

City of Aurora
PLANNING COMMISSION MEETING
Wednesday, January 2, 2008, 7:00 p.m.
Council Chambers
21420 Main Street N.E., Aurora, Oregon

Commissioner's Present: Nick Kaiser, Jonathan Gibson, Jason Sahlin, Heidi Torian, Bob Lebens, and Gary Lovell

Commissioner's Absent: None

Staff Present: Laurie Boyce, City Recorder

Others Present: Renata Wakeley, COG
Aaron Ensign, Property Owner

1. Call to Order of Planning Commission Meeting

Chairman Sahlin called the regularly scheduled meeting of the Aurora Planning Commission to order at 7:05 p.m.

2. Consent Agenda

Commissioner Torian made a motion to accept the consent agenda as corrected. Commissioner Gibson seconded the motion. Motion Passed Unanimously.

3. Visitors

No one spoke during this time.

4. Public Hearing

Discussion on a Minor Partition to create two flag lots, each measuring 8,550 square feet, or approximately 0.20 acres for Aaron and Holly Ensign, 15050 Park Avenue N.E., Aurora, Oregon – Chairman Sahlin opened the public hearing at 7:10 p.m. Chairman Sahlin explained the procedure of how the Public Hearing is going to be conducted.

Chairman Sahlin asked the Planning Commissioner's if there was any ex-parte contact or any potential conflicts of interests that need to be declared at this time. Chairman Sahlin stated, hearing

none, the planning commission will hear the Staff Report. The Staff Report was presented by Renata Wakeley, Mid-Willamette Valley Council of Government.

Wakeley handed out Exhibit C, which lists the concerns of the City Engineer, John Ashley. Wakeley stated that she would like to hand out addendum of the Staff Report with any changes in italics, and the Conditions of Approval 13 through 17 have been amended. Wakeley stated that the changes to the Staff Report are listed on page 4 and page 5.

Wakeley stated that this is an application for Aaron Ensign, Minor Partition Number 07-01. Wakeley stated that her conditions and findings are outlined in the Staff Report. Wakeley stated that this is a very simple partition. But the Aurora Municipal Code states that any time there is a Minor Partition, the Minor Partition must be presented to the Planning Commission for their approval.

Wakeley stated that on criteria 16.70.040 (c), page 3, that the lot lines are a little different in the definitions for one of the proposed lots. Wakeley stated that one of the properties will be defined as having a front lot line that is located at the easterly portion of the property, whereas the other property will have a northern front lot line. Wakeley stated that the definition has been based on criteria of the Aurora Municipal Code, and how the other property is being accessed.

Wakeley stated that the definition of the "Front Lot line" means "in the case of a corner, through lot or flag lot, the shortest of the two property lines which abut the street or access way or from which primary vehicular access to the property is gained." Wakeley stated in her Staff Report that "the proposed lot one includes a lot depth of 90' and a lot width of 95', and the proposed lot two includes a lot depth of 114' and a lot width of 75'."

Wakeley stated that the applicant did have a pre-application conference with my self, Bob Southard, Public Works Superintendent, Ed Sigurdson, City Engineer, Laurie Boyce, City Recorder, and at this meeting it was discussed where to place the access way. Wakeley stated that the applicant has located a point that complies with the greatest distance between the existing access driveways to the east and west of the applicant's property.

Wakeley stated that the driveway needs to have 12 feet of pavement to meet the Aurora Municipal Code. Commissioner Torian stated that the applicant could have a 20 feet access way, but that it doesn't mean that the whole 20 feet is drivable. Wakeley stated that the Aurora Municipal Code does not stipulate that the whole 20 feet of access way is paved, but what the code says is that "you can not create a lot unless you can provide at least 20 feet of frontage onto a street". Wakeley stated that the applicant is proposing to pave the entire 20 feet of access down to lot number 1, and the access way reduces to 12 feet all the way down to lot number 2.

Wakeley stated that the Aurora Rural Fire Protection District did have an opportunity to comment on this proposed minor partition, which their comments are incorporated into the Staff Report. Wakeley stated that the applicant is going to be required to install a fire hydrant if the property is more than 150 feet away from the existing fire hydrant, which this property is going to be required to connect to the fire hydrant that the other developer is required to install or to install a fire sprinkler system in the proposed new homes.

Wakeley stated that on page 4, number 8, should state, "fire hydrants and emergency access shall be approved by the Aurora Rural Protection District Chief" and located by the City Engineer. Any emergency apparatus turnaround required by the Fire Chief shall be approved by the Aurora Rural Fire

District Chief prior to residential building permits being issued.”

Wakeley stated that on page 4, number 5, the applicant has the choice of installing the drainage, sidewalk, and to pave all the way to Park Avenue. Commissioner Kaiser stated that the City has an address file on every piece of property in the City limits, and the City can look in the address file for any paperwork related to that property. It was the consensus of the Planning Commission to do a Remonstrance Agreement for the actual cost of constructing the sidewalk.

Wakeley stated that there are Conditions of Approval, Number 13 through 17, which were added to the Staff Report.

Commissioner Torian stated that she would like to know about street lighting. Wakeley stated that the applicant is going to install a street light for his proposed project, please refer to Exhibit C-3 for the comments on the street light. Wakeley stated that Exhibit C-3 states “If deemed appropriate by the Planning Commission, a street light will need to be provided and installed in accordance with the Public Works Standards.

The City Recorder stated that the Public Works Department and the City Recorder are working on a set of Public Works Standards that will address the different style of Street Lights that are available. The City Recorder stated that the City is hoping to have this plan developed to be able to present to the City Council for approval in April, and that the Planning Commission will be allowed to make comments on this plan. The City Recorder stated that the City Engineer will need to review this plan before it is presented to the Planning Commission and the City Council for their approval.

Aaron Ensign, 15050 Park Avenue N.E, stated that he would like to create two flag lots, which meets the Aurora Municipal Code. Ensign stated that he will have to pay for half of the cost of installing the fire hydrant that was required by the Aurora Rural Fire Protection District to be installed by Boni Halton. Ensign stated that there will be a reciprocal access and maintenance agreement that shall be deeded with both parcels and recorded with the Marion County Clerk’s Office, and reviewed by the City Attorney before recording.

Chairman Sahlin stated that there are no opponents, proponents or any neutral parties in the audience tonight. So Chairman Sahlin closed the public hearing at 8:12 p.m.

Commissioner Kaiser made a motion to approve the minor partition with flag lot (mp-07-01). Commissioner Lovel seconded the motion. Motion Passed Unanimously.

5. **Unfinished Business**

Discussion on the Updated City Maps – This was tabled until the February Planning Commission Meeting.

Discussion on the Water Master Plan Update – Commissioner Kaiser stated that the City Council has approved the Agreement with John Ashley. Commissioner Kaiser stated that the Water Master Plan Update should be completed within the next three months.

Discussion on the Storm Water Master Plan – Commissioner Kaiser stated that John Ashley has given the City a proposal of \$40,000 for the Storm Water Master Plan.

6. New Business

Discussion on a letter received from Georgi Cam in regards to the sidewalks in front of Maxine Beyers Property – It was the consensus of the Planning Commission to have the City Recorder send out an email about the availability of scheduling a meeting with the City Engineer, Toni and Georgi Cam, Charles Donald, Council President, Ed Sigurdson, City Engineer, Bob Southard, Aurora Public Works Department, and Laurie Boyce, City Recorder.

Discussion on a memo from Ed Sigurdson in regards to Keil Park II Subdivision Punch List – Commissioner Kaiser stated that when the City Recorder schedules this meeting with Toni and Georgi Cam, Charles Donald, Council President, Ed Sigurdson, City Engineer, Bob Southard, Aurora Public Works Department, and Laurie Boyce, City Recorder that will be the time to discuss this punch list.

Review of all the short term and long term changes needed for the Comprehensive Plan and the Aurora Municipal Code – Commissioner Kaiser stated that the Planning Commission needs to have a work session to discuss exactly what the changes are. Commissioner Kaiser stated that Commissioner Lebens and Laurie Boyce, City Recorder will need to list there suggested changes, as well. It was the consensus of the Planning Commission to have the City Recorder make copies of the Comprehensive Plan for the next Planning Commission packets.

Discussion on the Aurora Airport IGA Agreement (Commissioner Kaiser) – Commissioner Kaiser explained the ODA Changes to the Aurora Airport IGA Agreement. Commissioner Kaiser stated that the Aurora Airport Master Plan did not match the Aurora Airport IGA Agreement. Commissioner Kaiser stated that there was a typo in the Comprehensive Plan. Commissioner Torian made a motion to recommend to the City Council that they approve the Airport IGA Agreement. Commissioner Level seconded the motion. Motion Passed Unanimously.

Discussion on “Zone Change Application 07-08” for Ralph Netter and Quin Collett – Commissioner Kaiser stated that the City needs to be concerned with the Zone Change Application 07-08 for Ralph Netter and Quin Collett. Commissioner Kaiser stated that as the Planning Commission that we need to have personal representation at the meeting. Renata Wakeley stated that she would suggest that the City do a letter in opposition to this Zone Change Application 07-08 for Ralph Netter and Quin Collett. Renata Wakeley will put together a memo. Commissioner Kaiser stated that he will address the City Council next week in regards to this Zone Change Application 07-08 for Ralph Netter and Quin Collett. Commissioner Kaiser made a motion to have Renata Wakeley initiated the response memo to Marion County Planning Department. Chairman Sahlin seconded the motion. Motion Passed Unanimously.

Discussion on the Smart Development Code – Renata Wakeley stated that this handbook is an outline of what this group will do for the City of Aurora. Wakeley stated that this is the book that Chairman Sahlin had ordered.

7. Commission Action/Discussion

A. City Planning Activity Sheet in Your Packets

Status of Development Projects within the City – Renata Wakeley went over the Land Use Application Update List with the Planning Commission.

8. Adjourn

They're being no further business; Commissioner Sahlin made a motion to adjourn. Commission Kasier seconded the motion. Motion Passed Unanimously.

The meeting adjourned at 9:30 p.m.

Jason Sahlin, Chairman

ATTEST

Laurie Boyce, City Recorder