

**CAPITAL REGION AIRPORT AUTHORITY**

**CAPITAL REGION  
INTERNATIONAL AIRPORT  
&  
PORT LANSING  
GLOBAL LOGISTICS CENTRE  
  
DESIGN STANDARDS**

**Adopted May 13, 2010**

Resolution 10-19

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**ABBREVIATIONS AND ACRONYMS**

Airport	Capital Region International Airport
Commerce Park	Port Lansing Global Logistics Centre
City	City of Lansing
Director	Executive Director of the Airport Authority
DRC	Design Review Committee
ADA	Americans with Disabilities Act

## **SECTION 1.0 GENERAL CONDITIONS**

### **1.1 Introduction**

Capital Region International Airport is operated by the Capital Region Airport Authority (the “Authority”). The Authority was created in 1970 by P.A. 73, and is governed by a six-member Airport Authority Board (the “Airport Authority Board”) consisting of representatives from the City of Lansing and Ingham County. All development on the Airport, including the implementation of the design review process noted below, must be preceded by the approval of a ground site lease and operating agreement with the Airport Authority in accordance with Airport Rules and Regulations.

The intent of these Design Standards is that all private development on the airport generally, and the Port Lansing Global Logistics Centre (the “Commerce Park”) property in particular be subject to the design specifics contained herein. Used in conjunction with basic principles of good design, applicable jurisdictional regulations, the Airport Master Plan, the Commerce Park Master Plan and Commerce Park Covenants (if any), Airport Rules and Regulations, and staff assistance, these Design Standards are intended to expedite the approval process and facilitate the development of quality projects within the Commerce Park and on the airport. These Design Standards are intended to create standards for the character of all development on the airport. They are designed to guide and monitor development, individual sites and buildings, roadways, landscaping, and all other site improvements. A process has been established to review site planning, architecture, landscape design, lighting, and signage for conformance with these Design Standards, in addition to encouraging excellence and innovation in development.

These Design Standards are adopted by the Airport Authority Board, and may be updated and amended by the Airport Authority Board from time to time. The Capital Region Airport Authority Tenant Improvement Manual is incorporated herein and is hereby rescinded upon approval of this document.

### **1.2 Commerce Park Description**

The Commerce Park is intended to provide land for the development of a high quality business environment to serve the Mid-Michigan Region (the “Region”). As an international gateway, it is important to ensure that development reflects the character of the region and the special sense of place that residents of the Region enjoy. The Commerce Park is approximately 130 acres located on Airport property southeast of the Airport terminal on the Airport grounds, along Port Lansing Road. Primary access to the Commerce Park will be by way of Capital City Boulevard, Dewitt Road and Port Lansing Road.

There is approximately 720 acres of Airport property developed and undeveloped that are also subject to these standards. As areas of the Airport develop, these standards will define development standards for those project areas.

### **1.3 Vision Statement**

Through the implementation of these Design Standards, the vision for the Commerce Park and the airport includes:

- Creating a high quality business community that provides international and domestic business opportunities and employment, and that is in harmony with the operation of the Airport and its primary purposes.
- Ensure a Commerce Park setting with quality improvements.
- Protect the airport against the use of improvements that would interfere with the operation of the airport, including without limitation the operation of and communication with aircraft.
- Protect building sites within the Commerce Park and other areas of the airport against improper and undesirable use of surrounding portions of the property and limit the permitted uses of the Commerce Park and airport property.
- Prevent construction or erection of improvements built with improper or unsuitable materials or design.
- Prevent haphazard and unharmonious development of the Airport.
- Provide for the appropriate location and character of improvements on all building sites within the Airport properties, including without limitation setbacks, parking areas, landscaping, graphics, and exterior lighting.
- Establish a consistent design and character of development along Capital City Boulevard, Port Lansing Road, and any other major arterial which may be established within the Airport property, and specifically, along or within the Commerce Park.
- Ensuring the Commerce Park is complimentary to the Airport terminal and other surroundings.
- Encouraging visual continuity of the architecture in terms of mass, scale, materials, and color relative to adjacent development and the existing terminal facility.
- Controlling the design of signage for the Commerce Park to ensure that travelers arriving in the Community understand the pride of the Community.

### **1.4 Sustainability**

Individual property developers within the Commerce Park and on the Airport are encouraged to consider sustainable design principals within their projects. This consists of encouraging an environment within the Airport that is:

- Sympathetic and in harmony with the natural environment.
- Sensitive to environmental and energy concerns. Use of LEED certified building techniques and materials are encouraged.
- Aesthetically pleasing for those who spend their time there and to users of the Airport.

### **1.5 Jurisdiction**

The Airport lies within DeWitt Township & Watertown Township, Clinton County, Michigan. Each individual property developer within the Commerce Park and other areas of the Airport (“Developer”) is responsible for compliance with all applicable federal, state, and local rules and regulations (including all zoning) and, as appropriate, must receive authorization and permits

from each. All structures shall be designed at a minimum to meet the State of Michigan building code as applicable.

It is the responsibility of the Developer to demonstrate that its proposed development is consistent with the applicable zoning and development regulations, in harmony with the adjoining developments, and compliant with these Design Standards, and any other law, statute, regulation, agreement, or other authority governing the Airport, the Airport Authority Board, or to which either is subject, or as otherwise required by the DRC, as below.

## **1.6 Design Review Committee**

The Design Review Committee (“DRC”) will consist of three members appointed by the Executive Director, each of whom will serve on the DRC, and who may be removed or replaced by the Executive Director at any time. The DRC members must consist of at least two persons who are employees or authorized agents of the Authority having airport planning experience, and one person with experience in the building or construction industry, or who is an architect or landscape architect. The Authority authorizes the DRC to review and approve or disapprove of all site plans, architectural plans, and other submittals relating in any way to the Commerce Park or other Airport property sites. The DRC is responsible for reviewing plans for all development or construction of any type, including landscaping, lighting, signage, and all other improvements. All plans are reviewed to determine their compliance with these Design Standards and the Covenants and Master Plan (if any). This process ensures harmony of design and compatibility of use throughout the development of the Airport.

## **1.7 Review Process**

The purpose of the review process is to facilitate quality development through evaluation and approval. These Design Standards establish consistent standards of quality to be used in evaluation of each development. As described in this document, the review procedures are intended to provide an early interface between the Developer and the DRC so that preparation of site plans can be completed in a timely and efficient manner.

The Developer should meet with the DRC early in the planning process to discuss the attributes of the site, the preliminary concept for development and Developer’s intended use, these Design Standards, and to develop a schedule for the approval process. The focus of this meeting is to exchange ideas and concepts regarding the development in relation to the Commerce Park and the Airport as a whole.

All Developers must follow the specific procedures involving submittal of documents and review requirements as set forth herein. All improvement plans must be in compliance with these Design Standards.

These Design Standards may be more restrictive than, but do not supersede or modify, any applicable governmental regulations. Conformance to these Design Standards and approval by the DRC does not imply conformance to any governmental regulation or approval by any governmental agency. In some instances, governmental regulation may be more restrictive and shall prevail. No activity shall commence within the Commerce Park or on the Airport, nor shall

any submission to any governmental agency be filed until the plans have been approved and authorized by the DRC as below. The DRC will forward recommendation of approval or disapproval to the Executive Director (the “Director”). The Authority Board hereby reserves to the Director the right to reject the DRC recommendation on any subject contained in these Design Standards.

## **1.8 Variances**

The DRC may authorize variances from the Design Standards when circumstances such as natural obstructions, hardship, aesthetic or environmental objectives, or other considerations may warrant, as long as the variances are not in conflict with zoning or building code regulations.

Variances must be approved by a unanimous vote of the DRC. The granting of variances shall not operate to waive or to render unenforceable any of the terms and provisions of the Covenants (if any) of the Commerce Park for any purpose except as to a particular property, particular maintenance and operation activity, provisions, and instances covered by a particular variance.

Where there is more than one provision within the Design Standards that covers the same subject matter, the provision that is most restrictive or imposes higher standards or requirements shall govern.

## **1.9 Appeals**

Should the DRC recommend denial of plans, the Developer may submit a written appeal to the Director. The written appeal shall address the reason for denial and provide an explanation as to how the plans meet these Design Standards and should be allowed to proceed through the Development Plan review process. The Director will review the written appeal request and make a determination as to whether the denial is appropriate or whether the Developer may proceed through the Development Plan review process. The Director will provide a written determination to the Developer. Should the Director deny the plans, the Developer may resubmit revised plans to the DRC for review.

## **1.10 Covenants and Master Plan**

The Authority may draft or have drafted certain restrictions or restrictive covenants that, in addition to these Design Standards, will apply to and govern the use of the entire Commerce Park (the “Covenants”). Additionally, the Authority may draft or have drafted a master plan for the Commerce Park, setting forth additional standards and requirements for the development of the Commerce Park (the “Master Plan”). If the Covenants and/or the Master Plan are put in place by the Authority, each will be deemed part of these Design Standards and be binding on all Developers as a part hereof, and which may be enforced by the DRC as a part of the development plan process.

## **SECTION 2.0 DEVELOPMENT PLAN REVIEW PROCESS**

### **2.1 Concept**

The intent of the Development Plan review process is to facilitate quality development through an orderly process of evaluation and approval of development plans. The review process has been established to review site planning, architecture, and landscape design for conformance to these Design Standards.

As described in this section, the review process is intended to provide an early exchange between the Developer and the DRC so that preparation and review of development plans can be completed in a timely and efficient manner.

The Developer shall meet with the DRC early in the planning process to discuss the attributes of the site, the Developer's preliminary concepts and intended use for the development, these Design Standards, and to develop a schedule for the approval process. The focus of this meeting is to exchange ideas and concepts regarding the development of the Developer's project in relation to the Commerce Park as a whole.

The DRC is responsible for administration of the Design Standards and review and approval of all plans and other submittals. The DRC shall review plans and submittals and grant approvals in accordance with the procedures contained in these Design Standards. No construction activity shall commence until development plans have been approved by the DRC and have received final approval by the Director, and have on file with the Airport Authority all applicable Federal, State or local permits required for the development.

The specific standards set forth in these Design Standards establish consistent standards of quality to be used in evaluation of each project's development plan. However, the DRC has the right to vary provisions in these Design Standards if, in the DRC opinion, such a variance creates a desirable enhancement to the project. The DRC does not have the ability to grant variances to local governmental code standards.

All construction documents (drawings, reports, computations, engineering calculations, and specifications) required in connection with the proposed construction, shall reflect the existing site conditions as well as the proposed construction work and shall be sealed and signed by the architect or engineer of record licensed in the State of Michigan. The Architect/Engineer (A/E) indicated on the proposed construction documents shall be considered the A/E of record. When the A/E of record submits documents prepared by other consultants, such firm shall be responsible for assuring that the documents from all the consultants are properly coordinated.

### **2.2 Concept Plan Review**

The first step of the Development Plan process is the conduct of a Concept Plan Review meeting between Developer and the DRC. A Developer must submit to the DRC a Concept Plan (in accordance with the minimum requirements for the Concept Plan set forth in Section 8.1) with a

request for a Concept Plan Review to schedule the Concept Plan Review meeting. The focus of this meeting is to exchange ideas and concepts regarding the development of the Developer's project to ensure the design intent is consistent with the Commerce Park vision and these Design Guideline standards. This meeting allows the Developer and the DRC an opportunity to discuss the review process and provide necessary contacts and requirements for proceeding and completing the development plan review process. Following a successful Concept Plan Review meeting, a Developer is then eligible to begin the Development Plan process as outlined in this Section 2.2 where the DRC indicates the process may go forward.

The intent of the Concept Plan Review meeting is to review proposed conceptual site organization, building size and type, parking location, site access, circulation, and conceptual grading. The Concept Plan will evaluate the major elements of the proposed project in relation to the governing documents and assure that the design is in conformance with the Design Standards.

The Concept Plan should include a discussion of the relationship of the proposed development to specific elements in the Commerce Park or on the Airport such as:

- Existing and future roads
- Existing and future land uses
- Existing and future utilities
- Existing and future rights-of-way and easements
- Topography and buffers
- View to and from building(s)
- Vehicular and pedestrian circulation
- Type and extent of parking
- Site coverage diagram and tabulation
- Signage and landscaping

The DRC shall review each Concept Plan submittal for its commitment to the overall Commerce Park vision and adherence to these Design Standards. The DRC is not responsible for reviewing submittals for conformance to any applicable codes or standards established by a governmental or regulating agency. The DRC will forward its recommendation of approval or disapproval to the Director. The Director may reject the DRC recommendation within 5 business days. Should the Director reject DRC recommendation, the Director will provide the Developer a written letter detailing the decision.

Any Concept Plan rejected by the DRC or by the Director after approval by the DRC may be revised and resubmitted in accordance with this rule.

### **2.3            Development Plan (30% Review)**

Once a Developer's Concept Plan is approved by the DRC (and not otherwise rejected by the Director), the second step of the process may commence: preparation of the Development Plan. The Development Plan is to be created by revising the approved Concept Plan to a 30 % Development Plan, in accordance with the requirements of Section 8.2.

The Developer shall submit 3 copies and 1 electronic copy of the 30% Development Plan to the DRC and one to the Director. The DRC and the Director may order a review of the same by the Airport staff and applicable Airport departments. A meeting will be held between DRC, Developer, and the Director or his or her representative/s where the Developer shall receive input and comments from all such parties to be incorporated into the 90% Development Plan.

## **2.4 Development Plan (90% Review)**

After the Developer has made all changes to the 30% Development Plan required by the DRC or the Director, the Developer is authorized to proceed to the third step of the process: preparation of the 90% Development Plan.

The Developer shall refine the approved 30% Development Plan in accordance with the 90% Development Plan requirements set forth in Section 8.3. The Developer shall submit 3 copies and 1 electronic copy of the 90% Development Plan to the DRC and one to the Director, together with five copies of any supporting documents, such as traffic, drainage, survey, environmental, or wastewater reports.

The Developer shall also submit (with the 90% Development Plan) all Construction Documents then available for review. Construction Document submittal requirements are outlined in Section 8.4.

The DRC and the Director may order a review of the 90% Development Plan and all Construction Documents by the Airport staff and applicable Airport departments. A meeting will be held between DRC, Developer, the Director or his or her representative/s, where the Developer shall receive input and comments from all such parties on the submittals to be incorporated into the 100% Development Plan.

## **2.5 Development Plan (100% Review)**

After the Developer has made all changes to the 90% Development Plan required by the DRC or the Director, the Developer is authorized to proceed to the fourth step of the process: preparation of the 100% Development Plan.

The Developer shall refine the approved 90% Development Plan in accordance with all prior comments of the DRC or the Director. The Developer shall submit 10 copies and 1 electronic copy of the 100% Development Plan and all Construction Documents required by Section 8.4 to the DRC and one copy to the Director, together with five copies of any supporting documents. The DRC and the Director may order a review of the same by the Airport staff and applicable Airport departments. A meeting will be held between DRC, Developer, the Director or his or her representative/s, and any interested regulatory or governmental body, where the Developer shall receive input and comments from all such parties to be incorporated into the 100% Development Plan.

Final Development Plans (100% Development Plans) shall be prepared under the direction of either a local land planning firm, or a registered architect, landscape architect, or civil engineer.

Building Plans shall be prepared under the direction of a registered architect. Landscape Plans shall be prepared under the direction of a registered landscape architect.

## **2.6 Development Plan Approval and Re-submittals**

After the 100% Development Plan is finally approved by the DRC and the Director, and is certified by the appropriate licensed professional in accordance with Section 2.5, the Developer shall obtain all required permits and approvals from any governmental or regulatory body requiring the same, and shall demonstrate such compliance to the DRC.

The Developer will submit copies of all such permits and approvals to the DRC, certifying in writing that Developer has obtained all authorizations and permits required by all applicable federal, state, and local laws, rules, and regulations (including all zoning).

All permits and approvals, together with the final version of the 100% Development Plan and all Construction Documents make up the contents of the "Development Plan".

DRC may at any time thereafter issue a Final Approval of the Development Plan. However, prior to issuing a Final Approval and initiating construction activities, The Developer must provide the DRC with evidence of a performance bond equal to 100% of the construction costs of the project, thus ensuring completion of the construction as planned. In lieu of a performance bond, DRC may, in its discretion, accept a Letter of Credit or other assurance from the Developer specifically demonstrating that the funding to complete construction has been irrevocably set aside for the project. Such determination to be made on a case by case basis. Performance Bonds or Letters of Credit, if agreed upon, must be made payable to the Airport Authority. Performance Bonds, Letters of Credit and Deposits checks will be returned upon completion of all construction and the expiration of all lien filing periods.

No construction activity shall commence until Final Approval is given by the DRC, in writing. Any field changes to the approved Development Plan must be approved by the DRC prior to construction or any expenditure by the Developer. Immediately prior to start of construction a pre-construction meeting shall be held with airport operations and authority staff. The Pre-Construction Meeting shall include discussion of the following topics:

- a. Names of designated representatives;
- b. Contractor ingress/egress;
- c. Escorting of contractor vehicles to and from the Airport Operations Area (AOA) if necessary;
- d. Staging location for contractor equipment and clean-up;
- e. Security badges: all picture badges, contractor completion of FAA required security forms, FAA fines, responsibility for payment;
- f. Contractor's safety program and enforcement;
- g. Emergency phone numbers (24 hours);
- h. Name of contractor's superintendent/supervisor in charge onsite (with telephone numbers) any time work is being performed by contractor's personnel;
- i. Identification of airport coordinator/contact;
- j. Use of construction warning barricades or signage;

- k. Quality control shall be exercised by the Tenant; and
- l. Prior notice for utility hook-up or connection.

## **2.7 Variances or Appeals**

Variances to the Design Standards are addressed in Section 1.8 of these Design Standards. Variances to any applicable code or ordinance (including zoning ordinances) must be made as part of the submittals required in Section 2.6.

Appeals to the DRC recommendations shall be in accordance to Section 1.9 of these Design Standards.

## **2.8 Violations**

Violations of the Development Plan or any of the conditions attached to the approval shall be considered a violation of these Design Standards and are subject to enforcement and penalty at the discretion of the DRC. Without limiting the foregoing, and in addition to any other remedy the DRC may promulgate and enforce, all Developers, by submitting plans to DRC under these Design Standards, agree that specific enforcement of these Design Standards (and of strict adherence to the applicable Development Plan) is appropriate and available to the DRC without the necessity of any bond or other security.

## **2.9 Signage**

Although Site Signage Plans may be reviewed as a separate submittal from the Development Plan or Construction Document Review, written DRC approval must be obtained before installation of any signage within the Commerce Park or on the Airport, whatsoever. The Developer shall follow the Sign Criteria outlined in Section 7.0 of these Design Standards. Site Signage Plan requirements are outlined in Exhibit 8.5.

## **2.10 Post-Construction Project Review**

A post-commencement project review or reviews may be made by the DRC or the Director or his or her representative at any time to verify compliance with these Design Standards and the approved Development Plan. Developers shall promptly bring any violation of these Design Standards or the approved Development Plan into compliance.

## **2.11 Construction Site Maintenance**

All construction storage and equipment yards shall be located to minimize visibility from off-site and are subject to DRC approval, control, and ongoing regulation. Construction sites shall be maintained in a neat and orderly manner. All trash shall be kept in enclosed containers and emptied frequently. Construction access shall be coordinated with and approved by the DRC. Special care shall be taken to protect existing pavements from damage.

Dirt stockpiles are only permitted during construction and must be removed upon building occupancy. Stockpiles shall not exceed 20 feet in height and shall be setback a minimum of 50 feet from any existing and proposed street right-of-way. Adequate erosion control is required. Approval from the DRC must be gained prior to locating any stockpiles.

All construction shall be conducted in a manner that protects the airport and the Airport's ongoing operations. Developers shall take immediate action at any time to comply with all orders of the DRC as to any construction site, method, condition, or occurrence that impacts the Airport's operations.

If contaminated soil is encountered, immediately notify the DRC.

## **2.12            Developers Responsibility**

In addition to obtaining all required approvals and permits from any and all applicable governmental and regulatory bodies, the Developer is responsible for calling MISS DIGG at 800-482-7171 or such other replacement number for the same, calling the Airport Director for the location of Airport owned utilities and for knowing the location of all existing underground utilities and protecting them during construction. Repair of any damage to existing utilities caused by construction is the responsibility of the Developer.

The Developer shall notify the appropriate Authority representative or DRC before any construction on or over designated common open spaces areas owned and maintained by the Airport. All repairs of damage within these areas are the responsibility of the Developer and shall be completed in a timely manner.

Temporary facilities such as construction trailers, trash containers, portable toilets, water tanks, etc. must conform to minimum building setbacks. Temporary facilities must be maintained in good repair. All temporary facilities shall be located on site.

Construction related parking shall be located onsite or along adjacent public streets where on-street parking is permitted. Parking on adjacent parcels is not permitted.

Construction sites shall provide fencing around the entire construction area as required by applicable building codes. Temporary chain link fencing is only permitted during construction and must be removed upon building occupancy.

Insurance Requirements:

**NOTE: Notice-to-Proceed (NTP)  
Shall NOT be given prior to compliance with this section.**

Tenant Contractors requiring access on the Airport Operations Area (AOA) in close proximity to parked or moving aircraft shall be required to provide a Certificate of Insurance naming the Authority as an additional insured with the following coverage:

General Liability	\$2 Million
Automobile Liability	\$2 Million

### **2.13            Notice of Compliance**

Upon completion of construction, the Developer shall submit a Notice of Completion and the DRC (or Airport staff on behalf thereof) will inspect the project within 10 business days. The purpose of the inspection is to determine if the improvements have been constructed and installed consistent with the approved Development Plan and to determine that all other aspects of site development are in compliance with these Design Standards. This inspection does not satisfy regional or city inspection requirements, but it is necessary to complete the development review process with the DRC. If the DRC identifies items needing completion or remediation, a re-inspection will be required after Developer brings the project into compliance. After all items are completed and in compliance, the DRC will issue a Certificate of Compliance indicating that the project has received full construction approval from the DRC. A Certificate of Occupancy from local authorities does not constitute construction compliance approval by the DRC. A complete set of as constructed drawings of the development shall be submitted to the DRC within 60 days of the completion of the project.

### **2.14            Commerce Park Contact**

All submittals should be sent or hand delivered to the DRC at the following address:

**Project Design Review Committee  
Capital Region Airport Authority  
4100 Capital City Blvd.  
Lansing, MI 48906**

## **SECTION 3.0 SITE PLANNING**

### **3.1 Concept**

Site planning criteria have been established to ensure consistency in the level of quality and image for the Commerce Park and Airport Property. The Site Planning criteria will be used by the DRC as the means of determining the suitability and acceptability of all proposed improvements in or to the Commerce Park and Airport Property.

### **3.2 Site Design and Spatial Characteristics**

Emphasis on all development as part of a totally integrated complex is encouraged. Building design expressions in terms of massing, scale, color, and circulation relate to adjacent buildings and to the total development. Orientation of improvements must acknowledge basic site considerations, adjoining building uses and siting, and overall circulation patterns.

#### **3.2.1 Phasing**

When appropriate, site and building planning may be undertaken in a manner that allows phased development of the site over time.

#### **3.2.2 Building Groups**

When multiple structures are planned as part of a single ownership or project, they must be designed in a unified architectural and spatial manner for the site.

#### **3.2.3 Siting and Orientation**

The siting and orientation of the buildings should provide view corridors, make optimum use of sun availability and angles and strengthen the relationships between buildings on individual parcels. Three general perspectives are a critical part of this consideration: 1) Views to a site from other areas; 2) Views to other areas from a site; and 3) Views through a site from key locations within the Commerce Park.

The siting and orientation of each building shall be considered as it relates to its specific parcel, its affect on adjacent parcels, and, as it occurs, the massing of consecutive lots. Appropriate building scale shall be used so that the buildings do not dominate the site. The Developer should use building forms that complement and preserve the natural landforms and minimize cut and fill. No building or structure shall be within 20 feet of a property line unless approved by DRC.

Building entries should be located so that they are easily identifiable. Each project should provide a well-defined entry sequence for pedestrian and vehicular uses from the street to the building. Pedestrian pathways should be in conformance with current Americans with

Disabilities Act (ADA) standards. Secondary entrances should be easily accessible and convenient to parking and delivery areas that serve buildings, but should not be dominant.

Main building entries and pedestrian walks should be oriented away from north “shaded” areas to minimize the impact of snow, ice, and severe winter weather conditions on pedestrian and vehicular access when possible.

Site designs should use building forms, natural landforms, and landscaping to take advantage of prevailing summer winds and to serve as buffers against adverse winter wind conditions. Care must be taken to avoid potential for “wind tunnel” effects at building bases. If a development is of a configuration and/or height that may produce wind turbulence problems, pedestrian level wind analyses and appropriate mitigation measures may be required.

### **3.2.4 Easement Overview**

Easements are restrictions placed on parcels to provide a specific use, such as the service of a public utility line or drainage system. If required by the easement holder, structures, walls, fences, and landscaping erected within easements may be subject to removal at the expense of the parcel lessee. The DRC may specify that any given site be subject to such easements as the DRC deems necessary or advisable to provide the Commerce Park with adequate utility and other services. It is the responsibility of Developer to investigate and be aware of any easements affecting a given parcel.

### **3.3 Use, Zoning, and Density**

Developers must demonstrate that a proposed use:

- Reinforces existing and projected uses adjacent to the site and throughout the Commerce Park and Airport Property.
- Promotes the general welfare of the Commerce Park and the other tenants.
- Protects and enhances the value of all real property; and complies with the Covenants and Master Plan, if any.

Where there is overlap between these Design Standards and applicable zoning, building codes, or other land use regulations, the most restrictive condition will apply. Approval by a governmental jurisdiction does not constitute DRC approval, nor is the reverse true.

### **3.4 Parcel Splits**

All land within the Commerce Park shall be leased from the Airport Authority. Appropriate leases shall be in place prior to the issuance of Final Approval of the Development Plan by the DRC. No subdivision of land within the Commerce Park will be allowed without prior written consent of the Airport Authority.

### **3.5 Site Coverage Requirements**

The following site coverage's are allowed:

- Buildings/Structures: maximum 40 percent
- Parking (surface, driveways, and parking structures): maximum of 40 percent

Open space within each building site is encouraged. Limit combined impervious site coverage for individual building sites (including buildings, parking, plazas, sidewalks, and drives) to a maximum of 70 percent of each site's land area. Consideration for varying site coverage requirements may be given by the DRC for sites adjacent to significant common open space.

### **3.6 Setbacks**

No buildings or structures shall be erected within the setbacks from the right-of-way or lot line as follows:

[Needs to be determined based on plans]

Setbacks shall be measured from the property line and/or lease lines. Additional setbacks may be required by DRC during the review process as deemed appropriate by the DRC.

#### **3.6.1 Permitted Uses within Setbacks**

Uses within improvement setbacks are limited to earth berms, driveways crossings, landscaping, public and private utilities, drainage and slopes, sidewalks, irrigation, permitted signs and site or street lighting.

### **3.7 Airport Restrictions Areas**

There are a number of restricted and controlled activity areas identified in the Federal Aviation Administration (FAA) Advisory Circular document within the Airport boundary. All activities must comply with any applicable restriction.

### **3.8 Vehicular Access/Circulation**

The DRC may require any and all Site Plan submittals to be accompanied by a site-specific traffic study from an independent traffic engineer. Commonly accepted traffic engineering criteria must be met and supported by sufficient technical data. The traffic study shall also comply with the overall Commerce Park and an Airport wide traffic impact analysis report, if one is obtained.

A fundamental development objective for all sites is the safe and efficient movement of vehicles and pedestrians. Vehicular access to any site must be carefully designed in relationship to

vertical and horizontal curves, site distances, median cuts, other driveways, and other common traffic engineering criteria so that efficient, smooth flow of traffic is encouraged.

Sites should be designed to minimize conflicts between automobiles and pedestrians and create a clearly organized system of entrances, driveways, and parking lots, while still providing adequate and convenient parking spaces. These requirements should minimize paved areas and curb cuts as well as reduce their overall visual impact. Parking lots and driveways must be designed for sufficient movement to avoid conflict with vehicular traffic in the street.

Access for each site must be determined in concert with the Commerce Park and the Airport's overall traffic circulation, capacity needs, and requirements. Full movement access points on arterial streets shall be located a minimum of 300 feet from a signalized intersection.

### **3.8.1 Emergency Service and Utility Access**

A comprehensive and coordinated approach should be taken to provide emergency access requirements. These include, but are not limited to, requirements of applicable community Fire and Police Departments. Access should address all anticipated needs, including but not limited to ambulances, moving vans, delivery trucks, and trash trucks.

### **3.8.2 Restricted-Access Drives/Secured Entries**

Some facilities may require checkpoints in order to monitor access to a site or individual buildings. Guardhouses and security gates should be designed and located in an unobtrusive manner. Any necessary checkpoints shall be located in a manner that will not conflict with bicycle and pedestrian routes or cause other hazardous conditions.

### **3.8.3 Transit**

Should public transportation service be extended to the Commerce Park, sites may be evaluated for public transit accommodation and bus stop/shelter accommodation, and DRC may issue requirements in furtherance thereof.

### **3.8.4 Signalization**

Signalization is expected at all major intersections within the Commerce Park and signalization requirements within the Commerce Park may be specified by the DRC or the Airport Authority Board on a case-by-case basis as deemed appropriate.

## **3.9 Pedestrian and Bicycle Circulation Criteria**

Site and building design must accommodate pedestrian circulation onsite from parking areas to plazas, open space, pedestrian pathways, and to adjoining buildings. Existing and proposed pedestrian and/or bicycle circulation systems and easements must be integrated into site design. Pedestrian systems should be physically separated from vehicular circulation as much as

possible. Minimizing the areas where the two systems cross or are physically adjacent reduces traffic hazards and makes the pedestrian system more efficient, pleasant, and visually attractive.

Intersections where pedestrian routes cross vehicular circulation are critical areas and should be clearly marked for visual identification by both motorists and pedestrians. Sidewalks shall be attached and located along all perimeter streets. At least one sidewalk connection between the building and the perimeter street is required. Large parking areas must have sidewalk connections to the building entries or ground plaza areas.

Both recreational and commuter bicycle accessibility to and within the Commerce Park is encouraged. Primary bicycle routes along designated streets may be either on-street or off street depending on conditions.

### **3.9.1 Handicapped Accessibility**

Handicapped accessibility for each site shall comply with the standards set by the City of Lansing, Ingham County, as well as the ADA Standards for Accessible Design.

### **3.10 Storm Water Management, Drainage, Detention, and Retention**

The Airport Authority will develop a Master Development Drainage Plan (MDDP) for the entire Commerce Park. The purpose of the MDDP is to provide:

- Identification of major drainages ways, detention areas, locations of culverts, bridges, open channels, and drainage areas tributary to the proposed development.
- Solutions to drainage problems identified in the governing Drainage Basin Planning Studies (DBPS).
- Analysis of the ability of downstream facilities to pass developed runoff away from the proposed development.

All land development planning within the Commerce Park and Airport Property shall take into consideration the impact to the proposed drainage courses. Each site will be required to provide a site-specific Drainage, Grading, and Erosion Control Plan for development. Site drainage shall be designed to eliminate the pooling of water at building foundations, entrances, and service ramps. Drainage water from parking lots should be directed to adjacent landscaped areas to maximize rainfall and snowmelt benefits.

As appropriate, each site development shall provide adequate drainage facilities inclusive of water quality and erosion protection controls. These facilities are to be integrated into the overall Site Plan in a functionally and aesthetically acceptable manner. Sub-surface detention/retention of storm water run off is highly encouraged.

Where off-site downstream detention is available, onsite detention may not be required unless conveyance facilities between the site and detention facility are of inadequate capacity to accommodate projected flows.

### **3.10.1 Site-Grading, Excavation, and Erosion Control**

Overall site grading will largely determine the degree to which a new development visually “fits” into the landscape and how effectively the site sheds storm water. For these reasons, site grading and drainage are key concerns of these Design Standards. Special attention should be given to providing smooth grading transitions between neighboring development sites.

The design objectives for parcel grading are to create smooth transitions between adjacent parcels and proposed improvements, eliminate abrupt or unnatural landforms, and promote positive surface drainage. Proposed grading schemes will be examined during the Site Plan review process.

Concentrated drainage across walkways and other pedestrian areas is not permitted. Drainage across driveway entries is to be avoided.

### **3.11 Utility, Solar, Electrical, and Mechanical Equipment**

All ground, building, or roof-mounted electric, gas, mechanical units, and similar devices must be properly located to avoid unsightliness or potential safety problems, and must be properly screened. Such equipment should be located and screened in a manner compatible with the design of the building and site improvements.

No heating, air conditioning, electrical, or other equipment may be installed on the roof of any building or structure unless screened with materials compatible with (preferably the same as) the predominate exterior building material. All ground equipment shall be located a minimum of 25 feet setback from all roadways, 5 feet from any sidewalk, and shall be screened and fenced accordingly.

No transformer, electric, gas, meter of any type, or other apparatus shall be located on any power pole or hung on the outside of any building, except where specially approved by the DRC. All exterior mounted equipment should be compatible with the exterior building material.

Utility layouts and connection points are part of the Site Plan review process. All permanent utility lines shall be installed underground. No overhead wiring is permitted.

### **3.12 Telecommunication and Antenna Equipment**

Low power telecommunication facilities shall be constructed and located within the Commerce Park without adversely impacting the visual integrity of the Commerce Park. Where feasible, co-location of telecommunication equipment of various carriers on the same structures is encouraged.

Use of wall or roof mounts is encouraged. Design, materials, color, and location should be designed to blend into the architecture of their host buildings. Roof mounted equipment that will be visible against the skyline shall be painted to blend with the sky background as viewed from adjoining streets and neighboring properties. Wall mounted equipment shall be mounted as flush to the building as technically possible and shall not extend above the roofline of the building. Roof mounted antennas, support structures, and screening devices shall not exceed the highest point of the building upon which they are mounted by more than 7 feet unless approved by the DRC.

The use of stealth freestanding facilities in which the antennas and associated equipment are concealed or camouflaged is also encouraged. The use of non-stealth freestanding facilities may be approved by the DRC only when the carrier has reasonably explored the use of wall, roof, or stealth facilities and determined that such facilities are not feasible or appropriate. Freestanding non-stealth facilities shall be located so that there are no adverse visual impacts to the surrounding land uses.

Special purpose non-commercial radio telemetry equipment and towers owned and operated by governmental or public utilities are exempted from this section as long as freestanding facilities do not exceed applicable height limitations without DRC approval.

### **3.13 Overhead Power and Telephone Lines**

Overhead power and telephone lines are permitted during construction, but shall be removed immediately upon completion of site and building construction. Exterior onsite utilities, including telephone and communications wires and equipment, shall be installed and maintained underground.

### **3.14 Services, Delivery, Trash, and Outdoor Equipment or Storage Areas**

Loading and service dock areas shall be located to the rear or sides of a building, away from the main building entrance, or related high visibility areas. Preferably, service, loading, emergency generator, and trash areas should be enclosed within the building. External facilities must be enclosed and screened with landscaping to minimize adverse views from adjoining streets, buildings, open space, and designed and constructed of the same design theme and material as the adjoining building. Such facilities may not be placed adjacent to or facing adjoining streets.

#### **3.14.1 Visual Impacts**

Any adverse visual impacts on any other site shall be mitigated by the use of screening and/or trees to the extent necessary and appropriate to reduce those impacts.

### **3.14.2 Loading and Service Areas**

Each project must accommodate servicing activity. All loading and service areas shall be clearly signed. Loading areas shall be designed to accommodate backing and maneuvering onsite, not from a public street, and when occupied shall not prohibit onsite vehicular circulation. Loading areas shall conform to parking setback requirements. All loading, receiving, and storage areas shall be effectively screened from public view by architectural or landscape features. Loading areas shall not be permitted in the front of a building.

### **3.14.3 Waste Storage**

Temporary waste and rubbish storage facilities may be allowed, with the prior written approval of both the design and location by the DRC, provided that such facilities are screened from view and from wind by architectural or landscape features. All waste and rubbish containers must be covered and out of sight at all times from public streets, bikeways, pedestrian pathways, and transit corridors.

Pedestrian trash receptacles shall be placed in strategic locations for effective litter control. Where possible, they should be grouped with other site furnishings and placed adjacent to pedestrian pathways.

### **3.14.4 Material Storage**

No materials, supplies, equipment, service vehicles, finished or semi-finished products, raw materials, or articles of similar nature may be stored or permitted to remain outside of buildings or be visible from adjacent properties or adjoining streets. Properly screened temporary trash dumpsters and construction materials will only be permitted for a defined period of time with prior review and approval by the DRC.

### **3.14.5 Snow Storage**

Provision must be made for snow storage onsite. Pushing snow into street, sidewalk, landscape, or median areas is not permitted. All site owners are responsible for timely snow removal on their perimeter street sidewalks.

## **3.15 Parking**

Paved off-street parking must be provided for all developments. No parking shall be permitted on any street or access road, either public or private, or at any place other than the paved parking spaces provided. Each owner shall be responsible for compliance with this requirement by its tenants, employees, and visitors. Parking for the Commerce Park shall comply with the parking standards outlined by local ordinances in effect at the time of construction. Required access for fire apparatus must be maintained in accordance with the City of Lansing Fire Department standards.

Parking areas for utility/commercial-type company vehicles shall be of a size and configuration that all vehicles can be parked and maneuvered fully within their designated areas without adversely affecting vehicular or pedestrian movement.

Parking areas should be designed to:

- Provide safe and convenient movement of motor vehicles
- Limit vehicular/pedestrian conflicts
- Limit paved areas
- Provide for screening of paved areas
- Soften the visual impact of parking areas by providing interior planting

Parking areas should be hard-surfaced and must have concrete curbs and gutters. Dirt, gravel, and grass lots are not allowed.

### **3.15.1 Off-Street Parking**

Off-street parking space requirements shall comply with local ordinances in effect at the time of construction. All parking facilities shall be sufficient to serve the business without using adjacent streets. Visitor drop off zones and parking shall be provided near visitor entrances. Employee parking shall be separated from visitor and front entrance traffic.

### **3.15.2 Shared Parking**

Where opportunities exist for shared parking between users with staggering peak parking demands, owners and developers shall make every possible effort to take advantage of such opportunity to reduce the total number of parking spaces within each site or parcel. Where shared parking is intended, the analysis of parking criteria shall be submitted to the DRC as part of the Site Plan review.

### **3.15.3 Surface Lots**

All private driveways, parking areas, and loading areas will be hard surfaced. Parking areas must be paved with asphalt, concrete, masonry pavers, or similar material, all as approved by the DRC. Surface parking areas shall not be permitted closer than 15 feet from side or rear property lines. Where parking areas will be contiguous and accessible to parking on adjacent lot(s), the parking may extend to the property line if part of a unified project. Visual screening must be provided for parking areas that can be viewed from adjacent development sites or from public spaces such as streets, plazas, and walkways.

### **3.15.4 Structured Parking**

It is not anticipated that parking structures will be utilized in the Commerce Park. If permission is granted by DRC for such a structure, it must be architecturally compatible with proposed

buildings and the material finish must be the same as, or architecturally complimentary to, the exterior of the site building.

### **3.15.5 Handicapped Parking**

Accessible parking spaces and location shall conform to the latest ADA requirements.

### **3.15.6 Other Parking**

Bicycle parking may be required for each project. Appropriate bike rack hardware shall be provided for each stall and approved by the DRC prior to installation.

### **3.16 Site Furnishing**

Site furnishings encompass a wide variety of individual elements. Site furnishings may be functional on a literal level (trash receptacles and benches) or on a symbolic level (memorial displays and flagpoles). Site furnishings shall be constructed of materials that are durable and easy to maintain and blend or compliment the exterior color of the surrounding environment and buildings. Site furnishings shall be reviewed by the DRC.

### **3.17 Artwork**

Outdoor sculptures, appropriate art work, and special architectural and landscape features are encouraged in the development of individual sites and parcels. Such pieces and features help establish strong visual identities for individual facilities and greatly enhance the special character of the Commerce Park in general. Artwork shall be approved by the DRC prior to installation.

### **3.18 Vending Machines**

All vending machines must be placed inside buildings. No exception will be allowed for any type of vending machines to be placed at the exterior of buildings.

## **SECTION 4.0 ARCHITECTURE**

### **4.1 Concept**

The purpose of the architectural portion of these Design Standards is to provide direction for development of the vertical elements of the Commerce Park and Airport Property in order to achieve a built environment that is in harmony and provides a comfortable, distinctive, and stimulating environment for the users of the Airport. This built environment should generally be characterized as low in profile, and hewn in colors and materials that complement the land and the surrounding environment.

### **4.2 Environmental Integration**

#### **4.2.1 Principle: Building Clusters**

Building compounds should be used to create protective enclosure and human scale. Compounds create their own windbreaks and shade.

##### **Strategies**

- Wherever possible, position building entrances to relate to those of other buildings.
- Use buildings to screen and protect major pedestrian areas from winds and noise.

#### **4.2.2 Principle: Relationships Between Buildings**

All buildings should relate visually to one another and be compatible with adjacent buildings.

- Orient buildings to not obscure desirable views from nearby proposed buildings.
- Assist compatibility by use of similar architectural elements such as window shapes and roof forms, and by similar materials, colors, and textures.
- Plazas, courtyards, and terraces incorporated as public amenities in, or between, new buildings should be designed to be easily accessible.
- Wherever possible, create a sense of enclosure for outdoor seating areas.

#### **4.2.3 Principle: Visual Interest of Facade**

Facades with a high level of visual interest from both auto and pedestrian viewpoints are encouraged. The exterior character of all buildings should enhance pedestrian activity in their immediate vicinities.

## **Strategies**

- Design walkways that encourage pedestrian use. Avoid locating walkways where users will be subjected to harsh glare from building materials or subjected to harsh environmental conditions.
- Design ground floor exteriors of buildings to be “pedestrian-friendly.” Specific criteria include the following:
  - Decorative wall surfaces and landscape materials are encouraged.
  - Muted, modular materials, such as brick and stone, are particularly desirable.
  - Windows that reveal indoor amenities and activities are encouraged.
  - Large expanses of blank walls or mirror glass should be avoided.
  - Covered walks or arcades are encouraged.

### **4.2.4 Principle: Noise Mitigation**

Buildings along perimeter highways should be designed to minimize the effect of road noise on buildings and plazas.

## **Strategies**

- Consider buffering major outdoor areas, such as balconies, terraces, and plazas, with earth berms and/or trees or evergreen plantings along perimeter highways.
- Use wall materials with significant sound transmission coefficients.

## **4.3 Massing, Scale, Form, and Details**

### **4.3.1 Principle: Building Profile**

The building should be low in profile and layered horizontally upon the landscape. Avoid tall stand-alone buildings.

## **Strategies**

- Exterior wall designs should help pedestrians establish a suitable sense of scale when relating to buildings.
- Express the position of each floor in the external skin design, using the following techniques:
  - Terracing, articulated structural elements, or changing building materials.
  - Belt courses, or other horizontal trim bands, of contrasting colors and/or materials.

### **4.3.2 Principle: Building Clusters**

Break down the mass of a larger building into a group of buildings clustered into traditional building compounds or campus to create a sense of community and shelter.

### **4.3.3 Principle: Pedestrian Scale**

Buildings should appear to be of a “pedestrian scale.” In general, this means using familiar forms and elements that can be interpreted in human dimensions.

#### **Strategies:**

- On buildings over 60,000 square feet, and more than two stories high, do not use wall planes more than 24 feet high without incorporating meaningful techniques to break up the perceived building mass.
- Express facade components in ways that help establish building scale. Encourage compositions that emphasize floor lines or express rhythms and patterns of windows, columns, and other architectural features.

## **4.4 Architectural Elements**

### **4.4.1 Principle: Interior Spaces**

The buildings should reflect the use of their public interior spaces. The functional use of the buildings should be reflected in the architectural design of the buildings.

### **4.4.2 Principle: Porches and Overhangs**

Porches or overhangs at the lower levels provide shelter and reduce the appearance of mass in buildings. Interior spaces reflect the exterior.

### **4.4.3 Principle: Windows**

#### **Strategies**

- Windows/Openings:
  - Incorporate more extensive windows on the south side to provide for wintertime solar energy gain. Provide adequate shading for these large glass areas.
  - Align windows to make a horizontal pattern.
  - Clearly define entries to make them inviting, providing articulation and color for identity and interest.
  - Use glazing technology to make windows energy efficient without being reflective.
  - Allow natural light to illuminate interior spaces through the use of clerestory windows.

#### **4.4.4 Principle: Entrances**

Primary entrances should be easily identifiable and relate to human scale. Wherever possible, entrances should contrast strongly with their lighter backgrounds.

##### **Strategies**

- Design main entrances to be clearly identifiable as seen from primary driveways and drop-offs.
  - Entrances should be designed to read as “contrasting” areas on a building’s facade.
- Use building entranceways as transitions from buildings to the ground. Specific criteria include:
  - Walls, terraces, grading, and plant materials should be incorporated.
  - Terraces or porticos can be used to define and extend entrances.
- Design secondary entrances to connect to pedestrian circulation systems. These entrances should be visible from parking areas. They may also be more subdued than primary entrances, and need not demonstrate the same characteristics.

#### **4.4.5 Principle: Service Areas**

Service areas should be visually unobtrusive and integrated with each building’s architecture and site design.

##### **Strategies**

- Orient service entrances, loading docks, waste disposal areas, and other similar uses toward service roads and away from major streets, terraces, porticos, and primary building entrances.
- Screen service entrances with walls or landscaping. Use materials similar to others employed on the site.
- Wherever possible, coordinate the locations of service areas between adjacent developments so that service drives can be shared.
- Avoid locating service areas where they are visible from adjacent buildings or where they may affect designated view corridors.

#### **4.5 Building Heights**

The overall sense of building height throughout the Commerce Park and on Airport Property should be low to medium in scale. Avoid tall, stand-alone buildings. Building height must be in compliance with Airport Regulation FAR Part 77.

## 4.6 Rooftops

### 4.6.1 Principle: Roof Forms

Rooftops should contribute to the visual continuity of the Commerce Park and should be considered as design elements from various viewpoints: at ground level, from other buildings, and from adjacent perimeter roadways. Mixing roof forms on buildings creates variety in the “roof-scape”. Roofs should also be interesting when seen from above in higher buildings.

- Roof elements should be simple in form; continuous, horizontal lines should dominate.
- Roof design should facilitate and express the day lighting of the building.
- The roof should appear solidly connected to the building.
- Roofs should reflect heat without creating glare to assure air traffic safety.
- Roofs must be shaped to withstand high winds.
- Porches and clerestories are desirable.
- Consider sloping roof forms, such as gables, hipped roofs, or shed roofs, for all or portions of roof designs. Sloping roof forms at entrances are especially encouraged.
- Consider a combination of roof types. The following techniques are encouraged:
  - Use a mix of roof forms to create variety in the “roof-scape.”
  - Roof should also be visually interesting when seen from above from higher buildings.
  - Portions of roofs may be flat, especially on larger building segments, but some sloping forms should be visible from major viewpoints.
- Wherever possible, develop rooftops for recreation and open space use.
- Allowable materials for sloping roofs include metal, flat concrete tile, slate or slate-look (and in some cases, high grade architectural asphalt shingles with at least a 30 year warranty and shadow lines for texture, subject to individual review).
- Roof Equipment:
  - Group and screen equipment from view from the ground.
  - Group exhaust flues and provide architecturally integrated solutions for the screening of process equipment.

- Where roof top mechanical equipment will be viewed from a taller building in the same complex, design the equipment and screening on the lower structure to minimize its visual impact when seen from above. Equipment shall be painted in a color complementary to adjacent roof/building materials.
- Consider developing a “green” roof using native grasses.

## **4.7 Color and Materials Palette**

### **4.7.1 Principle: Continuity**

Visual continuity in major building materials is desired throughout the Commerce Park and on the Airport.

Building materials, finishes, and design elements should respect the character and intent of adjacent buildings constructed in earlier phases and should help to provide a sense of cohesive design.

#### **Strategies**

- Use wall materials that are muted in color and have texture. Specific criteria include the following:
  - Natural matte textures and earth tone colors are encouraged. Textured, colored concrete may also be considered.
  - The use of fine textured materials, such as brick, cast stone, tile, and textured block are encouraged. Horizontally textured concrete, stucco and dark metal panels or glass spandrel panels may be suitable if used at a scale visually related to pedestrians.
  - Wood is not appropriate as a primary building material.
- Reserve the use of strongly contrasting materials and colors for accents, such as building entrances, railings, stairs, etc. Avoid an excessive variety of facade materials.
- Use clear or lightly tinted low-e glass (glazing), particularly at pedestrian levels where transparency between indoor and outdoor spaces is desirable.
- Select building materials that will age with grace.

Avoid light colored materials that may streak, fade, stain, generate glare, or detract from the natural setting.

#### **Rules**

- For air traffic safety, glass with reflective, metallic coatings that increase glare is not allowed.

- Site-cast concrete is disallowed in all areas, except industrial-warehouse areas, and then only if done with effective articulation.
- Synthetic insulation/stucco systems, referred to as EIFS, are disallowed.

#### **4.7.2 Principle: Human Scale Materials**

Building materials manufactured in units measurable in human proportions should be used whenever possible. Such materials as brick, tile, concrete masonry units, and modular stone help people interpret the size of a building. Perceiving the scale of a building is important in terms of a pedestrian's ability to relate comfortably to it. Avoid over scaling materials.

##### **Strategies**

- Use building materials that are familiar in their dimensions and can be repeated in understandable modules.
- Combine building materials in modules that can be visually measured. Consider the following specific criteria:
  - Cast or scored concrete that gives a sense of proportion may be appropriate, as well as conventional modular materials, such as brick or stone. Avoid large, featureless surfaces.
  - Large, uninterrupted surface areas greater than 80 feet should have a change in articulation through the use of pattern, texture, material, openings, or change in plane.

#### **4.7.3 Principle: Colors**

Building colors should blend in with the natural surroundings.

##### **Strategies**

- Use darker colors at the base of walls and lighter colors for the tops of walls.
- Use darker colors or earth tones (neutral browns, darker buffs, tans, ochre) for expanses of walls, with brighter accents such as sienna, greens, or white for trim.
- Use neutral roof colors between light and dark, avoiding white or reflective materials.

### **4.8 Sustainable Design**

#### **4.8.1 Principle: LEED™ Standard**

Use of the Leadership in Energy and Environmental Design (LEED™) standard will be supported and encouraged in the development of more sustainable buildings.

## 4.8.2 Principle: Sustainable Strategies

Developers are encouraged to incorporate sustainable strategies whenever economically feasible. Buildings should be designed and sited to maximize the use of wintertime solar gain for energy savings, and to respect the landscape solar access requirements of adjacent (existing and proposed) buildings.

### Strategies

- Energy conserving strategies to be considered should include, but not be limited to the following:
  - Building shape, mass, orientation and placement. Orient buildings to take advantage of prevailing summer breezes and to buffer against adverse winter wind conditions.
  - Building clustering.
  - Choose materials for their superior insulation and/or thermal mass characteristics.
  - Maximize the passive solar effectiveness of building fenestrations, including the placement of all glass areas and their shading devices, and employment of glazing performance standards.
  - Mechanical systems that meet performance standards.
  - Day lighting.
  - Earth sheltering with creative land forming.
  - Building systems that conserve water are encouraged wherever possible.

## **SECTION 5.0 LANDSCAPE**

### **5.1 Concept**

The purpose of the landscape portion of the Design Standards is to provide rules and strategies for site development, as site landscape is a critical visual element that will define the overall visual character of the Commerce Park and Airport Property. Regionally appropriate landscape treatments will create a continuous landscape character zone that extends throughout the Airport.

### **5.2 Individual Building Sites**

There is to be a concentric intensity of landscape centered around each office/building development. That is, the greatest intensity of an introduced horticultural landscape is to occur in the immediate vicinity of the building and decreases as the landscape progresses towards the perimeter of the site. Around the perimeter of each individual building site it is the intent that there is visual continuity between the open space areas, with limited areas of horticultural and manicured irrigated landscapes. These introduced landscaped areas are to be in conjunction with building entrances, pedestrian spaces, employee break areas, and traditional outdoor eating areas visually screened from adjoining parcels.

The internal landscape area requirement is 8 percent of the site's net area. Parking islands and medians with a minimum dimension of 18 feet can also be counted towards the internal landscape area requirement. At least 50 percent of the internal area is to be located adjacent to the building elevations, with emphasis placed on the elevations from which the public view of the building is perceived. These introduced landscaped areas are to be used in conjunction with building entrances pedestrian spaces, employee break areas, and traditional outdoor eating areas visually screened from adjoining parcels. Formal rows of plant materials that are intended to provide wind screens and snow shelters shall be encouraged and integrated into the overall landscape.

An architectural landscape plan, using tree and plant products that are compatible with airport operations, shall be submitted to the DRC for approval.

#### **5.2.1 Visual Buffers**

Where utility, service, garbage and/or loading areas face adjacent public streets and/or open space these facilities are to be thoroughly screened through the use of earth berms integrated with plantings.

#### **5.2.2 Grading and Erosion Control**

Smooth transitions between parcels and within each individual site will help to create the overall visual character that is desired. Slopes shall be less than 4:1 and shall transition gradually to

provide undulations. Retaining walls shall be integrated into the rolling slopes and hidden below the horizon.

Drainages should be left in as natural a condition as possible. Where improvements must be made, they should be accomplished with minimal disturbance. Low flow channels should be natural in configuration and alignment, in order to allow the natural regeneration of wetland plants. Edges shall be treated with plant material indigenous to drainage ways.

### **5.2.3 Parking Area Requirements**

#### **Landscaping and Buffers**

- **Landscape islands** are to be provided internal to parking areas and adjacent to all parking bays. A maximum of 15 contiguous parking stalls are permitted before providing a landscape island. Parking lot landscape islands are to be a minimum of 150 square feet.
- **Parking lot trees** provide shade trees within the parking area at a ratio of 1 tree for every 12 spaces.
- **Parking lot screening** for parking lots, including spaces and maneuvering drives, shall be a minimum height of 4 feet for no less than 85 percent of the adjacent frontage. To maintain continuity, the screening, where area permits, is to be accomplished through large interconnecting earth berms.

### **5.2.4 Minimum Fence Standards**

- All Air Operations Area (AOA) fencing shall be a minimum 9-gauge wire with 2-ounce hot-dipped galvanized coating after weaving chain link fence.
- All non-AOA fencing shall be a minimum 9-gauge wire with 1.6 ounce hot-dipped galvanized coating after weaving chain link fence.
- New fencing shall match height of adjacent fence where applicable, or shall be a minimum of ten (10) feet.

## **5.3 Water Conservation Measures**

### **5.3.1 Planning and Design**

As each new parcel is planned, it is important to consider the traditional aspects of site design, topography, slope orientation, user needs, program elements, soils, vehicular and pedestrian circulation, access, and existing vegetation. Landscaping in a manner that most reduces the need for artificial irrigation is preferred.

### **5.3.2 Minimize Turf**

Throughout the site design process, it is important to limit areas of high water use turf to areas of intensive use by people. Such areas include active recreation areas and areas highly visible by pedestrians (such as building main entrances). Turf grasses should be used as a ground plan amenity and not just as infill material. High water use turf should not be used in medians or narrow strips of planting that are less than 6 feet wide, whether in a parking lot application, roadway median or setback area.

### **5.3.3 Irrigation**

Irrigation systems should be zoned so those plant materials with similar water demands are on the same irrigation zone, for example, high water use turf should be separated from shrubs and ornamental grasses. Professionally designed and drawn irrigation plans should be an integral part of each new building or landscape plan. The plans should specifically address application methods, natural precipitation, and application rates for the individual zones. Plans also need to indicate tap locations, controller type, type and size of heads, drip methods, type and size of mainline, laterals, water pressure, and meter locations.

Where available, non-potable irrigation water is to be used if available. Permanent underground irrigation systems are permitted in improved landscape areas and in areas of re-vegetation for establishment purposes. Irrigation systems shall be designed to conform to the highest level of industry standards and equipment. Best management practices shall be used and standard maintenance principles shall be used to ensure proper plant health through all seasons of the year.

### **5.3.4 Plant Material**

Plants should be placed together in groupings of plants that require similar amounts of water. Within the plant palette there are plants that are more appropriate than others for more formal applications. Low water use plants tend to have a more informal appearance and arrangement than higher water use plants. For maximum visual effect plant material should be placed in masses rather than as isolated individual plantings sporadically placed.

### **5.3.5 Mulches**

Organic mulches act to cool the soil during hot weather, thereby reducing the evaporation and subsequent water use. Mulches also reduce the growth of weeds and buffer soil temperature fluctuations throughout the year. Inorganic mulches are very beneficial and have excellent applications for specific purposes. When rock mulches are used, it is beneficial to use a variety of sizes and to integrate larger boulders into the design palette to provide greater visual interest. Grouping the larger rocks together to create, for example, dry streambeds, is an effective technique. Large expanses of rock by themselves are discouraged as hot, hostile, and uninviting spaces.

Trees and shrubs should be placed in mulched areas rather than in turf areas so that irrigation can be zoned separately. All trees in lawn areas shall have a 3-foot-diameter mulched tree ring maintained around the base of the trunk. This practice will reduce damage to tree trunks by machinery and/or by excessive water. All tree rings shall receive a 3-inch layer of new mulch in the spring of every year. All shrub, perennial, and annual beds will be prepared and mulched to a depth of 3 inches in the spring of every year. A sample of the mulch shall be submitted to the DRC for approval prior to application. Bed preparation will include removing all weeds, cultivating of existing mulch into the soil, edging, and applying a pre-emergent herbicide if the conditions demand. Special care will be taken in the mulching operation not to cover the crown of trees, shrubs, perennials, and/or annuals, or to over mulch.

### **5.3.6 Soil Evaluation and Improvements**

Provide a copy of the soil analysis to the DRC with the landscape plan submittal. The soil analysis provides soil recommendations for individual type of soil improvements and soil amendments.

Aged 1-year-old dairy manures, green plant material, compost, and leaf mold are especially good for improving soil condition. Materials that decay very slowly, such as peat moss, straw, sawdust, rive hulls, and shredded bark are not desirable because they do not aggregate the soil as well. These slow decaying organic materials, when first incorporated into the soil, will compete with plants for the available nitrogen, an important plant nutrient. Should these slowly decaying organic materials be used, extra nitrogen should be applied to the soil, especially if immediately planting after adding the organic matter.

### **5.3.7 Maintenance Practices**

Sound maintenance practices should include regular watering, fertilizer applications, pesticide management, and other sound horticultural principles.

Turf areas shall be kept properly mowed and manicured. Regular aeration and mulching of clippings reduces soil compaction, improves aeration, controls excess thatch, increases water infiltration, encourages root growth, and further improves drought resistance of turf areas. Soil improvements, annual applications of organic matter, and using organic mulches in the shrub beds will increase the water-holding capacity of the soil in those areas.

## **5.4 LEED™ Landscapes**

Whenever possible, landscape development is to occur with the intent of meeting the standards of the LEED™ practices. This would include the following:

- Reduced site disturbance
- Storm water management
- Heat island effect (non-roof)
- Water efficient landscaping

- Innovative design
- LEED™ Certified design

## **5.5 Storm Water Quality**

The landscape is to be an integral part in the design, both aesthetically and functionally, for storm water quality treatments. As appropriate, innovative techniques in storm water management are to be implemented within the site design.

### **5.5.1 Planting Schedule**

Submit proposed planting schedule with landscape plan submittal, indicating dates for each type of landscape work during normal seasons. Once accepted, revise dates only as approved in writing after documenting the reason for delay. Proceed with and complete landscape work as rapidly as portions of site become available, working within seasonal limitations for each kind of landscape work required. No planting operations shall take place when site is excessively wet or during freezing temperatures. Avoid delivery and storage of plants onsite when ambient temperatures may rise above 90 degrees Fahrenheit or when wind velocity exceeds 30 miles per hour. Plants shall be planted only when weather and soil conditions permit, in accordance with locally accepted practices, and as reviewed by the DRC.

### **5.5.2 Seasonal Interest**

Provide a variety of plant material that is representative of seasonal interest within the intensive planting zone.

### **5.5.3 Landscape and Irrigation Maintenance**

Practice maintenance principles that promote plant health, water conservation, safety of the public, and control costs. The landscape and irrigation maintenance must be of an extremely high quality due to the constant exposure to public traffic. All landscape maintenance services will be performed by an adequate number of trained personnel using current, acceptable horticultural practices.

### **5.5.4 Weed Control**

No weeds of any kind will be allowed to establish themselves within any turf or native seeded area. All weeds shall be removed on a regular and continual basis, either manually or chemically. Weeds may be removed with an approved and effective herbicide by the landscape maintenance company with approved equipment and appropriate licenses.

### **5.5.5 Irrigation System Maintenance**

- The lessee will be responsible for the complete understanding, operation, modification, and maintenance of the entire irrigation system, and for assuring that the systems are in good working condition at all times.
- The lessee is responsible for the daily monitoring of the effectiveness of the irrigation system. The lessee will check the controller daily for proper time of day, day of week, start times, water days per week, and run time per zone. Run each zone weekly from the controller to check for proper operation including but not limited to, checking heads, overspray, emitters, radius and arc adjustments, and main and lateral line.
- Irrigation system running times will be staggered so that all systems will have adequate pressure to operate and will not reduce the pressure in the mains that may cause a fire, safety, or operational problem. The irrigation system will be operational during the hours of 7:00 p.m. to 7:00 a.m. unless otherwise directed. Other special irrigation times may be required.
- The irrigation system shall not run when water will freeze on the lawns, trees, shrubs, sidewalks, and/or street.

### **5.5.6 Edging**

Concrete, brick masonry, stone, other natural material or steel may be used as edging material. Steel edging shall be 6 inches by 1/8 inch with 16- to 18-inch stakes at a maximum of one stake per 2 ½ linear feet. Safety cap shall be installed along entire length of steel edger. Steeling edging shall be black anodized finish in color. Submit to the DRC, concrete, brick, stone samples for approval prior to installation.

### **5.5.7 Decorative Landscape Boulders/Stepping Stones**

The stepping stones and decorative boulders shall be compatible with the retaining wall treatments and architectural material used on the individual building. Samples and/or color samples shall be submitted to the DRC for approval prior to installation. Boulders shall be installed so that they are integrated into the ground plane, burying half of the boulder with groups to mimic natural placement.

### **5.5.8 Weed Barrier Filter Fabric**

Weed barrier fabric shall be used under rock mulch areas only and must be covered and stapled down at the edges as per manufacturer's recommendations. Ensure that the fabric does not become exposed at any point.

### **5.5.9 Retaining Walls**

Retaining walls, low landscape walls, and/or boulder walls shall be integrated into the improved landscape or used as a transition treatment between the improved and the native areas. The walls should be visually tied into the surrounding slopes and curvilinear in alignment as much as possible. The materials should be stone, boulders, or concrete substrata with stone veneer. The color of the stone should be consistent with the building exterior colors, textures, and materials. Submit samples of the materials to the DRC for approval prior to installation.

## **SECTION 6.0 LIGHTING**

A primary consideration is the provision of a safe, functional, and aesthetically pleasing lighting system throughout the Commerce Park to reinforce its distinctive and high quality design. The Developer's Electrical Engineer shall prepare the overall site lighting plan for the site. At a minimum, the Lighting Plan shall address the general location and general types of lighting.

### **6.1.1 Light Pollution**

Light pollution is defined as wasted light, called sky glow, which occurs because of poorly designed and improperly aimed light fixtures or luminaries. This sky glow decreases the view of the night sky and has an adverse effect on the environment. Luminaries that do not offer adequate shielding usually spill wasted light, referred to as light trespass, into the sky and across property lines. When light spills into the sky, it reflects off of tiny airborne dust and moisture particles. The following measures to decrease light pollution on Airport owned land shall be incorporated in the overall lighting of individual sites:

- Use only quality lighting fixtures.
- Control the light output.
- Use time controls (or dimmers or other controls) to insure that light is only there when needed.
- Design and install lighting to insure that glare is minimized.
- Use the right amount of light for the task. More light than is necessary is not good design.
- Use energy efficient light sources.

### **6.1.2 General Criteria**

At a minimum, all outdoor lighting shall meet these general standards:

- Use of high-pressure sodium light sources for all major streets, commercial parking, and access drives is required to maintain an overall visual consistency.
- Except as otherwise allowed, all lighting (including, but not limited to street, parking lot, security, walkway, and buildings) shall conform with the Illuminating Engineers Society (IES) criteria for true cut-off fixtures (90 percent of fixture light output within the 0-60E range from vertical). No portion of the bulb or direct lamp image may be visible beyond two mounting heights from the fixture. If the bulb position within a fixture is vertical, any or all of the following may be required:
  - High socket mount
  - Translucent fixture lens
  - Opaque coating or shield on a portion of the perimeter of the lens
  - Other industry-accepted measures to ensure that the fixture IES classification as a true cut-off is not compromised

- Non-IES approved cut-off fixtures that use incandescent bulbs of 150 watts or less, or metal halide bulbs of 35 watts or less, may be used to illuminate landscape plantings, pedestrian walkways, signage, or product display areas.
- Beacons, search lights, blinking, flashing, or changing intensity lights are prohibited except for lighting required by the FAA for air traffic control and warning purposes.
- No outdoor lighting may be used in any manner that could interfere with the safe movement of motor vehicles on public thoroughfares or air traffic. The following are prohibited:
  - Any fixed light not designed for roadway illumination that produces incidental or reflected light that could be disturbing to the operator of a motor vehicle
  - Any light that may be confused with or construed as a traffic control device except as authorized by a state, federal, or county government
- Lighting used for illuminating of parking areas and driveways shall be directed away from adjacent properties and rights-of-way to confine direct rays to the site.
- The style of light fixtures must be architecturally compatible with the building design. Parking lot lighting shall consist of down lit show box fixtures similar to those at the Airport.

### **6.1.3 Driveway and Surface Parking Lot Lighting**

Driveway and parking lot lighting must be high-pressure sodium. These lights must use a “cutoff” type luminary to assure that no light sources are visible and to minimize glare. At no point may the light level exceed 8 foot-candles when measured at the ground or an average of 2 foot-candles overall. Parking lot lighting must provide a uniformity ratio between 15:1 and 20:1. Spatial relationships between pole height and building height must be approved by the DRC. In no case may pole heights exceed 25 feet, as measured from the ground to the top of the pole. Poles may be placed on a concrete base no more than 24 inches in height when located in a paved area.

### **6.1.4 Building Lighting**

The architecture of the building plays a large role in determining the method of lighting. Various building lighting techniques and degree of brightness should be used. The blending of light brightness into the surroundings adds a unique aspect to the Commerce Park that still allows Developers to create strong individual identities. When multiple buildings are proposed on a site, determining a hierarchy of structures and surroundings within each group of buildings and lighting them at various intensities creates a layered effect through the site.

Not all surfaces need to be lighted. The architecture of building plays a great role in determining the nighttime presentation. Lighting prominent features of the facade may be better than highlighting the entire building. All illumination sources must be located within the property boundaries and be shielded from public view so that light is controlled within the area to be

illuminated. Lamp selection should ensure that the source color is compatible with the building color and texture.

All building exterior lighting shall be controlled by the building's house time clock for multi-tenant buildings or by the tenant's house panel for single user type buildings. The development shall provide on/off control times for the setting of all time clocks.

### **6.1.5 Service Storage Area Lighting**

Service area lighting should be contained within the service yard boundaries and enclosure walls. No light spillover shall occur outside the service or storage area. The lighting source should not be visible from the street.

### **6.1.6 Landscape and Pedestrian Lighting**

The Landscape Architect for the site shall develop landscape lighting. Accent lighting of landscape elements is permitted within the Development Area, provided that it is low level, background in appearance, and uses a concealed source. Colored accent lighting is not permitted. Where pedestrian walk and exterior paved areas adjacent to buildings are lighted, low intensity fixtures must be used and the lamp color source must be compatible with surrounding area lighting. The ratio of spacing to fixture height should be carefully considered for the type of lighting. The style of pole fixtures must be architecturally compatible with the building design. Poles and luminaries must be anodized or painted to be compatible with the building color scheme.

### **6.1.7 Security Lighting**

All security lighting should be confined to building entrances or outdoor pedestrian areas. With the exception of low intensity fixtures, the lighting source should not be visible from the street.

### **6.1.8 Street Lighting**

Street lighting shall be used to reinforce the street hierarchy for the Commerce Park. Street hierarchy shall be expressed through varying illumination levels, and by type, height, and spacing of light poles and fixtures.

### **6.1.9 Specialty Lighting**

All artwork and seasonal/temporary lighting must be approved by the DRC prior to installation. Floodlights are prohibited.

### **6.1.10 Maintenance**

In order to maintain equipment performance, a property maintenance schedule must be developed. Any changes or upgrades to the Lighting Plan shall require DRC review and approval.

## **SECTION 7.0 SIGNAGE**

### **7.1 General Requirements**

Signage is a key element on the Airport. All permanent and temporary signs within the development are to be designed so they are compatible with the desired character of the Commerce Park. The three basic sign categories for project signage addressed in these standards include project identification, informational/directional, and temporary.

Signage will be reviewed for appropriateness, including location and proportionality. Sign requests shall include details of design, materials, location, size, height, color, and lighting, as is the case for all plans for all other improvements and shall be approved by the DRC prior to construction or installation of the sign. Over-signage should be avoided throughout the Commerce Park.

The size, placement, and design details of all signs are considered to be an integral part of the site development approval process, as well as an integral part of the entire Airport. An overall signage package that includes all signs on the site or building exterior is required for each development site. All exterior signs and graphic systems are to be designed so that they are compatible with the desired character of the Commerce Park and Airport and relate to the character of the site and improvements.

### **7.2 Materials**

All exterior permanent signage must be constructed with a palate of material that is consistent with the predominant material and architectural character on the attendant buildings.

### **7.3 Location**

All project identification signs shall be integrated into the surrounding landscaping. Placement of all signs shall be based on visibility and legibility. All signs shall comply with the appropriate setback established previously in these Design Standards, unless DRC approves a lesser setback based on demonstration of exceptional landscaping or unique site conditions. No signs shall be permitted that may obstruct the view in any direction at the intersection of a street.

### **7.4 Freestanding Building Identification Sign**

The information provided on a Freestanding Building Identification Sign shall be limited to company logo (if applicable), building, and address. The signs may be single or double faced ground-mounted monuments only. The maximum sign face shall be a maximum of 40 square feet and a maximum height, including base, of 6 feet. The company logo may be fabricated in the company's color.

Only one Freestanding Building Identification Sign at the main entry drive along the street frontage is allowed for any given building. Exceptions will be considered in those cases where a site has more than one vehicular entrance, or more than one major structure with each structure housing a different use or major tenant. Freestanding Building Identification Signs shall not be located in proximity to Complex Identification Signs. Building mounted identification signs are allowed on a limited basis by special DRC approval.

## **7.5 Complex Identification Sign**

Any sign giving identity to three or more buildings shall be considered a Complex Identification Sign. The information provided on a Complex Identification Sign shall be limited to the complex name, complex logo (if applicable), and address. The signs may be single- or double-faced, ground-mounted monuments only. The maximum sign face shall be a maximum of 50 square feet and a maximum height, including base, of 6 feet.

Only one Complex Identification Sign at the main entry drive along the street frontage is allowed for any given building. Exceptions will be considered in those cases where a site has more than one vehicular entrance, or more than one major structure with each structure housing a different use or major tenant. Complex Identification Signs shall not be located in proximity to Freestanding Building Identification Signs.

## **7.6 Informational/Directional Signs**

Signs that provide the user with information about location, business hours, and other general information are Informational/Directional Signs. Informational/Directional Signs may either be posted or ground-mounted. Informational/Directional Signs may be a maximum of 6 square feet per sign. Ground-mounted signs shall be a maximum height of 4 feet including base and when posted only 7 feet maximum from grade to the top of the sign. Informational/Directional Signs must be consistent in size, materials, and color with the overall site signage program. The number of Informational/Directional Signs may vary by site but should be sufficient to accommodate both vehicular and pedestrian traffic. The number of Informational/Directional Signs shall be approved by the DRC.

Signs for pedestrians should be placed at decision points in parking lots, in plazas, and where highly traveled walkways intersect. Parking lot entrances should be identified with employee and/or visitor designation along with the complex or building name. In areas of multiple buildings or shops, directories should be placed at decision points for both vehicular and pedestrian traffic. Directories should be clearly visible, easily read, and part of the overall facility sign system.

## **7.7 Retail Identification Signs**

Retail Identification Signs shall be building-mounted only. Signs may be mounted on building face or canopy. One sign per tenant and two signs for end tenant units are allowed. Retail Identification Signs shall be 1 square foot per linear foot of tenant frontage, up to a maximum of

50 square feet, or as appropriate to building scale and setback. Retail Identification Signs shall not extend above building parapet or more than 18 inches from building face. Material and color shall be approved by the DRC prior to construction or installation. Retail Identification Signs should contain tenant name and logo and principal service or product only if necessary to clarify the nature of the business.

Retail includes those uses that engage in the direct sale of goods and/or merchandise or services consumed or delivered at the premises.

## **7.8 Commerce Park Identity Directory Signs**

The overall Commerce Park identity and directory signage, as approved by the DRC, may be permitted subject to the following criteria:

- Such signage may be located at major street entry points to the Commerce Park (not freeway interchanges).
- The scale and quality of such signage should be proportionate to the overall scale of the development; not to exceed 100 square feet per face or 15 feet in overall height; setbacks must be a minimum of 35 feet from the property line unless otherwise agreed to by the DRC as appropriate to the location.
- Identity signage language may only contain the Commerce Park name and logo.
- Directory signage may also contain a map and listing of property names and uses.
- Up to five identity signs and two directory locations may be permitted.

## **7.9 Temporary Signs**

Temporary Signs can be used for construction and design team information or future tenant identification. Temporary Signs shall be approved by the DRC prior to construction and installation. Only one Temporary Sign may be installed and directed towards street frontage. Temporary Signs may not exceed 3 feet in height from grade.

## **7.10 Prohibited Signs**

The following signs are prohibited within the Commerce Park and on the Airport:

- Signs which advertise general products or services (such as, gas, cigarettes, liquors).
- Animated, moving, rotating, or sound-emitting signs.
- Bill Boards.
- Benches used for signs.

- Window signage.
- Portable signs which are not permanently affixed to any structure on the site, or permanently mounted to the ground (except for “Temporary Signage”).
- Signs mounted, attached, or painted on motor vehicles, trailers, or boats when used as additional advertising signs on or near the premises and not used in conducting a business or service.
- Roof-mounted signs or signs which project above the highest point of the roof line of the fascia of the building.
- Signs which project from the buildings for a distance of more than 18 inches from the building.
- Signs attached parallel to the wall of a building but mounted more than 18 inches from the wall.
- “Going out of Business” or similar signage indicating a distressed property.
- Median signage.
- Internally illuminated awnings; awnings, if allowed, shall be opaque and shall not be back-lit.
- Reader Authority Boards and changeable message signs.

**7.11 Interior Signs and Graphics– Terminal or other Authority Owned Buildings**

- Where appropriate, the name of the Tenant and graphics may be displayed on the wall behind the counter. These graphics shall be provided and maintained by the Tenant, and approved by the Executive Director.
- No dynamic, flashing, or internally illuminated signs shall be permitted without the expressed written approval of the Executive Director.
- No Tenant signage, temporary displays, or crowd control stanchions shall be permitted in any area defined as a traffic corridor unless expressly approved in writing by the Executive Director.
- Signs, sign types, graphics and/or displays not covered in this policy shall be subject to approval by the Executive Director.
- All Tenant-installed signage shall meet the Authority requirements for that particular sign type in addition to any other applicable construction/building codes.

- Airport Tenant's name may appear on the wall behind the counter adhering to standards established in this section. Tenant's name, company logo, company colors, rental rates, advertisements, or copy may not appear on the counter casework except where dictated by Federal regulations.
- Signage appearing on the back walls to be non-illuminated and non-dynamic. Signs (including cabinets, counters, and graphics) should take up no more than 40 percent of the total area of the back wall, as measured thusly:
  - Vertical: From 3 feet 0 inches above the floor to 7 feet 0 inches above the floor.
  - Horizontal: From the edges of the Tenant property line on each side of the lease space.
  - No banners may be hung in Tenant spaces or on Tenant casework.
- The name of the Tenant may appear in any typeface, including Tenant corporate standard typeface on the ticket counter back wall. The name may be in dimensional letter, but their thickness may not exceed 3 inches. Signs may not be internally illuminated or dynamic. For airline names with all capitals, the maximum letter height shall be 14 inches. For airline names with upper and lower case letters, the maximum initial capital is 19 inches; the maximum lower case is 14 inches.
- The background may be in Tenant's corporate color or choice of colors. All materials must have a Class I fire rating. Top edge of wall covering is to terminate with 3/8 inch aluminum trim strip at 7 feet 2 inches.
- Maximum logo height is 36 inches.
- No Tenant sign shall compete with any main processing signing or block it in any way.

## **7.12 Signage Approval Criteria**

A Site Signage Plan shall be submitted for DRC approval prior to the installation of any signs. The minimum information required on a Site Signage Plan is provided in Section 8.5.

## **SECTION 8.0 EXHIBITS**

### **8.1 Concept Plan Requirements**

All Concept Plan submittals shall include four full size (24 inches by 36 inches) copies of the Concept Plan.

#### **Minimum Concept Plan Submittal Requirements:**

- a. Site Plan
  1. Setbacks for buildings, landscaping, parking and signage shall be shown.
  2. Show service areas, trash collection
  3. Show signage location (permanent and temporary)
- b. Illustrate Building to Site relationship and surrounding context
- c. Provide building or site sections showing adjacent finished grades, landscape, signage and areas designated for people activities
- d. Provide schematic Architectural Elevations; proposed materials
- e. Massing Model (if necessary)
- f. Shadow Study (if necessary)
- g. Provide schematic Landscape Plan which should show generalized location and types of plants and delineate hard surface areas
- h. Preliminary Grading Plan
- i. Preliminary Utility Layout
- j. Preliminary vehicular and pedestrian circulation
- k. Lighting concept (exterior of buildings and parking)
- l. Roof Plan with any proposed HVAC or telecommunication equipment shown

### **8.2 Development Plan – 30% Submittal**

All 30% Development Plan submittals shall be 24 inches by 36 inches.

#### **Minimum 30% Development Plan Submittal Requirements:**

- a. Site Plan
  1. Provide North arrow. Scale shall be no smaller than 1 inch=40 feet
  2. Boundaries of proposed site, lease lines; legal description, total acreage (certificate or survey)
  3. Vicinity map showing the relationship of the Site to the surrounding area
  4. Circulation and access (show all pedestrian walkways and vehicular circulation)
  5. Required building setbacks, building(s) location, storage yards, trash enclosure location
  6. Dimensions showing relationship of building and parking to property and lease lines and distances between structures
  7. Provide gross parcel area, gross building area and building area per floor (if applicable), percentage of site coverage by gross building area
  8. Show delivery and fire truck access and routes, location of service areas

9. Location of proposed signage
  10. The location of all parking areas and stalls including handicap accessible spaces with associated landscape areas
  11. Show surrounding land uses, including all major features of surrounding properties, to include all streets, access points to Site. Illustrate either compatible integration of project to the neighboring land use or the buffer treatments that are proposed.
- b. Engineering
    1. Site access, existing streets, right-of-way widths, pavement widths, curb cuts
    2. Location and size of existing and proposed easements, utility lines, setbacks
    3. Preliminary grading, indicated by proposed and existing topographic contours at 2-foot intervals. A description of the method of providing drainage shall be included (i.e. channelization, retention, detention)
  - c. Landscape Plan
    1. Preliminary Landscape Plan
    2. Required landscape setbacks, buffer treatment and streetscape
    3. Show existing site features (i.e. mature vegetation, high value vegetation, drainage ways)
    4. Location and identify all landscape structures (including fences, signs, lighting, water features, etc.)
  - d. Additional Information
    1. Provide schematic Architectural Elevations
    2. Proposed development schedule and general timing of phases. If the proposed development is to be phased, sufficient information must be submitted for all phases to define development intent of later phases.
    3. Show phase lines (if applicable)
    4. Provide written project summary

### **8.3 Development Plan – 90% Submittal**

In addition to the minimum submittal requirements for the 30% Development Plan, the 90% Development Plan shall include at a minimum the following additional. All 90% Development Plan submittals shall be 24 inches by 36 inches.

- a. Site Plan
  1. Applicant name and contact information
  2. Wall and fence locations, height, materials and colors
  3. Location of sidewalks and hard surface areas
  4. Parking areas with the number of spaces provided including handicap accessible
  5. Location of site lighting; height; detail or manufacturer cut sheet of light fixtures
  6. Provide Site Data
  7. Provide Corner Visibility Triangles
- b. Engineering
  1. Existing and proposed grades using 2-foot contour intervals minimum and spot elevations as needed. Grades must tie with existing grades at property or lease lines.
  2. All utilities and easements
  3. Storm drainage facilities and easements
  4. Placement and size of all sidewalks and pavement including curb and gutter.

5. Connections to existing utility systems and off-site storm drainage systems
6. Approved Drainage Plan
- c. Building elevations
  1. Location of buildings, parking and landscape areas
  2. Building elevations for all sides (with material, color and texture identified)
  3. Floor plans with finished elevation heights
  4. Building materials and colors (provide a sample to DRC)
  5. Illustration of architectural screening of mechanical equipment
  6. Placement of all exterior building-mounted lighting
- d. Landscape Plan
  1. Location of pedestrian circulation including sidewalks.
  2. Trash enclosure locations and screening materials
  3. Location of trees, shrubs, groundcover, perennials, and turf areas
  4. Plant list including species, size and quantity.
  5. Planting details
  6. Landscape grading plan if different from engineering grading plan
  7. Location and detail of site amenities
  8. Location, materials, and color of all screen walls and retaining walls
  9. Location of permanent and temporary signage. Description of proposed signage.
- e. Additional Information
  1. Provide written Project Summary
  2. Provide preliminary Traffic, Wastewater and Drainage Reports.
  3. Material and Color Boards shall include samples of roof material, stucco, paint and stain color chips, masonry, glazing and mullions, accent materials, awnings or any other materials or colors applied to the exterior of the building. The sample shall indicate the specific name or number of each product and each sample shall not exceed 11 inches by 17 inches.

## **8.4 Construction Documents Submittal Requirements**

The Developer shall provided one complete construction document set that includes landscape and civil drawings. Plans should be rolled and should have a maximum sheet size of 24 inches by 36 inches.

### **Minimum Submittal Requirements:**

- a. Construction Document Package:
  1. Civil engineering set
  2. Architectural set
  3. Landscape architectural set
  4. Electrical Site Plans:
    - i. Major site luminary locations and general type (e.g. pole mount, bollards, etc.)
    - ii. Major building luminary locations and general type (e.g. wall packs, up lighting, etc.)
    - iii. Brief notes on additional lighting that cannot be clearly noted on the plans (e.g. soffit lighting, pedestrian area lighting, etc.)
    - iv. Transformer and switchgear locations.
    - v. Photometric analysis.

5. Each of the above Construction Documents shall also include the following:
  - i. Name, address and phone number of General Contractor
  - ii. Phases and timing of construction (such as, utility lines, sizes, locations, etc.) including temporary utility hookups
  - iii. Location and screening of construction trailer
  - iv. Location and elevation view of temporary fencing (note material and height).
  - v. Note methods of temporary erosion control
  - vi. Location stockpile of excess dirt
  - vii. Location of portable toilet facilities
  - viii. Elevation view of construction sign

## **8.5 Site Signage Plan**

At the minimum, the following information shall be included on the Site Signage Plan:

- a. Size and location of each sign: identity, information, regulatory, and whether temporary or permanent.
- b. Nearest street intersection/Corner visibility.
- c. Plan view showing exact location of each ground sign on the site and its relationship to property lines, setbacks, driveway entrances, buildings and other structures.
- d. Show any dimension setbacks from property line(s), as required.
- e. Color rendering.
- f. Provide dimensioned drawings showing front elevation for each sign type showing graphics and layout. Show sign face area calculation(s). Indicate materials, colors, finishes, coatings, type style, and copy layout areas (provide sample to DRC).
- g. Building elevations showing exact location, size and placement of each sign of the building.
- h. Show all sign message(s).
- i. For tenant identification signs, provide drawings showing typical treatment of each sign type (e.g. fascia signs, building entrance signs, and tenant listings on-site entrance monuments, etc.).
- j. Provide examples of typical design treatment of secondary on-site signs (e.g. handicapped parking, traffic directions, etc.).
- k. Construction details including means of attachments, structural elements and details, and installation procedures.
- l. Name of sign installer.