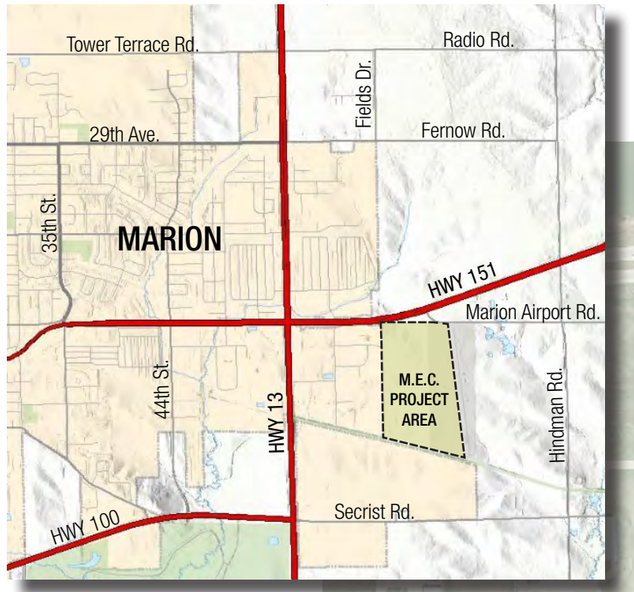
MARION ENTERPRISE CENTER

PLANNED DEVELOPMENT ORDINANCE AND **design guidelines**

PREPARED BY CONFLUENCE



PROJECT LOCATION MAP

SITE PLAN

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Development Intent

Marion Enterprise Center (MEC) is an integrated office industrial park intended to accommodate the relocation of industrial properties within the City's Central Corridor as well as attract new office and industrial development to the City of Marion. The MEC Planned Development Ordinance has been developed to ensure standards are in place which creates an aesthetically significant development encouraging low impact and conservation design. Ultimately, the MEC Planned Development Ordinance will provide guidance to all development in the Business Park.

Marion Enterprise Center Planned Development – Special (PD-S)

The initial establishment of the Marion Enterprise Center Planned Development – Special Ordinance shall follow the current application and adoption processes as identified in Marion Code of Ordinances Section 176.34, Planned Development.

This document shall constitute the guiding ordinance for the Marion Enterprise Center. This document and the associated exhibits are intended to specify the components, parameters, and requirements to be adhered to and implemented in order to ensure the realization of the MEC Master Plan. It is recognized that modifications and changes may be necessary due to changes in the site details and response to market demand. At the discretion of the Planning and Development Director changes to the layout of the development that are deemed to be major changes shall require an amendment to the MEC Planned Development – Special Ordinance. Major Amendments shall require the review and approval of the Planning Commission and City Council.

Land Use Map Amendment

In order to accommodate the proposed industrial development an amendment to the Marion Comprehensive Plan Land Use Map was required. Exhibit "A" (below), identifies the amended Land Use Plan.

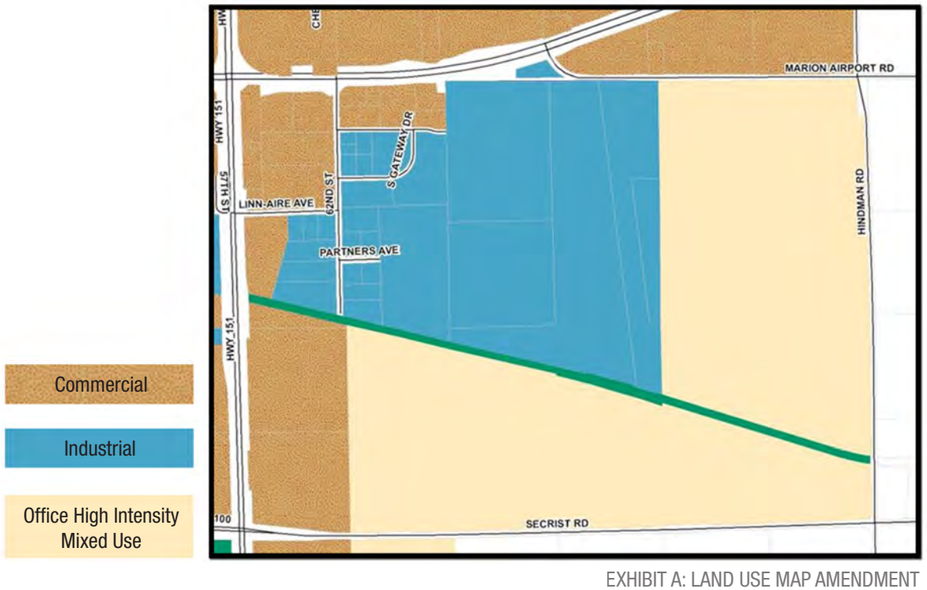


EXHIBIT A: LAND USE MAP AMENDMENT

Required Plans

The following plans shall be required as part of processing a development application for any property within the Marion Enterprise Center.

Marion Enterprise Center (MEC) Preliminary Site Development Plan

An MEC Preliminary Site Development Plan identifies lots; major street patterns, generalized storm water management plan, utilities, public spaces or common grounds, and land uses. The intent of the MEC Preliminary Site Development Plan is to provide a tool that can be used to promote the communication and cooperation between property owners, developers and potential businesses to ensure a cohesive and unified development.

The MEC Preliminary Site Development Plan shall be reviewed by the Planning Commission and approved by the City Council prior to, or in conjunction with the review of a Final Development Plan for any Lot . No change to the MEC Preliminary Site Development Plan shall be made without approval of an amendment by the City Council .

Included in this document is the City Council approved MEC Preliminary Site Development Plan for this property.

Final Site Development Plan

A Final Site Development Plan will be required for each lot identifying the detailed development of each parcel indicated on the MEC Preliminary Site Development Plan. The Final Site Development Plan shall conform to the general development intent of the approved MEC Preliminary Site Development Plan and the Design Standards established with the MEC Design Guidelines. The Final Site Development Plan shall be reviewed by the Planning Commission and approved by the City Council.

The Required Plans section of this Ordinance and the Approval Procedures portions of the Design Guidelines briefly identify the procedures for review of development within the MEC. These have been established to identify, in general terms, the procedures for review. The detailed review and approval procedures are established in the Marion Code of Ordinances Section 176.34, Planned Development. The further subdivision of property shall be guided by Chapter 175, Subdivisions of the Marion Code of Ordinances.

Land Use

Classification of Uses:

Land use within the MEC shall be consistent with the allowable use table identified in on Page "iv". Land Use Determinations shall be made by the Planning and Development Director; however, said determination may be appealed to the Zoning Board of Adjustment. In making a determination, the Planning and Development Director and the Zoning Board of Adjustment shall consider characteristics of the proposed use relative to the intent of the Tier it is proposed in, and the established allowable uses for that Tier. Uses determined to be inconsistent with the MEC Plan Development – Special shall require amendment to the ordinance.

Records:

The Planning and Development Director shall make all such land use determinations in writing at such time the Site Development Plan is being reviewed. A record of the determination shall be contained in a report explaining the reasons for the determination.

Tier Descriptions

The purpose of identifying Tier intent for the MEC is to assist in the classification of uses related primarily by their form and function opposed to the pure use of the property.

Tier I – Intent

This area is located at the Gateway to the City, as well as the MEC; building design and use are particularly important and the design guidelines are the most restrictive in this Tier. Tier I is created to provide a space for the development of primarily intensive office, research and light industrial facilities. All business, service and processing, or storage should be conducted wholly within an enclosed building. The area could support limited retail uses which primarily serve the businesses or employees of the MEC. Retail Uses identified in the Allowable Use table may be permitted provided the retail use is supported by City Council after review and recommendation of the Planning Commission. Appropriate details regarding the use shall be submitted to illustrate its relationship to the businesses and employees of the MEC.

Tier II - Intent

Tier II was created to provide a location for more intensive industrial uses, larger stand alone office and research facilities, or warehouse distribution operations. Lots in this area should be larger and occupied by primarily one user. It would be anticipated that large parking areas would be associated with these property's as well as truck loading and unloading facilities. While it is probable that industrial users will need to have limited outside storage and the potential for large scale trucking operations, there should remain a strong sense design which should be carried out on all aspects of the property consistent with the design guidelines

Tier III - Intent

Tier III was created to be the least restricted area of MEC; however, there should still be a sense of design throughout the site. The outward appearance of all loading and unloading areas, and parking and storage facilities, should be screened and buffered to reduce negative impacts to the public right of way consistent with the design guidelines. This area would provide the opportunity for heavy industrial users or exclusive uses as identified in the Marion Code of Ordinances. Uses identified in the Marion Code of Ordinances as Conditional Uses in the I-1 or I-2 or Exclusive Uses could be located here provided they meet the standards for design as established in both the Design Guidelines and the Marion Code of Ordinances. Exclusive Uses and Conditional Uses as identified in the I-1 or I-2 District of the Marion Code could be located only in this area of MEC.

Airport Zone Land Use Guidance

The Marion Airport is located directly east of the MEC in Linn County. The Marion Airport is a private airport with public use. The City has no specific airport zoning or established requirements related to Airports. The State of Iowa has developed a guide for regulating land uses around airports and each final site development plan will be reviewed against the Airport Land Use Guidebook and included in staff's report to the Planning Commission and City Council.

Allowable Uses

Within the MEC Tiers outlined above there are different allowable uses. The use descriptions are established below:

1. Business or trade schools providing education or training in business or commerce, language, or other similar activity or occupational pursuit.
2. Clinics or group medical centers, including dental clinics, but not including animal clinics or hospitals;
3. Construction sales and services including small scale establishments or places of business primarily engaged in the retail or wholesale sale, from the premises, of materials used in the construction of buildings or other structures other than retail sale of paint, fixtures and hardware. Typical uses include building materials sales, or tool and equipment rental or sales.
4. Corporate offices including administrative, processing, or research offices;typical uses include corporate headquarters offices, telemarketing, or information processing offices.
5. General office uses for business, professional, or administrative offices.
6. Manufacturing, assembling, compounding, processing, packaging or other comparable treatment of Material.
7. Parks, either public or private.
8. Personal service establishments or places of business primarily engaged in the provision of services of a personal nature.
9. Printing, lithographing or film processing plants.
10. Research services establishments primarily engaged in research of an industrial or scientific nature. Typical uses include electronics research laboratories, space research and development firms, testing laboratories, or pharmaceutical research labs.
11. Restaurants, drive in or fast food, engaged in the preparation and retail sale of food and beverages; including the sale of alcoholic beverages when conducted as a secondary feature of the use.
12. Retail services including sale of commonly used goods and merchandise for business support.
13. Trade services establishments or places of business primarily engaged in the provision of services that are not retail or primarily dedicated to walk-in clientele. These services often involve services to construction or building trades. Typical uses include shops or operating bases for plumbers, electricians, or heating, ventilating, and air conditioning contractors.
14. Transportation use types include the use of land for the purpose of providing facilities supporting the movement of passengers and freight from one (1) point to another.

    a. Transportation Terminal

       Facility for loading, unloading, and interchange of passengers, baggage, and incidental freight or package express, including bus terminals, railroad stations, public transit facilities.

    b. Truck Terminal

       A facility for the receipt, transfer, short term storage, and dispatching of goods transported by truck.

15. Warehousing (Enclosed) including storage, distribution, and handling of goods and materials within enclosed structures. Typical uses include wholesale distributors, storage warehouses, and van and storage companies.

Allowable Uses

The table below identifies allowable uses by Tier.

General USEs	TIER 1	TIER 2	TIER 3
Business or Trade School	X		
Construction Sales & Service	X	x	X
Corporate Office	X	x	X
General Office	X	x	X
Manufacturing, Assembly & Compounding	X	x	X
Printing, lithographing or film processing (2)	x		
Research Services	x	x	X
Trade Services		x	x
Transportation			
• Transportation Terminal	x		
• Truck Terminal		x	x
Warehousing		x	x
RETAIL USES	**TIER 1**	**TIER 2**	**TIER 3**
Clinic or Group Medical Center	x		
Financial Service	X		
Restaurants	x		
Retail Service	X		
Personal Service	X		

General Development Standards

A general description of each Tier has been previously established (see table on page iv). The design Standards relative to each Tier are established in the Design Standards Manual.

Development Standard Design Exception:

Design Exceptions to the requirements established herein are permitted after review and approval by the City Council at such time the Final Site Development Plan is approved. Design exceptions shall be reviewed by both the Marion Holding Company and Marion City Staff. A determination of the both parties shall be made and formal recommendation shall be made to the Planning Commission during its review of the Final Site Development Plan. A recommendation on the proposed Design Exception shall be made to the Planning and Commission with review of the Final Site Development Plan. A Final determination of the Design Exception shall be approved with the approval of the Final Site Development Plan by City Council. The City Council shall make the final determination of a Design Exception.

Site Planning and Bulk Regulation Variances:

Bulk Regulations for MEC are established in the Design Guidelines and are the established regulations for development of lots with in the MEC. While there are general review and approval procedures established that provide Design Exceptions relative to the aesthetic amenities of the MEC; the Bulk Regulations established with in the Ordinance shall be considered non-negotiable, only to be varied upon explicit review and approval by the Zoning Board of Adjustment. Any reduction or increase beyond the standards established in the MEC Design Guidelines related to the Bulk Regulations shall be treated as a variance to the regulations of the ordinance and shall follow the procedures as outlined in section 176.36, Zoning Board of Adjustment, of the Marion Code of Ordinances.

Planned Development Ordinance Design Guidelines

The design standards for the MEC are intended to assist in constructing the vision that has been developed through the Master Planning process. To that end, the documents and drawings associated with this section provide both general and specific guidelines and standards for many of the physical elements of this project. Architecture; site design and layout; streetscapes and landscapes; signage and park design elements are addressed within the *MEC Planned Development Ordinance Design Guidelines* and become a part of this Planned Unit Development Regulation by reference. The Metropolitan Area Design Guidelines and Iowa Statewide Storm water Management Manual by this reference become a part of the guiding regulations for the physical development of this project with the exceptions noted in this document and its references. In other words, this Planned Unit Development regulation governs first and then by those existing City standards of the Municipal Code, the Standard Specifications and the Cedar Rapids Metropolitan Area Design Guidelines for Public Improvements standards and Iowa Statewide Storm water Management Manual.

design guidelines

INTRODUCTION

The design criteria held within have been specifically drafted and adopted by the Marion Enterprise Center Industrial Park as required development standards. Although the policies currently in place for industrial park development in Marion will provide an overall base of understanding, these additional guidelines will serve to elevate the development standards within the Marion Enterprise Center Industrial Park.

The following is a list of preliminary expectations for design, building, and construction:

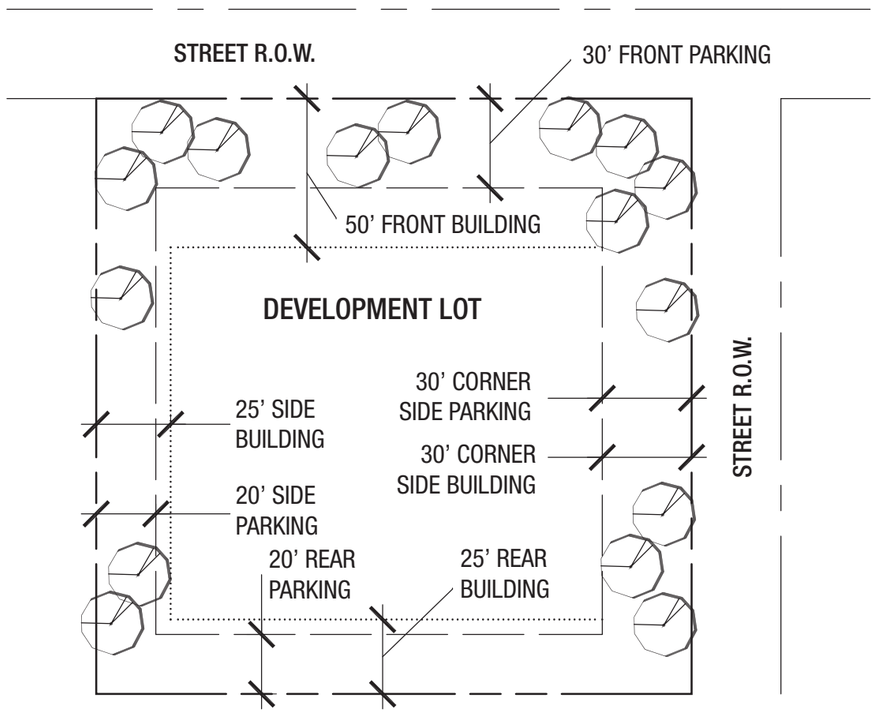
- Safe, visible site entryway
- Convenient access, visitor parking and on-site circulation, both vehicular and pedestrian
- Service areas located at the side and rear of the buildings
- Screening of outdoor storage, trash, work areas and equipment
- Emphasis on the main building entry and landscaping
- Landscaping to soften the visual impact of parking lots, large circulation areas, and blank facades
- Thoughtful building placement, architectural style and site design to promote a functional and attractive environment, ensuring a quality development image
- Sustainable design practices
- Plans shall be prepared by a registered Landscape Architect.

GOALS AND OBJECTIVES

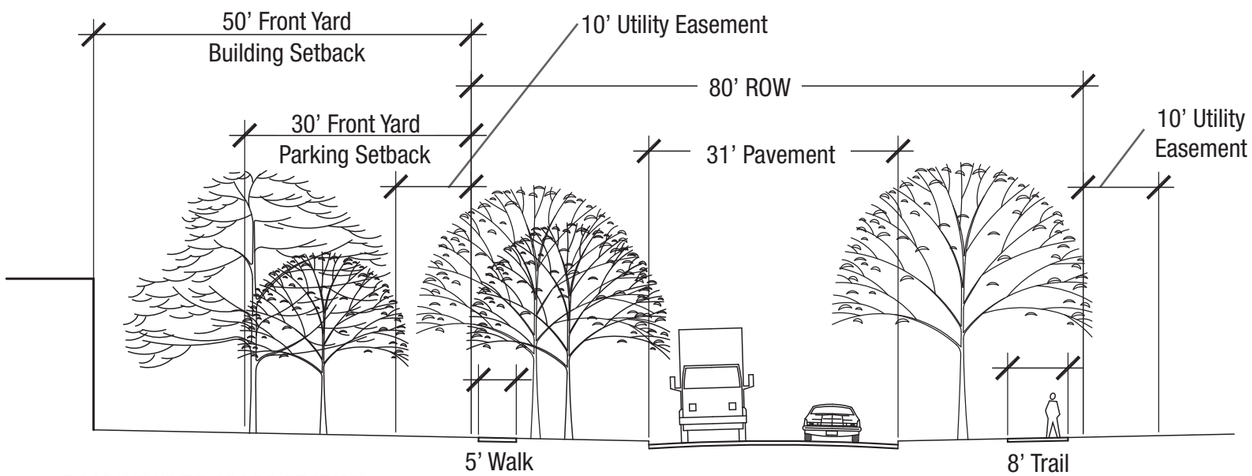
Promote environmentally sound practices and forge new ground concerning sustainable building and development practices.

Provide financially feasible relocation opportunities for existing brownfield sites in Marion.

Create an aesthetically pleasing development that portrays a favorable image for the city of Marion and draws quality businesses to the area.



MINIMUM SETBACKS ON A TYPICAL LOT



ROADWAY/SITE CROSS SECTION

PERIMETER YARDS

- Perimeter yards are the open spaces along property lines. No pavement or other hardscape features will be allowed in perimeter yards, with the exception of access drives.
- Perimeter yard open spaces offer the opportunity to create continuity between developments and in some cases will be useful in tying together drainage systems and green corridors. They are also logical locations for features such as trails and vegetated swales that facilitate stormwater management.
- Front perimeter yard setbacks: 30’ from all property lines/ROW facing streets.
- Interior side and rear yard setbacks: 20’ from property lines, 40’ from Highway 151 ROW
- Building setbacks: 50’ from ROW in front, 30’ on corner sides, and 25’ on the sides and rear.

BUILDING SITING AND ORIENTATION

- Buildings should be sited in ways which will enhance lot entries and strengthen their intended use for approaching visitors.
- Buildings shall be developed with “principal” facades facing the primary street.
- Except for visitor parking, avoid locating off-street parking lots between the public street and building frontage. Off-street parking lots should located internally, to the sides or rear of buildings.
- The placement and design of structures should promote pedestrian access, safety, and efficient circulation.

I. site planning

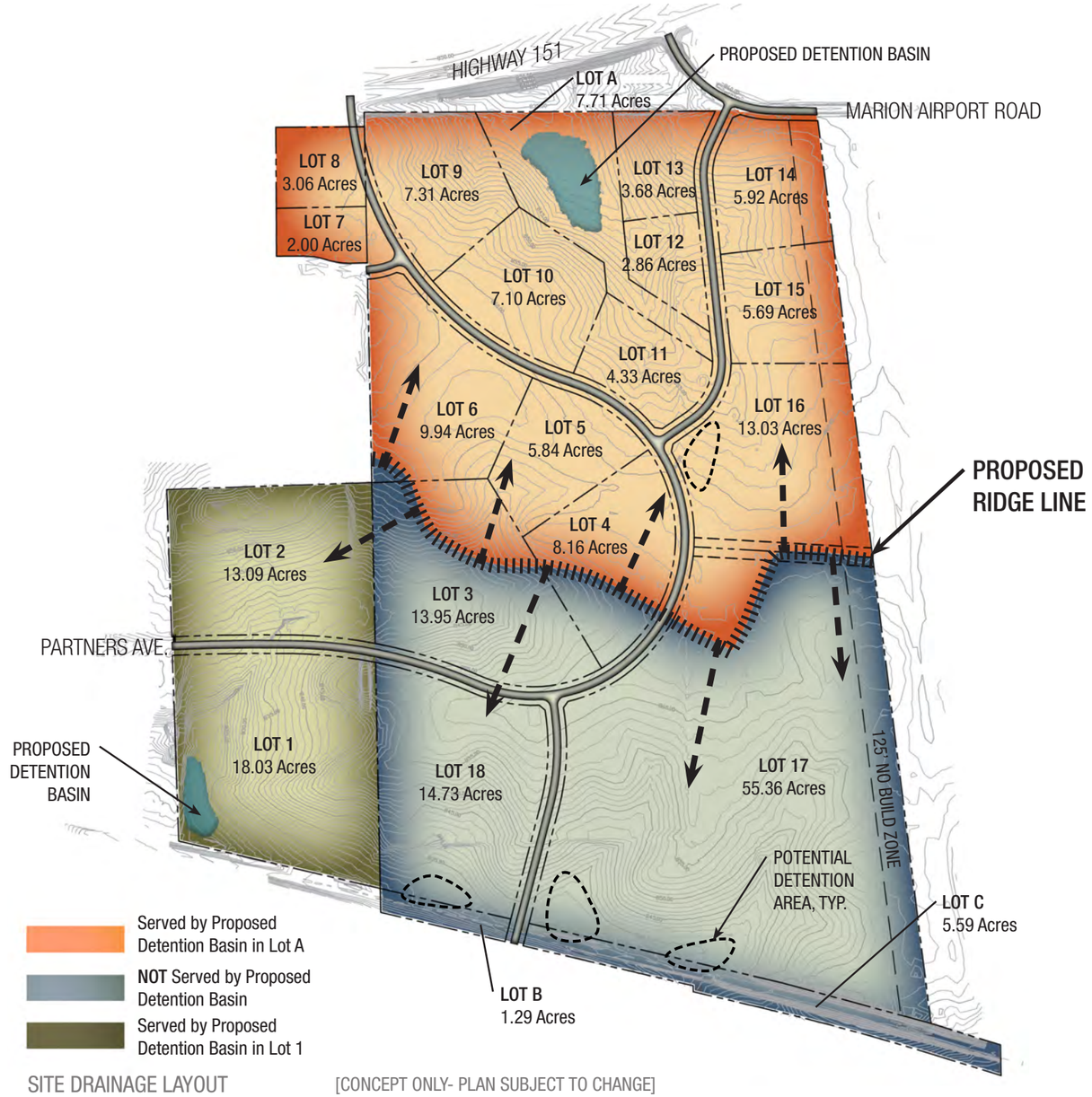
SITE GRADING AND DRAINAGE

- Grading should emphasize natural landforms and scenic views.
- Grade parcels to produce graceful contours, not sharp angles or abrupt grade changes. Excessive cuts-and-fills and “engineered” slope banks should be avoided.
- Minimize excessive grading of the site. Use grading as a tool to integrate buildings, walks, and parking into the natural landscape and topography of the site.
- Minimize the use of retaining walls.
- Retain any significant natural features such as wetlands and incorporate into the project.
- Comply with ADA Guidelines.
- Design on-site drainage and detention facilities as attractive site amenities, designed to harmonize with the natural environment.
- Design natural-appearing drainage features. Use grass-lined swales and natural stonework.
- Areas with 7,500 SF or more of impervious surface (not including pedestrian walkways) shall drain into a bioswale/infiltration cell system designed to handle runoff from a 1.25” rain event for the impervious area.

SITE DRAINAGE LAYOUT (right)

- *Development on Lots 3,17, and 18 will not be served by a proposed detention basin. Future development on these lots will require detention of the 100-yr storm event as well as the water quality volume (1.25”).*
- *Development on the remaining Lots will be served by the proposed detention basin in Lot A. Future development on these remaining lots will only require detention of the water quality volume (1.25”).*

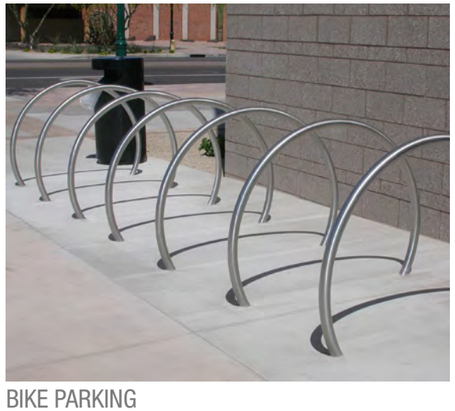
GENERAL GUIDELINES FOR **SLOPE STANDARDS:**	Minimum	Maximum
General landscape and open space	2%	33%
Parking Lot	1%	5%



SITE DRAINAGE LAYOUT [CONCEPT ONLY- PLAN SUBJECT TO CHANGE]

EXAMPLE SITE PLAN WITH WELL DEFINED CIRCULATION


BIOSWALE AT PARKING LOT


BIKE PARKING


PEDESTRIAN WALKS / TRAILS

VEHICULAR ACCESS, CIRCULATION AND PARKING

- Ingress/Egress points to be limited to two per lot (Maximum 50', Minimum 24').
- Locate lot entry points as far as possible from street intersections so that adequate stacking room is provided.
- Loading/service areas should be provided with separate access and circulation whenever possible.
- All lots shall provide pedestrian connections to walks and/or trails.
- Walks immediately adjacent to parking stalls (and not in the ROW) shall be a minimum of 6' wide.
- All trails are to be 8' wide PCC. Walks within ROW are to be 5' wide PCC.
- Minimize pedestrian and vehicular conflicts.
- Joint access / parking is encouraged.
- Parking lots should provide for bicycle and motorcycle parking.
- Provide hard surface for all roads, parking, drives, loading docks, service and storage areas. Gravel or chip-seal is not allowed.

I. site planning

SERVICE AND UTILITARIAN FEATURES

- Service and loading areas must be located at the sides and rear of buildings.
- Storage areas for items such as crates, boxes, and miscellaneous materials, along with work areas, storage tanks, dumpsters, recycle containers, mechanical equipment, and loading and service areas should be screened. Design methods include screening with portions of the building, architectural wing walls, screen walls and landscaping. All design solutions should be compatible with the architecture, materials and colors of adjacent structures.
- All stored goods, materials, machinery or similar items shall be screened from the view of adjacent properties, parking areas, public streets, highways or pedestrian walkways and trails.

- Loading and delivery areas should be clearly marked with directional signage.
- Loading and unloading should be accommodated entirely on the site.
- Trash and recycle enclosures should be consistent with the design of the building architecture by using similar materials. Provide pedestrian entrances to the trash enclosures.
- Trash enclosures should be unobtrusive and conveniently accessible for trash collection but should not impede circulation during loading operations.
- Wood trash enclosures and not permitted.

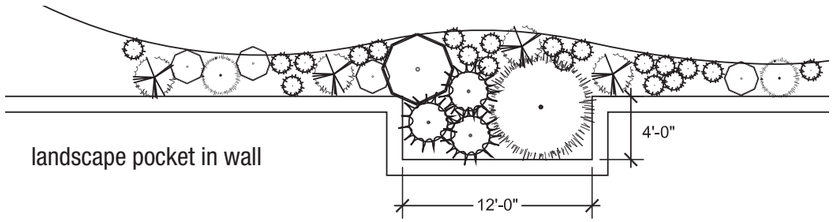
SUNKEN LOADING AND DELIVERY AREA

SCREENED LOADING AND DELIVERY AREA

EXAMPLE TRASH ENCLOSURE

SCREENED TRASH ENCLOSURE

EXAMPLE WALL AND FENCE MATERIALS



WALLS AND FENCES

- Walls and fences should complement the building architecture. Landscaping should be used to soften the appearance of wall surfaces.
- Freestanding walls and fences shall not be placed within the front or side yards and should not be used unless they are required for screening or security purposes.
- Transparent security fencing should incorporate solid pilasters or short solid wall segments.
- Long expanses of fence or wall surfaces should be offset and architecturally designed to prevent monotony. Landscape pockets, 12 feet wide by 4 feet deep should be provided at 80 foot minimum intervals along the wall.

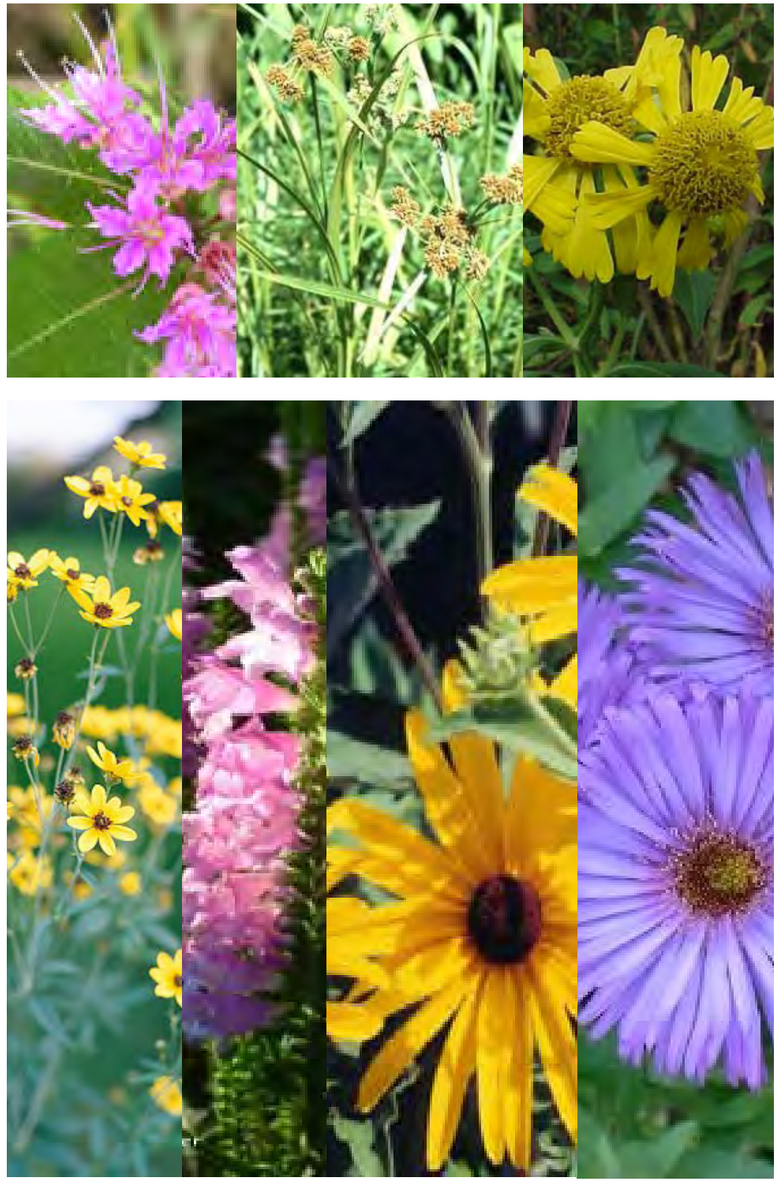
MAXIMUM WALL HEIGHT	
TIER 1	6 feet
TIER 2	8 feet
TIER 3	8 feet

FENCING - SECURITY																					
LEGEND- 'X'- SELECTION INDICATED / 'UL'- UNLIMITED/ ' 0'- NOT ALLOWED			Tier I (SEE SITE PLAN)						Tier II (SEE SITE PLAN)						Tier III (SEE SITE PLAN)					
	Premium Material	Not Allowed	Front	Rear	Side	Corner Side	Double Front	Note	Front	Rear	Side	Corner Side	Double Front	Note	Front	Rear	Side	Corner Side	Double Front	Note
Open unpainted chain link		X																		
Color coated chain link- Dark Colors Only			0	0	0	0	0		0	UL	UL	0	0		UL	UL	UL	UL	UL	
Stained or painted wood, Architectural Panels		X	0	0	0	0	0		0	0	0	0	0		0	0	0	0	0	
Synthetic prefinished composite fencing			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Vinyl and PVC fencing			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Prefinished steel siding panels			0	0	0	0	0		0	0	0	0	0		0	UL	UL	0	0	
Unpainted chain link with slats			0	0	0	0	0		0	0	0	0	0		0	UL	UL	0	0	
Color coated chain link with slats			0	0	0	0	0		0	0	0	0	0		0	UL	UL	0	0	
Masonry material as allowed for walls			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Architectural Steel siding as allowed for walls			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Concrete materials as allowed for walls			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Barbed wire		X																		
Woven wire		X																		
Snow fencing		X																		
Electric fencing		X																		
SCREENING MATERIALS																				
Same list as fencing																				

II. landscaping

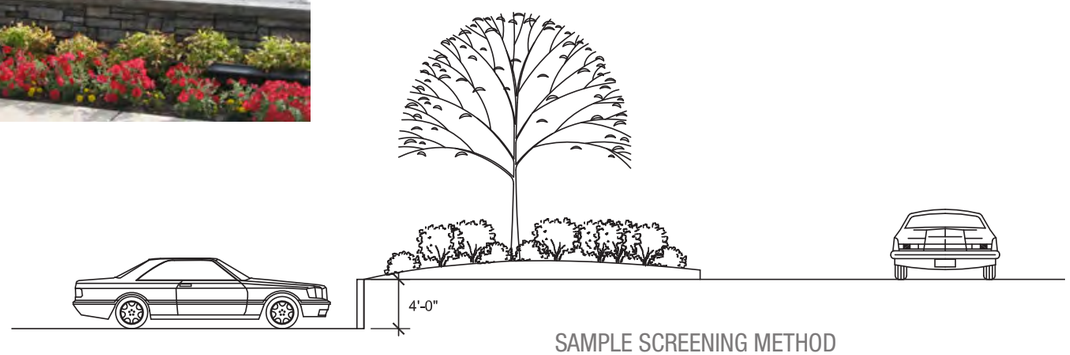
STANDARD GUIDELINES

- Landscaping should be used to screen outdoor storage, loading and equipment areas as well as define areas by directing focus to building entrances and parking lots.
- Landscaping should be in scale with the building and of an appropriate size at maturity to accomplish its intended purpose.
- Plants should be protected from vehicular and pedestrian encroachment through the use of curbs, depressed walks or raised planting beds.
- Plants should be used in conjunction with building articulation to mitigate the effects of large building masses.
- Trees that drop flowers, fruit or nuts should be avoided near pedestrian walkways. Plants shall comply with the City of Marion's approved plants list and corner visual clearance for intersections. Deviations from the City's approved plant list are allowed if the replacement plants are similar in form and hardiness to an approved variety and are accepted by the City.
- Native and low maintenance plants should be used where possible.



LANDSCAPE SCREENING OF PARKING AREA

LOW SCREEN WALL

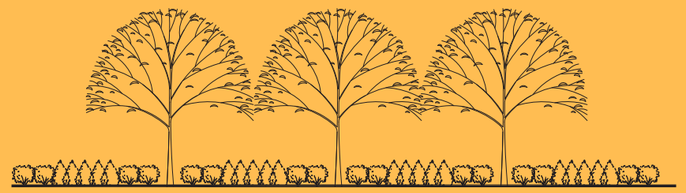


SAMPLE SCREENING METHOD

PARKING, LOADING AND SERVICE AREA SCREENING

Screening at the periphery of all parking lots should be provided according to the following guidelines:

- **Where parking is visible from a public street, provide screening consistent with the Marion Landscape & Screening Standards by using some or all of the following: earth berms, landscape screening, low screen walls, and changes in elevation. See recommended design illustrations below.**
  - » Provide screening using the above described methods to accomplish a screen ranging from 2.5’ to 4’ in height. At least one third of the screening must reach a height of 4’



  - » A continuous or semi-continuous 2’-3’ wall may be used. Avoid long stretches of wall. Provide 1 shrub per 10 linear feet of wall, on average grouping landscape shrubs to soften. At least one third of the shrubs must grow to no less than 4’ in height.

  - » Where topography allows, parking lots could also be located above or below the adjacent street grade to effectively screen parking without the addition of substantial screen walls or berms.
  - » Parking lots whose elevation is at least 4’ below the immediately adjacent street grade will effectively be screened without walls or berms, but should still be landscaped.
  - » Berms shall have a slope no greater than 3:1 and shall be designed in a manner so as to give the appearance of being natural in form.

II. landscaping

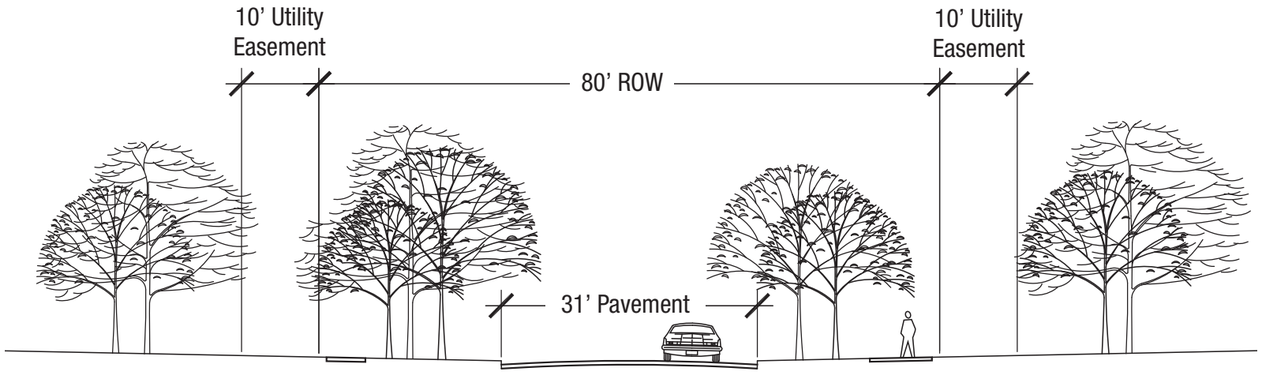
PASSENGER VEHICLE PARKING LOT PLANTING

Parking areas that contain more than 12 spaces must be designed to include trees and planting areas as follows:

- **Trees must be planted or preserved on site so that every parking space or portion thereof is within:**
  - » fifty feet (50') of an understory tree or seventy feet (70') of an overstory tree **(TIER 1)**.
  - » seventy feet (70') of an understory tree or ninety feet (90') of an overstory tree **(TIERS 2 & 3)**.
- **In addition to the required trees, all medians, islands and other planting areas within the parking lot must be landscaped with turf, low grasses, shrubs or other living groundcover. Planting at the ends of the parking aisles must not exceed two feet in height so as not to impede vehicular site lines.**
- **Coniferous trees may not be used to satisfy parking lot tree coverage requirements, and shall not be planted in areas close to parking and/or drives where there is potential for winter ice build-up.**
- **Trees must satisfy City of Marion's sizing requirements.**
- **A minimum planting area of 150 SF is required for understory trees.**
- **A minimum planting area of 300 SF is required for overstory trees.**

PLANTING AREAS ADJACENT TO PARKING

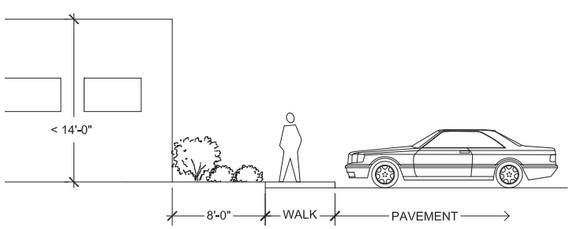
OVERSTORY TREES SHADING PARKING AREA



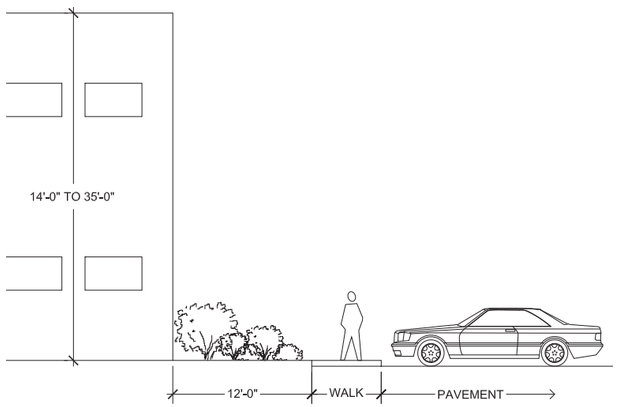
TREE PLANTINGS IN RIGHT-OF-WAY

STREET TREE PLANTINGS

ACCENT PLANTINGS AT ENTRY



Provide 8 feet of planting for buildings less than 14 feet tall.



Provide 12 feet of planting for buildings 14 to 35 feet tall.

PLANTING DESIGN

- Street trees are to be established according to City of Marion standards. Do not locate trees closer than five feet from utilities and 10 feet from street/area lights. No trees or shrubs are allowed in utility easements.
- Limit turf areas for large open spaces. Instead use native and low maintenance plantings with sweeping lines.
- Provide a natural and aesthetically appealing roadside by creating natural groupings of required trees in the front yard.
- The number of trees required is based on the lineal frontage of the property, including all driveway openings.
- On single frontage lots, one overstory tree is required for every 40 linear feet of frontage or one understory tree for every 30 linear feet of frontage.
- On lots with more than one frontage, one tree is required for every 60 linear feet of frontage.
- Provide accent plantings at entries.
- Provide foundation landscaping along all facades that face public rights-of-way.
- Foundation plantings are not required for side and rear facing facades not facing public rights-of-ways unless they also adjoin paved surfaces such as parking lots, loading docks, etc. Where they are provided, they should be a minimum of eight feet wide.
- Maintain the distances from the building foundation listed below as a minimum.

AVERAGE BUILDING HEIGHT	MINIMUM WIDTH
<14 feet	8 feet
>14 feet but <35 feet	12 feet
>35 feet but <50 feet	18 feet
>50 feet	Add 3.5 feet for each additional 10 feet of height

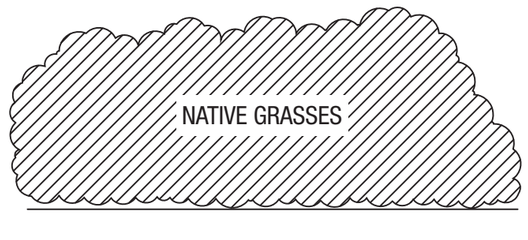
II. landscaping

TRANSITIONAL LANDSCAPES

Transitions of height, style and character of landscape can often create abrupt and awkward edges in a naturalized landscape. Distinctively different landscapes should contain transition zones to create a harmonious visual flow from the natural landscape to the built environment. Examples of contrasting landscapes include the interface of turf grass and prairie, parking lots and native grasses, or ornamental plantings and natural vegetation.

- Provide a pleasing transitions and well defined edges by placing a 5’ wide strip of low-mow turf between the parking lot paving, drives or walkway and adjacent prairie.
- Create sweeping lines where distinctively different landscapes come together by meandering the vegetative interface.
- Avoid unnatural straight lines where two or more distinctively different landscapes converge unless the design intent demands it.

Example transition from paved area to native grasses



DO NOT create a straight edge between native grass landscape and turf

DO create a meandering edge at native grass and turf interface

SAMPLE ARCHITECTURAL MATERIALS

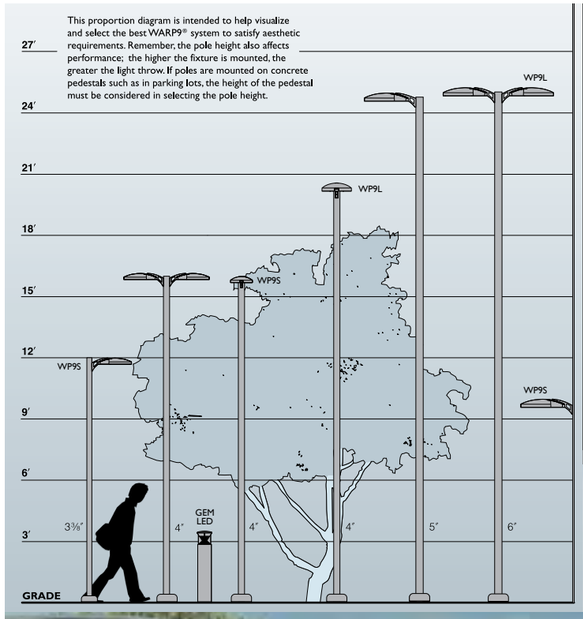
ARCHITECTURE

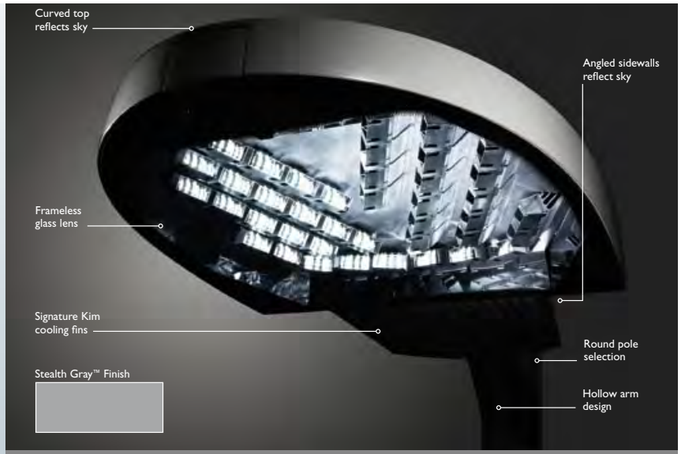
- **The architectural style should take into account the site and should include attention to form, character, size, color, articulation, materials and roof lines.**
- **A unified identifiable image should be projected throughout the industrial park through the use of complimentary colors, materials, roof forms, and signage.**
- **High quality innovative architecture is encouraged through the following elements:**
  - » Variation of building forms, planes, wall heights, and roof levels
  - » Enhanced entry as an easily identifiable focal point using elements such as overhangs, augmented landscaping, vertical architectural features or special building materials.
  - » Appropriate use of massing and articulation to make the building more interesting and less imposing
  - » Screening of rooftop equipment from the ground level by incorporating parapets, pitched facades or architectural elements compatible with the design of the building facade.
- **Minimization of blank walls by:**
  - » Adding window openings, entrances and other relief
  - » Changing color and texture along the wall surface
  - » Adding trims, projections or reveals along different wall surfaces
  - » Varying the position of building elements along a facade

III. architecture

Percentage of Premim Material Required per Building Face

			Tier I (SEE SITE PLAN)						Tier II (SEE SITE PLAN)						Tier III (SEE SITE PLAN)					
			Front	Rear	Side	Corner Side	Double Front	Note	Front	Rear	Side	Corner Side	Double Front	Note	Front	Rear	Side	Corner Side	Double Front	Note
MINIMUM PREMIUM MATERIAL PERCENTAGES REQUIRED			50%	30%	30%	30%	30%		30%	30%	30%	30%	30%		30%	30%	30%	30%	30%	
Allowable wall materials by percentage- 'X' = unlimited and 0 = not allowed																				
LEGEND- 'X'- SELECTION INDICATED / 'UL'- UNLIMITED/ ' 0'- NOT ALLOWED/ PERCENTAGE INDICATES MAXIMUM ALLOWABLE AREA																				
WALL MATERIALS																				
Possible Materials - Any materials not listed must be approved in advance of use.			Tier I (SEE SITE PLAN)						Tier II (SEE SITE PLAN)						Tier III (SEE SITE PLAN)					
	Premium Material	**Not Allowed**	**Front**	**Rear**	**Side**	**Corner Side**	**Double Front**	**Note**	**Front**	**Rear**	**Side**	**Corner Side**	**Double Front**	**Note**	**Front**	**Rear**	**Side**	**Corner Side**	**Double Front**	**Note**
WOOD & FIBER																				
Painted or stained wood horizontal lap siding		X																		
Painted or stained wood board and batten vertical siding		X																		
Painted or stained plywood siding		X																		
Painted fiberboard horizontal lap siding		X																		
Painted and stained fiberboard vertical siding		X																		
CEMENT BOARD																				
Painted horizontal lap siding			10%	10%	10%	10%	10%		30%	30%	30%	30%	30%		50%	50%	50%	50%	50%	
Painted large scale panels			10%	10%	10%	10%	10%		30%	30%	30%	30%	30%		50%	50%	50%	50%	50%	
COMMERCIAL & INDUSTRIAL METAL SIDINGS - Prefinished, stainless steel, chrome.																				
Vertical exposed fastener panels			0	0	0	0	0		0	X	X	0	0		0	UL	UL	UL	UL	
Vertical concealed fastener panels			30%	30%	30%	30%	30%		50%	50%	50%	50%	50%		50%	50%	50%	50%	50%	
Horizontal architectural panels - preformed			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
VINYL																				
Horizontal lap		X																		
Vertical		X																		
STEEL OR ALUMINUM																				
Horizontal lap		X																		
Vertical		X																		
MESH, OR PERFORATED METAL																				
Panels - Painted, prefinished, or permanent metal			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
OTHER																				
Metallic laminate panels with concealed fasteners	X		50%	30%	30%	30%	30%		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Porcelain on steel panels with concealed fasteners	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
EIFS (shall not be used near doors and windows or near the ground)	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Traditional Stucco		X																		
Decorative Asphalt shingles			10%	10%	10%	10%	10%		10%	10%	10%	10%	10%		10%	10%	10%	10%	10%	
Decorative Wood shingles			10%	10%	10%	10%	10%		10%	10%	10%	10%	10%		10%	10%	10%	10%	10%	
Decorative Synthetic shingles			10%	10%	10%	10%	10%		10%	10%	10%	10%	10%		10%	10%	10%	10%	10%	
Decorative Metal shingles			30%	30%	30%	30%	30%		30%	30%	30%	30%	30%		30%	30%	30%	30%	30%	
MASONRY																				
Brick	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Standard Concrete Block - Tinted or painted			10%	30%	30%	30%	30%		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Burnished concrete block	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Decorative, broken edge, striated concrete block - Tinted or painted	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Precast modular concrete units	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Natural stone	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Cut stone	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Manufactured stone	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Mortarless brick or concrete block	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Glass block	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
CONCRETE																				
Poured in place - painted or tinted	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Precast concrete - painted or tinted	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Tilt up concrete - painted or tinted	X		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
ROOFING MATERIALS																				
Possible materials - Any materials not listed must be approved in advance of use.			Tier I (SEE SITE PLAN)						Tier II (SEE SITE PLAN)						Tier III (SEE SITE PLAN)					
	Premium Material	**Not Allowed**	**Front**	**Rear**	**Side**	**Corner Side**	**Double Front**	**Note**	**Front**	**Rear**	**Side**	**Corner Side**	**Double Front**	**Note**	**Front**	**Rear**	**Side**	**Corner Side**	**Double Front**	**Note**
3 tab Asphalt or similar shingle			0	0	0	0	0		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Decorative Asphalt shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Decorative Wood shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Decorative Synthetic Slate shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Decorative Metal shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Exposed fastener roofing > 3/12 Galvanized			0	0	0	0	0		0	0	0	0	0		UL	UL	UL	UL	UL	
Standing seam roofing < 3/12 Galvanized			0	0	0	0	0		0	0	0	0	0		UL	UL	UL	UL	UL	
Standing seam roofing > 3/12 Galvanized			0	0	0	0	0		0	0	0	0	0		UL	UL	UL	UL	UL	
Synthetic Rubber shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Composite cement shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Terra Cotta or clay shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Asphalt covered steel shingles			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Exposed fastener roofing > 3/12 Prefinished			0	0	0	0	0		0	0	0	0	0		UL	UL	UL	UL	UL	
Standing seam roofing < 3/12 Prefinished			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	
Standing seam roofing > 3/12 Prefinished			UL	UL	UL	UL	UL		UL	UL	UL	UL	UL		UL	UL	UL	UL	UL	





EXAMPLE LED LIGHT POLE FIXTURES

SITE LIGHTING

- Utilize dark sky principles by installing high quality outdoor light fixtures that provide nighttime safety while protecting the night sky, preserving energy and minimizing glare. Use cut-off lighting to eliminate light tres-pass onto adjoining property or streets, and downcast fixtures to avoid interference with airport lighting.
- Lighting systems should be designed for two operating levels: a higher intensity for business hours and a reduced level for non-operating hours.
- Lighting should provide security by illuminating on-site areas such as pathways, parking, loading, shipping/receiving and working areas.
- All site lighting fixtures should be LED. Color of light should be compatible with the overall architectural style of the project.
- LED light fixtures shall be tested comprehensively as a system and meet the Illuminating Engineering Society's LM79-80 standard.
- Architectural lighting should be high quality and complement the style of the building while providing illumination of the building entrances.
- Uplighting of building facades and trees should use the lowest wattage necessary to minimize impacts to the night sky. All light sources should be hidden. Lights used to architecturally highlight a building or its fea-tures must use a limited pattern of light that does not extend beyond the wall of the building.
- Conserve energy by using low voltage lighting where possible.
- Light pole height shall complement the scale of the building and sur rounding areas. Pedestrian lighting shall not exceed a maximum of 14 feet. Parking lot lighting shall not exceed 30 feet in height.
- Large above grade light pole bases are not allowed.
- Walkways should be lit to an average of 1-1.5 footcandles to ensure pedestrian safety.
- All bulbs that exceed 2,000 lumens must be fully shielded.

IV. site lighting

SITE LIGHTING (cont.)

IV. site lighting

- Floodlights are permitted at loading areas, service areas, and for architectural emphasis. Floodlights are not permitted for the illumination of parking or outdoor product areas.
- Floodlights, where permitted, must be aimed no higher than 45 degrees from vertical. The bulb shall not be directly visible from any adjacent residential property or public right-of-way.
- Light fixtures used to illuminate flags, statues or objects mounted on a pole or pedestal must use a narrow cone of light that does not extend beyond the illuminated object.
- Security lighting should not project above the fascia or roof line of the building.

EXAMPLE LED BOLLARD LIGHT FIXTURES

EXAMPLE LED FLOODLIGHTS

GROUND SIGNS

INFORMATIONAL SIGNS

WALL SIGNS

SIGNAGE

Building and site signage should be and integral part of the project design. The following provisions for sign location, scale and sign readability should be considered:

- Signs should coordinate with architectural materials, color, size and placement.
- The signage on each lot should clearly direct visitors to parking, entries, loading and receiving and other special areas.
- All signs should comply with the City of Marion Code unless noted otherwise.
- **Signs should be limited to the following:**
  - » Ground sign – limit 1 per lot not more than 32 SF of copy area each. Maximum height shall be 8'.
  - » Information signs –maximum height of 8' with the following allowed per zoning lot:
    - Entrance/Exit Sign -one for each entrance or exit – 9 SF maximum.
    - Parking lot signs – one for each street frontage – 9 SF maximum and shall only designate the use and/or identity of the lot.
    - Identification signs – no limit – no size restrictions.
    - Nameplates – one per building wall with a maximum of 3 SF per sign.
  - » Wall signs – 1 per lot. Maximum size shall be no more than 15% of the surface area of the single wall to which the sign is attached and not project more than 18" from the face of the building, or above the roof line. Signs shall be limited to the side of the building facing the industrial developments' street.

V. signage

SIGNAGE (cont.)

- The method of sign attachment should be integrated into the overall sign design.
- Signs should not cover up windows or other important architectural features.
- No internally illuminated plastic signs are allowed.
- The use of backlit, individually cut letters is encouraged.
- The base of all ground signs shall be landscaped with plant material such as shrubs, ornamental grass and perennial flowers.
- Lighting for exterior signs shall be directed to illuminate the sign without producing glare to neighboring pedestrians, vehicles or adjacent buildings.

V. signage

GROUND SIGNS

NATIVE GRASS INTEGRATED WITH ENTRY SIGNAGE

NATIVE GRASSES IN LARGE OPEN SPACE

SUSTAINABLE DESIGN

The following are some of the sustainable design strategies which are encouraged for each building and building site:

- Design building orientation and shading to minimize solar gain and maximize daylight harvesting.
- Provide natural ventilation
- Include photo sensors and localized lighting controls to reduce the amount of artificial light needed within indoor spaces.
- Use recycled and recycled-content building materials.
- Deter and recycle construction waste from going to the landfill.
- Capture and direct stormwater to infiltration areas through the use of permeable paving, vegetated swales, bioswales and biocells.
- Minimize the use of impermeable surfaces on site.
- Encourage stormwater infiltration through the use of low prairie in large open spaces.
- Implement the use of solar panels into the building design.

NATIVE GRASSES

» Increase infiltration and reduce maintenance through the use of native grasses in large open spaces.
» Use a low growing prairie mix with a variety of grasses and forbes.

VI. sustainable design

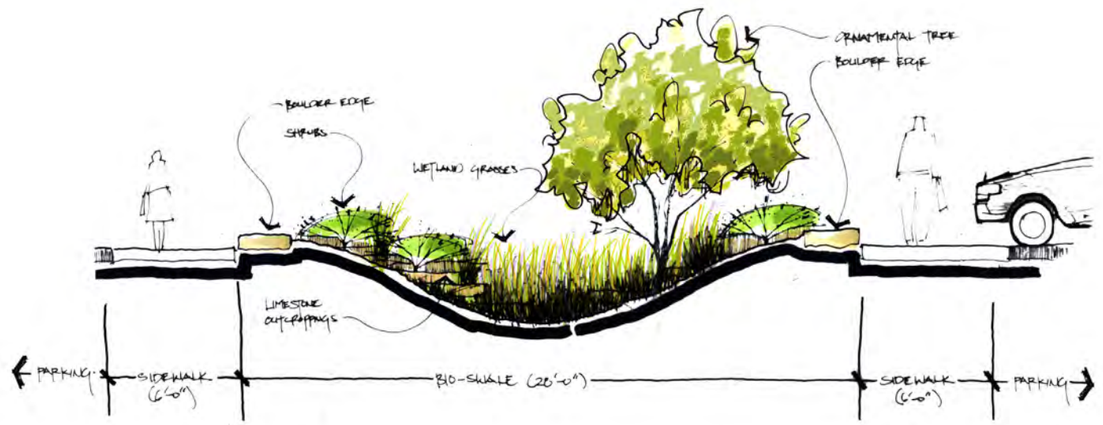
SUSTAINABLE DESIGN (cont.)

BIOSWALES

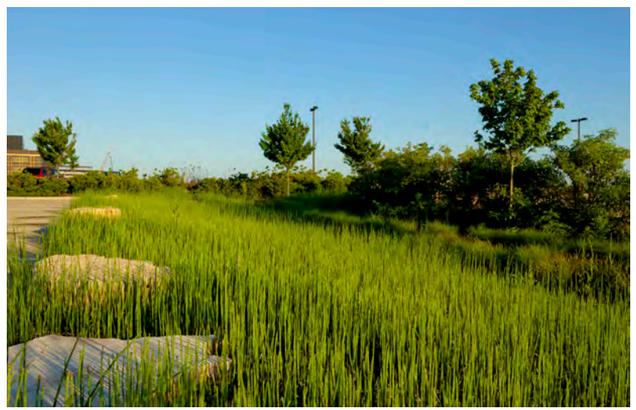
- » Provide 20’ wide bioswales within alternating parking areas (one bioswale for every three rows) for parking areas over 7,500 sf.
- » Design parking lot to optimise the use of the bioswale by encouraging run-off in a diffuse flow through a segmented curb towards the swale.
- » Provide bioswale side slopes that are 4:1 or flatter.
- » Create check dams with soil or other hardscape material every 50’
- » Install 24” of low-mow turf or other material acceptable to the City on the inside edge of the curbs to accommodate car overhang.
- » Select plantings for conditions typical for each zone in the bioswale. Use native plants in the swale as well as at the ends of each island where possible.
- » Use a variety of native plants on islands for longer bloom times and more intense color.
- » Install an erosion control blanket in the swale while vegetation is being established.

VEGETATED SWALES

- » Slow conveyance of stormwater runoff, encourage infiltration and removal of pollutants through the use of vegetated swales where appropriate.
- » Vegetated swales shall meander and be at least 20’ wide with slopes that do not exceed 4:1. The selection of plant material for the vegetated swale will depend upon its location and function, the soil permeability and the water table. Install plants designed to function in the appropriate zones.

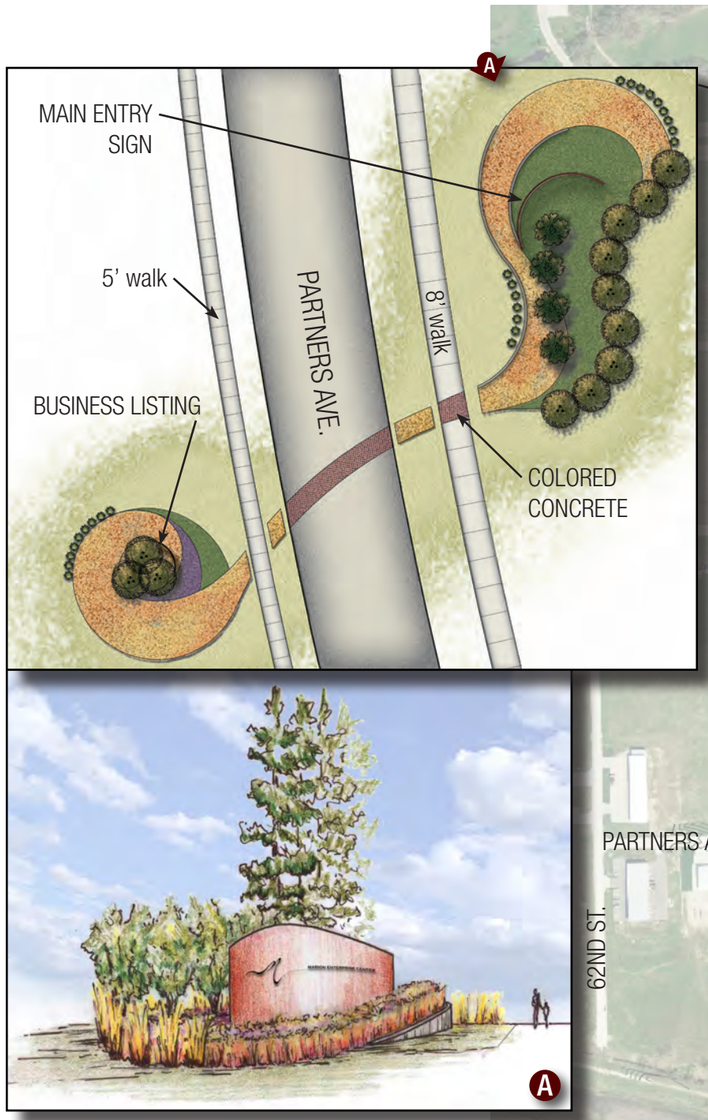


SECTION: PARKING LOT BIOSWALE

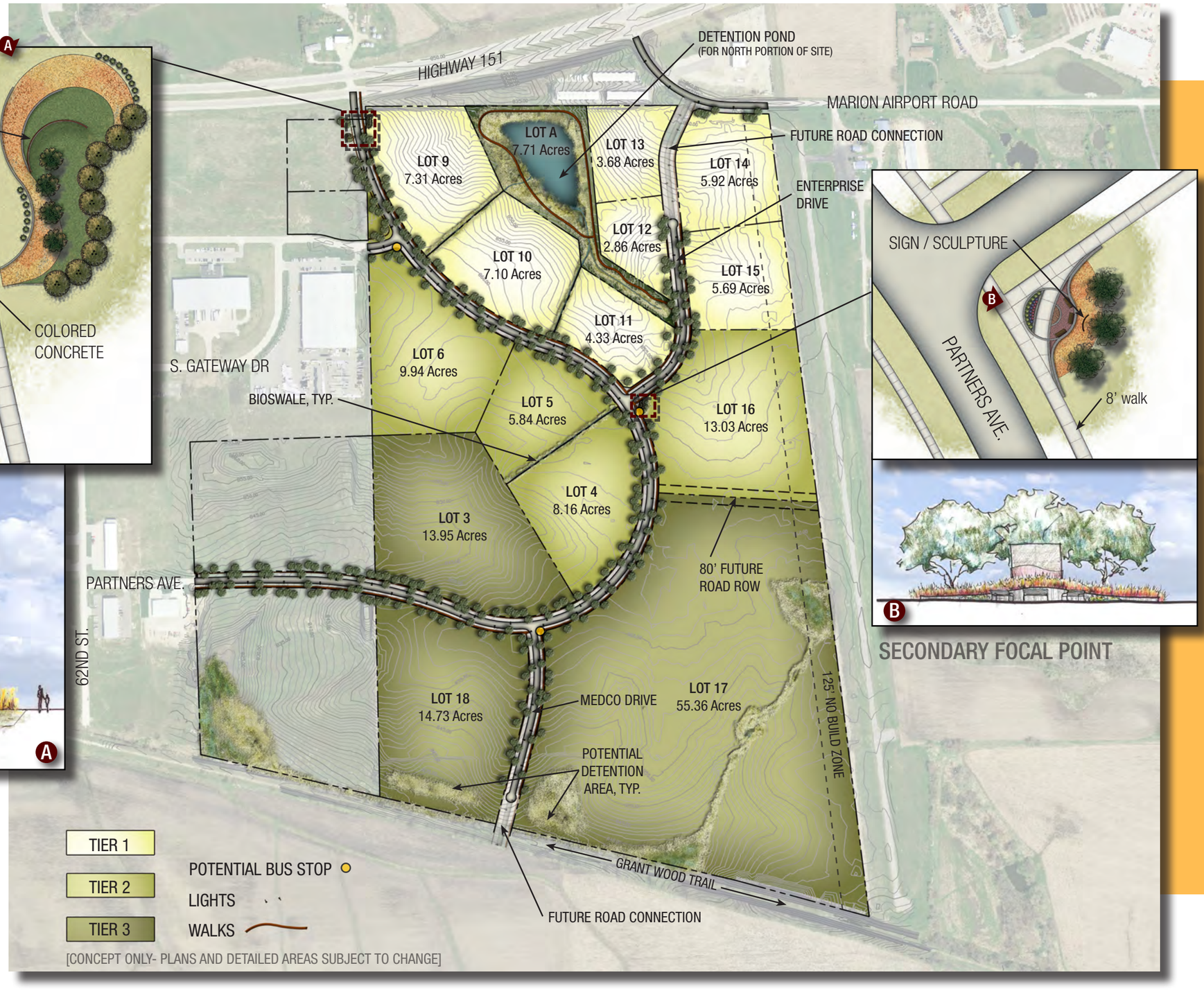


VEGETATED BIOSWALE

VII. site plan + enlargements



SITE ENTRY



SECONDARY FOCAL POINT

IX. approval procedures

DESIGN REVIEW AND APPROVAL PROCEDURES

All building construction and site improvements must be reviewed and approved by the Marion Planning and Zoning Commission (MPZC) and Marion Economic Development Company Holding Company (MHC) before any on-site construction commences.

Prior to MPZC taking action, plans must be reviewed by the MHC and City staff. For a typical building project, ten copies of each submittal are required for each complete staff, board and MPZC review. One copy will be returned to the Applicant with comments. Communication with the MPZC shall be directed to the Marion City Planner.

PRE-DESIGN CONFERENCE:

Prior to preparing the submittal, the Applicant or designated agent should arrange to meet with City Staff in a pre-design conference.

1. At this time, the applicant shall make available the following:
    a. General information, including but not limited to the applicants name, address, project manager, landscape architect, architect, engineer and any other consultants.
    b. A general schedule to show anticipated planning and design time frame and the beginning and completion of construction.
    c. Intended general use of parcel.
2. City staff will make available:
    a. Building Codes, Engineering and Grading Plans, Sanitary Sewer, Water Main, Storm Sewer Plans, and Street Profiles.

The Applicant starts the formal review process with submission of the following Required Information:

SCHEMATIC DESIGN SUBMITTAL:

Prior to Final Design Submittal the Applicant shall submit a Schematic Design for review by the MHC and City Staff. This is to ensure careful and thoughtful planning in regard to location and size of building, parking, open space, access and adherence to the Design Guidelines. The Schematic Design must be approved by the City Staff in writing before final design begins and should include the following data:

1. Applicant's name, address, and telephone number, the name, address and telephone number of the firm(s) preparing the plans, the Lot designation, the scale and north arrow, the date, legal description, area of Lot and the date of submission.
2. Location plan of the proposed improvements, dimensions of Front, Side, and Rear Yards, and other related site development information and calculations.
3. Conceptual grading and drainage plan, including bioswales if applicable.
4. Conceptual utilities plan showing sanitary sewer, water, electric, telephone and industrial waste disposal method (if any).
5. Location of natural conditions such as wetlands which may prevent limitations to development.
6. Conceptual landscape plan showing existing and proposed plant material.
7. Locations of parking lots and service areas including garbage and recycle container areas.
8. Elevations of buildings from all sides at an appropriate scale sufficient to clearly indicate the placement and massing of the buildings. The following building details shall also be provided.
    a. All exterior materials and colors. (The final submission shall include the manufacturer's name and catalogue numbers of all material and colors and/or samples of same.)
9. Locations, design and materials of exterior signs.
10. Methods, materials, height and color for screening of outdoor service and utilitarian features
11. Location, height, design and materials of any walls and fences
12. Locations of pedestrian pathways and any connections to adjacent common area pedestrian trails.

Design exceptions to the requirements of the Guidelines herein are permitted when deemed appropriate by the City Staff and MCH. In order to obtain a design exception, the Applicant must request the exception in writing, documenting the reason for the request and providing evidence to clearly demonstrate the merits of the proposed design exception.

FINAL DESIGN SUBMITTAL:

The following list indentifies the minimum required information that is to be submitted by the Applicant to the MPZC. Site plans must show development of the entire property including all future phases.

Required data is as follows:

1. Project Data (to be shown on the site plan):

a. Name of Owner, Developer and/or Builder (as applicable)
b. Name of Project
c. Proposed use and building construction type.
d. Development schedule
e. Total site area
f. Total building area
g. Total unobstructed open space expressed in total square feet and percent of total site.
h. Identification of project phasing, with phasing schedule.
i. Total anticipated number of employees, by phase.
j. Total parking provided, by phase.
k. Legal description and address
l. Name, address, and telephone number of person who will maintain communication with the City staff. This should be a person who will have long-term responsibility for the project.
m. Signature Block for City Engineer Approval

2. Architectural Plans Illustrating:

a. Building elevations
b. Ground floor plans with finished floor elevations
c. Exterior building materials and colors (the submittal of a color/sample board is required)
d. Typical wall sections(s)
e. Illustration of screening of mechanical equipment

3. Layout Plans Illustrating:

a. Required setbacks for building and parking areas.
b. Buildings, storage, service, loading and trash areas
c. Parking areas
d. Driveways, walks and trails
e. Site lighting (including fixture selection and cut sheets)
f. Utilities
g. Fences, and walls including design, height and materials
h. Methods, design, materials and colors for screening outdoor service and utilitarian features

4. Grading Plan Illustrating:

a. Existing and proposed finished grades using one foot contour intervals and spot elevations
b. Property lines and easements
c. Drainage patterns

5. Landscape Plan Illustrating

a. Locations, size and species of all plant material
b. A complete plant material list and planting specifications
c. If infiltration practices are used, show grades, water depth, typical cross section(s), soil mixtures planting plan, plant material list, specifications and maintenance plan.

6. Signage Plan Illustrating:

a. Size, location and design of each sign, including materials and colors.
b. Sign message including all graphics and layout

7. Utility Plan Illustrating:

a. All utilities
b. Flow at all design points within the site for the initial and major storm runoff.
c. Total water quality volume (1.25" rain event) for biocells and other stormwater infiltration practices.
d. Location and size of all drainage structures and features.
e. Finish floor elevations
f. Connections to utility systems
g. Typical road, drive and parking lot paving sections.
h. Fire hydrant locations

Final approval of building construction and site improvements within the Marion Enterprise Center is granted from the Marion Planning & Zoning Commission

X. application flow chart