

# **PORT OF CASCADE LOCKS BUSINESS PARK & HERMAN CREEK LANE BUSINESS COMPLEX DESIGN GUIDELINES**

These Design Guidelines (Guidelines) have been adopted by the Port of Cascade Locks Commission (Port) to ensure that high quality site planning, architecture, engineering, and landscape architecture are developed and maintained throughout the Port of Cascade Locks Business Park and Herman Creek Lane Business Complex (Park/Complex).

## **I. GENERAL APPLICATION**

- A. These Guidelines apply to all development projects carried out on land leased or purchased from the Port located within the Park/Complex. The Guidelines will typically be used in association with disposition agreements, leases, rentals, or other contracts which will reflect the unique requirements, such as schedule and compliance actions, for individual projects. “Development” includes any building or site improvement, construction, renovation, and exterior alterations to existing buildings. Notwithstanding the generality of the preceding sentence, the Guidelines do not apply to:
  - 1. Interior modifications which do not alter the exterior appearance of a building; or
  - 2. A development that the Port has exempted from the application of the Guidelines;
- B. The Port may limit application or waive specified Guidelines in its sole discretion.
- C. In addition to applicable Guidelines, proposed development in the Park/Complex shall conform to the requirements of other governing bodies, including but not limited to, the City of Cascade Locks (City) and Hood River County (County).
- D. The Port will review proposed development based upon the purposes of these Guidelines set out below, and considering the available facts regarding the particular development, and the best interests of property owners in the Park/Complex.

## **II. REVIEW PROCESS**

The Port will review and approve Plans for all development in the Park/Complex using the following process. The Port’s authority is exercised in its proprietary capacity as seller or lessor of property, and the Port’s decisions relating to the Guidelines are not land use decisions. During the review, the Port will consider the unique aspects of each development and assist individual developers or tenants as necessary to avoid delay or inconveniences in the execution of plans. It is not the Port’s intent to dictate design features. The Port encourages creative design, quality development and collaboration between developers and businesses which will enhance the Park.

For each development, the property owner will designate its representative(s) for engagement with the Port, and the Port is entitled to rely on the statements of the representative(s) as those of the owner. For the purposes of these Guidelines, an owner or its representative with authority to act on

behalf of the owner will be referred to as the “developer.” The Port shall act through its General Manager or his/her designee.

#### **A. Preliminary Plan Review Meeting**

A pre-design and orientation meeting shall be held with the developer, developer’s representatives, and Port staff to discuss the proposed development, design concept, and specific considerations associated with these Guidelines (“Preliminary Plan Review”). This meeting will provide the initial Port design input and an overview of the review process. This meeting should be held in the early stages of development design. The Port may provide input and recommendations based on the preliminary plans during the meeting, and during any period after the meeting, to which the parties may agree. However, the Port’s recommendations are not binding on the developer. The Port need not produce a written record of this meeting, unless the Port determines that the proposed development is clearly not subject to these Guidelines, in which case, the Port will notify the developer of that determination, and the developer need not continue in the review process.

#### **B. Plan Review**

Unless the Port notifies the developer as a result of the Preliminary Plan Review that the Guidelines do not apply, prior to submitting a development plan to the City of Cascade Locks for regulatory Site Plan review, the developer shall provide draft site plans to the Port, and obtain Port approval of those plans. These site plans are intended to provide as much detail as possible on the development to determine conformance with the Design Guidelines.

Preliminary Plans shall consist of the following:

1. A cover sheet or page showing general project information including project title, date, owner, developer, architect/engineer team, engineer, address for notices to the developer, the development schedule and project location.
2. A brief development summary describing the project including intended uses, employee projection, hours of operation, estimated traffic impact and 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 requested by the Port as a result of the Preliminary Plan Review.
3. Site plan drawn to an appropriate scale showing:
  - a. The location and dimensions of property lines, street rights-of-way, easements (proposed and existing) and setbacks (buildings, parking, etc).
  - b. Building location.
  - c. Driveway/curb cut locations and sizes
  - d. Parking, loading and service area layout, including designated parking areas for employee, visitor, and other limited use parking areas, maneuvering areas, outdoor storage, garbage and recycling collection locations.
  - e. Location of sidewalks and pedestrian paths.
  - f. Type and location of planting material and landscape features.
  - g. Location of all utilities including gas, electricity, telephone, water, storm water management facilities, and sanitary sewer.
  - h. Preliminary grading plan.
  - i. Proposed type, location, size, height, material, lighting of exterior signs.

4. Preliminary 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. Interior materials and finishes need not be presented.
5. Elevations showing proposed exterior wall and roof materials, height of proposed structure, and any special architectural features, such as canopies, columns, and the like.
6. Location, height, and size of any exterior mechanical, electrical, or process equipment whether on site or roof-mounted, and the proposed screening technique for such equipment.

A meeting with Port staff is encouraged to describe the submitted materials. Regardless of whether a meeting is held, within ten (10) working days of the Port's receipt of all materials, or longer time period if the Port needs additional time to review the materials and notifies the developer ("Plan Review Period"), the Port shall respond in writing to the developer indicating the Port's findings relating to the Building Design Guidelines and the Site Design Guidelines below, including the Port's intent to allow any deviation from the Guidelines. During the Plan Review Period, Port staff may contact the developer to discuss the submission and resolve any specific site issues or concerns.

If the Port finds that the proposed plan does not comply with the applicable Guidelines or that insufficient information has been submitted, and the Port does not waive or limit the Guidelines, then the developer shall modify the proposed site plan to satisfy the Guidelines, and thereafter resubmit the site plan for Port approval. The Port's review of a revised site plan will be limited to review of the revisions to the previously non-complying components of the development and any other components added or changed from the original site plan submitted. The Port will complete a review of the revised site plan within five (5) working days of resubmission, or longer time period if the Port needs additional time to review the materials and notifies the developer, with the same opportunities for discussion as in the original review.

Developer may not submit its proposed site plan for City regulatory Site Plan review until the Port and the developer have agreed to the proposed site plan. If City, State, or Federal regulatory review changes a component previously approved by the Port, the City Site Plan review decision shall govern the site plan provided the change is a City requirement not requested by the developer or if requested by the developer the change is acceptable to the Port.

### **C. Final Plan Review**

Prior to submitting plans and related information necessary for City building permits, the developer shall provide one copy of the information to the Port for Port review and approval. The Port will review and notify the developer within ten (10) working days of any non-conformance with these Guidelines, or later if the Port needs additional time to review the information and notifies the developer, and unless the Port waives compliance, the Port will specify changes that are necessary. The Port will not object to any components of the development which it has previously approved, or to any component changed by City Site Plan review provided the change is a City requirement not requested by the developer or if requested by the developer the change is acceptable to the Port. The developer shall not submit the information to the City for building permit review until the Port has approved the submission.

#### **D. Construction Review**

If changes are made to any Port approved site plan or building plan during the City building permitting process, the developer shall clearly describe and call out such changes and provide one copy to the Port for review prior to any changes being constructed. The Port will make any comments on the changes within ten (10) working days of receipt of the changes from the developer, or later if the Port needs additional time to review the changes and notifies the developer. Developer will seek to incorporate the Port's comments into the development to the extent reasonably possible within the requirements of the City permitted plans.

#### **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 sixty (60) days after the City and County issue the final Certificate of Occupancy for the development.

### **III. BUILDING DESIGN GUIDELINES**

#### **A. Purpose**

The following Building Design Guidelines are intended to enhance compatibility with the surrounding area, provide permanence, and contribute to a safe, high quality streetscape and encourage high quality architectural design for all facilities within the Park/Complex, thus strengthening the image as a unique business campus.

#### **B. Guidelines**

1. Provide variety in the use of materials and permanent architectural features, such as windows, recesses, off-setting walls, changes in materials, and other features which may be proposed.
2. Use an earth tone color palette.
3. Use high quality and long-lasting building materials, such as brick, tilt-up concrete, wood, or masonry. Metal buildings may be permitted with sufficient façade improvements.
4. Highlight main entrances with architectural features, such as windows, recesses, and canopies, and provide protection, if possible, from natural elements.
5. Vary roof lines of facades facing streets and other public rights-of-way with differing materials and/or stacking of the parapet heights or by other articulation method.
6. 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.
7. 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. At a minimum, all mechanical units shall be painted to match the color of the building to minimize visual impacts.
8. Consider use of energy efficient and sustainable design techniques including the use of solar panels. Developers are encouraged to strive for Leadership in Energy & Environmental Design (LEED) certification. If such techniques are not incorporated, the developer's submission will include an explanation of the lack of use.

## **IV. SITE DESIGN GUIDELINES**

### **A. PURPOSE**

The following Site Design Guidelines are intended to 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.

The Port will maintain the main right of way (ROW) corridor buffer landscaping within the Business Park. All tenants will be assessed an annual common area maintenance fee to cover regular upkeep of common areas. This common area maintenance fee does not apply to the Herman Creek Lane Business Complex properties.

### **B. GUIDELINES**

1. Provide street-side planting and location of utilities within the planting areas where possible in the landscaped street setbacks, with only minimal disruption of these planting areas by access drives.
2. Screen service and loading areas adequately from streets, pedestrian circulation areas, open space areas, and adjacent parcels.
3. Minimize the visual impact of all exterior components of trash, recycling, communications, plumbing, power, processing, heating, cooling and ventilating systems from adjoining streets, parcels, buildings, and open space areas, with the goal that they should not be visible from a nearby sidewalk on the other side of the street.
4. Ensure that each site development will not create a nuisance to adjacent sites or streets, or objectionable disturbance to occupants of adjacent properties including but not limited to noise, dust, gas, odor, lighting, and any outdoor equipment. The determination of "nuisance" shall be in the Port's sole discretion.
5. Wherever possible, utilize native vegetative species well suited for the climate in Cascade Locks.
6. Utilize water conserving irrigation systems for landscape areas to minimize water usage.
7. Lighting on buildings and throughout the site should be shielded, downward-facing fixtures.
8. Fencing should be durable material. Wood, rock, and concrete block materials are encouraged along public street frontages. Black chain link or chain link fence with slats will be considered for all other portions of the property not facing a public street.
9. Stormwater should be managed on site through the use of bioswales or connected to a common stormwater pipe in the public right of way, adjacent to the development.

#### **Port Contact:**

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

Port of Cascade Locks  
PO BOX 307  
355 Wa Na Pa Street  
Cascade Locks, OR  
Attn: Economic Development Manager