

Agenda
Aurora City Council Meeting
Tuesday, February 11, 2020 at 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

2. ROLL CALL

Mayor Brian Asher

Councilor Tom Heitmanek

Councilor John Berard

Councilor Tara Weidman

Councilor Mercedes Rhoden-Feely

3. VISITOR

Anyone wishing to address the Aurora 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 Aurora City Council could look into the matter and provide some response in the future.

4. PUBLIC HEARING

- a) Legislative Amendment—LA 2019-01--Marijuana Retail Uses in the Historic District

5. AFFIRMATIONS

6. CONSENT AGENDA

- a) City Council Minutes – January 14, 2020
- b) Planning Commission Minutes – January 7, 2020
- c) Historic Review Board Minutes – December 19, 2019

7. NEW BUSINESS

- a) PGE Presentation on EV Charging Stations
- b) Travel Oregon Rural Tourism Studio
- c) Appointment of Aaron Ensign to the Parks Committee
- d) Parks Committee Recommendation on Funding Allocation
- e) Discussion and/or Action on Spending Priorities for Marion County Community Prosperity Initiative Funding
- f) FY 2020-21 Budget Requests
- g) North Marion SIT Team Funding Allocation

8. CORRESPONDENCE

- a) Marion County Letter of Support for Aurora Donald Interchange Project

9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Resolution 776—2019 Dodge Ram 2500 Promaster Cargo Van Purchase

10. OLD BUSINESS

- a) Granite Terms of Service

11. REPORTS

- a) Public Safety
- b) Finance Officer
- c) Public Works
- d) City Attorney
- e) City Recorder
- f) Airport
- g) Planning
- h) Community Outreach
- i) Community Preparedness
- j) Parks Committee
- k) Mayors Report
- l) Colony Days

12. ADJOURN

Public Hearing

**CITY OF AURORA
CITY COUNCIL**

STAFF REPORT: Legislative Amendment (LA-2019-01)

DATE: February 5, 2020 (for the February 11th City Council meeting)

REQUESTED ACTION

The City Council's options for taking action on Legislative Amendment 2019-01 include the following:

- A. Adopt the findings in the staff report and adopt Legislative Amendment 2019-01:
 - 1. As presented by staff and recommended by the Aurora Planning Commission; or
 - 2. As amended by the City Council (stating revisions).
- B. Take no action on Legislative Amendment 2019-01.
- C. Continue the public hearing:
 - 1. To a time-certain, or
 - 2. Indefinitely.

BACKGROUND

In 2013, House Bill 3460 created a medical marijuana registration system and allowed medical marijuana facilities (MMFs) to be located in commercial, industrial, and mixed-use zones in Oregon. On March 19, 2014, Senate Bill 1531 was signed into law giving local governments the ability to impose certain regulations and restrictions (time, place, and manner) on the operation of MMFs. The City of Aurora amended the Aurora Municipal Code to address this statewide legislation via ORD 479 in 2015.

In January 2016, the Aurora City Council adopted Ordinance 480 amending the Commercial and Industrial zone codes to adopt reasonable time, place, and manner restrictions on recreational marijuana facilities and businesses, including certain regulations and restrictions (time, place, and manner) upon the passage of Ballot Measure 91 legalizing recreational marijuana in Oregon.

At their December 10, 2019 meeting, the Aurora City Council directed the Planning Commission to initiate the legislative amendment process related to potential code amendment to remove the prohibition of marijuana retail facilities within the Aurora Historic District.

Subsequently, the following sections of the Aurora Municipal Code (AMC) are proposed for amendment (see *Exhibits A-B*):

- Amendment to the Historic Commercial Overlay (HCO) zone, under Aurora Municipal Code section 16.22, to add medical and commercial marijuana dispensaries/retail stores, as permitted uses, subject to Conditional Use Permit approval, as is similarly required in the Commercial (C) zone. The amendments also propose time, place and manner restrictions for the proposed conditional use.

Legislative Amendment 2019-01 includes the draft code amendments to the Aurora Municipal Code. The revisions are attached in a **bold** and ~~strike through~~ format for review purposes (see *Exhibits A-B*).

On February 4, 2020, the Aurora Planning Commission held a public hearing on LA-2019-01 and voted 3-2 to approve the proposed amendments, with a revision to the proposed hours of operation (as included under Exhibit A).

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 December 13, 2019 and to the State Historic Preservation Office (SHPO) on January 22, 2020.
2. Amendments to the Aurora Municipal Code, Comprehensive Plan, and/or Maps are considered Legislative Amendments subject to 16.80.20. Staff finds the application is subject to section 16.80.020 as the proposed changes to the Historic Commercial zone within the City of Aurora apply to a broad class of people and a variety of factual situations and any change would be an expression of local government policy rather than a closely circumscribed factual situation or a relatively small number of impacted parties. As such, legislative amendment applications shall be processed 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 to publish notice of the public hearing at least ten days prior to the first public hearing in a newspaper of general circulation. The notice of the Planning Commission and City Council hearings was published in the Canby Herald on January 22, 2020.
4. Proposed amendments for consideration of legislative changes to the provisions of the Comprehensive Plan, implementing ordinances and maps are a legislative 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 a February 4, 2020 public hearing and by a vote of 3-2 recommended approval of the amendments, with a proposed change to the hours of operation. The City Council will hold a public hearing on the Planning Commission recommendation for LA-2019-01 at a scheduled public hearing on February 11, 2020.

FINDINGS

In accordance with 16.74.060.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 is schedule before the Planning Commission on February 4, 2020 and a second hearing is scheduled before the City Council on February 11, 2020. Notice was posted at City Hall and published in the Canby Herald on January 22, 2020. The staff report was available for review one week prior to the Planning Commission and City Council hearings. This is consistent with City procedures. Staff and the Planning Commission found 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 for processing of legislative amendment applications to the zoning ordinance. Goal 2 generally supports clear and thorough local procedures. Staff and the Planning Commission found Goal 2 is met.

Goal 3, Agricultural Lands and Goal 4, Forest lands are found not to be applicable.

Goal 5, Open Spaces, Natural Resources, and Historic Areas: The proposed amendments affect regulations within the Aurora Historic District commercially zoned properties. While previously prohibited in the Historic Commercial Overlay (HCO) via Aurora Ordinance 480, medical and recreational marijuana retail stores and dispensaries were legalized in the State of Oregon via Ballot Measure 91. In compliance with Oregon Administration Rules (OAR) 660-023-0040(1) Local governments shall also develop a program to achieve Goal 5 for all significant resources sites based upon an analysis of the economic, social, environmental, and energy (ESEE) consequences that could result from a decision to allow, limit, or prohibit potential conflicting uses. In compliance with OAR 660-023 and Goal 5, Staff and the Planning Commission found that uses already permitted within the HCO zone would not conflict with the proposed amendments within this land use decision. As the Aurora City Council has directed the Planning Commission to align with the statewide legalization, with the addition of time, place and manner restrictions, Staff and the Planning Commission found Goal 5 was met.

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: Staff finds the draft code amendments proposed code amendments apply to existing properties within the City limits and add permissible uses within these zones rather than prohibiting uses. Staff finds the proposed amendments to AMC 16.22 may allow for additional legal commercial uses in the HCO zone, as is generally permitted statewide. Staff and the Planning Commission found Goal 9 is met. Staff and the Planning Commission found that expansion of permissible uses in the Historic Commercial Overlay (HCO) can be found to support, and not be detrimental, to Goal 9 Economic Development. Staff and the Planning Commission found the proposed amendments make no change to the City's economic development opportunities and Goal 9 does not apply.

Goal 10, Housing: Staff finds the proposed amendments make no change to residentially zoned properties nor do the proposed change remove or alter current permissible uses within the Historic Commercial zone that allow for housing units. Staff and the Planning Commission found Goal 10 does not apply.

Goal 11, Public Facilities and Services: Staff and the Planning Commission found the proposal does not address Goal 11 issues and Goal 11 does not apply.

Goal 12, Transportation: Goal 12 is not applicable. The proposal does not address Goal 12 issues.

Goal 13, Energy Conservation: Goal 13 is not applicable as the code amendments address permitted uses under State law on properties already zoned for commercial development. Staff and the Planning Commission found the proposal does not address Goal 13 resources.

Goal 14, Urbanization: Goal 14 is not applicable. The proposal does not address Goal 14 issues as the proposed code amendments apply to existing properties within the City limits and expands permissible uses within these zones rather than prohibiting uses. Staff finds the proposed amendments to AMC 16.22 may allow for additional legal commercial uses in the HCO zone, as is generally permitted statewide. Staff and the Planning Commission found Goal 14 is met not apply.

ORS 197 does not include specific notice requirements for legislative processes. Staff finds the City met all noticing requirements under AMC regarding notifications for Legislative Amendments under the proposed City Council public hearing timeline, with recommendation from Planning Commission. Staff also found ORS 227.186, more commonly known as Measure 56 notice, applied as the proposed amendments increased permissible uses of commercially zoned properties in the Aurora Historic District, and notice of the proposed amendments and public hearings were mailed to all commercially zoned properties within the Historic District on January 21, 2020.

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

FINDINGS: Staff and the Planning Commission found the adoption actions are consistent with Oregon Revised Statute 197.610(1) for notice to the Department of Land Conservation and Development. Notice of the proposed amendment was published in the Canby Herald on January 22, 2020 and Measure 56 notice was mailed to all commercially zoned properties within the Aurora Historic District on January 21, 2020. Staff and the Planning Commission found the proposed amendments to the development code were initiated in order to address rule changes to state statutes and this criterion is met.

3. The applicable comprehensive plan policies and map; and

The applicable Aurora Comprehensive Plan Goals align with the Statewide Planning Goals and associated policies as outlined under FINDINGS, subsection A.1 above. Staff and the Planning Commission found the proposed amendment to the industrial zone code can meet this criteria, as outlined under subsection A.1 above.

4. The applicable provisions of the implementing ordinances.

FINDINGS: The draft code amendments respond, in part, to statewide change related to legalization of marijuana retailing under OLCC licensing. The proposed update to the development code reflects direction from the Aurora City Council, as provided at their December meeting (see Exhibit C).

Staff and the Planning Commission found the proposed code amendment can be adopted in compliance with the implementing ordinances and the procedures identified under AMC 16.74 and 16.80 have been met.

In accordance with 16.74.060.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, mistake or inconsistency in the comprehensive plan or implementing ordinances. Rather, the proposed code amendments were initiated under the direction of the City Council and in response to requested amendments by interested commercially zones property owners and business within the HCO. Pending public hearings before the Planning Commission and City Council, staff and the Planning Commission found this criterion can be met.

- EXHIBIT A* Aurora Municipal Code (AMC) proposed amendment in a **bold** and ~~striethrough~~ format for review purposes
- EXHIBIT B* Aurora City Council meeting minutes from December 10, 2019 and Aurora Planning Commission meeting minutes from January 7, 2020
- EXHIBIT C* Written comments received

Chapter 16.22 - HC HISTORIC COMMERCIAL OVERLAY

Sections:

16.22.010 - Purpose.

The purpose of the historic commercial overlay is to implement the City of Aurora Design Review Guidelines for Historic District Properties while providing for a concentrated, central commercial, office and retail goods and services area with opportunities for employment and business and professional services in close proximity to residential services.

(Ord. 415 § 7.74.010, 2002)

16.22.020 - Permitted uses.

In the historic commercial zone, activities shall be conducted within an enclosed structure or building and are subject to Chapter 16.58 and Title 17 as applicable. Only the following uses and their accessory uses are permitted outright. Variances from listed permitted uses are prohibited.

- A. Auditorium, exhibit hall, community building, club, lodge hall, fraternal organization or place of worship;
- B. Bed and breakfast inn, hotel or motel;
- C. Bicycle sales or repair;
- D. Community recreation facilities;
- E. Cultural exhibits and library services;
- F. Day care facility licensed by state;
- G. Dwelling units located above or below the ground floor of the commercial structure and from which the property is addressed;
- H. Eating and drinking establishments;
- I. Financial, insurance and real estate offices;
- J. General retail and convenience sales, except adult bookstores;
- K. Medical or dental services including labs;
- L. Parking structure or lot;
- M. Professional and administrative offices;
- N. Public safety and support facilities;
- O. Public transportation passenger terminal or taxi stand;
- P. Repair services for household and personal items, excluding motorized vehicles;
- Q. Sales, grooming and veterinary offices or animal hospitals without outside pens or noise beyond property line;
- R. Schools;
- S. One single-family residence, provided it is an accessory structure and cannot be sold separately;
- T. Studios, including art, photography, dance, and music;
- U. Vehicle fuel sales.

(Ord. 487 § 2, 2017; Ord. 474 § 1, 2014; Ord. 415 § 7.74.020, 2002)

16.22.030 - Conditional uses.

The following uses and their accessory uses may be permitted when authorized by the Planning Commission in accordance with the requirements of Chapter 16.60, Title 17 as applicable, other relevant sections of this title and any conditions imposed by the Planning Commission:

- A. Home occupations (Type II) subject to Chapter 16.46;
- B. Retail or wholesale business with not more than fifty (50) percent of the floor area used for the manufacturing, processing or compounding of products in a manner which is clearly incidental to the primary business conducted on the premises. (Ord. 415 § 7.74.030, 2002)
- C. Food carts located on the same property and accessory to an established indoor eating and drinking establishment.
 - 1. No structures, product display, or storage shall be located within yard setback or buffering and screening areas.
 - 2. Drive-through carts are prohibited.
 - 3. Signage shall comply with AMC 16.44 and Title 17, as applicable, and shall be calculated as a portion of total signage as permitted for the site.
 - 4. Shall be limited to one food cart per site/primary business.
 - 5. Food carts shall not have any internal floor space available to customers.
 - 6. Food carts shall not exceed twenty-six (26) feet in length, thirteen (13) feet in height and ten (10) feet in width.
 - 7. Carts shall be mobile and fully operable, on inflated wheels, and licensed with the Department of Motor Vehicles.
 - 8. Carts shall be in good repair with no exterior damage.
 - 9. Sewer or grey water disposal hookups are not permitted.

D. Medical Marijuana Dispensaries (MMD) and commercial marijuana retail stores, subject to the following standards:

- 1. Buffers which shall only be measured at the initial land use application and not subsequent annual renewals:
 - a. Elementary, middle or high school, public or private: one thousand (1,000) feet.
 - b. Day care: one thousand (1,000) feet.
 - c. Other marijuana dispensaries or commercial marijuana retail stores: one thousand (1,000) feet.
 - d. May not be adjacent to a residential zone, a public park, or a place of worship.
- 2. The use must be located within a permanent, enclosed structure.
- 3. The use may not be allowed as a home occupation.
- 4. Applicant and all employees must pass a criminal background check.
- 5. The term of a conditional use approval shall not exceed one year - upon which time an annual review under AMC 16.60.060 shall be required.
- 6. Waste materials containing any amount of marijuana or by products must be locked in a secure container on-site.
- 7. Hours of operation are limited to 10:00 a.m. to 10:00 p.m.

8. Drives through windows are prohibited.

(Ord. 474 § 1, 2014)

16.22.040 - Development standards.

- A. There is no minimum lot size for lots served by municipal sewer. Minimum lot sizes for lots without municipal sewer shall be as determined by the county sanitarian.
- B. There is no minimum lot depth.
- C. Minimum lot width shall be fifty (50) feet.
- D. No front setbacks shall be permitted, except as necessary to maintain visual clearance areas at unsignalized intersections. No rear or side setbacks are required except where an eight (8) feet setback shall be required where abutting a residential zoning district
- E. No building shall exceed thirty-five (35) feet in height.
- F. Parking shall be in accordance with Chapter 16.42 except as specifically exempted by Chapter 16.28, and should be located to the rear of the building. The Planning Commission may approve parking to the side of the building where parking to the rear is not feasible.
- G. Signs shall be in accordance with the requirements of Chapter 16.44, and the City of Aurora Design Guidelines for Historic District Properties.
- H. Landscaping shall be in accordance with the requirements of the City of Aurora Design Review Guidelines for Historic District Properties, Chapter 16.38, and the Aurora Downtown Improvement Plan.
- I. All properties, uses and structures in the historic commercial overlay shall be subject to the requirements of Title 17, Historic Preservation, and any applicable section of this title. (Ord. 415 § 7.74.040, 2002)
- J. Open Inventory display.
 - 1. All business, service, repair, storage or merchandise displays shall be conducted wholly within an enclosed building except the following:
 - a. Off-street parking or loading;
 - b. Displays for sale purposes of small merchandise in relation to the fronting business shall not exceed more than 10 percent of the dimensional measurement (height x width) of the primary facade of the applicable business.
 - c. Display, for sale purposes, in relation to fronting business, of live trees, shrubs and other plants, flowers, or produce; and
 - d. Outdoor seating in relation to a permitted eating or drinking establishment subject to [Section] 16.34.060(D) and Historic Review Board review and approval.
- K. All open inventory displays shall be maintained, kept clean, and be situated in conformance with all applicable city ordinances.

(Ord. 464, 2011; Ord. 415 § 7.60.050, 2002)

DEC. 10, 2019

know that up front. There's no cost to the city. Feely suggested either taking the royalty payments and giving them to the North Marion SIT team for people in the city or creating a low income utility bill fund. Lyon said USP has partnered with the City of Cottage Grove for six years. The company also services customers in larger cities like Los Angeles, Phoenix and Las Vegas. Prices are the same for municipalities across the same states. There are higher rates in four states due to higher claims in those areas. Gunter said many of the cities USP services in Oregon have water lines the same age as Aurora's. Feely asked about the use of city logos on the company's bills. Lyon said the logos are used in marketing materials. They can be taken off of the bills if the municipalities request it.

Heitmanek moved to approve the marketing agreement with USP. That motion was seconded by Berard and adopted unanimously.

Finance Officer Mary Lambert asked what the council would like done with the yearly royalty payment. Heitmanek said that could be discussed at the next meeting.

7. CORRESPONDENCE

- a) Sophie Davenport Thank You Letter

8. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS-N/A

9. OLD BUSINESS

- a) Utility Billing

Feely said that staff had looked at previous resolutions. They're a patchwork, as some have been amended and some have been repealed. Her request is to consolidate it all into one resolution and she plans to present it at the next meeting. Jorgensen said there have been ongoing discussions between staff and the owners of the Colony Pub and noted that Corey Barton was in attendance. Barton said he requested that water service be shut off to the building adjacent to the pub. There was back and forth with staff as to why that couldn't be done, and they will continue to pay those utility bills. They want to lease the smaller building. It's a commercial retail space. They've been looking to utilize it and are proposing that it be used as a recreational marijuana dispensary. Jorgensen gave an overview of the regulatory history. Oregon voters passed a measure to legalize recreational sales and use in 2014. The Legislature passed laws to implement the measure the following year. That included mechanisms for local governments to pass regulations. The council passed an ordinance in 2016 that had restrictions, including a prohibition on such facilities in the historic district. He spoke with City Planner Renata Wakeley. She said that a legislative amendment could be done to repeal the prohibition. It would be a process involving public notice and hearings and would have to go before Planning Commission, then back to council. There would also be planning processes like site development review and land use compatibility statements, in addition to any regulations at the state level from the Oregon Liquor Control Commission and other agencies. The city would receive a \$5,000 business license fee if it were ultimately approved. Berard and Weidman expressed support for doing the amendment process. Feely said she was on Planning

Commission when the original restrictions were put in place and she was opposed to them back then. Heitmanek said he is not opposed to revisiting the restrictions.

Weidman moved to have the city start the process of doing a legislative amendment to remove the prohibition on marijuana dispensaries in the historic district. That motion was seconded by Berard and adopted unanimously.

- b) Contract Review and Potential Requests for Proposal
City Attorney Sara Kendrick said she amended her representation agreement. It included value billing and minimum charges at Feely's request. Feely described the differences between hourly and value billing. Asher asked Lambert about billing overages. Lambert said there have been two. Extra funds were budgeted for legal expenses to deal with land use issues. Kendrick said that her most recent billing included responses to emails regarding the city's filings before the Land Use Board of Appeals (LUBA).

Heitmanek moved to approve the amended representation agreement. That motion was seconded by Weidman and adopted unanimously.

Gunter said that he would have the updated RFP for landscaping services at the next council meeting.

10. REPORTS

- a) Public Safety
b) Finance Officer

Lambert said she has received a draft of the audit report. There's a December 31 deadline for the city to submit that to the Secretary of State's office or request an extension. She may be able to get a copy back to council by the end of the year once edits have been made. If council has a special meeting for any other reason, she could have them look at it.

- c) Public Works

Gunter praised the efforts of his staff. The public works department now has three certified operators. That may be the first time in the city's history that this has ever happened. Staff is qualified, capable and competent. There is currently \$100,000 in the budget for wastewater treatment to be used for the aeration basin. That is the first step in increasing the system's capabilities. It's a \$200,000 project. He will be requesting another \$100,000 for it in the next budget. But he can start the planning process right now. The city can either put out an RFP for engineering on the project, or it can have Keller Associates do it. They're the firm that put the wastewater plan together. He recommends that the city continue with Keller and move forward. Council agreed by consensus.

- d) City Attorney

Kendrick said she received an email December 4 from Lucinda Jackson at the Oregon Department of Justice. Jackson was contacted by Planning Commission Chairman Joseph Schaefer with questions about annexing the Aurora State Airport into the city. Kendrick wanted to clarify the scope of Schaefer's authorization by the council to

Minutes
Aurora Planning Commission Meeting
Tuesday, January 7, 2020, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder; Renata Wakeley, City Planner

STAFF ABSENT: None

VISITORS PRESENT: Tara Weidman, Aurora; Jim Stewart, Aurora; Gayle Abernathy, Aurora; Bruce Bennett, Aurora; Samantha Justice, Oregon City; Corey Barton, Canby; John Berard, Aurora

1. CALL TO ORDER OF THE AURORA PLANNING COMMISSION MEETING

Chair Joseph Schaefer called the meeting to order at 7 p.m.

2. ROLL CALL

Chairman Joseph Schaefer-Present

Commissioner Craig McNamara-Present

Commissioner Bud Fawcett-Present

Commissioner Tim Shea-Present

Commissioner Jonathan Gibson-Present

3. CONSENT AGENDA

a) Planning Commission Minutes – December 3, 2019

b) Historic Review Board Minutes – November 21, 2019

Commissioner Bud Fawcett moved to approve the consent agenda. That motion was seconded by Commissioner Jonathan Gibson and adopted unanimously.

4. VISITORS

There were no visitors at this time.

5. CORRESPONDENCE-N/A

6. PUBLIC HEARING-N/A

7. NEW BUSINESS

a) Legislative Amendment—LA 2019-01

City Recorder W. Scott Jorgensen said that a public hearing will be scheduled for the commission's February meeting. He was directed to pursue the amendment by a unanimous vote of the city council at its December meeting. The amendment is to review the prohibition on marijuana dispensaries in the city's historic district. City Planner Renata Wakeley said Jorgensen contacted her and directed her to begin the process. That includes sending notice to the state Land Conservation and Development Commission on code updates 35 days in advance. She wanted the item

on tonight's agenda to receive direction from the Planning Commission on how to proceed. Jorgensen said that as part of the process, notice has to be given to the State Historic Preservation Office and the Historic Review Board (HRB). That is because the change would affect the city's historic district. The item will be scheduled for discussion at the HRB's January meeting. Wakeley said dispensaries are currently listed as a conditional use outside of the historic district with buffers, use and time limits and required screening. Schaefer said tonight's meeting is informal and not a public hearing. That will be held next month. Fawcett asked about the restrictions on hours of operation. Jorgensen said that was part of the time, manner and place limitations that the city imposed four years ago. Samantha Justice said the state permits such facilities to be open from 8 a.m. to 10 p.m. Fawcett asked if medical marijuana would be considered a medical service, which is an outright permitted use. Wakeley said it is defined separately in the city's code. Commissioner Tim Shea said that there should not be a distinction between medical and retail, as many shops have both. Wakeley said both are currently treated the same in the city's commercial zone. Justice said some are only medical, but her proposed dispensary would be a hybrid of retail and medical. Shea asked about the provision that prevents marijuana businesses from being within 1,000 feet of each other. Wakeley said she interprets it to say that there are no distinctions between retail and processing. Marijuana businesses are currently allowed in industrial areas, so the buffer would apply if facilities were within 1,000 feet of each other. Jorgensen mentioned the marijuana operations at the Smetco facility on Ottaway. Wakeley said the code could be amended to prohibit industrial processing facilities from being within 1,000 feet of each other. That would enable a dispensary in the commercial zone. Gayle Abernathy said she believes in the protections for the historic district. The HRB works hard to maintain the system that makes people come to visit Aurora. She has no problem with dispensaries being located outside of the historic district, but objects to them being in the district. She took over a liquor store after her husband passed away and got out of the business. People would come into the store stoned and buy alcohol. The Oregon Liquor Control Commission (OLCC) controls marijuana in the state. There's a 12 to 14 month wait time for licensing, then inspections. Agents are approved by the OLCC and must undergo background checks. She reiterated that she doesn't think dispensaries belong in the historic district. Shea said there will be no consumption on the premises. Abernathy said it would be located at the same property as the pub. Wakeley said a legislative amendment would be a potential change to be applied universally and not to any specific property. Justice said she would be the applicant, along with her husband. Their OLCC application is current and ready to go. They had previously looked at a property in Donald but that didn't work out. If they're approved by the city, it will go to OLCC and then be ready for the inspection. She's familiar with the OLCC rules, as they've been running a grow operation for the last four to five years. They wouldn't be applying if they didn't think they could be authorized by the OLCC. Schaefer said the city's focus in all of this is on time, place and manner. Justice asked if the city would consider extending the allowable hours of operation. Schaefer asked for a specific request. Justice said 8 a.m. to 10 p.m. would be preferable, if possible. Corey Barton said the pub has become a restaurant and sells more food than alcohol. The potential dispensary location would be the property next

to the pub. It would be a business opportunity for the pub and he foresees it being one for the city as well. Abernathy said the lot next to the pub is going to be a car museum and apartments. A lot of money is being invested in that. Would this affect those property owners getting a loan? Schaefer said they will be noticed of the hearing. Wakeley said she is seeking direction from the Planning Commission. Shea asked for a distinction between processing and manufacturing versus retail. Justice said there are also wholesalers and that is a separate license. She said there are different traffic patterns for retail and processing. The 1,000 foot buffer was intended to not have different retail outlets close to each other. Jorgensen said he was in the legislature when those laws were written, and that was the legislative intent. Abernathy said few businesses are open at night in the historic district and there is minimal lighting. Schaefer asked for suggestions on hours of operation. Shea said it could close at 7 p.m. Abernathy said the agents who operate liquor stores can set their own hours. Shea changed his suggestion to 8 p.m. Commissioners agreed to that by consensus. Wakeley suggested language calling for a 1,000 foot buffer with other marijuana retail outlets. Commissioners agreed to that by consensus.

b) Development Project Timeline and Map

Schaefer said that Jorgensen put together the timeline and map that were included in the packet. Jorgensen gave an overview of the upcoming projects on those documents. The Aurora Architectural salvage replacement of the Quonset hut and Portland Electrical Construction building are both in engineering review, with hopes of being completed in the spring. A site development review for Conroy Classics should be coming up soon. He used the map to demonstrate potential future residential development and pedestrian activity along the Highway 99 crosswalks during a visit he and Councilor John Berard recently had with an official from the Oregon Department of Transportation.

c) New Member Discussion

Schaefer said that Jim Stewart applied, and he's gotten to know him. Stewart is a neighbor of a property that Schaefer had an interest in. Stewart has been coming to Planning Commission and council meetings. Stewart said he moved to Aurora a year and a half ago. He's been involved in planning issues for many years, including some work on the extension of Cedar Hills Boulevard to Cornell Road. He was the chairman of a Homeowners Association during a \$4 million restoration project that took three years of preparation and came in on time and under budget.

Shea moved to recommend that council appoint Stewart to the Planning Commission. That motion was seconded by Fawcett and adopted unanimously.

8. OLD BUSINESS

a) Pedestrian Safety

Berard said he and Jorgensen are in the process of working with ODOT on greater awareness of crossings on Highway 99. The crossings at Main and Second are not currently recognized by the state. They need to be approved before they can be improved. ODOT agrees that there should be a crossing at Bob's Avenue. It also agrees that the highway is wide in places where people are being asked to cross and suggested that downtown crossings be consolidated. But some Americans with

c) Property Improvements for Aurora Family Health—21348 Highway 99E

Peel said the area in the rear of the building is not visible from the street. A porch and door are proposed to replace a window. Townsend said that when the building was originally converted, there was the question about doors and the limits on putting new doors where they weren't before. The applicant didn't want to put a door on there before. What's being proposed is legal. But doing it can change the façade of the building. Peel said the proposed porch won't be visible from the street. Townsend said the concept seems to meet the rules, including those pertaining to porches and railings. There is no issue with adding a door where there used to be a window, under AMC 17.40.050. The porch will have to be painted.

Abernathy moved to approve the proposed property improvements, subject to code approval. That motion was seconded by Mikulic and adopted unanimously.

Townsend said that if any changes are made to the proposed plan, they will have to come back before the HRB.

6. CONSENT AGENDA

a) Historic Review Board Minutes – December 19, 2019

Mikulic moved to approve the amended minutes. That motion was seconded by Townsend and adopted unanimously.

7. NEW BUSINESS

d) Travel Oregon Rural Tourism Studio

Jorgensen gave an overview of a meeting he recently attended at Woodburn City Hall about the rural tourism studio concept. There were representatives of several communities and municipalities in the north Marion County area, including Brooks, Gervais and Mt. Angel. The idea is to create a common identity and theme to draw tourists to different attractions in all of the participating cities.

e) Legislative Amendment—LA 2019-01

Gayle Abernathy attended the last Planning Commission meeting, where this was discussed. She felt the Commission was in favor of the amendment and didn't taken into account or respect the city's historic district. It's important to keep the district historic. She doesn't think the Commission looked at safety factors. The suggested hours of operation for dispensary facilities would be until 8 p.m., but there is poor lighting in the historic district. It's also close to churches and neighborhoods. Townsend said the HRB worked with the Planning Commission on this years ago at the Commission's request and came up with the current restrictions. The rules are on the books and someone wants to change them. Mayor Brian Asher said that if such a zoning change was made, the license would come up every year from the OLCC. Mikulic asked what the city is identified as. What do people think of Aurora? He's trying to look at it with an open mind. In the past, he's managed properties that had these kinds of shops. There were complaints about odor and traffic. Abernathy said she owned a liquor store in Forest Heights, a good neighborhood in Portland. Most of the customers were good people, but some would try to buy liquor while they were already intoxicated. Mikulic said that having a cash-based business attracts certain elements. Townsend said that the pending developments in town would need financing. The city wants to attract development and people have purchased land downtown. Would this affect their financing?

Abernathy said there are many issues that can arise. Do we have the structure in the city to deal with them? Townsend said there is no police department. There will be more action in town in the evenings, but no coverage. As a body, the HRB can make a recommendation to the Commission and the City Council. The HRB worked on this before and nothing has changed.

Townsend moved that the HRB recommend that the city not adopt the legislative amendment. That motion was seconded by Mikulic and adopted unanimously.

8. OLD BUSINESS

a) Administrative Processes for Roofing Applications

Townsend had some suggested changes for AMC 17.04.050. HRB members agreed to them by consensus.

Townsend suggested that for the next meeting, the HRB should discuss gates and accessory structures. There should be standards for security features, such as bars on doors and chain link fences. The next meeting should also have a discussion about filling the vacant position. Ruthie Magnus asked about additional HRB member responsibilities. Peel said special meetings are held sometimes at the request of applicants. Jorgensen said that three members attended a recent Main Street Conference in Tillamook, but that was strictly voluntary. Townsend said that members also pick up and read the meeting packets a week in advance.

9. ADJOURN

Chair Peel adjourned the meeting at 8:33 p.m.

Jan Peel, Chair

ATTEST:

W. Scott Jorgensen
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, February 4, 2020, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder; Renata Wakeley, City Planner

STAFF ABSENT: None

VISITORS PRESENT: Tara Weidman, Aurora; Gayle Abernathy, Aurora; Samantha Justice, Oregon City; Corey Barton, Canby; Janae Barton, Canby; TJ Gorman, Aurora; Craig Plummer, Aurora; Dalton Justice, Oregon City; Jan Peel, Aurora; Dean McGregor, Butteville; Cindy Stutzman, Canby; Shane Stuzman, Canby; Jennifer Sturm, Aurora; John Moore, Aurora; Dillon Smith, Aurora; Jill Morris, Canby; Nate Morris, Canby; Zach Long, Canby; Annie Harris, Aurora; Willis Mathieu, Aurora; Todd McDonald, Aurora; Marcy Andersen, Aurora; Tina Zech, Aurora; Micah Moore, Aurora

1. CALL TO ORDER OF THE AURORA PLANNING COMMISSION MEETING

Chair Joseph Schaefer called the meeting to order at 7:01 p.m.

2. ROLL CALL

Chairman Joseph Schaefer-Present

Commissioner Craig McNamara-Present

Commissioner Bud Fawcett-Present

Commissioner Tim Shea-Absent

Commissioner Jonathan Gibson-Present

Commissioner Jim Stewart-Present

3. NEW MEMBER WELCOME

Schaefer introduced Jim Stewart. He was appointed to the commission by the city council at its January meeting.

4. CONSENT AGENDA

a) Planning Commission Minutes – January 7, 2020

b) Historic Review Board Minutes – December 19, 2019

Commissioner Jonathan Gibson moved to approve the consent agenda. That motion was seconded by Commissioner Craig McNamara and adopted unanimously.

5. VISITORS

There were no visitors at this time.

6. CORRESPONDENCE-N/A

7. PUBLIC HEARING

a) Legislative Amendment—LA 2019-01—Marijuana Retail Uses in the Historic District

Schaefer described the boundaries of the city's historic district.

Schaefer opened the public hearing at 7:06 p.m.

Schaefer explained that the commission will make a recommendation to the council, which will make a decision on the proposed legislative amendment at its meeting the following Tuesday.

Planner Renata Wakeley said that she received an email from City Recorder W. Scott Jorgensen earlier in the day that will be entered into the record as Exhibit C6. Notice of the hearing was published in the *Canby Herald* and mailed to property owners in the commercial portion of the historic district. The council's public hearing is scheduled for February 11. The application for the proposed legislative amendment was initiated by council at its December meeting. Those minutes are included as an exhibit. The commission needs to find that the proposed amendments comply with statewide planning goals and the city's comprehensive plan. Goal 1 is met. Goal 5 pertains to historic places. Ordinance 480 amended the city's code to apply the changes that were previously made to state law. The community decided to only allow marijuana dispensaries outside of the historic district in commercial zoning and adopted time, place and manner restrictions. There is nothing in the city's comprehensive plan to contradict the permission to remove the current restrictions. The State Historic Preservation Office was contacted and had no comment, as the proposed change didn't have to do with design standards in the historic district. The minutes of the commission's comments from its January meeting are included in the meeting packet. Based on the guidance from the council, she proposes applying the same time, place and manner restrictions in the city's commercial zone to the historic district.

Schaefer said that under Goal 5, there's a state administrative rule that requires an Energy, Social and Environmental Analysis to be done. He asked if anyone had any objections to the notice that was provided and said that if tenants want notices in the future, they can talk to himself or Jorgensen about it. There were no objections to the city's jurisdiction to decide on this matter. Jan Peel asked if this is approved, would there still be some review by the Historic Review Board (HRB)? Schaefer said there would be. Samantha Justice said she and her husband Dalton are the potential applicants. They grew up in Canby and are familiar with the city and its historic district. They're not looking to promote marijuana use in town, merely the opportunity for people to purchase a regulated product. The industry is regulated by the Oregon Liquor Control Commission, which has high standards. Security is important and they want to have a neutral impact. They want the opportunity to be good neighbors and contribute to the community. Peel said she's been a business owner in the historic district for 18 years. She's the director of the Aurora Colony Visitors Association and chair of the HRB. Why, after working with the HRB years ago on the existing restrictions, is this change being proposed now? The historic district has a national designation. Much time and money has gone into promoting it and the HRB works to maintain it. The city has been named a top historic destination by many media outlets. There is limited parking and police presence. Jennifer Sturm cautioned against labeling potential patrons as riff raff. Peel said she has nothing against dispensaries, she just doesn't think they fit in the historic district. Dean McGregor said he's lived in the area since 2003 and is opposed. The nature of its

presence will promote use. It doesn't fit the historic district and belongs in other commercial areas. Corey Barton said marijuana has historically been used. Gayle Abernathy said that no other historic districts in Oregon allow dispensaries. It's not the place for it and is not appropriate. It would be fine for the commercial area but not the historic district. Tina Zech said there have been plans to have a dispensary at Top of the Hill and asked why it would be necessary to have one in Aurora. Schaefer said they are different jurisdictions. Zech said that if it was put to a vote of the residents, they would oppose it. Justice said she looked into Top of the Hill and doesn't think they'll be able to do recreational. Commissioner Jim Stewart said the sign on the building says it's going to be selling CBD. Schafer asked about the difference. Justice said CBD has nothing to do with THC, the psychoactive chemical in marijuana. CBD is licensed and regulated by the Oregon Department of Agriculture. Dalton Justice said they don't want to disturb what's been created with the historic district. They're everyday people and would do everything to uphold that standard. Micah Moore said that most dispensaries are discreet. There aren't people smoking on the sidewalk. If you drive by, you don't see them. This won't be thrusting marijuana on everyone in town. He doesn't see any negative impacts. It will be just another business in town that provides for its customers. Gas stations aren't historic, but one is located in the district. He knows the landlords and thinks they're high quality people. If there's a 1,000 foot buffer, it would be the only one in town. Schaefer said the council could alter that rule. Abernathy asked about proximity to churches. Schaefer said the code language uses the word "adjacent," meaning the next property and reminded everyone that the amendment would not apply to any particular property. McGregor invited the commissioners to tour 50th and Division and 34th and Alberta in Portland. People consume marijuana on the streets and it's unrestricted. Shane Stuzman said there's a dispensary in Hubbard and no open use there. McGregor said there's more pedestrian traffic in Aurora. Dalton Justice said public consumption is against the law. Barton said Aurora will never be like Portland. Abernathy said there is inadequate lighting in the historic district and a lack of police presence in town. She asked if the Marion County Sheriff's Office has a policy on responding to alarms. Jorgensen said the city wouldn't be charged if deputies respond to an alarm going off at a business. Dillon Smith said he's a proponent for any legitimate business. A vote of the people is sometimes necessary, but business owners have the right to operate where it's legal. Schaefer said it's rare that land use laws going to a vote. Changing code is a big process and the commission does it once a year. The city's code is usually stable. Title 17 was adopted in 2013 and most of the code was written in 2002. Marcy Anderson said she works with a juvenile drug court. Marijuana is not harmless. It's a different business than antiques and the historic district doesn't need it. Peel asked about the security requirements. Samantha Justice said there must be cameras covering the entrances and exits, commercial door locks, a vault and panic buttons which are silent alarms that call the police. The cameras are required to record 24 hours a day and they must keep the footage for 90 days. Schafer said the OLCC inspects buildings prior to licenses being issued. Peel asked if there was a minimum square footage required for dispensaries. Dalton Justice said there is not. Jenae Barton said she is in favor of the amendment. Alcohol is sold in multiple locations in the historic district and people aren't drinking it in the streets. The OLCC regulates

marijuana heavier than it does alcohol. They love Aurora and this will bring people to town.

Schaefer closed the public hearing at 7:50 p.m.

Commissioner Bud Fawcett said Aurora is a unique town. The historic overlay covers much of the developable property. The town is very small and the overlay takes up much space. He's talked to residents and store owners and there's a mixed reaction. He went to some dispensaries. There are three really close to each other in Hillsboro. He's in favor of having a dispensary in town, it's legal. The challenge here is that few properties are eligible to host it because of the overlay. If it's allowed, the applicants may have issues with the sign code, as giant green crosses on the side of the building are not permitted in the historic district. The HRB will have some control over the aesthetics and has kept the town from being a tacky eyesore. There are four businesses in the historic district that sell alcohol and he doesn't think a dispensary is far-fetched. Schaefer said the historic district has a branding and this doesn't fit it. He does not support the amendment. The purpose of zoning is to prevent conflict between neighbors. The proposed use is not a good fit for the historic district. If the district was branded more towards night life or entertainment, it would be different. McNamara asked if a liquor store would be allowed in the historic district. Wakeley said that in her experience, they are considered general retail. They aren't specifically called out in the city's code and could be permitted. Gibson said he agrees on the branding of the historic district and feels it's in the city's best interest to maintain it.

Fawcett moved to recommend approval of the legislative amendment with the changes as presented by the planner, but with allowable hours of operation from 10 a.m. to 10 p.m. That motion was seconded by McNamara and passed on a 3-2 vote. Fawcett, Stewart and McNamara were in favor and Schaefer and Gibson were opposed.

8. NEW BUSINESS

- a) Building Codes Division Rulemaking Advisory Committee
Jorgensen said he is a member of the committee and it recently had its first meeting. This issue has been discussed for years, but the meeting was productive. The next meeting will take place in March, after the short legislative session adjourns.
- b) HRB Recommendations on Administrative Processes for Roofing Applications
Abernathy said there have been issues with roofs and different definitions of black. The HRB is trying to provide clarity by cleaning up the verbiage in code and simplifying it. Schafer suggested that it be added to the list of code updates.
Commissioners agreed by consensus.

9. OLD BUSINESS

- a) New Member Discussion
Jorgensen said he reached out to Tina Zech about submitting a letter of interest. She attended tonight's meeting and he can follow up with her. Schaefer agreed.
- b) County Hearings Officer Recommendation on TLM Holdings Application
There have been no new developments.

- c) Aurora Airport Master Plan LUBA and Circuit Court Appeal Update
Schaefer said that the Oregon Department of Justice is representing the airport and filed a response to the city's record objection. He filed a reply to that. LUBA has until the end of February to decide the record dispute.

10. ADJOURN

Schaefer adjourned the meeting at 8:37 p.m.

Joseph Schaefer, Chair

ATTEST:

W. Scott Jorgensen
City Recorder

15058 2nd Street
P.O. Box 314
Aurora, OR 97002

Aurora Planning Commission
Joseph Schaefer, Chairman

Legislative change to Historic Commercial Overlay 16.22

Dear Joseph and Commissioners,

There was a pretty long round of discussion and decision making by the Planning Commission and the Historic Review Board that determined that allowing medical or recreational marijuana businesses within the Historic Commercial Overlay zone was not compatible with the family tourism generated by this popular destination, would likely not meet exterior standards for historic district properties nor contribute to the established and successful retail atmosphere.

The Historic Review Board worked closely with the Planning Commission at that time to make these determinations. Among factors contributing to this decision:

- The Aurora Historic District has a **well established educational program of self-guided walking tours around the historic core**, including the *Walk with Emma* tour brochure. This is a regular pastime of families all year around and covers a great deal of the downtown area. Formal and informal (home schoolers) groups make these tours routinely.
- Well over a majority of the businesses in this commercial area are **retail** with emphasis on antiques, vintage décor, boutique fashion, wine and candy, restaurants and lunch eateries that **attract a national shopping clientele**, a hard earned distinction of many, many years and efforts.
- Most of the above businesses do not operate in the **evening hours**, leaving them already vulnerable to trespassing and potential vandalism. Aurora does not have security systems in place to supervise a marijuana clientele.
- **Parking** in the commercial area is shared. The parking requirements of a marijuana store may not be compatible with the needs of the current areas.
- It was determined that many of the possible physical **security features** on a marijuana building (window bars, security doors, etc.) may not be compatible with Aurora's current **Standards**.
- New development in the historic commercial area will incorporate **residential apartments** where possible, including a planned commercial building in the center. With financing always a feature of development, a close by marijuana business might limit finance options.

As a member of the Historic Review Board who participated in these prior discussions and as current Marketing Director of the Aurora Colony Visitors Association, **I urge you to dismiss this amendment to the current code for the Historic Commercial Overlay.**

Yours truly,

Karen Townsend

Exhibit 61

Wakeley, Renata

From: GILL Kuri * OPRD <Kuri.Gill@oregon.gov>
Sent: Thursday, January 23, 2020 9:33 AM
To: SCHWARTZ Tracy * OPRD; Wakeley, Renata; GROVER MaryBeth * OPRD
Cc: W. Scott Jorgensen
Subject: RE: notification of potential code updates, City of Aurora LA-2019-01

Hi Renata,

This part of the code doesn't directly impact the historic design review, nor the city's certification. It reference the specific guidelines for historic preservation that they must follow. I don't have any comments from that perspective. If you update that section of your code in the future, please do submit it.

Take care, Kuri

From: SCHWARTZ Tracy * OPRD
Sent: Thursday, January 23, 2020 8:26 AM
To: Wakeley, Renata <renatac@mwvcog.org>; GROVER MaryBeth * OPRD <MaryBeth.Grover@oregon.gov>
Cc: W. Scott Jorgensen <recorder@ci.aurora.or.us>; GILL Kuri * OPRD <Kuri.Gill@oregon.gov>
Subject: RE: notification of potential code updates, City of Aurora LA-2019-01

Hi Renata,

Thank you for reaching out about code changes! I spoke with Kuri Gill and this is something that she usually handles as the Certified Local Government Coordinator. I forwarded your original email to her, but her contact information is (503) 986-0685 or Kuri.Gill@oregon.gov.

Thanks!

-Tracy

Tracy Schwartz
Review & Compliance | Architectural Historian
Oregon SHPO
725 Summer Street NE, Suite C
Salem, OR 97301
Phone: (503) 986-0677

From: Wakeley, Renata <renatac@mwvcog.org>
Sent: Wednesday, January 22, 2020 4:32 PM
To: GROVER MaryBeth * OPRD <MaryBeth.Grover@oregon.gov>; SCHWARTZ Tracy * OPRD <Tracy.Schwartz@oregon.gov>
Cc: W. Scott Jorgensen <recorder@ci.aurora.or.us>
Subject: notification of potential code updates, City of Aurora LA-2019-01

Hello,

Following up on my voice message, attached please find a copy of the notice mailed to the Department of Land

Conservation and Development (DLCD) related to potential development code updates in the City of Aurora, including the proposed changes via a track changes format.

Please do not hesitate to contact me with questions or concerns.

Regards,

Renata Wakeley, Community Development Director
Mid-Willamette Valley Council of Governments
100 High Street SE, Suite 200
Salem, OR 97301
(ph) 503-540-1618
(fx) 503-588-6094

CONFIDENTIALITY NOTICE: This message is intended solely for the use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable state and federal laws. If you are not the addressee, or are not authorized to receive information for the intended addressee, you are hereby notified that you may not use, copy, distribute, or disclose to anyone this message or the information contained herein. If you have received this message in error, please advise the sender immediately by reply email and delete this message. Thank you

Wakeley, Renata

From: Joseph Schaefer <JSchaefer@ci.aurora.or.us>
Sent: Tuesday, January 7, 2020 10:42 AM
To: W. Scott Jorgensen
Cc: Wakeley, Renata
Subject: FW: Dispensary

External: Please report suspicious email to security@wesd.org<<mailto:security@wesd.org>>

Renata please add to the land use record and Scott please have paper copies of this email in the Feb PC packet. Thanks

From: Carl McKnight PR [info@pheasantrunwine.com]
Sent: Monday, January 06, 2020 11:09 AM
To: Joseph Schaefer
Subject: Dispensary

Joseph

As a business owner in the historic district I wanted to make our opinions known to oppose the proposed change in types of businesses allowed in the area. Specifically the thought of retail or wholesale marijuana dispensaries.

The city has fought long and hard to keep the district attractive and intact. And there are certain types of business that don't fit the profile of bringing things that build up the community.

These would include video poker parlors like Dottys, big box retailers like Walmart, casinos and strip joints.

I realize how hard it is as a landlord to find suitable tenants in a small town and how hard it is for them to make it work. But having a dispensary business in the historic district isn't a good thing. Allow one in the industrial area or let the shoppers go to Hubbard or Top O Hill.

Sincerely

Carl & Tara McKnight

ccccciinegindddjbcldugeukuucetlgttkbernlkk

From: [Rich Tolvstad](#)
To: [Recorder](#)
Cc: [Karen Tolvstad](#); [Scott Groves](#)
Subject: Meeting tonight
Date: Tuesday, February 4, 2020 5:38:09 PM

Unfortunately, I won't be able to make it to the meeting tonight.
However, I want you to know that I am strongly in favor of the proposal.

Thank you,
Richard Tolvstad
21338 OR-99E, Aurora, OR 97002

Consent Agenda

Minutes
Aurora City Council Meeting
Tuesday, January 14, 2020 at 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder; Mark Gunter, Public Works Superintendent; Mary Lambert, Finance Officer; Kayla Paulson, LaFayette (acting city attorney)

STAFF ABSENT: Marion County Sheriff's Office Deputy Bill Ovchinikoff; Sara Kendrick, City Attorney

VISITORS PRESENT: Jim Stewart, Aurora; Joseph Schaefer, Aurora; Cooper Whitman, Marion County

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

Mayor Asher called the meeting to order at 7 p.m.

2. ROLL CALL

Mayor Brian Asher-Present

Councilor Tom Heitmanek-Present

Councilor John Berard-Present

Councilor Tara Weidman-Present

Councilor Mercedes Rhoden-Feely-Present

3. NEW BUSINESS

a) Granite Presentation

Granite representatives Kim Kroger and Matt DiFiglio gave an overview of the company and its services. It's a \$1.5 billion company that started in 2002 and works with many Fortune companies. Granite can consolidate the city's telephone and internet invoices into one single bill and save it over \$1,000 per year. Councilor Mercedes Rhoden-Feely asked about the terms of service. Kroger said he could make those available to the city.

4. AFFIRMATIONS

Mayor Asher said that some city officials were out of town for the holidays and the city still ran smoothly.

5. CONSENT AGENDA

a) City Council Minutes – November 12, 2019

b) City Council Minutes – December 10, 2019

c) Planning Commission Minutes – December 3, 2019

d) Historic Review Board Minutes – November 21, 2019

Rhoden-Feely moved to approve the consent agenda. That motion was seconded by Councilor Tom Heitmanek and adopted unanimously.

6. VISITOR

There were no visitors at this time.

7. NEW BUSINESS

a) Granite Presentation

Rhoden-Feely asked about the customer service internet disclosure provisions mentioned in the presentation. City Recorder W. Scott Jorgensen said he and Public Works Superintendent Mark Gunter recently did a conference call with the Granite representatives. Gunter's main concern was any potential impacts that service provider switchover could have on the SCADA systems that the public works department operates. Rhoden-Feely asked if the phone service would be down if the internet were to stop working. Jorgensen said she could email him any questions and he could forward them to the Granite representatives for answers. Rhoden-Feely asked about the minimum service term and said it may be included in the terms of service.

Asher tabled the matter until the council's next meeting.

b) IGA with Marion County for Community Prosperity Initiative

Cooper Whitman from Marion County Economic Development said that agency's previous application process was onerous with meager payouts to small cities and intense reporting requirements. That often prevented small cities from participating. He created the Community Prosperity Initiative as a replacement. Every incorporated city in the county will receive \$15,000 per year for the next three years. The first installment will be made this year, the second will be July 1 and the third will be in July 2021. Cities are required to spend the funds on economic development, which is broadly defined in the IGA. A representative from the city is required to meet with him annually. All the cities have to do is sign the IGA and send an invoice for the funds. Jorgensen said that he's had conversations with some individual councilors about their priorities for the funds. Asher has expressed interest in installing an electric vehicle charging station. Rhoden-Feely has suggested using it to fund efforts to expand the city's urban growth boundary and he has suggested using it to make improvements to the Aurora Mills property to develop it into a park. All of those projects would be eligible for the funding. There are already pots of money for some of those projects, so the funds could even be split between them. Whitman said the city will have to send him a letter stating how the funds were spent as a reporting requirement. Feely asked to verify that it is not a reimbursement model. Whitman confirmed. She asked if there was a time frame for the spending. Whitman said there is not.

Heitmanek moved to approve the IGA. That motion was seconded by Councilor Tara Weidman and adopted unanimously.

c) Approval of the Annual Financial Statement for FY Ending 2019

Finance Officer Mary Lambert said she is happy with the figures and the process.

Feely moved to approve the statement. That motion was seconded by Heitmanek and passed on a unanimous 4-0 vote, with Councilor John Berard abstaining.

d) OLCC Liquor License Approvals

Councilors agreed by consensus to approve the license renewals.

Rhoden-Feely directed Jorgensen to inform the OLCC that the Historic Butteville Store is not in Aurora city limits.

e) Appointment of Jim Stewart to a One-Year Term on the Planning Commission
Jorgensen said that the Planning Commission voted unanimously at its January 7 meeting to recommend Stewart's appointment.

Weidman moved to appoint Stewart to the Planning Commission. That motion was seconded by Rhoden-Feely and adopted unanimously.

f) Discussion and/or Action on Appointing the 2020-21 FY Budget Officer
Lambert said she typically serves in that role.

Rhoden-Feely moved to appoint Lambert as the 2020-21 FY Budget Officer. That motion was seconded by Weidman and adopted unanimously.

g) Reappointment of Richard Bellinger to a Three-Year Term on the Budget Committee

Heitmanek moved to reappoint Richard Bellinger to a three-year term on the Budget Committee. That motion was seconded by Weidman and adopted unanimously.

h) Reappointment of Joseph Schaefer to a Three-Year Term on the Budget Committee

Rhoden-Feely moved to reappoint Joseph Schaefer to a three-year term on the Budget Committee. That motion was seconded by Weidman and adopted unanimously.

i) Utility Service Partner Royalties

Jorgensen said he spoke with representatives of the company. They gave him an estimate of around \$500 per year that the city could receive in royalties. Rhoden-Feely said it should go to the North Marion SIT team. Councilors agreed by consensus. Rhoden-Feely explained how the SIT team works. The goal is preventing homelessness before it happens. The team also assists people with making utility bill payments.

j) Development Project Timeline and Map

Asher went over the materials that were included in the packet. Projects currently in the works are the Quonset hut replacement at Aurora Architectural Salvage and Portland Electrical Construction, Inc. (PECI). The PECI project will include an upgrade of the city's adjacent water line. Peyton Circle is also still in the works, along

with Conroy Classics. Jorgensen said a Site Development Review for that project is expected to start soon.

8. CORRESPONDENCE

- a) MWVCOG Governance 101 Workshop
- b) Pedestrian Safety

Asher suggested that the city purchase and use flags with its logo that can be placed in tubes near the crossings. There was a consensus among councilors for the concept. Rhoden-Feely said the City of Sisters did something similar and directed Jorgensen to reach out and ask what they did.

9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS-N/A

10. REPORTS

- a) Public Safety

Asher directed Jorgensen to request that Deputy Bill Ovchinikoff be present at the next council meeting to give his report.

- b) Finance Officer
- c) Public Works

Gunter said that an inmate work crew cleared the city-owned property at the end of Ottaway.

- d) City Attorney
- e) City Recorder

Jorgensen said he and Berard met with a representative of the Oregon Department of Transportation to discuss crosswalk safety improvements on Highway 99. He met with a representative of PGE to discuss the feasibility of the city having electronic vehicle charging station. Much work has gone into filling vacancies on the city's various boards and commissions. The Parks Committee didn't make any recommendations on filling its vacant position because its December meeting was cancelled due to lack of a quorum. He participated in the Oregon Department of Aviation's (ODA) public records rulemaking advisory committee meeting in Salem. The Department of Administrative Services adopted rules a few years ago directing state agencies to change their public records policies. The ODA had yet to do so. A representative from Friends of French Prairie was also at the meeting and expressed the frustration that group has had with receiving records they requested from the ODA in a timely fashion, as well as the perceived exorbitant costs the agency charged for fulfilling those requests. The rules that the committee was reviewing should help resolve those kinds of issues. He also worked with Gunter to put out a request for proposal for the city's landscaping services. Jorgensen said he could place a discussion on how to spend the county economic development funds on the agenda for the council's next meeting. Council agreed by consensus. Weidman asked if he could try and get the PGE representative to do a presentation on EV charging stations.

- f) Airport

Heitmanek said there was no PAAM meeting in December. The next PAAM community outreach meeting is scheduled for January 29 for 6 to 8 p.m. at a location to be determined. The topics include the new ODA software that's interactive and

allows people to document and submit noise complaints and a video on the history of corporate aviation. A pilots association fly-in is scheduled for the airport the weekend before Colony Days. He suggests that the city have a booth at the event. Tony Helbling told Heitmanek he would like the contact information for the trolley company that participated in last year's Colony Days, as the airport users want to use that service for the fly-in.

g) Planning

Weidman said the Planning Commission discussed the proposed legislative amendment during its last meeting regarding the prohibition against retail marijuana dispensaries in the city's historic district. The Historic Review Board members have expressed concerns about lighting and safety. Much of the Planning Commission discussion involved the size of buffers and definitions of different aspects of marijuana related businesses. Planning Commission Chair Joseph Schaefer said City Planner Renata Wakeley is putting together draft zoning changes stating that the 1,000 foot buffer doesn't apply to retail. The hours of operation are now limited to 5 p.m. but would be extended to 7 or 8 p.m. The hearing on the proposed legislative amendment is scheduled for the commission's February meeting. Weidman said that Bruce Bennett was at the Planning Commission meeting and extended his wishes to work with the city to address concerns and pilot safety. Schaefer said commissioners expressed their concerns about safety on Airport Road. Berard said the proposed business plan seemed to be an avenue for the city and the airport to work together. Heitmanek expressed concern about perceived rudeness to Bennett. Weidman said it didn't last very long and was dealt with immediately by Schaefer.

h) Community Outreach

Rhoden-Feely said the North Marion SIT team has filed its application to be a 501C3 and that is pending. The SIT team approved paying a PGE bill for a family and received a request to pay a bill so a family can avoid eviction. The SIT team's steering committee met and discussed its mission and budget. There are gaps in meeting needs in north Marion County. For example, there is no Meals on Wheels program anywhere in the county north of Woodburn. She's also continuing her work on a resolution to cleanup previous resolutions about the city's utility billing practices.

i) Community Preparedness

Weidman said she participated in the most recent community preparedness meeting. Bellinger created a map with 20 sections of the city with two contact people assigned to each of them. A version of that map could be posted at city hall. Stewart said he also attended and brought up concerns about how the city would respond to a train derailment. Weidman said the map could be included in the city's welcome packet.

j) Parks Committee

k) Mayors Report

Asher said Colony Days is on his agenda. Berard will head up the parade and Heitmanek will do the car show. Feely said her husband Ronan will do the run. Weidman said she can book bands. Colony Days will be August 8 and 9.

11. PUBLIC HEARING-N/A

12. EXECUTIVE SESSION

The Aurora City Council will hold an executive session pursuant to ORS 192.660 (2)(h) to discuss potential litigation.

The council entered into executive session at 8:52 p.m. Schaefer was invited to attend. The executive session adjourned at 9:37 p.m. The council went back into regular session at 9:38 p.m.

13. OLD BUSINESS

- a) Discussion and/or Action Regarding County Hearings Officer Recommendation on TLM Holdings Application

Rhoden-Feely said the Department of Justice (DOJ) asked to dismiss the Circuit Court appeal. She recommends that the city decline but agree to stay it.

Rhoden-Feely moved for the city to agree to stay the circuit court case. That motion was seconded by Weidman and adopted unanimously.

Rhoden-Feely said she's agreeable to consolidating cases and the city should not object to that.

Rhoden-Feely moved for the city to not object to the consolidating of the cases. That motion was seconded by Weidman and adopted unanimously.

Rhoden-Feely said that agreements that are incidental to the cases need to be signed.

Rhoden-Feely moved to delegate the authority to sign agreements incidental to the case to Mayor Asher. That motion was seconded by Weidman and adopted on a 4-1 vote, with Heitmanek dissenting.

Schaefer said he received notice from the county that the hearing is on hold until the county hears from the applicant. He has the option of insisting that it be pushed forward.

- b) Discussion and/or Action Regarding Aurora Airport Master Plan LUBA and Circuit Court Appeal Update

Schaefer said the DOJ filed its record on December 16. He filed an objection asking for more documents. The attorney representing the airport business owners objected to his objection. Other parties also want additional information included in the record. The state is expected to issue its response January 28. A LUBA decision is expected in March, along with the schedule for the rest of the case.

14. ADJOURN

Asher adjourned the meeting at 9:44 p.m.

Brian Asher, Mayor

ATTEST:

W. Scott Jorgensen
City Recorder

DRAFT

Minutes
Aurora Planning Commission Meeting
Tuesday, January 7, 2020, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder; Renata Wakeley, City Planner

STAFF ABSENT: None

VISITORS PRESENT: Tara Weidman, Aurora; Jim Stewart, Aurora; Gayle Abernathy, Aurora; Bruce Bennett, Aurora; Samantha Justice, Oregon City; Corey Barton, Canby; John Berard, Aurora

1. CALL TO ORDER OF THE AURORA PLANNING COMMISSION MEETING

Chair Joseph Schaefer called the meeting to order at 7 p.m.

2. ROLL CALL

Chairman Joseph Schaefer-Present

Commissioner Craig McNamara-Present

Commissioner Bud Fawcett-Present

Commissioner Tim Shea-Present

Commissioner Jonathan Gibson-Present

3. CONSENT AGENDA

a) Planning Commission Minutes – December 3, 2019

b) Historic Review Board Minutes – November 21, 2019

Commissioner Bud Fawcett moved to approve the consent agenda. That motion was seconded by Commissioner Jonathan Gibson and adopted unanimously.

4. VISITORS

There were no visitors at this time.

5. CORRESPONDENCE-N/A

6. PUBLIC HEARING-N/A

7. NEW BUSINESS

a) Legislative Amendment—LA 2019-01

City Recorder W. Scott Jorgensen said that a public hearing will be scheduled for the commission's February meeting. He was directed to pursue the amendment by a unanimous vote of the city council at its December meeting. The amendment is to review the prohibition on marijuana dispensaries in the city's historic district. City Planner Renata Wakeley said Jorgensen contacted her and directed her to begin the process. That includes sending notice to the state Land Conservation and Development Commission on code updates 35 days in advance. She wanted the item

on tonight's agenda to receive direction from the Planning Commission on how to proceed. Jorgensen said that as part of the process, notice has to be given to the State Historic Preservation Office and the Historic Review Board (HRB). That is because the change would affect the city's historic district. The item will be scheduled for discussion at the HRB's January meeting. Wakeley said dispensaries are currently listed as a conditional use outside of the historic district with buffers, use and time limits and required screening. Schaefer said tonight's meeting is informal and not a public hearing. That will be held next month. Fawcett asked about the restrictions on hours of operation. Jorgensen said that was part of the time, manner and place limitations that the city imposed four years ago. Samantha Justice said the state permits such facilities to be open from 8 a.m. to 10 p.m. Fawcett asked if medical marijuana would be considered a medical service, which is an outright permitted use. Wakeley said it is defined separately in the city's code. Commissioner Tim Shea said that there should not be a distinction between medical and retail, as many shops have both. Wakeley said both are currently treated the same in the city's commercial zone. Justice said some are only medical, but her proposed dispensary would be a hybrid of retail and medical. Shea asked about the provision that prevents marijuana businesses from being within 1,000 feet of each other. Wakeley said she interprets it to say that there are no distinctions between retail and processing. Marijuana businesses are currently allowed in industrial areas, so the buffer would apply if facilities were within 1,000 feet of each other. Jorgensen mentioned the marijuana operations at the Smetco facility on Ottaway. Wakeley said the code could be amended to prohibit industrial processing facilities from being within 1,000 feet of each other. That would enable a dispensary in the commercial zone. Gayle Abernathy said she believes in the protections for the historic district. The HRB works hard to maintain the system that makes people come to visit Aurora. She has no problem with dispensaries being located outside of the historic district, but objects to them being in the district. She took over a liquor store after her husband passed away and got out of the business. People would come into the store stoned and buy alcohol. The Oregon Liquor Control Commission (OLCC) controls marijuana in the state. There's a 12 to 14 month wait time for licensing, then inspections. Agents are approved by the OLCC and must undergo background checks. She reiterated that she doesn't think dispensaries belong in the historic district. Shea said there will be no consumption on the premises. Abernathy said it would be located at the same property as the pub. Wakeley said a legislative amendment would be a potential change to be applied universally and not to any specific property. Justice said she would be the applicant, along with her husband. Their OLCC application is current and ready to go. They had previously looked at a property in Donald but that didn't work out. If they're approved by the city, it will go to OLCC and then be ready for the inspection. She's familiar with the OLCC rules, as they've been running a grow operation for the last four to five years. They wouldn't be applying if they didn't think they could be authorized by the OLCC. Schaefer said the city's focus in all of this is on time, place and manner. Justice asked if the city would consider extending the allowable hours of operation. Schaefer asked for a specific request. Justice said 8 a.m. to 10 p.m. would be preferable, if possible. Corey Barton said the pub has become a restaurant and sells more food than alcohol. The potential dispensary location would be the property next

to the pub. It would be a business opportunity for the pub and he foresees it being one for the city as well. Abernathy said the lot next to the pub is going to be a car museum and apartments. A lot of money is being invested in that. Would this affect those property owners getting a loan? Schaefer said they will be noticed of the hearing. Wakeley said she is seeking direction from the Planning Commission. Shea asked for a distinction between processing and manufacturing versus retail. Justice said there are also wholesalers and that is a separate license. She said there are different traffic patterns for retail and processing. The 1,000 foot buffer was intended to not have different retail outlets close to each other. Jorgensen said he was in the legislature when those laws were written, and that was the legislative intent. Abernathy said few businesses are open at night in the historic district and there is minimal lighting. Schaefer asked for suggestions on hours of operation. Shea said it could close at 7 p.m. Abernathy said the agents who operate liquor stores can set their own hours. Shea changed his suggestion to 8 p.m. Commissioners agreed to that by consensus. Wakeley suggested language calling for a 1,000 foot buffer with other marijuana retail outlets. Commissioners agreed to that by consensus.

b) Development Project Timeline and Map

Schaefer said that Jorgensen put together the timeline and map that were included in the packet. Jorgensen gave an overview of the upcoming projects on those documents. The Aurora Architectural salvage replacement of the Quonset hut and Portland Electrical Construction building are both in engineering review, with hopes of being completed in the spring. A site development review for Conroy Classics should be coming up soon. He used the map to demonstrate potential future residential development and pedestrian activity along the Highway 99 crosswalks during a visit he and Councilor John Berard recently had with an official from the Oregon Department of Transportation.

c) New Member Discussion

Schaefer said that Jim Stewart applied, and he's gotten to know him. Stewart is a neighbor of a property that Schafer had an interest in. Stewart has been coming to Planning Commission and council meetings. Stewart said he moved to Aurora a year and a half ago. He's been involved in planning issues for many years, including some work on the extension of Cedar Hills Boulevard to Cornell Road. He was the chairman of a Homeowners Association during a \$4 million restoration project that took three years of preparation and came in on time and under budget.

Shea moved to recommend that council appoint Stewart to the Planning Commission. That motion was seconded by Fawcett and adopted unanimously.

8. OLD BUSINESS

a) Pedestrian Safety

Berard said he and Jorgensen are in the process of working with ODOT on greater awareness of crossings on Highway 99. The crossings at Main and Second are not currently recognized by the state. They need to be approved before they can be improved. ODOT agrees that there should be a crossing at Bob's Avenue. It also agrees that the highway is wide in places where people are being asked to cross and suggested that downtown crossings be consolidated. But some Americans with

Disabilities Act requirements could be triggered by some improvements being made. Stewart said he's been working on a petition to lower the speed limit coming in through Highway 99 on the south end of town. Berard said that he and Jorgensen provided traffic data to ODOT. Wakeley said that creating a special transportation district could help lower speed limits.

b) Economic Development

Jorgensen said the responses received through the survey show that city policy isn't prohibiting projects. The city is perceived to have an anti-business reputation, but that isn't showing in the survey responses.

c) Airport Business Plan

Schaefer said that Cindy Riley began this work when she was on the commission. Someone else is needed to take it on. He spoke to Oregon Department of Aviation (ODA) Director Betty Stansbury and Martha Meeker, the chair of the Aviation Board. Both said they would like to see an airport business plan. He may take it on.

d) County Hearings Officer Recommendation on TLM Holdings Application

Schaefer said the hearing for the conversion of the old church camp property was held in March. The hearings officer recently made a recommendation, but a hearing at the Board of County Commissioners has yet to be scheduled. The direction from the council last month was for the city to continue with its opposition and related appeals.

e) Aurora Airport Master Plan LUBA and Circuit Court Appeal Update

The Land Use Board of Appeals (LUBA) record was filed December 17 and two weeks were given to file objections. He did, along with many other interested parties including the Wilsonville Chamber of Commerce. A Department of Justice filing on behalf of the ODA is expected January 28. There will be an opportunity to respond in the two weeks after then. Marion County has filed to be a participating entity. A petition for review of a state agency action has been filed by himself, the City of Wilsonville, Friends of French Prairie and others. Bruce Bennett said it doesn't make sense to himself and some of the people at the airport why the city is fighting them. They try to be a good neighbor. There are 30 runways in Oregon that are longer than Aurora's. The airport and the city should work together for mutual benefit and communication is important. Schaefer asked why the airport wouldn't want to come into the city. Bennett said the city is fighting against safety improvements. Schaefer stated the city's position that the airport is an urban use and should be in the city with city services. Bennett said airports have problems when cities grow around them. People said the tower would bring more planes, but it just makes it safer when people fly in. There's not much more real estate around the airport left to be developed. Schaefer said the LUBA decision is expected to be made at the end of summer or early fall. Bennett said adding another 1,000 feet to the runway would make the airport safer. Schaefer said Airport Road should be built to urban standards. Bennett agreed. Schaefer said the road has not been improved in the 30 years he's been in town.

9. ADJOURN

Schaefer adjourned the meeting at 8:50 p.m.



Joseph Schaefer, Chair

ATTEST:



W. Scott Jorgensen
City Recorder

Minutes
Aurora Historic Review Board
Thursday, December 19, 2019, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: W. Scott Jorgensen, City Recorder

STAFF ABSENT: None

VISITORS PRESENT: Spud Sperb, Aurora; Brian Asher, Aurora; Ruthie Magnus, Aurora; Tina Zech, Aurora; Jessica Iselin, Oregon City

1. CALL TO ORDER OF THE AURORA HISTORIC REVIEW BOARD MEETING

Chair Karen Townsend called the meeting to order at 7 p.m.

2. ROLL CALL

Chair Karen Townsend-Present

Member Gayle Abernathy-Absent

Member Jan Peel-Present

Member Stephen Mikulic-Present

3. VISITORS

There were no visitors at this time.

4. NEW BUSINESS

a) Selection of Chair and Vice Chair

Townsend had previously suggested that Stephen Mikulic serve as chair, but he said he wasn't ready. She said perhaps he could serve as vice chair. Jan Peel asked him if he would be willing to be vice chair if she served as chair. He said he would. Townsend explained the chair duties. Peel and Mikulic accepted those new roles.

b) New Member Discussion

Ruthie Magnus said she's lived in town since 2017. Townsend asked if she's familiar with the museum. Magnus said she's been to it. This is a special town with charm. Preserving its heritage will keep it special. City Recorder W. Scott Jorgensen said that Magnus is a realtor. Townsend suggested that Magnus sit through a couple of HRB meetings and observe, at which point the body can recommend that the council appoint her as a new member.

c) Lighting and Blocks for Aurora Colony Historical Society-21555 Main St NE

Townsend said there isn't much direction that the HRB can give on lighting. There haven't been many craftsman style buildings put up around town, so the issue hasn't come up very often. She has received negative comments from the public about the fixtures that are currently on the building. Peel said that if the back plates were painted like the building's siding, instead of a contrast, the fixtures wouldn't stand out as much. Spud Sperb said that could be done. Jessica Iselin said the requirements for exterior lighting are spelled out in the Oregon Energy Code. They worked with an electrical engineer to find historical, traditional fixtures. There are steps on the side of the building, so they wanted adequate lighting for that area. Townsend said she would like to see something rectangular and more of a craftsman style, but the fixtures are already installed. She agrees with Peel that painting the mounting

plates the same color as the building will eliminate the current contrast. She also received comments about the freestanding lights going between the buildings. They don't look residential, but it is a commercial district and the city's downtown area is unique. The city's codes are written to maintain the integrity of each type of building, with a mixture of historic residential and historic commercial. Those fixtures look more like those that would be at a park or commercial area, but that's not a big negative. She would prefer that they not be black. Bronze or something with less contrast would be better. Iselin said it is difficult to illuminate the sidewalk. She doesn't feel there is too much light there. Having any less would be a safety or security issue. Sperb said the benefit of using those fixtures is that they are close to the ground. They didn't want to cast any light to the street. Townsend suggested placing boxwoods between the lights. Iselin said that a code requirement is that there are limitations for light cast off site. The ballards that were used don't cast. Sperb said he knows it's a sensitive area. They followed the advice of Iselin and the electrical engineer. Townsend said HRB members attended a Main Street conference and one of the lectures was about lighting and the need to always hire professionals. She asked about covering up the utility vault. There will be boxwoods around the edges and a retaining wall with cement stones. Sperb said those will be ten inches to one foot high.

Peel moved to approve the lighting proposal with the condition that the mounting plate be painted and to approve the landscaping plan. That motion was seconded by Mikulic and adopted unanimously.

d) Tree Removal at 15009 Second Street NE

Mayor Brian Asher said the tree between the Lutheran church and the Jacob Miller House. It's been dead for a couple of years and is dropping its limbs on the property. Townsend said trees can become a danger once they're dead.

Peel moved to approve the tree removal. That motion was seconded by Mikulic and adopted unanimously.

5. CONSENT AGENDA

a) Historic Review Board Minutes – November 21, 2019

Peel moved to approve the consent agenda as amended. That motion was seconded by Mikulic and adopted unanimously.

6. CORRESPONDENCE-N/A

7. OLD BUSINESS

Townsend presented some suggested changes for the city's business license application. Jorgensen said he can type those up and have them for the next meeting. They can be presented to council once the HRB approves.

a) Administrative Processes for Roofing Applications

Townsend directed Jorgensen to have a copy of AMC 17.04.050 for the next meeting in January.

b) Outdoor Display of Goods in the Historic District

c) Discussion of AMC 17.24.110 through 17.24.130

d) Discussion of AMC 17.28

e) Code Updates Regarding Fences and Gates in the Historic District

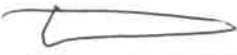
8. ADJOURN

Townsend adjourned the meeting at 8:07 p.m.



Karen Townsend, Vice Chair

ATTEST:



W. Scott Jorgensen
City Recorder

New Business

City of Aurora EV Charging

Portland General Electric
February 2020





Why now?



Automotive manufacturers are investing big



Electric vehicle sales are expected to rise

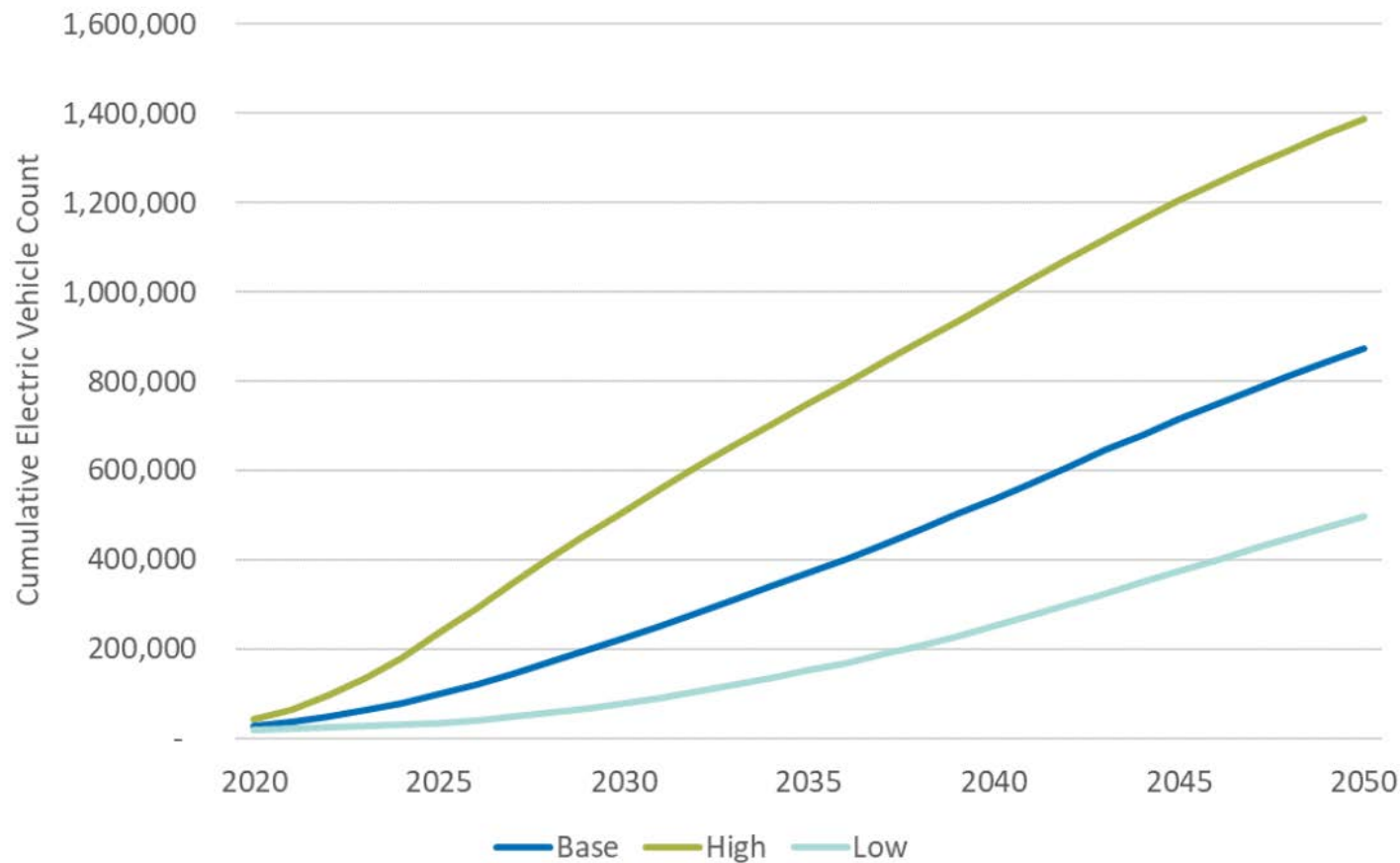


Electrified transportation is key to economy-wide decarbonization



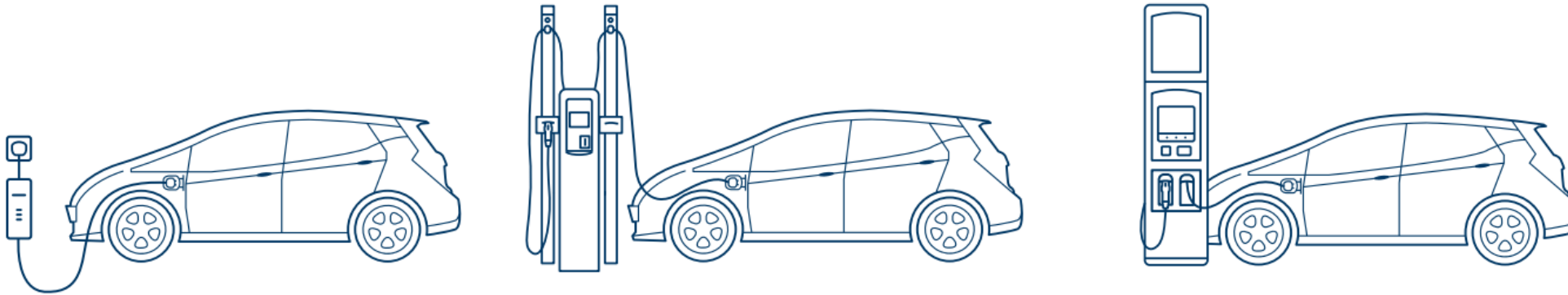
Rising vehicle sales projected

Projected Electric Vehicle Sales in PGE's Service Area



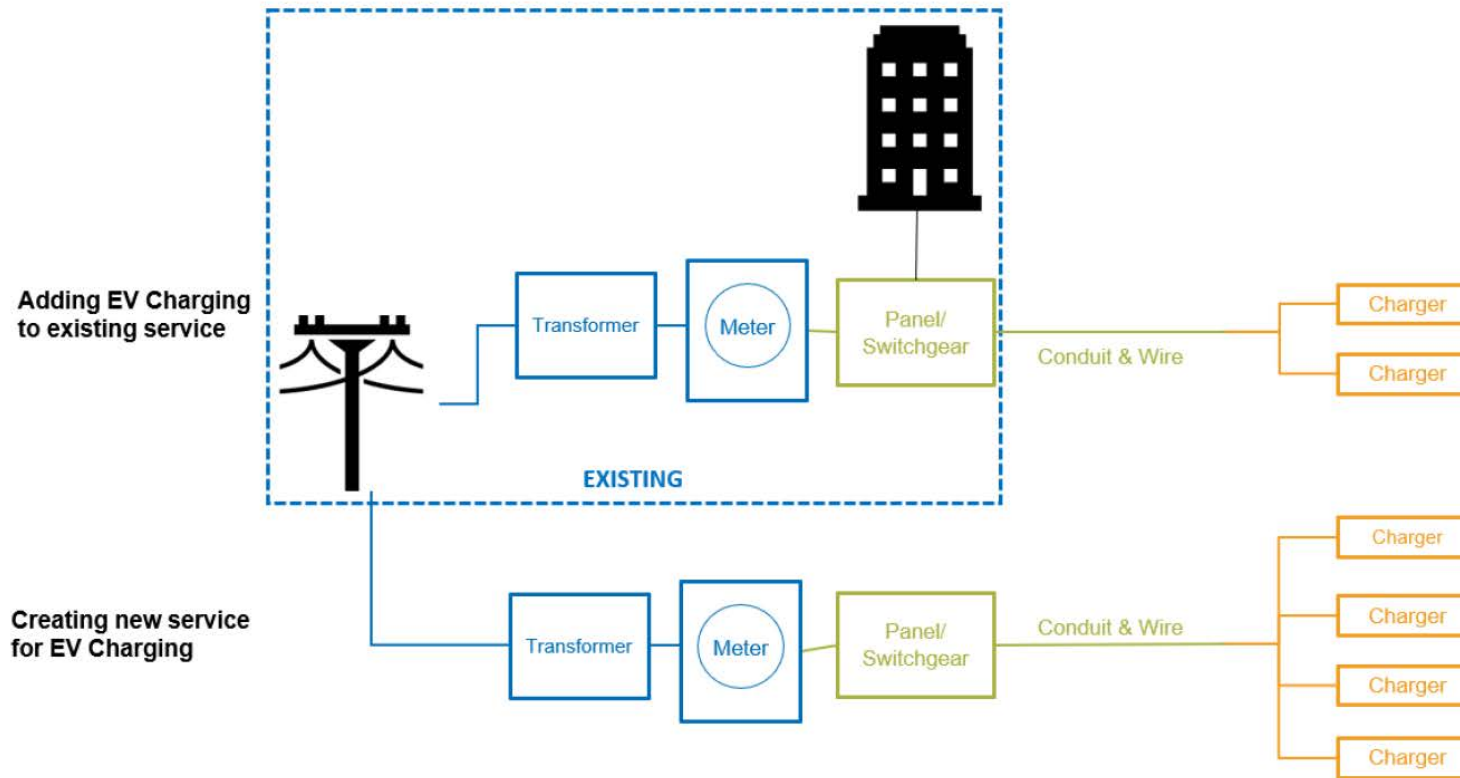
Source: PGE's October 2019 Transportation Electrification Plan

Electric vehicle charging basics



Level 1 – AC Charging	Level 2 – AC Charging	Level 3 – DC Fast Charging
Voltage 120V single phase	Voltage 208V or 240V single phase	Voltage 208V or 480V 3-phase
Amps 12–16 Amps	Amps 30–80 Amps (Typ. 32 Amps)	Amps 60 Amps +
Charging Loads 1.4–1.9 kW	Charging Loads 6.2–19.2 kW (Typ. 7 kW)	Charging Loads 25–350kW
Charge Time for Vehicle 3-5 miles of range per hour	Charge Time for Vehicle ~25 miles of range per hour	Charge Time for Vehicle 80% charge in 20–30 minutes

Infrastructure



Benefits of new service:

- Easier to expand later
- Dedicated meter for tracking monthly usage/cost
- EV rates
- Don't add demand charges to your building

Steps of an EV Charging Project

1. Planning



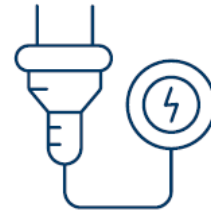
Identify key stakeholders

Contact PGE, an electrical contractor and the property manager.



Evaluate charging needs

Establish how many chargers and what types of chargers to install.



Check the electrical service

A licensed electrician can assess the building's electrical capacity.

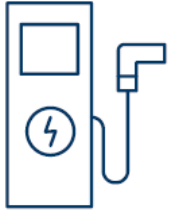


Choose a site

To keep cost low, locate chargers as close to existing infrastructure as possible.

Steps of an EV Charging Project

2. Installation



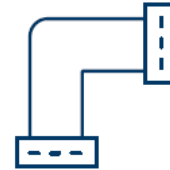
Select chargers

Consider a networked charger for smart charging capabilities.



Estimate Costs

Get multiple bids from trusted vendors.



Future proof

Plan to include extra conduit and upsize equipment to account for future EV chargers.

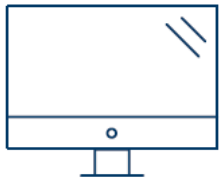


Build

Use contractors with EV experience.

Steps of an EV Charging Project

3. Follow-up



Promote

We can suggest creative campaigns to drive interest to the chargers.



Maintain

Contract with an equipment provider or use an internal crew.



Check-in

Re-evaluate in a few years to keep up with EV growth and technology.

“Smart” Chargers are the Smart Decision



Grid-connected – allows for utility-managed charging to balance the grid so more renewables can be integrated faster



Access control – limit access to only employees, fleet, or those who pay a fee



Payment processing – charge a fee to drivers and customize rates by time or day of the week



Metering – measure energy consumption of each individual charger



Load management – automatically throttles down chargers to keep under maximum load setpoint



Dashboard – web dashboard of all charging assets and their operational status to ensure uptime

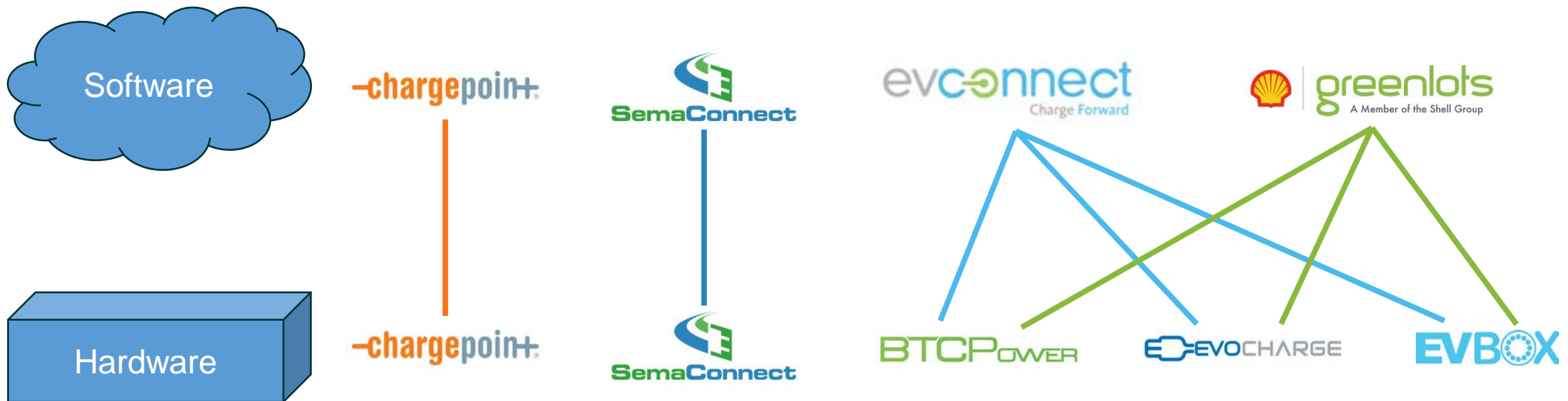


Trending – trend usage and revenue data to show growth and plan for expansion



Reporting – report usage for clean fuels credits

EV Charging Networks



Note: Not an exhaustive list of EV software/hardware providers

Cost Example

Installing one public EV charging station, and setting price to cover operating expenses

Example

Capital Expenses		Operating Expenses	
Charging Station	\$2,500	Electricity (@ \$0.10/kWh)	\$300 /yr
Installation	\$10,000	Software & data fees	\$200 /yr
		Maintenance	\$100 /yr
Total Capital Cost	\$12,500	Total Operating Cost	\$600 /yr
		Revenue (@ \$0.20/kWh)	\$600 /yr
		Net Operating Cost	\$0 /yr

Questions?



From: [Amanda Setzer](#)
To: apmapres@antiquepowerland.com; [Christy Wurster \(cwurstster@silverton.or.us\)](mailto:Cwurstster@silverton.or.us); [Cindy Schonholtz \(manager@stpaulrodeo.com\)](mailto:Cindy.Schonholtz@stpaulrodeo.com); [Colby Kemp; eppleyc@keizer.org](mailto:eppleyc@keizer.org); [Gloria Nicholson \(councilornicholson@donaldoregon.gov\)](mailto:Gloria.Nicholson@councilornicholson@donaldoregon.gov); [Heidi Bell; irvin@mediabyirvin.com](mailto:Heidi.Bell@cityofgervais.com); [Jenna Steward](#); [John Zobrist](#); [Lawson, Jay](#); [Recorder; smarston@cityofgervais.com](#); [Taylor Cantonwine](#); [Wooden Shoe Marketing](#); [Paul Iverson](#)
Subject: Travel Oregon Rural Tourism Studio Follow Up
Date: Thursday, January 30, 2020 12:18:50 PM
Attachments: [WoodburnRTS.pdf](#)

Hello everyone,

I hope you all have been doing well since the last time that we spoke. After our meeting on the 9th, more participants have been added to the steering committee. Of those people are: Jenna Steward, (Crosby Hop Farm) , Lexie Criscola (Wooden Shoe Tulip Farm), Irvin Sanchez (Videographer), Taylor Cantonwine (Travel Salem), Cindy Schonholtz (St.Paul Rodeo), City of Silverton (the point person is still being decided on), City of Keizer (the point person is still behind decided on), Heidi Bell (City Administrator of Donald), Gloria Nicholson (Donald Council President) and members of Woodburn's current Tourism Advisory Committee (Paul Iverson and Jay Lawson). I am still waiting on responses from possible partners. We can have up to 20 or more committee members. I would like to shoot for as close to 20 as possible. Including myself we are currently at 16. Please feel free to bring anyone on that you think would be an asset to the current group.

I would like to meet again to go over the application and get some information about your communities to include in the application. Attached in this email are the application questions. I will be meeting with Tori Middelstadt from the Willamette Valley Visitors Association next week to discuss the project and get some feedback from her that I will also share with you.

As a partner in this effort, I would like to request a letter of support from you to submit along with the program application; it is also a requirement for application. I have attached Travel Salem's letter of support as an example. Some of the highlights of the program to include in your letter of support include:

Provide a brief description about your community or organization

Express your community's or organization reason of why you support the project and want to be involved

Strengthen and bonds communities within the region to work collaboratively

Collaboration for promoting tourism opportunities through the North Marion County region

Goal to create a shared vision and strategies for tourism experiences in outdoor recreation, bicycle tourism, culinary and agritourism, and/or cultural heritage tourism

Create a climate where tourism can thrive in our rural communities and region

The Rural Tourism Studio program will help the North Marion County region to identify opportunities to generate significant regional and local impact

I would love to have these letters no later than **Thursday, February 20th**. Let me know how I can

help with this.

Below are possible meeting times. Please respond to this email with the best date for you. I will choose the majority vote for a date and time.

Thursday February 13 – 8:30am-10:30am, 10:30am-12:30pm or 3pm-5pm

Friday, February 14 - 8:30am-10:30am, 10:30am-12:30pm or 3pm-5pm

Monday, February 17 - 8:30am-10:30am, 10:30am-12:30pm or 3pm-5pm

Have a great day!

Amanda Setzer

City of Woodburn

Economic Development Specialist

270 Montgomery St. | Woodburn, OR 97071

Phone: 503-980-6320

Email: Amanda.Setzer@ci.woodburn.or.us

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TRAVEL  OREGON

OREGON TOURISM STUDIOS



THE POWER OF SUSTAINABLE TOURISM

The Oregon Tourism Studio program has helped more than 25 destinations develop tourism opportunities in meaningful, sustainable ways. **Program benefits include:**

- New relationships between leaders in the region and key destination management organizations
- A culture and climate where tourism-related businesses are supported and can thrive
- Ongoing access to resources and support from Travel Oregon



Travel Oregon offers three types of tourism studios and works with communities to determine which is best for them:

Rural Tourism Studios help rural communities grow tourism based on their region's unique offerings. Participants develop a shared vision and strategies for new tourism experiences in outdoor recreation, bicycle tourism, culinary and agritourism, and/or cultural heritage tourism.

Destination Management Studios support communities that have strong tourism demand and may be vulnerable to the impacts of high visitation. This studio promotes job creation, local economic development and a great experience for visitors, while addressing visitation and management complexities to protect natural resources.

Tourism Experience Studios are a streamlined one or two day workshop that help communities develop and market specific tourism products, focused on outdoor recreation, bicycle tourism, culinary and agritourism, and/or cultural heritage tourism.

For more information about the Oregon Tourism Studio program, visit Industry.TravelOregon.com/OTS

OREGON TOURISM STUDIO SUCCESS STORIES



Wilson Ranches Retreat

RURAL TOURISM STUDIO:

JOHN DAY RIVER TERRITORY 2010

*Connecting isolated communities
under a common identity*

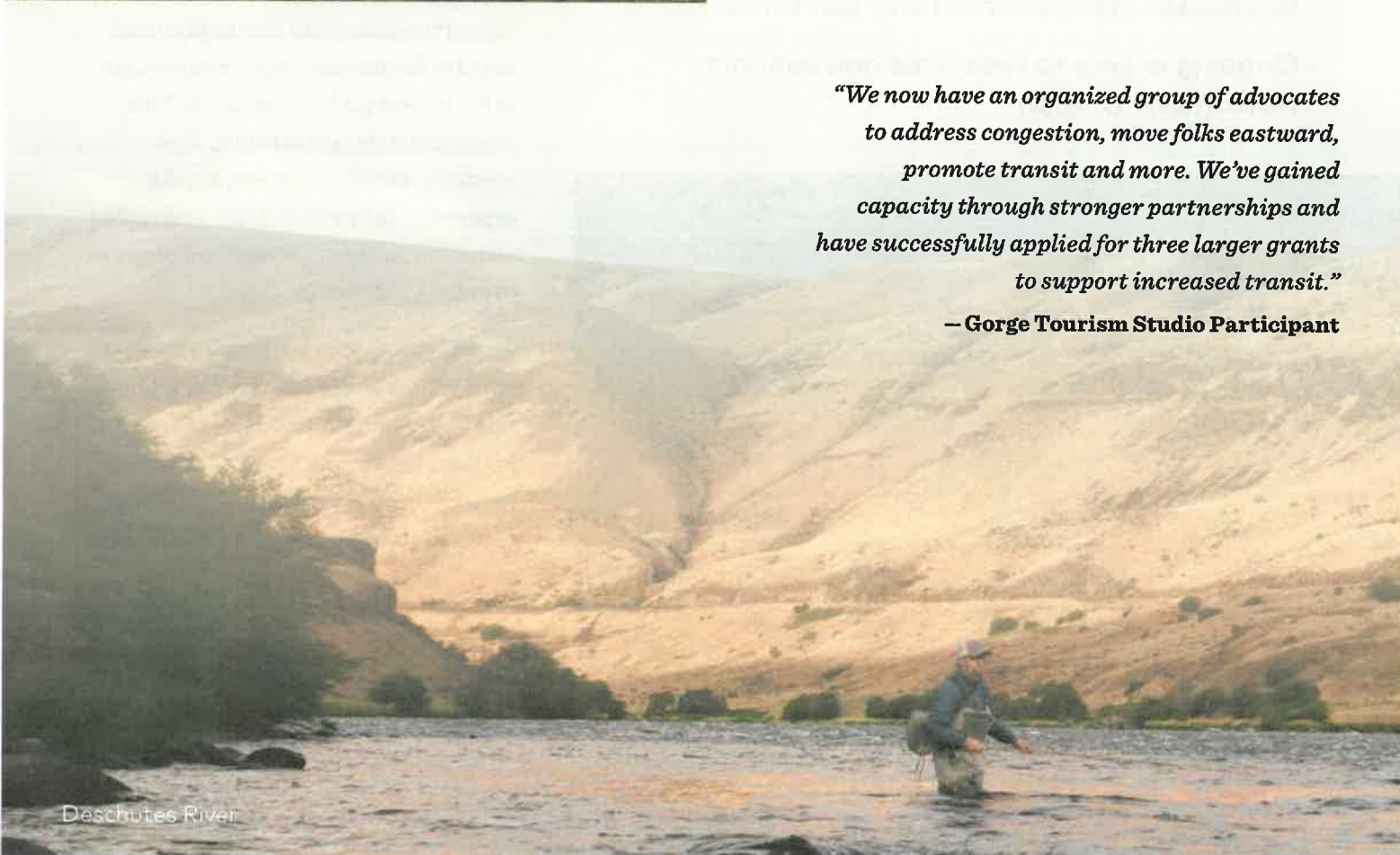
A network of enthusiastic local champions and diverse small businesses from 19 communities worked together to develop a new regional brand that identifies the communities as a distinct region of Eastern Oregon. Visitors can now access the John Day River Territory and its historic fossil beds on horse or by bike before casting for steelhead on the second longest free-flowing stream in the continental United States.

Studio outcomes:

- Implementation of an integrated marketing strategy on johndayriverterritory.com
- Designation of the Old West and Painted Hills as Oregon Scenic Bikeways
- 2013 selection to host the 6,000 person Tough Mudder event

"We now have an organized group of advocates to address congestion, move folks eastward, promote transit and more. We've gained capacity through stronger partnerships and have successfully applied for three larger grants to support increased transit."

— Gorge Tourism Studio Participant



Deschutes River



DESTINATION MANAGEMENT STUDIO: **COLUMBIA RIVER GORGE 2016**

Offering unforgettable visitor experiences while preserving the destination

The Gorge Tourism Studio was a collaborative program designed through a close partnership of stakeholders from Oregon, Washington and Travel Oregon. With high visitation and a high number of world-class attractions, the Columbia River Gorge National Scenic Area grapples with how to address mounting growth pressures. Through this effort, the Gorge communities are now working collaboratively to find a balance of people, culture and nature.

Studio outcomes:

- Establishment of the Columbia Gorge Tourism Alliance
- Creation of car-free transportation options to address congestion
- Development of Ready, Set, GOrge!, a visitor communications program to disperse impacts and promote stewardship

TOURISM EXPERIENCE STUDIO: **EAST LANE COUNTY: BICYCLING 2016**

Transforming a region into a premier bicycling destination

The East Lane County Bicycle Tourism Studio expanded on the Oakridge Area and the McKenzie River Valley Tourism Studios to bring together 10 rural communities. Community leaders worked to combine efforts around a vision of connected communities through human powered transportation. Visitors now have access to world-class road, gravel and mountain biking within a mosaic of historic communities nestled against the backdrop of the Cascade Mountain Range.

Studio outcomes:

- Development of the "Connect Lane" wayfinding and signage program
- Curation of self-supported itineraries that connect each community
- Development of scenic, low-traffic bike routes between the communities

For more information about the Oregon Tourism Studio program, visit Industry.TravelOregon.com/OTS

INTERESTED IN HOSTING A TOURISM STUDIO IN YOUR REGION?

Any Oregon community—or, ideally, group of communities within a destination that have identified tourism as a priority economic development strategy and are interested in working collaboratively—can apply for a tourism studio. Travel Oregon's selections are based on the following criteria:

- **A community's readiness to proceed**
Are there enough stakeholders willing and able to implement the program and use it as a catalyst for future destination development and management activities?
- **A local convener**
Is there a local convener who has the trust of local leaders within the region and has the capacity to plan and facilitate program meetings before, during and after the workshops?
- **The location's potential to benefit**
Is there strong potential for a specific type of tourism development strategy or intervention that will unlock more benefit for the destination?
- **Willingness to engage and give feedback**
Are people in the region willing to engage in the program by attending workshops and serving on action teams?
- **Community commitment**
Interested communities must be prepared to make a significant and long-term commitment to leadership and participation, building a community-wide focus on tourism as a shared priority. Travel Oregon aims to make this a low-cost program for participants, and instead of asking for a large monetary commitment asks that community members invest their time, thinking and perspectives.

After identifying the opportunity to develop trails in the region, the Wild Rivers Coast tourism studio participants were able to secure over

\$610K IN TRAIL-RELATED
FUNDING

THANK YOU TO OUR PROGRAM PARTNERS

Travel Oregon works with a number of organizations to design and deliver the Oregon Tourism Studio program, including:

- C2 Recreation Consulting
- Converge
- Destination Management Advisors
- Future iQ Partners
- Homegrown Grant Writing
- Metropolitan Group
- Plate and Pitchfork
- Rural Development Initiatives
- Sustainable Travel International
- Walden Mills Group
- Write To Know Consulting

For more information about the Oregon Tourism Studio program, visit Industry.TravelOregon.com/OTS



Application Process

If your community has identified tourism as an economic development strategy, we invite you to apply to bring a tourism studio to your area. [LEARN MORE & APPLY](#)

Home > Opportunities > Programs & Initiatives > Oregon
Tourism Studios > Rural Tourism Studio

Rural Tourism Studio in Coos
Bay (2017)

Rural Tourism Studio

Oregon's visitors and residents are looking for experiences in every region—no matter how far off the beaten path. Visitors are especially interested in taking advantage of Oregon's abundant outdoor recreational activities, natural and cultural landscapes, and food and farm experiences.

Oregon's Rural Tourism Studio is a robust training program designed to help rural communities develop and offer high-value, authentic experiences to travelers—in a sustainable, manageable way. The Rural Tourism Studio helps strengthen Oregon's position as a premier destination while

also stimulating the local economy, protecting and enhancing local resources, and fostering community pride.

Participating communities build a team committed to tourism, often including community leaders, tourism entrepreneurs, tour operators, lodging property owners, outdoor recreation enthusiasts, restaurateurs and anyone interested in local tourism. Through a community-based workshop series, they create a shared vision and a big-picture strategy for tourism and then dive deep to create new tourism offerings in culinary and agritourism, outdoor recreation, bicycling tourism, cultural heritage tourism and more.

They leave the program with a strong team and a solid plan to advance their goals—plus ongoing coaching and the opportunity to apply for a grant up to \$20,000 from Travel Oregon’s Matching Grant Program to support the implementation of priority projects.

WORKSHOP MODULES

A typical program includes the following workshop modules:

Core Modules:

- Community Tourism Visioning & Planning
- Tourism Marketing & Communications
- Action Team Development

Elective Modules:

- Outdoor Recreation & Adventure Travel Bicycle Tourism
- Culinary & Agritourism
- Cultural Heritage Tourism

[Review an example program brochure from the Southern Oregon Coast Rural Tourism Studio program](#)

COMMUNITY COMMITMENT

Interested communities must be prepared to make a significant and long-term commitment to leadership and participation. The Rural Tourism Studio actively engages participating communities over the course of two years, working through three phases: Planning & Outreach (4-6 months), Community-Based Workshops (3-5 months) and Project Implementation (12-18 months). Through this work, the community gains increased leadership capacity, a shared community vision and new or enhanced connections with local and state leaders.

We ask interested communities to commit to the following:

- Organize a steering committee of 8-12 community leaders who will guide the process, own the plan and propel the work forward for the long term
- Recruit participants who represent a variety of community members—from business owners to elected officials to tourism operators—to help build the strategy
- Assemble action teams to implement priority strategies identified during the program
- Collaborate—long term—with community members, stakeholders and Travel Oregon to make the local vision a reality
- Provide meeting venues and workshop space and assist with logistics
- Participate in program evaluation

Because communities make this long-term commitment of time, thinking and perspectives, we are able to keep the monetary cost of participation low. Travel Oregon typically charges a \$5-\$10 per person fee for each workshop; additional fees may apply if the community adds extra modules or requests more intensive support.

APPLY NOW

Travel Oregon accepts applications to Oregon Tourism Studio programs on a rolling basis. The Rural Tourism Studio is currently offered one or two times per year and the wait time can run 12-24 months. [Learn more about our application process.](#)

RURAL TOURISM STUDIO SUCCESS STORIES

- [Wild Rivers Coast Farm Trail](#)
- [McKenzie River Outdoor Recreation Development](#)
- [South Lincoln County 'We Speak' Training](#)

Questions?

Reach out to our staff



Alexa Carey

Director, Community-Based Services

alexa@traveloregon.com



January 15, 2020

Travel Oregon RTS Committee:

Please accept this letter in support of Woodburn's request for a Rural Tourism Studio (RTS).

The region that Travel Salem represents is geographically substantial. We promote from Aurora and St. Paul to Grand Ronde and Detroit Lake and south to Jefferson. Woodburn, as well as the cities near Woodburn are within those boundaries and the Woodburn area is unique. Yes, the area is known for the Woodburn Premium Outlets, but it is important to not allow that one major attraction to overshadow the depth of tourism product that is in Woodburn and the area. Salem understands this concern very well as Salem is much more than just Oregon's Capital.

Woodburn and the cities nearby have huge potential for growth with abundant flower growers, agricultural attractions, rich Latinx and Russian culture, burgeoning historic downtown, Drag Strip and more.

Woodburn's RTS request is fully supported by Travel Salem and we are committed to being part of the RTS should it be awarded. Travel Salem believes a Rural Tourism Studio in Woodburn, serving outlying areas, will be a tremendous assist for this energetic community but will also help attract visitors to the two-county region!

We hope you will decide favorably to support Woodburn's RTS request.

Sincerely,

Irene Bernards
Executive VP / Marketing & PR Director
ibernards@TravelSalem.com
503-581-4325 ext. 127

388 State St., Ste. 100, Salem, Oregon 97301 :: TravelSalem.com :: 503-581-4325

Correspondence

From: [Janelle Shanahan](#)
To: McClureS@canbyoregon.gov; [Recorder](#); scott.derickson@ci.woodburn.or.us; vlnoyle@cityofhubbard.org; mwaldo@stpaultel.com
Subject: Marion County I-5 Aurora-Donald Interchange INFRA Grant Letter of Support
Date: Wednesday, February 5, 2020 2:08:07 PM
Attachments: [INFRA Sample Letter Template.docx](#)

Greetings,

Marion County is applying for an INFRA Grant for funding to complete the I-5: Aurora-Donald Interchange Improvement Project in its entirety. ODOT has secured funding for Phase 1 construction of the Aurora-Donald I-5 Interchange; however, it is unknown when funding could occur to complete the project with Phase 2. Letters of Support are a key element of the application package to the US Dept of Transportation. If you would like to show your support for the I-5: Aurora-Donald Interchange Improvement Project, I have attached a sample letter template to assist you. We would appreciate receiving the Letters back by Feb 14th.

Your consideration is appreciated.
Sincerely,

Janelle Shanahan, P.E.

Transportation Planner
Marion County Public Works
[\(503\) 588-5036](tel:(503)588-5036) (front desk)
[\(503\) 566-4147](tel:(503)566-4147) (direct)
jshanahan@co.marion.or.us

<<<Letterhead>>>

February [REDACTED], 2020

<From>

<From>

<From>

<From>

Subj: I-5: Aurora-Donald Interchange Improvement Project, Marion County, Oregon

Re: Marion County's 2020 INFRA Grant Application

Dear Selection Committee,

<<<Your Organization>>> is pleased and excited to support Marion County's application for grant funding to design and construct the I-5: Aurora-Donald Interchange Improvement project through the United States Department of Transportation's Infrastructure for Rebuilding America (INFRA) Program. The interchange is a key element of the surface transportation system in northern Marion County, with far-reaching impacts to commercial, industrial, agricultural and commuter mobility in Marion, Yamhill and Clackamas Counties. It is a vital link between the rural county road network and Interstate 5.

The I-5: Aurora-Donald Interchange is the only freeway access for an 11 mile stretch of Interstate 5. Relentless congestion and safety issues at this interchange have stifled economic development in northern Marion County for years. Completion of the I-5: Aurora-Donald Interchange Project will benefit <<<Your Organization>>> by:

<<<Please list any benefits you are able to identify>>>

<<<Your Organization>>> supports the successful completion of the I-5: Aurora-Donald Interchange Improvement Project without reservation. The pending improvements will positively affect the entire transportation system of northern Marion County and are desperately needed.

<Salutation>

Ordinances, Resolutions and Proclamations

DOA19568

FCA US LLC INVOICE

4666-A
 PLANT SALTILLO ZONE 70 DEALER 60706 VEHICLE ID NUMBER 3C6TRVDG0KE534513 INVOICE NO. K-VF2-43188544 INVOICE DT. 05/02/19
 SHIPRON TONKIN CJDRF
 TO: 16800 S E MCLOUGHLIN BLV
 MILWAUKIE OR 97267-
 SOLDRON TONKIN CJDRF
 TO: 16800 S E MCLOUGHLIN BLV
 MILWAUKIE OR 97267-
 PAID FOR BY: BANK OF AMERICA
 CREDIT SALE XX CASH SALE

IGN KEY
 TRK KEY
 ACC KEY
 8463-01-5K02

SHIPPING WT. 4766
 SAE HP 34.3
 000-053000-00

BODY & EQUIP.	DESCRIPTION	FACTORY WHOLESALE PRICE
VF2L16	RAM 2500 PROMASTER CARGO 159 HIGH	34,614.00
PW7	Bright White Clear Coat Paint	NO CHARGE
A7X9	Cloth Bucket Seats	218.00
CDU	Driver/Pass. 6-Way Adj Lumbar Seats	396.00
CME	Wood Composite Floor	NO CHARGE
DG2	6-Speed Automatic 62TE Transmission	NO CHARGE
ERB	3.6L V6 24-Valve VVT Engine	263.00
GKS	Pass Sliding Door w Fixed Window	708.00
GKT	Driver Sliding Door w Fixed Window	218.00
GTR	Power Folding/Heated Mirrors	111.00
GXX	2 Additional Key Fobs	111.00
LDB	Rear Cargo LED Lamp	307.00
NHM	Speed Control	263.00
XAA	ParkSense Rear Park Assist System	441.00
XFH	Class IV Receiver Hitch	11.00
YGV	4.5 Additional Gallons of Gas	
2TA	Customer Preferred Package 2TA	
21A	Customer Preferred Package 21A	
001	DESTINATION CHARGE	1,695.00
	HB118700	

MDH # 042520
 EP 37588
 PP 39037
 DR 38681

USE DEALER CONTACT INFORMATION
 KEY INFORMATION

\$28,499.00 STATE PRICE
 (-708.00) AGREEMENT
\$27,791.00 LESS COST FOR
 DRIVER SLIDING DOOR
TOTAL PLUS 244.00
CA/PRIVATE TAX

MSRP RETAIL TOTAL 41,250.00

TOTAL 39,356.00
 ORIGINAL INVOICE

THIS VEHICLE IS MANUFACTURED TO MEET SPECIFIC UNITED STATES REQUIREMENTS. THIS VEHICLE IS NOT MANUFACTURED FOR SALE OR REGISTRATION OUTSIDE THE UNITED STATES.

**CITY OF AURORA
RESOLUTION NUMBER 776**

**RESOLUTION FOR THE EXPECTED EXPENDITURE/PURCHASE OF 2019
DODGE RAM 2500 PROMASTER CARGO VAN**

WHEREAS, On June 11, 2019, The Aurora City Council adopted the 2019/2020 Budget with the expected purchase of a new cargo van for Public Works:

WHEREAS, Chapter X, Section 5 of the City Charter provides that contractual obligations or expenditures of approved budgeted funds for a single purchase in the excess of \$15,000.00 shall be authorized by resolution and;

WHEREAS, The quoted price for the purchase of a 2019 Dodge Ram 2500 Promaster cargo van for the Public Works Department is over the single purchase limit and;

NOW THEREFORE, THE AURORA CITY COUNCIL RESOLVES, that the purchase of the new 2019 Dodge Ram 2500 Promaster cargo van in an amount not to exceed \$28,100 is approved for purchase;

INTRODUCED AND ADOPTED this 11th day of February, 2020.

Brian Asher, Mayor

ATTEST:

W. Scott Jorgensen
City Recorder

Old Business

POTS SERVICES
ADDITIONAL TERMS AND CONDITIONS OF SERVICE

These POTS Services Additional Terms and Conditions of Service (these “POTS Services Terms of Service”) state important requirements regarding the use by Customer and any of its end users, invitees, licensees, customers, agents or contractors of POTS Services offered by Granite and/or its affiliates through contracts with its Provider(s). These POTS Services Terms of Service state certain of Customer’s and Granite’s duties, obligations and rights. Customer should read them carefully as they contain important information. IF CUSTOMER DOES NOT AGREE TO THESE POTS SERVICES TERMS OF SERVICE, CUSTOMER MAY NOT USE POTS SERVICES AND CUSTOMER MUST TERMINATE USE OF SUCH POTS SERVICES IMMEDIATELY. These POTS Services Terms of Service are in addition to the General Terms of Service.

The following additional terms and conditions are applicable to all POTS Services:

1. Services.

1.1 Description of Services. Granite shall provide local exchange and/or long distance telecommunications services through electronic bonding with underlying Providers using commercial platforms (“POTS Services”).

1.2 Changes to Services. Customer may at any time add, delete, relocate or modify POTS Services, subject to a minimum of one (1) month of service with respect to any line. Customers should give as much ADVANCE notice of moving POTS Service as possible. All service level standards stated herein are based on the date the LEC gets a clean order (i.e. with no errors) from Granite. The LEC has two (2) business days to assign order to be processed. Granite does not guarantee service level standards in the event of a problem on the LEC network or if there is an unforeseen problem with Customer’s line.

2. Rates and Charges.

2.1 Local Services Charges. The rates and charges to be paid by Customer for local line access and local toll services generally consist of the current retail tariff rate for the service of the underlying Provider in the jurisdictions in which the Services are performed, less a discount. For those jurisdictions served by (a) AT&T (formerly SBC and BellSouth), the discount is generally 50%; (b) Qwest, the discount is generally 30%; and (c) Verizon, Frontier and FairPoint Communications, the discount is generally 20%. Notwithstanding the foregoing, certain local line access and other services provided in the aforementioned jurisdictions are not subject to any discount. In addition, jurisdictions served by CenturyLink, (formerly Embarq and Century Tel), Windstream (including former AllTel), Frontier (including former Valor Communications), Cincinnati Bell and other independent telephone operating companies are not subject to a discount. A rebill fee (equal to the then-current charge assessed to similarly situated customers of Granite) will be applied to each Customer line billed to Customer by Granite but which is not subject to any discount with a local provider.

2.2 Long Distance Charges. Subject to adjustments, including based on applicable tariff rates, Long Distance Services shall generally have the following rates:

- | | | |
|-----|---------------------------|--|
| (a) | Interstate Long Distance: | \$0.019 per minute of usage (“ <u>MOU</u> ”) |
| (b) | Intrastate Long Distance: | \$0.069 per MOU |

2.3. Other Charges. In the event that Customer elects or uses certain additional Services (such as, for example, installation of new telephone lines, long distance telephone services, regional toll services (LOC2), voicemail, or other features), additional fees may apply.

3. Service Term. The Service Term of all POTS Services shall be month-to-month or as set forth in the applicable Service Order Documents or other writing accepted by Granite.

Dated and effective as of May 8, 2018

BROADBAND SERVICES ADDITIONAL TERMS AND CONDITIONS OF SERVICE

These Broadband Services Additional Terms and Conditions of Service (these “Broadband Terms of Service”) state important requirements regarding the use by Customer and any of its end users, invitees, licensees, customers, agents or contractors of Broadband Services offered by Granite and/or its affiliates through contracts with its Provider(s). These Broadband Terms of Service state certain of Customer’s and Granite’s duties, obligations and rights. Customer should read them carefully as they contain important information. IF CUSTOMER DOES NOT AGREE TO THESE BROADBAND TERMS OF SERVICE, CUSTOMER MAY NOT USE BROADBAND SERVICES AND CUSTOMER MUST TERMINATE USE OF SUCH BROADBAND SERVICES IMMEDIATELY. These Broadband Terms of Service are in addition to the General Terms of Service.

The following additional terms and conditions are applicable to all Broadband Services:

1. Services.

1.1 Description of Services. “Broadband Services” shall mean, and consist of, digital subscriber line service (“DSL”), fiber service (“Fiber”), satellite service (“Satellite”), and/or cable service (“Cable”) which provide connectivity to the Internet between Customer premises and the Provider’s network.

1.2 Equipment. Broadband Services utilize CPE purchased at Customer’s own expense (unless otherwise provided in the Service Order Documents) and either provided by Granite or otherwise approved by Granite and/or its Provider(s). With respect to CPE provided by Granite, Customer shall (a) use such CPE for Broadband Services provided by Granite and Customer is not authorized to use the CPE for any other purpose; (b) comply with all documentation and manufacturer’s instructions; and (c) take reasonable measures to protect and care for the CPE. Customer is responsible for all loss, damage or destruction to Granite provided CPE. Promptly upon notice from Granite, Customer shall eliminate any hazard, interference or Service obstruction that any such CPE is causing or may cause as reasonably determined by Granite. Granite may, at its sole and absolute discretion, suspend Service if any CPE does not comply with the provisions herein.

1.3 Provisioning. In the case of Broadband Services using DSL, the maximum number of phone line filters recommended on any line sharing order is three (3). Additional phone lines/filters may interfere with the quality of Broadband Services. In the case of Broadband Services using Satellite; the services are only available at select locations in the United States subject to Provider availability and confirmation.

2. Rates and Charges.

2.1 Rates and Charges for Broadband Services are as set forth in the applicable Service Order Document(s) or as otherwise communicated to Customer at the time of ordering such Broadband Services and may vary depending on Broadband Service type, features, equipment and other costs required to deliver the Broadband Service to Customer.

2.2 Nation One Broadband Rates. Customer may, at Granite’s sole discretion, be eligible for special rates (hereinafter, “Nation One Broadband Rates”) for certain Cable and Fiber services, provided the Customer fulfills the requirements set forth herein.

(a) In order to be eligible for Nation One Broadband Rates, the Customer must meet, at a minimum, all of the following requirements: (i) Customer must have a minimum of ten (10) locations; (ii) Customer must order Broadband Services from Granite at substantially all of Customer’s locations (e.g. if Customer has 50 locations, Customer must order Broadband Services from Granite at substantially all 50 locations); (iii) Customer must place the order for all Broadband Services within ninety (90) days of the first order; (iv) Customer must elect an initial minimum Service Term of at least twelve (12) months for each Broadband Service; and (v) substantially all of the Broadband Services ordered are new installations.

(b) Provided the Customer meets all the minimum requirements set forth herein, the Nation One Broadband Rates may only apply to certain Broadband Services that meet all the following criteria: (i) the Broadband Service is a Cable or Fiber service and (ii) the Broadband Service is a new installation. Furthermore, the eligibility of the Nation One Broadband Rates to any specific Broadband Service shall be subject to Granite's prequalification check and availability contingent upon the confirmation of the specific Broadband Service speed and Provider availability at each location. Upon confirmation of the availability of the Nation One Broadband Rate to a specific Broadband Service the Broadband Services will be provisioned to the nearest minimum download speed, provided, in no event shall any speeds exceed 150 Mbps download.

(c) The Nation One Broadband Rates are only available if the Customer meets and maintains the requirements set forth herein. In the event Customer fails to meet the requirements set forth herein and/or if the information provided at the time Customer's eligibility for the Nation One Broadband Rates is determined changes (e.g. the Customer does not have at least ten (10) eligible locations), then Granite reserves the right, at its sole discretion, to change Nation One Rates for Broadband Services at any time provided, that Customer shall be given thirty (30) days prior written notice of any such change. If Customer does not agree to accept such new rates then Customer may terminate the affected Broadband Services without penalty upon thirty (30) days' prior written notice. Any continued use of the Broadband Services thirty (30) days after the notice date shall be deemed acceptance of the new rates.

2.3 Satellite Services Rates and Charges. Certain Satellite services are subject to a monthly usage allowance. In the event Customer exceeds such monthly usage allowance, the Customer may be subject to overages as specified in the applicable rate plan. Unused allowances will not roll over to subsequent billing periods. Usage will be billed based on the actual usage rounded up to the nearest whole billing increment. Usage includes but is not limited to: data sent and received via download and upload, email, overhead, and/or software update checks. An unlimited usage plan may be available in certain coverage areas and for subscription during certain time periods. Granite and/or Providers reserves the right, in their sole discretion, to (i) prioritize data or throttle connection during network congestion and/or (ii) limit the quality of video streams above high definition-type quality, and/or (iii) suspend service when excessive data usage adversely impacts network capacity.

3. Service Term. The initial minimum Service Term of all Broadband Services shall begin on the Service Start Date and shall be as set forth in the applicable Service Order Documents or other writing accepted by Granite, provided, notwithstanding the foregoing, all Broadband Services shall commit to, and shall be deemed to have committed to, an initial minimum Service Term of at least twelve (12) months from the Service Start Date. Service Terms may be extended for additional monthly increments due to specific offerings or promotional terms. After the end of the initial minimum Service Term selected by Customer, and any renewal Service Terms selected by Customer, the Service Term shall automatically renew and continue on a month to month basis unless Customer provides prior written notice to Granite at least thirty (30) days prior to the end of the then current Service Term or the service is otherwise terminated in accordance with the Agreement.

4. Early Termination Fees. If any specific Broadband Services or the Agreement is disconnected or terminated after the Service Start Date but prior to the end of the initial minimum Service Term or renewal Service Term selected by Customer, Customer shall be charged an Early Termination Fee in an amount equal to: (a) the greater of (i) \$199.00 or (ii) 100% of the monthly recurring charges for the remaining number of months (or portions thereof) under the then current Service Term of the specific Broadband Services (including the remaining portion of any amortized CPE), plus (b) any and all outstanding funds due to Granite at the time of termination, including, but not limited to, rendered service, hardware and installation fees, plus (c) any installation, construction, CPE or other non-recurring charges waived or discounted by Granite, plus (d) actual expenses incurred by Granite to activate or terminate Broadband Services.

Dated and effective as of September 4, 2018

	GOVERNMENT ACCOUNT FORM AND LETTER OF AGENCY		Sales Rep: Kim Koger
	MULTI-SERVICES		Order Date: 12/4/2019
CUSTOMER INFORMATION			
Government Entity Name ("Customer"): City of Aurora			
Billing Telephone Number:			
Designated Contact:		Contact Phone Number:	
Service Address (Street/Suite): See Appendix A-1			
Mailing/Billing Address (Street/Suite):		City:	State/Zip Code:
Additional Comments/Notes (if any):			
AGREEMENT AND AUTHORIZATION			
<p>By signing this Government Account Form and Letter of Agency ("LOA"), Customer hereby (a) engages Granite Telecommunications, LLC and/or its affiliates ("Granite") to provide Services as set forth in Appendix A, attached hereto and incorporated herein, and such other Services as Customer may order from time to time after the date hereof and (b) authorizes and appoints Granite to act as its agent solely for the purposes of handling all arrangements for establishing, converting, ordering, changing and/or maintaining such Services, and to take such other actions as are reasonably necessary to provide such Services and as Customer may request from time to time. Customer directs its current service provider(s), if any, to work with Granite to affect these changes.</p> <p>Services Under this Agreement shall be for (insert length of term). Customer can cancel services at any time given 30 (thirty) days written notice.</p> <p>The Terms of Service set forth rights and responsibilities of Customer and Granite concerning Services to be provided and in regards to other important topics. If Customer does not agree to the Terms of Service, the authorized representative of Customer should not sign this LOA. All terms and conditions of the Terms of Service are incorporated herein by reference. <i>The Customer Disclosures attached hereto are an integral part of this LOA. This LOA is confidential and may not be disclosed to third parties.</i></p>			
SIGNATURE			
The undersigned is authorized to sign on behalf of Customer and Customer agrees to be bound by the Terms of Service. This LOA is effective as of the date of execution below.			
Customer			
By: _____ Print Name: _____ Title: _____ Date: _____			
<i>Signing this Government Account Form and Letter of Agency will result in a change of service provider(s).</i>			



CUSTOMER DISCLOSURES

INTERNET BASED SERVICES

Customer acknowledges and agrees that certain Internet Based Services (which for purposes of this Customer Disclosure, includes, but is not limited to, Hosted PBX, SIP Trunking, SIP PRI, Hosted Voice, Virtual Auto Attendant and Virtual Voicemail Services), ordered through Granite may not operate in the same manner as traditional wireline phone service and that the following terms and conditions apply with respect to such Internet-Based Services: (a) such services are designed only for use with a compatible PBX or similar advanced telephone system; (b) such services only support Granite's local, intralata toll, interstate long distance and international voice services; (c) such services DO NOT support auto dialers, predictive dialers, telemarketing applications, modems, credit card process, heavy faxing lines and elevator lines (only POTS lines should be used for these purposes); (d) a qualified vendor must install the equipment and service at Customer's sole expense and Granite will not process any order without a qualified vendor involved in the installation process; and (e) Granite requires that Customer provide a complete list of all phone numbers to be ported, any numbers omitted from the list may result in those numbers not being ported at the time of circuit turn-up. Granite will attempt to retrieve CSRs from the existing carrier(s), but cannot guarantee its ability to obtain such CSRs. Customer agrees to provide Granite with complete CSRs, if requested.

CUSTOMER ACKNOWLEDGES AND AGREES THAT SOME OF THE SERVICES PROVIDED BY GRANITE ARE INTERNET-BASED SERVICES AND THAT 911 SERVICES ON INTERNET-BASED SERVICES ARE DIFFERENT THAN THAT OF TRADITIONAL WIRELINE SERVICE. FOR BASIC 911 OR E911 TO BE ACCURATELY ROUTED TO THE APPROPRIATE EMERGENCY RESPONDER, CUSTOMER MUST PROVIDE GRANITE WITH THE TELEPHONE NUMBER(S) ASSOCIATED WITH SUCH INTERNET-BASED SERVICES FOR THE REGISTERED ADDRESS.

CUSTOMER ACKNOWLEDGES THAT INTERNET-BASED SERVICES PROVIDED BY GRANITE MAY NOT SUPPORT BASIC 911 OR E911 DIALING IN THE SAME MANNER AS TRADITIONAL WIRELINE PHONE SERVICE. CUSTOMER AGREES TO INFORM THIRD PARTIES OF THE POTENTIAL COMPLICATIONS ARISING FROM BASIC 911 OR E911 DIALING. SPECIFICALLY, CUSTOMER ACKNOWLEDGES AND AGREES TO INFORM ALL EMPLOYEES, GUESTS, AND OTHER THIRD PERSONS WHO MAY USE SUCH INTERNET-BASED SERVICES THAT BASIC 911 AND E911 SERVICES WILL NOT FUNCTION IN THE CASE OF A SERVICE FAILURE FOR ANY OF THE FOLLOWING REASONS: (A) POWER FAILURES; (B) SUSPENDED OR TERMINATED INTERNET ACCESS SERVICE; (C) SUSPENSION OF SERVICES DUE TO BILLING ISSUES; AND/OR (D) ANY OTHER SERVICE OUTAGES NOT DESCRIBED HEREIN. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT FAILURE TO PROVIDE A CORRECT PHYSICAL ADDRESS IN THE REQUISITE FORMAT MAY CAUSE ALL BASIC 911 OR E911 CALLS TO BE ROUTED TO THE INCORRECT LOCAL EMERGENCY SERVICE PROVIDER. FURTHERMORE, CUSTOMER RECOGNIZES THAT USE OF SUCH INTERNET-BASED SERVICES FROM A LOCATION OTHER THAN THE LOCATION TO WHICH SUCH SERVICE WAS ORDERED, I.E., THE "REGISTERED ADDRESS," MAY RESULT IN BASIC 911 OR E911 CALLS BEING ROUTED TO THE INCORRECT LOCAL EMERGENCY SERVICE PROVIDER.

CUSTOMER IS REQUIRED TO REGISTER THE PHYSICAL LOCATION OF THEIR EQUIPMENT (I.E., IP PHONE, SOFTPHONE, DIGITAL TELEPHONE ADAPTER OR VIDEOPHONE, ETC.) WITH GRANITE AND AGREES TO UPDATE, AND PROVIDE PRIOR WRITTEN NOTICE TO, GRANITE OF THE LOCATION OF SUCH EQUIPMENT WHENEVER THE PHYSICAL LOCATION OF SERVICE FOR A PARTICULAR TELEPHONE NUMBER CHANGES.

TO THE EXTENT THAT GRANITE PROVIDES INTERNET-BASED SERVICES WHICH CUSTOMER UTILIZES FOR TRANSMISSION OF ALARM SYSTEM SIGNALS, CUSTOMER ACKNOWLEDGES THAT GRANITE IS NOT RESPONSIBLE FOR THE FUNCTIONALITY OF SUCH ALARM SYSTEMS AND SIGNALS. CUSTOMER UNDERSTANDS THAT INTERNET-BASED SERVICES ARE NOT INFALLIBLE. CUSTOMER SPECIFICALLY ACKNOWLEDGES THAT GRANITE DOES NOT REPRESENT OR WARRANT THAT THE TRANSMISSION OF ALARM SIGNALS WILL NOT BE INTERRUPTED, CIRCUMVENTED OR COMPROMISED. IF INTERNET BASED SERVICES ARE NOT OPERATIVE, NO ALARM SIGNALS CAN BE RECEIVED BY THE MONITORING STATION. CUSTOMER UNDERSTANDS THAT INTERNET-BASED SERVICES MAY BE IMPAIRED OR INTERRUPTED BY ATMOSPHERIC CONDITIONS, INCLUDING ELECTRICAL STORMS, POWER FAILURES OR OTHER CONDITIONS AND EVENTS BEYOND GRANITE'S CONTROL. THE USE OF INTERNET-BASED SERVICES MAY PREVENT FROM THE TRANSMISSION OF ALARM SIGNALS AT ANY TIME, AND/OR INTERFERE WITH THE TELEPHONE LINE-SEIZURE FEATURES OF CUSTOMER'S ALARM SYSTEM. IN THE EVENT CUSTOMER ELECTS TO USE INTERNET-BASED SERVICES FOR ALARM LINES; CUSTOMER IS RESPONSIBLE FOR HAVING THESE SERVICES TESTED BY AN AUTHORIZED ALARM INSPECTION COMPANY TO ENSURE SIGNAL TRANSMISSION FEATURES ARE OPERATIONAL. THESE FEATURES INCLUDE BUT ARE NOT LIMITED TO PROPER FUNCTIONING OF LINE SEIZURE AND THE SUCCESSFUL TRANSMISSION OF SIGNALS TO THE MONITORING STATION. CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR ALARM SYSTEM COMPLIANCE WITH THE AUTHORITY HAVING JURISDICTION.

CUSTOMER ACKNOWLEDGES AND AGREES THAT CUSTOMER SHALL BEAR THE SOLE RESPONSIBILITY OF INFORMING THIRD-PARTIES OF POTENTIAL CALL RECORDING USING THE INTERNET-BASED SERVICES.

Initialed by Authorized Signer

Appendix A

Services Selected

- ☒ Voice Services (POTs, Long Distance, Local and LD T1 and PRI) (See Note 1)
- ☒ Broadband Services
- ☐ MPLS and/or Dedicated Internet Access Services
- ☐ VoIP Services (Hosted PBX, SIP Trunking, SIP PRI, Hosted Voice, Voice over Cable, Virtual Auto Attendant and Virtual Voicemail Services)
- ☐ Mobility Services (Mobility Data and Mobility Voice)
- ☐ Granite Grid Services
- ☐ Conferencing Services (Audio Conferencing and Web Conferencing)
- ☐ Managed Services
- ☐ Monitoring Services
- ☐ Other Services (List): _____

Note 1: Unless otherwise noted herein, in addition to these rates and charges set forth in this LOA (a) certain other rates and charges may apply, as provided for by tariff, the FCC or other governmental entity, or other regulation or requirements and (b) Customer will pay to Granite all applicable taxes (including sales, use and excise taxes). In the event that Customer elects additional services, additional fees may apply. Customer acknowledges that it will be charged in accordance with the rates and plans listed on Appendix A-1, attached hereto and incorporated herein, plus any and all additional charges as may be set forth in the Terms of Service.

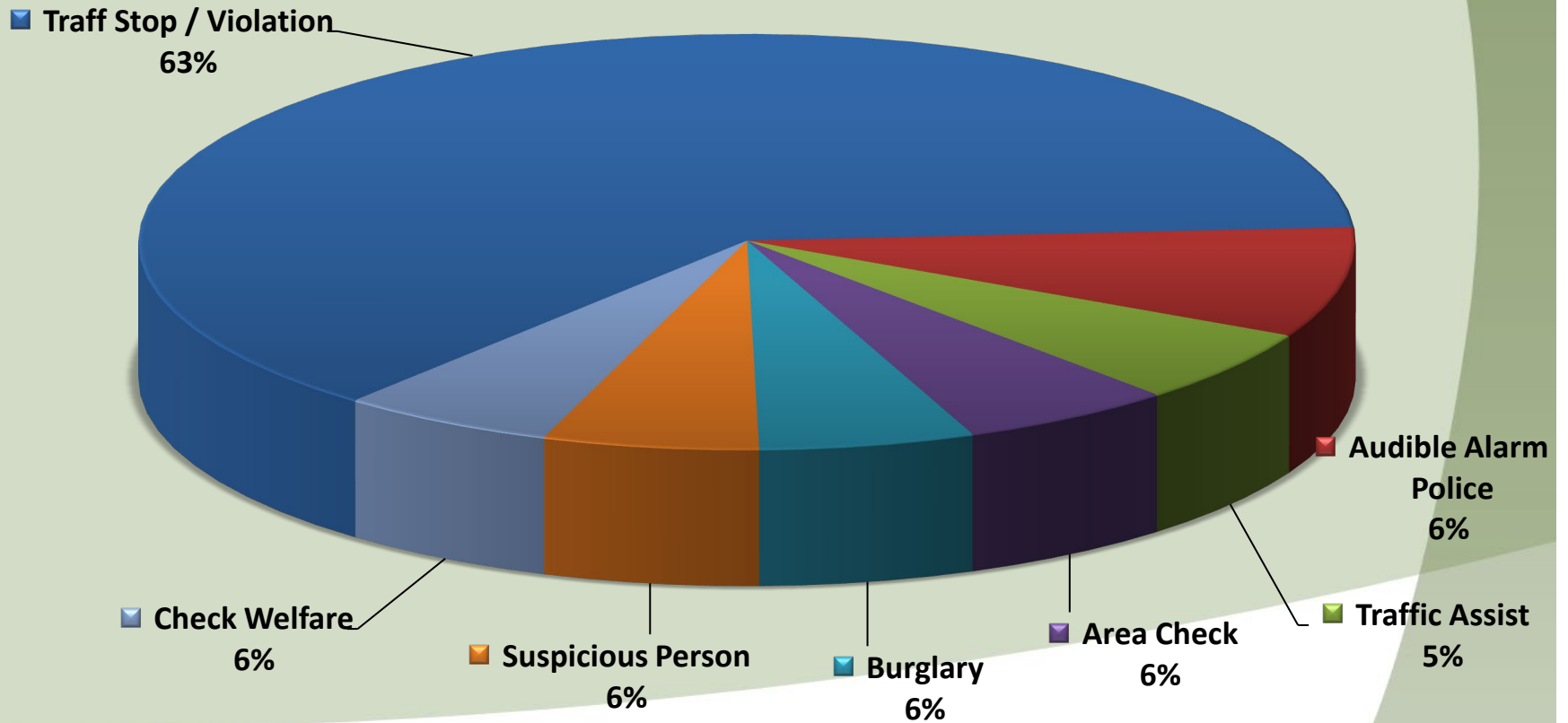
Note 2: See quote and other documents attached hereto as Appendix A-1 for specific details related to Services ordered.

Appendix A-1

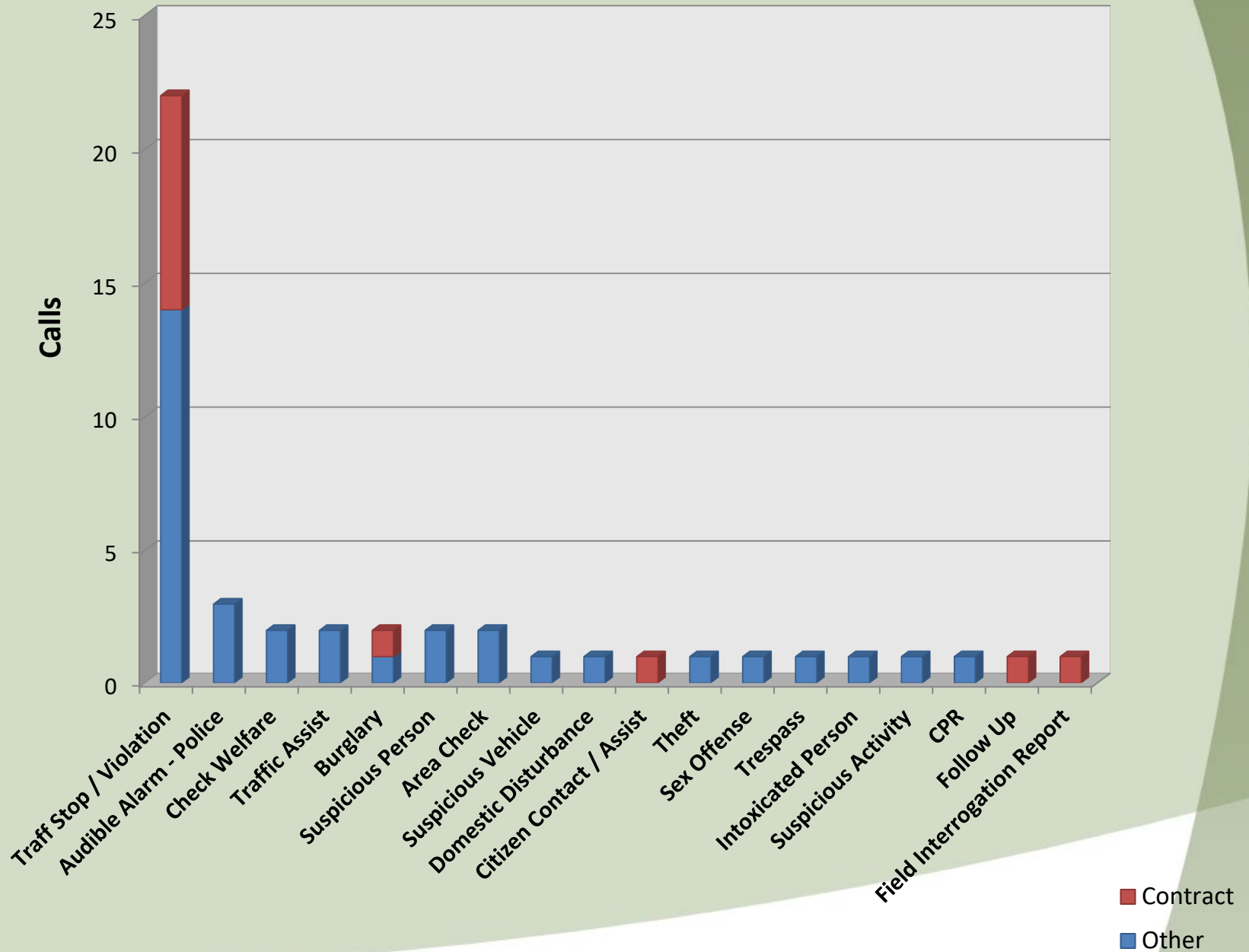
Service Locations and Specifics
(Insert Service Locations, quantities, and the Quote)

Reports

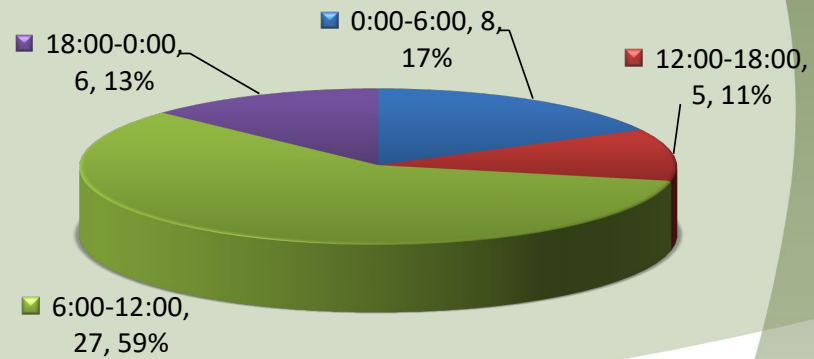
City of Aurora Top Calls for Service January 2020



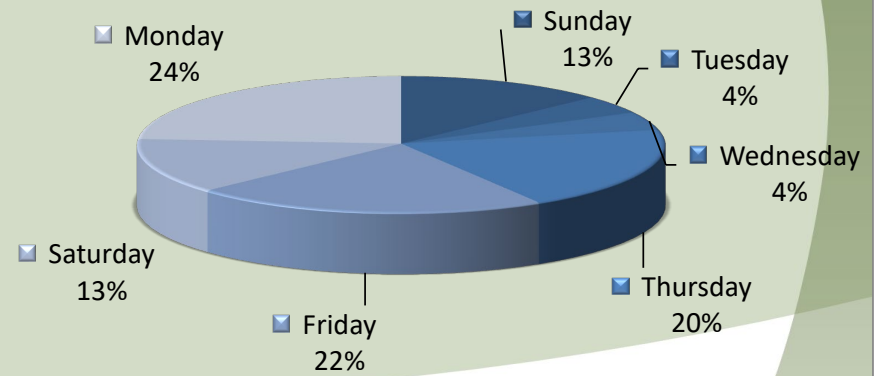
Call Type by Primary Deputy January 2020



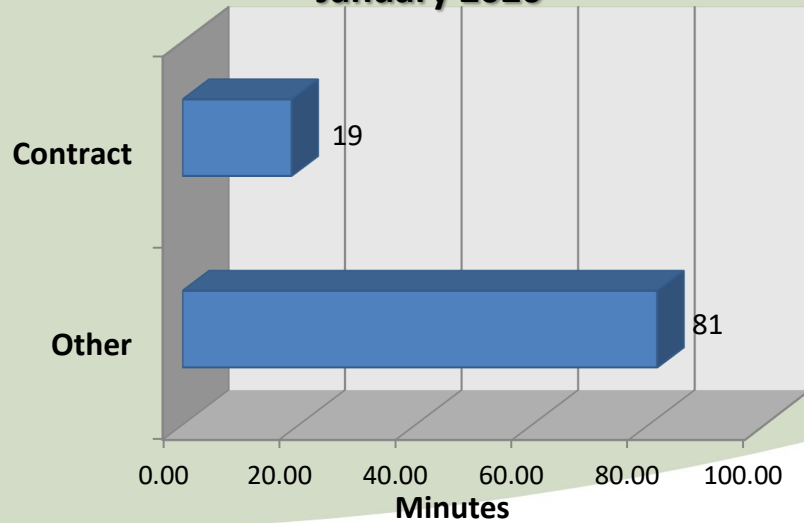
**City of Aurora
Calls for Service by Hours Range
January 2020**



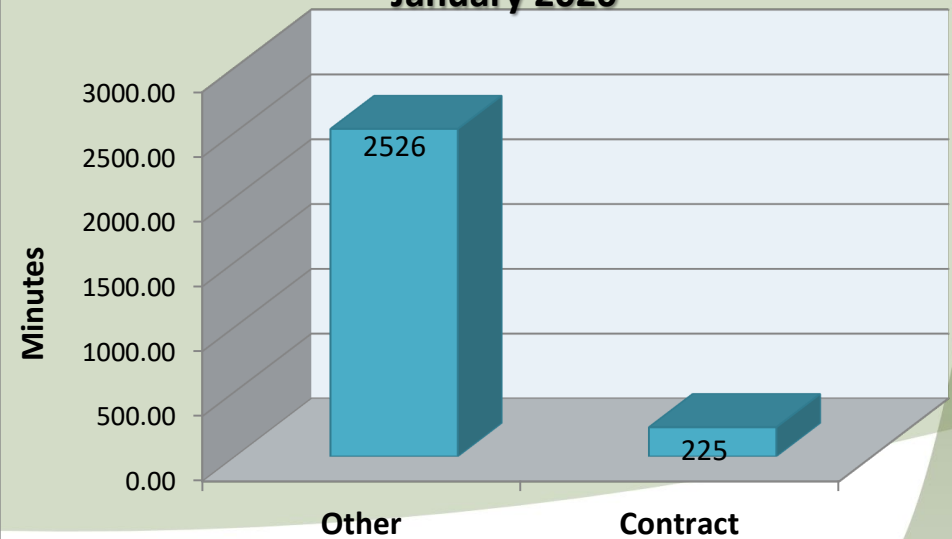
**City of Aurora
Calls for Service by Day of Week
January 2020**



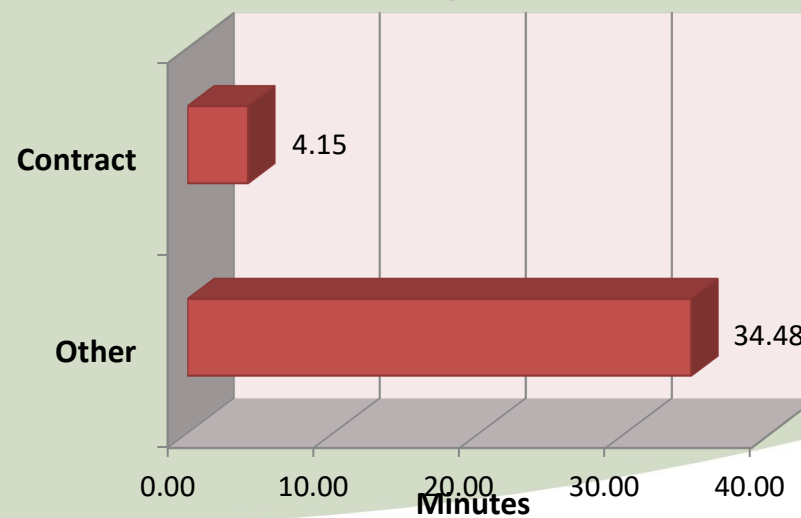
**City of Aurora
Calls Average Call Length
January 2020**



**City of Aurora
Calls Total Call Length
January 2020**

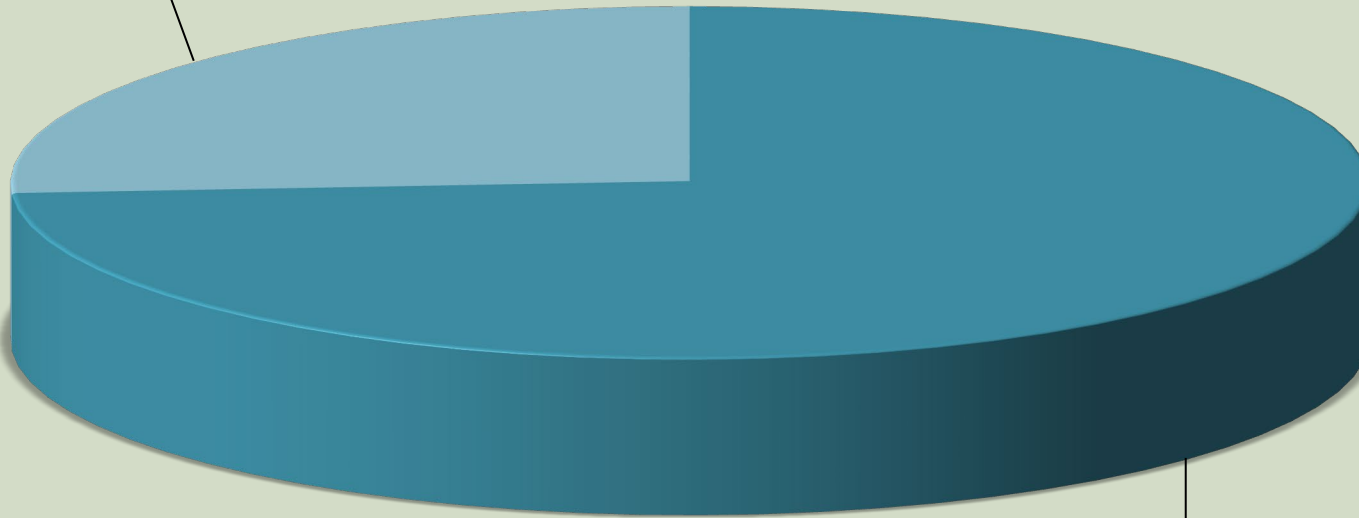


**City of Aurora
Average Call Arrival Time (Traffic Removed)
January 2020**



**City of Aurora
Calls by Primary Deputy
January 2020**

Contract, 12, 26%



Other, 34, 74%

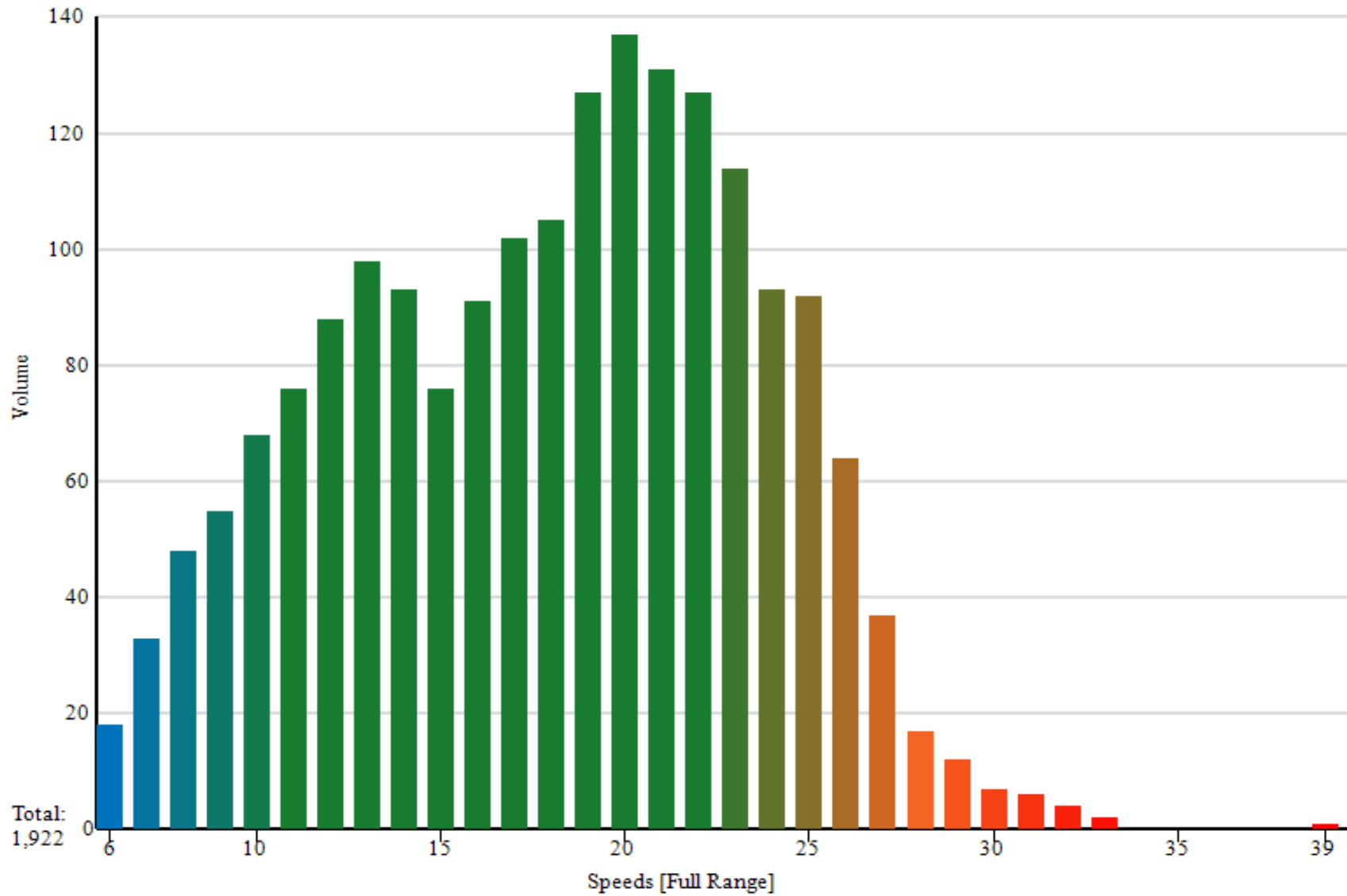
EVENTID	Combined Type	DISPATCH DATE	CLEARED DATE	Arrival in Minutes	Call Length in Minutes	PRIMARY UNIT	LOCATION	Day of Week	Deputy
SMS2020010	Traff Stop / Violation	1/1/2020 8:45	1/1/2020 9:04	0.00	19.93	A197	EHLEN RD NE, MARION COUNTY/AIRPORT	Wednesday	Contract
SMS2020010	Traff Stop / Violation	1/2/2020 6:42	1/2/2020 7:07	0.00	24.90	A197	HIGHWAY 99E NE, AURORA/BOBS AV NE, ,	Thursday	Contract
SMS2020010	Traff Stop / Violation	1/3/2020 8:41	1/3/2020 8:50	0.00	9.32	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Friday	Other
SMS2020010	Traff Stop / Violation	1/3/2020 8:52	1/3/2020 9:02	0.00	9.30	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Friday	Other
SMS2020010	Traff Stop / Violation	1/3/2020 9:07	1/3/2020 9:16	0.00	9.47	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Friday	Other
SMS2020010	Traff Stop / Violation	1/3/2020 9:34	1/3/2020 9:43	0.00	9.40	A171	EHLEN RD NE, MARION COUNTY/MILL RAC	Friday	Other
SMS2020010	Suspicious Activity	1/4/2020 0:19	1/4/2020 2:40		141.03	A177	21131 MAIN ST NE (MapBook:1532), AUR	Friday	Other
SMS2020010	Theft	1/4/2020 14:38	1/4/2020 16:20		101.53	A179	21211 MAIN ST NE (MapBook:1532), AUR	Saturday	Other
SMS2020010	Area Check	1/5/2020 0:53	1/5/2020 1:09	0.00	15.92	A173	21074 MAIN ST NE (21074 MAIN ST NE, (Sunday	Other
SMS2020010	Burglary	1/5/2020 4:13	1/5/2020 6:17	20.52	102.98	A140	21028 HIGHWAY 99E NE (MapBook:1532),	Sunday	Other
SMS2020010	Traffic Assist	1/5/2020 18:55	1/5/2020 19:25		30.27	A028	EHLEN RD NE, AURORA/MILL RACE LN NE,	Sunday	Other
SMS2020010	Area Check	1/5/2020 20:13	1/5/2020 20:22	0.00	9.15	A173	21074 MAIN ST NE (21074 MAIN ST NE, (Sunday	Other
SMS2020010	Traff Stop / Violation	1/6/2020 9:50	1/6/2020 10:01	0.00	10.80	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Monday	Other
SMS2020010	Traff Stop / Violation	1/6/2020 10:00	1/6/2020 10:09	0.00	8.88	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Monday	Other
SMS2020010	Traff Stop / Violation	1/6/2020 10:19	1/6/2020 10:28	0.02	9.13	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Monday	Other
SMS2020010	Traff Stop / Violation	1/6/2020 10:28	1/6/2020 10:38	0.00	10.50	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Monday	Other
SMS2020010	Traff Stop / Violation	1/6/2020 10:51	1/6/2020 11:01	0.00	10.03	A171	EHLEN RD NE, AURORA/MILL RACE LN NE,	Monday	Other
SMS2020010	Check Welfare		1/9/2020 8:13				15068 2ND ST NE (MapBook:1432), AURO	Thursday	Other
SMS2020011	Suspicious Vehicle	1/11/2020 7:45	1/11/2020 9:09	7.63	75.77	A179	14936 3RD ST NE (MapBook:1532), @HEIF	Saturday	Other
SMS2020011	Trespass	1/13/2020 22:58	1/14/2020 3:32	4.78	270.00	A152	14971 1ST ST NE (MapBook:1432), @AURI	Monday	Other
SMS2020011	Traff Stop / Violation	1/14/2020 9:33	1/14/2020 9:40	0.00	7.50	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Tuesday	Other
SMS2020011	Intoxicated Person		1/14/2020 11:23				21433 LIBERTY ST NE (MapBook:1532), AU	Tuesday	Other
SMS2020011	Burglary	1/15/2020 11:22	1/15/2020 12:32	16.57	53.40	A197	21028 HIGHWAY 99E NE (MapBook:1532),	Wednesday	Contract
SMS2020011	Traff Stop / Violation	1/16/2020 11:12	1/16/2020 11:29	0.00	16.22	A197	MAIN ST NE, AURORA/BOBS AV NE, AURO	Thursday	Contract
SMS2020011	Field Interrogation R	1/16/2020 11:25	1/16/2020 11:46	0.00	21.12	A197	21568 HIGHWAY 99E NE (MapBook:1432),	Thursday	Contract
SMS2020011	Traff Stop / Violation	1/17/2020 9:55	1/17/2020 10:03	0.00	7.67	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Friday	Other
SMS2020011	Traff Stop / Violation	1/17/2020 10:05	1/17/2020 10:13	0.00	8.07	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Friday	Other
SMS2020011	Traff Stop / Violation	1/17/2020 10:20	1/17/2020 10:30	0.00	9.68	A171	EHLEN RD NE, AURORA/MILL RACE LN NE,	Friday	Other
SMS2020011	Traff Stop / Violation	1/17/2020 10:53	1/17/2020 11:07	0.00	13.93	A171	EHLEN RD NE, MARION COUNTY/AIRPORT	Friday	Other
SMS2020011	Suspicious Person	1/18/2020 11:35	1/18/2020 14:39	30.10	153.80	A160	21215 SAYRE DR NE (MapBook:1532), AUF	Saturday	Other
SMS2020011	Sex Offense	1/18/2020 14:50	1/18/2020 19:42		292.65	A028	20882 FILBERT ST NE (MapBook:1532), AU	Saturday	Other
SMS2020012	CPR		1/20/2020 4:34				14853 OTTAWAY RD NE (MapBook:1532),	Monday	Other
SMS2020012	Traff Stop / Violation	1/20/2020 9:58	1/20/2020 10:06	0.00	7.98	A197	EHLEN RD NE, MARION COUNTY/AIRPORT	Monday	Contract
SMS2020012	Traff Stop / Violation	1/20/2020 10:39	1/20/2020 10:52	0.00	13.12	A197	HIGHWAY 99E NE, AURORA/OTTAWAY RD	Monday	Contract
SMS2020012	Traffic Assist	1/20/2020 20:05	1/20/2020 21:02	16.62	40.02	A173	EHLEN RD NE, AURORA/1ST ST NE, AUROF	Monday	Other
SMS2020012	Suspicious Person	1/25/2020 13:51	1/25/2020 15:21	5.95	83.57	A108	21317 HIGHWAY 99E NE (MapBook:1532),	Saturday	Other
SMS2020012	Audible Alarm - Polic	1/25/2020 19:01	1/25/2020 23:56	256.05	38.78	A173	21651 MAIN ST NE (MapBook:1432), @AU	Saturday	Other
SMS2020012	Audible Alarm - Polic	1/26/2020 1:59	1/26/2020 2:44	9.68	36.10	A173	21317 HIGHWAY 99E NE (MapBook:1532),	Sunday	Other
SMS2020012	Audible Alarm - Polic	1/26/2020 7:21	1/26/2020 12:13	23.48	269.43	A179	21317 HIGHWAY 99E NE (MapBook:1532),	Sunday	Other
SMS2020012	Domestic Disturbanc	1/27/2020 19:24	1/27/2020 21:52	27.87	119.83	A116	21107 HIGHWAY 99E NE (MapBook:1532),	Monday	Other
SMS2020013	Traff Stop / Violation	1/30/2020 7:58	1/30/2020 8:09	0.00	11.05	A197	HIGHWAY 99E NE, AURORA/4TH ST NE, Al	Thursday	Contract
SMS2020013	Follow Up	1/30/2020 9:51	1/30/2020 10:02	0.00	10.23	A197	21317 HIGHWAY 99E NE (MapBook:1532),	Thursday	Contract
SMS2020013	Citizen Contact / Ass	1/30/2020 10:41	1/30/2020 11:03	0.02	21.98	A197	20813 FILBERT ST NE (MapBook:1532), AU	Thursday	Contract
SMS2020013	Traff Stop / Violation	1/30/2020 12:21	1/30/2020 12:34	0.00	13.02	A197	HIGHWAY 99E NE, AURORA/OTTAWAY RD	Thursday	Contract
SMS2020013	Traff Stop / Violation	1/30/2020 15:03	1/30/2020 15:15	0.00	11.72	A197	4TH ST NE, AURORA/HIGHWAY 99E NE, Al	Thursday	Contract
SMS2020013	Check Welfare	2/1/2020 2:21	2/1/2020 13:18	45.57	611.20	A130	20754 WALNUT ST NE (MapBook:1532), A	Friday	Other

Place Currently Not Set
Speed/Volume Graph

Location: City Hall
Dates: 1/23/2020 to 1/30/2020

Zone: Commercial
Speed Limit: 25 MPH

Travel Direction: N

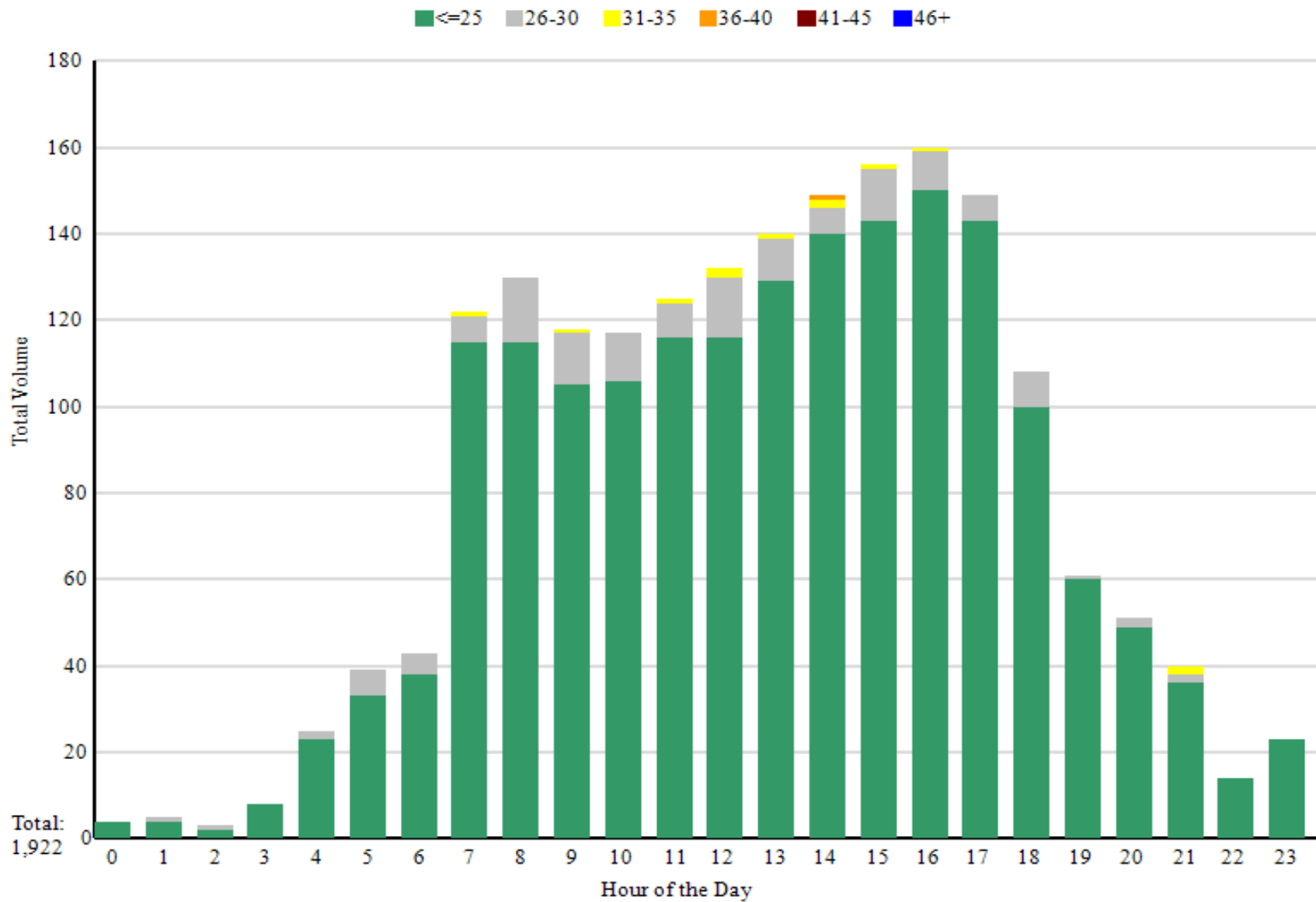


Place Currently Not Set
Speed/Time/Volume Graph

Location: City Hall
Dates: 1/23/2020 to 1/30/2020

Zone: Commercial
Speed Limit: 25 MPH

Travel Direction: N



Place Currently Not Set

Traffic Survey Summary

Location: City Hall
Start Date: 1/23/2020
End Date: 1/30/2020

Zone: Commercial
Start Time: 09:45:24
End Time: 08:03:20
Travel Direction: N

Speed	1 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 41	42 - 999
Volume	1346	241	185	101	29	13	6	0	0	1	0	0
% of Total	70.03%	12.53%	9.62%	5.25%	1.5%	0.67%	0.31%	0%	0%	0.05%	0%	0%
									Total Vehicles: 1922			

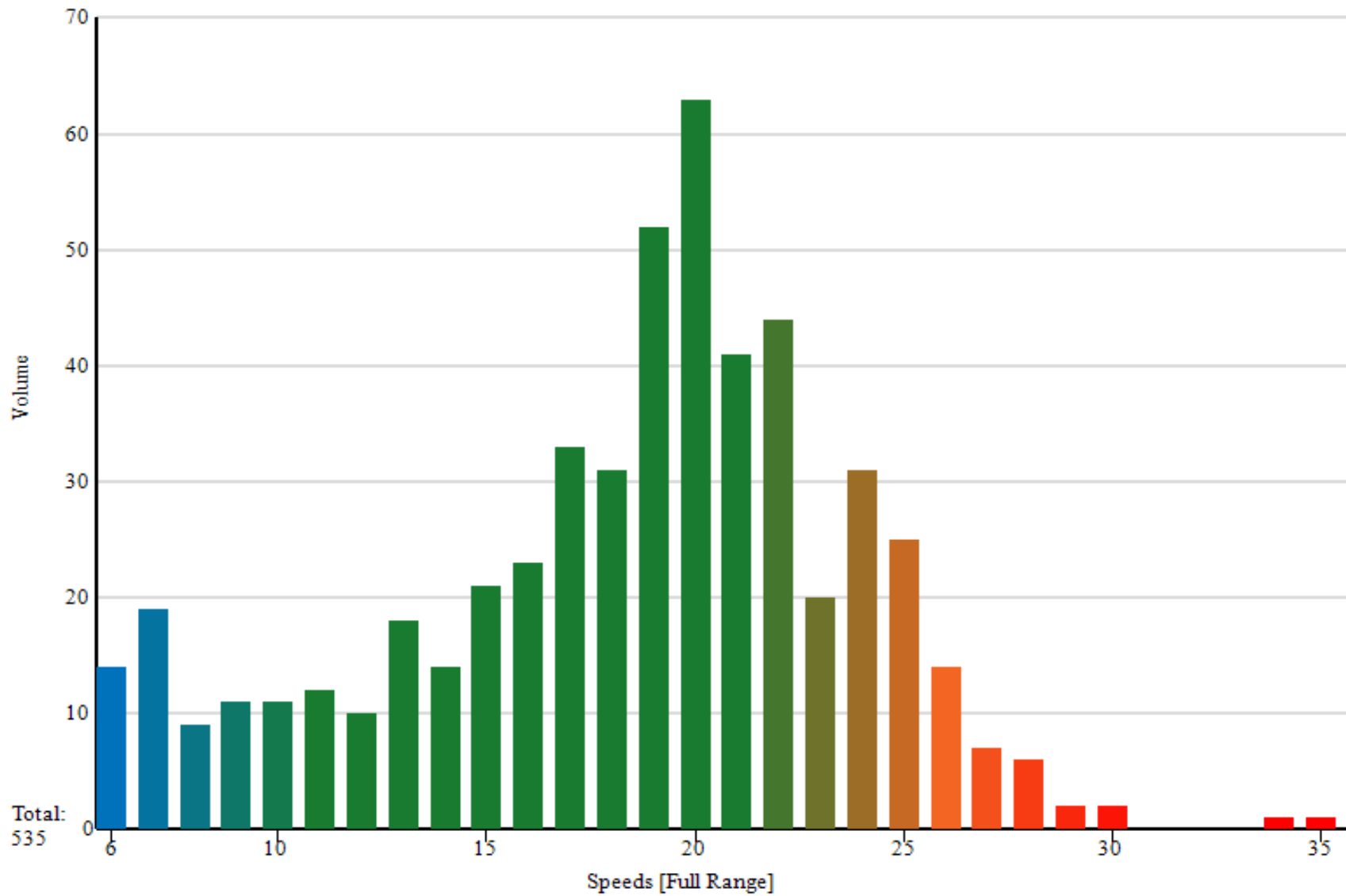
Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	25	Pace Speed	16 to 25	Speed	25+	35+	45+	Total
#At/Under Limit	1772	# in Pace	1119	Number	149	1	0	150
# Over Limit	150	% in Pace	58.22%	Percent	7.75%	0.05%	0%	7.8%
Average Speed	17.97	85% Percentile	24					

Place Currently Not Set
Speed/Volume Graph

Location: City Park
Dates: 1/31/2020 to 2/4/2020

Zone: Residential
Speed Limit: 25 MPH

Travel Direction: N

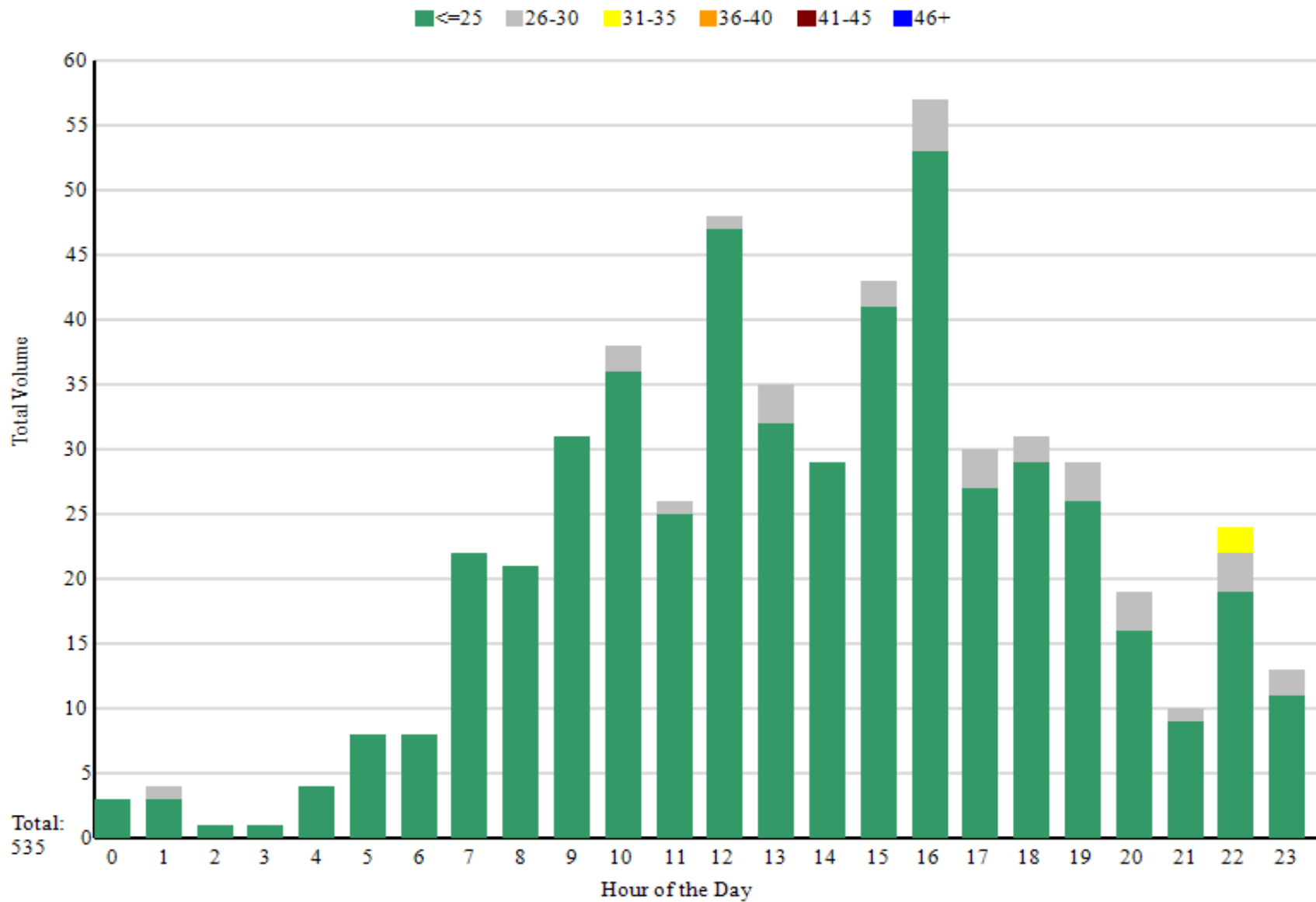


Place Currently Not Set
Speed/Time/Volume Graph

Location: City Park
Dates: 1/31/2020 to 2/4/2020

Zone: Residential
Speed Limit: 25 MPH

Travel Direction: N



Place Currently Not Set
Traffic Survey Summary

Location: City Park
Start Date: 1/31/2020
End Date: 2/4/2020

Zone: Residential
Start Time: 07:37:50
End Time: 11:25:23
Travel Direction: N

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	278	104	64	56	21	8	2	0	2	0	0	0
% of Total	51.96%	19.43%	11.96%	10.46%	3.92%	1.49%	0.37%	0%	0.37%	0%	0%	0%
									Total Vehicles: 535			

Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	25	Pace Speed	16 to 25	Speed	25+	35+	45+	Total
#At/Under Limit	502	# in Pace	363	Number	33	0	0	33
# Over Limit	33	% in Pace	67.85%	Percent	6.16%	0%	0%	6.16%
Average Speed	18.31	85% Percentile	24					

Report from the Finance Officer for February 11, 2020

- The Revenue & Expense report for January 2020, the seventh month of fiscal year 2019-2020 is not included as the month has not been closed yet. It will be included in next month's report. I have included the Revenue vs Expenses Summary for January. This report shows amounts received and spent in each fund during the month of January 2020 before final adjustments.
- The ending bank balances at January 31, 2020 are:
 - Checking - \$ 113,749.00
 - LGIP - \$ 2,871,431.62
- The 2019 Annual Financial Report has been filed with the Audit Division of the Oregon Secretary of State's office.
- Year end payroll and 1099 reports have been completed and updates for 2020 have been made.
- Continuing work on the 2020-2021 budget.
- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

General Ledger

Revenue vs Expenses Summary

User: maryl
Printed: 2/5/2020 - 2:20 PM
Fiscal Year: 2020
Fiscal Period: 7



Fund	Description	YTD Balance Before Period	Revenues for Period	Expenses for Period	Year to Date Amount
10	GENERAL FUND	49,186.66	26,591.27	45,756.09	30,021.84
15	CITY HALL BUILDING FUND	83,733.77	1,722.96	0.00	85,456.73
20	Aurora Colony Days Fund	-3,422.34	141.04	177.51	-3,458.81
25	PARK RESERVE FUND	15.01	2.34	0.00	17.35
29	Park SDCs	724.75	113.13	0.00	837.88
30	STREETS/STORM FUND	10,396.65	6,535.32	4,472.61	12,459.36
35	Streets/Storm Reserves	-17,514.71	216.66	0.00	-17,298.05
39	Streets/Storm SDCs	3,869.69	151.37	0.00	4,021.06
40	Water	55,860.30	1,224.52	19,023.58	38,061.24
45	WATER RESERVE FUND	1,263.62	197.25	0.00	1,460.87
49	Water SDCs	7,646.94	328.42	0.00	7,975.36
50	Sewer	41,701.22	793.95	28,606.80	13,888.37
55	SEWER RESERVE FUND	20,417.61	65.19	0.00	20,482.80
57	SEWER DEBT SERVICE	296,724.64	3,408.62	0.00	300,133.26
59	SEWER SDC FUND	2,829.51	124.49	0.00	2,954.00
	Report Totals:	553,433.32	41,616.53	98,036.59	497,013.26

City Council

Public Works Activity Report

January 2020

Waste Water: Routine operation and maintenance.

- Wastewater Treated 1.9 MG
- Review plans for development
- Completed DMR form to report DEQ, EPA

Water: Routine operation and maintenance.

- Wells are running 6.9 hours daily producing an average 123,000 gal per day. Total water production 3,800,000 Gal.
- Wells 3, 4 in production.
- Plan for future water supply
- Discussed water main project Hwy 99 Review Contract

Streets: Routine operation and maintenance.

- Monitoring street lights
- Catch basins cleaning
- Street sweeping
- Pothole remediation.
- Storm water Plan moving forward

Park:

- Removed dangerous branches
- Monitor trees for safety issues
- New roof on 2nd St restrooms
- replace/repair plumbing fixtures
- 2nd Street restroom vandalism

.

Meetings and/or Training Attended).

Jacob has taken and passed Backflow technician testing and is now Certified

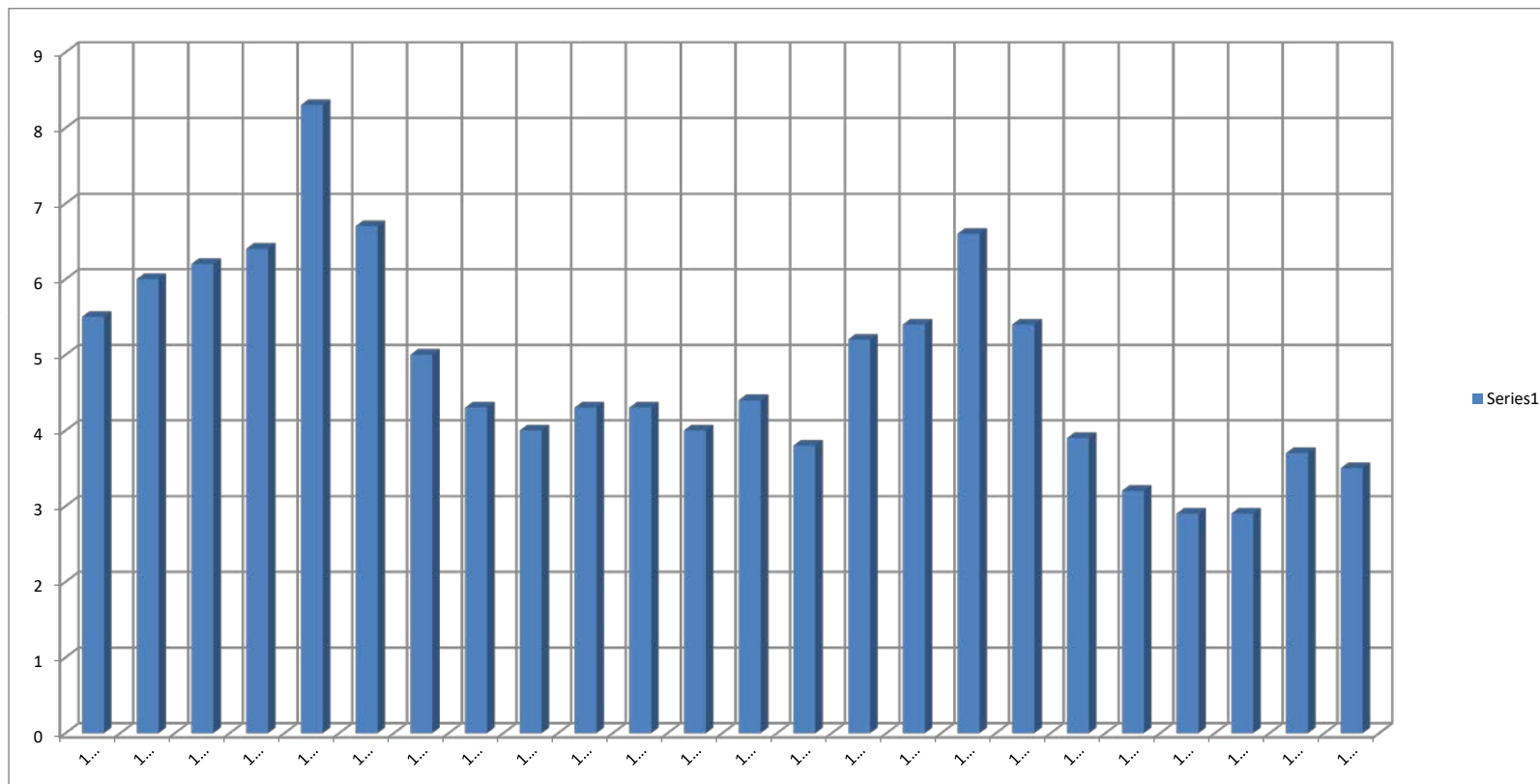
- NW Section of American Water Works Association
- 100 year Oregon Water Vision
- Respectfully: Mark Gunter PWS

Public works project list

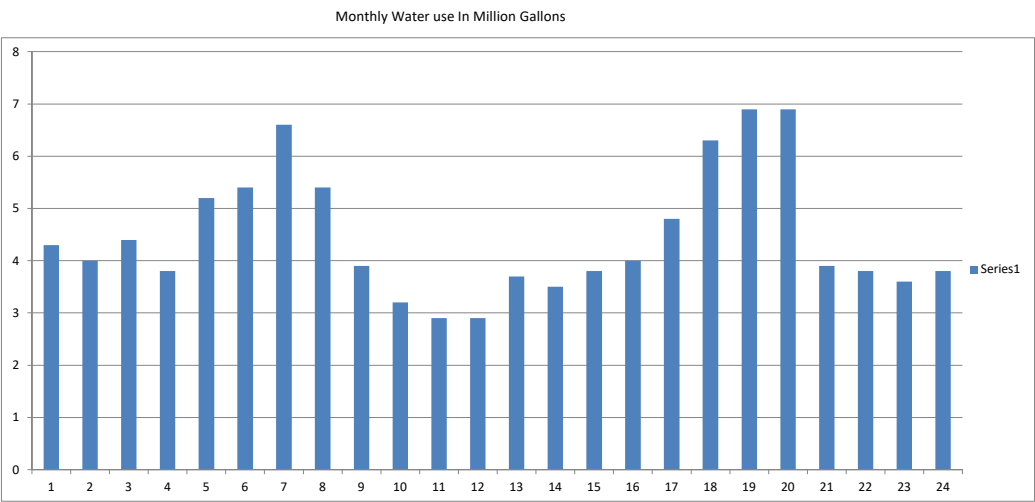
Storm water master plan (in process).
Water meters replacement (ongoing)
Training of new Employees (ongoing)

Mar-17	5.5
Apr-17	6
May-17	6.2
Jun-17	6.4
Jul-17	8.3
Aug-17	6.7
Sep-17	5
Oct-17	4.3
Nov-17	4
Dec-17	4.3
Jan-18	4.3
Feb-18	4
Mar-18	4.4
Apr-18	3.8
May-18	5.2
Jun-18	5.4
Jul-18	6.6
Aug-18	5.4
Sep-18	3.9
Oct-18	3.2
Nov-18	2.9
Dec-18	2.9
Jan-19	3.7
Feb-19	3.5
Mar-19	3.8

Monthly Water use In Million Gallons



Jan-18	4.3
Feb-18	4.3
Mar-18	4
Apr-18	4.4
May-18	3.8
Jun-18	5.2
Jul-18	5.4
Aug-18	6.6
Sep-18	5.4
Oct-18	3.9
Nov-18	3.2
Dec-18	2.9
Jan-19	2.9
Feb-19	3.7
Mar-19	3.5
Apr-19	3.8
May-19	4
Jun-19	4.8
Jul-19	6.3
Aug-19	6.9
Sep-19	6.9
Oct-19	3.9
Nov-19	3.8
Dec-19	3.6
20-Jan	3.8



Report from the Recorder for February 11, 2020

Mayor Asher and Members of the Council,

I attended a meeting Thursday, January 9 at Woodburn City Hall about the possible creation of a Travel Oregon tourism studio for the north Marion County region. Representatives from Brooks, Mt. Angel and Gervais were also in attendance. I've included this as an agenda item to give a more detailed presentation.

On Wednesday, January 15, I facilitated a meeting with the owner of Aurora Architectural Salvage, the engineer working on the project, city engineer John Ashley and Public Works Superintendent Mark Gunter to provide clarification on some stormwater and drainage issues and requirements.

Along with Mayor Asher, I attended the French Prairie Forum later on that day.

A representative from our workers comp insurance provider, SAIF, did a site visit on Wednesday, January 22. He provided a series of booklets that I reviewed and attended our Safety Committee meeting on Thursday, January 23.

In consultation with City Engineer John Ashley, I updated the city's stormwater operations and management agreement. Copies have been provided to representatives of the Aurora Colony Historical Society (ACHS), Aurora Architectural Salvage and Portland Electrical Construction for their pending projects. The agreement with the ACHS has been signed by both parties.

I represented small cities at a Monday, January 27 rulemaking advisory committee meeting in Salem at the Building Codes Division headquarters. The committee is working on solutions to legal issues that have arisen involving the use of third-party building officials. The committee will be having its next meeting in March.

On Thursday, January 30, I placed the preliminary order with Canby Sign and Graphics for the crosswalk flags and a Colony Days banner.

Lastly, I attended the SEDCOR luncheon on Wednesday, February 5 with Mayor Asher.

Respectfully Submitted,

W. Scott Jorgensen, Executive MPA
City Recorder

**Aurora Business License
Deposit Detail
January 2020**

Type	Num	Date	Name	Account	Amount
Deposit		01/02/2020		Business License Bank	400.00
Payment	2788	01/02/2020	DOUBLE J CONSTRUCTION INC.	Undeposited Funds	-50.00
Payment	5570	01/02/2020	SCHOTT & ASSOCIATES INC.	Undeposited Funds	-50.00
Payment	9088	01/02/2020	MCLAREN AUCTION SERVICES	Undeposited Funds	-50.00
Payment	170822	01/02/2020	CUSTOM PLUMBING & CONSTRUCTION, LLC	Undeposited Funds	-50.00
Payment	4178	01/02/2020	PORTLAND ELECTRICAL CONSTRUCTION INC	Undeposited Funds	-50.00
Payment	599	01/02/2020	NW EVERGREEN LANDSCAPE LLC	Undeposited Funds	-50.00
Payment	7666	01/02/2020	WATTS HEATING & COOLING, INC	Undeposited Funds	-50.00
Payment	10149	01/02/2020	PENCE NORTHWEST CONSTRUCTION, LLC	Undeposited Funds	-50.00
TOTAL					-400.00
Deposit		01/09/2020		Business License Bank	1,950.00
Payment	994	01/06/2020	SAMANIEGA LANDSCAPE MAINTENANCE, LLC	Undeposited Funds	-50.00
Payment	19579	01/06/2020	FOUR SEASONS HEATING & AIR CONDITIONING	Undeposited Funds	-50.00
Payment	2135	01/06/2020	JAMM Inc., dba Willamette Valley Backflow	Undeposited Funds	-50.00
Payment	2930	01/06/2020	STACEY COOK	Undeposited Funds	-50.00
Payment	9834	01/06/2020	BEV FRANZEN ANTIQUES	Undeposited Funds	-50.00
Payment	10450	01/06/2020	CLEANNET OF THE NORTHWEST	Undeposited Funds	-50.00
Payment	2872	01/06/2020	BRS FIELD OPS, LLC	Undeposited Funds	-50.00
Payment	4396	01/06/2020	SHEPHERD HILL ANTIQUES	Undeposited Funds	-50.00
Payment	2901	01/06/2020	AURORA COLONY GROCERY	Undeposited Funds	-50.00
Payment	85239	01/06/2020	ADT LLC dba ADTSECURITY SERVICES	Undeposited Funds	-50.00
Payment	159	01/06/2020	AURORA FAMILY DENTISTRY, LLC	Undeposited Funds	-50.00
Payment	1077	01/06/2020	C & S SERVICES, LLC	Undeposited Funds	-50.00
Payment	34549	01/06/2020	CRITERION SUPPLY INC. dba INTERIOR LOGIC	Undeposited Funds	-50.00
Payment	1921	01/06/2020	FRENCH PRAIRIE PERENNIALS	Undeposited Funds	-50.00
Payment	58957	01/06/2020	LIVING COLOR NURSERY dba LIVING COLOR LANDSCAPE	Undeposited Funds	-50.00
Payment	12957	01/06/2020	M & S YARD SERVICE	Undeposited Funds	-50.00
Payment	5006	01/06/2020	PUDDING RIVER BUSINESS PARK, LLC	Undeposited Funds	-50.00
Payment	23597	01/06/2020	ROOFMASTERS INC	Undeposited Funds	-50.00
Payment	67931	01/06/2020	SALEM HEATING & SHEET METAL, INC	Undeposited Funds	-50.00
Payment	2774	01/07/2020	HEALTHY AND HAPPY LIFE CLINIC	Undeposited Funds	-50.00
Payment	5587	01/07/2020	HOME AGAIN ANTIQUES	Undeposited Funds	-50.00
Payment	8234	01/07/2020	JELI FARMS / ANTIQUES	Undeposited Funds	-50.00
Payment	879	01/08/2020	C L ROSE CONSTRUCTION, LLC	Undeposited Funds	-50.00
Payment	203	01/08/2020	TIN & PAISLEY BOUTIQUE	Undeposited Funds	-50.00
Payment	45400	01/09/2020	NAGL FLOOR COVERING	Undeposited Funds	-50.00
Payment	20755	01/09/2020	SOUTH CANBY AUTO INC	Undeposited Funds	-50.00
Payment	2407	01/09/2020	AURORA CYCLE	Undeposited Funds	-50.00
Payment	2448	01/09/2020	PACIFIC HAZELNUT CANDY FACTORY	Undeposited Funds	-50.00
Payment	123563	01/09/2020	PROGRASS, INC.	Undeposited Funds	-50.00
Payment	21813	01/09/2020	BUY2-030	Undeposited Funds	-50.00
Payment	1929	01/09/2020	AMERICAN OLDIES	Undeposited Funds	-50.00
Payment	105333	01/09/2020	ADAIR HOMES, INC.	Undeposited Funds	-50.00
Payment	3104	01/09/2020	TOM HEMPEL TESTING, LLC	Undeposited Funds	-50.00
Payment	246	01/09/2020	VIRGINIA WARREN	Undeposited Funds	-50.00
Payment	3418	01/09/2020	JAEQUEZ LANDSCAPE MAINTENANCE LLC	Undeposited Funds	-50.00
Payment	194	01/09/2020	BARBARA KENNEDY	Undeposited Funds	-50.00
Payment	5461	01/09/2020	WOLFER'S HOME SERVICES	Undeposited Funds	-50.00
Payment	6061	01/09/2020	SUNGLOW, INC	Undeposited Funds	-50.00
Payment	2262	01/09/2020	SIMPLY SPORT STUDIOS	Undeposited Funds	-50.00
TOTAL					-1,950.00

Aurora Business License
Deposit Detail
January 2020

Type	Num	Date	Name	Account	Amount
Deposit		01/16/2020		Business License Bank	1,800.00
Payment	1355	01/13/2020	BARR-LAFORGE ANTIQUES	Undeposited Funds	-50.00
Payment	1011	01/13/2020	ANDERS ANDERSSON	Undeposited Funds	-50.00
Payment	2009	01/13/2020	AURORA FAMILY HEALTH & MATERNITY CARE	Undeposited Funds	-50.00
Payment	2382	01/13/2020	BACK PORCH VINTAGE	Undeposited Funds	-50.00
Payment	1008	01/13/2020	BROOKE MILL BBL ANTIQUES	Undeposited Funds	-50.00
Payment	722	01/13/2020	CHARLES CLARK CONST., LTD.	Undeposited Funds	-50.00
Payment	4869	01/13/2020	CREATION ELECTRIC, INC	Undeposited Funds	-50.00
Payment	1223	01/13/2020	INN AT AURORA	Undeposited Funds	-50.00
Payment	2044	01/13/2020	M.C.E.	Undeposited Funds	-50.00
Payment	33613	01/13/2020	MELTON'S HEATING & AIR CONDITIONING, INC.	Undeposited Funds	-50.00
Payment	1324	01/13/2020	OREGON FLOWERS, INC.	Undeposited Funds	-50.00
Payment	14459	01/13/2020	WILSONVILLE LOCK WORKS, INC	Undeposited Funds	-50.00
Payment	3713	01/15/2020	CLIMATE CONTROL	Undeposited Funds	-100.00
Payment	652491060	01/15/2020	AURORA ANTIQUES	Undeposited Funds	-50.00
Payment	2784	01/15/2020	TND ENTERPRISES dba DEREL LICHTS HOTRO	Undeposited Funds	-50.00
Payment	1124	01/15/2020	CUMULATIVE IDEAS	Undeposited Funds	-50.00
Payment	67881	01/15/2020	ROTH HEATING AND COOLING INC.	Undeposited Funds	-50.00
Payment	1543758	01/15/2020	ROTO-ROOTER SERVICES CO.	Undeposited Funds	-50.00
Payment	13588	01/15/2020	WOODBURN PLUMBING, INC.	Undeposited Funds	-50.00
Payment	3806	01/15/2020	CLEAN ENERGY COMFORT, INC	Undeposited Funds	-50.00
Payment	355	01/15/2020	ED SCHAAP ANTIQUES	Undeposited Funds	-50.00
Payment	6479	01/15/2020	LONNY RANDOLPH	Undeposited Funds	-50.00
Payment	7698	01/15/2020	BTN, INC	Undeposited Funds	-50.00
Payment	9704	01/15/2020	RICK WHITE ANTIQUES	Undeposited Funds	-50.00
Payment	99090	01/15/2020	CANBY EXCAVATING, INC.	Undeposited Funds	-50.00
Payment	22105	01/15/2020	HENKELS & MCCOY, INC.	Undeposited Funds	-50.00
Payment	17092	01/15/2020	KUENZI ELECTRIC INC	Undeposited Funds	-50.00
Payment	14039	01/15/2020	FILBERT'S FARMHOUSE KITCHEN	Undeposited Funds	-50.00
Payment	14039	01/15/2020	BEAR ELECTRIC, INC.	Undeposited Funds	-50.00
Payment	30970	01/15/2020	WESTERN FIREWORKS INC.	Undeposited Funds	-50.00
Payment	137655	01/15/2020	APOLLO MECHANICAL CONTRACTORS	Undeposited Funds	-50.00
Payment	774911	01/15/2020	TROTTER & MORTON FACILITY SERVICE OF PN	Undeposited Funds	-50.00
Payment	45845	01/15/2020	RAMSAY SIGNS, INC	Undeposited Funds	-50.00
Payment	1898	01/16/2020	TIMELESS ANTIQUES	Undeposited Funds	-50.00
Payment	1022	01/16/2020	BLACK STAR STUDIO & GALLERY	Undeposited Funds	-50.00
TOTAL					-1,800.00
Deposit		01/23/2020		Business License Bank	700.00
Payment	83350	01/23/2020	HYDRO-TEMP MECHANICAL, INC	Undeposited Funds	-50.00
Payment	13159	01/23/2020	WOODBURN GARAGE DOOR INC.	Undeposited Funds	-50.00
Payment	3821	01/23/2020	ADK ELECTRIC, INC	Undeposited Funds	-50.00
Payment	95242026	01/23/2020	FRITZIE ARCHITECTS	Undeposited Funds	-50.00
Payment	5255	01/23/2020	STAT KEY LLC dba Portland Laser Engraving	Undeposited Funds	-50.00
Payment	131	01/23/2020	MONICA RUDESTAM, LAC	Undeposited Funds	-50.00
Payment	13594603	01/23/2020	COMCAST BUSINESS CLASS SECURITY, LLC	Undeposited Funds	-50.00
Payment	3630	01/23/2020	AURORA OUTDOOR POWER EQUIPMENT	Undeposited Funds	-50.00
Payment	4109559	01/23/2020	ARAMARK UNIFORM AND CAREER APPAREL, L	Undeposited Funds	-50.00
Payment	14006	01/23/2020	THE AURORA COLONY PUB	Undeposited Funds	-50.00
Payment	2596	01/23/2020	DENNIS & JOANNE FOSTER	Undeposited Funds	-50.00
Payment	1425	01/23/2020	JULIE STABLER	Undeposited Funds	-50.00
Payment	1678	01/23/2020	GROVER'S LANDSCAPE SERVICES, INC.	Undeposited Funds	-50.00
Payment	6141	01/23/2020	PHEASANT RUN WINERY TASTING ROOM	Undeposited Funds	-50.00
TOTAL					-700.00

**Aurora Business License
Deposit Detail
January 2020**

Type	Num	Date	Name	Account	Amount
Deposit		01/30/2020		Business License Bank	1,050.00
Payment	945117	01/30/2020	PAULA SANTAS	Undeposited Funds	-50.00
Payment	1011	01/28/2020	AURORA DEPOT ANTIQUES/AURORA LAMPWO	Undeposited Funds	-50.00
Payment	13624204	01/28/2020	COMCAST BROADBAND SECURITY, LLC	Undeposited Funds	-50.00
Payment	59852	01/28/2020	ENGINEERED PRODUCTS, A PAPE CO.	Undeposited Funds	-50.00
Payment	1847	01/28/2020	FINE LINE DESIGN & CONSTRUCTION, LLC	Undeposited Funds	-50.00
Payment	107	01/28/2020	FLOURISHING TOTS, LLC	Undeposited Funds	-50.00
Payment	1393	01/28/2020	JAVAZ HEATING & AIR CONDITIONING, LLC	Undeposited Funds	-50.00
Payment	13622761	01/28/2020	MCImetro Access Transmission Services Cor	Undeposited Funds	-50.00
Payment	6526	01/28/2020	MILL CREEK HEATING, LLC	Undeposited Funds	-50.00
Payment	204379	01/28/2020	PERFORMANCE SYSTEMS INTEGRATION	Undeposited Funds	-50.00
Payment	261299	01/28/2020	RENTOKIL NORTH AMERICA, INC	Undeposited Funds	-50.00
Payment	248	01/28/2020	SML60, LLC	Undeposited Funds	-50.00
Payment	1074	01/28/2020	TREBLE TREE MUSIC	Undeposited Funds	-50.00
Payment	4173	01/28/2020	WHITE RABBIT BAKERY	Undeposited Funds	-50.00
Payment	9761	01/30/2020	ASHER TRADITIONAL HOMES INC	Undeposited Funds	-50.00
Payment	8559	01/30/2020	OREGON HEATING & AIR CONDITIONING, LLC	Undeposited Funds	-50.00
Payment	1184	01/30/2020	OREGON IRRIGATION	Undeposited Funds	-50.00
Payment	694	01/30/2020	CORPORATE CRIME CONTROL PROTECTIVE SI	Undeposited Funds	-50.00
Payment	3637	01/30/2020	AURORA LANDSCAPE	Undeposited Funds	-50.00
Payment	7303	01/30/2020	R & C CARPET CARE, INC	Undeposited Funds	-50.00
Payment	1560	01/30/2020	CHRISTA'S CAFE & ANTIQUES	Undeposited Funds	-50.00
TOTAL					-1,050.00

PAAM Report for January 2020

Mayor Brian and I attended the PAAM meeting on Jan 23.

Matt Maass announced his upcoming departure from ODA effective Feb 14. Matt will be moving over to the private sector with an Aviation Engineering firm based in Corvallis. There is hope that John Wilson will be appointed as his replacement but the position has been posted nationwide so we will see what that will bring.

The latest PAAM community outreach was held at Willamette Aviation Education Hangar at the airport on Wed Jan 29. Attendance was very low, less than 15 including the presenters.

Dave Wagner (owner, Willamette Aviation) talked about the need for additional commercial pilots over the next 20 years and how the flight training program at Willamette Aviation works.

Tony Helbling (Wilson Construction and PAAM President) spoke about the future of Aurora Airport and Aviation in general and then aired a 45 minute Documentary prepared by National Geographic and narrated by Harrison Ford on the history AND Future of Aviation. This video is extremely well done and informative and I have access to it if anyone is interested in seeing it. We could arrange a time for public viewing at City Hall if there is enough interest.

Matt Maass and John Wilson demonstrated ODAs new flight tracking software. This software can precisely plot, graphically, the flight path and elevation (altitude) of any plane within the Aurora Airport airspace, going back at least 60 days and maybe further. They specifically highlighted a couple incidents of **reported** overflights of Charbonneau and Prairie View estates that resulted in logged complaints and were able to show that those flights did NOT actually overfly either community. They also showed some that did overfly and were able to explain why, due to weather or conflicting aircraft in the area. These graphic reports can also be shared with pilots to show the importance of avoiding such overflights when possible. This software tool will add teeth and credibility to the ODA efforts to reduce overflights and related noise. As a sideline, the graphics also highlighted what the effects of a 1000' runway extension to the south would have on those communities AND Aurora as well. Routine departure and arrival paths would move 1000' to the south AND elevation (altitude) would increase accordingly thereby decreasing perceived noise. This would move northbound (runway three five) departures and arrivals to the south over farmland between Aurora and Prairie View and southbound (runway one seven) to the south between Aurora and Hubbard.

The next Community Outreach is scheduled as a day-long event at the Aurora Airport on Saturday August 1. PAAM will host the annual Oregon Pilots Association Fly In with guest speakers and static displays of old and new aircraft. There will be vendor booths available at no charge and the City has been invited to man an informational booth. It might also be good for the Aurora Business Owners to have a booth as well. There are plans to have the Trolley shuttle available for transport between airport and town as well. The public is invited. This will be a great opportunity to promote Aurora.