

Rescinded
See Resolution
2010-11-1

**PORT OF HOOD RIVER
Resolution No. 2009-10-1**

**RESOLUTION APPROVING WATERFRONT BUSINESS PARK
DESIGN GUIDELINES**

WHEREAS, the Hood River Waterfront is a highly visible area and key community resource to support job creation, business development, recreation and other community objectives; and

WHEREAS, significant development is expected to occur within the Port's Waterfront Business Park over the next several years and it is desirable for any development to meet high standards for design and construction; and

WHEREAS, to achieve high standards it is beneficial to have a design guidelines that establish minimum standards expected of prospective purchasers, developers and businesses in the Waterfront Business Park; and


WHEREAS, the Port of Hood River Commission has consulted with the City of Hood River and retained expert assistance in order to prepare Design Guidelines that can effectively direct quality design and development; and

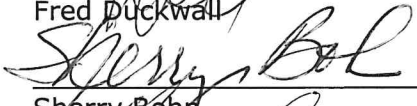
WHEREAS, it is advisable to adopt these guidelines prior to substantial development occurring within the waterfront Business Park; now, therefore, be it

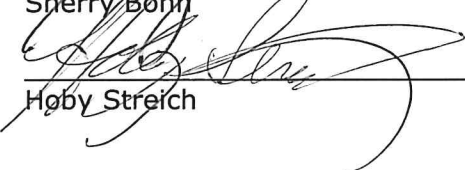
RESOLVED:

1. That the Waterfront Business Park Design Guidelines dated July 21, 2009 and attached to this Resolution shall be the policy of the Port of Hood River.

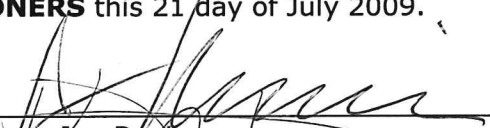
ADOPTED BY THE BOARD OF COMMISSIONERS this 21 day of July 2009.

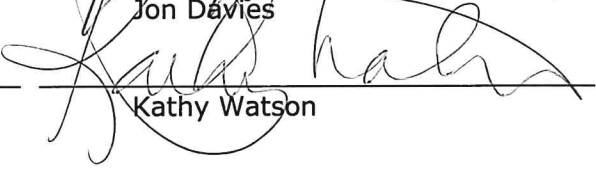


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PORT OF HOOD RIVER WATERFRONT BUSINESS PARK

DESIGN GUIDELINES

July 21, 2009

These Design Guidelines (Guidelines) have been adopted by the Port of Hood River Commission (Port) to ensure that high quality site planning, architecture, engineering and landscape architecture are developed and maintained throughout the Hood River Waterfront Business Park (Park). The Port encourages creative design, quality development and collaboration between developers and businesses which will enhance the Park. These Guidelines shall apply to development projects carried out on land leased or purchased from the Port located within the Park. They will typically be used in association with disposition agreements, leases or other contracts which will reflect the unique requirements (schedule, compliance actions, etc.) of individual projects. Interior modifications which do not alter the exterior appearance of a building are exempt from these Guidelines. Only some Guidelines shall apply to Parcels with existing buildings. All other new development, exterior alterations/development, or any other improvement as deemed applicable by the Port is subject to these Guidelines.

I. POLICIES

1.1. Proposed development in the Waterfront Business Park shall conform to these Guidelines and the requirements of other governing bodies, including but not limited to, the City of Hood River (City).

1.2. The Port will review proposed development based upon the intent of these Guidelines, available facts regarding the particular project, and the best interests of all property owners. The Port will consider the unique aspects of each project and assist individual developers or tenants as necessary to avoid delay or inconveniences in the execution of plans.

1.3 It is not the Port's intent to dictate design features. Plans will be reviewed for compatibility with surrounding development, functional site design, and the use of attractive exterior building materials and landscaping which enhances the site and the Park.

II. REVIEW PROCESS

The review process for development within the Park shall follow the following steps:

A. Preliminary Plan Review Meeting

A pre-design and orientation meeting shall be held with the developer, architect and Port staff to discuss the proposed development, design concept, and specific considerations associated with these Guidelines. This meeting will provide initial design input and an overview of the review process. This meeting should be held in the early stages of project design.

B. Plan Review

Prior to submitting to the City of Hood River for site plan review, the developer/owner shall provide preliminary plans to the Port. These plans are intended to provide as much detail as possible on the development to determine conformance with these Design Guidelines.

Preliminary plans shall consist of the following:

1. A cover sheet or page showing general project information including project title, date, owner, architect/engineer team, engineer, development schedule & project location.

2. A brief project summary describing the project including, intended uses, employee projection, hours of operation, estimated traffic impact & truck access needs, building size, parking, landscape concept, building design intent, noise, light, or odors associated with the proposed use, and any other pertinent project information.
3. Site plan drawn to an appropriate scale showing:
 - (1) The location and dimensions of property lines, street rights-of-way, easements (proposed and existing) and setbacks (buildings, parking, etc.).
 - (2) Building location.
 - (3) Driveway/ curb cut locations and sizes.
 - (4) Parking, loading and service area layout, including designated parking areas, (employee, visitor, etc.), maneuvering areas, outdoor storage and refuse collection locations.
 - (5) Location of sidewalks and pedestrian paths.
 - (6) Type and location of planting material and landscape features.
 - (7) Location of all utilities including gas, electricity, telephone, water and storm and sanitary sewers.
 - (8) Grading and site drainage information.
 - (9) Proposed type, location, size, height, material, lighting of exterior signs
4. Floor plans which indicate the layout and uses for all building floors. These drawings should also indicate primary entrances and potential office and/or showroom space, if applicable.
5. Elevations showing proposed exterior wall and roof materials, height of proposed structure, and any special architectural features (ie. canopies, columns, etc).
6. Location, height, and size of any exterior mechanical, electrical or process equipment whether on site or roof-mounted.

A meeting with Port staff is encouraged to describe the submitted materials. Regardless of whether a meeting is held, within ten working days of the submission of all materials, the Port shall respond in writing to the developer/owner indicating any issues of concern or disagreement. During the review period, Port staff will work with the developer/owner to achieve a high quality and functional concept. Resolution of specific site issues or concerns will be part of this review process.

C. Final Plan Review

The developer/owner shall provide one copy of all information submitted to the City for building permits. The Port will review and respond within ten working days as to whether any of the Guidelines have not been met and whether further work by the developer/owner is necessary, in the areas of non-conformance. Specific deviations from the Guidelines may be accepted by Port approval only.

D. Construction Review

If changes are made to any Port approved plans during the City permitting process, the developer shall clearly describe and highlight such changes and provide one copy to the Port for review prior to any changes being constructed.

E. Record Drawings

As-constructed drawings (single hard copy and digital copy) of all development on the site and all underground utilities, including any required utility easement area, shall be furnished to the Port no more than thirty days after final City Certificate of Occupancy permits are granted.

III. BUILDING DESIGN GUIDELINES

A. PURPOSE

The following Building Design Guidelines are intended to enhance and take into account the visual character of the surrounding area, provide permanence, and contribute to a safe, high quality pedestrian-oriented streetscape and encourage high quality architectural design for all facilities within the Park, thus strengthening the image as a unique business campus.

B. GUIDELINES

A. Provide variety in the use of materials and permanent architectural features (e.g. windows, recesses, off-setting walls, changes in materials, etc)

B. Use high quality and long-lasting building materials (e.g. brick, tilt-up concrete, masonry, etc). Metal buildings are not permitted, however metal roofs and metal as an accent exterior finish material may be used.

C. Highlight main entrances with architectural features (e.g. windows, recesses, canopies, etc) and provide protection, if possible, from natural elements.

D. Use ground floor windows or product display niches on elevations that border pedestrian streets, where possible.

E. Vary roof lines along large building facades facing streets with differing materials and/or stacking of the parapet heights or by other articulation method.

F. Provide architectural interest and variety on building elevations adjacent to public streets through the use of scoring, changes in materials, and the use of a variety of finishes such as wood, brick and concrete block.

G. If possible, screen roof mounted equipment from view from the far side of sidewalk adjacent to streets or adjacent properties by use of parapet wall, mechanical enclosure (penthouse), or other feature that is made of a primary exterior finish material. All mechanical units shall be painted to match the color of the building at a minimum to minimize visual impacts.

H. Place buildings near adjacent streets with no parking in between on the front elevation, to encourage a better pedestrian environment.

I. Use energy efficient and sustainable design techniques are strongly encouraged including the use of solar panels.

IV. SITE DESIGN GUIDELINES

A. PURPOSE

Create landscape areas that contribute to the aesthetics of the surrounding area, provide attractive setting for buildings, and provide safe, interesting outdoor spaces for employees, customers, users, and the community.

B. GUIDELINES

A. Provide street-side planting and location of utilities within these areas where possible in the landscaped street setbacks, with only minimal disruption by access drives.

B. Provide a safe, all-weather, efficient, and aesthetically pleasing pedestrian circulation system serving each site, including connecting parking areas with building entries and connecting each building site to the adjacent pedestrian street circulation systems provided. Materials shall include but not be limited to: scored concrete, pavers (asphalt or otherwise), or similar materials.

C. Screen service and loading areas adequately from streets, pedestrian circulation areas, open space areas, and adjacent parcels.

D. Minimize the visual impact of all exterior components of communications, plumbing, power, processing, heating, cooling and ventilating systems from adjoining streets, parcels, buildings, and open space areas. These should not be visible from sidewalk on other side of the street.

E. Ensure that each site development will not create a nuisance to adjacent sites or streets, or objectionable disturbance to occupants of adjacent properties (includes but is not limited to noise, odor, lighting, and any outdoor equipment)

F. Wherever possible, utilize native vegetative species which are disease and drought resistant and are well suited for the climate in Hood River. Recommended species for street trees are listed below and are subject to Port approval:

- Acer Rubrum 'October Glory' October Glory Red Maple
- Fraxinus Pennsylvanica "Cimmoron" Cimmoron Green Ash
- Tilia Cordata 'Chancellor' Chancellor Littleleaf Linden

G. Utilize water conserving irrigation systems for landscape areas where possible to minimize water usage.

Port Contact:

All plans and correspondence and submission of plans shall be directed to:

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
Attention: Executive Director