

AGENDA

City of Aurora
PLANNING COMMISSION MEETING
Tuesday, October 01, 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 –September 03, 2013
- II. City Council Minutes – August, 2013
- III. Historic Review Board Minutes –

Correspondence

- I. LCDC Agenda

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 Letter of Interest for Planning Commission Seat**
- B. **Discussion and or Action on Aurora Vision Action Plan**

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 (in Your Packets) Status of Development Projects within the City.**

8. Adjourn,

Minutes
Aurora Planning Commission Meeting
Tuesday, September 03, 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
Cindy Caufield, Aurora
Gus Wettstein, Aurora
Mary Vancleef, Aurora
Scott Caufield, Aurora
Scott Brotherton, 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 Present
Commissioner, Gibson Absent
Commissioner, Graham Absent
Commissioner, Fawcett Present
Commissioner, Sallee Present

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –August 06, 2013
Motion Sallee second Fawcett.
- II. City Council Minutes – July, 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 Fawcett. Motion Approved.

Correspondence

- I. NA

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.

No one spoke.

5. New Business

A. Discussion and or Action on Non-Remonstrance Agreement Application Scott Caufield 14943 Ottaway Rd tax Lot 6100.

CITY OF AURORA
PLANNING COMMISSION

STAFF REPORT: Interpretation 13-01 [INT-13-01]
DATE: August 27, 2013

APPLICANT/OWNER: Scott and Cynthia Caufield

REQUEST: Interpretation of the Aurora Municipal Code (AMC) by the Planning Commission in regards to approval of a non-remonstrance agreement for sidewalks in lieu of installation and application of a special setback to the property in lieu of additional right- of- way dedication

SITE LOCATION: 14943 Ottaway Road NE, Aurora (undeveloped parcel directly west of 14933 Ottaway Road NE). Also known as Map 41W13BD Lot 6100

SITE SIZE: Approximately 16,720 square feet, or 0.38 acres

DESIGNATION: Zoning: Low Density Residential (R1)

CRITERIA: Aurora Municipal Code (AMC) Chapter 16.34 Public Improvement and Utility Standards

ENCLOSURES: Exhibit A: Assessor Map
Exhibit B: Non-remonstrance Application

I. REQUEST

Interpretation of the Aurora Municipal Code (AMC) in regards to:

- (1) approval of a non-remonstrance agreement for sidewalks in lieu of street improvements as part of building permit review; and
- (2) application of a special setback to the property.

II. PROCEDURE

Pursuant to 16.34.030.A.2, subject to AMC 16.78 and approval of the Planning Commission, the City may accept and record a non-remonstrance agreement in lieu of street improvements. AMC 16.78 are Limited Land Use Decisions requiring written notice be provided to owners of adjacent property for which the application is made.

The application was received and fees paid on August 22, 2013. The application was determined complete by Staff and placed on the next available Planning Commission agenda. Notice of a limited land use decision on this property was also posted at City Hall with the Planning Commission agenda on August 27, 2013. Pending a decision from the Planning Commission at the September 3rd hearing, a Notice of Decision will be mailed to adjacent property owners. The City has until **December 20, 2013**, or 120 days from acceptance of the application to approve, modify and approve, or deny this proposal.

III. APPEAL

Appeals are governed by AMC 16.78.120. An appeal of the Commission's decision shall be made, in writing, to the City Council within 15 days of the Planning Commission's final written decision.

IV. CRITERIA AND FINDINGS

The applicable review criteria for non-remonstrance agreements are found in AMC Chapter 16.34 - Public Improvements and 16.78- Limited Land Use Decisions

16.34 Public Improvement and Utility Standards

16.34.030.A.2. Subject to AMC 16.78 and approval of the Planning Commission, the City may accept and record a non-remonstrance agreement in lieu of street improvements if the following conditions exist:

A. A partial improvement creates a potential safety hazard to motorists or pedestrians; or

FINDING: Installation of a sidewalk along the frontage of the subject property, would result in an unconnected sidewalk, or lack of sidewalks, to the east and to the west. Staff finds an unconnected sidewalk would create a safety hazard to pedestrians in an elevation change and potential trip hazard. Staff finds this criterion is met.

B. Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity.

FINDING: Properties to the east and west of the subject property along Ottaway Road do not have sidewalks. The applicant is proposing a new single family dwelling which staff finds does not result in a significant increase to vehicle or pedestrian traffic to the residential neighborhood. Staff finds this criterion is met.

16.78 Limited Land Use Decision

16.78.090 Standards for the decision.

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

1. The city comprehensive plan; and

FINDING: Staff finds the application meets the criteria under 16.34 for approval of a non-remonstrance agreement. The implementing ordinance of the comprehensive plan is included under Title 16- Land Development. A review of Title 16 is included below. Staff finds this criteria is met.

2. The relevant approval standards found in the applicable chapter(s) of this title and other applicable implementing ordinances.

FINDING: The property is zone Single Family Residential. Staff finds the property meets the size, width, and depth required under the zone. The applicant proposes construction of a single family residence on the property which is a permitted use under the zone.

Section 16.34.030.A. 4. under Public Improvement and Utility Standards states, "New structures that are proposed to be constructed on lots abutting an existing public street that does not meet the minimum standards for right of way width shall provide setbacks sufficient to allow for the future widening of the right of way. Building permits shall not be issued unless yard setbacks equal to the minimum yard requirements of the zoning district plus the required minimum additional right of way width is provided". Ottaway Road is classified as a Collector Street in the Transportation System Plan (TSP). Lot 6100 fronts on Ottaway Road. Ottaway Road currently has 40 feet of right-of-way (ROW) fronting on Lot 6100. The Aurora TSP identifies Collector streets as requiring 65 feet of ROW and sidewalks on both sides. In the previous Property Line Adjustment (File #13-01) for the subject property, a condition of approval was that the City may require the additional dedication of ROW required at building permit application, or may require that a special setback be applied to the property prior to building permit approval. As Ottaway is currently developed at 40 feet, staff recommends that Planning Commission approve application of a special setback of 10 feet to the subject property at the time of building permit review.

Staff finds this criteria can be met, with conditions.

V. CONCLUSIONS AND RECOMMENDATIONS

Planning Commission has three options as outlined below as part of this application. Based upon the findings outlined in the staff report, staff recommends Planning Commission **Action A.1** as outlined below for the Interpretation application (File No. INT-13-01) with the following conditions of approval:

- 1. The applicant execute and record a non-remonstrance agreement for sidewalks with Marion County. The non-remonstrance agreement shall be reviewed and approved by the City prior to recording.
- 2. A special setback of ten (10) feet be applied to the property at the time of building permit review.

VI. PLANNING COMMISSION SAMPLE MOTIONS

- A. Motion to adopt the findings in the staff report and approve Interpretation 13-01:
 - 1. As presented by staff, or
 - 2. As amended by the City Council (stating revisions)

OR
- B. Motion to deny Interpretation 13-01 (stating how the application does not meet the required standards),

OR
- C. Continue the decision to a time certain or indefinitely (considering the 120-day limit on applications) in order to collect additional information from the applicant or staff (stating the information required in order to make a decision)

Chairman Schaefer explains that according to our code sidewalks and curbs are required before development of the lot occurs. The applicant Scott Caufield has purchased the property and is requesting a non-remonstrance agreement along with a special setback of 30 feet. This would

allow him to proceed with his building and agrees later when the city wants sidewalks along Ottaway he will agree to it.

Motion to approve and adopt the findings in the staff report of interpretation 13-01 as presented by staff is made by Commissioner Sallee and is seconded by Commissioner Willman. Motion Passes Unanimously.

B. Discussion and or Action on Analysis of Traffic Impact when new tenants move into existing establishments. Property Location 3rd and Main Old Bank Building is topic tonight. The discussion started with Chairman Schaefer explaining why he wanted this added to the agenda. This was a business license application to begin with and the initial license was approved for the retail establishment however when the applicant decided to change their application to include a drive through for coffee then they were asked to show if it would be a minor modification or a major modification as per our code. If it were found to be a major modification then it would trigger a site development review as per our code now.

There really are two issues here change of use and at what percentage of traffic impact is our trigger for site development review.

- ODOT currently has a 20% traffic impact trigger
- Other cities in the area vary
- Main point here is to keep control of the traffic impact on our streets
- What is a realistic number for Aurora, Schaefer I think 20 to 30 possibly
- We will discuss this further at the October meeting.

➤ I (Schaefer) would like to discuss view corridors at the October meeting as well.

6. Old Business

A. NA

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 8:18 pm

Chairman, Schaefer

ATTEST:

Kelly Richardson, City Recorder
Planning Commission Meeting

August 06, 2013

Page 5 of 5

Minutes
Aurora City Council Meeting
Tuesday, August 13, 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
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent
Dennis Koho, City Attorney
Pete Marcellais, Marion County Deputy

STAFF ABSENT: NONE

VISITORS PRESENT: Kris Sallee, Aurora
Ernie Peter, 21383 Liberty Aurora
Karen Townsend, Aurora
Gayle Abernathy, 15109 2nd Aurora
Jim Metzger, 21151 Main Aurora
Mella Frasier, 20940 Yosemite, Aurora
Merra Frochen, Aurora
Ron & Mary Vankleef, 20787 Yukon
Josie Hyde, 14953 Ottaway
Patrick Harris, 15038 2nd ST
Bill Matthiu, Smith Rock
Joseph Schaefer, Aurora
Paul & Tina Zock, 14947 RoosterRock
Annie Kirk, 21370 Main

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Greg Taylor at 7:00 p.m.

2. Administrative Assistant does roll call

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

3. Consent Agenda

I. City Council Meeting Minutes – July 09, 2013

- II. Planning Commission Meeting Minutes – July 02, 2013
- III. Historic Review Board Minutes –June 27, 2013

Correspondence

- I. Letter of Resignation/Retirement from Public Works Assistant Ricky Sellers
- II. Email from Luanne Berkey in regards to the LED proposal and the bridge poles.
- III. Added at meeting Ted Reasler Letter
- IV. Added Resignation/Retirement letter's from Bob Southard, Public Works Superintendent and Jan Vlcek, Finance Officer.

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

Ernie Peter, Liberty Street informed Council about the puddle in front of my side walk, **Mayor Taylor** there are 2 leaks in a 60 year old line and we are trying to come up with a plan so we do not have to turn the entire town's water supply off while completing the work.

Jan Metger 21151 Main Street, water bills are so high and now because of the law suit we are expected to pay even more. **Mayor Taylor** 1st the law suits in the past have nothing to do with water prices we are not a loud to transfer money out of the water fund to pay those types of expenses the water sales are only for the water department expenditures and infrastructure. **Metger** asks about whether it is true or not if we have sold our water. **Mayor Taylor** we have sold water for bulk water permits which is metered however during this hot dry spell we have not. We did have one mistake where some water was sold however we did address this and it was not a lot.

Ron Vankleef, Yukon, how much water do we really have in the underground reservoir I thought we had enough to sustain Aurora.

Mayor Taylor many people do not understand where we get our water, many cities pull water from a river so there is more of it to go around. We pull our water from an aquifer we tap the Mt. Hood Troutdale aquifer and because there are so many before us we are last in line so then the ability to refill our wells has been slow to recover. Because of the surrounding area we are in a serious situation if the wells had gone much lower we could have been forced to shut the water off completely we were trying to avoid that.

We have a daily consumption lately of 204, 000, 00 gallons a day almost double what we pull during normal times. Of that 56,000 thousand gallons goes through the sewer plant that's

what you use in your home so the other 140 thousand gallons goes on the ground this is a serious situation. We are not the only city having this problem many cities are having this issue. We did initiate this a few years back and it was successful however this time the odd/even schedule was not observed and did not work so we were forced to declare an emergency.

Lois Smith Cody Lane, I don't understand the whole thing about the aquifer however during the rainy season maybe we need to store water in some sort of a tank for just these types of situations.

Mayor Taylor, we could look at this as a solution however currently it is not in the budget this is a very expensive issue and we have obligations to attend to.

Smith do we have a moratorium on building in our area because it seems to me that we should regulate that.

Mayor Taylor, let me put it to you this way if you were to stop all watering outside then it would put us back in the safe zone so please conserve water is not a never ending resource.

Annie Kirk, please clarify rumor or not is our current filtration unit taxed/over worked because of this issue. **Mayor Taylor** no it is not a problem it remains the same.

(Question from audience no name was stated) how many wells do we have and **Mayor Taylor** currently we have 5 but 3 are currently on line.

Smith is there any way to tap into the Pudding river? **Mayor Taylor** no there isn't.

Annie Kirk asks about the leak at the park **Taylor** both leaks will be taken care of at same time which will be very soon.

Vancleef, question I don't like it but now we have people policing each other and this is becoming an issue in my opinion.

Mayor Taylor, I understand but that is why we are trying to address this issue, this is a blanket deal this is not an individual problem please don't take offense to it.

No one else spoke.

5. Public Hearing Calls

Mayor Taylor calls to order at 7:25 pm

A. Discussion on Legislative Amendment 2013-01 (LA-13-01)

Mayor Taylor calls for the staff report, items below are read into the record it gives explanation of the hearing and that everyone was notified in the Historic District.

REQUESTED ACTION

Upon closing of the August 13, 2013 City Council public hearing on Legislative Amendment 13-01, the Council's task is to make a decision whether to adopt the proposed amendments to Title 17 of the Aurora Development Code.

The City Council's options and sample motions to support each option follow:

- A. Motion to adopt the staff report and direct staff to prepare an ordinance **approving Legislative Amendment 13-01**:
 1. As presented by staff and the Planning Commission; or
 2. As amended by the City Council (stating revisions)

- B. Motion to adopt the staff report with changes and direct staff to prepare a resolution **denying Legislative Amendment 13-01** for the reasons specified in the City Council's deliberations (the motion should include a summary of reasons for the denial from the deliberations)

- C. **Continue** the public hearing:
 1. To a time certain, or
 2. Indefinitely

BACKGROUND

In 2012, the City Council directed the Planning Commission to work with the Historic Review Board on an update to Title 17- Historic Preservation, also known as the "Historic Preservation Ordinance of the City of Aurora", which provides preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora.

Generally, the proposed update includes changes to the following:

- Clarify which structures in the district are considered "contributing" and "non-contributing".
- Clarify/establish standards related to: additions, porches, landscaping, paint colors, signage, etc.
- Clarify noticing requirements and the responsible entities for decisions in the historic district.
- Clarify/update design standards applicable to properties and structures within the historic district.

Legislative Amendment 13-01 includes the adoption of the draft code amendments to the Aurora Municipal Code. The revisions are attached in a **bold** and ~~strikethrough~~ format for review purposes under **Exhibit A**.

On July 2, 2013, the Planning Commission held a public hearing on the proposed amendments. The staff report was presented and testimony was received from the audience. The draft minutes from the July planning commission meeting are included under **Exhibit C**. The Planning Commission directed staff to adjust the proposed amendments based upon testimony received and deliberations among the Planning Commission.

FINDING OF FACT AND CONCLUSIONS

The Aurora City Council, after careful consideration of the testimony and evidence in the record, adopts the following Findings of Fact and Conclusions:

1. In accordance with the post-acknowledgement plan amendment process set forth in Oregon Revised Statute 197.610(1), the City Planner submitted the draft proposed amendments to the Oregon Department of Land Conservation and Development on May 29, 2013, which was 35-days prior to the first evidentiary hearing on July 2, 2013.
2. Amendments to the Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Legislative Amendments shall be made in accordance with the procedures and standards set forth in AMC 16.74-Procedures for Decision Making-Legislative. A legislative application may be approved or denied.
3. AMC 16.74.030 outlines notice requirements. 10 days prior to the first evidentiary hearing, the City sent written notice of both hearings to all property owners within the historic commercial and historic residential overlays. Section 16.74.030.C.3. requires notice to be published at least seven days prior to the scheduled hearing date. Notice was also published in the Canby Herald on July 3rd, 2013 for the City Council public hearing date. As there are two hearing dates, staff finds adequate notice to allow for comment period has been provided in conformance with the Aurora Municipal Code. Notice was also posted at City Hall on August 7, 2013.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative action, not a quasi-judicial action. Section 16.74 calls for amendments to the Development Code to be processed as a recommendation by the planning commission and the decision by the city council.
5. AMC 16.74.060 includes the standards for decision of Legislative Amendments as outlined under FINDINGS below.
6. The Planning Commission reviewed the proposed legislative amendments at the July 2, 2013 public hearing and recommended approval of the amendment with minor changes.

The Aurora City Council reviewed the proposed legislative amendments at a August 13, 2013 public hearing.

FINDINGS

A. The recommendation by the planning commission and the decision by the council shall be based on consideration of the following factors:

1. Any applicable statewide planning goals and guidelines adopted under Oregon Revised Statutes (ORS) Chapter 197;

FINDINGS: Goal 1, Citizen Involvement: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing was held by the City Council on August 13, 2013. Notice was posted at City Hall, published in the Canby Herald, and provide to the Historic Review Board. The staff report was available for review one week prior to the planning commission hearing. This is consistent with City procedures. Goal 1 is met.

Goal 2, Land Use Planning: The proposal does not involve exceptions to the Statewide Goals. Adoption actions are consistent with the acknowledged AMC. Goal 2 generally supports clear and thorough local procedures and the code update is intended to clarify, simplify and streamline regulations for the approval entity and the general public. Goal 2 is met.

Goal 3, Agricultural Lands: Goal 4, Forest lands: Goals 3 and 4 are not applicable. The proposal does not involve or affect farm or forest lands.

Goal 5, Open Spaces, Scenic and Historic Areas, and Natural Resources. Goal 5 states that state and federal agencies should develop statewide natural resource, open space, scenic and historic area plans and provide technical assistance to local and regional agencies. The City consulted with the State Historic Preservation Office (SHPO) on the draft code amendments and received feedback from SHPO which was discussed by the Planning Commission at their July 2nd hearing. SHPO also provided feedback and a draft historic resources inventory for use by the City. Staff finds the code amendments are in compliance with Goal 5.

Goal 6, Air, Water and Land Resource Quality: Goal 6 is not applicable. The proposal does not address Goal 6 resources.

Goal 7, Natural Hazards: Goal 7 is not applicable. The proposal does not address Goal 7 resources.

Goal 8, Recreational Needs: Goal 8 is not applicable. The proposal does not address Goal 8 resources.

Goal 9, Economic Development: The draft code amendments partially respond to a need identified within the business community to clarify code requirements. The proposed code amendments are not found to deter employment or business opportunities. Goal 9 is met.

Goal 10, Housing: Goal 10 is not applicable. The proposal does not address Goal 10 issues.

Goal 11, Public Facilities and Services: Goal 11 is not applicable. The proposal does not address Goal 11 issues.

Goal 12, Transportation: The draft code amendment provide for some parking exemptions for historic commercial properties to allow greater flexibility for historic resources in meeting newer code provision for parking. However, the proposal does not address Goal 12 issues.

Goal 13, Energy Conservation: Goal 13 is not applicable. The proposal does not address Goal 13 resources.

Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues.

ORS 197 does not include specific notice requirements for legislative processes but the City met all notice requirements under AMC for processing a legislative amendment application. ORS 227.186, more commonly known as Measure 56 notice, does not apply as the proposed amendment does not reduce permissible uses of properties in the affected zone. However, the City did send notice to every property owner within the historic commercial and residential overlay for both hearings.

2. Any federal or state statutes or rules found applicable;

FINDINGS: Staff finds the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Measure 56 notice was not required as the proposed amendments do not reduce permissible uses on historic commercial and residential overlay zone properties. However, notice was mailed at least 10 days prior to the first public hearing to all historic commercial and residential overlay properties. lands. Notice was also mailed to the Oregon State Historic Preservation Office (SHPO) who provided comments on the draft code update (see **Exhibit B**). Staff finds this criterion is met.

3. The applicable comprehensive plan policies and map; and

The following Comprehensive Plan Goals and associated policies were found to be applicable to this application:

Goal 1- Citizen Participation: Develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

FINDINGS: A public hearing on the proposed amendments was held before the Planning Commission on July 2, 2013 and a second hearing was held by the City Council on August 13, 2013. Notice was posted at City Hall for both public hearings at least one week prior to the hearing and published in the Canby Herald on July 3rd for the August City Council meeting. The staff report was available for review one week prior to both hearings. This is consistent with City procedures. Staff finds this condition is met.

Goal 2- Planning Process: Establish a land use planning process and policy framework document (comprehensive plan) as a basis for all decisions and actions related to use of land and ensure adequate factual base for such activities.

FINDINGS: Adoption actions are consistent with the acknowledged AMC. The update to Title 17 is also intended to clarify when properties or structures are subject to decisions or actions and clarify the approval authority for said decisions. The intent of the update is also to provide better noticing of decisions and appeal opportunities for all decision. Staff finds this condition is met.

Goal 9- Economic Policies

- 3. Foster commercial and industrial activities to meet the expressed needs of City residents.*

FINDINGS: The draft code amendments respond to a need/concern identified within the historic overlay to clarify the code and remove interpretations of the code in order to all applicants a greater understanding and clarity on the regulations and design standards to be followed. The proposed code amendments are not found to deter employment or business opportunities. Staff finds this condition is met.

Goal 12- Transportation Policies

- 2. Encourage transportation improvements which support the community's economic development and create a pedestrian friendly atmosphere.*
- 3. Establish a street system which is consistent with orderly growth, minimizes conflicts with adjacent land uses, and provides a circulation system which is safe and efficient for both vehicles and pedestrians.*

FINDINGS: The draft code amendments reduce the parking standards for some commercial historic properties to be more in line with the small lot sizes and their potential inability to meet current parking standards. Staff finds this condition is met.

- 4. The applicable provisions of the implementing ordinances.*

FINDINGS: Title 17 is intended to provide preservation standards and regulations for the design of buildings and structures within the historic commercial and residential overlays of the City of Aurora. The application and legislative amendment intends to clarify implementing ordinance within Title 17. In addition, the update intends to clarify noticing requirements and decision authorities for properties subject to Title 17. Staff finds the proposed code amendments can be established in compliance with the development requirements and implementation ordinances of the Aurora Municipal Code.

B. Consideration may also be given to proof of a substantial change in circumstances, a mistake, or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.

FINDINGS: Staff does not find a change in circumstance or mistake but rather the City Council directed the Planning Commission to work with the Historic Review Board to clarify and update inconsistencies in the implementing ordinances so as to ease understanding of requirements for property and business owners within the historic district. Staff finds this criterion is met.

STAFF FOLLOW-UP /NEXT STEPS:

If the Council's oral motion is to approve the amendments, staff will prepare an ordinance for the Council to pass at the September 10, 2013 Council meeting. The ordinance will include a "clean copy" of the amended language (the ~~strikeout~~ and ***bold italics*** will be removed), and findings as an exhibit (same as above) to support the decision, along with a "mark-up" copy as an exhibit.

Once the ordinance has been passed and signed, a copy will be provided to the Oregon Department of Land Conservation and Development within 5 working days of being signed and a 21-day appeal period will ensue. A notice of the decision with appeal instructions will be provided to any party that participated at the Planning Commission or City Council public hearings.

The ordinance will be effective 30-days after passage and signature unless council would like to insert an emergency clause establishing an earlier effective date.

a) The Council should note that the proposed amendments to Title 17 include ***noticing requirements*** to property owners within 100 feet of a subject application on Notices of Decisions. This procedure has not been historically followed and the resulting procedures may add additional cost to the City for mailings and staff time. Staff suggests the City Council review the current Historic Review Board fee schedule to account for these additional costs.

b) Section VI. Public Facilities, Item K. Local Government of the Aurora ***Comprehensive Plan*** (page 79 of 100), the Historic Review Board is described as comprised of "a

representative from the Council, a representative from the Planning Commission, a member of the Aurora Colony Historical Society, a resident of the Historic District and either a licensed builder or architect, or a citizen at large". The City has found difficulty in staffing the HRB in the past and the current HRB does not meet this text. The Council should consider an update to HRB description within the Comprehensive Plan at some point in the future.

EXHIBITS:

Exhibit A- Draft code update to Title 17

Exhibit B- Review comments from State Historic Preservation Office (SHPO)

Exhibit C- Minutes from the July 2, 2013 Planning Commission hearing on draft code updates to Title 17

Open public testimony at this time,

Karen Townsend, The HRB recommends that the City Council not pass this yet– We believe that it still lacks some very important elements that could be achieved in a relatively short period of time. We are asking you to return it to PC to have a joint meeting with HRB to complete the following four elements:

- The sidewalk standard has been changed to require trowelled borders which are a conflict with the city's substantial investment in new sidewalks over more than ten years.
- A special designation and standards section for Colony structures is of vital importance in protecting their original facades and workmanship which is not fully covered in the proposed standards like it was in our current Guidelines. Landmark status alone does not answer our concerns and there are no special standards in the code for landmarks anyway.
- The code lacks a set of general guidelines to guide the board when a question arises that is not specifically addressed.
- Taking the responsibility for all new construction out of HRB has never been proposed or discussed at any PC or HRB meetings and needs to be addressed by the boards together.

Due to time constraints, other members of the board will address some of these points

Chapter 17.16.010 (page 10)

The Historic Review Board shall no longer have the authority to approve, deny or approve with conditions new construction within the historic overlay zones.

- *Why has this come up at the last hour of nearly a two year process with so little discussion?* This is a major change in the confidence the city has in the HRB and the process it has been using for more than twenty years. In that time, we are aware of no issues with previous applications for new construction that have gone through the board and been denied, no lawsuits based on any decision by HRB regarding new construction nor any appeals going to the city for a denial of a new construction application.
- *The Aurora Comprehensive Plan addresses Goal 5 requirements for Historic Resource Policies* by giving the HRB responsibility for "Maintaining the historic context within which significant sites and structures are located by managing of existing AND FUTURE DEVELOPMENT. (pg 59)
- *What all will constitute "new construction"?* Besides new buildings on vacant lots, will this also include new accessory buildings (see accessory structures) and what about new construction in attachments and additions to existing structures?
- *Why was this proposed change never brought forward prior to the end of the public hearing at PC?* There has been no opportunity until now to respond to it. It was never discussed at either PC or HRB meetings. We believe the PC acted on it at the public hearing without fully thinking it through and without any input from HRB. No one from the public was informed of this proposed change in advance of the

public hearing and because of the public hearing format it could not be debated except by PC. This looks to the public like the city is pushing something through without enough notice or comment.

- After the public hearing I was asked by people attending the hearing to explain what the reasoning was. I formally asked for a written explanation so that I could understand it myself but was refused. The PC chairman came to the following HRB meeting and verbally gave us the reasoning which included:
 - **SHPO recommended it.** No, SHPO did not recommend this. SHPO only recommended that some functions such as what they term “aesthetics – landscaping, signs” be done by PC so that HRB could focus on more permanent elements including materials and “citing” which refers to new construction or relocating buildings. And remember, SHPO only recommends – each city takes from their recommendations only what fits their own circumstances and policies.
 - **The legal element: PC has a city planner to provide staff reports for new construction.** Well, doesn’t the city planner work for the city? In the past, HRB always has had a city planner’s staff report for applications like new construction. There would be no difference in the cost – it would be the same report that she would furnish PC.
 - **The appeal process “If the HRB denies a new construction application”.** The same standards are to be used by both HRB and PC. If it is to be denied by HRB it would also be denied by PC. If appealed, either would go to the city council. Denials are issued by either body on the basis of findings of fact. The new standards are clear and easy to understand without interpretation, isn’t that the point of this whole exercise?

By taking away HRB authority on new construction **you are sending a message to the public that you do not trust the board to make a correct decision.** The public expects that the Historic Review Board will not only follow the city code but will also reflect the importance of Aurora’s historic context as it is spelled out in the Comprehensive Plan and policies.

- We urge you to retain the original language in this section or send this back to the PC and HRB for more discussion.

Gayle Abernathy Board Member, Special Designation and Standards for Colony Structures

It is vitally important that the city of Aurora protects the original Colony structures that remain and have language for both their designation and standards in place in this code. The current Guidelines protect Colony structures by:

- Prohibiting changes to all facades, not just visible facades
- Prohibiting additions, therefore keeping their original form
- Allowing only original paint colors
- Preserving original workmanship for which the Colony was known by repairing and rehabilitating rather than replacing.
- Retaining original features such as the Colony’s original eave detailing.

It has been suggested that using the term Landmark will be sufficient, however:

- There are no special standards included in the code for landmarks, only a definition and a procedure for designating them.
- Aurora’s current landmarks list includes Post-Colony structures which do not have the same unique architectural features as Colony structures. Post Colony structures, while they are important landmarks to Aurora’s history; do not vary from other buildings of the same type throughout the broader local area or in the US itself. The code as proposed allows more liberal standards on these type of properties for paint, additions, and façade changes to the rear for instance. The HRB believes these allowances are justified.

Why it is important to highlight Colony structures:

- The Comprehensive Plan specifically addresses the significance of the Aurora Colony to the city’s identity, vision, growth, and quality of living on 9 different pages.
 - The Colony’s historic character is a vital part of the city’s plans to enhance community livability and economic expansion as stated in the Comp Plan on its opening page.

- The Colony's architecture is the visual remainder of the Colony's history and is unique in that it is the largest collection of its type in the Northwest.
- The national historic district designation is based on the history and architecture of the Aurora Colony. The original colony was one of the nations most socially and economically successful 19th century experiments in communal Christian living.
- Aurora has become a national destination for heritage tourism contributing to the city's economic vitality.
- In its Vision Statement, the city's foundation document is based upon preserving and enhancing this historic legacy and village atmosphere.

There are twelve Colony structures within the city's historic overlay zones. We believe these important structures need to retain the protection they now have in our current Guidelines. The HRB chairman has submitted a draft of Design Standards for Aurora Colony Structures to the Planning commission in the same format as our new code. It has never been discussed by them but is a lot of work already done and this could be included with very little extra effort

Patrick Harris Museum Curator, these are well stated points I will address Planning Commission there are open spaces within the city let's look at how difficult it would be to address these. This is not something that the Board could not address they have been doing so for years quite successfully. It was brought up by Councilor Graupp and there really was not a lot of time to address it. I ask the Council not to pass the document at this time and to send it back to Planning so some of these issues could be resolved.

Mella Frazier Board Member, Change in our Sidewalk Standard for Historic District

Section 17.40.130 Public Right of Way
A.1. and B.1

It has been changed to "trowelled edges are required"

We have been gradually building and replacing hundreds of feet of sidewalks with the design that was offered by the city's contracted designers and accepted by the city, county and state over the last dozen years at a cost of hundreds of thousands of dollars. Currently almost 20 blocks plus two islands are using the current standard which represents about ¾ of the commercial historic overlay.

Our current design: The design consists of a plain crosswise broom finish with scoring into squares measuring 24-36" with no trowelled edges. This was designed to be a reasonably priced alternative to traditional brick sidewalks which were never used in Aurora.

There have been no safety issues as a result of this design. The proposal increases costs as well as it will not look compatible with the existing design.

Mera Frochen Board Member, I have nothing to read simply here for support.

Wakeley, contributing and non-contributing structure identification was started by SHPO You have control of interpretations.

Joseph Schafer Commission, to address the sidewalks, currently we have a broom finish and the edges are not trowelled and my concern is a tripping issue. You now have a sharp corner. So by requiring a trowelled edge you now have a rounded edge and I believe it takes away the tripping hazard.

So it has been suggested to trawl the edge and then fully broom over the top so there is no smooth edge section.

Townsend, I do not think at this point we should be changing what we are already doing. I disagree that this is a tripping hazard.

Mayor Taylor this is a debate for later.

Chairman Schaefer, taking away authority from HRB on new construction this didn't come out of left field this came out SHPO comments many cities don't handle signs, paint, and landscape. This was something that was brought out in the public meeting and it could have been discussed.

Any more testimony, hearing none.

Mayor Taylor closes the public hearing at 7:59 pm

Mayor Taylor opens the floor to the councilors for deliberation,

Councilor Graupp The Planning Commission along with the Historic Review Board has been working on this document for a year or so now and they have presented a very clear and precise document.

A few years ago SHPO completed an inventory that used the contributing and non contributing distinction the Planning Commission using this distinction took the Historic Guidelines and made it easier to understand in some areas it relaxed the issues and in some it made the rules much stricter.

Graupp, secondly if an application is heard through the HRB and a decision is appealed it would then go straight to Council. Land use decisions should be heard by the Planning Commission the Historic Board should recommend to them and if an appeal is filed it would then go to council.

Graupp recommends 17.16.030 PG 405 section D no member should reside on any other board. I would like to see this removed so we are in better alignment with the comp plan.

City Attorney **Koho** I think this exempts city council.

Wakeley there is a distinction for HRB in the comp plan statement, regarding the makeup of the board.

Koho, I think that there is a problem with council being on the HRB especially since they are on the appeal board.

Councilor Sahlin, if we send it back to PC will we have to go through the public hearing process again. **Wakeley**, You can state a time and place to go through this again following the review by the PC.

Not sure that I am so worried about sidewalks, however I do have concerns on new construction. **Wakeley** this is an unwritten rule that it would go to HRB for comment. Also the PC has to follow the same Title 17 criteria as would HRB for new construction.

Councilor Vleck back to D,

Sahlin, answer to my own question on SHPO comments, pg 404 section 17:16:20 B
Pg 409 we have really essentially added responsibilities to the HRB not taken them away.

Councilor Brotherton we are trying to streamline this issue.

Graupp, I was asked by a citizen in regards to section 17.40.50 pg 446 on sky lights on the rear of a building or where they would be unseen. I spoke to SHPO about this issue since they were not visual their comments were that it would be allowed. For Commercial only and on a contributing structure. Councilor Sahlin maybe only on flat roof.

No more comments

Mayor Taylor an enormous amount of work has gone into this document I think a lot of great things have been done here. I had hoped that both entities would be at a better accord and agreement. If it was up to me I would send it back and have these items fixed however it's up to the entire council.

1. First do we consider removing the word appoint yes it is agreed by all.
2. Sky lights no, I think we need more discussion on this.

So we are looking at

Motion to adopt the staff report and direct staff to prepare an ordinance approving Legislative Amendment 13-01: with revisions stated to remove the word appoint and to continue discussion on sky lights was made by Councilor Brotherton and seconded by Councilor Graupp. Passes Unanimously. Staff is directed to draft and Ordinance.

6. **Discussion with Traffic Safety Commission, none**

7. **Reports**

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

- **Reads his report as presented**
- **National night out was a success**
- **I would like to get watch groups**

No more questions from Council.

- **Finance Officer's Report – Financials (included in your packets)**
 1. Revenue & Expense Report
 2. Letter of intent to retire

- Spring Book training for \$175.00 an hour is a great deal
- **Public Works Department's Report** – (included in your packet)
 1. Monthly Status Report (Storm Water)
 2. Monthly Status Report (Water),

You can see where some (water) came back according to my report. We are gaining a little ground.

- 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.

Reuse plan bring in some options at the next council meeting.

No 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)
 - **Ordinance later on in the agenda**

8. Ordinances and Resolutions

A. Discussion and or Action on Resolution Number 676 a Resolution On volunteer Workman's Comp.

Motion to approve Resolution Number 676 was made by Councilor Graupp and is seconded by Councilor Vlcek with the additions of number 2 and 3. Motion Passes Unanimously.

B. Discussion and or Action on Ordinance 471 On Making Water Conservation Plan Mandatory yearly. No motion or consideration was made however a discussion did ensue.

Mayor Taylor explains that he put in place a level 3 all exterior band on watering. It is my intention to move it to a level 2 this comes out of the water conservation plan with these changes To make mandatory odd even, would be under permitted use, sprinklers 10 minutes per zone in 24 hour period. No watering between 10 am and 6 pm complete ban on pools, washing sidewalks, or houses unless there is a safety issue. Until October 1st 2013

Councilor Sahlin what about washing vehicles well that is up for discussion, it is decide to ban washing vehicles.

Councilor Vlcek what about a specific zone ban. I think that it's good that citizens are policing one another that way the ban should help.

Mayor Taylor proposes a question about charging high users more. Nothing comes of this question.

It is the consensus of the council to approve the outline as presented to council stated by Mayor Taylor.

C. Discussion and or Action on Ordinance 472 on Making a Water Usage Cap and Accessing a Possible Fee. This Ordinance was not considered.

9. New Business

A. Discussion and or Action on Legislative Amendment 2013-01 (LA-13-01)

Motion to adopt the staff report and direct staff to prepare an ordinance approving Legislative Amendment 13-01: with revisions stated to remove the word appoint and to continue discussion on sky lights was made by Councilor Brotherton and seconded by Councilor Graupp. Passes Unanimously. Staff is directed to draft and Ordinance.

10. Old Business

Discussion and or Action on LED Proposal from PGE, Councilor Sahlin and I met with PGE we chose the top one (Leo Tek),

Councilor Vlcek, I am still not clear on which poles are being replaced (all)

1. Except the acorn style because they do not have the technology to so as of yet and the bridge remains ours. Lumens there are different lights and different light appear differently so I would suggest that they be uniform across the board.

2, How do we get the money? We will receive a credit in the street fund. We will see it in about a year. They won't cut us a check it will be as a credit.

Motion to authorize the Mayor to sign the agreement and to ask for them to be uniform across the board is made by Councilor Graupp and seconded by Councilor Brotherton. Passes Unanimously.

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

As presented by City Attorney Dennis Koho as follows;

Mayor Taylor and Members of the Council:

I met with Mr. Eddy today to see if there is any way in which we could agree on steps he could take to avoid fines. I told him I could agree to nothing, but could discuss possibilities and forward them to the Council for consideration. His biggest problem is time. He will be out of state for about a month starting in early August. He wants to reach agreement, if possible, before then. Here is what he can agree to at this point:

- A five-year agreement, signed by both parties
- The basement would be covered by a camouflage tarp or the existing metal top, at the Council's option
- Underlying wood would be inspected to make sure it has at least five years of life remaining
- The top (tarp or metal) would be covered by bark dust
- The bark dust would be maintained in good condition during the life of the agreement
- Fencing exists on three sides of the property now. He will fill in the remaining side with arborvitae or cedar at the Council's choice and approved fencing.
- Completed by October 15
- Fines and enforcement to be stayed until October 15. If not completed on time, fines would be backdated to the original date of enforcement.

Because he will be leaving town soon, he needs to have some idea if this proposal will be acceptable. If not, what will be acceptable? The Council may not meet via email, but you can discuss concerns with staff. Staff can come to some conclusion about the Council's position and relay it to Mr. Eddy. Formal resolution will need to be in open council session at your next meeting.

Very little discussion by council on the proposal,

A motion is made by Councilor Vlcek to reject the proposal and seconded by Councilor Sahlin. Motion Passes Unanimously.

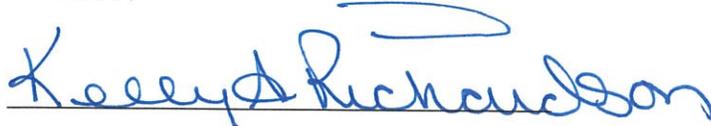
11. Adjourn

A motion to adjourn the August 13, 2013, meeting at 9:27 p.m. was made by Councilor Vlcek and seconded by Councilor Sahlin and passed unanimously.



Bill Graupp, Acting Mayor

ATTEST:



Kelly Richardson, City Recorder



Meeting Notice

Land Conservation and Development Commission

**Meeting:****Thursday, September 26, 2013****8:30 a.m.**

Land Conservation & Development
Agriculture Building
Basement Hearing Room
635 Capitol Street
Salem, OR 97301

BAM Subcommittee:**Thursday, September 26, 2013****11:30 a.m.**

Land Conservation & Development
Agriculture Building
First Floor Conference Room
635 Capitol Street
Salem, OR 97301

Meeting:**Friday, September 27, 2013****8:30 a.m.**

Land Conservation & Development
Agriculture Building
Basement Hearing Room
635 Capitol Street
Salem, OR 97301

Thursday, September 26, 2013, 8:30 AM – Basement Hearing Room

Item 1 Approve Agenda**Item 2 Public Comment**

This part of the agenda is for comments on topics not scheduled elsewhere on the agenda. The chair may set time limits (usually three minutes) for individual speakers. The maximum time for all public comments under this agenda item will be limited to 30 minutes. If you bring written summaries or other materials to the meeting please provide the commission assistant with 20 copies prior to your testimony. The commission is unable to take action, at this meeting, on items brought to their attention in this forum.

Item 3 Director's Report

The commission will receive an update by the director on recent matters concerning the department.

Jim Rue, Director

Public Testimony

Briefing

Item 4 Performance Evaluation of the DLCD Director

The Director's Performance Evaluation Subcommittee will report to the commission on the recommended criteria and process to be used for the evaluation of the director, as well as the schedule for the evaluation process.

Carrie MacLaren, Deputy Director

Public Testimony

Action

Item 5 Oregon Department of Forestry Presentation

The commission will receive an update from the Oregon Department of Forestry on the state of forests in Oregon. Included will be a discussion of land use change, impacts of climate change and issues of concern.

Katherine Daniels, Farm & Forest Specialist

Public Testimony

Briefing from ODF

Item 6 Amendments to Oregon Administrative Rule chapter 660, division 18

The commission will consider adoption of rule amendments to OAR chapter 660, division 18, Post-acknowledgment Plan Amendments, to allow electronic submittal of notices regarding proposed and adopted changes to comprehensive plans and implementing regulations.

Rob Hallyburton, Community Services Division Manager

Public Testimony

Action

Item 7 City of Portland Periodic Review

The commission will hear an appeal of the director’s approval of the City of Portland’s Periodic Review Task 2 submittal consisting of several amendments to the city’s comprehensive plan inventories and analyses. The specific amendment subject to this appeal is the Economic Opportunities Analysis inventory and analysis of employment land supply and need.

Anne Debbaut, Metro-area Regional Representative

Public Testimony

Hearing/Action

Thursday, September 26, 11:30 AM – First Floor Conference Room

Budget and Management Subcommittee

The subcommittee will discuss the department’s current budget information. The subcommittee will report to the full commission during the commission meeting.

Teddy Leland, Administrative Services Manager

No Public Testimony

Briefing

Joint LCDC & DOGAMI Lunch

Item 8 Business Oregon, Impacts of SB 246 & 253

Paul Grove, government relations manager for the Oregon Business Development Department (dba Business Oregon), will present a briefing regarding the status and impact of this legislation.

Tom Hogue, Economic Development Policy Analyst

Public Testimony

Briefing from Business Oregon

Item 9 City of Damascus Comprehensive Plan

The commission will consider appropriate actions to respond to the failure by City of Damascus to comply with the commission's enforcement order 13-CONT-COMPLY-001828.

Jennifer Donnelly, Metro-area Regional Representative

Public Testimony

Action

Item 10 CIAC/LCDC Joint Meeting

Bob Rindy, Policy Analyst

Public Testimony

Briefing

Item 11 LOAC/LCDC Joint Meeting

Amie Abbott, Commission Assistant

Public Testimony

Briefing

Item 12 Initiate HB 2254 Rulemaking/Appoint Rule Advisory Committee

The commission will begin the administrative rule process required by legislation enacted in the 2013 session. HB 2254 requires LCDC to adopt rules with 18 months in order to establish an optional streamlined urban growth boundary amendment process. This item will include appointment of a rules advisory committee.

Bob Rindy, Policy Analyst

Public Testimony

Briefing/Action

Item 13 Policy Agenda

This is the second meeting for LCDC to consider and adopt its policy agenda (including a list of anticipated rulemaking for the 2013-15 biennium).

Bob Rindy, Policy Analyst

Public Testimony

Briefing/Action

Item 14 Commission Business

The commission will receive an update on the Budget and Management Subcommittee. The commission will consider the appointment of Mary Stern to the LOAC.

Leland, Administrative Services Manager

Public Testimony

Action

Item 15 Other

The commission reserves this time, if needed, for other business.

Oregon's seven-member Land Conservation and development Commission, assisted by the Department of Land Conservation and Development, adopts state land use goals, assures local plan compliance with the goals, coordinates state and local planning and manages the coastal zone program. Commissioners are unpaid citizen volunteers appointed by the governor and confirmed by the senate. Commissioners are appointed to four-year terms and may not serve for more than two consecutive terms. The statute establishing the commission, ORS chapter 197, also directs that members be representative of the state. The commission meets approximately every six weeks to direct the work of the department.

Current Commissioners:

Bart Eberwein (Portland)
Tim Josi (Tillamook)
Jerry Lidz (Eugene)
Sherman Lamb (Talent)

Greg Macpherson, Vice-chair (Lake Oswego)
Marilyn Worrix, Chair (McMinnville)
Catherine Morrow (Bend)

The meeting location is accessible to persons with disabilities. To request an interpreter for the hearing impaired or for other accommodations for persons with disabilities, please make requests at least 48 hours before the meeting to Amie Abbott at (503) 934-0045, amie.abbott@state.or.us, or by TTY: Oregon Relay Services (800) 735-2900.

Public Testimony:

The commission places great value on testimony from the public. Those items on the agenda indicated for public testimony are the topics where public comment will be accepted.

People who wish to testify are requested to:

- Complete a Testimony Sign Up Form provided at the meeting handout table;
- Provide a written summary two weeks in advance of the meeting to amie.abbott@state.or.us. If you are unable to supply materials in advance, please bring 20 copies to the meeting for distribution to the commission, staff and members of the public;
- Recognize that substance, not length, determines the value of testimony;
- Endorse, rather than repeat, testimony of other witnesses with whom you agree.

Because of the uncertain length of time needed, the commission may address an item at any time in the meeting. Anyone wishing to be heard on an item without a set time should arrive when the meeting begins to avoid missing an item of interest. Topics not on the agenda may be introduced and discussed during the Director's Report, commission Business and Reports or Other.

Tara Weidman
21331 Main St.
Aurora, OR 97002
503-482-7222



September 20, 2013

Dear Aurora Council:

I am interested in being a member of the City of Aurora Planning Commission and ask that you consider me for one of the current open seats.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our town. What I lack in experience I can assure you I will make up for in enthusiasm and dedication.

My desire to work for our wonderful community is deep, and I look forward to serving our town to the best of my ability by being part of the Planning Commission.

I humbly request your support in being appointed to the City of Aurora Planning Commission.

Respectfully,

Tara Weidman

21331 Main St.
Aurora, OR

Tara Weidman

21331 Main Street, Aurora, OR 97002**503*482*7222**taraweidman@gmail.com

Objective

Planning Commissioner

Experience

Office Manager/Medical Assistant

September 2010-present Aurora Family Health, Aurora, OR

- Manage all administrative responsibilities for busy medical family practice, including Electronic Health Records, insurance billing, and front desk organization
- Credentialing, applying for government grants, apply for licensure.
- Medical Assistant skills such as venipuncture, blood pressure monitoring, checking vitals, and immunization administration
- Responsible for advertising and business promotion

Office Manager/Chiropractic Assistant

March 2003-March 2005 Full Circle Chiropractic, Ashland, OR

- Managed all administrative responsibilities for multi-doctor Chiropractic clinic
- Assisted Doctors with educating patients involving chiropractic self care
- Integral in promoting fledgling business by attending Greeters, creating promotional materials, and designing all aspects of media advertising.

Business Owner

February 2001-March 2003 Virgo Moon Personal Assistants, Ashland, OR

- Payroll, accounting, and employee administration
- Personal assistant to many families
- Handled PR and advertising leading to a successful business

Interests

I am passionate about co-creating a wonderful place to live. I desire to be a part of city planning and help to make choices regarding growth and development, promote the needs of the community, and ensure the safety and welfare of Aurora citizens.

References

Susie Corcoran, FNP, CNM 503*678*6269
Michael Young, DC 541*488*8868
Erin Pollinger, DC 541*301*7456

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.			
	201 4	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 2013	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		
	2014-2012	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 2014	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. <u><input checked="" type="checkbox"/> Support for a Saturday Market</u>		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	2011 and Ongoing	City staff, Community, Planning Commission	

list serve).			
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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.	2011-2014	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 2014	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> <p><input checked="" type="checkbox"/> <u>Apply for an Enterprise Zone to encourage job creation and capital investment</u></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> <p><input type="checkbox"/> <u>Legislative review of development code to look at recent interest in food carts as an economic develop tool.</u></p>	<u>2014</u>	Business, CC, Aurora Colony Visitors Assoc.	
3.3C/3.7A/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.	Ongoing	PAAM, CC, PC, Marion County	
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.		Economic Development experts, PC, CC	

<input checked="" type="checkbox"/> <u>Contract with SEDCOR for assistance on economic development and marketing.</u>			
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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
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. 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.			
<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 2014-2015	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.	<u>2014</u>	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 2014-2015	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.	2014-2015	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
<input type="checkbox"/> <u>Assess current parks and zone designations. Amendments to Public or Residential zones to expand permitted uses within parks.</u>	<u>2014</u>		

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	2014	City staff, Parks	

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
end Park.		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	
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 <u>and neighboring communities</u> to develop a greenway <u>recreational</u> 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. <input checked="" type="checkbox"/> Apply for TGM Code Assistance grant. <input checked="" type="checkbox"/> Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.			
	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
	Nov. 2008 – Dec. 2008	City Planner	TGM Program
	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***	<p><u><i>Ongoing work with the Historic Review Board to finalize the update to Title 17 and historic district design guidelines (adopted in September 2013 via Ordinance #473)</i></u></p> <p><u><i>2.2A Support for a Saturday Market</i></u></p> <p><u><i>3.3A Establishment of the N. Marion Enterprise Zone</i></u></p> <p><u><i>3.3A/3.3C/3.3D Contract with SEDCOR to serve as Enterprise Zone manager</i></u></p> <p><u><i>Submitted application for 99E improvements south of Bob's Avenue for 2015-2018 STIP</i></u></p> <p><u><i>Development Code is now online- continued maintenance of site ongoing</i></u></p>
2013	<p><u><i>Develop informational brochures for planning related concerns such as fencing; structural permits; site clearance areas; living in a historic district; etc</i></u></p>
2014	

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

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

*** Acknowledge by the Aurora City Council on (date, 2013)

Memorandum

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

105 HIGH STREET S. E. SALEM, OREGON 97301-3667

TELEPHONE: (503)588-6177

FAX: (503)588-6094

TO: Aurora Planning Commission
FROM: Renata Wakeley, City Planner
DATE: September 24, 2013
RE: 2013 Vision Action Plan Update

REQUESTED ACTION:

Motion to recommend the Aurora City Council acknowledge the 2013 update to the Vision Action Plan pending revisions, if any, as suggested by the Planning Commission.

BACKGROUND:

The 2017 Aurora Vision Report was adopted by the Planning Commission and City Council in June 2007. The Aurora Planning Commission, working with the 2017 Vision Report, developed a Vision Action Plan in an attempt to more clearly outline processes to assist in achieving the five Vision Themes.

The Planning Commission revisits the Vision Action Plan every year in order to update accomplishments and assign new priorities for the year. The Planning Commission reviewed the draft update in August and September 2013, adding accomplishments achieved in 2012.

October 2013 Update

LAND USE APPLICATIONS

<u>Project</u>	<u>Status</u>
Building Permits/Correspondence	
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
Development Code/HRB updates	<ul style="list-style-type: none"> • Discussion on potential Legislative Amendment to address/clarify food carts in the City? • Baselines on SDR: For purposes of this criterion, the current use as of the time of site design review application submittal shall provide the basis for calculating vehicle trips. Where the subject development is not currently in use, the most intensive use of the site during the past twelve (12) months shall serve as the basis for calculating proposed changes in parking and traffic". • Neighborhood Commercial Overlay and "intent" of code (duplex example)
Vision Action Plan	<ul style="list-style-type: none"> • 2013 update recommendations
Misc.	<ul style="list-style-type: none"> • Brochure samples for review and comment (Councilor Graupp is taking the lead on this)