

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Tuesday, November 05, 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, Weidman
Commissioner, TBA

3. **Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Aurora Planning Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the consent Agenda and placed on the Regular Agenda by request.

Minutes

- I. Aurora Planning Commission Meeting –October 01, 2013
- II. City Council Minutes – September, 2013
- III. Historic Review Board Minutes –

Correspondence

- I. **Resignation Letter from Kris Sallee**

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.

6. **Old Business**

- A. **Discussion and or Action on View Corridor's**
 - B. **Discussion and or Action on Traffic Impact Per Business Use/Change**
 - C. **Discussion and or Action on Proposed Text Amendment for Food Carts Associated with Existing Food Businesses**
7. **Commission Action/Discussion**
- A. City Planning Activity (not in Your Packets) Status of Development Projects within the City.
8. **Adjourn,**

Minutes
Aurora Planning Commission Meeting
Tuesday, October 01, 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

STAFF ABSENT: Renata Wakeley, City Planner

VISITORS PRESENT: Bill Graupp, Aurora
Tara Weidman, Aurora

1. Call to Order of Planning Commission Meeting

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

2. City Recorder Did Roll Call

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

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –September 03, 2013
- II. City Council Minutes – August, 2013
- III. Historic Review Board Minutes –

No comments....

A motion is made by Commissioner Sallee to approve the consent agenda as presented and seconded by Commissioner Graham. Motion Approved.

Correspondence

I. **LCDC Agenda**, Chairman Schaefer explains on pg 3 of HB 2254, it was passed and this bill is requiring a new process for Urban Growth Boundary processes this is not to replace however to streamline the process. On Pg 2 item 6 rule amends the process for electronic amendments to comp plan amendments.

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.

Bill Graupp, Aurora states that he was approached with a question about the process associated with a replacement of a shed on their property located at 21358 Hwy 99E. There is a brief discussion on the process that would need to be followed. Also a question is posed regarding the Certified Local Government process.

5. New Business

A. Discussion and or Action on a Letter of Interest for Planning Commission Seat

Tara Weidman, I live on Main Street for 3 years in December. I love this city and I am excited to learn about how this great city works. **Chair Schaefer** is there anything that you don't like about what's happening in our city, I want to embrace everything at this point and not to really change anything at this point, I thank the trailblazers that have come before me. I do not have an agenda to change anything; I just want to be a part of things and to be a voice to the community and for the community. **Chair Schaefer**, I think over time you will see that really there is a process and it is misconstrued at different times by the community.

Commissioner Gibson, asks Weidman about whether or not she likes the park, she really likes the park and I am currently on the parks committee and I would like to stay on this committee.

Commissioner Sallee, I am glad you are interested in being involved. You will see how the city is run and I hope that you can appreciate it and the process much more.

A motion to recommend Tara Weidman for the Planning Commission vacant seat (vacated by Stephen Braun) to the City Council is made by Commissioner Graham and is seconded by Commissioner Fawcett. Motion Passes Unanimously.

B. Discussion and or Action on Aurora Vision Action Plan, Sallee is going to read through the copy, list the changes as redlined items.

- **Vision Action Plan as attached was read page by page there were a few items discussed**
- Parking standards was discussed since we recently waived this requirement.
- Auto recycling yard apparently the owner has passed away and I have been told that 60 loads of debris have been taken away and soon I believe it will be for sale.
- Exclusive Residential zone abutting 99E,1 is discussed briefly.

Commissioner Sallee so if we are no longer on board with this process how do we change it,

Commissioner Graham, so if we started seeing apartments abutting 99E then that may not be an appealing situation.

Chair Schaefer, so what do we do? in this situation do we swap out land and relocate in another location. This would be a comp plan amendment.

Commissioner Sallee, Is that potentially and expensive process, it could be its noticing requirements and so on.

Commissioner Fawcett, I think apartments would be a good thing along 99E.

Schaefer we don't have an open space zone which has come up and so we don't have anything for the open space of the park. See what parks committee wants to see happen in regards to this.

A motion is made by Commissioner Fawcett to have the City Council acknowledge the vision action plan and is seconded by Commissioner Sallee. Motion Passes.

6. Old Business

A. Discussion and or Action on View Corridor's, Chairman Schaefer talks about a distressing trip to Sherwood when I noticed some power lines that were in place and they obstructed the view. So I think we need to have something in our code to not allow this to obstruct our view on Ehlen Rd. What do the rest of you think?

A brief discussion ensued and many of the Commissioners wanted to research it more and come back and discuss it further.

B. Discussion and or Action on Traffic Impact Per Business Use/Change, we talked about his last time and we have language from City Planner Wakeley, (staff report) I (Schaefer) don't care for that language and here is why. 13 years ago someone may have paid out large SDC for parking and so on and when you have change of business owners then you are double dipping in my opinion. Schaefer I believe we look up the highest amount of trips that were paid out. So as far as this the information we would need to research it and this could get quite expensive our trigger is 10% the trigger for ODOT is 25% and they are quite strict.

What do you all think?

Sallee I think that we pull the report and see what was paid,

Fawcett I don't have an opinion,

Graham I think it could encourage businesses. Schaeffer I will work on language for the next meeting.

C. Discussion and or Action on Proposed Text Amendment for Food Carts Associated with Existing Food Businesses, do you like the idea of allowing a food cart that is associated to an existing business and has to be on their property. We don't really have an open space zone and what is allowed in the park.

I will draft language it seems everyone likes the idea.

Discussion points below.

What if someone buys a property and wants to put a food cart on it would that then be allowed? We need to specify a brick and mortar business has to be the primary business.

So do we want to have a minimum square footage to afford them the ability to allow food cart. If we don't put a square footage on it then anyone could do it. Or seating well this could potentially leave some out.

Garupp, FYI the North Marion Enterprise zone won an award. As a collaborated group

7. Commission Action/Discussion

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

- City Planner Wakeley was excused from the meeting.

8. Adjourn

Chairman Schaefer adjourned the meeting at 8:10 pm

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder

Minutes

Aurora City Council Meeting

Tuesday, September 10, 2013, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder
Jan Vlcek, Finance Officer
Otis Phillips, Waste Water Superintendent
Dennis Koho, City Attorney
Pete Marcellais, Marion County Deputy

STAFF ABSENT: Bob Southard, Water Superintendent

VISITORS PRESENT: Kris Sallee, Aurora
Jackie Valentine Aurora
Bryon Schriever, Aurora
Ron & Mary Vankleef, Aurora
Jim Fisher, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Bill Graupp at 7:00 p.m.

2. Administrative Assistant does roll call

Mayor Graupp – present
Councilor TBA -
Councilor Brotherton -present
Councilor Sahlin – present
Councilor Vlcek – present

3. Consent Agenda

- I. City Council Meeting Minutes – August 13, 2013 & August 29
- II. Planning Commission Meeting Minutes – August 06, 2013
- III. Historic Review Board Minutes –July 18, 2013

Correspondence

I. Email Brownfields Assessment for Marion County

Motion to approve consent agenda was made by Councilor Vlek, seconded by Councilor Brotherton. 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.

Byron Schriever Aurora, speaks of his concerns with water quality, and the problems that have been occurring, I understand the filtration project has been completed and I have brought you a whole house filter that I took off and it has been in place since March 17th 2013 so this is 6 months old, and I brought in the water that surrounds the filter in the casing before it tries to get through. (the water is brown and the filter is quite brown and dirty)

Councilor Vleck has asked if he has contacted his neighbors to see if there water is of the same quality.

I (Schriever) was told that the arsenic and the chlorine reacts and it grows a type of algae and I was told that if someone is drawing water then they could get the slug that lets loose.

Vleck is surprised that there is such a difference between Main Street and Keil Park.

The Council will look into it and do a study.

Councilor Sahlin we are not ignoring you and we will be working on this situation. Thank you for bringing in the samples so we can see what is happening.

Mayor Graupp, I have asked Bob in Public Works to look at some projects and to address many of these types of issues however it is not ready to release in a public forum as of yet. We will have a plan together in the next month or two.

Jim Fisher, American Legion Hall a different water situation, Thursday we had a lot of rain and we vacuumed out near 60 gallons of water off of the basement floor and because the way the city has paved 3rd street this water flows directly into our basement, Bob from Public Works has stated to me that it is our problem and I really don't think that this is our problem. We have been placing sand bags all around to take care of this issue and if it's true then the city needs to leave our sand bags alone.

Mayor Graupp, Greg Taylor the previous Mayor and Bob went and looked at it a year ago I will meet you there so I can see what the issue is so I can asses it and I will meet with Public Works to see what can be done.

Thank you from Jim...

No one else spoke.

5. Discussion with Parks Committee,

6. Discussion with Traffic Safety Commission, Deputy Marcellais, Marion County lets Council know that he is working on getting a light for the Ottaway crosswalk along with the noise issue related to the trains blowing their whistle.

7. Reports

A. Marion County Deputy Report – (included in your packet)

- **Reads his report as presented**
- **Suspicious activity, was the vagrant in town**
- **I would like to get watch groups**
- **I will be working closely with the North Marion School District**

No more questions from Council.

- **Finance Officer’s Report – Financials** (included in your packets)
 1. Revenue & Expense Report
 2. Letter of intent to retire
- I have included the reports for July and August and I wanted to point out the ending balances. (Mayor I see they have been increasing).
- Has everyone filled out there questionnaire from the auditor’s office
- Mayor Graupp will send each councilor a copy
- I am working on the positions as per the budget that will be opening due to the 3 retirements.
- **Public Works Department’s Report** – (included in your packet)
 1. Monthly Status Report (Storm Water)
 2. Monthly Status Report (Water),

Bob is on vacation so Otis states that everything is looking good.

Mayor Graupp, on the water side I posted a new water flyer on the web-site to loosen the degree of water restriction use from level 2 as posted previously.

Councilor Sahlin I still want a full assessment of our water system and why these issues are occurring. Bob and I (Mayor Graupp) have been meeting on Wednesday mornings to figure out this situation and to work on new ideas to present to Council in the future.

Councilor Brotherton asks how we are going to pay the City Engineer to work on this study that you are proposing, Councilor Sahlin I think we can pay hourly. Mayor Graupp some of these items are going to cost and we have to focus on those first.

Councilor Vlcek on another note we need to get these wheel stops on Main street near 3rd done.

We will look into it...

- A. **Waste Water Treatment Plant Update** (from Otis Phillips, (included in your packet)
- B. All good, no problems currently I am getting an estimate on software to check on the plant from home to save me from driving in every Saturday and Sunday.
 - We start watering again in November we have been shut down for 17 days since I was on my honeymoon. While I was gone the switch for the lift station 4 went down so I have quotes for the new transfer switch.
 - Councilor Sahlin asks if the Colony Pub ever installed their grease trap interceptor. Yes they have and it is looking better at lift station 2.
 - Councilor Vlcek, are we having as bad of a problem with the baby wipes as Portland is, yes we have had some issues.

No more questions from Council.

- **City Recorder's Report** (included in your packet) , Reads her report as presented there were no questions from the Council.
- **City Attorney's Report** – (not Included in your packet)
 - **Gives a brief summary/update on the Eddy situation**, which basically is that we had a phone conversation where I explained the council's position.
 - **Councilor Sahlin gives Koho and Council some comments and concerns he had.** Council agrees with the concerns and asks Koho to address them. Also it is discussed as to whether or not there are two lots of record or not.
 - **Mayor Graupp**, does state that if Eddy came in with a plan and a timeline of all the items we might consider it.

Resident Jim Fisher, American Legion Hall asks council for property lines of the property and Mayor Graupps states that you would need to get that map from Marion County and suggests not to enter the property.

8. Ordinances and Resolutions

- A. **Discussion and or Action on Ordinance 473 On Municipal Code Update to Title 17. From Legislative Amendment 2013-01 (LA-13-01)**
1st Reading by title only. No questions from anyone.

A motion is made by Councilor Brotherton to adopt the first reading of Ordinance Number 473 and is seconded by Councilor Vlcek. Motion Passes Unanimously.

9. New Business

- A. Election of New Councilor from the Attached Letters of Interest, Mayor Graupp** one letter was submitted and I realized that in the confusion that we only allowed 4 days so it is my suggestion to extend it for an additional month get it out there for 30 days. **City Recorder Richardson** also points out that the interested party didn't even attend the meeting either.
- B. Discussion and or Action on Job Postings, I don't want to wait until the very end.**

Councilor Vlcek as a group do we want to decide if we want to hire one person or two people for these positions.

Mayor Graupp, we need to replace Public Works Superintendent Southard with a qualified applicant with the proper certifications to carry us. The assistants position to balance the budget will need to be a part time position. We are looking at a interoffice transfer for the Finance Officers position if all of the training is completed. We would be going from 3 full time employees down to two and a half and then dropping tier one PERS which will save us in the long run. We will have 3 months of overlap for Bob and Ricky so we can train these people as well.

Few questions were,

- Do we want to have one person that over see's the water from conception?
- In the future when the budget is in a better place we could look at this again.

Mayor Graupp, FYI, I hosted Rick from advantage precast in Salem he is looking for space/land to expand his business and he really likes our town. South of the UGB area, is what we are talking about..

Attorney Koho, wanted to inform the council that he is a very large community donor for the city of Keizer. Mayor Graupp there could be some compromising that may take place but we will look at that later. There could be some gateway situations and some give and take.

Councilor Sahlin is cautious and states that we need to make sure we have this deal first before we go on with this conversation.

Mayor Graupp we courted him and he like what he saw in our little town at this time.

This is a low impact to the city as far as infrastructure.

We are also looking into Senators Merkley's office helping with a shovel ready project for grants and funding possibilities.

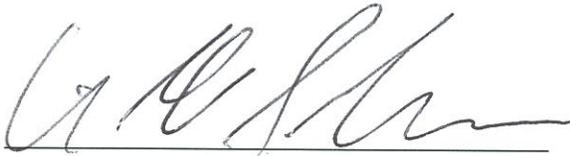
Councilor Sahlin asks on the status of the storm water master plan. Because when this is done we will need to look at the fees associated with it.

10. Old Business

B. Discussion and or Action on Consideration on Eddy Property Proposal.

11. Adjourn

Mayor Graupp adjourns the meeting at 8:15 pm.

A handwritten signature in black ink, appearing to read "Bill Graupp", written over a horizontal line.

Bill Graupp, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Kelly Richardson", written over a horizontal line.

Kelly Richardson, City Recorder

October 21, 2013

Aurora City Hall
21420 Main St NE
Aurora, OR 97002

Attn: Kelly Richardson, City Recorder

RE: Planning Commission Resignation

Dear Ms. Richardson:

This letter serves as my notice of resignation from the Planning Commission effective immediately. Having applied for the recently vacated city council position in September and the city council, by unanimous vote, appointing me to fill the open position I am withdrawing from my commission.

I look forward to the new appointment and serving the citizens of Aurora.

Regards,



Kris Sallee

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