Minutes of the
CANNON BEACH DESIGN REVIEW BOARD
January 21, 2016
Council Chambers

Present: Board Members Sandi Lundy, Jenee Pearce, and Todd Rowley

Excused: Chair Mike Morgan; Board Member Marc Bates

Staff: Planner Mark Barnes and Administrative Assistant Alisha Gregory

CALL TO ORDER

Vice-Chair Pearce called the meeting to order at 6:00 p.m.

ACTION ITEMS

(1) Approval of Agenda

Motion: Lundy moved to approve the agenda as presented; Rowley seconded the motion.

Vote: Lundy, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(2) Election of Chair and Vice Chair for 2016

Motion: Lundy nominated Morgan to remain Chair; Rowley seconded the motion.

Vote: Lundy, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

Motion: Lundy nominated Pearce to remain Vice-Chair; Rowley seconded the motion.

Vote: Lundy, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(3) Consideration of the Minutes of the Design Review Board Meeting of December 17, 2015

Motion: Lundy moved to approve the minutes of December 17, 2015 as presented; Rowley seconded the motion.

Vote: Lundy, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(4) Consideration of FS 16-01, Cottage Crafter's Collection Sign Located at 1347 S Hemlock Street

Vice-Chair Pearce introduced the item.

Barnes summarized his staff report noting the difference between free-standing signs and signs approved administratively. Barnes clarified Board review noting review is limited to color, dimensions, etc., and excludes content.

Mary Peterson, PO Box 85, Tolovana Park, OR 97145, applicant, reviewed her application and described the nature of her business, stating the focus is on local homemade and handcrafted items. In response to Lundy, Peterson stated the freestanding sign will slide into the existing wooden frame and the "open" sign will be removed when the business is closed. Also in response to questions from Lundy, Peterson explained that the proposed sign image will be printed on the wood sign, similar to the McBee Cottages sign (located at 888 S

Hemlock). Pearce stated that the Board usually prefers to have color samples. In response to a question from Rowley, Peterson stated that the lettering will be painted on a "rough natural" wood sign.

Barnes stated to the applicant that a building permit may be needed. He will check with the building official and confirm whether or not it is required for this sign.

Lundy stated concerns with weathering, color fading, and the sign perhaps being too busy. She recommended cutting down on the detail of the photograph to create a more eye catching sign. Pearce noted that there are colorful signs in town that have been tastefully done and the colors have stayed fairly true.

Motion: Rowley moved to approve the freestanding sign as presented on the final page of the application; Lundy seconded the motion.

Vote: Lundy, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(5) Authorization for the Vice-Chair to Sign the Appropriate Orders

Motion: Lundy moved to authorize the Vice-Chair to sign the appropriate orders; Rowley seconded the motion.

Vote: Lundy, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

(6) Artificial Turf Code Amendment

Barnes reviewed possible code amendments pertaining to artificial turf and grass crete. The proposed amendments will go before the City Council first as a work session item and then brought back before DRB for review. The next step would be a public hearing in front of the Planning Commission then a recommendation to the City Council.

(7) Good of the Order

Rowley has been reappointed to DRB. Pearce thanked staff and Board members for their time and efforts.

ADJOURNMENT

Vice-Chair Pearce adjourned the meeting at 6:22 p.m.

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Alisha Gregory, Administrative Assistant

Minutes of the
CANNON BEACH DESIGN REVIEW BOARD
February 18, 2016
Council Chambers

Present: Chair Mike Morgan; Board Members Jenee Pearce and Todd Rowley

Excused: Board Members Marc Bates and Sandi Lundy

Staff: Planner Mark Barnes and Administrative Assistant Alisha Gregory

CALL TO ORDER

Chair Morgan called the meeting to order at 6:03 p.m.

ACTION ITEMS

(1) Approval of Agenda

Motion: Pearce moved to approve the agenda as presented; Rowley seconded the motion.

Vote: Morgan, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(2) Consideration of the Minutes of the Design Review Board Meeting of January 21, 2016

Motion: Pearce moved to approve the minutes of January 21, 2016 as presented; Rowley seconded the motion.

Vote: Pearce and Rowley voted AYE; the vote was 2/0 in favor and the motion passed unanimously. Morgan abstained as he was not present for the January 21, 2016 meeting.

(3) Public Hearing and Consideration of DRB 16-01, City of Cannon Beach, Welcoming Pole at NeCus' Park

Chair Morgan introduced the item. No one objected to the jurisdiction of the Design Review Board to hear this matter at this time. Chair Morgan asked if any Design Review Board member had any conflicts of interest or personal biases to declare. There were none. Chair Morgan asked if any Design Review Board member had any ex parte contacts. There were none. Site visits were declared by Board members.

Barnes summarized the staff report noting the colors for the pole may be slightly different due to copying. He further noted that the artist may be contacted via telephone if the Board would like to ask him questions.

Dan Grassick, Public Works Director summarized the application in more detail, clarifying the location; the proposed location is creekside of the existing constructed trail. He noted to pole would face north/northwest towards the creek. He further noted possible construction of a canoe landing at that site in the future. In response to a question from Morgan, Grassick stated that the master plan presented in the application materials is a conceptual design used for a previous grant application, not the final master plan for the site.

Barnes stated that no correspondence has been received for this item.

Chair Morgan opened the public hearing and stated that the pertinent criteria were posted; testimony and evidence must address those criteria or other applicable criteria; failure to raise an issue accompanied by statements or evidence sufficient to permit the decision makers to respond to the issue would preclude appeal based upon that issue; prior to the conclusion of the initial evidentiary hearing, any party may request that the hearing record remain open for at least seven days for the submission of additional testimony or evidence.

Chair Morgan asked for testimony from the applicant.

Leslie Garvin, PO Box 167, Cannon Beach OR 97110, gave testimony representing the Public Art Committee. She noted the Palette Group approached the Public Art Committee with this project. The Public Art Committee has funds in this fiscal year budget and would like to fund this project.

Barbara Linnett, PO Box 692, Astoria OR 97103, gave testimony representing the Palette Group. Linnett noted the Parks Committee has endorsed this project and the Palette Group has worked closely with Dick Basch and Doug Deur on design. Regarding the future parks master plan, if the site is redesigned the welcoming pole and related signage can be moved.

Dick Basch, PO Box 371, Seaside OR 97138, distributed photos from the welcoming pole artist Guy Capoeman showing similar art pieces and works in progress. In response to a question from Morgan, Basch noted the finished project will look similar to the proposed, however, the grain of wood and knot locations will be a factor. The colors will be muted and made from natural products.

Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents. There was none.

Chair Morgan asked for any staff response. Staff had no additional statements.

Chair Morgan asked if the applicant wished to make any final statements. The applicant did not.

Pearce requested comments from the artist. At 6:23pm the Board called the artist.

Guy Capoeman, PO Box 651, Taholah WA 98587, artist, gave testimony via telephone. In response to a question from Pearce regarding color fading, Capoeman stated that he will be using paint, noting that modern day paint does well. The pole will be sealed which may require resealing every three years of so. In response to concerns from Pearce with upkeep, the Board discussed a typical can of sealant costing approximately $45 and the Public Works Department could do the work. In response to Morgan inquiring about the time frame, Capoeman stated that the project could be finished in about two months. Barnes confirmed that the City could provide the platform needed. The Board thanked Capoeman for his time and ended the phone call at 6:29pm.

Chair Morgan closed the public hearing.

Consideration of DRB 16-01

In response to Morgan's questions regarding the master plan, Barnes stated that the City has just hired a consultant and completed an initial meeting regarding the City's parks system master plan that will cover all park assets including NeCus' Park. Some elements of that master plan may need to come before the Board for review. Morgan asked audience member, and Parks Committee member, Barb Knop, why the Committee has chosen to move forward with this project prior to the completion of the master plan. Knop stated the the Committee wishes to move forward since funding is available this fiscal year and the welcoming pole can be moved if it does not fit into the master plan.

Audience member and Public Arts Committee member, Hank Johnson, stated that the preliminary master plan presented to the Board may be changed, however, the Committee believes this welcoming pole will fit in regardless of the end result.

Morgan expressed concerns with moving forward with any work for the site given the master plan has not been finalized. He would prefer no commitments be made until after the plan is in place. Linnett stated the welcoming pole is more like an art structure, which could be moved easily. Morgan stated he does like the design and idea of the welcoming pole but would prefer it be placed somewhere else until after the master plan is complete. Garvin noted that the master plan may not be in place for a couple more years and feel that the City should take advantage of the funds being available now, reiterating that the pole could be moved if needed.

Motion: Pearce moved to approve the application as presented; Rowley seconded the motion.

Morgan suggested amending the motion to add a condition regarding the master plan.

Amended Motion: Pearce moved to approve the application with the conditions that the pole be relocated if it does not fit in with the parks system master plan vision for that location and that the interpretive signs do not come before the Board until after the master plan is completed; Rowley seconded the motion.

Vote: Morgan, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(4) Public Hearing and Consideration of DRB 16-02, City of Cannon Beach, Landscape Modifications Adjacent to Sewage Pump Station Located at the Corder of Spruce and Second Streets

Chair Morgan introduced the item. No one objected to the jurisdiction of the Design Review Board to hear this matter at this time. Chair Morgan asked if any Design Review Board member had any conflicts of interest or personal biases to declare. There were none. Chair Morgan asked if any Design Review Board member had any ex parte contacts. There were none. Site visits were declared by Board members.

Barnes summarized the staff report, noting that the area had to be excavated to allow work on existing pumps.

Barnes stated that no correspondence has been received for this item, however, there are additional photographs on the table.

Chair Morgan opened the public hearing and stated that the pertinent criteria were posted; testimony and evidence must address those criteria or other applicable criteria; failure to raise an issue accompanied by statements or evidence sufficient to permit the decision makers to respond to the issue would preclude appeal based upon that issue; prior to the conclusion of the initial evidentiary hearing, any party may request that the hearing record remain open for at least seven days for the submission of additional testimony or evidence.

Chair Morgan asked for testimony from the applicant.

Dan Grassick, City of Cannon Beach Public Works Director summarized the application.

Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents. There was none.

Chair Morgan asked for any staff response. There were no additional statements.

Chair Morgan closed the public hearing.

Consideration of DRB 16-02

The Board discussed the application and revisions to the presented landscape plan.

Motion: Pearce moved to approve the application with the following conditions: Southeast area (adjoining the pump station): no Leland Cypress, no grass, add pavers with grade matching sidewalk, add bench, add planter box, keep existing sign; Northwest area: keep existing Escolonia; Southwest area: no Ceanothus, add Hydrangea, add Fuscia, add other low-growing species; Northeast area: Ceanothus as proposed; Rowley seconded the motion.

Vote: Morgan, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

(5) Authorization for the Chair to Sign the Appropriate Orders

Motion: Pearce moved to authorize the Chair to sign the appropriate orders; Rowley seconded the motion.

Vote: Morgan, Pearce, and Rowley voted AYE; the vote was 3/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

(6) Statement of Economic Interest (SEI)

Barnes distributed a letter with information regarding the SEI. The Board should be receiving email notification in the next week. The SEIs will be done electronically. City Recorder, Colleen Riggs, will be following up with the Board members and answering any questions.

(7) Good of the Order

Barnes distributed language for possible code amendments regarding the dark sky ordinance and hardscape/ softscape (astroturf). Once the language is finalized he will be bringing it before the Board for additional review.

Pearce stated the SOLVE will be having their annual beach cleanup event on March 26, 2016.

ADJOURNMENT

Chair Morgan adjourned the meeting at 7:03 p.m.

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Alisha Gregory, Administrative Assistant

Minutes of the
CANNON BEACH DESIGN REVIEW BOARD
March 17, 2016
Council Chambers

Present: Chair Mike Morgan; Board Members Marc Bates, Sandi Lundy, Jenee Pearce and Todd Rowley

Excused: None

Staff: Planner Mark Barnes, Public Works Director Dan Grassick, Recorder Tracy McGill

CALL TO ORDER

Chair Morgan called the meeting to order at 6:00 p.m.

ACTION ITEMS

(1) Approval of Agenda

Morgan requested that the Public Hearing and Consideration of DRB 16-06, City of Cannon Beach, Landscape Modifications to East City Hall Parking Lot Located at 163 E Gower Street be moved to the beginning of the agenda. Committee members agreed by consensus.

Motion: Pearce moved to amend the agenda to move the City of Cannon Beach, Landscape Modifications to the first item and to approve the agenda with that change. Bates seconded the motion.

Vote: Bates, Lundy, Morgan, Pearce, and Rowley voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

(2) Consideration of the Minutes of the Design Review Board Meeting of February 18, 2016

Motion: Pearce moved to approve the minutes of February 18, 2016 as presented; Rowley seconded the motion.

Vote: Bates, Lundy, Morgan, Pearce, and Rowley voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

(3) Public Hearing and Consideration of DRB 16-06, City of Cannon Beach, Landscape Modifications to East City Hall Parking Lot Located at 163 E Gower Street

Chair Morgan introduced the item. No one objected to the jurisdiction of the Design Review Board to hear this matter at this time. Chair Morgan asked if any Design Review Board member had any conflicts of interest or personal biases to declare. There were none. Chair Morgan asked if any Design Review Board member had any ex parte contacts. There were none. Site visits were declared by Board members.

Barnes summarized the staff report He noted that the site plan previously distributed was being replaced with an amended site plan which is included in the record. He also noted that the 20 foot buffer is a code requirement and explained that most of the buffer is in the foot path on City owned property.

Barnes stated that no correspondence has been received for this item.

Chair Morgan opened the public hearing and stated that the pertinent criteria were posted; testimony and evidence must address those criteria or other applicable criteria; failure to raise an issue accompanied by statements or evidence sufficient to permit the decision makers to respond to the issue would preclude appeal based upon that issue; prior to the conclusion of the initial evidentiary hearing, any party may request that the hearing record

remain open for at least seven days for the submission of additional testimony or evidence.

Chair Morgan asked for testimony from the applicant.

Dan Grassick, Public Works Director and David Vonada, Tolovana Architect LLC, 368 Elk Creek Road, Cannon Beach, OR 97110 testified representing the City of Cannon Beach. Grassick explained that the long term plan is being developed in multiple phases due to budget constraints this fiscal year with this item being the first phase. He stated that the parking lot expansion would be done this summer to provide additional parking for public use. A revised site plan was distributed to the Committee and is included in the record. Grassick and Vonada reviewed the updated site plan for the Committee. In response to a question from Lundy, Grassick explained that the revised plan was just completed and received from the architect. Grassick reviewed the changes to the updated site plan and clarified the landscaping included on the plan. He also and noted that they would work with Mr. and Mrs. Roberson to incorporate the existing landscaping.

Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents.

Pamela Roberson, 188 E Coolidge, Cannon Beach, 97110 stated that her testimony was neutral at this point due to the changes that had been incorporated into the revised site plan. She said that her concern had been that the prior plan had incorporated a 20 foot fence along the property line they shared with the City property and if that had been installed, it would have been necessary to fell trees and shrubs. She said that the trees also support a steep bank along the property line. This noted that the tree lined greenery is a nice buffer and removing trees on the property line could devalue her property. She noted that with Dan Grassick's help, they had revised the plan to make sure that the fence would not be needed.

Jan Seibert-Wahrmund, PO Box 778, Cannon Beach, OR 97110, representing Cannon Beach Friends of Trees read a statement which is included in the record. She noted that it had been based on the initial site plan, so some of the issues were no longer pertinent.

Hank Johnson, 4008 S. Hemlock, Cannon Beach, OR 97110 testified that the City of Cannon Beach Zoning Code and Comprehensive Plan address the preservation and enhancement of the natural landscape. Johnson stated that he believes that the plan should be rejected outright because it doesn't enhance the existing landscape, is contrary to the plan and removes trees.

Morgan noted that the fence on the new plan has been eliminated and replaced with a buffer of additional vegetation. Roberson said that she had no problem with the new plan and thanked Grassick for working with them.

Chair Morgan asked for any staff response. Grassick noted that there is a proposal for LED street lights along Gower Street. If those meet the DRB Committee's approval, Public Works would incorporate those in this plan. He noted that the location is included in the revised plan and it respects the "Dark Sky" and would not broadcast toward the Roberson property.

Chair Morgan asked if the applicant wished to make any final statements. The applicant did not.

Chair Morgan closed the public hearing.

Consideration of DRB 16-06

Pearce requested that this item be continued to provide the necessary time to review additional information that had been provided. She noted Lundy's concern that the process specifies a time line for applicants that had not been met and therefore the City of Cannon Beach should be held to the same standards as other applicants. Lundy said that she had questions about the path surfaces and a would like a demonstration of how it meets the criteria. Bates also said that he is concerned that the information presented was not clear and he would like to see it brought back at a later date with additional preparation so that the Committee has more time to review it.

Morgan said he would like to see more detail on the plan and suggested that the public hearing be continued. He also suggested that the two 4 inch spruce trees could be reduced in size and additional trees could be incorporated. Lundy expressed confusion about the surface of the parking lot and Grassick clarified that in this phase of the plan the parking lot would remain gravel. Future phases of the plan would have to be reviewed and approved by DRB so any changes to the surface would be addressed at that time. Morgan said that he did give the City credit for maintaining the 20 foot buffer rather than requesting a variance from the Planning Commission for additional parking.

Following this discussion and consensus of the Committee members, Morgan continued the hearing until the next DRB meeting which will be held on April 14th.

Committee member Todd Rowley left the meeting at 6:39 p.m.

(4) Public Hearing and Consideration of DRB 16-04, Sweet Basil Cafe, Modifications to Existing Restaurant Located at 271 N Hemlock

Chair Morgan introduced the item. No one objected to the jurisdiction of the Design Review Board to hear this matter at this time. Chair Morgan asked if any Design Review Board member had any conflicts of interest or personal biases to declare. There were none. Chair Morgan asked if any Design Review Board member had any ex parte contacts. There were none. Site visits were declared by Board members.

Barnes summarized the staff report regarding a request from Sweet Basil Cafe to provide a solid surface for a patio.

Barnes stated that no correspondence has been received for this item.

Chair Morgan opened the public hearing and stated that the pertinent criteria were posted; testimony and evidence must address those criteria or other applicable criteria; failure to raise an issue accompanied by statements or evidence sufficient to permit the decision makers to respond to the issue would preclude appeal based upon that issue; prior to the conclusion of the initial evidentiary hearing, any party may request that the hearing record remain open for at least seven days for the submission of additional testimony or evidence.

Chair Morgan asked for testimony from the applicant. John Sowa, PO Box 927, Cannon Beach, OR 97110 testified explaining that that they like to have live music in the courtyard but the grass is trampled and people trip on the roots of a flowering cherry tree. The proposed platform would improve safety and aesthetics in the courtyard. Sowa also reviewed the platform design and construction materials.

Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents. There was none.

Chair Morgan asked for any staff response. Staff had no additional statements.

Chair Morgan asked if the applicant wished to make any final statements. The applicant did not.

Chair Morgan closed the public hearing.

Consideration of DRB 16-04

Pearce stated that she thinks its a great idea and thanked the applicant for addressing the safety issue. Lundy said that she likes the idea of having an inviting outside eating area. Sowa noted that it also encourages customers by making it more dog friendly. Bates asked if there would be enough support system for the deck to preserve the root system and Sowa explained construction details to protect the tree. Barnes clarified that the hard surface requirements did not come into play.

Motion: Pearce moved to approve the site plan as presented; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Motion: Pearce moved to approve the architectural plan as presented; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Motion: Pearce moved to approve the landscaping plan as presented; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(5) Public Hearing and Consideration of DRB 16-05, Cannon Beach Charter School, Modifications to Existing Building Located at 171 Sunset Boulevard

Chair Morgan introduced the item. No one objected to the jurisdiction of the Design Review Board to hear this matter at this time. Chair Morgan asked if any Design Review Board member had any conflicts of interest or personal biases to declare. There were none. Chair Morgan asked if any Design Review Board member had any ex parte contacts. There were none. Site visits were declared by Board members.

Barnes summarized the staff report and presented an updated site plan that was much more detailed than the one presented to the Planning Commission. He noted that the 20 foot buffer is in play but the building location itself is grandfathered in its current location. Barnes distributed the statute regarding the buffering and screening requirements. He said that he believes that the grass area can be included as a part of the buffer but suggested that they consider whether the play structures meet the screening buffer requirements. Committee members asked about awnings.

Barnes stated that no correspondence has been received for this item.

Chair Morgan opened the public hearing and stated that the pertinent criteria were posted; testimony and evidence must address those criteria or other applicable criteria; failure to raise an issue accompanied by statements or evidence sufficient to permit the decision makers to respond to the issue would preclude appeal based upon that issue; prior to the conclusion of the initial evidentiary hearing, any party may request that the hearing record remain open for at least seven days for the submission of additional testimony or evidence.

Chair Morgan asked for testimony from the applicant. Ryan Hull, P.O. Box 11, Cannon Beach, OR 97110 testified behalf of Cannon Beach Academy and presented the site plan. He also introduced David Vonada, P.O. Box 648, Tolovana Park, OR 97145, who summarized the process that the charter school had followed to identify a site and noted that this site appears to be a good fit. He explained that they were required to incorporate two additional doors on the south side of the building for the safety of the students. He noted that the new canopies were included for weather protection and to incorporate the aesthetic properties of the existing doors. He explained that the existing fence will be repaired and vinyl slats will be incorporated into the fence to improve the visual buffer. Vonada noted that they would be placing a pre-manufactured play structure in the buffer zone and the hard slab will provide for ball play. The refuse area will be relocated to the south side of the building. Vonada also clarified how the new site plan provides for vehicle and student traffic patterns.
Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents. There was none.

Chair Morgan asked for any staff response. Staff had no additional statements.

Chair Morgan asked if the applicant wished to make any final statements. The applicant did not.

Chair Morgan closed the public hearing.

Lundy said that she wants the students to have as much space for activity as possible however she wanted to know why additional plantings were not incorporated for screening purposes. Hull said that they didn't intentionally try to avoid the issue. Lundy said that she is concerned about child safety with the chain link fence and vinyl slats. Hull said that he is also concerned about child safety and doesn't want the fence to be unsafe so if it isn't able to be repaired, they would address a replacement. Morgan suggested a fabric or canvas as is used on the tennis courts. Morgan said that it is in an area where it will not be visible to others. Bates asked for clarification that the existing fence is 6 feet tall.

Consideration of DRB 16-05

Motion: Pearce moved to approve the site plan as presented; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce, voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Motion: Bates moved to approve the architectural plan as presented; Pearce seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce, voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

Motion: Pearce moved to approve the landscaping plan as presented; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(6) Consideration of FS 16-02, Freestanding Sign Located at 255 N Hemlock Street

Barnes summarized his staff report and noted that this item is not subject to a public hearing, but the freestanding sign application is subject to DBR approval. Joe Fritsch, 172 W. Van Buren, Cannon Beach, OR 97110 clarified that the Distillery is not moving their sales and tasting room, but expanding to a new location for the distillery portion of their business. He explained the construction of the cedar post structure. Bates asked about the glass ball and Fritsch said that they are hoping to find a fishing ball to mount. Lundy asked about the puffin carving and requested that it be a tufted puffin. Fritch responded that he will focus on making sure it is a tufted puffin.

Motion: Pearce moved to approve freestanding sign application 16-02 as presented; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(7) Authorization for the Chair to Sign the Appropriate Orders

Motion: Lundy moved to authorize the Chair to sign the appropriate orders; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Pearce voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

(8) Good of the Order

Barnes reminded the members to complete the Statement of Economic Interest survey.

ADJOURNMENT

Chair Morgan adjourned the meeting at 7:18 p.m.

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Tracy McGill, Recorder

Minutes of the
CANNON BEACH DESIGN REVIEW BOARD
April 14, 2016
Council Chambers

Present: Chair Mike Morgan; Board Members Marc Bates, Sandi Lundy, and Todd Rowley

Excused: Board Member Jenee Pearce

Staff: Planner Mark Barnes, Public Works Director Dan Grassick, Administrative Assistant Alisha Gregory

CALL TO ORDER

Chair Morgan called the meeting to order at 6:00 p.m.

ACTION ITEMS

(1) Approval of Agenda

Motion: Bates moved to approve the agenda as presented; Lundy seconded the motion.

Vote: Bates, Lundy, Morgan, and Rowley voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(2) Consideration of the Minutes of the Design Review Board Meeting of March 17, 2016

Motion: Bates moved to approve the minutes of March 17, 2016 as presented; Lundy seconded the motion.

Vote: Bates, Lundy, Morgan, and Rowley voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(3) Continuation of the Public Hearing and Consideration of DRB 16-06, City of Cannon Beach, Landscape Modifications to East City Hall Parking Lot Located at 163 E Gower Street

Chair Morgan introduced the item.

Dan Grassick, Public Works Director, presented a revised site plan and reviewed changes from the original site plan. He noted two additional trees that will be retained and additional vegetation to be added. He further noted a small spruce tree that the City will be attempting to save and relocate up slope. He stated that plans show a fence that may not be installed at this time. The fence is meant to deter vandalism and protect City assets if needed. This application is for phase 1 of the parking lot. Phase 2 will include a garage building for City vehicles. The City will come before the Board with phase 2 plans down the road, possibly 2 or more years form now. In response to a question from Morgan regarding the garage location, Grassick stated that the due to a twenty-foot setback requirement the garage will not be placed closer to the existing Police Department. In response to Bates, Grassick clarified the possible fence location. Morgan offered two recommendations: replace the proposed Laden Cypress with Western Red Cedar, and suggested the addition of Evergreen Huckleberries. Regarding the proposed Spruce trees - Morgan stated they shall be 6” or greater, not 4” as the site plan notes.

Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents. There was none.

Chair Morgan asked if the applicant wished to make any final statements. The applicant did not.

Chair Morgan closed the public hearing.

Consideration of DRB 16-06

Motion: Bates approved modifications based on presented plans, and on trees, come back to DRB when/if decide chain link fence necessary; Lundy seconded the motion.

Vote: Bates, Lundy, Morgan, and Rowley voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(4) Public Hearing and Consideration of DRB 16-03, Dave Norstedt, on behalf of Wayfarer Restaurant, Exterior Modifications to Existing Restaurant Located at 1190 Pacific Drive

Chair Morgan introduced the item. No one objected to the jurisdiction of the Design Review Board to hear this matter at this time. Chair Morgan asked if any Design Review Board member had any conflicts of interest or personal biases to declare. There were none. Chair Morgan asked if any Design Review Board member had any ex parte contacts. There were none. Site visits were declared by Board members.

Barnes summarized the staff report, adding that a flood hazard overly zone analysis will be required during the building permit process. Barnes summarized an unrelated land use matter stated in the staff report, noting that the City is working with the applicant and close to reaching an agreement with the owner to remove lower deck and patio improvements on the south side of the property.

Barnes noted correspondence before the Board. He stated that the City's attorney and land use attorney has advised staff that this application is unrelated to the pending land use matter stated in the correspondence. He noted that the Board will have to decide, based on testimony, whether or not it is related.

Chair Morgan opened the public hearing and stated that the pertinent criteria were posted; testimony and evidence must address those criteria or other applicable criteria; failure to raise an issue accompanied by statements or evidence sufficient to permit the decision makers to respond to the issue would preclude appeal based upon that issue; prior to the conclusion of the initial evidentiary hearing, any party may request that the hearing record remain open for at least seven days for the submission of additional testimony or evidence.

Chair Morgan asked for testimony from the applicant.

Mike Skidmore, 5309 22nd NW Suite B, Seattle, WA 98107, project architect, representing the applicant, gave a presentation. Skidmore noted that the application does not call for any site or landscape modifications. In response to a question from Bates, Skidmore stated that the existing sign will be relocated from the north elevation to the existing location of a "shadow box". Barnes noted that any signs affixed to the building are dealt with administratively. Skidmore noted a new freestanding sign will come before the board at a later date.

Chair Morgan asked for testimony from proponents. There was none.

Chair Morgan asked for testimony from opponents.

Nick Sears, 1216 Pacific, 9628 Hilltop Rd, Bellevue WA 98004 gave testimony in opposition. Morgan stated that only testimony pertaining to this specific application will be considered, referring to another matter pending in regards to the exiting patio. Sears stated he believes the matters are related because of the following: site revisions have a visual impact on his property, and the buffer and screening requirements stated in Municipal Code section 17.66.120.e are applicable. Sears stated that, as a public hearing, this is his chance to voice his objections. Sears reviewed landscape requirements. Morgan reiterated that it is the opinion of City staff, including the land use attorney, that the matters are unrelated. Sears noted his objections, again citing Municipal Code section 17.66, and requested to keep the record open.

Lawrence Mojovski, 3301 9th Ave Ct NW Gig Harbor 98335, lives at 1264 Pacific Drive, gave testimony in opposition, giving a history of his property. Mojovski cited the Janik letter located in the record, stating he disagrees it is a separate issue from the pending deck issue.

Chair Morgan asked for any staff response. Barnes noted there has been a lot of detail in the other matter and if the Board would like to ask question they can. In response to a question from Morgan, Barnes stated that tonight's decision will not validate the disputed lower patio improvements.

Chair Morgan asked if the applicant wished to make any final statements. Skidmore noted, in regards to procedure, this is a separate issue. The deck/patio issue was previously approved by the City as a minor modification. He asked that the matter not be continued and a decision be made tonight. Morgan stated that the Board is bound by State law to continue the hearing if someone request one at the first evidentiary hearing. Barnes confirmed, a continuance is mandatory.

Chair Morgan closed the oral portion of the public hearing.

Motion: Bates moved to close the oral portion of the public hearing and leave the hearing open to written correspondence according to the following dates: opponents may submit written correspondence by 5:00 p.m. on April 28, 2016; proponents may submit written correspondence by 5:00 p.m. on May 5, 2016; the applicant may submit written correspondence by 5:00 p.m. on May 19, 2016; the DRB will reconvene on May 19, 2015, at 6:00 PM, to reach a final decision on this matter. Rowley seconded the motion.

Vote: Bates, Lundy, Morgan, and Rowley voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

(5) Authorization for the Chair to Sign the Appropriate Orders

Motion: Rowley moved to authorize the Chair to sign the appropriate orders; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, and Rowley voted AYE; the vote was 4/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

(6) Work Session - Zoning Ordinance and Comprehensive Plan Amendments

The Board continued this item to the next meeting.

(7) Good of the Order

Barnes stated he will email the Board regarding the continued hearing dates. In response to a question from Rowley, Morgan and Barnes gave a history on the previous minor approval for the Wayfarer deck/patio.

ADJOURNMENT

Chair Morgan adjourned the meeting at 7:12 p.m.

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Alisha Gregory, Administrative Assistant

Minutes of the
CANNON BEACH DESIGN REVIEW BOARD
May 19, 2016
Council Chambers

Present: Chair Mike Morgan; Board Members Marc Bates, Sandi Lundy, Jenee Pearce, and Todd Rowley

Excused: None

Staff: Planner Mark Barnes and Administrative Assistant Alisha Gregory

CALL TO ORDER

Chair Morgan called the meeting to order at 6:00 p.m.

ACTION ITEMS

(1) Approval of Agenda

Motion: Pearce moved to approve the agenda as presented; Lundy seconded the motion.

Vote: Bates, Lundy, Morgan, Pearce, and Rowley voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

(2) Consideration of the Minutes of the Design Review Board Meeting of April 14, 2016

Motion: Bates moved to approve the minutes of April 14, 2016 as presented; Rowley seconded the motion.

Vote: Bates, Lundy, Morgan, and Rowley voted AYE; the vote was 4/0 in favor and the motion passed unanimously. Pearce abstained as she was not at the April 14, 2016 meeting.

(3) Continuation of Consideration of DRB 16-03, Dave Norstedt, on behalf of Wayfarer Restaurant, Exterior Modifications to Existing Restaurant Located at 1190 Pacific Drive

Chair Morgan introduced the item.

Barnes summarized his staff report noting the hearing is closed for public comment. The applicants have re-presented exhibit A.1 and the Board members are allowed for refer to it during deliberation. In response to a question from Bates, Barnes confirmed that exhibit A.1 shows the pre-existing upper deck. Barnes reviewed a letter from the City's Land Use Attorney, Bill Kabeiseman.

Pearce stated she was not present at the April 14, 2016, hearing, however she has listened to the audio and read the minutes. She feels she can make an informed decision on this matter so will be participating in the consideration.

In response to a question from Morgan regarding the removal of the "lower patio", Barnes stated that the Wayfarer must restore the area to the previous conditions, including: removal of the concrete pavers, removal of the fire pit, restoration of soft-scape, and removal of stairs connecting the "upper patio" to the "lower patio". Morgan stated that he does not believe the issue of the "lower patio" is in the Board's purview and that DRB 16-03 should be considered as a separate issue.

In response to a question from Bates regarding City policy, Barnes stated that he does not believe the City has anything in place that would prevent approving the application while a separate issue is pending with the City. Morgan noted no objections from opposition regarding the "upper patio".

Board members discussed concern that the pending issue with the "lower patio" will not be resolved. Morgan stated it is his belief that it has been resolved and any further action is not within the Board's purview. Lundy noted that upon her site visit she observed the lower patio and would not characterize it as being "abandoned". Barnes stated that a motion may include a condition that the modifications requested in application DRB 16-03 may not take place until after full restoration of the "lower patio" site.

Motion: Lundy moved to approve the application with the condition that the exterior modifications approved under this application may not be started until the removal of lower patio improvements on the southwest side of the building and the restoration of this area is completed; Bates seconded the motion.

Vote: Bates, Lundy, Morgan, Pearce, and Rowley voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

(4) Authorization for the Chair to Sign the Appropriate Orders

Motion: Pearce moved to authorize the Chair to sign the appropriate orders; Rowley seconded the motion.

Vote: Bates, Lundy, Morgan, Pearce, and Rowley voted AYE; the vote was 5/0 in favor and the motion passed unanimously.

DISCUSSION ITEMS

(5) Work Session - Zoning Ordinance and Comprehensive Plan Amendments

Barnes reviewed his staff report noting the proposed amendments and "housekeeping measures". Barnes would like to get the Design Review Board's input to present to the Planning Commission. The Planning Commission will be having a work session and subsequent public hearings.

Board members discussed the amendments. Barnes' three amendments pertaining to Design Review Board criteria were agreed upon by the Board members.

(6) Good of the Order

Morgan stated concern regarding Fresh Food's right-of-way use on South Hemlock. Grassick stated that once a certificate of occupancy is granted, the right-of-way usage will be minimal.

Pearce stated the Walk Your Evacuation Route event will begin on June 28th at Breakers Point. This will be the event's 5th year.

ADJOURNMENT

Chair Morgan adjourned the meeting at 6:39 p.m.

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Alisha Gregory, Administrative Assistant