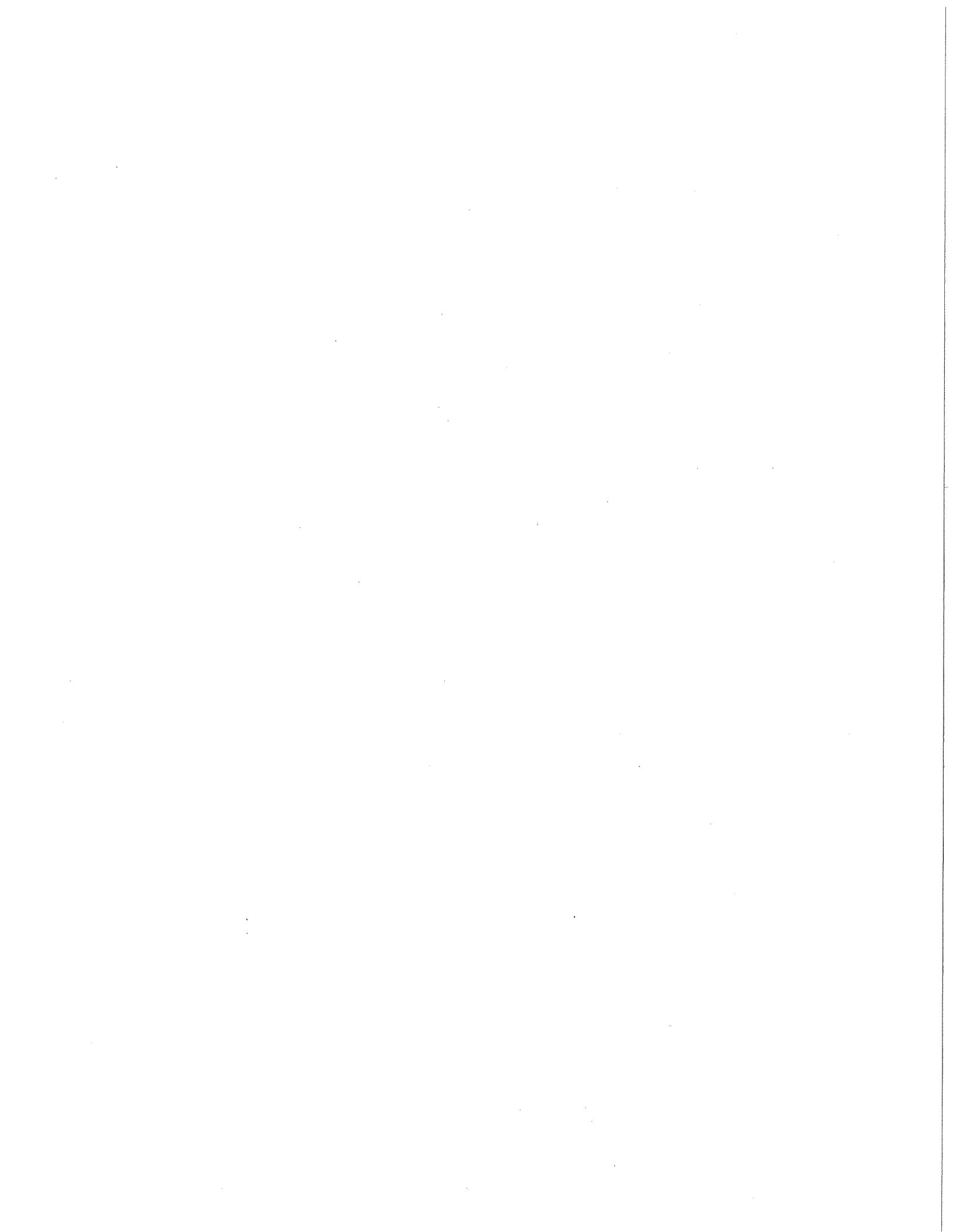


**CITY OF CASCADE LOCKS
PLANNING COMMISSION
AGENDA**

Thursday, December 10, 2015 at 7:00 PM
City Hall

- I. Call Meeting to Order.
- II. Approval of October 22, 2015 Planning Commission/Historic Land Commission Minutes.
- III. New Business
 - A. LU 15-003 Thunder Island Conditional Use Request for Extension.
- IV. Adjournment.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.



I. Call Meeting to Order. Chair Cramblett called the meeting to order at 7:00 PM. Planning Commission Members present were Gyda Haight, Virginia Fitzpatrick, Gary Munkhoff, and Larry Cramblett. Todd Mohr was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Planning Consultant Stan Foster, Interim Port General Manager Paul Koch, and Port Marketing Manager Holly Howell.

II. Approval of Minutes.

A. May 14, 2015 Planning Commission/Historic Land Commission Meeting Minutes. PCM Munkhoff moved, seconded by PCM Haight, to approve the May 14, 2015 minutes. The motion passed unanimously.

III. New Business

A. LU 15-002 Port of Cascade Locks Request for Zone Change. PC Foster reviewed the staff report. He presented the letter from ODOT (Exhibit A) regarding the need for a finding on the effect on the City's Transportation System Plan along with the Proposed Supplemental Finding (Exhibit B).

Chair Cramblett asked about access into the property. He then asked Holly why the Port of Cascade Locks is requesting Commercial Residential (CR). Holly explained that quite some time ago the Port of Cascade Locks had a pre-application meeting with the City to discuss appropriate zones for the property. PCM Munkhoff said there are so many unknowns and questioned marketing the property. He said he thought rezoning was premature. He recalled the McCoy property rezoning issue that "blew up in the City's face."

PC Foster explained that Cascade Locks has limited space. He said this zone will offer more choice in a more robust market. PCM Munkhoff said he just didn't understand the compelling reason to rezone at this point. Holly said the CR zone gives a certainty for types of uses and it starts the process of development. She explained that if waiting for a development, then proceeding with a rezone process, would add up to six months to the process.

PC Foster said there are no other choices for access; this is the access that has been allowed by ODOT. He said solutions can be provided depending on use of the property. He said there is no need for Public (P) zoned property. CA Zimmerman explained the use of the property will determine how the access will be used.

PC Foster said that the traffic study would be added to the developer and results would vary depending on use of the property. He said there would have to be a specific proposal before anything could be decided on the access.

PCM Haight said the traffic is going very fast at that point and there is a definite safety issue. She said she is not in favor of the zone change. PCM Fitzpatrick said she is not in favor. PCM Munkhoff said he thought a six month wait for a process would be a small price to pay to get a business that Cascade Locks would want.

IPGM Koch said the Port has one year to market and sell the property. He said the rezone will make it a more desirable piece of property. He said the County has not been able to sell the property and a stipulation for them selling was to sell to another public agency.

Chair Cramblett said he is not happy with the access and remembers discussion of access issues when the fire station was built. He said there was a proposed plan for the County when they were considering development of the property. Holly had a picture of a proposed build out for the property when the County was considering their development (Exhibit C). Chair Cramblett asked if this would be a two lane street into the property. PC Foster said it would be two lanes and striped. He said, again, until there

is a proposed development, the access issues are unknown. He said he did not see the access as a significant barrier. PC Foster said the number of inquiries regarding planning have increased the last six months. He said there is an increased demand on property. He said the Planning Commission can still control the density.

PCM Munkhoff asked what the advantage of going CR rather than just Commercial (C). He said this could just be residential and have access from Hammond. Holly explained that the Port does not have the authority to develop residential and a residential development would not provide year-round jobs for local citizens. She said she did not think the Port Commission would be in favor of a residential development. IPGM Koch said the Port Commission looked into adding business and job creation. He said businesses are accustomed to going through processes. He said the opportunity to rezone the property is allowing the Port to do as much, up front, as they can to prepare for future development. He said this is the way most communities operate. PCM Munkhoff asked why the County is not doing this. PC Foster said the County received the property through a grant and the County can only develop as public zoned property or sell to another public agency. CA Zimmerman said Cascade Locks is a pretty hot commodity right now and development on that property would stretch the downtown. Holly said the Port Commission would probably be willing to do the traffic study now if that would help. PC Foster said the developer would only have to do it again to base on the development. IPGM Koch said the zone change makes the property more attractive to a prospective buyer.

PCM Munkhoff asked if the zone change is approved and a high traffic buyer comes in when would the Planning Commission be able to deny the development. PC Foster said there can be a public safety finding. He said that ODOT has already restricted access and ODOT is not going to allow a high traffic use off of WaNaPa. PC Foster explained that there would be a pre-application meeting with the prospective developer to discuss all issues. He said the developer would have to provide the traffic study results and mitigate any issues. IPGM Koch said the Port does not want to create any problems. He said the Port is interested in getting jobs and the right kind of new businesses in town.

PC Foster read the Conditions of Approval along with the supplemental findings that would be added to the Final Order as number eight in the Conditions of Approval.

PCM Munkhoff moved, seconded by PCM Fitzpatrick, to approve the request for the zone change as amended. The motion passed unanimously.

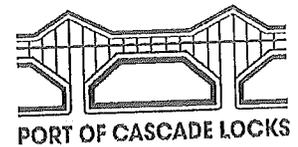
B. Historic Landmarks. CA Zimmerman noted this is the second required meeting for the year and noted there was nothing for discussion.

IV. Adjournment. Chair Cramblett closed the meeting at 8:20 PM.

Prepared by
Kathy Woosley

APPROVED:

Larry Cramblett, Chair



December 1, 2015

Attn: Chairman Larry Cramblett
Planning Commission
City of Cascade Locks
PO BOX 308
Cascade Locks, OR 97014

Re: Extension Request, LU 13-005 Conditional Use Permit (CUP) for Thunder Island Brewing

Dear Mr. Cramblett,

On January 13, 2014, the Planning Commission Chair signed the attached Notice of Decision authorizing a Conditional Use Permit for Thunder Island Brewing (TIB) to "locate a tap room and retail sales area in an existing building within the Port of Cascade Locks property for a period of not to exceed three years [24 month period with an option for request of an additional 12 months with review and approval of Planning Commission]."

The Port and TIB were co-applicants on the original CUP application dated December of 2013. With this letter, those same two co-applicants are formally requesting the allowed 12 month extension from the Planning Commission, beginning on January 13, 2016 and ending on January 13, 2017.

During their January 2014 CUP public hearing deliberations, the Planning Commission stated that they desired to see substantive progress to be made by the new business, that would lead to a permanent location on Wa Na Pa Street in the downtown core. Over the past 1.5 years, TIB has become a very successful operation, attracting many customers to their current location. The new business has maintained between 20 and 30 local jobs on the payroll during the past year. They have upgraded their brewing tank capacity twice during that same period, resulting in a 15x production increase since opening their doors. TIB has been a supportive partner in terms of tourism, recreation, and events promotion locally. The Port has found TIB to be a good tenant.

The Port and TIB are currently negotiating a Memorandum of Understanding (MOU) regarding the purchase of land owned by the Port on Wa Na Pa Street. While the specific details of the deal are still confidential at this time, the Port and TIB have both agreed upon the critical deal points to enable TIB to build an expanded permanent facility, with a completion date and grand opening in 2017.

The Port Commission has reviewed and discussed this matter, and is highly supportive of the requested one year CUP extension. It is the Port's position that substantial progress has been made by this business to justify the extension for the third year. The Parties are already positioned to extend TIB's current lease in conjunction with the Planning Commission's approval of the requested extension. The Port looks forward to concluding the business deal to support the development of a permanent location for this successful new business.

Thank you to the Planning Commission for their support of local economic development.

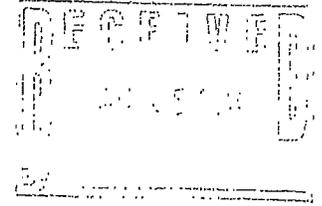
Sincerely,

A handwritten signature in black ink that reads "Paul Koch". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Paul Koch, General Manager
Port of Cascade Locks

Cc:
Caroline Park, Thunder Island Brewing Company
Tommy Brooks, Cable Houston
Port Commissioners

CITY OF CASCADE LOCKS
NOTICE OF DECISION
JANUARY 9, 2014



Application File Number: LU 13-005

Type of Action Requested: Conditional Use

Code Authority: Conditional Uses (8-6.152)

Application certified as complete: December 16, 2013

Action Deadline: April 15, 2014 (120 days)

Approval Criteria: 8-6.184.050 (Article V – Page 12-20)

Applicant(s): Thunder Island Brewing Co. and Port of Cascade Locks
Location: 355 WaNaPa Street

Township: T 02N Range: R 07E Section: 12 Taxlot: #00100

Zoning: (P) Public

Minimum Lot Size: No minimum lot size -- Minimum front setback is ten feet.

Specific Action Requested: Approve the temporary location of a tap room and retail sales area in an existing building within the Port of Cascade Locks property for a period not to exceed three years.

FINDINGS:

CDC Section 8-6.48.030 establishes the approval criteria for an unlisted use. The criteria is listed below along with findings on the proposal's conformance.

- B. The use is consistent with the Comprehensive Plan;
- C. The use is consistent with the intent and purpose of the applicable zoning district;
- D. The use is similar to and of the same general type as the uses listed in the zoning district;
- E. The use has similar intensity, density, and off-site impacts as the uses listed in the zoning district; and
- F. The use has similar impacts on the community facilities as the listed ones.

FINDING: The Port of Cascade Locks has jurisdiction over the Marine Park area of the Port property and provides for a marina, restaurant, senior meal site, museum and park uses. This jurisdiction allows for park events and special venues which promotes area tourism and brings visitors to our community. The proposed use is within an existing building which has been used

in the past to prepare meals for the Sternwheeler. The proposed use is consistent with other activities within the park and will not adversely impact any existing uses. This standard is met.

CDC Section 8-6.92 establishes the approval criteria for a Public Zone (P). The public zone "provides land for community and recreation facilities to be used by city residents and visitors." "The zone implements the Comprehensive Plan policies of the city "to promote a diversified city economy." The policy specifically states that the city will continue to work with the Port of Cascade Locks to (sic) provide facilities, services, and amenities to promote tourism." (Part 1, Page 12).

CDC Section 8-6.92.020 allows as outright accessory structures to existing operations. Since Thunder Island Brewing retail operations is a stand-alone business and not associated with any other approved business within the Port property, they must qualify under the conditional use provisions.

CDC Section 8-6.92.030 provides the Planning Commission with the authority to approve or deny at their sole discretion a proposed use which is compatible with the provisions of the code. Under 8-6.92.030 (A) of the code, the Commission may approve a retail sales and service operation within a Public Zone, which is consistent with the applicants proposal.

FINDING: The Port of Cascade Locks has attracted a new business to our community, the tenant has made significant improvements to an existing Port facility to utilize as a temporary home for their retail craft brewing operation. The Port has entered into a lease with the operator which indicates that the Port will work with the owners of Thunder Island Brewing to find them a permanent home along WaNaPa Street on some Downtown Commercial property which they will develop for the tenants. The applicant has complied with all the requirements of the City and has applied for this permit to ensure continue compliance with City codes. Staff finds that the applicant has met the criteria for approval of a conditional use permit for locating a retail sales facility within Port property and in a Port owned building.

DECISION:

The Conditional use from Thunder Island Brewing Company and the Port of Cascade Locks is hereby approved for 24 months subject to the conditions of approval and compliance with the following subsequent steps:

1. No permit will be authorized until the completion of an appeal period from the date of this decision.
2. The applicant has submitted an application for an operator, Thunder Island Brewing to conduct retail sales in an existing building within Marine Park. The Port shall have authority over this permit and shall ensure that all conditions are met in the conduct of this operation. Any changes in use or operation outside the standard business conduct of the operator shall result in immediate notification to the City Administrator, who shall determine whether the permit is still valid.

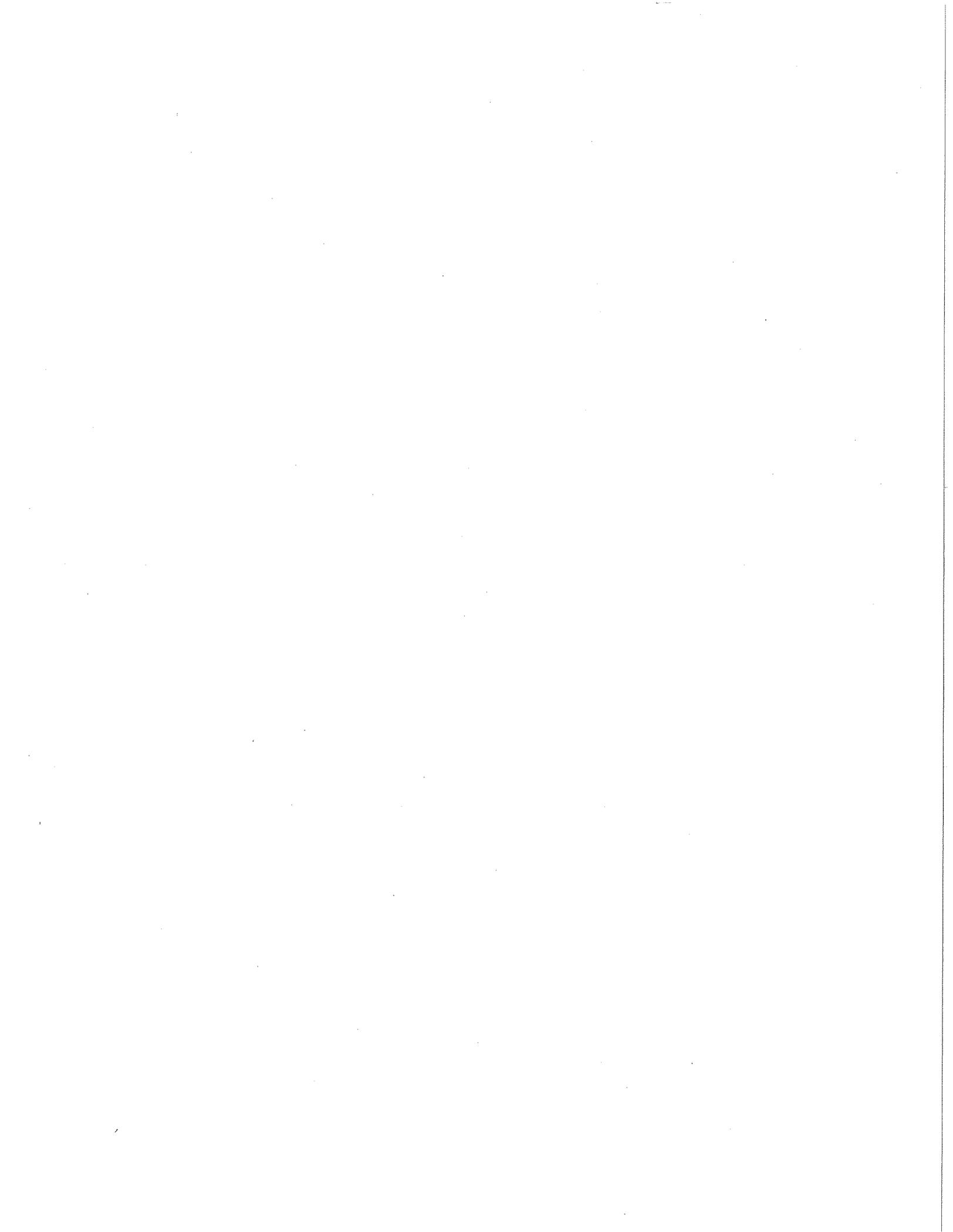
3. This approval is limited to the site and building within Marine Park. Any new location or development outside of the existing building will require future approvals and permits from the City of Cascade Locks.
4. The Conditional Use Permit is approved for a 24 month period with an option for request of an additional 12 months, with review and approval of Planning Commission, at no additional cost to the applicant.

CONDITIONS OF APPROVAL:

1. Operator (Thunder Island Brewing) shall secure and maintain all state and county necessary permits required to operate their establishment.
2. The Operator shall maintain current access and parking within Marine Park in conformance with the Port of Cascade Locks requirements and consistent with this permit.
3. The Operator will provide proof of compliance with State and County health and building codes upon request by the City.
4. The Operator shall comply with the Port's signage requirements and shall not have internal lighted signage while operating under this permit.
5. Any changes in operations at the facility including a change in owners will require that the City be immediately notified and no alternative uses can be approved without a public hearing before the City Planning Commission.
6. The applicant/operator by accepting the approval of this conditional use request agrees to comply with all conditions set forth by this approval and pay the required fee prior to issuance of the permit.


Larry Cramblett
Planning Commission Chair

Date: Jan. 13, 2014



CITY OF CASCADE LOCKS
PLANNING STAFF REPORT
December 10, 2015

Application File Number: LU 15-003

Type of Action Requested: Conditional Use Permit Request for Extension

Code Authority: Conditional Uses (8-6.152)

Approval Criteria: 8-6.184.050 (Article V – Page 12-20)

Applicant(s): Port of Cascade Locks
Location: 515 Portage Road

Township: T 02N **Range: R 07E** **Section: 12** **Taxlot: #00100**

Zoning: (P) Public

Minimum Lot Size: No minimum lot size – Minimum front setback is ten feet.

Specific Action Requested: Approve the temporary location of a tap room and retail sales area in an existing building within the Port of Cascade Locks property for a period not to exceed three years.

Staff Summary: Staff has reviewed the application and the applicant has met the criteria necessary for a conditional use on a portion of the 92.72 acres constituting tax lot #00100, under the control and management of the Port of Cascade Locks. The applicant has entered into a lease agreement with Thunder Island Brewing to sell their product(s) in the Port’s former kitchen facility for Marine Park venue operations. The Port of Cascade Locks is a public entity whose primary mission is to provide economic development services for the community. As part of this responsibility, the Port seeks to recruit and retain a wide variety of businesses for our economy. The Port has jurisdictional authority over their lands and the City of Cascade Locks in partnership with its citizens and the Port Commission has authority over the zoning on these subject lands. The Port has recruited a new business to our community to provide a local source of craft brewing products for visitors and citizens to Cascade Locks. This business currently is not represented in our community and reflects a business opportunity which will be compatible and supportive of many other businesses in our town and provide another reason for visitors to remain in the city and support our local economy. The Port has indicated that they are working with Thunder Island Brewing to locate them on WaNaPa Street on commercial property owned and being developed by the Port, which would become a permanent home for this business. To support the “business incubator” efforts of the Port, staff has determined that the proposed temporary use is allowed under our Conditional Use permit requirements and authorized by Chapter 8-6.48 of our code governing Unlisted Use: Authorization of Similar use, which provides the Planning Commission to allow “specific uses (sic) to be permitted in a zoning district had they been contemplated” at the time the zone was established. The Port of Cascade

Locks as the economic engine of the community is charged with supported economic growth in our city and clearly a new business in town which has not existed before is a highly desirable addition for our citizens and those visitors which we rely upon to support our retail sector. The Port of Cascade Locks has requested a temporary Conditional Use approval for a period not to exceed three years. Since no permanent use is being proposed at this time, a subsequent operator would have to submit a development request for any improvements and operation to meet the criteria of the Public Zone and comply with the standards adopted and described in the Community Development Code of Cascade Locks.

FINDINGS:

CDC Section 8-6.48.030 establishes the approval criteria for an unlisted use. The criteria is listed below along with findings on the proposal's conformance.

- B. The use is consistent with the Comprehensive Plan;
- C. The use is consistent with the intent and purpose of the applicable zoning district;\
- D. The use is similar to and of the same general type as the uses listed in the zoning district;
- E. The use has similar intensity , density, and off-site impacts as the uses listed in the zoning district; and
- F. The use has similar impacts on the community facilities as the listed ones.

FINDING: The Port of Cascade Locks has jurisdiction over the Marine Park area of the Port property and provides for a marina, restaurant, senior meal site, museum and park uses. This jurisdiction allows for park events and special venues which promotes area tourism and brings visitors to our community. The proposed use is within an existing building which has been used in the past to prepare meals for the Sternwheeler. The proposed use is consistent with other activities within the park and will not adversely impact any existing uses. This standard is met.

CDC Section 8-6.92 establishes the approval criteria for a Public Zone (P). The public zone "provides land for community and recreation facilities to be used by city residents and visitors." "The zone implements the Comprehensive Plan policies of the city "to promote a diversified city economy." The policy specifically states that the city will continue to work with the Port of Cascade Locks to (sic) provide facilities, services, and amenities to promote tourism." (Part 1, Page 12).

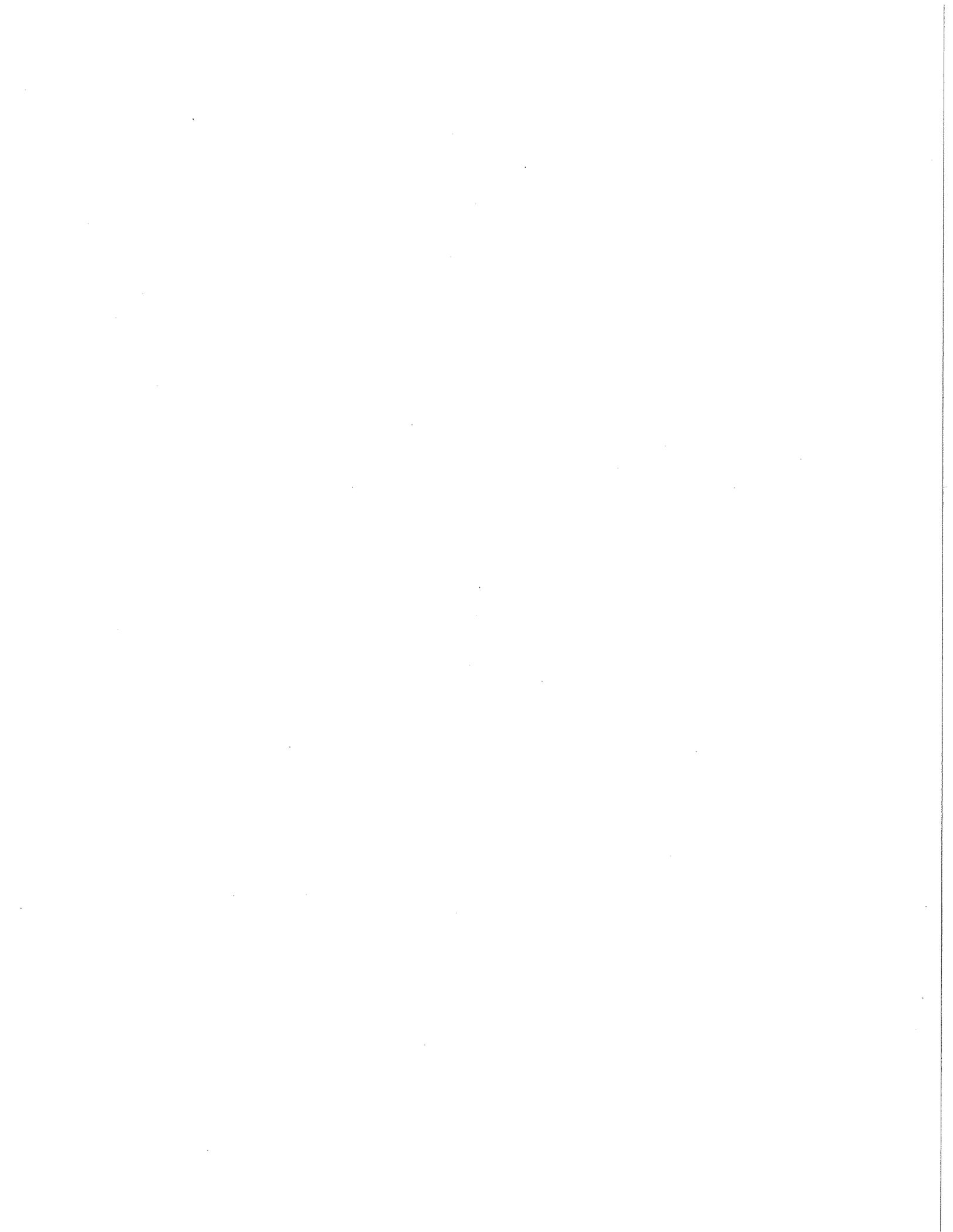
CDC Section 8-6.92.020 allows as outright accessory structures to existing operations. Since Thunder Island Brewing retail operations is a stand-alone business and not associated with any other approved business within the Port property, they must qualify under the conditional use provisions.

CDC Section 8-6.92.030 provides the Planning Commission with the authority to approve or deny at their sole discretion a proposed use which is compatible with the provisions of the code. Under 8-6.92.030 (A) of the code, the Commission may approve a retail sales and service operation within a Public Zone, which is consistent with the applicants proposal.

FINDING: The Port of Cascade Locks has attracted a new business to our community; the tenant has made significant improvements to an existing Port facility to utilize as a temporary home for their retail craft brewing operation. The Port has entered into a lease with the operator which indicates that the Port will work with the owners of Thunder Island Brewing to find them a permanent home along WaNaPa Street on some Downtown Commercial property which they will develop for the tenants. The applicant has complied with all the requirements of the City and has applied for this permit to ensure continue compliance with City codes. Staff finds that the applicant has met the criteria for approval of a conditional use permit for locating a retail sales facility within Port property and in a Port owned building.

NOTICE OF DECISION:

The Planning Commission at its meeting on January 9, 2014 voted unanimously to allow the Conditional Use for a two year period with an option to allow the applicant to request a third year.



CITY OF CASCADE LOCKS
NOTICE OF DECISION
JANUARY 9, 2014

Application File Number: LU 13-005

Type of Action Requested: Conditional Use

Code Authority: Conditional Uses (8-6.152)

Application certified as complete: December 16, 2013

Action Deadline: April 15, 2014 (120 days)

Approval Criteria: 8-6.184.050 (Article V – Page 12-20)

Applicant(s): Thunder Island Brewing Co. and Port of Cascade Locks
Location: 355 WaNaPa Street

Township: T 02N **Range: R 07E** **Section: 12** **Taxlot: #00100**

Zoning: (P) Public

Minimum Lot Size: No minimum lot size – Minimum front setback is ten feet.

Specific Action Requested: Approve the temporary location of a tap room and retail sales area in an existing building within the Port of Cascade Locks property for a period not to exceed three years.

FINDINGS:

CDC Section 8-6.48.030 establishes the approval criteria for an unlisted use. The criteria is listed below along with findings on the proposal's conformance.

- B. The use is consistent with the Comprehensive Plan;
- C. The use is consistent with the intent and purpose of the applicable zoning district;
- D. The use is similar to and of the same general type as the uses listed in the zoning district;
- E. The use has similar intensity, density, and off-site impacts as the uses listed in the zoning district; and
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FINDING: The Port of Cascade Locks has jurisdiction over the Marine Park area of the Port property and provides for a marina, restaurant, senior meal site, museum and park uses. This jurisdiction allows for park events and special venues which promotes area tourism and brings visitors to our community. The proposed use is within an existing building which has been used

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FINDING: The Port of Cascade Locks has attracted a new business to our community, the tenant has made significant improvements to an existing Port facility to utilize as a temporary home for their retail craft brewing operation. The Port has entered into a lease with the operator which indicates that the Port will work with the owners of Thunder Island Brewing to find them a permanent home along WaNaPa Street on some Downtown Commercial property which they will develop for the tenants. The applicant has complied with all the requirements of the City and has applied for this permit to ensure continue compliance with City codes. Staff finds that the applicant has met the criteria for approval of a conditional use permit for locating a retail sales facility within Port property and in a Port owned building.

DECISION:

The Conditional use from Thunder Island Brewing Company and the Port of Cascade Locks is hereby approved for 24 months subject to the conditions of approval and compliance with the following subsequent steps:

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2. The applicant has submitted an application for an operator, Thunder Island Brewing to conduct retail sales in an existing building within Marine Park. The Port shall have authority over this permit and shall ensure that all conditions are met in the conduct of this operation. Any changes in use or operation outside the standard business conduct of the operator shall result in immediate notification to the City Administrator, who shall determine whether the permit is still valid.

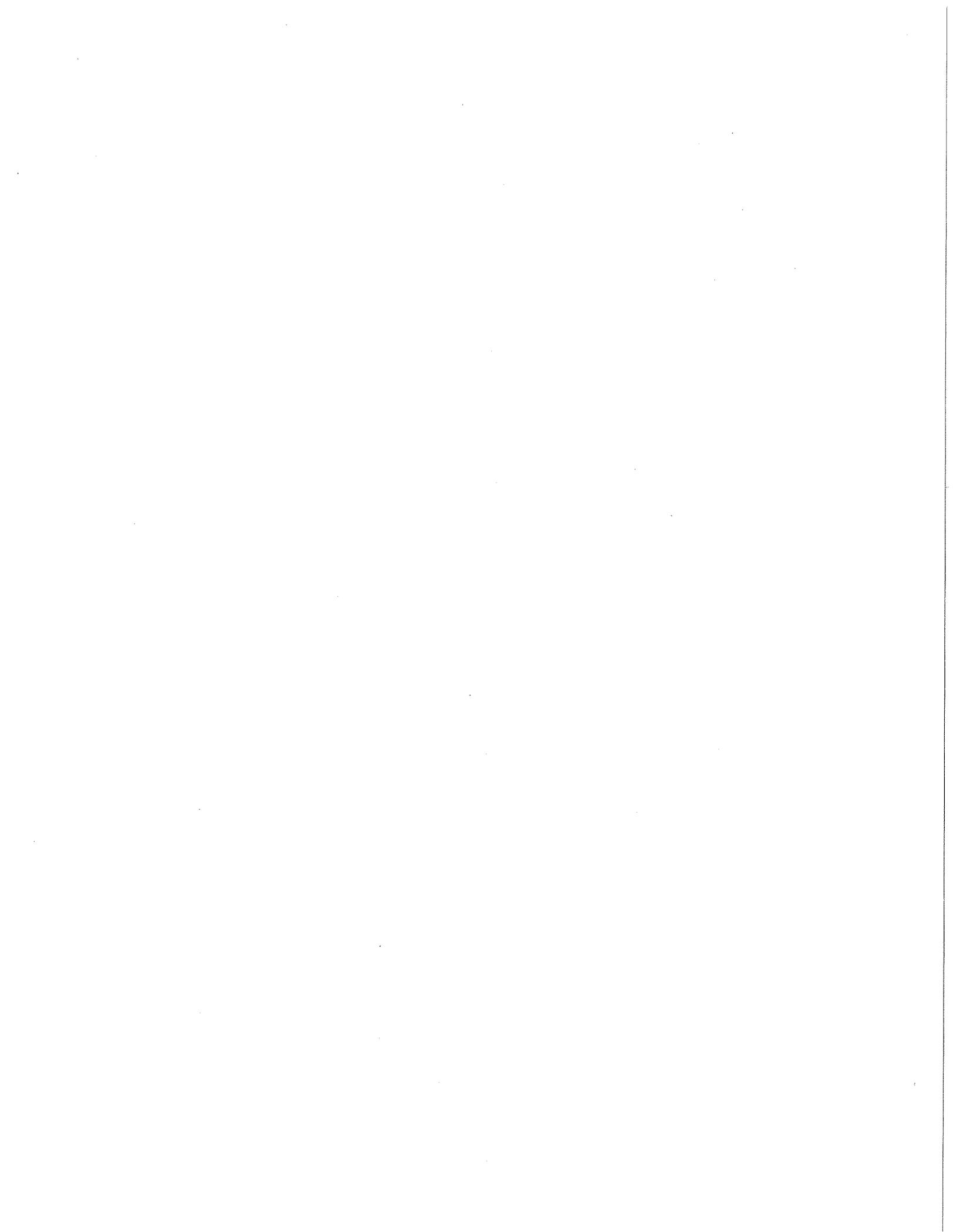
3. This approval is limited to the site and building within Marine Park. Any new location or development outside of the existing building will require future approvals and permits from the City of Cascade Locks.
4. The Conditional Use Permit is approved for a 24 month period with an option for request of an additional 12 months, with review and approval of Planning Commission, at no additional cost to the applicant.

CONDITIONS OF APPROVAL:

1. Operator (Thunder Island Brewing) shall secure and maintain all state and county necessary permits required to operate their establishment.
2. The Operator shall maintain current access and parking within Marine Park in conformance with the Port of Cascade Locks requirements and consistent with this permit.
3. The Operator will provide proof of compliance with State and County health and building codes upon request by the City.
4. The Operator shall comply with the Port's signage requirements and shall not have internal lighted signage while operating under this permit.
5. Any changes in operations at the facility including a change in owners will require that the City be immediately notified and no alternative uses can be approved without a public hearing before the City Planning Commission.
6. The applicant/operator by accepting the approval of this conditional use request agrees to comply with all conditions set forth by this approval and pay the required fee prior to issuance of the permit.

Larry Cramblett
Planning Commission Chair

Date: _____



1. **Call Meeting to Order/Pledge of Allegiance.** Planning Commissioner Larry Cramblett called the meeting to order at 7:00 PM. Planning Commission Members Virginia Fitzpatrick, Gyda Haight, Todd Mohr, and Larry Cramblett were present. Planning Commissioner Jason Sergeant was excused. Also present were City Administrator Gordon Zimmerman, Planning Consultant Stan Foster, City Recorder Kathy Woosley, Port Marketing Director Holly Howell, David Lipps, Dan Hines, Caroline Park, Joseph Shelley, Ben Byram, Shelley James, Suzanne Jackson, Wayne Slagle, and Steve Gast.
2. **Approval of Minutes:**
 - a. Approval of Planning Committee Minutes of April 11, 2013. **Motion:** PCM Haight moved, seconded by PCM Cramblett, to approve the Planning Commission minutes of April 11, 2013. The motion passed unanimously.
 - b. Approval of Historic Landmark Commission Minutes of April 11, 2013. **Motion:** PCM Fitzpatrick moved, seconded by PCM Haight, to approve the Historic Landmark Commission Minutes of April 11, 2013. The motion passed unanimously.
3. **Action Items:**
 - a. Appoint Planning Commission Chair. PCM Haight nominated PCM Cramblett for Planning Commission Chair. PCM Mohr seconded the nomination. The Planning Commission voted unanimously for Larry Cramblett as Planning Commission Chair.
 - b. Appoint Planning Commission Vice-chair. PCM Haight nominated Todd Mohr as Vice-Chair, seconded by PCM Fitzpatrick. The Planning Commission voted unanimously for Todd Mohr as Vice-chair.
 - c. Appoint Commissioner to the Architectural Review Committee. PCM Cramblett nominated PCM Haight, seconded by PCM Mohr, to the Architectural Review Committee. The Planning Commission voted unanimously.
4. **Public Hearing:**
 - a. Thunder Island Brewery Company – Conditional Use Permit. PCM Chair Cramblett opened the Public Hearing at 7:07 PM. He explained the Planning Commission hearing procedures. PC Foster explained the basis for an appeal and outlined the hearing process. PCM Mohr recused himself stating he works for the Port of Cascade Locks.

PC Foster went through the staff report and explained findings and criteria. He described where the use would take place. He stated that the use is consistent with the Comprehensive Plan and stated that the City wants to support economic development. He said the applicant has indicated that this would be a temporary location and plans to relocate at a later time on WaNaPa Street. He said the staff recommendation is that the Planning Commission approve this Conditional Use Permit for a period of not more than 36 months. He further recommended the time be extended, if necessary, with Planning Commission review.

PCM Haight said 36 months seemed too long. PC Foster said that would be a question for the applicant. He said his understanding was that time was needed to establish the viability of the business, loan, design, construction, and permitting processes for a new building. PCM Mohr explained the loan, construction, and permit process. CA Zimmerman cautioned PCM Mohr as he had recused himself. PC Foster stated, procedurally, he needed to continue with the staff report at this time. PC Foster continued with findings and explained the conditions of approval as recommended by staff.

PMD Howell said the Port of Cascade Locks' focus is economic development and in Cascade Locks. She said the City and Port have collaborated on a vision statement, a multifaceted economic development plan and strategy, and the Connect Cascade Locks Trails Plan. She said extensive community workshops and user surveys were taken when developing the Trails Plan and a brew pub was identified and recommended as a need in the community.

PMD Howell said the Port has been working with Thunder Island Brewing Company for almost two years now and the intent is to support new business startup in Cascade Locks. She said the idea is to get a new business started, allow them to establish their product, branding, and networking, and apply for financing. She said the applicants have been told that they need at least a year on the books before applying for financing.

PMD Howell stated that the applicants will start discussion next week with the Port Commission to talk about their long term vision. She said in the short time they've been here they have been very successful. PMD Howell said they are asking for a Conditional Use Permit in the public zone and hope that it will only take one and half or two years to establish the permanent location.

Ms. Park said she joined Thunder Island Brewing Company and manages the marketing efforts and other aspects of the operation. Mr. Lipps said he wants to grow their business in Cascade Locks. He said when they first looked at Cascade Locks they could not find any suitable buildings that would work for their business. He said the only option has been to locate in the maintenance building owned by the Port of Cascade Locks. He said they are looking for a permanent location for their business. He handed the Planning Commission a three-page information sheet (Exhibit A) and explained the information. Mr. Hines submitted a site plan (Exhibits B).

Mr. Hines stated they want to have a positive impact on Cascade Locks. He said they work with a lot of different companies and businesses to positively promote the community at large.

Ms. Park said they officially opened at the end of October and a lot of their marketing has been on Facebook. She said Thunder Island Brewing has committed to a healthy budget in 2014 for advertising in Travel Oregon and other gorge publications. She said their intent is to bring those outside of our region to Cascade Locks. She gave a breakdown in percentages of sales and repeat customers. Ms. Park said currently there

is not a suitable place for the brewery except the maintenance building. She said they don't intend on staying in the maintenance building for three years as they want to establish something that will last and be a part of the community.

Mr. Lipps explained that they want to size their permanent building appropriately and want to take the time to plan and perfect the permanent building. Mr. Hines agreed that the maintenance building is not ideal but are using that as a launching pad and doing their due diligence and taking the time to setup for success in their business. Mr. Lipps said Thunder Island Brewing is looking at three different lots, with a downtown proximity, owned by the Port of Cascade Locks to site a permanent business. He said they would like to help create a synergy, a hub, for the downtown where people can walk from business to business. Mr. Lipps said the downtown area needs a cluster of businesses. Ms. Park said they are very grateful to have received a letter of support from Representative Mark Johnson.

PC Foster said the City has received letters of support from Sandy Place, the manager of the Best Western, Representative Mark Johnson, and from Planning Commissioner Jason Sergeant (Exhibits C, D, and E) who also included recommendations for additional conditions of approval.

Proponent: Mr. Gast stated that he agreed that this business would be a win/win for the City. He said this business will help keep visitors in town and will help to bring other business in. He said he didn't see this as a detriment in any way.

Mr. Byram said it is important to bring new business into any town that wants to grow. He said that he takes part in mountain biking and has friends that ask where to go in Cascade Locks for food, beer, etc. He said it is great to have more options. He said this is competition for other business but will also increase users and will help to draw more people into Cascade Locks.

Mr. Shelley said business brings more business. He said he has formed a new meet up group for hiking and Thunder Island Brewing and the Ale House have sponsored those groups.

Opponent: Ms. Jackson said they started their business, Cascade Ale House, over a year ago. She said their goal is to become a brewery and have started their business without relying on the Port. She said their business helps support the City by paying property taxes. She said one year is more than enough time. She said it seems that Thunder Island Brewing should not just be looking at only Port properties and for support from the Port but also from the City and community. She said Thunder Island Brewing should be looking at property on WaNaPa Street. Ms. Jackson said she is a bank manager at US Bank. She said she received a loan for her business and hadn't even been in business for a day. She said they received their funding without having to depend on anyone else. Ms. Jackson said giving more time isn't the right solution right now and Thunder Island Brewing should be looking for property on WaNaPa Street.

PCC Cramblett asked Ms. Jackson if she was uncomfortable with the three year timeline. Ms. Jackson said one year in business and you will know if it is a make it or break it. She said Thunder Island Brewing Company has already been working on this for two years and working with the Port. She said in this amount of time funding hasn't been acquired. She asked if this is going to be the same discussion in three years, taxes not being paid, taking people away from WaNaPa, and filling up the Port property.

PCC Cramblett asked Ms. Jackson about competition. Ms. Jackson said she is comfortable with the competition but not comfortable with the Port supporting the brewery also. She said it might be a different situation had it been just Thunder Island Brewing and not included the Port of Cascade Locks.

Mr. Slagle said he has reviewed the Port minutes for the past year and it seems that the Port of Cascade Locks is funding this. He said the citizens pay taxes. He asked why the Port hadn't come to the Cascade Ale House to help them with their brewery. He said he isn't concerned with competition but is concerned with unfair competition. Ms. Haight asked Mr. Slagle if he had asked the Port for help. Mr. Slagle said they didn't need to ask for help. He said he didn't think the Port should be competing with the City for retail space. He said the City should be benefiting from the businesses in town.

Rebuttal: PMD Howell said we all believe in job creation for the community. She said she is impressed with the way the brewery has met with other craft breweries in the region and there is a true spirit of collaboration. PMD Howell said the leased space will become taxable on July 1, 2014. She said the Port is always available to anyone that needs assistance and will help in any way we can.

Mr. Hines said it's everyone's intention to move out of the maintenance space. He said they just want to take the correct steps in an appropriate way before moving to a permanent space. Mr. Hines pointed out that the Sternwheeler is a retail space located in the same park. He said everyone enjoys that.

Mr. Slagle asked who would be paying the taxes for the leased space. Ms. Howell said the tenant of the building will be paying the property taxes.

Ms. Park said the Port paid for renovations to the building for occupation of the space but this space will ultimately benefit many as the long term plan. She said Thunder Island Brewing wants to be on WaNaPa Street. Ms. Jackson asked why they were only looking at Port properties. Mr. Hines said there are a lot of things to consider and the Port happens to have property that is available to meet the considerations. Ms. Jackson asked if Thunder Island Brewing would be purchasing or leasing property from the Port. Mr. Hines said they would be purchasing property. Mr. Byram commented that a start-up business has different components than an existing business.

Planning Commission Questions: Ms. Haight said it has been stated that this is an incubator business needing to establish a brand but wanted to know if food had to be made available. Mr. Lipps said this is just a tasting gallery but future development in a

permanent structure food would be included. Mr. Hines explained that they are limited on what they can do based on their occupancy permit.

PCC Cramblett closed public testimony at 8:06 PM.

PC Foster stated that part of staff's job is to facilitate reasonable approaches and the rationale for 36 months has been explained. He said the City has an agreement with the Port to play the role as the economic engine for Cascade Locks and has adopted an approach for that role. PC Foster stated that staff's recommendation stands with the conditions as listed. He stated PCM Sergeant's recommendation for the access point on United Pacific Railroad right of way and explained that the property owner would be responsible for that and not the Port of Cascade Locks. PCC Cramblett asked about signage. PC Foster explained that the City would want conformance with the City's sign code. He said this application didn't include any proposed signs.

CA Zimmerman suggested allowing the temporary use for 24 months with an option for another 12 months with an administrative approval.

Motion: PCM Fitzpatrick moved, seconded by PCC Cramblett, to adopt and approve the findings and conditions in the staff report with the modification of the Conditional Use Permit to be approved for 24 months and allow an option for the applicant to request a 12 month extension, with Planning Commission approval, with no additional costs to the applicant. The motion passed unanimously.

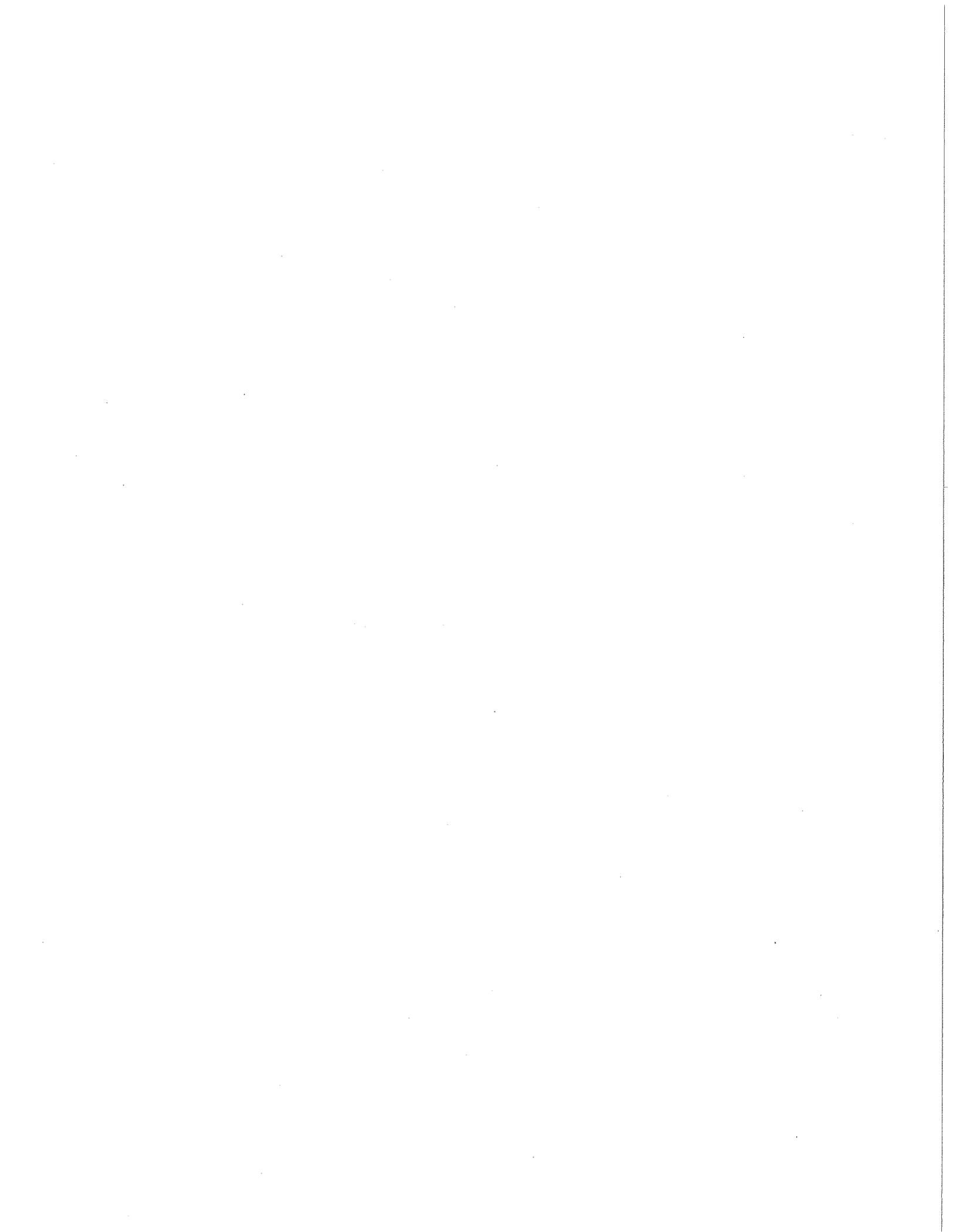
PC Foster explained the appeal period.

5. **Other.** PCC Cramblett said that he would like to schedule a work session. A work session for the Planning Commission was scheduled for February 13, 2014. CA Zimmerman said he would be the only staff present for that work session.
6. **Adjournment.** PCC Cramblett adjourned the meeting at 8:29 PM.

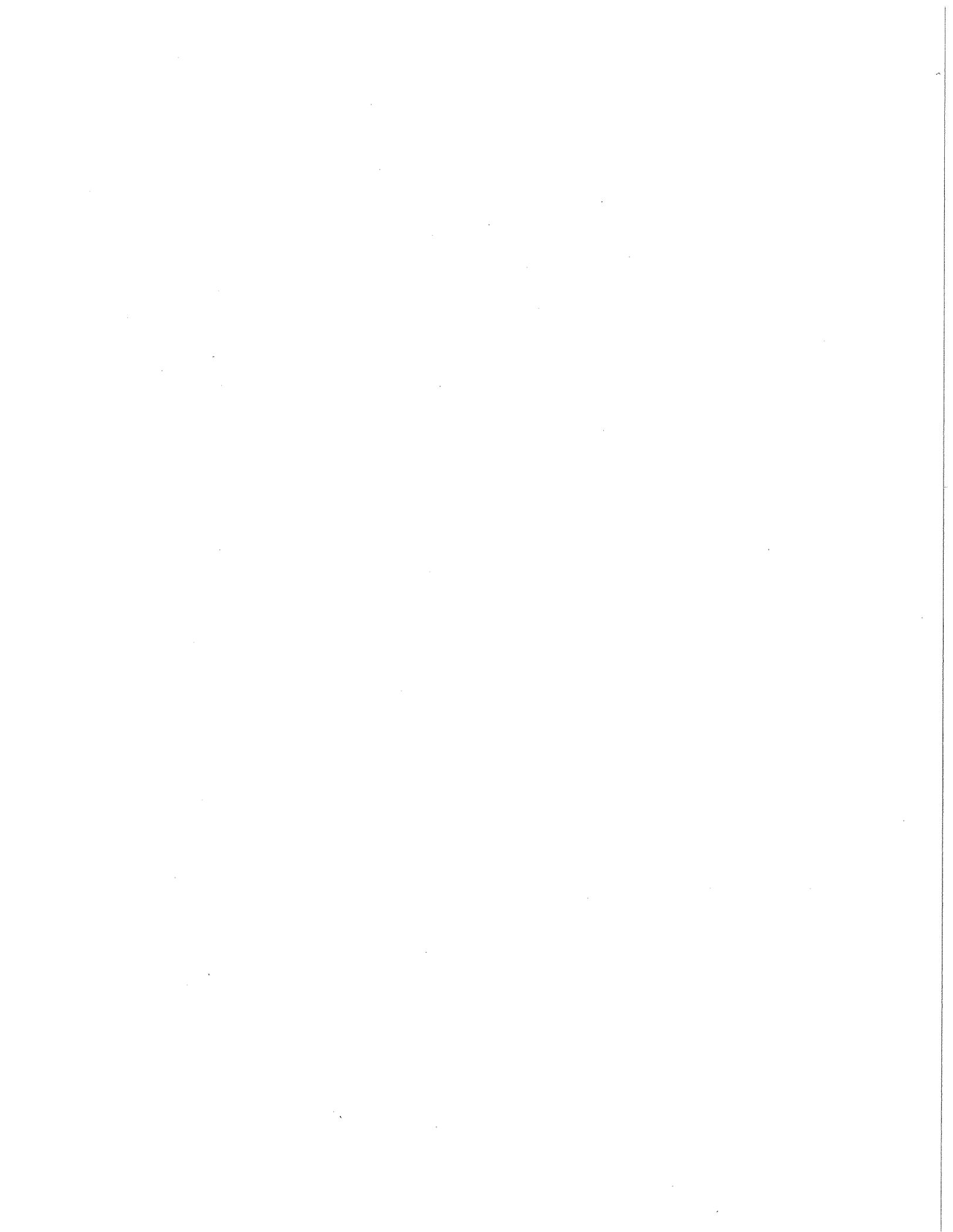
Prepared by
Kathy Woosley, City Recorder

APPROVED:

Larry Cramblett, Planning Commission Chair



PORT OF CASCADE LOCKS COMMISSION MINUTES
REFLECTING PORT COMMISSION DISCUSSION ON
THUNDER ISLAND BREWERY AS REQUESTED BY
PLANNING COMMISSION CHAIR CRAMBLETT.



Thunder Island Brewing (TIB) Project Timeline

- Spring 2012** Dave & Dan introduced to Port through PSU Connect Cascade Locks (CCL) project. Dan participated in CCL workshops, hears community desire for local brewpub
- Summer 2012** Dave & Dan toured available properties in Cascade Locks with Port staff: Old Fire Hall, Herman Creek Lane, Old Shop, Big D's, Pub, Munkoff property, Ed Potter's property. They prefer the Old Fire Hall.
- Aug 2012** Port contracted structural analysis with intent to facilitate brewpub in Old Fire Hall.
- Sept 2012** Structural Analysis completed on the Old Fire Hall by ZCS Engineering, estimated \$325K to renovate.
- Oct 2012** Dave & Dan considered Port warehouse building as a temporary solution.
- Nov 2012** Port received written permission from City Planner Stan Foster & ICA Paul Koch to have brewery temporarily in former kitchen space in Port warehouse building, without land use review.
- Jan 3 2013** TIB David Lipps signed MOU with Gary Rains stating goal of purchasing property on Wa Na Pa for a permanent development, reported to Port Commission.
- April 2013** TIB signed 1st lease with Gary Rains for month-to-month, 6 month occupancy for brewing & storage.
- Spring 2013** TIB purchased new equipment, moves into space – hobby brewing until licensed. TIB began permitting process through OLCC, TTB, Department of Agriculture.
- June 2013** Port staff submitted building permit application for Occupancy Permit of new user in warehouse.
- June 2013** Warehouse kitchen space determined by County not to be a permitted commercial kitchen as previously thought by all parties.
- June -July 2013** HR County Building Inspector worked with Architect Mark Seder to outline necessary remodel on warehouse space for temporary occupancy of brewery.
- July 2013** Port and TIB worked out cost sharing agreement for tenant improvements in warehouse.
- July-Aug 2013** City reversed Nov 2012 decision; prohibited manufacturing alone. Granted 3-month deferral, until Nov to apply for conditional use permit for retail use in public zone (includes brewing as ancillary use to retail).
- Aug 8, 2013** Port Commission approved tenant improvement budget for \$5,626. Commission discussion regarding taproom on site with brewing.

Aug 2013 Unanticipated issues with building required budget overages of , approved on case-by-case basis by Paul.

Aug-Sept 2013 Tenant improvements met target deadline of early Sept for building, plumbing, electrical permits

Sept-Oct 2013 Port Commission reviews and revises lease, gives TIB permission to have grand opening

Oct 21, 2013 TIB Grand opening

Nov 21 2013 TIB thanked Port Commission and requested special meeting to discuss future. Set for January 16th.

Nov 2013 TIB & Port applied for Conditional Use Permit for retail use in a public zone from City Planning.

Dec 2013 Port staff meet with TIB and MCEDD, Washington State Bank staff to discuss financing. Bank rates are favorable over MCEDD financing. Banks require at least one year of business on the books.

Dec 19 2013 Port Commission approved revised lease, terminating on June 30, 2014.

Dec 2013 Port's architect Mark Seder worked with County Building Inspector to identify necessary additional requirements for the temporary extension for 1.5 to 2 years beyond June in Port's warehouse.

Jan 9 2014 City Planning Commission approve Conditional Use Permit of taproom retail use in Public Zone for TIB for 24 months, with additional 12 month extension possible.

Jan 16.2014 TIB presented business successes and consumer data to the Port Commission to begin conversation about the long term development plan. Bank financing, property purchase, building design, and permits require an additional 1.5 to 2 years in temporary warehouse.

Feb 13 2014 Port Commission meeting in the Pavilion. Motion to set land rate as Brighams.

March 2014 TIB and Port signed new Letter of Intent (LOI).

April 2014 TIB and Port signed new lease, terminating on June 30, 2016 with 12 month extension possible. Schedule 1 rent increases, and Schedule 2 Tenant Improvements. New Improvements total \$40,318 (\$11,987 Port, \$28,331 TIB).

Ongoing Port Commission & Staff work with TIB to identify long term strategy for purchase of property and development of permanent building on Wa Na Pa Street.

*Agreements
11/1/12*

- SAF Acquisitions LOI for purchase of 25 acres in Industrial Park. Even though this was not consummated, it presented a notable potential opportunity.
- STIP Project List – 15 attendees unanimously agreed that out of 14 projects the #1 Large Project would be the Marine Park Overcrossing; #1 Small Project was WaNaPa Enhancement plan.

Other Items:

- ZCS Engineering reviewed the property we have been looking at on Wa Na Pa, and recommended that we not consider rebuilding this building. The property owner was advised.
- Thunder Island Brewing and Key Development are continuing to discuss occupying a building on Wa Na Pa. Negotiations continue, including consideration of a temporary use of the old kitchen for brewing beginning in February/March.
- Current property discussions include: a restaurant; purchase and expansion of an existing property; recreational rental operation; food processor; and a distillery.

RARE: Jason Sergeant reviewed submitted report:

USFS Land Exchange

- Continuing to become familiar with the project. Working with attorney on creating an authority to sign letter, still expecting to complete the exchange in April or May.

Climb Trail & Grant

- A cultural plan is still in process by the USFS, as well as a NEPA, expected in January. The port will be responsible for forming a trail care group and securing funding sources. Investigating the steps to apply for a RTP grant to fund a portion of the construction. Submitting a letter of intent to begin the application process.

WaNaPa/ODOT Grant

- Working on an ODOT grant application with the City's RARE to secure funding for streetscape improvements on the blocks surrounding the new Marine Park entrance. The Hood River Economic Working Group ranked this project as number one due to its potential revitalization of Cascade Locks.

Commission discussion. Staff commented that staff will bring the grant application to the next meeting for approval to submit grant.

Sailing Beach Funding

- Continuing to investigate sources for funding the new beach project.

Easy Climb Trail

- Northwest Trail Alliance hosted a Take a Kid Mountain Biking Day on October 6th.

Blackberry Beach

- Northwest Kite Boarding and Wind Surfing hosted an event October 6th.

Marine Park Entrance

- I attended a couple of Hood River County Economic Working Group (EDWOG) meetings to discuss other Enhance applications in the area. Meeting attendees were extremely supportive and excited about the Marine Park Overpass proposal and suggested it be number one their list. The project's federal backing, engineering, and existing design work were important factors in the group's decision.

Bridge of the Gods Pedestrian/Cycle/Equestrian Study

- Expecting an update on the progress of the feasibility study soon then will develop an appealing application including bridge improvements and new pedestrian access to secure funding for bridge improvements.

Newsletter

- Planning to get a 2012 winter edition distributed.

Connect Cascade Locks Implementation

- Reading and Reviewing the plan and documents.

RARE Ameri-Corps Training

- Attended a 3 day training session at Portland State University with fellow RARE. We had 2 days of training in community facilitation and volunteer management. We also spent time presenting about the communities we call home. I was pleased to tell the group about my new home, Cascade Locks. Thanks to the community members (Paul, Jess and Joeinne) who lent me their wisdom on the history, challenges and assets of Cascade Locks. I also spent a day at the state of Oregon Americorps kick-off.

Kristi Bengtson:

- House 2- Gutters installed, continuing on roof replacement.
- Marine Park-lime and fertilizer application continuing.
- House 2- Rudy continuing work on side.
- V/C parking lot lights fixed
- Park- Shut down (water, tents, etc) for winter.
- Met with staff to discuss Christmas decorating plan.
- Getting an opinion from contractor on need for backflow devices in park, (Request from FDA).
- Signs up at Industrial Park and Herman Creek Lane
- Bridge Speed sign installed.
- Museum finished.
- PCTA office moved.
- OSMB visited- boat launch.

Holly Howell, Interim Marketing and Development Coordinator reviewed the following submitted report:

Port property Marketing Efforts:

- Gary and I are working to gather detailed information on Port assets in order to effectively market our properties and community. The priority information includes electrical, water, and sewer infrastructure.
- We met with a couple potential graphic design professionals to produce some of our key printed marketing pieces, i.e. brochures, postcards, etc.

Industrial Land Site Certification “Decision Ready”

- We met with Mike Doke, who has been working on the Port’s Industrial Land Site Certification application for the State. The purpose of this certification is to provide some assurance that the 25 acre site (former trust parcel) is declared “ready for development.” This will put our property on a shorter list available to State site selectors when working with businesses seeking to relocate and/or start up in Oregon.

Wa Na Pa Developments: Brigham Fish Market & Jumpin Jax Java

- Mr. Vanderpool has signed his lease agreement and Kim Brigham has signed an extension to her agreement.
- We received final ODOT approach permit approval in writing for the driveway.
- Port staff met with Mr. Vanderpool, Kim and James Brigham, Sheldon Price, and Tracy Hupp to discuss the development process of the two projects. Top priority was establishing the timeline and cost sharing for the utilities and shared access. Thanks to City staff for assisting with this!
- Both developments are applying for building permits from Hood River County in the next couple weeks.

Improving development review to be “Business Friendly”

- Gary and I met with City Staff to discuss the development review process from the perspective of an applicant. We identified ways that we could coordinate better to assist future businesses develop in Cascade Locks. Megan Webb at the City is taking the lead in this effort. This conversation addressed applications, fees, SDCs, and coordination with the County. We all learned a lot from the Fish Market and Coffee Shop projects.

Sailing Beach Expansion

- We have asked our consulting engineers WHPacific to begin drafting construction plans for the first phase of this project, which would be the middle jetty (closest to the beach).
- I continue to work with Hood River County Planning Department on the National Scenic Area (NSA) Review.

Downtown revitalization Committee (DRC)

- The DRC is forming a 501c3 non-profit organization. The DRC is going to meet with the Museum Board to discuss moving the museum under their 501c3 status in order to facilitate fundraising efforts for a sustainable museum in FY 2013/2014 and beyond.
- Painting Big D’s building will be the top priority for spring clean-up volunteer parties.
- The group is considering forming a Cascade Locks event company to take over community event coordination following Rebecca’s (RARE) term of service.
- The architectural design review portion of City development applications is being transferred to a volunteer review committee composed of representatives from

the Planning Commission and the DRC. This will save approx. \$1,000 in consultant planner staff time for each application.

- The Downtown Volunteer Appreciation Dinner went very well.
- Congrats to Tom Owens, DRC Chair, on a great Cabinet Tree grand opening.

Joint Work Group on Economic Development

- Bruce Sorte, OSU economist, provided a summary of his extensive Economic Impact Analysis for the Nestle project. The full report will be available soon. Bruce made a couple recommendations to the community.
- Sara Morrissey and Kristen Stallman from ODOT presented grant opportunities through ODOT; the fix-it grant and the enhancement grant. They also discussed an opportunity for the City to take over ownership of Wa Na Pa through a jurisdictional transfer.

HR County Economic Development Working Group (EDWOG) -STIP

- This group represents both cities and both ports as well as Hood River County. The group combined a list of approximately 15 transportation projects to be eligible for the ODOT enhancement grant (STIP). These projects were separated into three categories; small, large, and transit. The Port's Marine Park Overpass project was nominated #1 priority in large projects. The City's Wa Na Pa Streetscape Enhancement project was nominated #1 priority in small projects. A full list of the prioritized projects will be recommended to a regional selection committee.

Thunder Island Brewing

- We continue to work with Thunder Island Brewing in order to facilitate their company establishing a brewing operation and community presence in Cascade Locks prior to next summer. At this time the plan is to assist them in starting brewing operations in town in the spring so that they can use a mobile unit to participate in community events. We are looking at the unused kitchen in the Port's maintenance building. In the meantime, staff will be working to identify an opportunity for a permanent location for a brew pub.

Disc Golf Course

- We have ordered the disc golf baskets through the Oregon company "Bentley Baskets." They will take approximately 4 weeks for manufacturing. Dan Dulaney is coordinating volunteer efforts to finish clearing the course and building the tee-pad concrete pour frames. Dan would like to pour the concrete on the weekend of Nov 10th & 11th. We are still on budget as approved by the Port Commission.

EASYCLIMB Trail

- We are partnering with a volunteer graphic designer to finish the trailhead kiosk map and signage.
- The next step will be a volunteer sign installation party along the trail.
- On Saturday, October 6th Dimwits With Bright Lights hosted an afternoon/evening family ride in observance of "Take a Kid Mountain Biking Day." Approximately 100 people attended.

Kite board Launch Herman Creek Cove Jetty/Blackberry Beach:

- The Columbia Gorge Kiteboarding Association (CGKA) hosted a day of kiteboarding and BBQ on the jetty at Herman Creek Cove near Blackberry Beach. The event was very well-attended. Overall we received good feedback about the kiteboard launch developed entirely by volunteers.

Joint Work Group on Economic Development:

- Port staff will be participating in planning a Sailing Summit in the spring/early summer of 2013. The goal of the summit will be to engage the community and professional sailing interests alike in dialogue about how we can best leverage our natural wind and water advantage for economic development through sailing and related outdoor recreation opportunities. Larry Cramblett will Chair this committee. CGRA is participating.

GM Report: Submitted report (GM Daughtry excused from meeting).

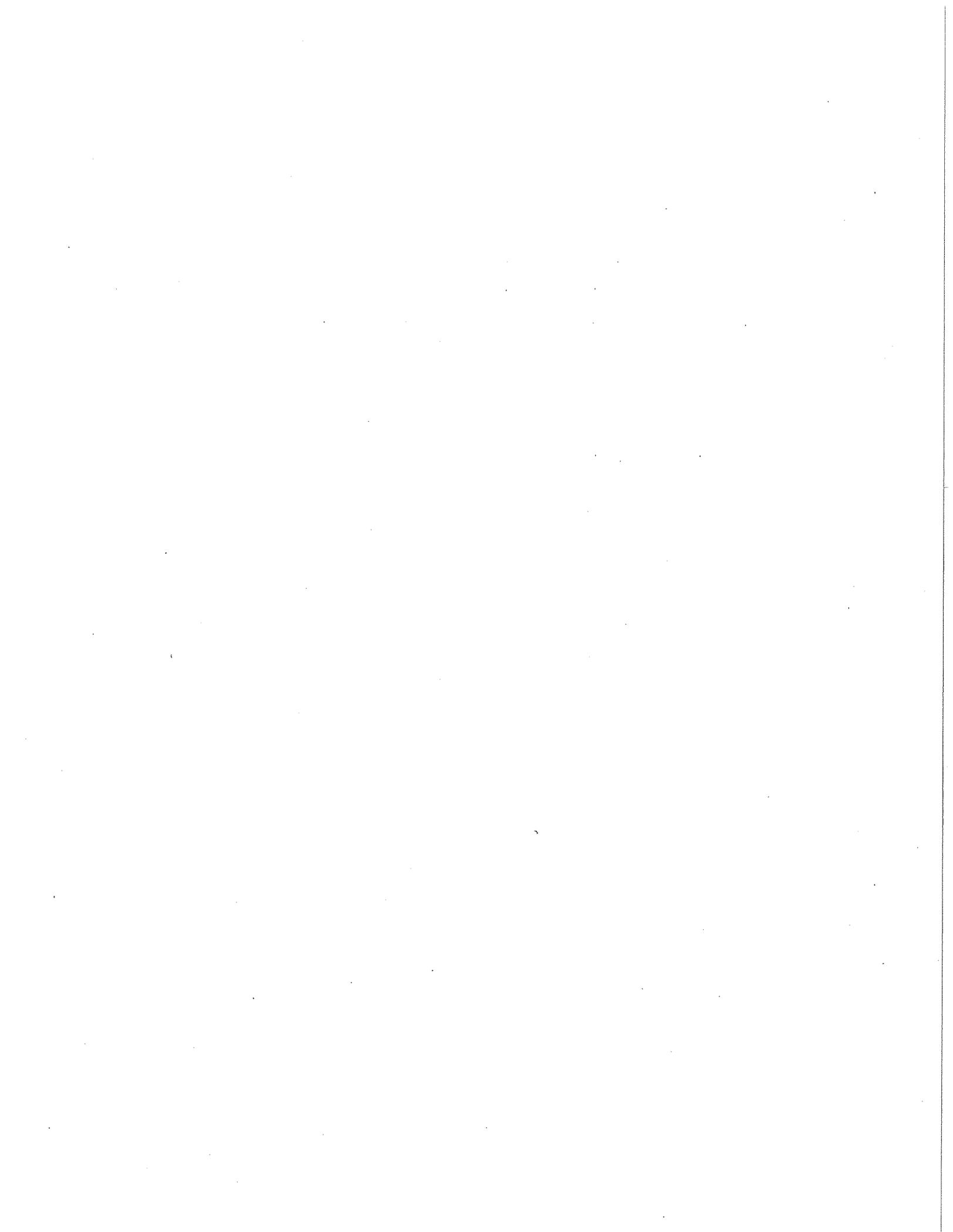
- **Drive Thru Coffee Shop-Fish Market.** Staff met with Brigham's and one of their potential contractors to review bid and make recommendations on cost reductions. Brigham's are redefining scope and are soliciting additional bids in an effort to reduce construction cost. Staff arranged for a joint meeting with Brigham's, Vanderpool, City Light and Public Works to discuss joint costs for storm water, electric and highway access.
- **Old Fire Hall - Brew Pub -** ZCS Engineering report on the condition of the building was forwarded to the City. City is currently in direct negotiations with potential buyers. Staff informed Brew Pub developers that we are looking at additional options beyond the old fire hall. We are currently looking at an interim lease of the Port Maintenance building kitchen and possible construction of a new commercial building on WaNaPa Bridgeview property.
- **SAF Acquisitions** - Lead is currently not viable as per broker advice. Letter of Intent approved by Commission has not been acted on by buyer. Staff and Port Attorney met to discuss process, roles and clarify legal implications of Letter of Intent.
- **Industrial Site Certification.** Staff met with Mike Doke concerning remaining steps. Holly assumed responsibility for assembling additional information required by the State.
- **Personnel** Port has hired BreAnna Porter as our new Finance Manager. In addition to her extensive experience BreAnna has a Masters Degree in Accounting Information Systems. Her start date is November 1. Thanks to Commissioner Mohr and Cramblett for participating in the daylong interview process.
- Currently advertising for Marketing and Development Manager position.

Nestle

- Contacted Rick Swart, Public Information Officer at ODF&W to discuss benefits to the hatchery accruing from the proposed transfer exchange with the City
- Arranging tour of plastics recycling plant at Port of St. Helen's with project opponents.
- Negotiating with Food & Water Watch concerning FOIA (Freedom of Information Act) request.

Other:

- Submitting request for funding for Port Strategic Plan.
- ODOT has proposed jurisdictional transfer of WaNaPa to the City in exchange for improvements and enhancements. Asked Scott Beaird of Kittelson and Associates to evaluate proposal, provide examples of other communities, and make a recommendation. Received response back from Scott and forwarded to the City.



POC MORA
11/15/12

- Dan Boultinghouse will draft the construction documents. Port staff will be seeking qualified contractors to bid on this project once we have a clear scope and budget established.

Industrial Land Site Certification "Decision Ready"

- I am working to pull together some final pieces of the site certification package for the State.
- The purpose of this certification is to provide some assurance that the 25 acre site (former trust parcel) is declared "ready for development." This will put our property on a shorter list available to State site selectors when working with businesses seeking to relocate and/or start up in Oregon.

Improving Development Review to "BUSINESS FRIENDLY"

- We continue to work with City staff to improve the development review process from the applicant's perspective. This last week, new versions of the fee schedule and the process overview were drafted.

JOINT WORK GROUP ON ECONOMIC DEVELOPMENT

- At the last meeting: OSU economist Bruce Sorte presented an Economic Impact Analysis of the proposed Nestle project. The JWGED is working to publish a fact sheet for the local community about the Nestle project. Kristen Stallman and Sara Morrissey from ODOT presented on available grant funding for a Wa Na Pa streetscape improvement project and possible jurisdictional transfer.

DOWNTOWN REVITALIZATION COMMITTEE (DRC)

- At the last meeting: The DRC is forming a 501c3 non-profit organization. The DRC is going to meet with the Museum Board to discuss moving the museum under their 501c3 status in order to facilitate sustainable fundraising in FY 2013/2014 and beyond. Painting Big D's building will be the top priority for spring clean-up volunteer parties.

HR County Economic Development Working Group (EDWOG) -STIP

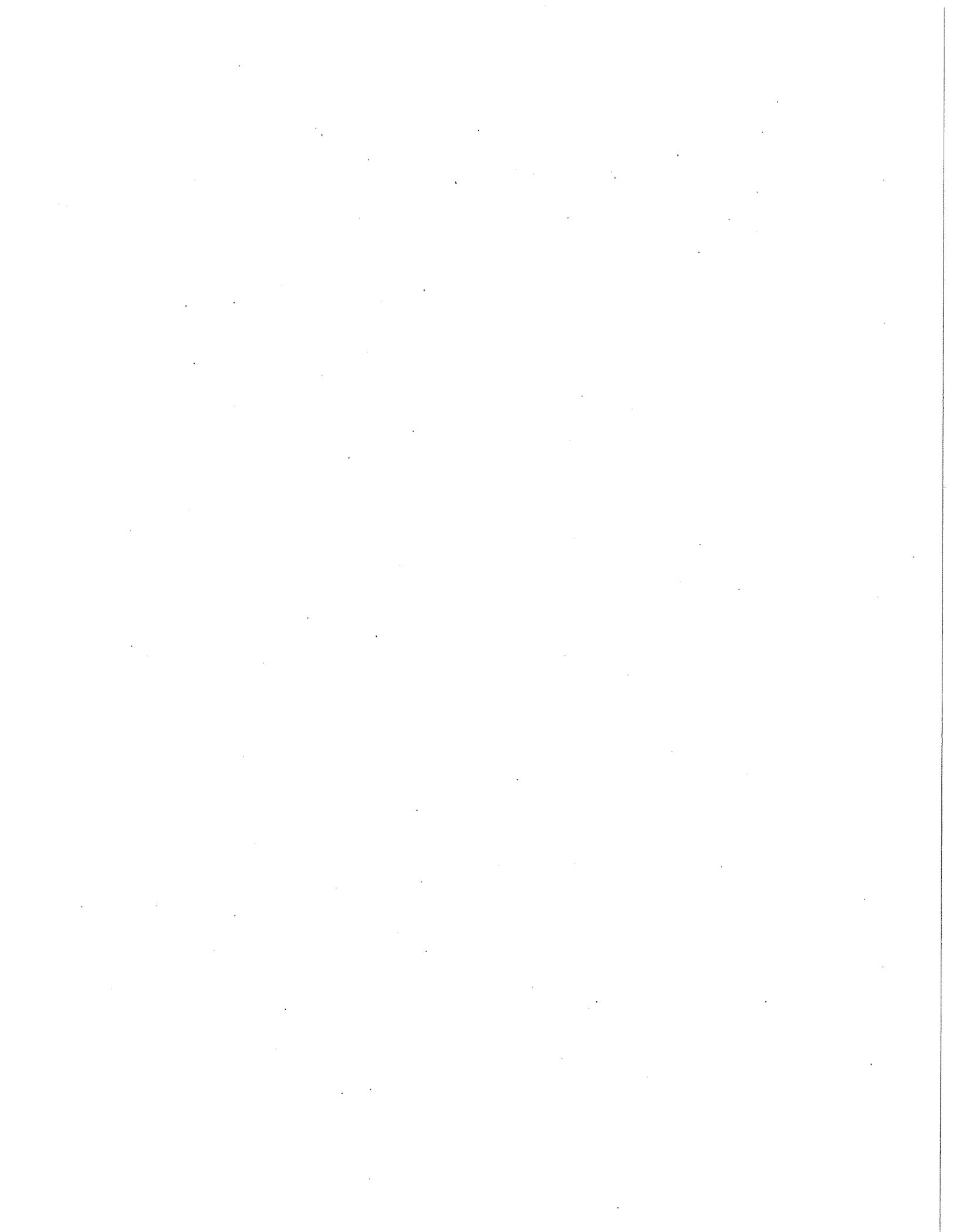
- At the last meeting: The group combined a list of 14 transportation projects to be eligible for the ODOT enhancement grant (STIP) within Hood River County. These projects were separated into three categories; small, large, and transit. The Port's Marine Park Overpass project was nominated #1 priority in large projects. The City's Wa Na Pa Streetscape Enhancement project was nominated #1 priority in small projects. A full list of the prioritized projects will be recommended to a regional selection committee.

Thunder Island Brewing

- We continue to work with Thunder Island Brewing in order to facilitate their company establishing a brewing operation and community presence in Cascade Locks prior to next summer. The City Planner reports that a temporary brewing operation is an allowable use in the Port's Commercial Kitchen attached to the Maintenance/Utility Building. We will continue to seek a permanent location for the brew pub so they can build out a full restaurant and tasting room.

Disc Golf Course – Under Construction!

- Dan Dulaney of Disc-Van-Go and his volunteers have worked very hard to clear the course of blackberries and brush, dig the tee pads, and build the tee pad concrete frames. Hood River Sand and Gravel is scheduled to pour the concrete for the first seven tee pads on Wednesday.
- We have ordered the disc golf baskets through the Oregon company "Bentley Baskets."



Doc: mins
12/6/12

Staff Porter commented that given the authorizations that were approved tonight and other authorizations that were approved through staff, she was suggesting that she rework the budget based on some of the unexpected expenditures.

Commissioner Caldwell commented that she would like to see the financials include last year's information.

MARKETING & DEVELOPMENT DEPARTMENT: Holly Howell reviewed the following submitted report:

WA NA PA Developments: Brigham Fish Market & Jumpin' Jax Java

- Thank you to the Commission for authorizing the Port's portion of the shared utilities for the developments.
- The Brigham's have their building permit in hand. They are still working with a couple different contractors to bring the construction bids down.
- Jackson Vanderpool almost ready to apply for building permits. His architect is working to make revisions to his plan as required by the Planning Commission conditions of approval.
- I am working to coordinate surveying and shared trench for the power and phone lines.
- We may need to look at a partition of the property soon.

Port Property Marketing Efforts

- I am gathering information, photographs, logos, maps, etc. to provide our graphic designer for an initial draft of a brokers' packet.
- Gary and I are working to provide building, property, and utility information for several potential building leases and land sales.

Sailing Beach Expansion

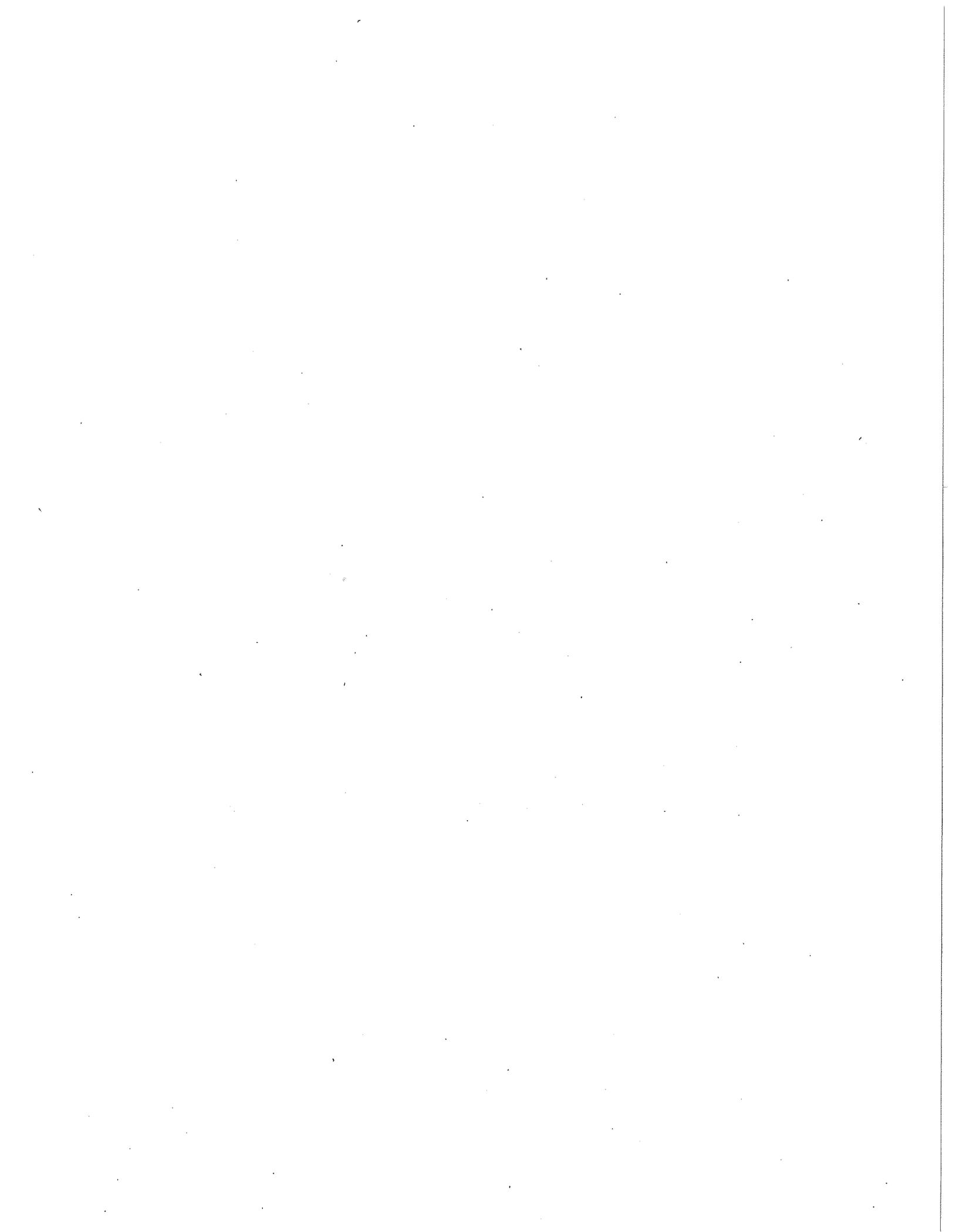
- Approved tonight an estimate and extension from Dan Boultinghouse at WHPacific for the phasing plan and construction documents for the beach project. The time frame with public bidding for Phase 1 construction is very tight for this winter window, but we should proceed assuming that the joint permit will soon be issued by the Army Corps of Engineering (ACOE) and Department of State Lands (DSL).
- Chuck and I are working with CRITFC staff to reach project approval from the Tribes.

Thunder Island Brewing

- We continue to work with Thunder Island Brewing in order to facilitate their company establishing a brewing operation and community presence in Cascade Locks prior to next summer. They are working on the necessary permitting with OLCC to begin brewing in the Port Maintenance/Utility Building in the spring. I am working with Tracy Hupp to establish the power supply in the building. We will meet with Dan and Dave early next week.

Disc Golf Course - Under Construction

- Dan Dulaney of Disc-Van-Go and his volunteers have worked very hard to build the frames, lay gravel, and pour the concrete in the half of the tee pads. They are shooting to complete all tee pads by next week.



POCL memo
1/3/13

- GM Daughtry and I are working with Stephen Kelly, an attorney who specializes in tribal affairs, as recommended by Jerry Jaques. Mr. Kelly is working directly with Rob Lothrop of CRITFC to negotiate a MOU between the Port and CRITFC pertaining to annual bridge passes for tribal fishers. The beach project will not move forward until this MOU is signed by both parties. A draft has been prepared for the Commission's consideration and approval.
- Aside from ACOE, the second component of the joint permit application is the Department of State Lands (DSL). They are entering into a public comment period.

WA NA PA DEVELOPMENTS: BRIGHAM FISH MARKET & JUMPIN' JAX JAVA

- I am coordinating with Terra Surveying, Century Link, and City Power on a shared trench for utilities. Bob Schatz of Allusa Architecture has developed a trench plan for this project.
- The Brigham's have requested bids from several more contractors.
- Jackson Vanderpool submitted his application for building permits from the County.
- I am working with legal to determine all the requirements set forth in both the Brigham's option and Jackson's lease documents.

THUNDER ISLAND BREWING

- Gary and I will participate in a meeting between Thunder Island Brewing and the Mid Columbia Economic Development District (MCEDD) to discuss loan opportunities for the start-up brewery in Cascade Locks.

PORT PROPERTY MARKETING EFFORTS

- We have received initial drafts of broker packages from our graphic design consultant Andrew Parish. Gary and I will work with him to refine these.
- Gary and I are working to provide building, property, and utility information for several potential building leases and land sales. We also orchestrated a meeting between a private downtown property owner and a potential tenant for them.

DISC GOLF COURSE - UNDER CONSTRUCTION

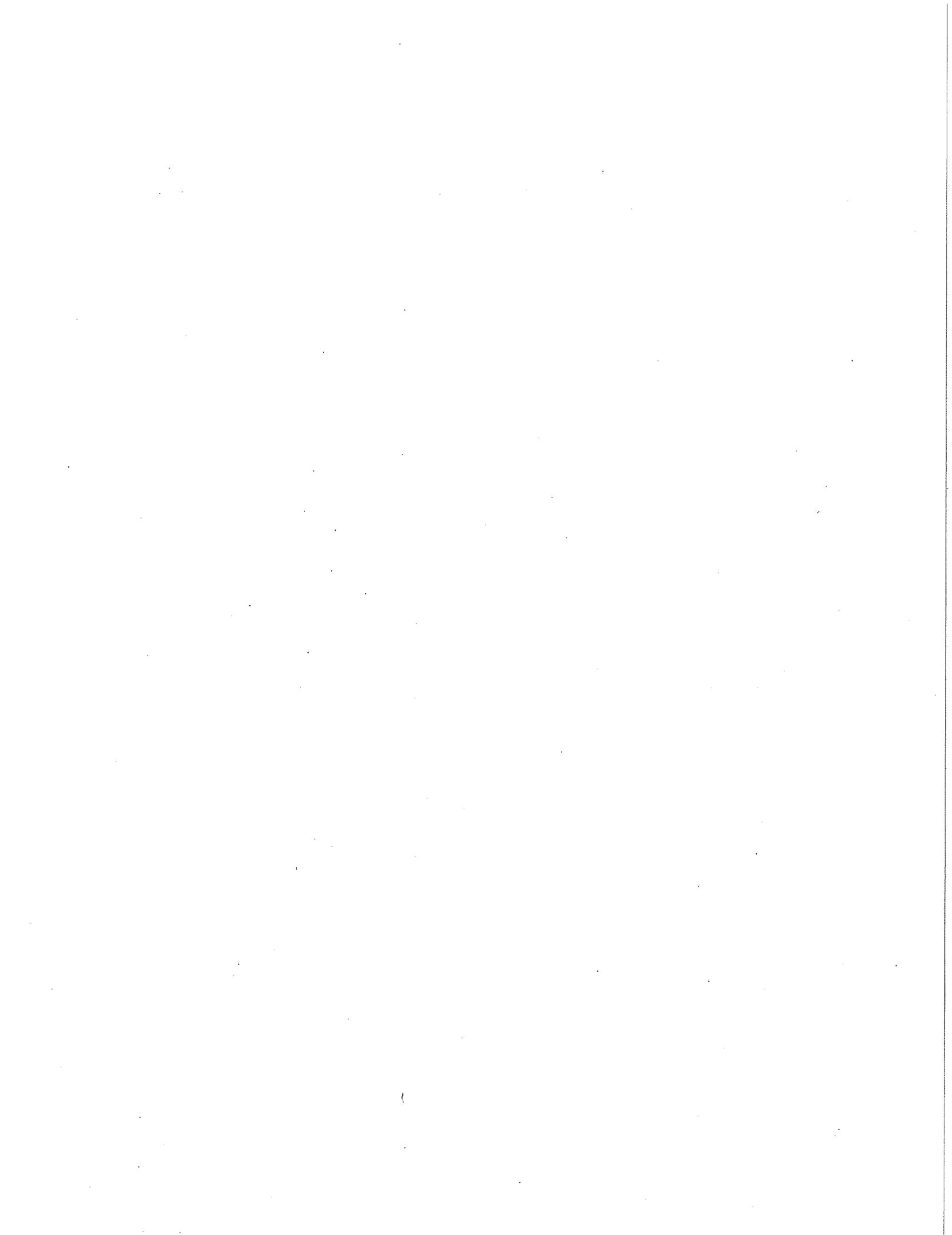
- Dan Dulaney of Disc-Van-Go and his volunteers have worked very hard to develop a disc golf course in Cascade Locks. The course is anticipated to be complete in January of 2013.

EASYCLIMB TRAIL & MOUNTAIN BIKE RACE SERIES

- We have given a green light to the proposed mountain bike race series run by Breakaway Promotions in May and June of 2013. As a condition of use of Port property we are asking for 80 hours of volunteer trail maintenance and building work.
- We are partnering with a volunteer graphic designer to finish the trailhead kiosk map and signage. The next step will be a volunteer sign installation party along the trail.
- Funding for the trail signs comes from our 2011 Cycle Oregon grant. We need to use these grant funds completely by February of 2013.

SAILING SUMMIT

- Port staff is participating in planning a Sailing Summit in the spring of 2013. The date is set for March 15th and 16th. The location was moved from the school to the pavilion. The planning committee is working on the invitation list to secure presenters and panel members.
- The goal of the summit will be to engage the community and professional sailing interests alike in dialogue about how we can best leverage our natural wind and water advantage for economic development through sailing. CGRA is playing a lead role in this event. Larry Cramblett is the Committee Chair.
- Related to our own Sailing Summit, four people from this planning committee will be attending the National Sailing Symposium in Florida in January. That trip will provide



POC/maus
1/17/13

Events:

- Jason and I are coordinating with ODOT and others on the **Historic Columbia River Highway State Trail Opening Celebration** and the Annual **Cascade to Crown Bike Ride**. The date will be September 15th & 16th.

Economic Development: Gary Rains reviewed the following:

- Avista Natural Gas Engineering Study – Ongoing, expected in Spring 2013.
- Generic Broker Agreement & Agreement with Colt Listing Service signed

Marketing Materials

- Broker's Packet approved at previous meeting – Underway
- Website redesign by Harry's Design approved at previous meeting – Waiting for homepage.
- Printed rack-card & banners for National Sailing Summit.
- Lot Signage

January Marketing Events:

- Sailing Symposium – Status of Event
- National Sailing Programs Symposium in Clearwater, FL – January 23-26.
- Financial Seminar – Status of Event
- EDWOG – STIP Grants

Land and Business Development:

- Jumpin Jax Java – MOU signed. Lot line underway. Agreement to follow.
- Thunder Island Brewing – MOU for consideration
- JWGED Community Meeting: February meeting will solicit input from the community on businesses and services needed in CL to facilitate economic development.
- New Building – Development Status

ACCOUNTING DEPARTMENT: BreAnna Porter reviewed the following:

- Staff Porter commented that she met with Commissioner Groves regarding financial statement format. Commenting that she will start doing the format agreed upon.
- Staff Porter reviewed ongoing concerns with the bridge computers and several options for moving forward.

Cash Flow:

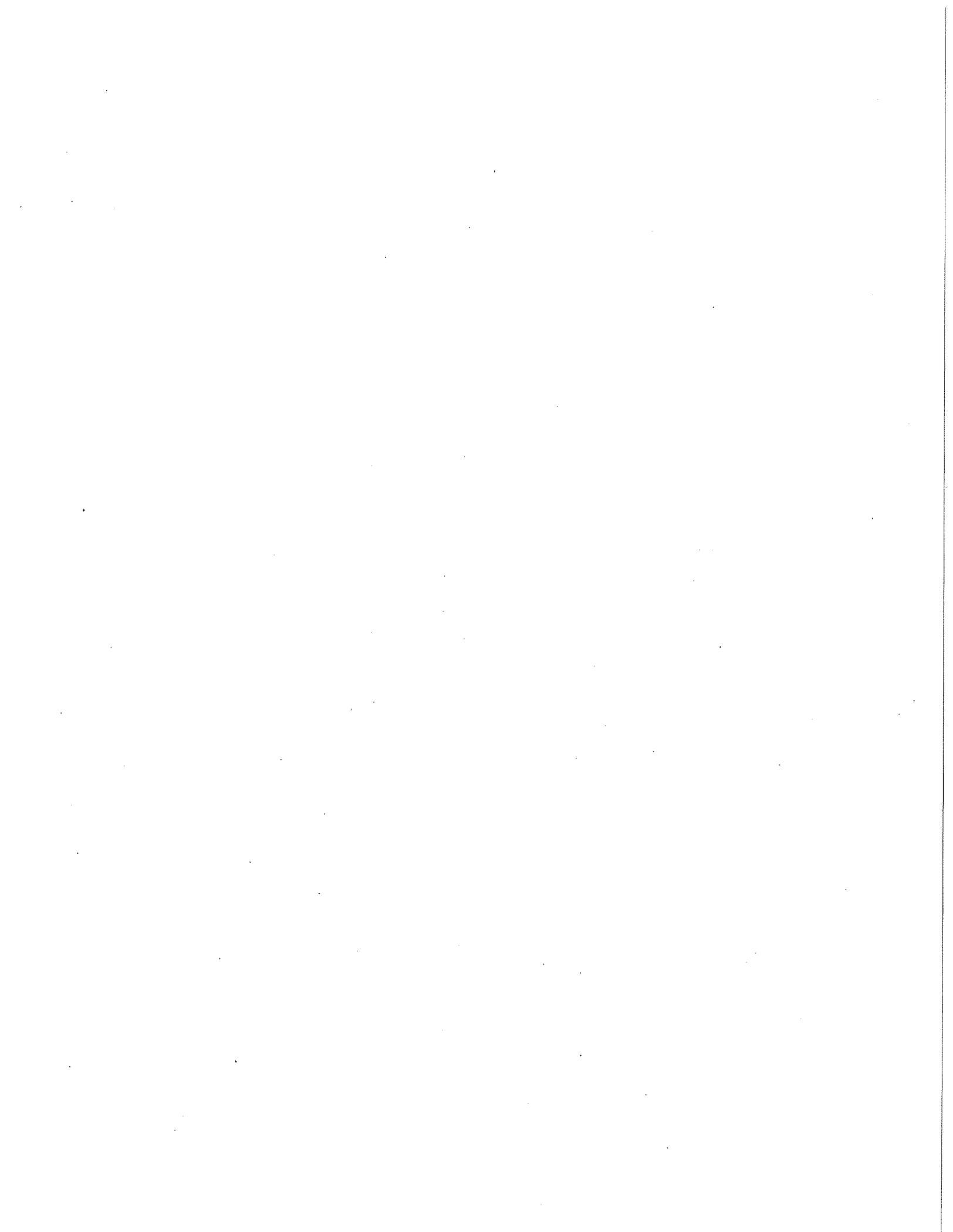
- Since the beginning of the fiscal year (July 2012), the Port has spent \$119,991.00 more cash than it has received. In the month of December, the Port spent \$83,696.63 more cash than it received.

Income and Expense by Month:

- Since September 2012, the Port has incurred expenses in excess of the revenue collected, especially during October, November, and December.

Budget Performance:

- The Bridge Tolls have been close to the budgeted amounts and marine park revenues have exceeded budgeted amounts slightly. The remaining revenue sources have been slightly under budget. Employee related expenses are under



- ACCL/mins
5/2/13
- Commissioner Caldwell thanked Gyda Haight for all the work that she has been doing in the park.

Other:

- Staff Howell commented that the meeting with CGRA went well and they will be attending a Port Commission meeting to recap last year and would like the Commission to look at some changes in the agreement.
- Staff Howell commented that the MOU with the treaty tribes is still moving along. Commissioner Sullenger commented that we need to keep CGRA informed & updated.
- Staff Rains commented that priority # 1 is re-habing the old Herman Creek warehouse, commenting that we will bring the costs and a lease proposal to the next meeting.
- Staff Rains commented that Thunder Island Brewing will begin to occupy part of the old kitchen area.
- Commissioner Caldwell wondered if it would be a conflict if someone from the Port could go to her Moms house and pick up some carpet that the CGRA (Columbia Gorge Racing Association) wanted and deliver it to their office in the Port marina area.

Commissioner Sullenger commented that he didn't think that the CGRA needed any carpet.

- Commissioner Mohr commented that she would like anything that needs action be listed under "Commission Business Action Items"

9. Executive Session under ORS 192.660 2 (e) Real Property Negotiations.

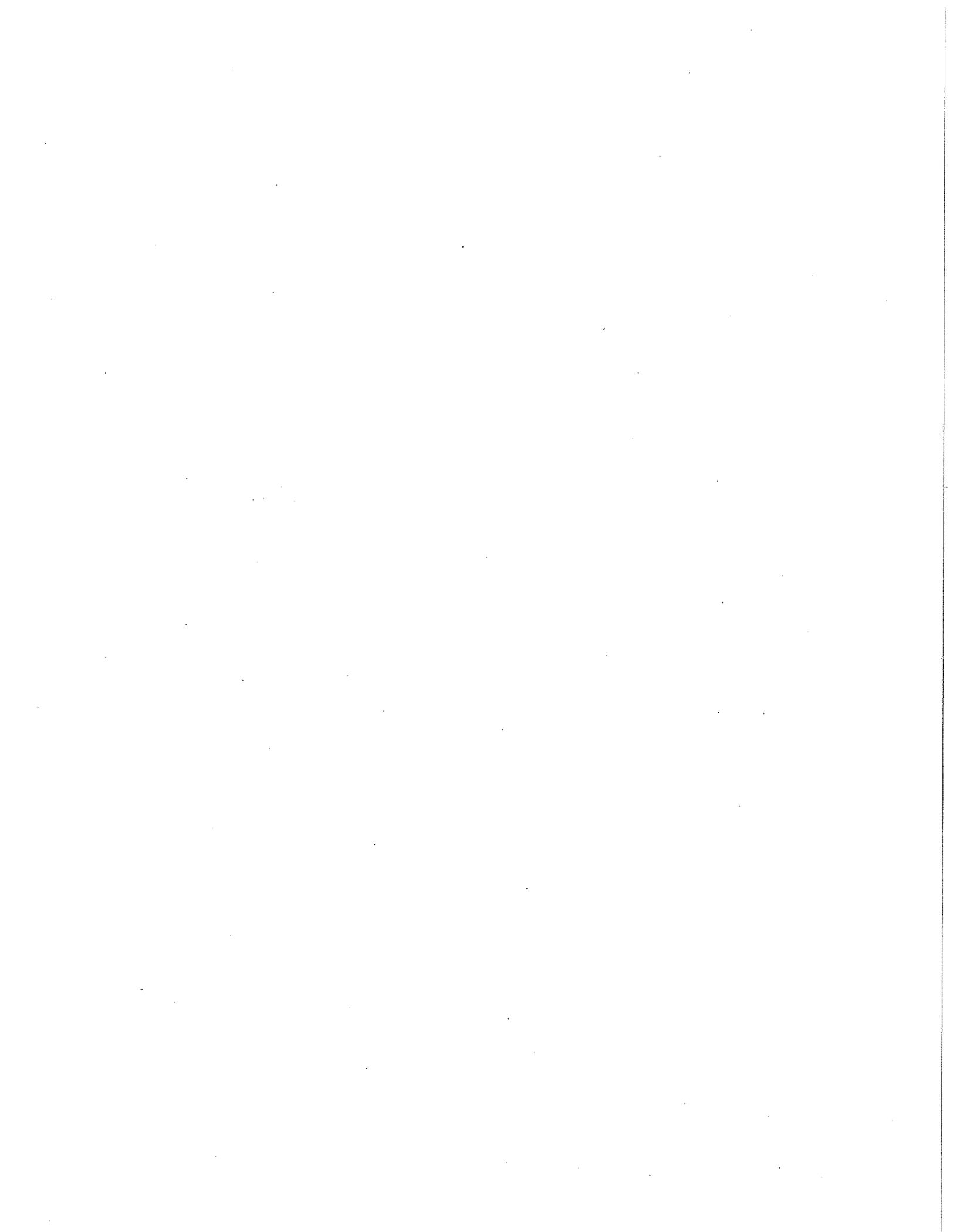
Commissioner Groves recessed the meeting at 8:29 pm.

Commissioner Groves called the Executive Session to order under ORS 192.660 2 (e) Real Property Negotiations at 8:34 pm.

Commissioner Groves adjourned the Executive Session and returned to the Regular meeting at 9:18 pm.

COMMISSIONER CALDWELL MADE A MOTION ADJOURNING THE MEETING. COMMISSIONER MOHR SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Caldwell, Cramblett, Mohr & Sullenger.

Meeting adjourned at 9:18 pm.



POC
Cramblett
6/20/13

The draft document was provided to the Port Commission through e-mails and then again in the IGA report at the June 6 meeting. This issue now comes to the Port Commission for formal action at this time.

The goal is to get the IGA completed for formal adoption on or near July 15, 2013.

THE BENEFITS OF THIS ACTION: The proposed IGA will formalize the relationship between the City and the Port, identify the responsibilities of both jurisdictions, provide for the negotiation of certain utility costs to benefit new economic development and place both jurisdictions into a situation where they work together to facilitate new jobs, new companies and business expansion. The IGA will also provide for cost and equipment sharing as well and coordination of manpower. The IGA will tie both jurisdictions together to better serve the community.

FINANCIAL ANALYSIS: There are no financial implications to the proposed IGA at this time. The IGA will open the door for eventual Port financing of certain public infrastructure in the Industrial Park as well as establish a formal process for cost sharing, repayment and other financial actions between the two parties.

LEGAL ANALYSIS: Under Oregon Law, government jurisdictions may enter into Intergovernmental agreements that both parties agree with.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE PROPOSED CITY/PORT IGA GENERAL GUIDELINES. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Cramblett.

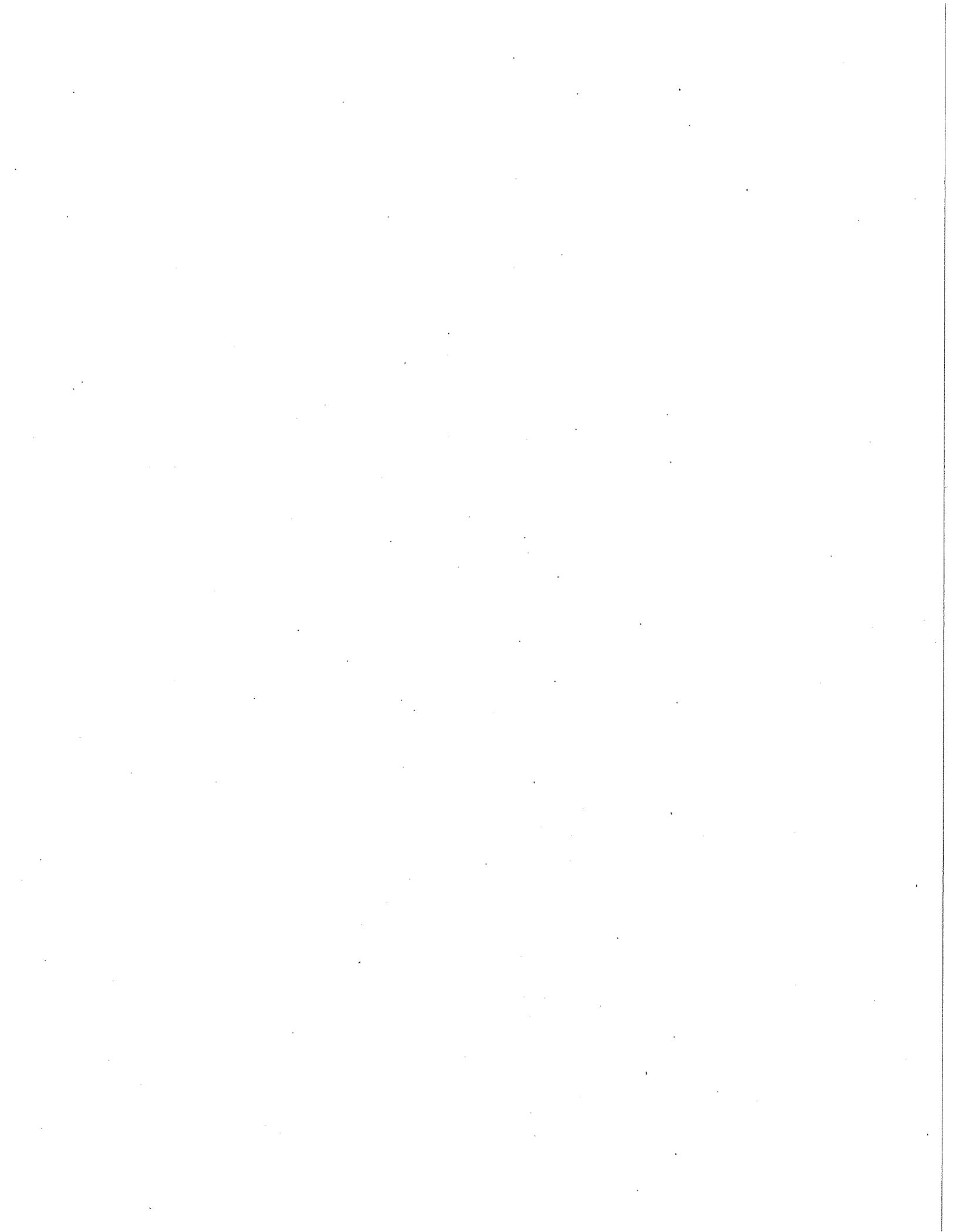
f. Discussion on Beer Garden during 4th of July: (Staff Holly Howell):

- Staff Howell commented that typically we do not come to the Commission for approval of vendors for the 4th of July, but staff feels that because this is the first time anyone requested permission for a beer garden, we should seek comments from the Commission.

Background: Dave Lipps and Dan Hynes of Thunder Island Brewing (TIB) are eager to establish a positive presence in Cascade Locks while we help them work through their permitting. They are requesting to host a controlled beer garden during the evening of the 4th of July in the Marine Park. The OLCC permit application is due two weeks prior to the event, Hood River County Sheriff signed off on the OLCC application. A Port vendor permit application was submitted to the Port today.

Additional Information about their vendor proposal:

- Insurance provided by TIB
- Would not sell their own beer, other breweries.
- Would set up 50'50 beer garden with orange fencing.
- Flexible on location.
- ID over 21 would get bracelets



POCC memos
7/18/13

care group. Working with USFS to schedule their project update to the Port Commission in August or September.

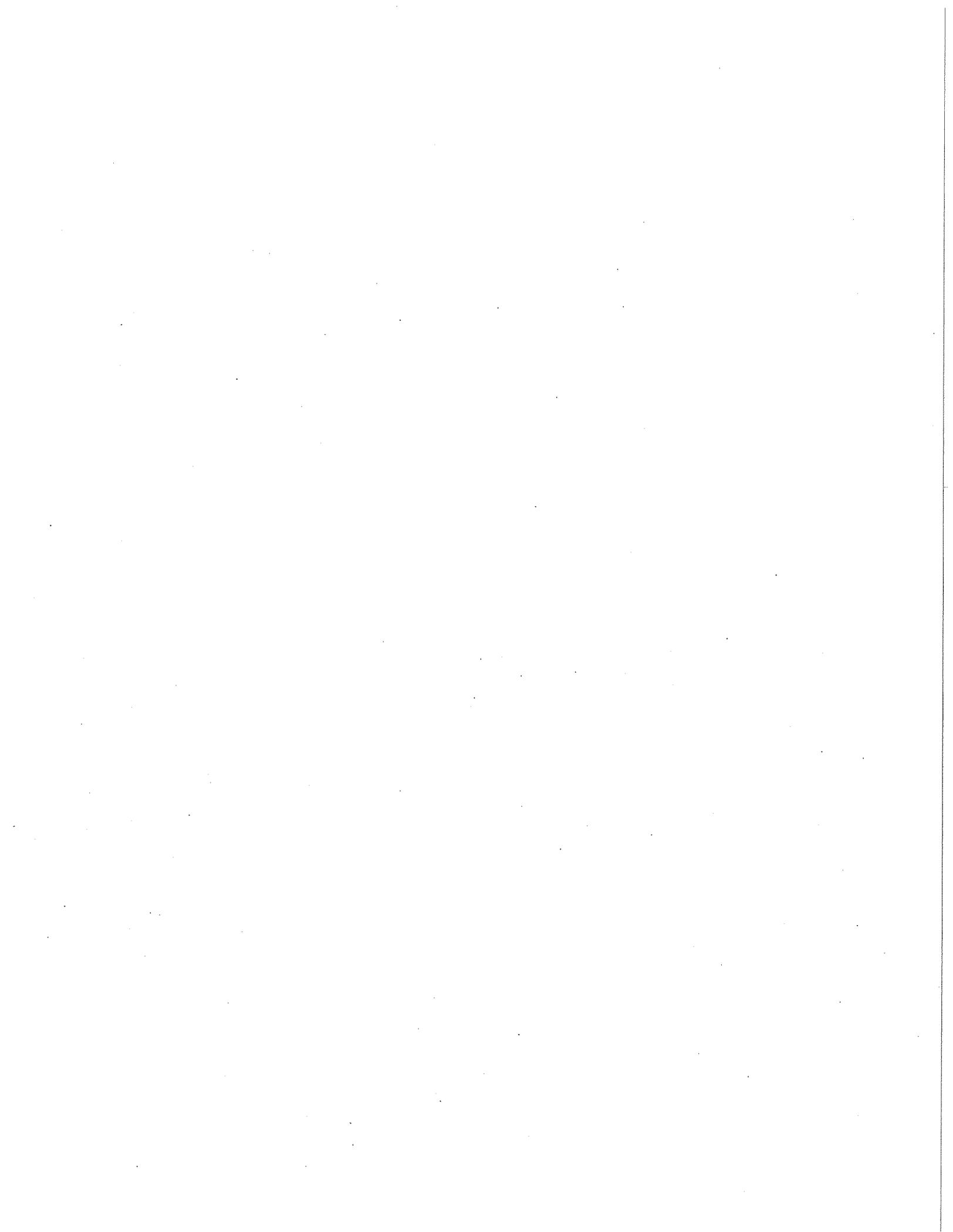
- **The Lock Approach Disc Golf Course:** Ongoing maintenance & upcoming clinics after success. MHCC Youth Work Crew will be working on site July 24-26.

EVENTS

- **Family Fun Ride & Cookout – July 20th** EasyCLIMB Trail, organized by Dimwits Withbritelites
- **CGRA - July**
 - 11th Laser Gorge Blowout
 - 12 – 14 Laser Pacific Coast Champs
 - 15-18 Wind Youth Clinic
 - 19-21 Gorge Skiff Regatta, One Design
 - 20-21 Wind NW Youth Circuit Regatta
 - 22-24 Ripple Opti Clinic
 - 26-28 Opti Northwest Champs
- **Movies in the Park** 5 movies scheduled for Friday nights, July 26 – August 23rd
- **PCT Trail Days – September 7-9** Outdoor festival of workshops, raffles, slideshows, food carts, activities, etc...
- **Historic Highway Revived – September 13-15** 3-day community celebration for the historic highway trail connection.
- **Sailing Summit – Friday, October 4th** To discuss sailing, outdoor recreation, and economic development.
- **Take a Kid Mountain Biking Day – Saturday, October 5th** 2nd annual event for families on the easyCLIMB trail.

• **Economic & Development update (Gary Rains): reviewed written report as follows:**

- Industrial Property Lease – A Phase 1 Environmental Study is underway with Alpha Engineering. No surprises. We expect a final report next week.
- Hood River County Property – We are reviewing the deeds. There may not be a legal access to this property which we are reviewing.
- Industrial Property Processing Location – Terra Surveying has staked this property. We will begin platting for partitioning.
- Old Herman Creek Shop – We had a pre-application meeting on June 13 with City Planning, County Building Department, the State Deputy Fire Marshall, and all relevant utilities. Bell Engineering has certified the building plan. All utilities have been located. We will be seeking Commission action soon to proceed with the remodel.
- Port Maintenance Building Kitchen –Thunder Island Brewing’s OLCC license is in the final approval stage; the USDA has visited the premises and made several requests which Port staff is now investigating. We have asked an architect to approve the changes before submitting to the Hood River County for an occupancy permit.
- Hood River Juice Lease –The County Building Department has made several requests that Staff is currently responding to. We have hired Bell Design to approve the changes before proceeding.
- Econ Development Process and Checklist – The Policy document, steps and timeline have been drafted. Staff will be reviewing this proposed Development



Port of Cascade Locks Commission Meeting
Thursday, August 8, 2013 – 6 pm
City of Cascade Locks Council Chambers, Cascade Locks, OR

- 1) **Meeting called to order & Pledge of Allegiance**
- 2) **Roll Call**

Port Commissioners Jess Groves, Donna Mohr, Joeinne Caldwell, Brenda Cramblett were present. Commissioner Scot Sullenger was excused.

Port Staff – Paul Koch, Gary Rains, Melissa Warren, Holly Howell

Others – Betty Rush, Dave Lipps, Scott Clifford, Randolph Buckingham, Ken Hutton, Dana Hendricks, Paul Hendricks, Gus Hendricks, Ben Schumaker, Dan Hynes

- 3) **Declaration of Potential Conflicts of Interest.** None were declared.
- 4) **Modifications, Additions & changes to the Agenda**
IGM Koch requested to strike agenda item 7 d Action on remediation of abandoned mill office, to be rescheduled at a later date, awaiting additional research.

5) **Items from the floor**

a. **Presentation from David Lipp's - Thunder Island Brewing (TIB)**

Dave Lipps introduced himself to the Port Commission as a start up microbrewery located in Cascade Locks. Dan Hynes and Dave Lipps have four years experience in brewing beer. They are avid adventurers with passion for hiking and biking. Cascade Locks is a good fit for their interests and target market. They began renting a Port warehouse building in May. Mr. Lipps moved to Cascade Locks in July. They see a brew pub as community development amenity as a means to make visitors to stay longer and spend more money locally. TIB has secured both permits through OLCC and TTB. They are currently developing their marketing and branding. The Port Commission can assist this start up business by improving the warehouse building and supporting upcoming events.

Regarding a community volunteer event to make chairs out of pallet chairs to be placed on Thunder Island, the Port Commission would like to have maintenance department staff weigh in on where the pallet chairs will be located, for ease of mowing and maintenance.

b. **Presentation by Dana Hendricks (PCTA) - Support for BOG Bike & Pedestrian Safety**

Dana Hendricks is the PCT Regional Manager for Cascade Locks. She thanked the Port Commission for recognizing the importance of the National Scenic Trail through Cascade Locks. Mrs. Hendricks encouraged ongoing support for the long term vision of the Bridge of The Gods bicycle and pedestrian safety. Several years ago, the Port partnered with the PCTA and the City of Stevenson on a Scenic Byways grant application. The resulting Feasibility Study was

completed in December in 2012. With so much attention on the bridge right now, it would be a great time to seek additional funding for maximizing the capacity of the bridge. This is a huge priority for the PCT and a huge vision by the collaborating partners of the application. The bridge could be huge regional amenity and draw for visitors as a sight-seeing opportunity. She would like to help expand that vision and bring in additional resources. Federal Highways dollars paid for the first phase – the 2012 feasibility study. There are precedents on the Appalachian Trail (AT) on the east coast.

Commissioner Groves emphasized the priority of getting freight up and running on the bridge. There may be an opportunity for a water taxi.

Staff Howell recommended that the Port could incorporate increased multi-modal bridge capacity item into the long term vision for the bridge in the Port's Strategic Business Plan.

The Port Commission felt comfortable assigning a staff member to a committee to seek funding along with the PCTA, and that IGM Koch could keep this in mind in his current discussions with agencies and policy makers.

Ben Schumaker, planner for the City of Stevenson, clarified that there was a technicality with the way that Scenic Byways were designated. Hood River County does not have the Scenic Byways designation for the historic highway, though it does extend on either side. Therefore, the successful grant application was through the State of Washington

c. Comments from the General Public

Ben Schumaker, Planner with City of Stevenson and bridge rate payer, spoke in support of the Bridge of the Gods safety improvements for bicycles and pedestrians. Mr. Schumaker commended the Port Commission on the aggressive timeline for bridge repair and quick action. He encouraged the Commission not to foreclose any possible projects or designs in the future which would accommodate increased capacity for all bridge users. The successful Scenic Byways Grant from the State of Washington was titled "Phase 1" in anticipation was that there would be future phases for the Scenic byways and opportunities for partnership and funding.

d. Commission member comments

Commissioner Mohr stated that the video link for the book "Wild" by Cheryl Strayed should be removed from the Port Facebook page so as not to promote or endorse a book with possibly inappropriate material.

Commissioner Caldwell thanked Port Staff for all their hard work on moving the bridge project forward so quickly.

Commissioner Groves and IGM Koch met with representatives from the Port of Hood River in order to gain political strength as the two bridge owners within the Columbia River Gorge National Scenic Area. Future opportunities for collaboration include joint meetings, strategic plans, and funding.

Commissioner Mohr expressed concern that there are not sufficient reader boards and postings for semi trucks regarding the bridge.

Commissioner Cramblett acknowledged the Movies in the Park event.

e. Reports & comments from Government Officials

The Port Commission requested to move two items from the Commission Business Action Items Section up on the agenda to accommodate guest presenters. The two Action Items advanced are: 1) vendor application for Airboat Tours Northwest and 2) Port warehouse building remodel to support a start up microbrewery Thunder Island Brewing.

(Agenda item 7f) Action on recommendation for Airboat operator in Marine Park

Staff Howell presented that Scott Clifford with Airboat Tours Northwest has approached the Port to run a commercial airboat operation from the Port Marine Park. Staff recommended that the Port Commission approve the vendor permit for a trial period of 30 days with several conditions of approval.

The preferred air boat tour route would be to pass straight out from shore toward Washington, around the rock, up the Washington side of the river, to the Bonneville Dam, cut back shortly after the Bridge of the Gods. The tour could have a flexible route based upon the community's desire.

Commissioner Groves requested that the boat not be turned up while around businesses and housing. Complaints were received from Oregon riverfront residences.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE AIR BOAT VENDOR AGREEMENT ON A 30-DAY TRIAL BASIS. COMMISSIONER MOHR SECONDED THE MOTION. Commissioner Mohr reiterated the importance of the quiet zone and of re-evaluating the vendor permit after one month. MOTION PASSED, 3-0-1. COMMISSIONER CRAMBLETT ABSTAINED DUE TO A POTENTIAL CONFLICT.

(Agenda item 7a) Action on Thunder Island brewing facility proposal.

Port Staff Howell stated that for the purpose of helping the TIB microbrewery start up in Cascade Locks as a viable business, the Port should assist in minor remodeling of the Port's warehouse as a temporary brewing location (not to exceed one year). Long term, the Port should assist in a solution for a permanent home on Wa Na Pa for TIB. Staff Howell presented the proposed Port warehouse remodel project cost based upon estimates for plumbing and drywall services, as well as fixtures and supplies priced from Home Depot. The improvements are required by the County Building Inspector for the purposes of fire and life safety and by the Department of Agriculture for the purposes of food safety. The Port will pay for only those improvements to the building that would benefit future tenants of the space. Thunder Island Brewery (TIB) will pay for any improvements which benefit only their brewery business.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE A NOT TO EXCEED AMOUNT OF \$5,626 FOR IMPROVEMENTS ON THE PORT'S WAREHOUSE BUILDING AT 515 PORTAGE ROAD. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Commissioner Mohr requested that the lease be revised to reflect financial and time contributions by the brewery owners. MOTION PASSED UNANIMOUSLY 4-0-0.

- 6) **Consent Agenda (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Commissioner may make a motion to remove any item from the Consent Agenda for individual discussion.)**
- a. Approval of Commission Minutes dated June 27, July 8, 2013 & Joint City/Port meeting- July 15, 2013.
 - b. Approval of Bills dated August 1, 2013 in the amount of \$ 44,130.78
 - c. Approval of July 2013 payroll in the amount of \$ 60,057.55

COMMISSIONER MOHR MADE A MOTION TO ADOPT THE CONSENT AGENDA AS PRESENTED. COMMISSIONER CALDWELL SECONDED THE MOTION. MOTION PASSED UNANIMOUSLY BY COMMISSIONERS GROVES, MOHR, CALDWELL AND CRAMBLETT 4-0-0.

7) **Commission Business Action items:**

- a. **Action on Thunder Island brewing facility proposal. Moved up in the agenda.**
- b. **Action on retainer contract with Jim Bussard for engineering services.**

IGM Koch presented the retainer contract with consulting Engineer Jim Bussard. The contract is a not to exceed amount of \$30,000. The retainer is \$2,500 per month plus meetings. Commissioner Groves questioned whether it included drawings for industrial park projects. Staff Rains responded that they would proceed on a case by case basis. Mr. Bussard will notify staff if work is beyond the contract scope of work. Commissioners were concerned about the Port's need for a grading plan. Staff should get bid from Mr. Bussard for this item. Staff Rains has requested Mr. Bussard to identify priority infrastructure items in the Industrial Park.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE PRESENTED CONTRACT WITH ENGINEER JIM BUSSARD FOR A NOT TO EXCEED AMOUNT OF \$30,000. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Commissioner Mohr questioned if there is \$2,500 starting in August, then there could be more in the not-to-exceed amount beyond the \$2,500 per month. IGM Koch confirmed. MOTION PASSED UNANIMOUSLY BY COMMISSIONERS GROVES, MOHR, CALDWELL, AND CRAMBLETT 4-0-0.

- c. **Action on proposed development policies.**

Staff Rains presented the draft Port Development Policies at the last meeting. The Port Commission reviewed the draft development policies and revised the document based upon their feedback. Commissioner Cramblett identified a typo in policy item number 3 "Port commission meets with to the Port commission". Commissioner Mohr identified that there was variation between what the Port Commission requested in the steps at the previous Port

POC Rains
9/19/13

Staff Rains introduced Eric Nerding from MCEDD. Mr. Nerding commented that MCEDD manages the OIB (Oregon Investment Board) revolving loan fund. Mr. Nerding spoke about the kinds of loan options that are available from MCEDD. Mr. Nerding commented that MCEDD does not offer lines of credit, but a loan can be customized.

Commission discussion on timelines regarding these options.

Commissioner's commented that they appreciate the information and their attendance at the meeting.

b. Update on Natural Gas. Steve Vincent- Avista (Rains)

Staff Rains commented that Mr. Vincent is here tonight to bring the Commission up to speed on Avista's findings.

Mr. Vincent commented that they worked the route from the Skamania Lodge to the Port's industrial park. Mr. Vincent commented that the initial cost estimate is about 14 million. Mr. Vincent explained that the issues they found were that the bridge could not handle the load and they would need to boar a line under the river, also they would need a higher pressure line (steel) instead of plastic.

Discussion on options and consensus to keep exploring options.

c. Financial Report- Angie Wilson

Ms Wilson commented that at the last meeting the Commission had ideas on how to make the financials easier to understand. Commenting that she has tried to implement those ideas in the current financials. **(Exhibit A)**

Ms. Wilson requested that the financials not go out in the packets, but later in the week, because not all the information (i.e. bills) is received by that time.

Commission consensus that financials to go out later than packet.

d. David Lipps- Thunder Island Brewing- Update

Mr. Lipp's commented that he is at the meeting to follow up with information to Commission questions including, business model, insurance information, investment, metering and proposed lease revision.

Mr. Lipp's handed out and discussed **(Exhibit B)**. Commission Mohr commented that she only wanted to see the Port's investment.

Commission Sullenger requested that they receive the cost to separate out the utilities for the building before the next meeting.

Commission discussed proposed lease revisions **(Exhibit C)**.

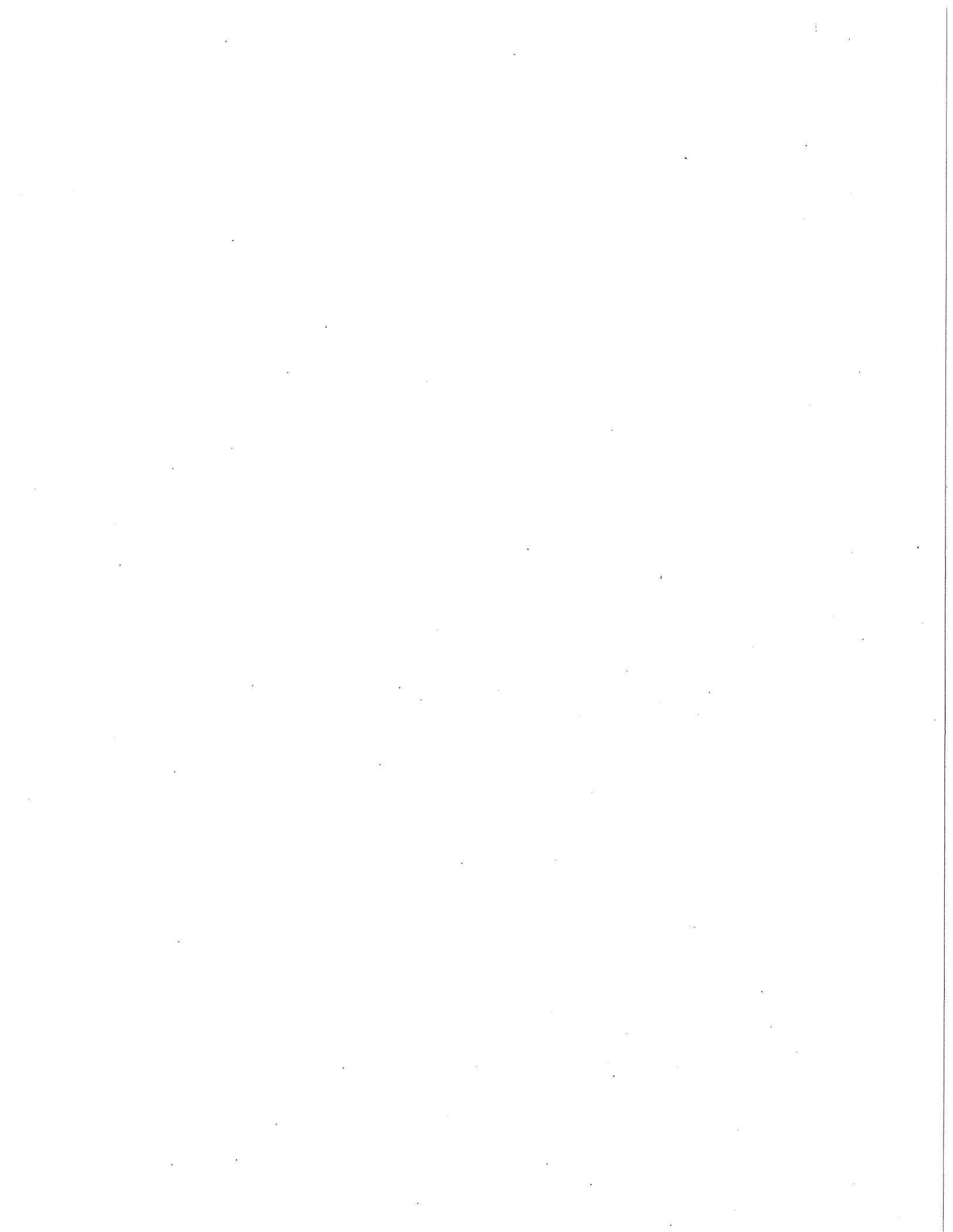


Exhibit B



Kristi Bengtson <kbengtson@portofcascadelocks.org>

spreadsheet

Dave Lipps <dave@thunderislandbrewing.com>

Fri, Sep 20, 2013 at 1:32 PM

To: Gary Rains <grains@portofcascadelocks.org>

Cc: Kristi Bengtson <kbengtson@portofcascadelocks.org>, Holly Howell <hhowell@portofcascadelocks.org>

Hours Worked

Since May 31st 2013 Thunder Island Brewing and community members have spent 589 hours working on improvements to the building located at 515 Porage

| Dave | Dan | Paid TIB staff | Community Help |
|---------------------------|-----|----------------|----------------|
| 449 | 58 | 27 | 55 |
| Total Hours Worked | | | 589 |

Improvements Include:

- Painting of walls
- Pouring cement for floor drain
- Building of Temporary Walls
- Multiple Cleanings of space
- Digging of trenches for propane and plumbing
- Sealing Wood
- Meetings with Port Staff
- Coordinating Plumbing, Propane, and Electrical contractors
- Filing of Permits

Building Costs

| Date | Cost | Description | Description |
|--------------|------------------|--------------------------|--|
| 9/19/2013 | \$15.71 | Pitman Restaurant Supply | Restroom Signs |
| 9/16/2013 | \$950.00 | Chinook Plumbing | Hand-wash Sink |
| 9/11/2013 | 617.48 | Propane Installation | Propane Line and Installation |
| 8/29/2013 | \$183.00 | Metro Paints | Wall Paint |
| 8/28/2013 | \$113.90 | Columbia Hardware | Plywood for Wall Separators |
| 8/27/2013 | \$222.05 | Home Depot | Paint and Electrical |
| 8/26/2013 | \$80.87 | Home Depot | Paint tools and Primer |
| 8/26/2013 | \$157.07 | Columbia Hardware | Plywood for Wall Separators and Plumbing Parts |
| 8/26/2013 | \$200.00 | Rick Harris | Electrician |
| 8/21/2013 | \$24.09 | Home Depot | Hot water heater |
| 8/19/2013 | \$200.00 | Rick Harris | Electrician |
| 8/12/2013 | \$71.34 | Home Depot | Wood Sealant |
| 7/26/2013 | \$36.40 | Cooks Direct | Walk-In Light cover |
| Total | \$3171.91 | | |

Associated Costs

| Date | Cost | Description | Description |
|--------------|------------------|----------------------------------|-----------------------|
| 9/18/2013 | \$127.70 | American Hallmark Insurance | Insurance |
| 9/16/2013 | \$36.57 | Hood River County | Mechanical Permit Fee |
| 9/5/2013 | \$372.33 | Department of Agriculture | Permit Fee |
| 8/12/2013 | \$127.70 | American Hallmark Insurance | Insurance |
| 8/8/2013 | \$200.00 | Port of Cascade Locks | Rent |
| 7/22/2013 | \$127.70 | American Hallmark Insurance | Insurance |
| 7/16/2013 | \$513.20 | Oregon Liquor Control Commission | Permit Fee |
| 7/16/2013 | \$652.80 | Oregon Liquor Control Commission | Bond |
| 7/9/2013 | \$187.34 | Port of Cascade Locks | Power and Water |
| 7/8/2013 | \$100.00 | Secretary of State | Business License |
| 6/20/2013 | \$266.12 | Port of Cascade Locks | Rent and Utilities |
| 5/20/2013 | \$200.00 | Port of Cascade Locks | Rent |
| 5/15/2013 | \$100.00 | TIB | Bond |
| 5/15/2013 | \$250.00 | Insurance | Insurance |
| TOTAL | \$3133.76 | | |
| Total | \$6305.67 | | |

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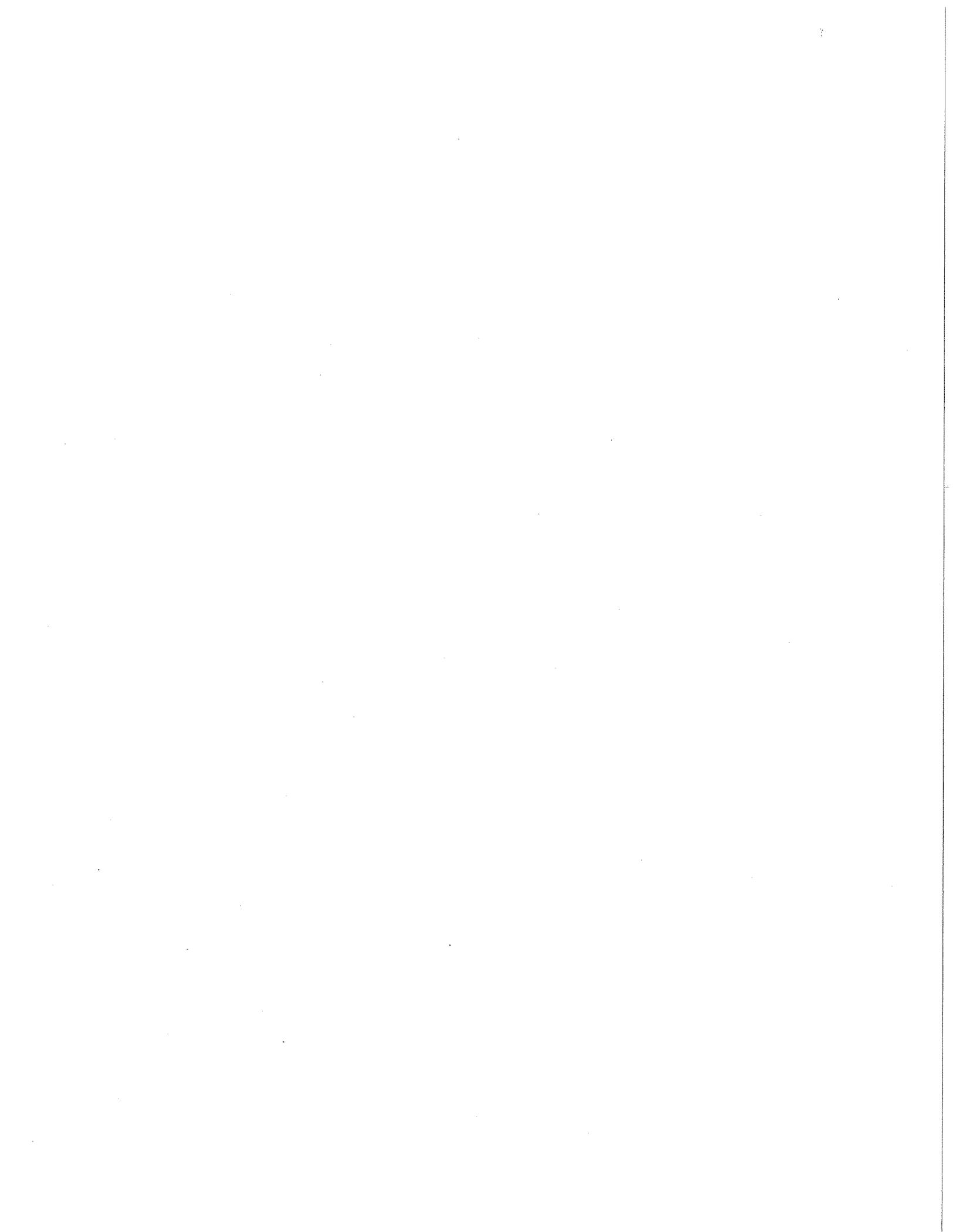


Exhibit C Added #+ mtg.

Agenda Item # 5d

STAFF REPORT - ADDENDUM

For Port Commission Meeting on September 19th, 2013

DATE: September 17, 2013
TO: Port Commission
FROM: Holly Howell, Marketing & Development Manager
RE: Thunder Island Brewing, Proposed Lease Revisions

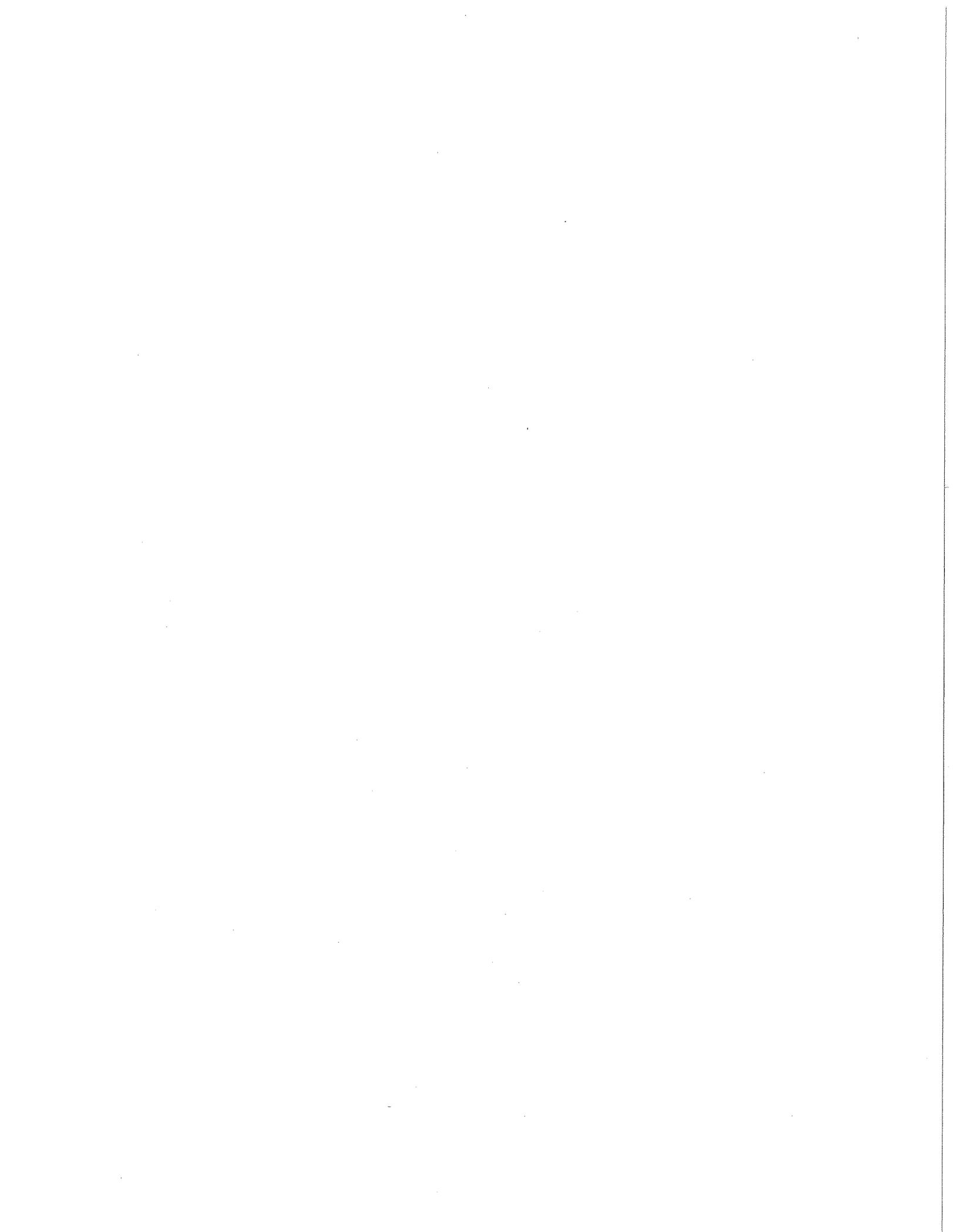
SYNOPSIS

Following a recent conversation between Thunder Island and Port staff, here are the proposed lease revisions for Port Commission consideration and discussion:

1. Extend the current lease until June 30th, 2014 to align with Occupancy Permit.
2. Ensure existing liability insurance policy extends through term of lease.
3. Given TIB investment into building remodel, maintain lease at \$200/month + utilities.
4. Install water meter and monitor electrical use for more accurate billing. Estimated Port cost of \$300-\$500 to install water meter, per Todd Mohr & Chinook Plumbing.
5. Address exterior – clarify parking spaces and explore possible outdoor seating area.
6. Signage permission – Port staff consent within 24 hours.
7. Bathroom remodel – paint, new fixtures (toilet, ADA sink), remove counter top and stall.
8. Conditional Use Permit for a temporary use is the responsibility of the tenant.
9. All vendor permits on Port property will be approved on a case-by-case basis using the adopted Vendor policy and application form.

RECOMMENDATION

These recommendations are for Port Commission discussion and direction. Port Staff will return to the Port Commission on October 3rd with a revised lease reflecting Commission direction, for your final approval. Thank you.



*file memo
10/21/13*

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE BILLS IN THE AMOUNT OF \$77,057.78. COMMISSIONER SULLENGER SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY BY COMMISSIONERS GROVES, MOHR, CALDWELL, CRAMBLETT, AND SULLENGER, 5-0-0.

7) Commission Business Action items:

a. Action on proposed Budget adjustments

IGM Koch and contract bookkeeper Angie Wilson presented the proposed budget adjustments. There is a proposed transfer of \$8,000 from the Economic Development Department budget for legal services into the Port Commission's budget for legal services. This is for the previously approved legal contract for Stoel Rives for the beach project tribal negotiations. The total legal budget for the Commission increased from \$22k to \$40k, which will be tied into the contract with Cable Houston, so that all the legal services are coming from one place. \$7,200 from the Admin Department for a new Port vehicle will be moved to the Maintenance and Construction Department so that department budget increases from \$8 to \$15k. The last proposal is to transfer \$1,500 from the Economic Development Department employee education line to the Admin Department for the annual Port staff holiday party. Mrs. Wilson clarified that likely only \$1,200 would be spent on the actual party.

Commissioner Sullenger asked that if IGM Koch has a spending limit, shouldn't the department heads have a spending limit? IGM Koch responded that the Port currently does not have these financial policies and procedures in place. This policy should be coming to the Port Commission in the upcoming financial policies this spring. Commissioner Sullenger would like to have a cap on department head spending. The discussion acknowledged that there are growing pains of grappling with different department budget buckets because of the new budget structure.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE 2013-2014 BUDGET ADJUSTMENTS DATED OCTOBER 10TH, AS PRESENTED. COMMISSIONER CALDWELL SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY BY COMMISSIONERS GROVES, MOHR, CALDWELL, CRAMBLETT, AND SULLENGER, 5-0-0.

b. Action on proposed Thunder Island Brewing Business Opportunity & Lease.

Regarding the start-up brewery Thunder Island Brewing, staff Howell presented the tenant improvement project, parking configuration, incubator rate comparison, and proposed lease for the new company. The Port Commission requested that staff follow up with Hood River County on the tax status of the lease space in writing. The Port Commission wanted further clarification on vendors in relation to the business, and the garbage service should be better defined. Commissioner Mohr questioned whether the Port has a policy to sign contracts on behalf of the Port. All contracts should be signed by General Manager. Port Staff Todd Mohr will contact the County about regulations on tents. The Port Commission directed staff to consider aesthetics and safety of tents in the lease language addendum for allocated space for outdoor seating. Commissioner Sullenger commented on the brewery project getting caught in

the growing pains of the Port figuring out some of the processes and policies as they go. Commissioner Sullenger commented on witnessing other Port properties with tenants in them, including the Herman Creek light-industrial building space and the old Herman Creek shop building. The Port Commission was comfortable with the brewery grand opening event as scheduled. The Port Commission directed the staff to work with the new attorney on the lease language. Incoming Legal Counsel Tommy Brooks can draft a standard template for Port leases to be used in the future. The lease was tabled to a future meeting for further discussion.

c. Action on Maintenance Worker 1 Job Description.

IGM Koch presented the proposed job description for a Maintenance Worker 1. Mr. Koch said that the range of pay will be determined when a full salary study is done. The budget approved salary is \$35,000 plus fringe. It will be an hourly rate. The range will come in the next few months. \$17/hr is the current rate for a maintenance worker 1. This rate is very similar. IGM Koch based this on the State Port salary study. The Port Commission requested the job description to list the hourly rate. There is a pretty large range in salary based upon the location of the Port. Commissioner Cramblett stated that the starting salary should be less than someone who has been here for a while; it should be lower than \$17/hr starting. Commissioner Mohr suggested a \$15-\$17 range.

The position will have a physical requirement. The Port Commission increased the required ability to lift amount to 75 lbs. Commissioner Mohr requested that the employee maintain a driver's license during the duration of the job - to operate all equipment on the job (without restrictions). Commissioner Cramblett requested the requirement to be a valid license - not necessarily an Oregon license. There was discussion about Port policy regarding an employee who loses their license on the job. The Port Commission requested that a 15 minute response time is added to the job description and the Port's policy. The Port Commission requested a policy on mandatory background checks for all employees hired.

COMMISSIONER MOHR MADE A MOTION TO ADOPT THE PROPOSED JOB DESCRIPTION FOR A MAINTENANCE WORKER 1, WITH MODIFICATIONS AS DISCUSSED. COMMISSIONER SULLENGER SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY BY COMMISSIONERS GROVES, MOHR, CALDWELL, CRAMBLETT, AND SULLENGER, 5-0-0.

Commissioner Sullenger commented on the bridge decking grate. He was concerned about the noise that the bridge now makes, as it didn't previously.

d. Action on Port Legal Counsel (added to the agenda in Modifications above).

IGM Koch introduced legal counsel Tommy Brooks from the Portland law firm Cable Houston. IGM Koch recommended Mr. Brooks selection for a preliminary 6 months period as the Port's General Counsel, with automatic contract extension, to be present in the Port Commission meetings for the first two months.

COMMISSIONER MOHR MADE A MOTION TO HIRE CABLE HOUSTON AS PORT

POC
11/21/13

Mr. Sperry asked the Commission for consideration to close the bridge for 30 minutes and a reduced fee. Mr. Sperry explained that at the Port of Hood River they reduced their fee for the first year and as the event got more successful they paid more & at this time they are paying full price.

Commissioner Sullenger suggested using the industrial park as a staging area.

Commissioner Sullenger suggested writing a new policy for different rates for events or requests for bridge usage.

COMMISSIONER CALDWELL MADE A MOTION APPROVING THE BRIDGE OF THE GODS HALF MARATHON & A 45 MINUTE BRIDGE CLOSURE ON AUGUST 10, 2014 AS PRESENTED BY BREAKAWAY PROMOTIONS, AT THE RATE OF \$500 WHICH WILL INCLUDE A \$300 ADVERTISING PACKAGE FOR THE PORT. COMMISSIONER SULLENGER SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell, Cramblett & Sullenger.

b. Progress report from David Lipps – Thunder Island Brewing:

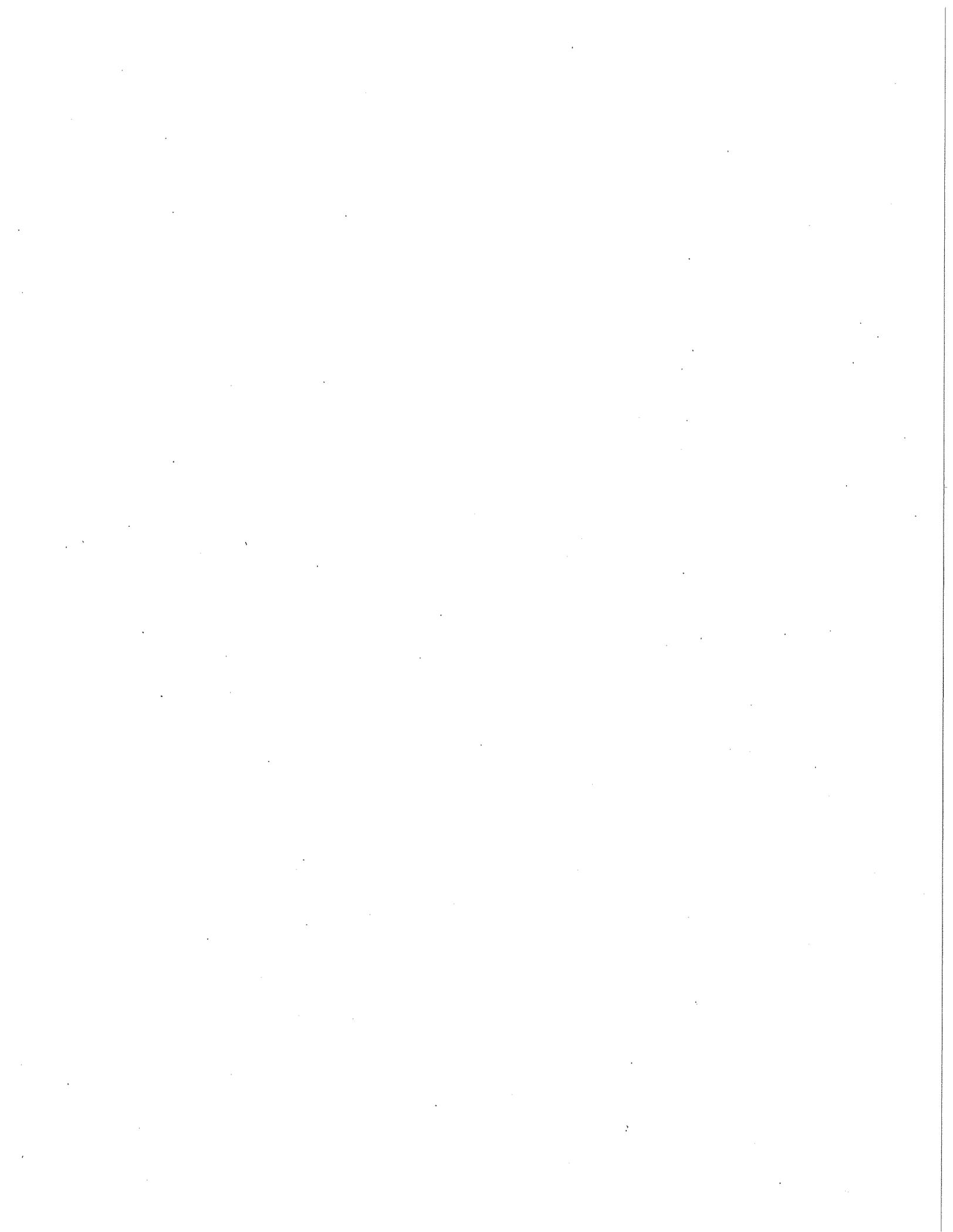
Mr. Lipps thanked the Commission for all the help they have given to get their business started in Cascade Locks. Mr. Lipps commented that they have been more successful than they ever imagined.

Mr. Lipps talked about their marketing efforts. Mr. Lipps requested a special work session with the Commission to discuss future plans for their business and finding a new home on Wanapa. Commission discussion on work session. Commission told Mr. Lipps to either pick January 2 or 16th, 2014 after the regular meeting. Mr. Lipps to get back to the Commission regarding the date.

Commissioner Groves moved item 9b up in the agenda:

a. Action on request by Nestle Waters North America to drill 3 test wells in the Port's Industrial Park (Rains):

Staff Rains commented that in order to determine the geo-hydrology of the Industrial Park property, Nestle Waters of North America has asked for approval to drill three test wells. If approved, this testing will take place on December 9 by Hansen Drilling, and the testing and hydrology reports will be provided to the Port by Pacific Groundwater Group (Seattle). We expect this testing to have no impact on our current use of the Industrial Park. Despite numerous test wells over the years, the Port does not have any current well in this property. We also do not clearly understand the geology and hydrology underlying this area. These tests will give the Port a better understanding of opportunities in the Industrial Park.



Howell memo
12/19/13

COMMISSIONER CALDWELL MADE A MOTION TO RAISE THE MOORAGE RATES BY 22%. COMMISSIONER SULLENGER SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Caldwell & Sullenger.

b. Adoption of 2014 Strategic Business Plan:

IGM Koch reviewed where the Port is to date: The Port has been working on the state mandated Strategic Business Plan for about 5 months. On November 21, 2013 the Port Commission held a public hearing on the proposed Strategic Plan. At the close of the Public hearing, the Commission directed staff to make identified changes and to bring the proposed Strategic Plan back on December 5, 2013 for final action to adopt by the Port Commission. The Capital Facilities Plan will come to the Commission for formal action at a later date in relation to the updated Industrial Park Master Plan.

On December 5, the Commission took action to table the Strategic Plan until December 19 in order for the Commission to have extra time to read and understand the plan.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE 2013 STRATEGIC BUSINESS PLAN. COMMISSIONER SULLENGER SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Caldwell & Sullenger.

c. Action on Thunder Island Brewing lease: Staff Howell reviewed her written report: Thunder Island Brewing has seen two months of success operating a taproom in their current location, a remodeled portion of the Port's Marine Park warehouse building. The Port Commission has requested revisions be made to the lease agreement drafted earlier this year. All Commission comments have been addressed by Port's General Counsel Tommy Brooks. The lease agreement has also been reviewed by TIB counsel Vic VanKoten and the brewery has no further revisions requested at this time. Dave Lipps of TIB requested and was granted a workshop with the Port Commission during the regular Port Commission meeting scheduled for January 16th. At that meeting the Port Commission will sit with the brewery team to discuss their business plan, long term vision, and permanent development options on Wa Na Pa properties.

Staff reviewed changes requested by the Port Commission (Exhibit B).

Commissioner Groves requested staff to get additional information on incubator buildings from other Port's.

COMMISSIONER CALDWELL MADE A MOTION TO APPROVE THE LEASE WITH THUNDER ISLAND BREWING AND AUTHORIZED IGM KOCH AND PORT PRESIDENT JESS GROVES TO SIGN THE LEASE. COMMISSIONER SULLENGER SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Caldwell & Sullenger.

d. Action on canceling January 2, 2014 Commission Meeting:

IGM Koch commented that January 2, 2014 would be the normal date for the first Port Commission meeting in 2014. Stating that it is the first day back from the long holiday time period and immediately follows news year day. Commenting that it would be very



Port of Cascade Locks

The Port of Cascade Locks Commission Meeting was held Thursday, January 16, 2014, at the City of Cascade Locks Council Chambers, Cascade Locks, OR 97014.

1. **Meeting called to order/ Pledge of Allegiance:** Commission President Groves called the meeting to order at 6:00 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Mohr & Sullenger were in attendance. Commissioner Caldwell was excused.
 - **Others Present:** IGM Paul Koch, Port Attorney Tommy Brooks, Kristi Bengtson, Gary Rains, Holly Howell, Todd Mohr, Melissa Warren, Angie Wilson, David Lipps, Daniel Hynes, Caroline Park, Rick Cyhers, Bruce Sorte, Joanne Sorte, Maggie Hanna, Paula Harkin, David Harkin, Ben Byram, Gydia Haight, Steve Gast and Jason Sergeant.
3. **Declaration of Potential Conflicts of Interest:** Commissioner Cramblett declared a potential conflict of interest if there are discussions regarding the Portland Spirit.
4. **Modifications, Additions to Agenda:**
Commissioner Groves added an executive session to the end of the meeting under ORS 192.660 (2) (e) Real Property Negotiations.
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
 - a. **Workshop with Thunder Island Brewing – Dave Lipps:**
Staff Howell commented that at the request of the owners of Thunder Island Brewing (TIB), the intent of this workshop item is for the Port Commission and the owners of Thunder Island Brewing (TIB) to begin what will likely be the first in a series of discussions about the long-term success of this business in Cascade Locks. The role of the Port is to be business friendly and to assist.

Staff Howell reviewed her written report as follows:
 - Thunder Island Brewing officially opened their small taproom in October of 2013, right as the Historic Columbia River Highway trail was opening. The brewery tenant has been very successful in their first few months in business:
 - Taproom customers are visiting from many different locations: 36% Portland, 11% Cascade Locks, 27% Hood River County & The Dalles, 11% Stevenson & Carson, etc.
 - Their products are well regarded and varied: 33% of overall sales were from merchandise – t-shirts, sweatshirts, growlers, pint glasses, etc. Of beer sales, 8% of sales are for tasting flights and 13% are for growler fills to go.
 - They have sponsored several community events and they continue to host weekly in-house events such as locals' night, game night, and live music.
 - They are partnering with the Tourism Committee to distribute coupons to other local businesses (i.e. the Cascade Locks Ale House) where their patrons can go for food during their visit to Cascade Locks.

- They continue to network with other breweries in the Columbia Gorge to share ideas and learn from their experience. Reviewing the books from similar businesses (i.e. Solera in Parkdale) will help the brewery project a realistic growth timeline for business.
- The TIB's current lease expires on June 30, 2014. The current lease allows the parties to extend the term when and if appropriate. The intention of the brewery is to move forward as quickly as possible toward a quality permanent development on Wa Na Pa Street in Cascade Locks in order to vacate the temporary warehouse incubator space. The brewery owners are considering three different Port-owned parcels of property on Wa Na Pa Street for purchase.
- Port Economic Development staff met with the brewery owners, MCEDD, and Columbia State Bank to discuss financing options. The message the brewery received was that the banks will need to see one full year of business on the books prior to financing a new brewery building. That will be possible in fall of 2014. Following that date, there will be a process of legal contracts, property preparation (possible partition and utilities for the Parkview property, for example), development design, permitting and approvals, and then finally construction. The timeline until opening their doors on WaNaPa street is likely 1.5 – 2 years.
- On the evening of Thursday, January 9, 2014 the Cascade Locks Planning Commission approved a Conditional Use Permit (CUP) to allow the taproom's retail use in a public zone. The permit simply allows the brewery to remain in their current location for up to 2 years (24 months), with a possible 1 year (12 month) extension by City Administrator approval (36 months total if necessary). The TIB purpose of requesting this long timeline was to allow as much flexibility as possible for the Port Commission to negotiate this business deal toward a quality end product. The brewery does not intend to take the full 3 years, but the possible extension allows them to avoid the CUP application fees and public hearing all over again if any complications or delays arise in their development. Three years were recommended by the City Planner in order to allow time for all the financing, permitting, and construction.
- The current brewery lease expires on June 30th, 2014. The current lease would need to be renegotiated in order to extend the brewery's occupancy in Marine Park. All other pertinent permits should be secured prior to that time as well. Perhaps the most important conversation at this time is with the County Building Department. In an effort to inform the Port Commission of all their options (due diligence), Port Economic Development staff contracted with architect Mark Seder to coordinate with the Hood River County Building Inspector Mark Van Voast. Mr. Van Voast insisted upon working with a licensed professional architect or engineer for any future code interpretation related to tenant improvements. This conversation resulted in a list of tenant improvements: Mr. Seder's memo lays out two options: **(exhibit a)**
 - 1) Improvements necessary for a one year extension in the temporary warehouse space
 - 2) Improvements necessary for more than one year (referred to here as "permanent").
- Anything over one year is not typically referred to as "temporary", and so it becomes "permanent" by name only. Even two years' time is referred to here as "permanent" for the purposes of the building inspector. The intention is not to have the brewery

remain in the space permanently, that is just the term used here for anything more than one year.

- Port Maintenance and Construction Manager Todd Mohr is providing prices tonight for discussion for all of the tenant improvements identified in the two options.
- It may be possible to request that the brewery fund any further remodel work to the warehouse space (to meet all Port and County standards), and that the value of those improvements could be deducted from a future purchase of Port property for their permanent development.
- The brewery owners have been advised that it is prudent for them to move forward on an option agreement and cash down on a parcel of property on Wa Na Pa as soon as possible in order to demonstrate their intention.

Dave Lipps, Caroline Park & Daniel Hynes presented and discussed an overview of Thunder Island Brewing success's thus far, their goal & timeline of getting a permanent place on Wanapa, also did a comparison of their business goals compared to the Ports mission statement. **(exhibit b)**

Mr. Lipps commented that they are working with financial people for help with the funding and working with the County and Port on what is needed to continue at the current location until they can get there permanent spot on Wanapa. Mr. Hynes commented that their desire is to be in Cascade Locks, and that they are here by choice and enjoy working with the Port. Mr. Lipps stressed that their goal is to find a permanent place on Wanapa.

Review of some of the preliminary requirements for upgrades. Discussion on having the taproom on Wanapa and continue brewing at the current location.

It was explained to the Commission that brewing is not a permitted use in the park without the retail. Also TIB staff commented that splitting the business did not make sense in that the cost of operating two business's and that people looking for breweries want to see where the beer is made & taste it at the same time.

TIB commented that they would like to work with the Commission & staff to creatively come up with a way to get the improvements done and extend their lease so they can continue their business in the current location until they have their permanent location on Wanapa.

COMMISSIONER SULLENGER MADE A MOTION TO EXTEND THUNDER ISLAND'S BREWING COMPANY LEASE FROM JULY 1, 2014 TO JULY 1, 2015 ON A TEMPORARY OCCUPANCY FOR A BREWING ONLY WITH NO RETAIL SALES AND THAT THE TENNANT PAYS FOR WHATEVER IMPROVEMENTS THAT THEY NEED IN ORDER TO BRING THIS BUILDING UP TO COUNTY STANDARDS AND THEY MUST COMPLY WITH ALL THE CITY & COUNTY REQUIREMENTS

Staff Howell commented that the City code will not allow for just brewing in this zone.

Commissioner Sullenger commented that they will just need to figure out how to get that zoning corrected to make that happen.

Dave Lipps requested a special workshop to go over the space and how it is being used, and to find creative solutions on how to meet the improvements that are needed.

Discussion on moving the tasting room on Wanapa Street and leaving the brewery where it is at until they can move to a permanent location.

COMMISSIONER MOHR STATED THAT SHE WILL SECOND THE MOTION BUT SHE WOULD LIKE TIB TO GO AHEAD AND START THE PROCESS OF FINDING A PLACE ON WANAPA AND AT THE SAME TIME HAVE A WORK SESSION SO WE CAN CREATIVELY FIND A WAY TO WORK OUT THE MONEY, PARKING AND OTHER ITEMS. COMMENTING THAT BY JUNE 30, 2014 IF WE HAVE ALL THOSE THINGS WORKED OUT WE CAN MAKE A MOTION TO KEEP YOU IN THAT SPACE.

Commissioner Cramblett commented that she would like to look at the numbers and have another special workshop with TIB; she would like them to look at what it would cost to put the taproom only on Wanapa.

Dave Lipps commented that they do not want to split the business apart because it is about the complete experience for the customer.

Commissioner Groves commented that the Port does not have the money for this and that the Port has other projects committed to.

Commissioner Sullenger restated his motion:

COMMISSIONER SULLENGER MADE A MOTION TO EXTEND THUNDER ISLAND'S BREWING COMPANY STARTING JULY 1, 2014 TO JULY 1, 2015 ON A TEMPORARY OCCUPANCY FOR A BREWING ONLY WITH NO RETAIL SALES AND THAT THE TENNANT PAYS FOR ALL IMPROVEMENTS TO THE PORT TO COMPLY WITH CITY, COUNTY, FIRE MARSHALL RULES AND THEY MUST DO THAT TO GO INTO THE EXTENSION. COMMISSIONER MOHR SECONDED THE MOTION WITH THE ADDITION THAT TIB START THE PROCESS OF LOOKING ON WANAPA AND THAT THE PORT WILL HAVE A WORK SESSION WITH TIB TO DISCUSS FUNDING THE IMPROVEMENTS.

Roll call: Commissioner Groves – Nay, Stating that it's not because I disagree with what Commissioner Sullenger is trying to do, but we need to meet with them. **Commissioner Mohr – yes, Commissioner Cramblett – Nay,** Stating that she agrees with the motion, but believes that we need to get together first to find out if they can even do it with OLCC & the County (move to Wanapa) or if manufacturing is not allowed without the retail, commenting that we need to find that out too.

Commissioner Mohr stated they are saying that they do not want to split their business.

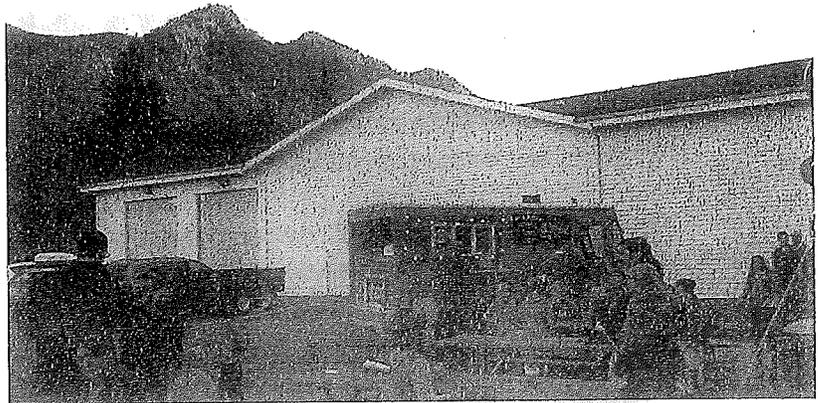
Commissioner Cramblett stated that they need to find out what it would cost, they need find out and not be closed minded on that. **Commissioner Sullenger – yes. Motion failed.**

PORT OF CASCADE LOCKS UTILITY BUILDING

**Preliminary Jurisdictional
Requirements for Upgrades
based on two Options**

Per two recent conversations with
Mark VanVoast, Hood River
County Building Official

January 7, 2014



OPTION ONE: One year extension of Thunder Island Brewing Company Temporary Occupancy

- **City of Cascade Locks** provide the County with land use and any other approvals that currently allow Temporary TIB to operate.
- **Port** add one fire exit door from TIB space to exterior and public way. This new exit door will be separated from the existing entry/exit doors by some distance and be near the party wall between TIB and the storage occupancy of the Port. This will probably need to be a man-door rather than an overhead (i.e. garage) door, pending any further investigation of possible systems to allow for this.
- **Port** add panic hardware on existing exit doors from TIB space.
- **Port** add a layer of fire-rated gypsum wallboard to the storage side of party wall, potentially as part of a separate planned Port project to expand mezzanine space in the storage side of the Utility Building in early 2014.
- **County** will then issue documents extending temporary occupancy for TIB in the space, for one year additional time after the date on which the current temporary occupancy will expire.

OPTION TWO: Permanent Occupancy Upgrades to create Business Incubator Space suitable for continued occupancy by TIB and henceforth, for others

- **City of Cascade Locks** at some time provide County with land use and any other approvals that would allow businesses to operate from this location and in Marine Park.
- **Port**, as part of their storage-side mezzanine addition project, upgrade occupancy-separating Fire Wall to be fully compliant with listed assembly (or as close to as possible). This may involve more than just the additional layer of sheetrock per Option One above.
- **Port** add another single occupant ADA-compliant restroom.
- **Port** add another exit door and panic hardware to existing incubator-side door, same as indicated in Option One above.
- **Port** add Permanent heat source.
- **Port** upgrade insulation values where feasible (i.e. in the attic), getting rid of non-compliant paper-faced attic insulation.

reflective of your desires and is what the policy you want to use at your Town Hall meeting

Commissioner Mohr suggested that we change the part about the toll increase every two years to that the Commission will review the tolls every two years and may increase.

Recess/Adjournment: Commissioner Groves recessed the meeting at 9:06 pm and entered into the Executive Session under ORS 192.660 (2) (e) Real Property Negotiations.

Commissioner Groves adjourned the executive session at 9:57 pm and returned to the regular meeting.

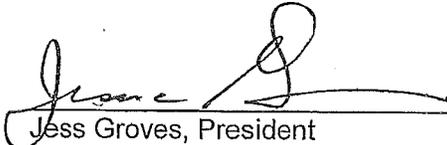
No action taken

COMMISSIONER MOHR MADE A MOTION TO ADJOURN THE MEETING. COMMISSIONER SULLENGER SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Cramblett & Sullenger.

Meeting adjourned at 10:02 pm.

Port of Cascade Locks:

Attest:



Jess Groves, President
Port Commission



Joenne Caldwell, Secretary
Port Commission

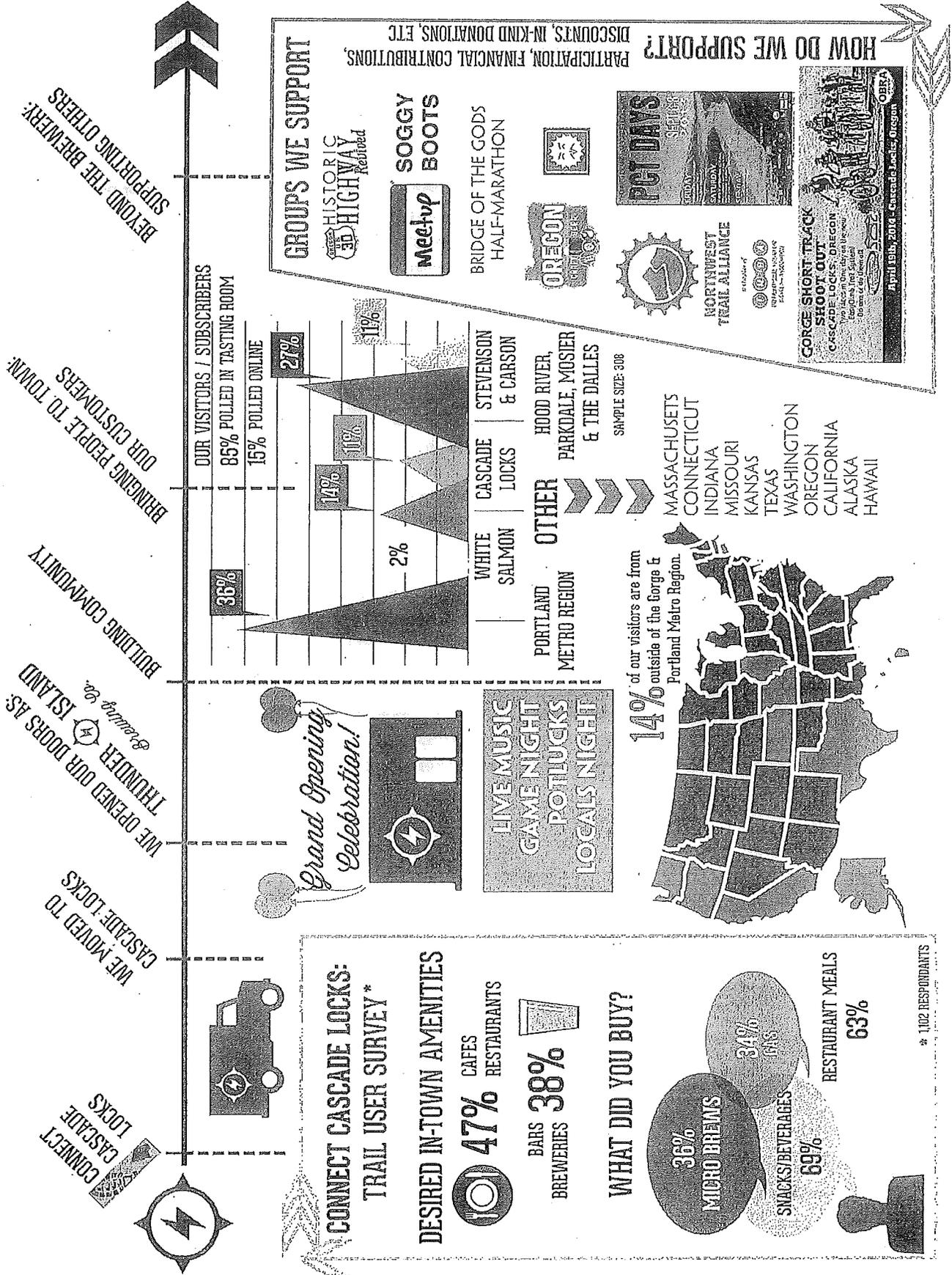
DATE APPROVED: 7/13/14
Prepared by: Kristi Bengtson

- Port add attic access on incubator side.
- County will then issue documents granting permanent occupancy for listed occupancy classifications, on the incubator side of the building. Any future tenant of this side may or may not be required to submit documents to gain an actual occupancy for their particular business.
- Unless Port can undertake more extensive upgrades probably including a new fire sprinkler system, the future business incubator tenants and occupancies may be confined to mercantile, distributorships, food-related startups, office, etc. Occupants such as a woodworking shop, boat builder, metal shop, car body painter, many high-bay storage and hazardous storage occupancies, etc., may still not be permitted. (It was noted that the building is on the cusp @ 5ksf, of needing upgrade to fire sprinklers, depending on occupancy classifications)

OTHER GENERAL CONSIDERATIONS:

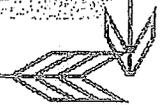
- Existing walls aren't sheetrocked...just panelboard. (Note that this is not against fire & life safety code requirements necessarily except at fire wall, but may not be appropriate for certain occupancies by health codes)
- Code does not require insulation upgrades where existing exterior envelope is not opened up as part of an upgrade, and does not require upgrading windows and doors to meet energy code. However, all of these are long term cost and energy saving measures that could be prudent as part of any upgrade project.
- There appears to be no property between bldg & west property line (i.e. the tribal site). Thus the west wall may need to be sheetrocked at some point to meet 1-hour fire resistive construction.
- Note that adding a mezzanine in the incubator side would increase floor area, as the Port is doing on the storage side.
- Adding a garage door on the parking lot side in addition to the added second exit (or perhaps being that second exit) would add much flexibility and potentially, light and openness.
- Above does not include other changes and upgrades for convenience, specific tenant needs, etc.
- All of the above subject to change and final approval by County.

OVERVIEW OF THUNDER ISLAND BREWING CO SUCCESS THUS FAR



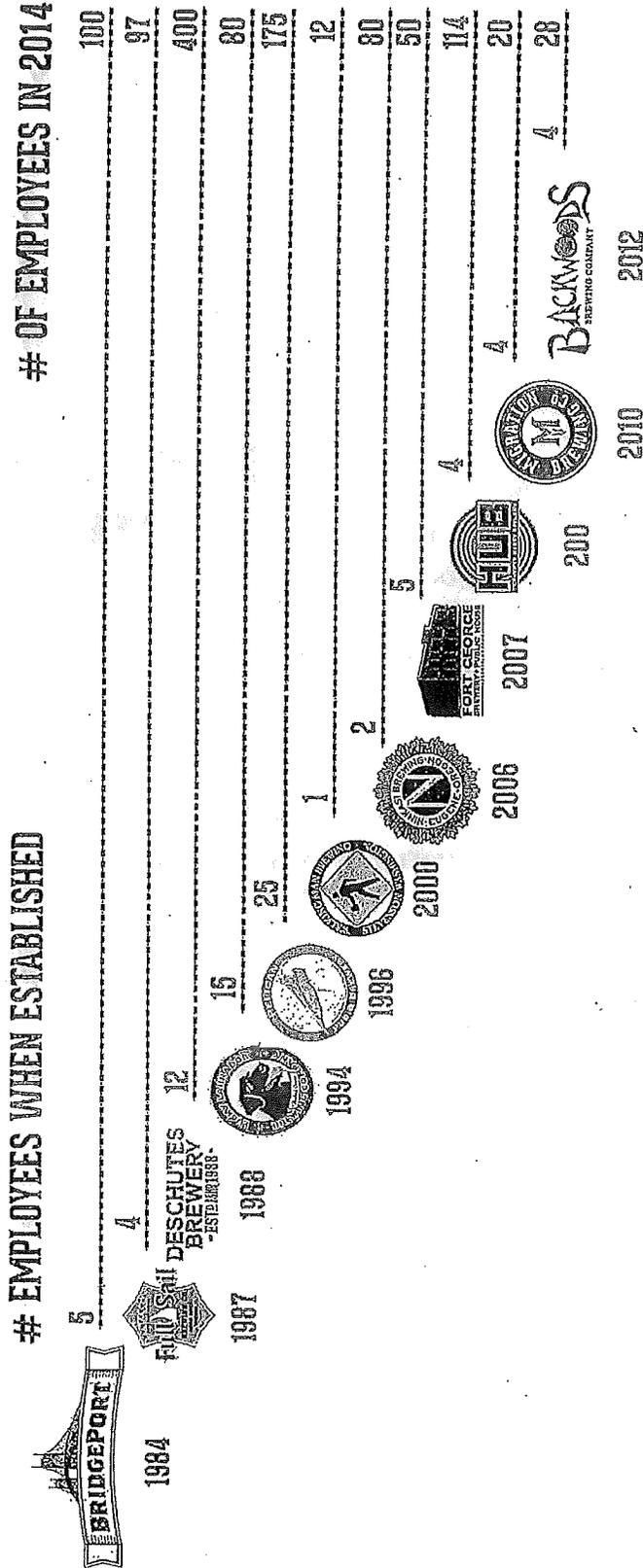
OUR GOAL IS TO GET ON WANAPA ST

| YEAR 1 | YEAR 2 | YEAR 3 |
|---|---|---|
| WINTER 2013 - 2014 <ul style="list-style-type: none"> - BREWERY EXPANSION - MARKETING PLAN - TASTING ROOM EXPANSION - SELECT LAND / DOWN PAYMENT - EXTEND EXISTING LEASE - RENOVATE EXISTING BLDG - OLCC PERMITTING OF OUTSIDE AREA | 2015 <ul style="list-style-type: none"> - APPLY FOR FINANCING - EXECUTE AGREEMENT TO PURCHASE PROPERTY - PURSUE BUILDING PERMITS - CONSTRUCTION OF BUILDING | 2016 MOVE INTO NEW BLDG! |
| SPRING 2014 <ul style="list-style-type: none"> - IDENTIFY ARCHITECT AND DESIGNER - HIRE ADDITIONAL BREWERY STAFF | <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>WE ARE INVESTING \$65K IN THE NEXT 2 MONTHS</p> <p>\$43K BREWERY EQUIPMENT UPGRADE \$15K TAPROOM EXPANSION \$7K MARKETING (JAN - MARCH)</p> </div> | |
| SUMMER & FALL 2014 <ul style="list-style-type: none"> - DESIGN BUILDING - QUOTES FOR CONSTRUCTION | | |



| Mission of the Port of Cascade Locks | Business Goals of Thunder Island Brewing |
|---|--|
| Operate in a fiscally prudent manner to ensure its continuity | We want to invest in the community of Cascade Locks and we want to purchase land from the Port |
| Facilitate effective infrastructure and transportation solutions | The Port is already facilitating infrastructure solutions through the incubator space |
| Recruit new businesses to create family wage jobs and economic growth within the Port District and region | We are a new business looking to create jobs and support economic growth |
| Create economic growth opportunities for existing businesses within the Port District | We are an existing business looking to work with the Port to create economic growth opportunities . |
| Enhance tourism and recreation for the Columbia River Gorge region | We are bringing tourists to town who are recreating in Cascade Locks |
| Provide leadership and create partnerships within the region for economic development | We are leading the way with establishing partnerships with other groups and organizations in the region to support continued economic growth |
| Utilize our natural resources | Our business utilizes locally sourced natural resources such as water, grain and hops to create a handcrafted product made proudly in the Gorge |

SAMPLING OF BREWING INDUSTRY JOB GROWTH: INCLUSIVE OF PART TIME AND FULL TIME EMPLOYEES



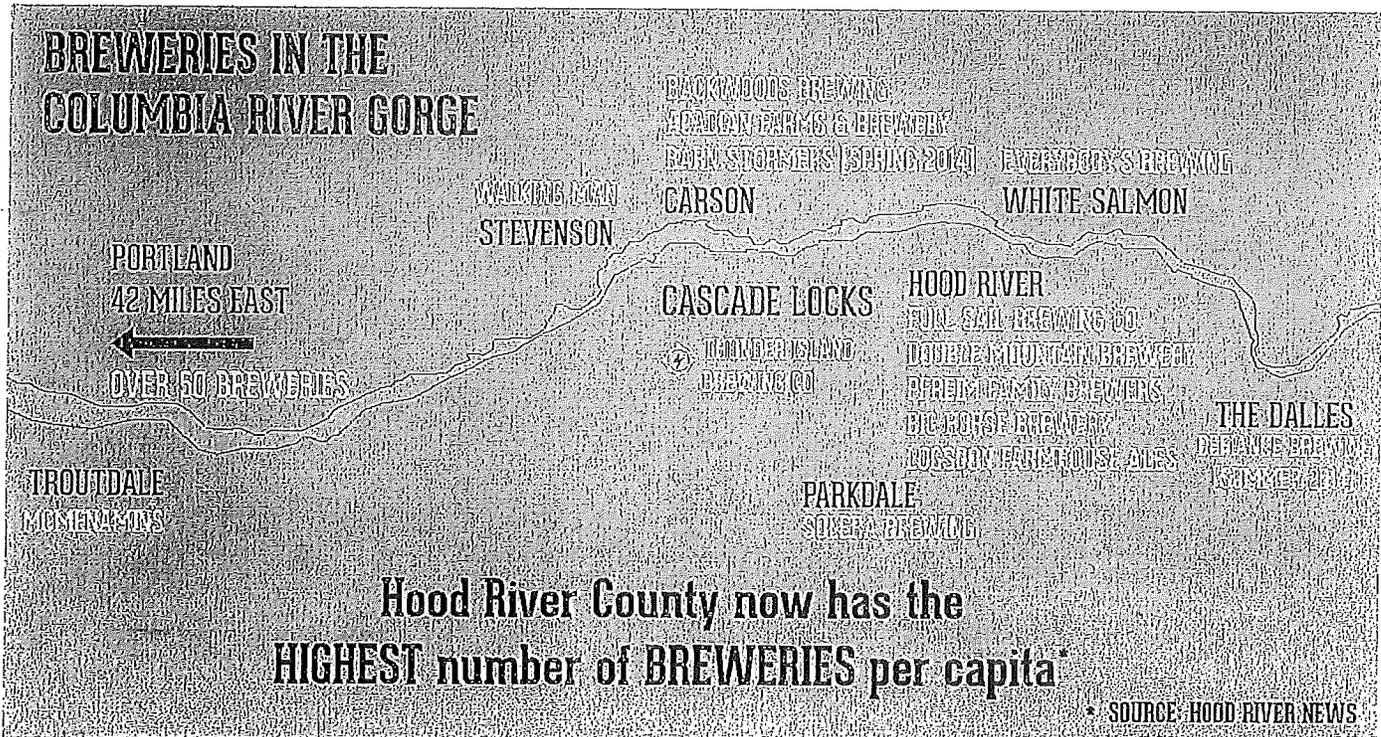
6 AVERAGE PAY in the brewing industry for the first quarter of 2013 EXCEEDED THE REGIONAL AVERAGE in the Mt. Hood and Gorge Region. AVERAGE BREWING PAY in the first quarter was \$7,826, which is approximately an ANNUAL AVERAGE WAGE OF \$31,300. 77

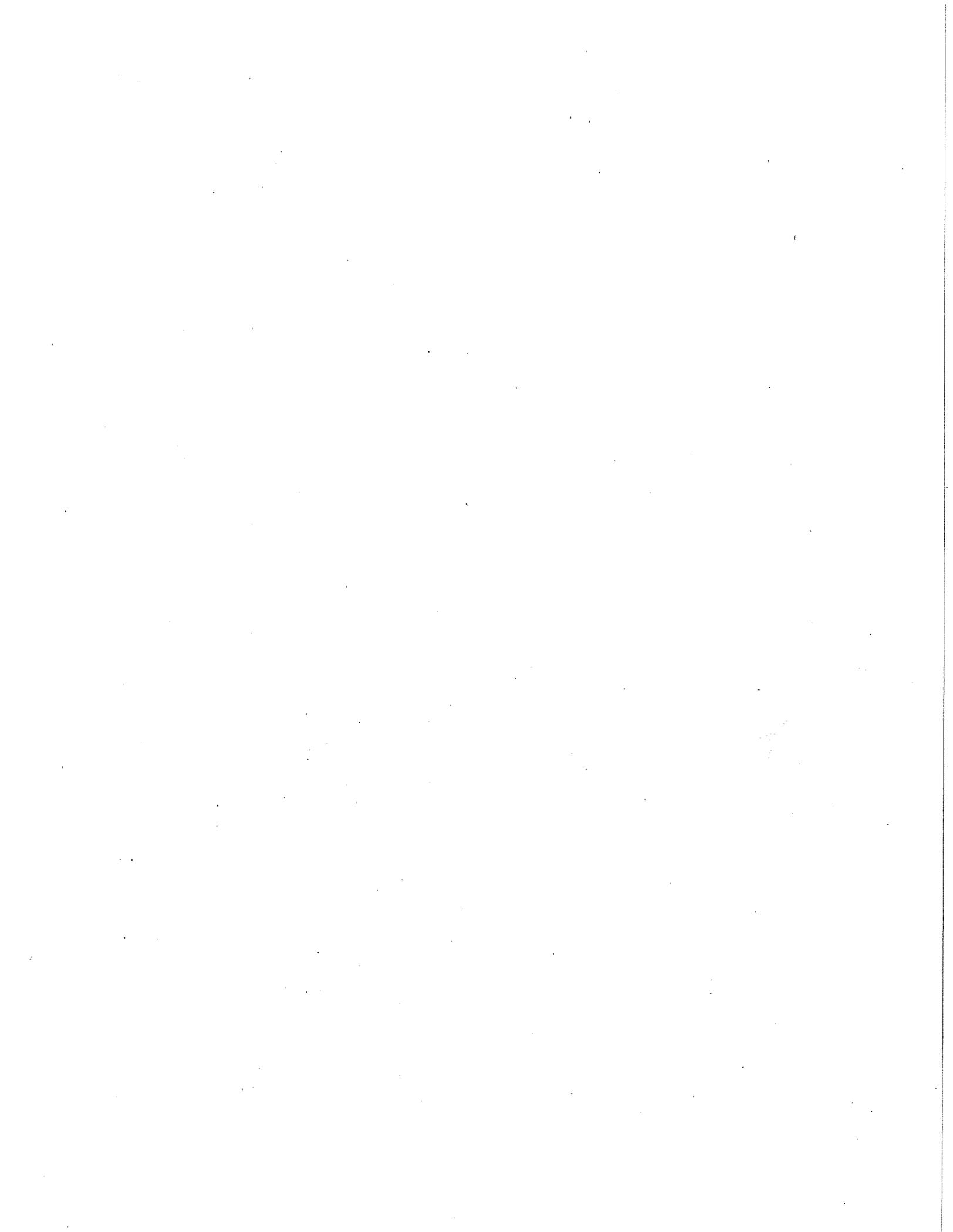
DAMON M. RUNBERG,
 Central Oregon Regional Economist
 Workforce and Economic Research,
 Oregon Employment Department

BREWERY DENSITY = GOOD

“ The **GROWTH IN THE BREWING INDUSTRY** will likely continue as new breweries and brewpubs are **BEING SUCCESSFUL IN COMMUNITIES WITH VERY HIGH CONCENTRATIONS OF BREWERIES** such as in Bend. Evidently the supply has yet to meet the demand for quality craft beer. ”

DAMON M. RUNBERG,
Central Oregon Regional Economist
Workforce and Economic Research,
Oregon Employment Department





2012 minutes
2/13/14

Motion passed unanimously by Commissioners Groves, Caldwell, Mohr & Sullenger.

c. Action on Thunder Island Brewing

Port Commission Attorney Tommy Brooks came on the phone for the TIB action item.

IGM Koch started with a review of the TIB background and history. IGM Koch then reviewed the Port Commission options. 1) Continue under the terms of the current lease, terminating the lease as of June 30, 2014. 2) Adopt the recommendation and negotiate a new lease with TIB for an additional 2 years with a third year option tied to purchase of new property on WaNaPa Street and a new building within 2 years. 3) Postpone any action and schedule another work session before making any decision. 4) Other action as desired by the Port Commission.

Port Commission then invited David Lipps, Caroline Park and Dan Hynes from TIB to the table for questions and discussion.

David Lipps from TIB then went over their request for an executed lease and purchase option. Caroline Park commented that TIB is ready to move forward and partner with the Port.

Discussion from Commission on the parking issues along with the RR tracks and the signage. Commission and TIB reviewed that the rent increases on the new lease and the needed permits.

Commissioner Cramblett came in at 6:41 pm.

Commissioner Mohr asked to receive the minutes with the talk of land prices and how we come up with the prices.

COMMISSIONER CALDWELL MADE A MOTION THAT A NEW LEASE WITH PURCHASE OPTION FOR PROPERTY ON WANAPA STREET BE PREPARED BETWEEN THE PORT AND TIB; TO KEEP TIB IN THE CURRENT LOCATION UNTIL A NEW BUILDING ON WANAPA STREET CAN BE DESIGNED AND CONSTRUCTED, SET A SALE PRICE ON A PIECE OF PROPERTY ON WANAPA STREET AT \$129,000, AUTHORIZE THE EXPENDITURE OF \$11,987 FROM THE ECONOMIC OPPORTUNITY LINE ITEM TO PAY FOR PORT IMPROVEMENTS AND ACCEPT THE TIB REQUEST TO SPEND \$31,600 IN IMPROVEMENTS AS INDICATED IN THE BACKGROUND MATERIALS. AS AN OPTION, PROVIDE A PORTION OF THIS AMOUNT AS A CREDIT AGAINST THE PURCHASE PRICE OF PORT PROPERTY. COMMISSIONER CRAMBLETT SECONDED THE MOTION.

Commission discussion on terms, price and time line with TIB

AMENED MOTION COMMISSIONER CALDWELL ADDED THE PRICE OF SQUARE FOOT PLUS THE COST OF IMPROVEMENTS TO THE LAND, AND A 2 YEAR LEASE WITH A 3RD YEAR OPTION. COMMISSIONER CRAMBLETT SECONDED.



*all minus
2/20/14*

8. **Commission Business Action items:**

a. Approve Business Proposal (Tim Hueker):

Mr. Hueker could not make the meeting, so this item was postponed to a later meeting.

b. Adopt Port Master Plan (Jim Bussard-Staff Rains):

Staff Rains commented that the Commission requested a Master Plan be created as an extension of the adopted Strategic Plan. Staff Rains commented that this document lays out all the known concerns and opportunities that exist on the 200-acre Industrial Park, with actionable steps, timelines and possible funding sources.

Port Engineer Bussard participated by phone. Bussard and Rains reviewed with the Commission the draft Master Plan.

Mr. Bussard suggested that the Port review and update this plan every year.

COMMISSIONER CALDWELL MADE A MOTION TO ADOPT THE MASTER PLAN WITH THE REQUIREMENT THAT IT BE REVIEWED AND UPDATED ANNUALLY. COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

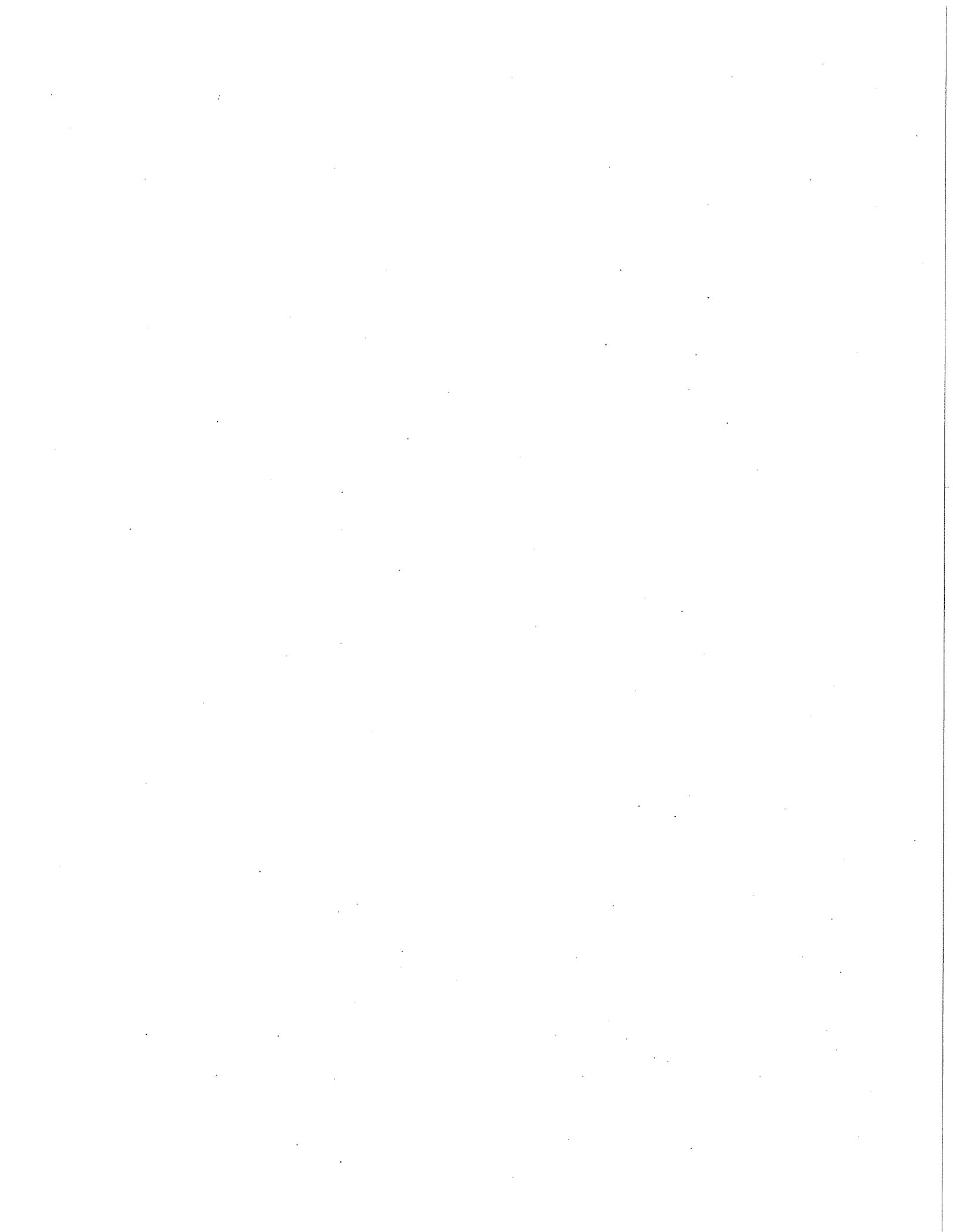
NOTE: Master Plan will be available on the Port's website (www.portofcascadelocks.org)

9. **Staff Reports:**

a. IGM Report including Department & Program reports: (IGM Koch)

IGM Koch reviewed his report as follows:

- **New General Manager Recruitment:** The Commission has available at the office a copy of the applications & resumes from the three finalists for the position of General Manager. The Commission Sub-Committee (Commissioner Groves and Commissioner Mohr) have developed an outline for how the next steps in the process will work. IGM Koch commented that as a part of the process, he is meeting with each of the individuals to get a better handle on their ability to serve the Port and the community.
- **Thunder Island Brewery:** Staff will be meeting to lay out all the steps necessary to carry out the decision made by the Commission. The Ports attorney is working on the two contract documents (new lease and option to purchase land). These formal documents will come back to the Commission for final approval when they are completed.
- **SB 1534:** The Ports DC Lobbyist and the Oregon Public Ports association have reported that SB1534, eliminating the requirement for the Ports of Hood River and Cascade Locks to pay Washington Excise Tax has been reported out of committee with a "do pass" to the full Senate. This issue is important to the Port of Cascade Locks because it reinstates the excise tax exemption to both Ports. The exemption was terminated about ten years ago when the Oregon Legislature gave the State power to establish tolls in relation to the new bridge over the Columbia River (CRC)



POC
3/10/14
MRS

a. Action on Thunder Island Brewing Lease (Koch):

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE LEASE AGREEMENT WITH THUNDER ISLAND BREWING WITH THE FOLLOWING CHANGES: CLARIFY THE TIMING OF THE TENANT IMPROVEMENTS, CLARIFY THE AMOUNT OF INSURANCE THE PORT WILL PROVIDE ON THE BUILDING, CLARIFY THAT THE PORT WILL OVERSEE ANY ONGOING MAINTENANCE AND REPAIRS, REVISE THE LIST OF TENANT IMPROVEMENTS TO REFLECT THE MOST RECENT ESTIMATES AND TYPE OF IMPROVEMENTS AND AUTHORIZE THE COMMISSION PRESIDENT OR HIS DESIGNEE TO SIGN THE DOCUMENT. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell, Cramblett & Sullenger.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE LETTER OF INTENT WITH THUNDER ISLAND BREWING WITH THE FOLLOWING CHANGES: THAT THE AMOUNT OF THE CREDIT WILL BE AT LEAST 80%, THAT THE PARTIES WILL BE ABLE TO NEGOTIATE A CHANGE IN ACTUAL AMOUNT OF THE CREDIT AT SOME POINT IN THE FUTURE, CLARIFY THE BULLET POINT THAT DESCRIBES HOW THE PARTIES WORK TOGETHER ON OTHER ISSUES DURING THE TERM OF THE AGREEMENT, UPDATE THE LIST OF TENANT IMPROVEMENTS TO REFLECT THE LIST THAT WAS APPROVED IN THE LEASE AND AUTHORIZE THE COMMISSION PRESIDENT OR HIS DESIGNEE TO SIGN THE DOCUMENT. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell, Cramblett & Sullenger.

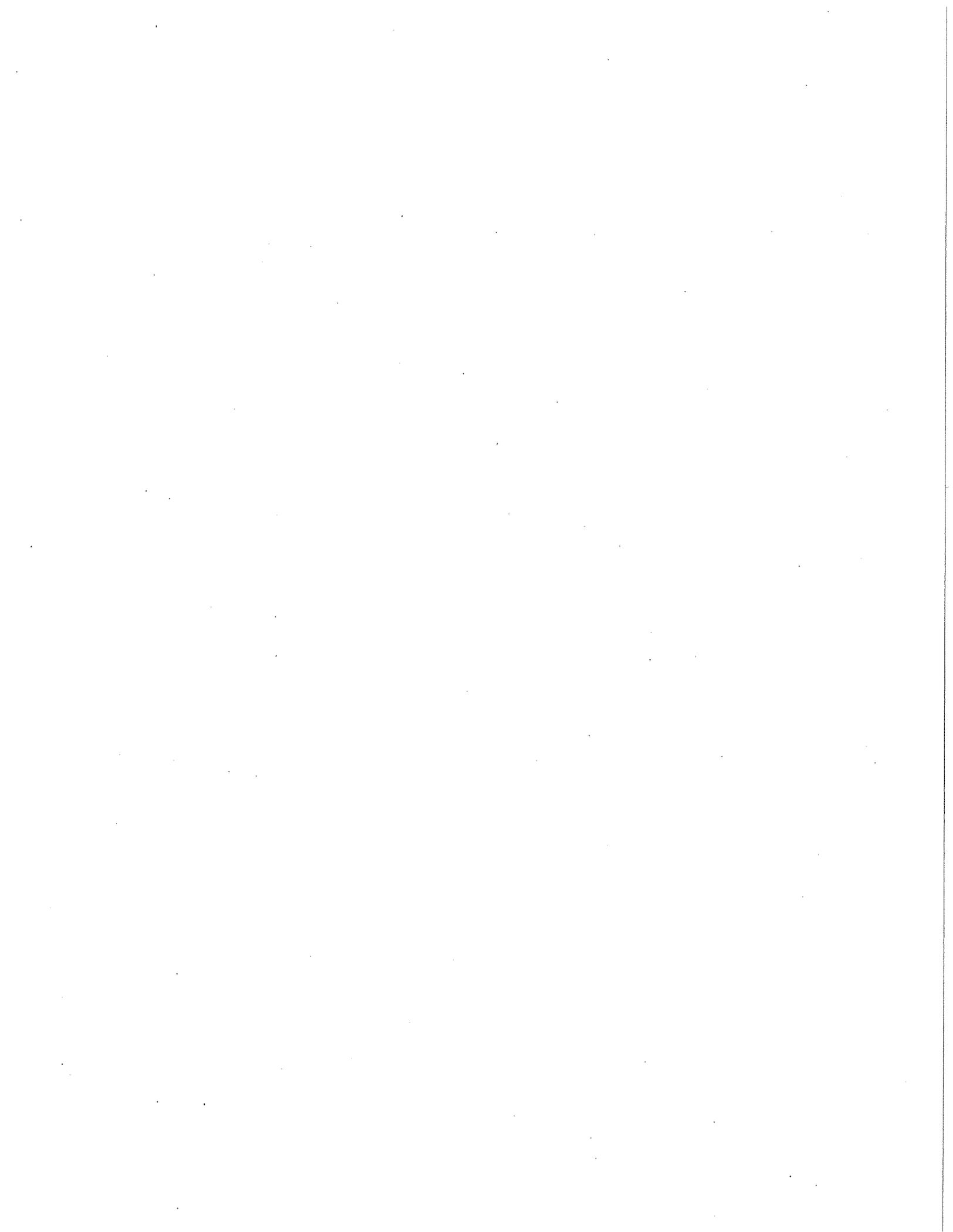
b. Action to authorize a contract with Bulldog Welding on the BOG (Koch):

IGM Koch submitted report: As a part of the Ports ongoing maintenance of the Bridge of the Gods, it is necessary to do welding using a certified bridge welding firm. The Port has been researching possible firms, but has not been able to come up with any resources other than Bulldog Welding in The Dalles, Oregon. Bulldog came to the Ports attention on a referral from the Port of Hood River. The BOG is in need of strategic welding at this time.

We have been working with ODOT to try to determine if there are other firms who might be able to complete the work and meet state and federal standards. We also made an attempt to find other firms but were not able to locate one in the region that has the necessary certifications to do welding work on a bridge. Based on these efforts, we have concluded that the contract with Bulldog will best serve the interests of the Port.

The Port Attorney has determined that the contract with Bulldog Welding satisfies the requirements of an intermediate procurement as a contract for goods and services that does not exceed \$150,000, and that the Port has sufficient basis for determining that the contract will best serve the Port's interests. The Port Attorney will prepare a final standard contract once authorized by the Port Commission.

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE CONTRACT WITH BULLDOG WELDING IN AN AMOUNT NOT TO EXCEED \$12,000 FOR WELDING ON THE BRIDGE OF THE GODS AND DIRECTING THE PORT ATTORNEY TO



MOHR
6/15/14

b. Commission Member Comments:

- Commissioner Caldwell commented that the park looks great.
- Commissioner Caldwell commented that the TIB improvements look wonderful.
- Commissioner Cramblett commented that the new rope for parking by House 3 looks good.
- Commissioner Groves commented that he would like the Port to look at an updated facilities policy to include usage & fees. Commissioner Groves commented that the Port needs to rent and market the facilities more.

IGM Koch stated that he is working on an updated facilities policy with Attorney Brooks.

c. Reports & Comments from Government Officials: Nothing

6. Consent Agenda Approval (Consent Agenda may be approved in its entirety in a single motion. Items are considered routine. Any Commissioner may make a motion to remove any items from the Consent Agenda for individual discussion).

- a. Approval of Minutes: Budget Meeting May 8, Regular Meeting May 15 & Special Meeting May 15, 2014.
- b. Approval of Bills dated June 5, 2014 in the amount of \$ 85,387.35
- c. Approval of May 2014 payroll in the amount of \$ 43,579.62

COMMISSIONER MOHR MADE A MOTION TO APPROVE THE CONSENT AGENDA. COMMISSIONER CALDWELL SECONDED THE MOTION. Motion passed unanimously by Commissioners Groves, Mohr, Caldwell & Cramblett.

Commissioner Mohr commented that she had heard that the Portland Spirit would cover any bills that the insurance would not cover for the Visitor Center damage. IGM Koch commented that he will send the bills to the Portland Spirit.

7. Commission Business Action items:

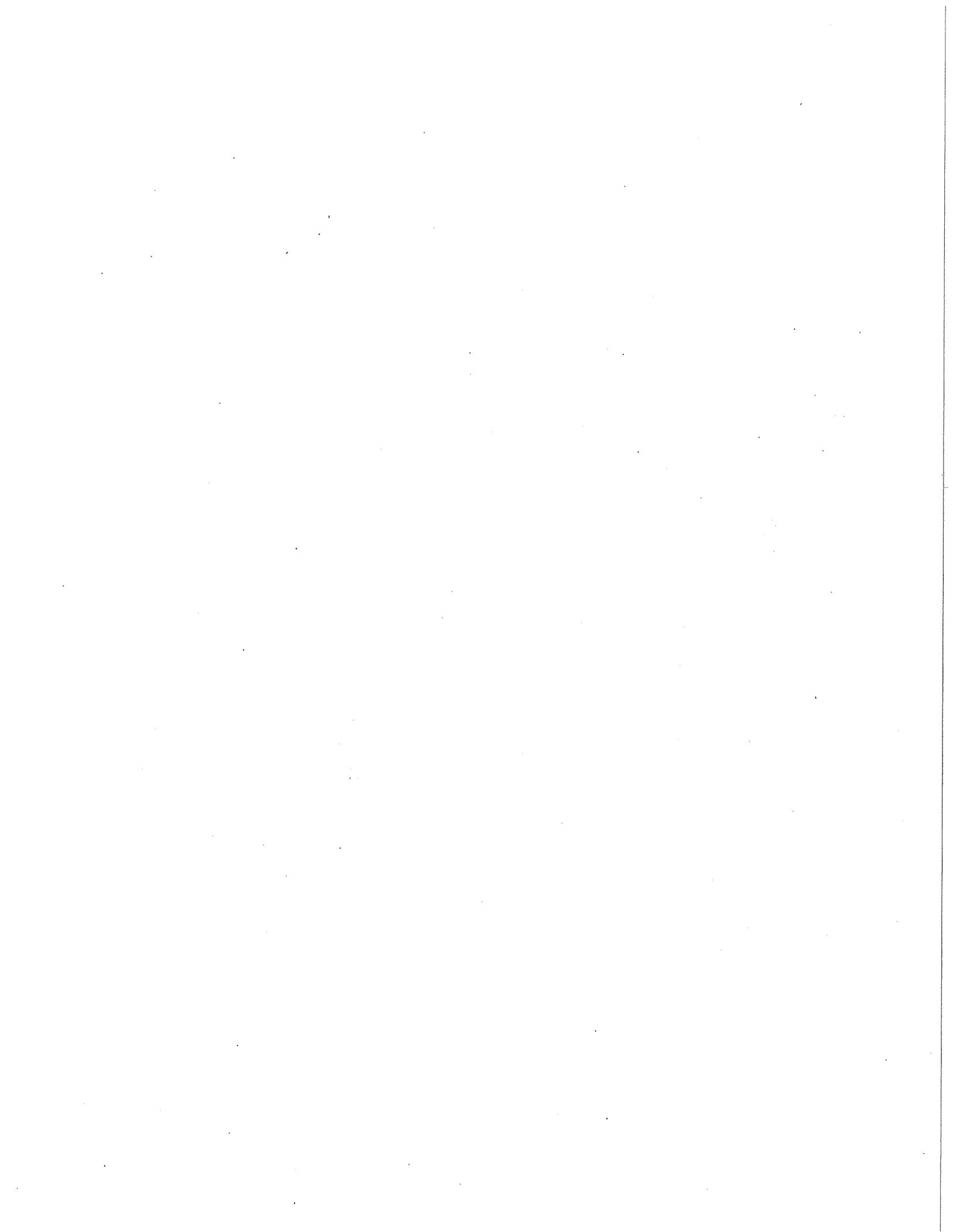
a. Action on proposed policy dealing with land sales and leasing.

IGM Koch commented that coming out of the recent discussions dealing with the sale of land both on WaNaPa Street and in the Industrial Park, the Port Commission directed the IGM and Port Attorney to prepare a policy for Commission consideration.

This proposed policy will give the Port a standard guideline with which to set land prices, and grant certain incentives and establish a plan for leasing certain lands. This policy guideline will provide the Commission with a standard approach with many flexibility points built in for Commission consideration.

If adopted it will require a special work session for the Commission to review current land holdings and make a preference list of what lands to be leased and not sold.

IGM Koch reviewed the "Proposed Policy Guidelines" (Exhibit A):



2 items
11/17/14

Discussion and updates on the three proposed projects in the Industrial Park.

Recreation Report (verbal) Holly Howell:

Staff Howell reviewed with the Commission, starting a focus group on brain storming for development guide lines in the Industrial Park, and added the Commission are also working on a time line to see how all of our projects will fit together. Staff Howell also went over all the events going on with the Port over the next couple of weeks. A new newsletter will soon be out and a big thank you to Gary and Susan Place for hosting the Green Drinks Event it was a will attended event.

Maintenance Report (verbal) Todd Mohr:

TIB improvements are complete and we have started on house 2 it seems to be going well. We will need to have a discussion on the 4th of July before next year and how you won't to promote the event.

Commissioner Mohr recessed the meeting at 8:30 pm.

9. Executive Session under ORS 192.660 2 (e) Real Property Negotiations.

Commission Mohr opened the executive Session at 8:35 pm, Under ORS 192.660 2 (e) Real Property Negotiations.

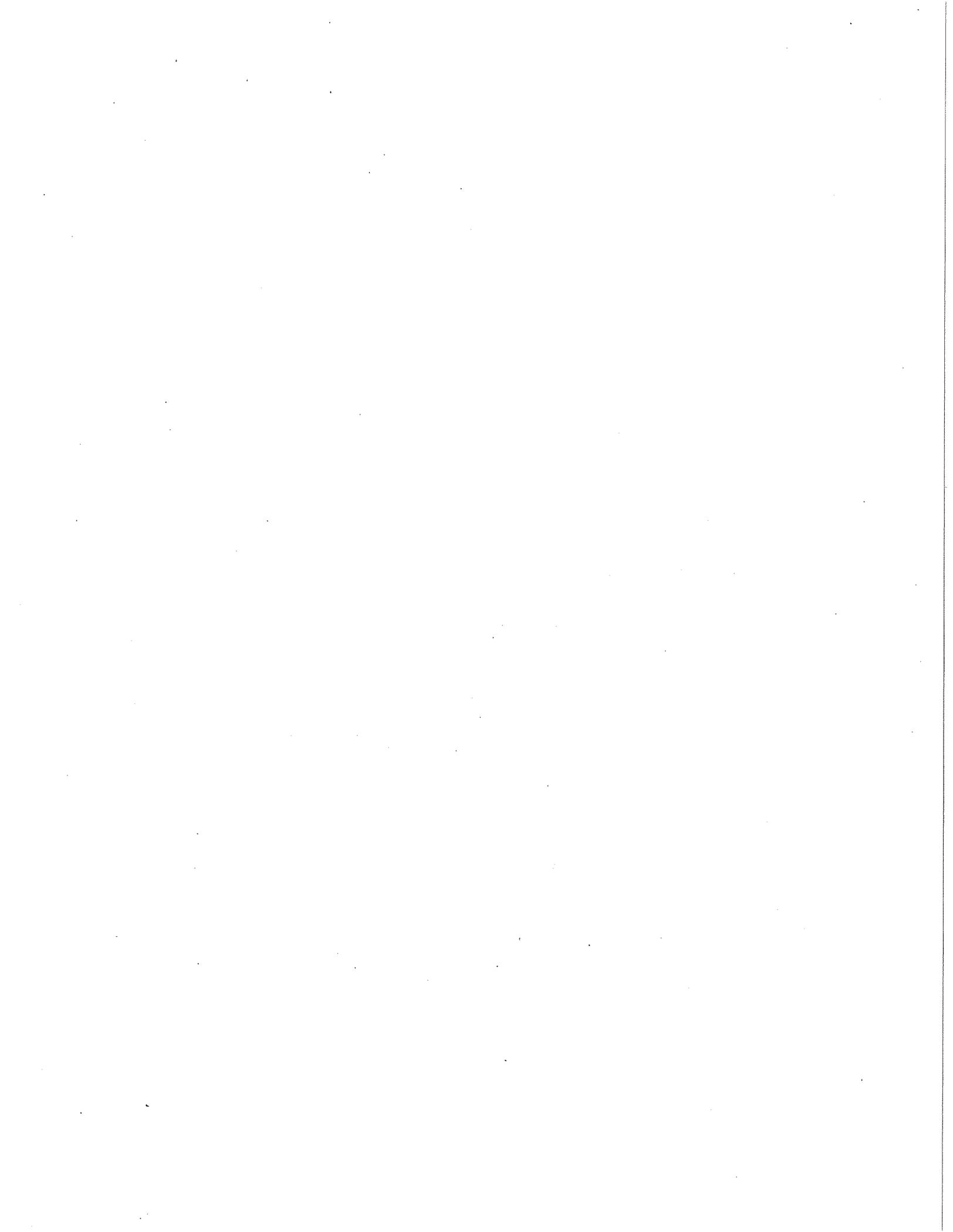
Commission Mohr closed the Executive Session at 9:18pm.

Commission Mohr open the meeting at 9:20pm.

COMMISSIONER CALDWELL MADE A MOTION TO DIRECT STAFF TO NEGOTIATE WITH JUMPING JAXX OVER A COMPETITION APPROACH FOR HIS PURCHASING THE PROPERTY AND THEN TO REPORT BACK TO THE COMMISSION ON THE STATUS OF THE NEGOTIATION . COMMISSIONER CRAMBLETT SECONDED THE MOTION. Motion passed unanimously by Commissioners Caldwell, Cramblett, Haight & Mohr. 4-0.

Commission Mohr closed the meeting at 9:22pm.

- 10. **No action was taken**
- 11. **Executive Session under ORS 192.660 2 (a) to consider employment of a public officer, employee, staff member of individual agent.**
- 12. **No Action was taken**
- 13. **Adjournment: The meeting adjourned at 9:46pm.**



CCR
9/14/14

6. **Work Session Discussion Topics:**

- a. Thunder Island Brewing Presentation – Thunder Island Brewing owners, Carol Park, Dave Lipps and Dan Hynes presented a Power Point presentation on the growth of Thunder Island Brewery in the last year. They are approaching their one year anniversary. They spoke of their successes and long term plans for future development. They have been busy this summer beyond their expectations. TIB extended a big thanks to Todd Mohr for all of his help. This summer they hired eight employees this summer and it has not been enough. They are paying overtime as they have not had time to hire additional employees. Some are full time and some are part time. Dan stated they are so busy that they cannot keep up with their brewing and often rely on guest taps. They are producing four times as much beer as last year. Dan stated they opened outdoor seating and it is very popular. Caroline stated they have had many events in the last year, including PCT days this past weekend. They are looking forward to the Community Bridge walk on September 6, 2014, as well as the Bridge of the Goddesses half marathon on September 13 2014. They stated they have created a program where anyone can purchase pints on line for a PCT hiker. If a hiker comes in and there is a beer on the board, the hiker will receive a free pint. This is called trail magic. Their website features a link for Instagram. As people post photos from the brewery, they instantly appear on their website. They are active on Yelp, a review website, and stated they have a five star rating on this website within the region. They are the number one brewery out of the five breweries in the immediate area. The future is looking good and they are looking at planning to expand. They do not have a building design yet, however they have contacted Site Works and O'Brien Design Build Firm, as they outgrow their incubator space. Commission President Groves asked them to work with staff, and that the Port will work with them for a smooth transition. Staff Howell stated she went to a meeting with Travel Oregon today. She stated that at the meeting Travel Oregon talked about Thunder Island Brewing and their marketing and media strategy. Staff Howell stated they are definitely on their radar. Commission President Groves commented they have done a great job with advertising. Commissioner Caldwell thanked them for the great presentation, and stated the outside seating area is a plus and hopes they take it with them. They expressed a concern in the transition period of moving, hoping it will go smoothly, and they look forward to working with the Port on the area of timing. Commission President Groves said that lack of parking may be has stilted business down in their present location. Commissioner Haight asked how the volume has increased. Dan stated they started producing 60 gallons or two barrels, and are increasing to 250 gallons or seven gallons in their present transition period. Caroline stated there is a movement to create a Columbia Gorge Brewers Guild. Beer tourism is now huge and there is a market for it in the Columbia River Gorge.

- b. Review of Proposed Development Standards – Staff Howell presented a full set of the draft of the proposed design guidelines for the Business Park. She explained that the design guidelines are to ensure the type of development which occurs on property purchased and leased, are high quality and attractive. The design guidelines were put together by a focus group that included Port staff, the Port Commission, the City, the Planning Commission and a local resident. The goal of the guidelines is to ensure that type of development that occurs in the Business Park is aesthetically appealing and that high quality development now will preserve property values in the future for existing and new business partners. Page two shows the resolution approving CCR's that were adopted in 2001, but were never recorded.

