

Agenda
Aurora Historic Review Board
Tuesday, November 28, 2023, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

To participate via Zoom:

<https://us02web.zoom.us/j/88268771401?pwd=YlJTVHB0OFF1Q0NNcXQrTDBqSTZ5Zz09>

Meeting ID: 882 6877 1401

Passcode: 420012

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

2. ROLL CALL

Chair Jan Peel

Co-Chair Julie Sixkiller

Member Gayle Abernathy

Member Richard Goddard

3. VISITORS

Anyone wishing to address the Aurora Historic Review Board concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Aurora Historic Review Board could look into the matter and provide some response in the future.

4. CONSENT AGENDA

a) Historic Review Board Minutes – October 24, 2023

5. CORRESPONDENCE-NA

6. NEW BUSINESS

a) Aurora Colony Pub A-Frame Sign Application

7. OLD BUSINESS

a) Certified Local Government (CLG) Grant – Update and Promotion – Kuri to Join HRB

b) Brainstorm on Ideas HRB Can Work on to Project a Positive Image

c) Update on Historic District Sign Review and Non-Compliance

d) HRB Member Recruitment

8. ADJOURN

Minutes
Aurora Historic Review Board
Tuesday, October 24, 2023, 7 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: Stuart A. Rodgers, City Recorder

STAFF ABSENT: None

VISITORS PRESENT: None

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

Chair Jan Peel called the meeting to order at 7:01pm.

2. ROLL CALL

Chair Jan Peel-Present

Member Gayle Abernathy-Present

Vice Chair Julie Sixkiller-Present

Member Richard Goddard-Present

3. VISITORS-NA

4. CONSENT AGENDA

a) Historic Review Board Minutes – September 26, 2023

Motion by Member Richard Goddard to accept the HRB minutes as presented. The motion was seconded by Vice Chair Julie Sixkiller and passed.

5. CORRESPONDENCE

a) 2023 Fall Certified Local Government (CLG) Workshop, November 2, 2023 (Free, Online)

The City Recorder provided a brief synopsis of this educational opportunity for members and staff. Kuri Gill, coordinator of the workshop will join the HRB at its next meeting in November to discuss Aurora's next CLG grant. Gill may have some suggestions for possible projects in town. It was noted that CLG grant funds have been used to do repair projects in the past. Light posts and banners for the downtown area were discussed as a possible beautification project and for helping businesses stay open later in the evening. More art-oriented events would be nice to see in town, and Jim Stewart will open a new foundry in his studio shop. A statue or other artwork that represents Aurora could be an HRB-sponsored project. Moving the old jail was discussed, and it was noted that this will be part of the larger City Hall/Community Center project with community member input. The idea of incorporating Aurora into Newberg's art walk was discussed, and Canby has such an event one Thursday a month when businesses stay open late for local artists to display their photographs, paintings, etc. It was also noted that Aurora residents do not shop downtown. It was suggested HRB members take an assignment home to consider the above and other ideas for drawing a lot of people within and outside of Aurora to the downtown area.

6. NEW BUSINESS

- a) Proposed Code Amendment: Justice Cannabis Request to Extend Business Hours from 8pm Closure to 10pm

Chair Peel explained the process for code amendments and acknowledged that this code amendment will likely move forward at Council and is not something the HRB needs to weigh in on. The City Recorder provided an overview of city projects, and Vice Chair Sixkiller noted she has spoken with Mayor Asher about the formation of a City Hall/Community Center Committee and will follow up with him. If there are any code changes the HRB would suggest, now is the time to discuss and bring those forward so they can be included in Planning Commission and Council deliberations. Mercedes Rhoden-Feely noted there was still some work to do on issues like retaining walls, toward removing subjectivity in the historic district standards. Member Goddard offered to go through Title 17 sign code to tighten this up and help avoid confusion over these standards. Chair Peel referenced Granny Fi's sign issue of a plastic a-frame with vinyl letters on a plastic sheet attached to the sign board – suggesting the need to clarify the code for a-frame signs. Pictures or diagrams of acceptable signs may be helpful.

Added sign language could be “or a white plastic a-frame with black vinyl letters affixed directly to the white plastic a-frame”. Additionally, if an applicant checks the box for plastic a-frames, the applicant would be referenced to the back of the application for guidance and an example of this sign type. Chair Peel said she would follow up with Zach at Canby Graphics about a-frame sign sizes.

7. OLD BUSINESS

- a) Update on Historic District Sign Review and Non-Compliance

It was noted that the a-frame sign belonging to Pheasant Run Winery and located on the triangle island on Ehlen Road in the public right of way is out of compliance. It was determined that the city needs to remove the sign and deal with this compliance issue. The City Recorder will also follow up with the Pub for a-frame sign code enforcement per AMC 17.040.070. The owner of the trout pond off Airport Road has a lattice fence that appears to be out of compliance, and Chair Peel will stop by to take a look at it. Signage out of compliance on Hwy 99e and Ehlen Road and at Airport Road needs removed.

- b) HRB Paint Color Approvals

Jan Peel checked in with Karen Townsend about non-compliant residential paint and why non-historic homes are not included after 1921. The designation from the federal government as a period of significance was through 1920 – anything past that is not significant. Peel noted anything past that period is not included because painted commercial buildings are more significant or noticeable than residential ones. Also, for houses, paint is not a permanent thing (like a roof is) and could be readily changed.

8. ADJOURN

Chair Peel adjourned the meeting at 8:02pm.

Jan Peel, Chair

ATTEST:

Stuart A. Rodgers, City Recorder

**City of Aurora
HISTORIC REVIEW BOARD
Application for Certificate of Appropriateness**

SIGN APPLICATION

IMPORTANT: In order for your application to proceed in a timely basis, this form and the required attachments **MUST** be completed in full. If your application is incomplete, no decision will be made and your request will be delayed. Please turn in the complete application at least **ONE WEEK** prior to the meeting (4th Tuesday of each month) so that board members can become familiar with your property and project. It is helpful, but not required, if you can attend the meeting.

You will need to refer to the City of Aurora Municipal Code for Signs in the Historic District which can be obtained at City Hall.

Name Janae Barton Date 11/14/2023
Business Name The Aurora Colony Pub
Physical Address 21568 Hwy 99E
Mailing Address same
Phone 503-678-9994 Email janaechapman@equityoregon.com

Number of signs requested 1

Colors (please bring samples)

Background white mfg/number _____
Trim white mfg/number _____
Lettering black mfg/number _____
Other Design Elements Oregon lottery red/clover green/foam from mugs gold

Type signs:

Freestanding sign(s)

Location _____
Size (dimension) _____
Height from ground to top of sign _____
Material of signs _____
Material of supporting structure _____
Font/size _____

Wall sign(s)

Location _____
Size (dimension) _____
Total wall area (façade) upon which the sign will be mounted (sq.ft) _____
Total sign area (sq.ft) _____
Material of sign _____
Font/size _____

A-Frame sign(s)

Number of signs (see sign code) 1
Location(s) outfront of building
Size (dimension) 24x36
Material MDO Wood
Font/size _____

Other type of sign _____

Location _____
Size (dimension) _____
Material _____
Font/size _____

Do your sign(s) requiring lighting?

Yes No

Proposed lighting _____

Attach the following in order for your application to be accepted:

- 1. Site plan drawn to scale with project location shown.**
- 2. Elevations, including dimensions.**
- 3. Photograph of property is helpful but not required.**

I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

11/15/2023
Date

Janae Barton
Signature of Applicant

dotloop verified
11/15/23 12:14 PM PST
M4H7-KOKB-DW20-ER18

From: [Janae Chapman](#)
To: [Recorder](#)
Subject: Fwd: sign proof
Date: Wednesday, November 15, 2023 12:16:07 PM
Attachments: [image.png](#)
[hrb_sign_application_packet \(version 2\).pdf](#)

Let me know what else you need from me

Janae Chapman

Real Estate Broker, Lic# 970500010

Equity Oregon Real Estate
LAKE OSWEGO, OR.

c. 503.307.6986
e. janaechapman@equityoregon.com



----- Forwarded message -----
From: **Sign Shop** <signshop22@gmail.com>
Date: Tue, Nov 14, 2023 at 9:54 PM
Subject: sign proof
To: Janae Chapman <janaechapman@equityoregon.com>

sign is wood 24" wide x 36" tall
Font is Heritage Bold 112 point



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Our shop requires a 50% deposit to begin production -- Design proofs may be approved by email, but all proof approval indicates that the graphics are final as shown, any changes to layout or copy MUST be made before approval. Check, Cash, CC or Venmo accepted.

The Sign Shop
24445 S. Railroad Dr. Canby/Barlow
Canby number 503-266-7820
Hubbard/ Woodburn Number 503-981-7000
Cell 503-913-2767