



## INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

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Date: 02 May 2008  
To: Moorage, Boathouse, and Floatplane Tenants  
From: Laurie Borton, Marina Manager  
Re: Marina Expansion, Security Upgrades and Subleasing Policy

### Background

Since spring of 2006 the Marina has been at capacity. A significant waiting list has accumulated. A master plan to guide the use and expansion of the marina was approved by the Port Commission in December 2007 after significant public and user input. In January 2008, the Commission authorized staff to begin planning and engineering work for Phase One of the Marina Plan—expansion of the south end of ‘C’ Dock—and for a new security gate system. Meetings for public input were subsequently held and Phase One expansion plans were discussed at meetings of the Waterfront Recreation Committee, the Hood River Yacht Club and the Port Commission. The Port now seeks to move ahead with the expansion this summer assuming there is sufficient interest and commitments from marina users. This memo is intended to provide information about the expansion plans and identify existing moorage tenants that may be interested in leasing the new slips.

### Scope of Improvements

Bid specifications have been prepared for Phase One expansion called “C-Dock South” which would add 20 slips to the marina. See the attached plan. The expansion is relatively straightforward from a permitting standpoint because the Port had the foresight years ago to place piers during a previous expansion. As shown on the attached plan, the expansion will add eight eastside double slips and one single slip for boats 30-35 feet; and ten westside double slips and one single slip for boats 30 feet and under. In addition to a dock expansion and electrical upgrades, the Port would like to improve moorage access and security by switching to a keycard or keypad activated ramp gate.

### Costs

It is anticipated that all existing and new moorage tenants will share equally in the cost of the expansion and security gate. Existing moorage tenants need to anticipate an increase in lease rates beginning in 2009 to cover the costs of the marina improvements. The exact increase is unknown at this time but based on early cost estimates, and the likely financing plan, we anticipate a 20-30% increase in moorage rates in 2009.

### Next Steps

The current Waiting List has over 100 names of people seeking slips under 30 feet, and over 50 names of people wanting slips exceeding 30 feet. The Port seeks to move ahead with the “C-Dock South” Expansion quickly but will need an indication of interest and commitments from current marina tenants interested in moving to the new slips and from those on the Waiting Lists before proceeding. Priority will be given to current marina tenants interested in the new slips. The process will be as follows:

- The Waiting Lists will be verified as “true lists” by requiring a non-refundable deposit that will not be applied to the moorage lease when a slip becomes available. Once these lists are verified by May 30 and the Port is confident that a “C-Dock South” expansion is justified, a bid will be let for the initial expansion phase.

- If you have any concerns or issues that you would like to bring to our attention, please send an email to the Marina Manager at [lborton@portofhoodriver.com](mailto:lborton@portofhoodriver.com) or to the general mailbox at [porthr@gorge.net](mailto:porthr@gorge.net) with "Marina Upgrades" in the subject line. With regard to leasing a slip on the new "C-Dock South," please email our office with your request by May 15. If requests exceed the number of slips available a lottery will be held to determine placement for vessels to occupy the appropriate size slip.

### **Finally...Subleasing**

Your requests that subleasing be allowed are now being considered and the idea has been endorsed by the Waterfront Recreation Committee. A policy has been drafted for Commission review. Requirements recommended by staff will include: tenant account must be in good standing; tenant must have a minimum of twelve months tenancy prior to entering into a sublease agreement; an administrative setup fee will be paid to the Port by the tenant; the tenant will have full responsibility for agreement and insurance submittals to the Port; the sublease will be limited to a maximum of 6 months; the Port will not accept boats for storage purposes; the tenant cannot charge the sublessee more than the current prevailing monthly rental rate; the boat must be the appropriate size for the slip; and non-compliance of the Rules and Regulations will be cause for immediate termination of the sublease and tenant moorage rights. The tenant will not be required to offer a sublease to those on the Waiting List, but the List will be made available, if requested.

Attachment: "C-Dock South" Expansion Plan dated April 8, 2008

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(Moorage concerns are represented by Laney Gale and Doug Archbald who serve on the Waterfront Recreation Committee, and by Josh Sceva who serves as Chair of the Port liaison committee on the Hood River Yacht Club.)