



# CITY OF CANNON BEACH

## BEFORE THE DESIGN REVIEW BOARD OF THE CITY OF CANNON BEACH

IN THE MATTER OF A DESIGN REVIEW APPLICATION FOR  
NEW FREESTANDING SIGNAGE AT 133 N. HEMLOCK ST.,  
TAXLOT 51019DD07301  
ZONE: C1

FINDINGS OF FACT,  
CONCLUSIONS, AND  
ORDER DRB 24-05

APPLICANT: Jen Dixon  
Cannon Beach Library  
P.O. Box 486  
Cannon Beach, OR 97110

Jen Dixon, on behalf of the Cannon Beach Library, requested review of a freestanding signage application at 133 N. Hemlock St. The application was reviewed against the criteria of Municipal Code Chapter 17.56, Signs.

This item was reviewed as a non-hearing item by the Design Review Board on March 21, 2024 and a decision was made at that meeting.

The Design Review Board orders that the application for freestanding signage is approved and adopts the findings of fact and conclusions that accompany this decision. The effective date of this order is 14 days following the signing of the order.

This decision may be appealed to the City Council by an affected party by filing an appeal with the City Manager within 14 days of this date.

## CANNON BEACH DESIGN REVIEW BOARD

DATED: 3/28/2024

DocuSigned by:

David Doering

72F6B6CD11F041C...

David Doering, Chair



**CANNON BEACH COMMUNITY DEVELOPMENT**

163 E. GOWER ST.

PO Box 368

CANNON BEACH, OR 97110

# Cannon Beach Design Review Board

## Findings of Fact and Conclusions of Law

**DRB 24-05, NON-HEARING CONSIDERATION OF A FREESTANDING SIGNAGE APPLICATION, JEN DIXON ON BEHALF OF CANNON BEACH LIBRARY AT 131 N. HEMLOCK ST., TAXLOT 51019DD07301**

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**Agenda Date:** March 21, 2024

### EXHIBITS

The following Exhibits are attached hereto as referenced.

#### **“A” Exhibits – Application Materials**

**A-1** Sign permit application with image of proposed signage, received January 26, 2024

**A-2** Signage color information email, received March 1, 2024

#### **“C” Exhibits – Cannon Beach Supplements**

**C-1** DRB 24-05 Completeness determination letter, dated March 1, 2023

### SUMMARY & BACKGROUND

The applicant requests design review approval for the replacement of existing free-standing signage at the Cannon Beach Library at 131 N. Hemlock St., a property in the Limited Commercial (C1) zone. The location of the requested signage will be on an existing wooden support frame along the S. Hemlock St. frontage.

### FINDINGS

The Design Review Board finds that the sign will be double sided, placed perpendicular to the street, and use a combination of natural finish and non-restricted paints. The size of the sign is similar to the previously approved freestanding sign that it will replace. There are no changes to the existing landscaping that will take place as a result of the installation of this signage.

### DECISION

Motion: Having considered the evidence in the record and upon a motion by Board Member Valigura, seconded by Board Member Claussen, the Cannon Beach Design Review Board voted to approve the free-standing signage application of Jen Dixon, on behalf of Cannon Beach Library, at 133 N. Hemlock St., DRB# 24-05.



Exhibit A-1

# CITY OF CANNON BEACH

## DESIGN REVIEW BOARD APPLICATION

Please fill out this form completely. Please type or print.

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Property-Owner Name: \_\_\_\_\_

(if other than applicant)

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Property Location: \_\_\_\_\_

(street address)

Map No.: \_\_\_\_\_ Tax Lot No.: \_\_\_\_\_

### Project Description:

Please see the back of this sheet for Design Review submittal requirements for site analysis diagram, site development plan, landscape plan and architectural plans which must be included with this application.

<b>Application Fees:</b>	<b>Minor Modification:</b>	<b>\$50</b>
	<b>Major Modification, partial review:</b>	<b>\$200</b>
	<b>Major Modification, full review:</b>	<b>\$600</b>

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

*For Staff Use Only:*

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

(Last revised March 2021)

PO Box 368 Cannon Beach, Oregon 97110 • (503) 436-8042 • TTY (503) 436-8097 • FAX (503) 436-2050  
www.ci.cannon-beach.or.us • planning@ci.cannon-beach.or.us

## Exhibit A-1

**From:** [info@cannonbeachlibrary.org](mailto:info@cannonbeachlibrary.org)  
**To:** [Planning Group](#)  
**Cc:** [Bernt Phyllis](#)  
**Subject:** ATTN DRB: CB Library Large Sign Restoration  
**Date:** Friday, February 2, 2024 12:14:41 PM  
**Attachments:** [image003.png](#)

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Dear Design Review Board:

My name is Jen Dixon, and I'm the Manager of the Cannon Beach Library. This initial email is to make you all aware of an ongoing sign project at the library, and to inquire about any additional steps we might, or might not, need to take.

As you all may have noticed, the large west-facing sign in front of the library has been down for well over a year while it was being restored by an artist in Astoria. There were several issues with the condition of the sign, and in the end the artist was unable to finish the project. The board has found a local wood-working artist to finish the project. Partly because of the problems with the original materials, and partly because of this artist's talents, the project has morphed into a full rebuild, versus a restoration. A rough concept drawing of the new sign is attached, as is a photo of the "original" sign, for reference.

We have currently contracted the artist to build, hand-carve, letter, and seal a double-sided sign from solid cedar and in the artist's preferred style, with the spirit of the library and the town in mind. The final design elements have been agreed upon by the artist and the library board. The design is very much in the same vein as the original sign, however the solid cedar should give the sign a more organic feel, be easier to maintain, last much longer, and weather beautifully. The carved lettering will give the sign more dimension and is designed to feel airier. The restored book spine panels will be brightly painted on the bottom portion of the sign.

We were comfortable moving forward when the project was restoring the sign to the original condition, but at this point we thought we should reach out. Our question is: does this need full design review, or is this something we can work out in-house? (I should mention that this project is time sensitive for us, as we have donors who have been good-spirited and are patiently awaiting the finished product.)

I look forward to your response, and thank you for your time.

Jen

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Jen Dixon, Library Manager  
Cannon Beach Library  
[www.cannonbeachlibrary.org](http://www.cannonbeachlibrary.org)



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**Email:** [info@cannonbeachlibrary.org](mailto:info@cannonbeachlibrary.org)

**Phone:** 503-436-1391

**131 N Hemlock St/PO Box 486**

**Cannon Beach, OR 97110**

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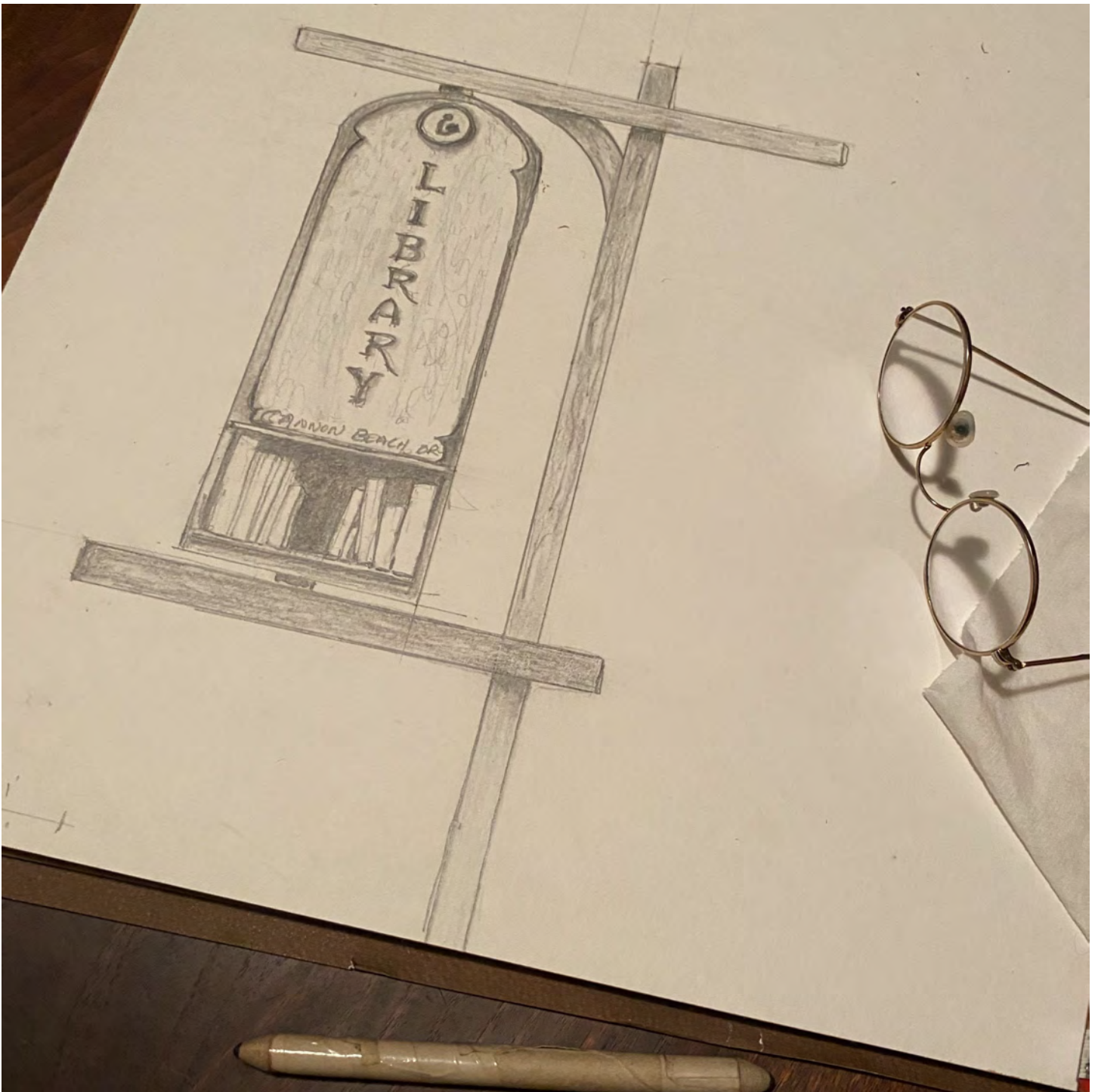


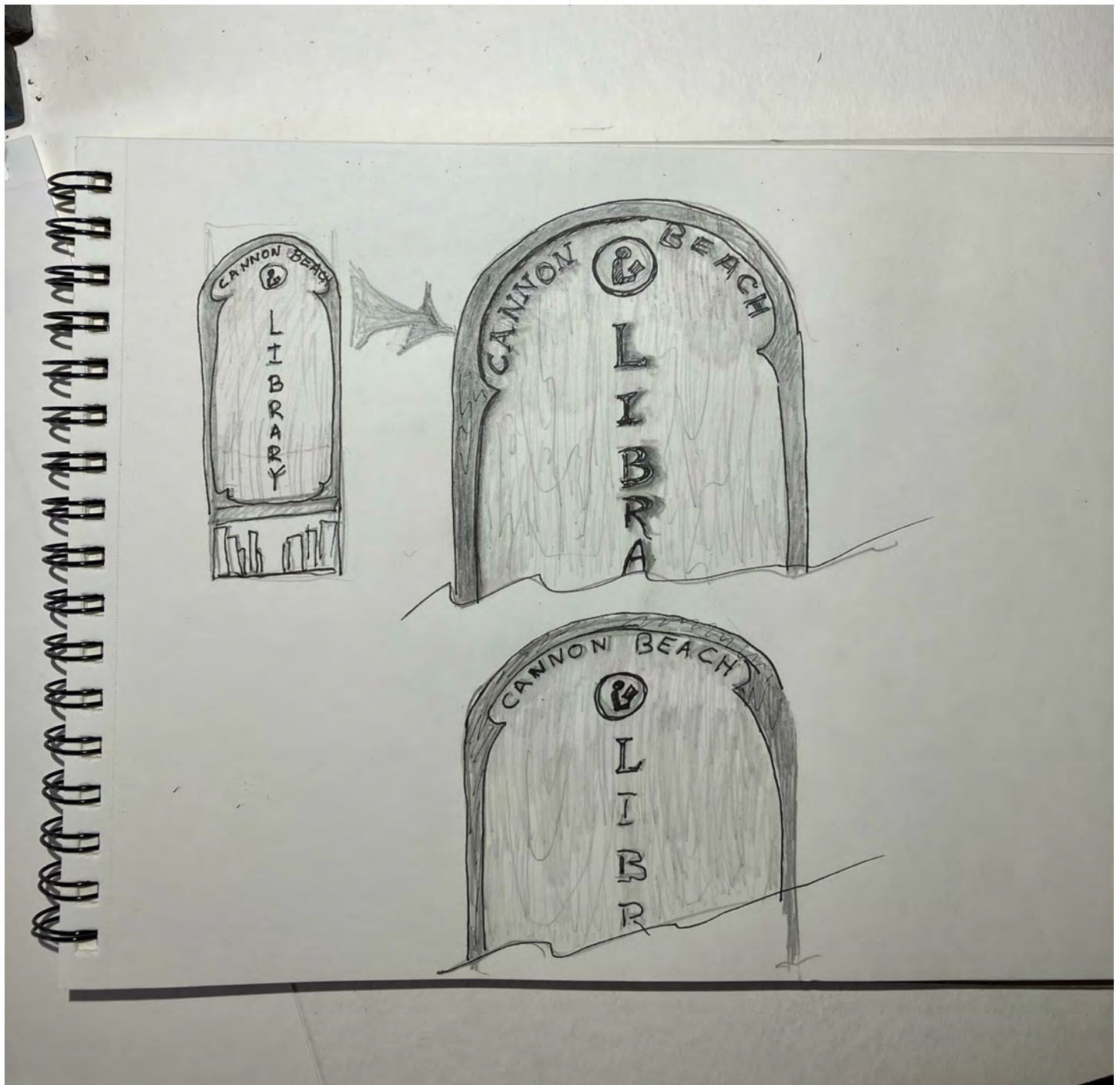














# CITY OF CANNON BEACH SIGN PERMIT APPLICATION

Please fill out this form completely. Please type or print.

Sign Permit #: \_\_\_\_\_

Applicant Name: CANNON BEACH Library - Jen Dixon, managerMailing Address: PO Box 486Cannon Beach, OR 97110Email Address: info@cannonbeachlibrary.orgTelephone: (503) 436-1391Business Name: Cannon Beach LibraryTelephone: (503) 436-1391Location Address: 486 Hemlock ST

Map No.: \_\_\_\_\_ Tax Lot No.: \_\_\_\_\_

**Sign Description**Is sign freestanding? ☒ Yes ☐ No (Freestanding signs must be approved by the Design Review Board.)Is business part of a mall? ☐ Yes ☒ No How many businesses in mall? \_\_\_\_\_Lineal Feet of Business Frontage (see definition on reverse side): 39.5 FTLineal Feet of Site Frontage (see definition on reverse side): 82.5 FTProposed Sign Dimensions: **Attach scale drawing, showing all structural elements.**Total square feet of sign face area: 10 ft<sup>2</sup> (5 ft x 2 ft) Largest letter height: app. 6 ft from groundSign height from ground: 7 ft 2 inColors: Natural cedar, classic color paint to enhance lettering, colorful book spinesMaterials used in sign: Natural carved cedarLocation of sign on property: west facing Hemlock ST in same location as previous sign on existing sign postAttach size and dimensions of all other signs located on building or property pertaining to this business. no other signage**Application Fees:****Base Sign Fee \$50****Building Permit \$118.72\*****Freestanding Fee \$50**

\* Minimum fee, may be higher

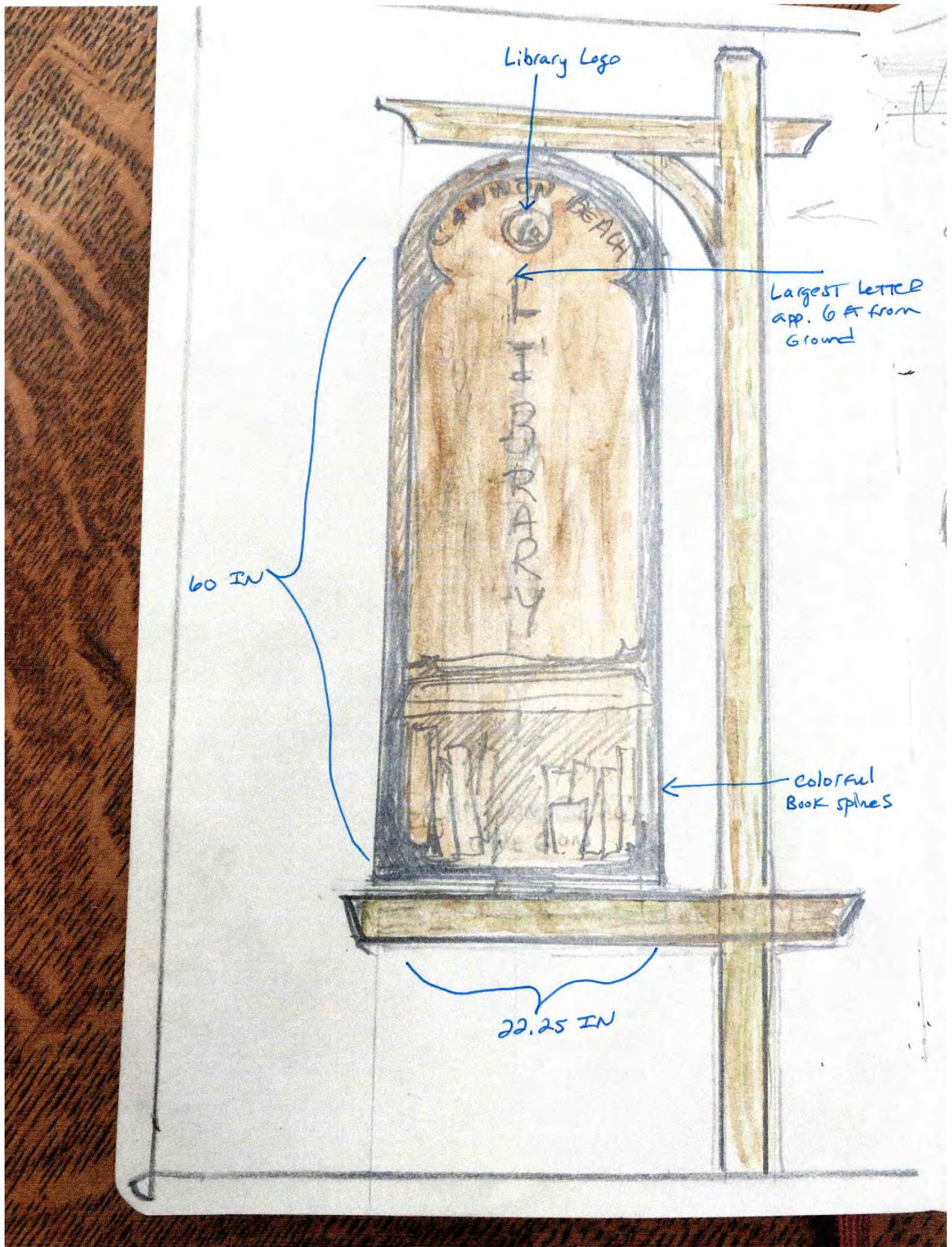
Applicant Signature: [Signature] Date: 2/9/21

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

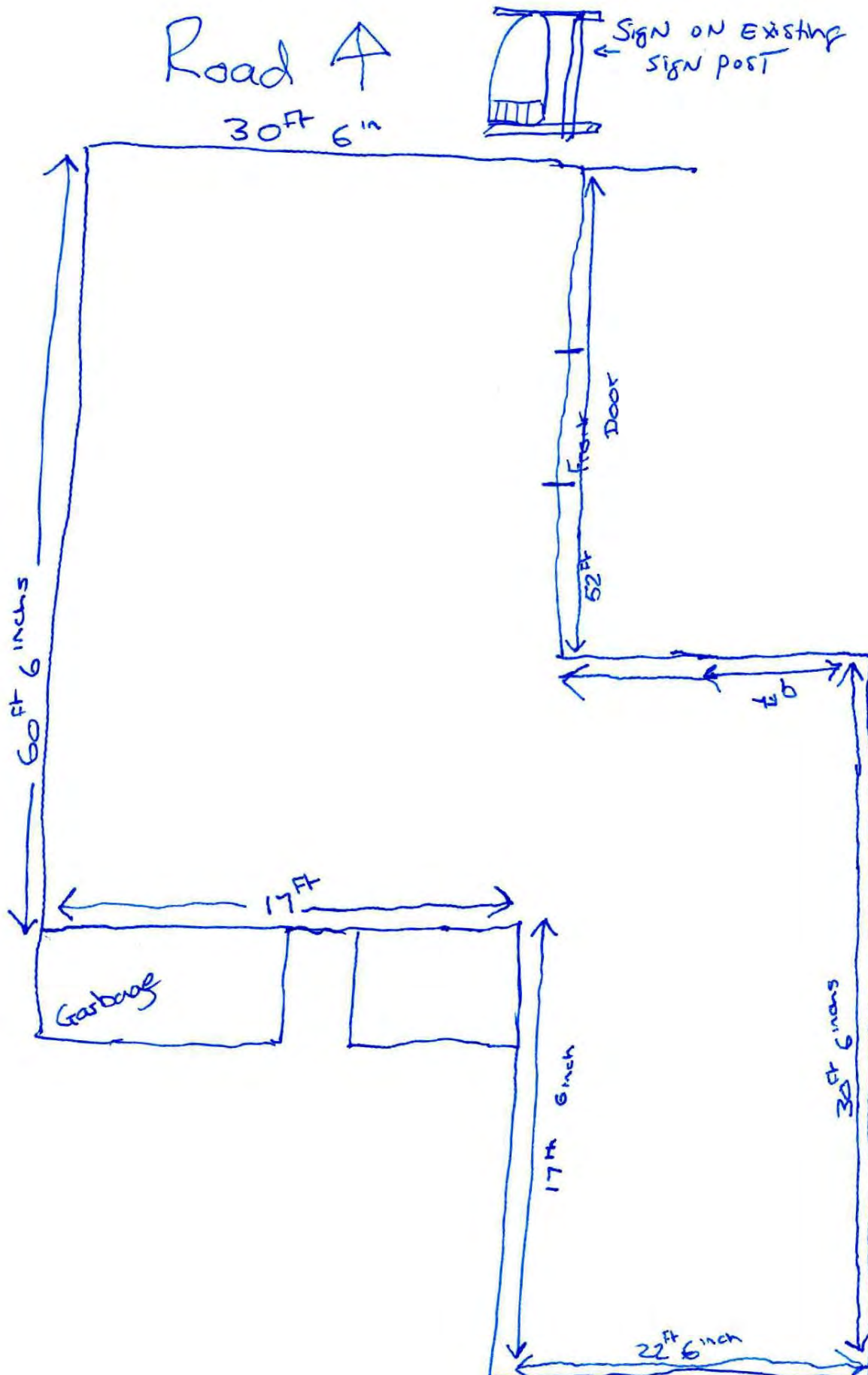
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

*Continue of Reverse Side*









City of Cannon Beach  
PO Box 368  
Cannon Beach OR 97110 503-436-1581  
Receipt No: 25.030277 Feb 26, 2024

Cannon Beach Library

Previous Balance:	.00
Planning Dept	
DRB App - 131 N Hemlock	50.00
St	
Planning Dept	
Sign Permit App - 131 N	50.00
Hemlock	

Total:	100.00
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Check	
Check No: 8548	100.00
Payor:	
Cannon Beach Library	
Total Applied:	100.00

Change Tendered:	.00
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Duplicate Copy  
02/26/2024 1:35 PM



**Robert St. Clair**

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**From:** info@cannonbeachlibrary.org  
**Sent:** Friday, March 1, 2024 11:07 AM  
**To:** Robert St. Clair  
**Subject:** CB Library Sign Info Needed  
**Attachments:** IMG\_5405.JPG; IMG\_5435.JPG; IMG\_5436.JPG

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Robert,

A note from our artist, in regards to your query about the letter height and coloring of the library sign:

The largest letters on the sign spell 'Library' and each letter is under 4.5 inches in height. Other than natural wood that ages and finishes to inhibit aging, black is the only color. The book titles/spines are many colors - the same book titles that have been on the sign the past many years, are being restored to be the same as they were.

I've attached a photo of the book titles/spines that are being restored for reference. Please let me know if this is sufficient. Thank you!

Jen

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Jen Dixon, Library Manager  
Cannon Beach Library  
[www.cannonbeachlibrary.org](http://www.cannonbeachlibrary.org)



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**Email:** [info@cannonbeachlibrary.org](mailto:info@cannonbeachlibrary.org)  
**Phone:** 503-436-1391  
131 N Hemlock St/PO Box 486  
Cannon Beach, OR 97110

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**CANNON BEACH COMMUNITY DEVELOPMENT**

163 E. GOWER ST.

PO Box 368

CANNON BEACH, OR 97110

March 1, 2024

Jen Dixon  
Cannon Beach Library  
P.O. Box 486  
Cannon Beach, OR 97110

RE: Completeness Determination for Design Review at 131 N. Hemlock St. (File: DRB 24-05)

Dear Ms. Dixon:

Your application for Design Review for new freestanding signage at the Cannon Beach Library was received on February 26, 2024 and found to be complete on February 29, 2024. The City has 120 days to exhaust all local review, that period ends on Friday June 28, 2024. The Design Review Board will review this application as a non-hearing item during its regularly scheduled meeting on Thursday March 21, 2024, you may participate in person or by Zoom.

The materials received with this application include:

- Design Review application form with project description
- Sign permit application with project description

Please be aware that the determination of a complete application is not a decision or a guarantee of outcome for the application.

Please feel free to contact my office at (503) 436-8053, or by email at [stclair@ci.cannon-beach.or.us](mailto:stclair@ci.cannon-beach.or.us) if you have questions regarding this application matters.

Sincerely,

Robert St. Clair  
Planner

