



ATTACHMENT #2

AIRPORT TENANT DESIGN REVIEW POLICY

Design Review is a process used at JNU Airport to collaborate with Developers on the design of specific projects that are proposed to be located in close proximity to the JNU Airport Terminal. The purpose is to consider compatible uses, building form, pedestrian access, and aesthetics so that the approach to the Airport Terminal, both landside and airside, remain welcoming and functionally successful for travelers and airport operations. Design review will evaluate the site plan, architectural, and landscape/hardscape (including exterior lighting) components of proposed development in areas of the airport that are designated on the attached map.

This review considers building form, code requirements, site and facility accessibility requirements including parking, loading, and deliveries, landscape/hardscape, and surface water control, among others. Aviation-related requirements (eg. visibility clearances from the Air Traffic Control Tower [ATCT]) and security-related requirements (eg. perimeter fencing) will also be reviewed.

Design parameters are not prescriptive. Rather, the Developer will work with JNU to demonstrate that its design can meet the following design intentions:

- All uses and functions of the proposed development must be directly related to aviation.
- The building form shall be consistent with surrounding structures, especially the JNU Terminal, which is a two story building with a finish elevation of approximately 33 ft. along Shell Simmons Drive, and mechanical penthouses of approximately 43 ft finish elevation, set back approximately 20 ft. from the terminal's exterior parapet wall.
- The type, color, and details of the building's exterior materials and signage shall be appropriate to a commercial structure and aesthetically compatible with the JNU Terminal.
- The building's face along Shell Simmons Drive shall consider pedestrian paths and traveler loading zones, and may include covered walkways, landscaping/hardscaping, glazed openings, graphic materials, and similar features of interest.
- Airfield operations including roadway access, aircraft parking, passenger foot traffic, baggage carts, and similar uses shall not be impeded by the proposed development.
- Surface water (ground and roof) shall be controlled within the lease lot and shall connect to the public storm water utility.
- Water, sewer, and electrical services shall be connected directly from the lease lot to the public utilities.

HOW TO APPLY FOR DESIGN REVIEW

Pre-Application: JNU Airport Manager recommends that the Developer request a Pre-Application meeting when considering development of a JNU lease lot within the designated area. The purpose of this meeting is to familiarize the potential applicant with JNU's Design Review process.

Application: The applicant must complete a JNU Development Application form and submit it to the JNU Airport Manager with the required information and fee, if applicable. The documents required for a complete application are:

- Forms: Completed JNU Development Application form.
- Fees, if applicable.
- Project Narrative: A detailed narrative describing the project, including the use/functions, size, building code classification, exterior materials, and similar information.

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- Plans: All plans are to be drawn to scale, with dimensions as applicable, and clearly showing the following items:
 1. Lease lot boundaries with proposed building and site features, noting distances from ATCT, JNU Terminal, and secure perimeter fence. Include proposed parking spaces, loading zones, trash receptacles, fuel tanks, storage for baggage carts, and similar proposed elements outside of the building.
 2. Floor plans.
 3. Elevation views of proposed structures including proposed colors, materials, and finishes.
 4. Proposed exterior lighting, including cut sheets for each type of lighting.
 5. Proposed vegetation and/or hardscape features, noting location, height, and type of plantings, signage, roof over-hangs/marquees, etc.
 6. Proposed location of tie-ins to utilities (water, sewer, storm water, electrical)
- Document Format: All materials submitted as part of an application shall be submitted in both electronic (pdf) format and one 11"x17" paper set (other formats must be preapproved by the JNU Airport Manager).

Pre-Submittal and Completeness Check: Prior to submitting a full application package, applicants are encouraged to schedule an optional pre-submittal meeting with the JNU Airport Manager regarding the project. The applicant should bring all completed materials noted above to the meeting. The purpose of the meeting is to verify that the application package includes all the necessary information required for considering the development request.

Complete Application: A project application will be deemed complete for processing if all the materials submitted meet the requirements. Once the application is deemed complete, the application will be reviewed by JNU Architect or other JNU staff designated by the JNU Airport Manager, and a Design Review meeting will be set with the applicant and the JNU Development Review Team. The applicant may include members of its design team in the review process and meetings.

Incomplete Application: If the application is incomplete, the JNU Architect will outline the missing items and promptly contact the applicant to submit additional information. Once the application is deemed complete, the application will be submitted for review.

Design Review: Once the application is deemed complete, the application and projects plans are routed to the three member JNU Development Review Team that consists of the JNU Airport Manager, JNU Architect (or other JNU projects office staff), and a member of the JNU Airport Board (appointed by the Board Chair). The Design Review Team will promptly review the application, then meet with the applicant at the designated time to review the proposed project. The Design Review may require additional submittals to respond to comments and corrections required for compliance with this policy.

Decision Making: The goal of this Design Review is to collaboratively work with Developer and JNU Airport to secure a design that is appropriate and empathic to the needs of both parties. Depending on the type of project, its impacts or potential controversy, the JNU Development Review Team may refer the project to the JNU Airport Board for review rather than undertake the review itself. Similarly, if a mutually acceptable design cannot be reached between the parties, the JNU Airport Board will convene to make a final decision on the design.