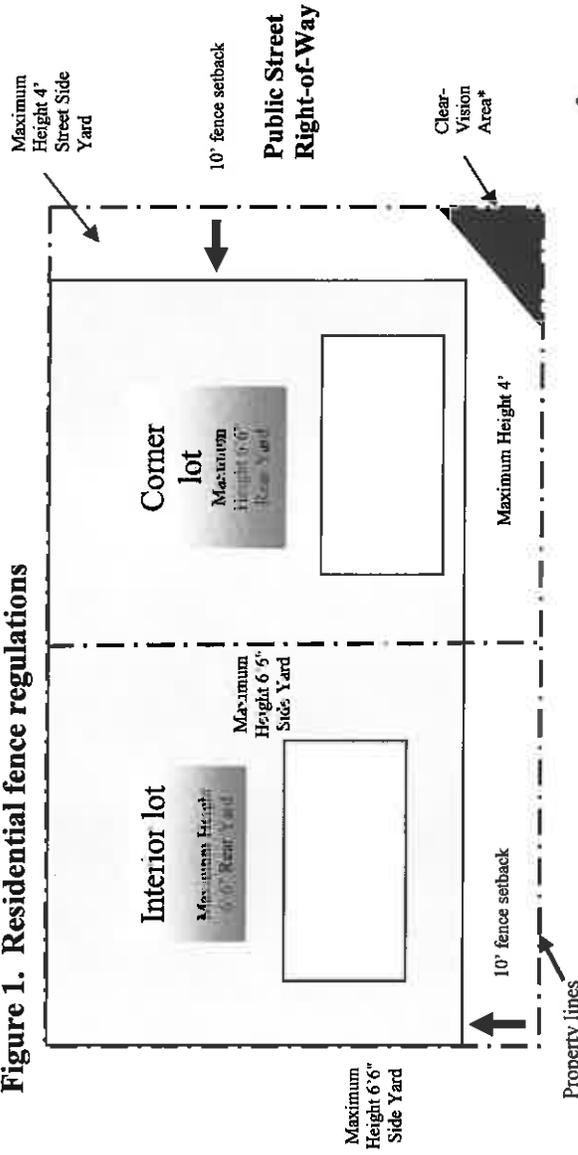
- (1) **Materials:** Fences or wall shall not be constructed of nor contain any material that could cause bodily harm (e.g. barbed wire, electric fencing, broken glass, spikes).
- (2) **Height:** Fences shall not exceed four (4) feet in height along, and within, ten (10) feet of any property line adjacent to the street and containing a street access.

Interior side and rear yard:
Fences shall not exceed six (6) feet, six (6) inches in height.

- (3) **Condition:** Fences shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair including noticeable leaning, missing sections, broken supports, non-uniform height, and uncontrolled growth of vegetation.

Note: Property owners are strongly encouraged to hire a licensed surveyor to locate property lines prior to the construction of a fence.

Figure 1. Residential fence regulations



Drawing not to scale.

***Clear-Vision Area:** A clear-vision area at the intersection of two rights-of-ways, two sides of which are lines measured from the corner intersection of the right-of-way for a specific distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the lines at the intersection have rounded corners, the right-of-way lines will be extended in a straight line to a point of intersection. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction exceeding two (2) and one-half (1/2) feet in height, measured from the top of curb or, where no curb exists, from the established street centerline grade.

Public Street Right of Way

(4) **Clear Vision Areas:** A clear vision area at the intersection of a public street and a driveway shall be the triangular area established according to the following procedure:

- (a) A line extending thirty feet from the intersection along the public street right-of-way;
- (b) A line extending ten feet from the intersection along the driveway;
- (c) A third line that creates the triangular clear vision area by connecting the ends of the lines described in (a) and (b), above.
- (d) Corner Lots shall be a minimum of twenty (2) feet per leg.
- (e) Street-alley intersections shall be a minimum of ten (10) feet per leg.

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DO I NEED A PERMIT FOR MY PROJECT?

WORK REQUIRING A BUILDING PERMIT:

- ◆ Building a dwelling.
- ◆ Build, demolish or add a room, garage, shed or other attached structure.
- ◆ Build, demolish or move any detached carport, garage or shed that is more than 200 square feet or more than 10 feet high from the floor to the average height of the roof.
- ◆ Finish an attic, garage or basement to create living space.
- ◆ Cut new window or door openings or widen existing openings.
- ◆ Move, remove or add walls.
- ◆ Apply roofing when the old roofing and sheathing is removed and new sheathing is installed.
- ◆ Build or replace an exterior stairway more than 30 inches high.
- ◆ Build a retaining wall that exceeds four feet high measured from the bottom of the footing to the top of the wall or any retaining wall affected by the weight of an adjacent slope, or nearby driveway or structure.
- ◆ Build a deck more than 30 inches high.
- ◆ Put up a fence more than six feet high.
- ◆ Enclose a porch or carport, if habitable.
- ◆ Add or enclose a porch cover, patio cover or other attached roofed structure with a cumulative area greater than 200 square feet (non-habitable)
- ◆ Move more than 10 cubic yards of earth.
- ◆ Pour concrete sidewalks, slabs and driveways more than 30 inches above adjacent grade and over any story or basement.
- ◆ Install a barrier around a swimming pool.

WORK REQUIRING A MECHANICAL PERMIT:

- ◆ Install or change any part of a heating or cooling system which has ductwork or must be vented into any kind of chimney or vent.
- ◆ Install a wood stove or fireplace insert.
- ◆ Install, alter or repair gas piping between the meter and an appliance (indoors and outdoors).
- ◆ Install a fuel oil tank.

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WORK REQUIRING A PLUMBING PERMIT:

- ◆ Repair, replace, relocate or add to the piping system within your home.
- ◆ Install new plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, etc.
- ◆ Replace a water heater.
- ◆ Replace existing plumbing fixtures if the replacement involves concealed plumbing connections.
- ◆ Install rain drains, cesspools, septic systems, drywells, sewer lines, water lines, backflow prevention assemblies for lawn sprinkler systems or cap a sewer.

Note: Adding a bathroom not only requires a plumbing permit, but may also require a building, electrical and/or mechanical permit.

WORK REQUIRING AN ELECTRICAL PERMIT:

- ◆ Install, change or repair any hard-wired electrical system.
- ◆ Run any additional wiring, put in an additional electrical outlet or light fixture, or change your fuse box to circuit breakers.
- ◆ Install or alter low voltage systems such as security alarms, central vacuum systems, low voltage lighting or phone systems.

Note: Electrical permits are issued by Yamhill County only. Please contact 503-434-7516 for specific information regarding these permits.

WORK NOT REQUIRING A BUILDING PERMIT:

- ◆ Paint buildings that are not historic landmarks or do not have specific zoning restrictions.
- ◆ Install insulation in existing homes.
- ◆ Install storm windows.
- ◆ Install window awnings, not more than 54 inches deep and not in a design zone, that are supported by an exterior wall and do not project beyond the property line.
- ◆ Replace interior wall, floor or ceiling covering (such as wallboard or sheet vinyl).
- ◆ Install shelving and cabinets.
- ◆ Install gutters and downspouts (a plumbing permit may still be required for storm water disposal).

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- ◆ Replace or repair siding.
- ◆ Replace or repair roofing, if there is no replacement of sheathing (a maximum of three layers of roofing is allowed).
- ◆ Replace doors or windows if the existing openings are not widened.
- ◆ Install swings and other play structures.
- ◆ Build a fence up to six feet high. (You should verify clear vision areas prior to building fence.)
- ◆ Pave a walkway.
- ◆ Build a patio or deck that is not more than 30 inches above grade.
- ◆ Build a shed or detached non-habitable accessory structure less than or equal to 200 square feet in area and less than 10 feet in height from the floor to the average height of the roof.
- ◆ Repave driveways where no expansion has occurred.
- ◆ Remove and reinstall a toilet when installing new floor covering.
- ◆ Replace accessible plumbing fixtures to make emergency plumbing repairs or to replace freeze-damaged or leaking concealed plumbing pipes that are no more than three feet in length.
- ◆ Build a patio or porch cover not over 200 square feet and supported by an exterior building wall.

WHY DO I NEED A PERMIT?

- ◆ It's the law. State Building Code requires that permits be obtained for certain types of work.
- ◆ Permits protect you, your family and your investment. They are designed to help ensure that licensed contractors do the work when required.
- ◆ Inspections ensure that work is done safely and that it meets the minimum code requirements.
- ◆ Minor problems that could lead to costly repairs, liability and life/safety issues can be detected during permit inspections and brought to your attention before the situation worsens.
- ◆ When selling a property, the buyer, realtor and/or lender may require that unpermitted work be corrected, properly permitted and inspected before closing.

Please note: Regardless of whether a building permit is required, the project must meet the Development Code requirements for building setbacks and clear vision areas. Contact City Hall at 503-852-7575 for more information.

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Carlton, Oregon

Fence Regulations

City ordinances governing fences can be found in Section 17.92.080 of the Carlton Development Code. A building permit is not required for fences six (6) feet in height or less. If you plan to install a fence on a common property line, please make contact with your neighbor for cooperation on the construction of the fence. In some cases it may be necessary to have your property surveyed by a licensed surveyor to positively identify and mark your property lines to avoid dispute. The City of Carlton does not mediate disagreements between owners of private property.

Fence Requirements:

- (1) **Materials:** Fences and wall shall not be constructed of nor contain any material that could cause bodily harm (e.g. barbed wire, broken glass, spikes, electric fences).
- (2) **Height:** Front yard: Fences shall not exceed four (4) feet in height (See Figure 1).

Street (corner) side yard: Fences shall not exceed six (6) feet in height provided they must also comply with clear vision requirements at intersections, which further restrict the height of sight-obscuring fences (see Figure 2).

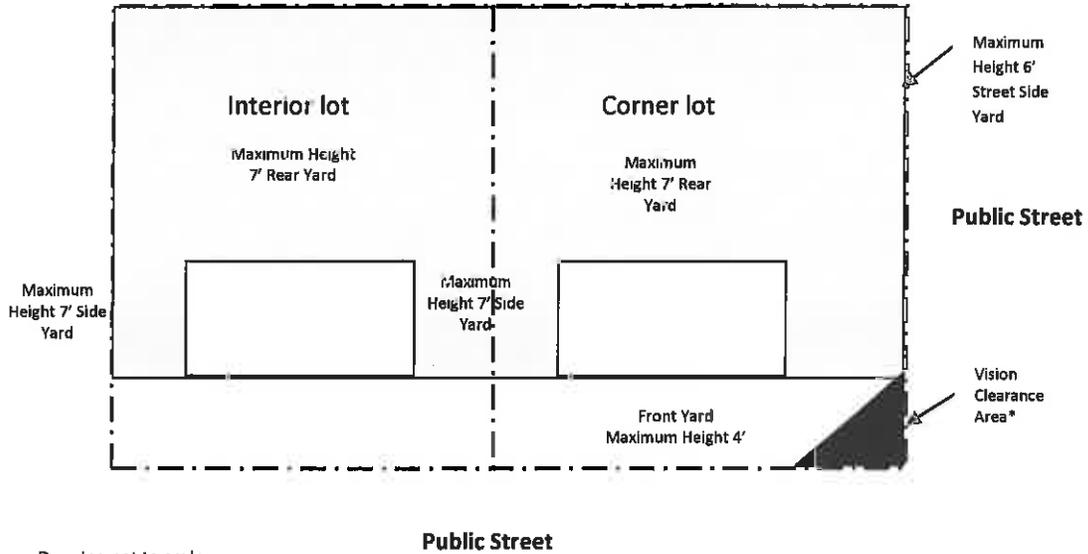
Interior side and rear yard: Fences shall not exceed seven (7) feet in height.

- (3) **Condition:** Fences shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair including noticeable leaning, missing sections, broken supports, non-uniform height, and uncontrolled growth of vegetation.

Note: Property owners are strongly encouraged to hire a licensed surveyor to locate property lines prior to the construction of a fence.

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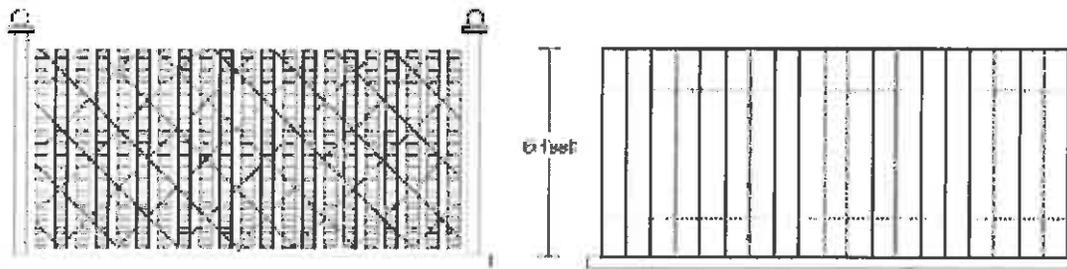
Figure 1. Residential fence regulations



Drawing not to scale.

***Vision Clearance Area:** A vision clearance area shall contain no planting, sight-obscuring fence, wall, structure, or temporary or permanent obstruction exceeding three (3) feet in height, measured from the ground. The vision clearance area consists of a triangle, with two sides that measure 15 feet along each lot line for street intersections that are controlled by stop signs, and 40 feet for uncontrolled intersections.

Figure 2. Sight obscuring fence



A "sight-obscuring fence" means a fence or evergreen planting arranged in such a way as to obstruct vision. The example above at left is partially (approximately 50%) sight obscuring, and the example above at right (e.g., solid wood, vinyl, etc.) is fully sight obscuring.