

# Technical Appendix



## **1. Design Guidelines**

The Port requires site & building plans (i.e., grading, drainage, septic, electric) to be prepared by an appropriately licensed professional. All operational surfaces that are used by motorized vehicles on a regular basis should be paved. As applicable, the potential for future business expansion should be kept in mind when preparing the initial site lay-out. Each guideline shows district(s) the guideline applies to: **AO**=Aviation Oriented, **F** = Frontage District; **MUC**=Mixed Use Commercial; **MUI**= Mixed Use Industrial; and **All**.

### **Site Planning**

*Sites should be laid out in a thoughtful manner, and considerate of adjoining or nearby development. In addition to providing an attractive environment, trees perform important functions in relation to stormwater, air quality, habitat and often serve as a buffer or screen to lessen impacts between adjacent uses and nearby highway traffic.*

- Existing healthy mature trees should be retained to the greatest extent feasible, with a preference given towards incorporating existing trees into site design. **F, MUC, MUI**
- Native shade trees, landscaping & berms should be incorporated into parking lots and to help define access points and property lines. **All**
- Parking areas shall be hard surfaced. **All**
- Siting buildings, rather than parking areas, adjacent to US 101 & SR 102 is encouraged to establish and identify these places as activity centers. Parking should be convenient but not dominate the view from the highway. **F**
- Parking may be located beside or behind buildings. Developments should be sited with the future build-out of the highway in mind. **F** Vehicular access and traffic flow should be carefully considered in the site plan of these facilities. **All**
- All loading docks and trash collection facilities must be located or screened so as to be concealed from view from the highway. **F**
- Site design should consider the potential to share parking lots and stormwater treatment facilities as adjacent sites develop. **All**
- The site should take into consideration pedestrian connections from vehicles to the building, from building to building, and from the site any adjacent sidewalks or future sidewalks along the highway. **All**
- Pathway connections throughout port property are encouraged, provided they do not create safety hazards or conflicts with industrial uses. **All**
- Outdoor eating and rest areas are encouraged to be developed within a development parcel and shared by the multiple businesses. These could be used by both employees and shoppers. **All**

## Architecture

*The architecture, rather than large signage and open parking lots, should create the identity for development in the Sanderson Field Campus. Buildings should fit graciously with the natural environment, and adjacent buildings.*

- ❑ Architectural style may include a variety of materials, including painted wood siding and shingles, colored metal siding and masonry, and windows with broad frames in contrasting colors. **All**
- ❑ Metal buildings, when allowed on highway frontages, should incorporate brick, aggregate, glass, stone, tile or wood to add visual interest. **F**
- ❑ Office and entrance areas should be clearly distinguished from the building with distinct entryways. **AO, MUC, MUI**
- ❑ Base colors for buildings should be subdued natural tones. Trim and fenestration colors may be more vibrant, to reflect the pedestrian and retail level of activity. Contrasting colors for elements such as trim, umbrellas and integral signage is encouraged as an accent and added visual interest. **All**
- ❑ The use of blank walls, uninterrupted by windows or façade ornamentation and landscaping, facing the highway & interior roads is not acceptable. **F, MUC, AO**
- ❑ Larger buildings, (over 100 feet in length) should be broken into architectural façade elements. **F, MUC**
- ❑ Traditional sloping roof forms should be used wherever possible in lieu of flat roofs. Roof pitch should be 4:12 or steeper. **All**
- ❑ Similar or complementary roof slopes and building materials within parcels are encouraged. **All**
- ❑ Accessory buildings should complement or generally be composed of the same materials as the primary structure. **All**
- ❑ No building should be constructed that shades an existing passive or active solar collector. **All**
- ❑ Building orientations that maximize passive solar gain are encouraged. **All**

## Signs

- ❑ Business identification signage should be compatible with the Port's signage and is subject to review and approval of the Port. **All**
- ❑ Signage should be consistent with the Port of Shelton Signage Master Plan & Tenant Signage Guidelines. **All**

## Building and parking lighting design

- ❑ Parking areas and walkways used to access buildings with evening use should be adequately illuminated. Solar & LED lights will be used whenever possible. **All**
- ❑ Street lights should be consistent with building design and should be coordinated to promote a consistent style **All**

- ❑ Wood, fiberglass, concrete or painted metal poles are encouraged. Galvanized, brushed aluminum or white poles are discouraged. **All**
- ❑ Light fixtures of unobtrusive form and minimal ornamentation are encouraged. **F**
- ❑ Outdoor lighting fixtures are encouraged to be composed of materials which complement adjacent exterior building materials. **All**
- ❑ Lighting integrated with architectural features such as soffits and recesses is encouraged. **F**
- ❑ Lighting should be carefully located and designed to minimize glare and lighting to adjacent properties. **All**

### Site furniture

- ❑ Site furniture such as benches and tables is encouraged as part of a development, for use by both customer's and employees. **All**
- ❑ Light poles, planters and other site furniture should be developed in a consistent style to help define district character. **F**

### Landscaping

*Landscaping design, tree and plant material should utilize native plants whenever possible. Landscape areas may be complemented with the use of rock piles and woody debris such as cedar logs to create habitat and hiding space for fauna and to add visual interest. Landscaping should be grouped to simulate natural stands of vegetation. Landscaping may be omitted or reduced on a case by case basis if it appears that site use is not consistent with maintaining landscaping beyond mandatory vegetation for all disturbed areas.*

- ❑ Disturbed areas that are not used for parking shall be vegetated. **All**
- ❑ Canopy shade trees and groundcovers should be the primary landscaping materials used in parking lots. Trees in parking areas should be located in designated landscape islands and protected by curbs, wheel stops, or horizontal distance from potential damage by cars. **All**
- ❑ Parking lot landscape islands should be located every 9<sup>th</sup> stall, and be no less than 12 feet in width. A canopy tree should be located in each island. If the parking lot is 18 stalls or less, no internal landscape island is required. **AO, F, MUC**
- ❑ A landscape island must be placed at the end of each interior parking row in a multiple lane parking area. This landscape area must be at least 12 feet wide and must extend to no less than three (3) feet from the end of the adjacent parking stall. Landscape islands should be fully landscaped and achieve 100% coverage within 3 years of planting. **AO, F, MUC**
- ❑ All other open space areas on the development site should contain any combination of live trees, shrubs, groundcovers, earthen berms, and other landscape features which provide complete landscape cover within three (3) years of planting. **All**

- ❑ Water conservation is encouraged through use of drought resistant native plants and irrigation is generally discouraged.<sup>1</sup> **All**
- ❑ The perimeter of parking lots should be landscaped with a perimeter landscaping no less than 10 feet in width<sup>2</sup>, and planted with native drought tolerant trees and plants that will complement the internal parking lot plantings. Random, natural spacing is encouraged as opposed to rows of uniform shrubs, etc. **All**
- ❑ Parking areas adjacent to roadways and open space should be screened from view by grade differential, berms, or plants. The use of grade differential and berms is encouraged. **All**
- ❑ Providing plants with seasonal interest is encouraged. **All**
- ❑ An area around the base of utility poles and other utility fixtures should be landscaped to enhance the overall appearance of the area. This landscaping shall consist of live groundcovers and shrubs. **All**
- ❑ Landscape features such as decorative paving, sculptures or fountains are permitted. **All**
- ❑ Trees designated for preservation should be protected during periods of construction activity. **All**
- ❑ Alternative landscape designs will be considered if they make better use of the site's natural form; or better reflect landscaping as habitat as opposed to simply obligatory ornamentation. **All**

## **Fences & Walls**

- ❑ Fences are not allowed in the retail commercial districts. The Port will consider fencing around small areas of a site for security purposes only. **F, MUC**
- ❑ Walls are allowed where appropriate in the site development. **All**
- ❑ Fences should complement the scale, design and materials of nearby structures. Chain link fences should be black to minimize the visual impact of chain link. **AO, MUC, MUI**
- ❑ Fences and walls should not obstruct sight distance for vehicular traffic. **All**
- ❑ Razor wire along the top of fences is prohibited. **All**
- ❑ Up to three strands of barbed wire may be added to regular chain link fencing for security purposes if warranted. **AO, MUC, MUI**

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<sup>1</sup> If irrigation of landscaped areas is required to keep landscape plantings alive, an irrigation plan shall be submitted along with the landscape plan. Irrigation plans shall be drawn to scale and shall show all necessary elements to implement a fully operational automatic (timer controlled) underground irrigation system. The irrigation plan shall be prepared by a Registered Landscape Architect, Professional Engineer or Washington-certified landscape technician. Verification of professional status shall be submitted with the plan.

<sup>2</sup> Variations are encouraged, such as undulating between 5 and 15 feet to achieve a 10' average, for example.