

**Port of Cascade Locks**

The Port of Cascade Locks Commission Meeting was held Thursday, September 4, 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 6:04 pm.
2. **Roll Call:** Commissioners Groves, Cramblett, Mohr, Haight were in attendance. Commissioner Caldwell arrived at 6:14pm.

  - **Others Present:** Staff Members Sally Moore, Don Mann, Holly Howell, and Melissa Warren were in attendance. Also in attendance were Caroline Park, Dave Lipps, Dan Hynes and Barbara Irving.

3. **Declaration of Potential Conflicts of Interest:** None
4. **Modifications, Additions to Agenda:** None
5. **Items from the floor: (Special presentations, outside resource presentations and other reports not requiring action):**
  - a. **Comments from the General Public:** Mayor Tom Cramblett spoke of the volunteer fire fighter one training program created and adopted by the City of Cascade Locks, and spoke of the possibility of the Port Staff taking the fire fighter one training that is offered for 1.5 hours a week by Jess Matheny. Jess is qualified to train for fire fighter one. He explained that most of the full time volunteer fire fighters for Cascade Locks work out of town during the hours of 8am-5pm during the week, and there is a need to protect the buildings in the City and the Port in the event of a fire. Mayor Cramblett stated one cannot just volunteer to be a firefighter any longer. A volunteer has to have the required training. There are a lot of buildings in Cascade Locks and the Port as well as historic buildings that should be protected in the event of a fire and the City is looking at expanding the training to other agencies. Commission President Groves asked if the 1.5 hours of training would be overtime in a 40 hour work week. Mayor Cramblett stated that it would be included in the 40 hour work week. President Groves asked how the fire fighters would be covered if they are hurt, insurance wise. Mayor Cramblett stated he will look at that, although any City volunteer fire fighter is covered by insurance while attending a fire. Mayor Cramblett would like to see the training expand to the forest service and the State shed. Staff Howell asked how many hours the training would entail. Commissioner Mohr stated it would be around 75 hours total training time. Mayor Cramblett also replied the training would take around 1-2 years. The volunteer firefighter would also have to keep up their credentials with continuing education. If they are paid they cannot volunteer under municipal code. Mayor Cramblett stated the training for the City falls within the 40 hour work week. Credentials would have to be kept up as well every year.

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.

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 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 stilled 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.

**Work Session Discussion Topics:**

Staff Howell suggested making a motion to rescind the CCR's resolution. These guidelines will apply to all new development, as well as other property already leased or owned, to be grandfathered in. Staff Howell stated that architect Mark Seaders is working on some color renderings of how the front entryway into the Park may look. Page five of the guidelines, are the Building Design Guidelines. The purpose of these guidelines are intended to enhance compatibility with the surrounding area, providing permanence, and contribute to a safe high quality streetscape and encourage high quality architectural design for all facilities within the Park. Page six of the guidelines, show the Site Design Guidelines. They are intended to create landscape areas that contribute to the aesthetics of the surrounding area, provide attractive setting for buildings, and provide safe, interesting outdoor spaces for employees, customers, users and the community. Five business partners were asked to review the proposed guidelines. Some of their comments are attached. Commission President Groves suggested that staff put the ideas into a document and bring it back for discussion. He explained each business will have their own ideas. He brought up the question of how much each tenant will pay for maintenance on common areas. He also stressed the importance of having unsightly items like dumpsters shielded. Staff Howell stated that Hood River charges for .25 per square foot for tenants. The Port staff are working on creating a common area fee. Commissioner Mohr asked about the whether the entryway would have drought resistant plants and explained that everything grows here. She expressed a concern that may limit what is grown. Staff Howell agreed that phrase can be removed. Commissioner Haight suggested that others go and look at the Port of Hood River and other landscaped areas. Staff Howell stated the next stage would be to embellish and extend the current sidewalk and street tree corridor through SDS property, to the north point.

**7. Executive Sessions : under ORS 192.660 (2) (e) Real Property Negotiations**

**8. Any action as a result of the Executive Session:**

THE MOTION WAS MADE BY COMMISSIONER MOHR TO APPROVE THE CHANGES REFLECTED IN THE LEASE AGREEMENT FOR JUMPIN' JACK JAVA. THIS WAS SECONDED BY COMMISSIONER HAIGHT. THE VOTE WAS UNANIMOUS. 5-0

**9. Adjournment: Commission President Groves adjourned the meeting at 8:20pm.**

**Port of Cascade Locks:**

Jess Groves, President  
 Port Commission

**Attest:**

Donna Mohr, Secretary Treasurer  
 Port Commission

DATE APPROVED: 9/18/14

Prepared by: Sally Moore