



**CANNON BEACH COMMUNITY DEVELOPMENT**

163 E. GOWER ST.

PO Box 368

CANNON BEACH, OR 97110

## MEMORANDUM

**RE: Freestanding Sign Permit**

**368 Elk Creek Rd.**

**Permit # SP 23-04**

May 19, 2023

Sign Permit 23-04 was issued to Darwin Turner of Cannon Beach Design Company authorizing the replacement of an existing freestanding sign at Cannon Beach Mini Storage at 368 Elk Creek Rd. As it is a freestanding sign this application was reviewed and approved by the Design Review Board on May 18, 2023. A copy of the findings and signed orders are below.

The approved sign meets the criteria of Cannon Beach Municipal Code 17.56.030(J)(2), Regulations-Generally, Materials which states:

*Signs shall be constructed of wood or have a wood exterior, be painted or etched on a window, or be part of an awning. Signs consisting of other materials must be approved by the Design Review Board.*

This permit may be appealed to the Planning Commission by filing an appeal with the City Manager within 14 days of the date of this decision.

Sincerely,

Robert St. Clair  
Planner

**CITY OF CANNON BEACH  
SIGN PERMIT APPLICATION**

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

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

Applicant Name: Michelle Robinson / Cannon Beach Mini Storage  
Mailing Address: PO Box 488

Email Address: darwin@cannonbeachdesignco.com

Telephone: 503-440-7060

Business Name: Cannon Beach Mini Storage

Telephone: Michelle Robinson

Location Address: 368 Elk Creek Rd. #408

Map No.: ? Tax Lot No.: ?

**Sign Description** Panel sign replacement.

Is sign freestanding? Yes  No  This is replacinig what is already there.

Is business part of a mall? Yes  No  How many businesses in mall? \_\_\_\_\_

Lineal Feet of Business Frontage (see definition on reverse side): approx 35'

Lineal Feet of Site Frontage (see definition on reverse side): about 50'

**Proposed Sign Dimensions:** Attach scale drawing, showing all structural elements. If affixed to a building please include detailed information on how the sign will be attached.

Total square feet of sign face area: approx 12' Largest letter height: 4.25"

Sign height from ground: approx 2'

Colors: Brown, White and Yellow/Gold

Materials used in sign: 3/4" MDO Wood Panel

Location of sign on property: Front Entrance.

Attach size and dimensions of all other signs located on building or property pertaining to this business.

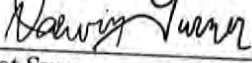
**Application Fees:**

**Base Sign Fee \$50**

**Building Permit \$68.88\***

**Freestanding Fee \$50**

\* Minimum fee, may be higher

Applicant Signature:  Date: 4-19-23  
Property Owner Signature: Not Sure Date: 4-19-23

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*



Definitions:

“Business frontage” means the lineal frontage of a building or portion thereof devoted to a specific business and having an entrance open to the general public;

“Site frontage” means the length of the property line parallel to and along each public right-of-way;

*This information can be made in alternative format as needed for persons with disabilities.*

*For Staff Use Only:*

City of Cannon Beach  
Finance Department

Maximum Amount of Signage Permitted: \_\_\_\_\_

APR 20 2023

Building Permit: Required  Not Required

Date of Planning Department Review: 5/18/2023 By: See Design Review Board file DRB 23-06

Permit Granted  Permit Not Granted   
Approved on: 5/19/2023

By:  Robert St. Clair

Fee Paid: -50 -  Receipt No.: \_\_\_\_\_

Verified By Code Enforcement: \_\_\_\_\_ Date: \_\_\_\_\_

The sign will be attached with 2" stainless steel screws to siding above the entry doors.



Approx. Current Sign Location, New Sign Will Be in the Same Location





# CITY OF CANNON BEACH

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

IN THE MATTER OF A DESIGN REVIEW APPLICATION FOR  
THE FOLLOWING PROPERTY: 368 ELK CREEK RD.  
PROPERTY DESCRIPTION: Map 51029BD, Tax Lot 00103  
ZONES: C1

FINDINGS OF FACT,  
CONCLUSIONS, AND  
ORDER DRB 23-06

APPLICANT: Cannon Beach Mini Storage LLC  
15570 May Rd.  
Dallas, OR 97338

Darwin Turner, on behalf of Cannon Beach Mini Storage LLC, requested design review approval for the replacement of a free-standing sign. The application was reviewed against the criteria of Municipal Code, Chapter 17.56, Signs.

The public hearing on the above-entitled matter was held before the Design Review Board on 5/18/2023; the Design Review Board closed the public hearing at the 5/18/2023 meeting, and a decision was made at the 5/18/2023 meeting.

THE DESIGN REVIEW BOARD ORDERS that the application for the free-standing sign is APPROVED and adopts the findings of fact, conclusions and conditions contained in "Exhibit A." 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: 5/18/2023

  
\_\_\_\_\_  
David Doering, Chair

BEFORE THE DESIGN REVIEW BOARD



# Cannon Beach Design Review Board

## Findings of Fact and Conclusions of Law

**DRB 23-06**, CONSIDERATION OF SIGN PERMIT 23-05, DARWIN TURNER ON BEHALF OF CANNON BEACH MINI STORAGE FOR APPROVAL OF A FREE STANDING SIGN AT 368 ELK CREEK RD; TAXLOT 51029BD00103.

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**Agenda Date:** May 18, 2023

**Prepared By:** Robert St. Clair, Planner  
Community Development Department

### EXHIBITS

The following Exhibits are attached hereto as referenced.

#### “A” Exhibits – Application Materials

**A-1** Sign permit application with schematic diagram, submitted and stamped April 20, 2023;

### SUMMARY & BACKGROUND

The applicant requests design review approval for the replacement of an existing free-standing sign in the Limited Commercial (C-1) zone at 368 Elk Creek Rd. This request is for an existing stand-alone commercial building. The replacement sign being requested will measure 48 inches wide and 26 inches tall and be mounted approximately two feet above the ground on vertical posts. It will be located in the same place as existing signage. The DRB’s role is to review the proposed free-standing sign’s color, materials, size, and design. Sign content is not reviewable.

### APPROVAL CRITERIA

Approval criteria are in the signage regulations of Chapter 17.56 of the Municipal Code. These are excerpted below.

#### **17.56.030(A)(1) Regulations – Generally, Sign Face Area**

*The area of sign faces enclosed in frames or cabinets is determined by the outer dimensions of the frame or cabinet surrounding the sign face. Sign area does not include foundations, supports, and other essential structures which do not serve as a backdrop or bother to the sign. Only one side of a double-faced sign is counted in measuring the sign face area.*

**Findings:** The Design Review Board finds that the area of the sign be unframed and not in a cabinet and measure 48 by 26 inches or approximately 8.65 square feet. The current sign is oriented to face Elk Creek Rd. at an angle and is one sided. The replacement will be located in the same location, have the same orientation, and use the existing support posts.

### **17.56.030(B) Regulations – Generally; Height of Signs**

*No freestanding, projecting or awning sign, including support structures, shall be more than sixteen feet in height. The overall height of a sign or sign-supporting structure is measured from the existing grade directly below the sign to the highest point of the sign or sign-supporting structure.*

**Findings:** The Design Review Board finds that the maximum height of the sign will not exceed four feet in height above existing grade.

### **17.56.030(F) Regulation – Generally; Sign Lettering**

*The maximum letter height shall be twelve inches.*

**Findings:** The Design Review Board finds that the largest letter height will be 4.25 inches.

### **17.56.030(J)(2) Regulations – Generally; Materials**

*Signs shall be constructed of wood or have a wood exterior, or be painted or etched on a window or be part of an awning. Signs consisting of other materials must be approved by the Design Review Board.*

**Findings:** The Design Review Board finds that the sign will be constructed from a ¾ inch panel of MDO (medium density overlay) plywood and painted brown. Lettering and sign details will be painted white or gold with black trim. The sign does not use alternative materials requiring approval by the Design Review Board.

### **17.56.040(A)(1)(a) Regulations – Base Zone; C1, C2 and RM Zone Sign Requirements**

*The total square footage of all signage associated with a lot shall not exceed one square foot of sign face area per lineal foot of site frontage.*

**Findings:** The Design Review Board finds that according to Clatsop County Assessor's records the Cannon Beach Mini Storage building measures 50 x 100 feet. The sign area is approximately 8.65 square feet, well below the maximum allowable size of 24 square feet.

### **17.56.040(A)(2) Regulations – Base Zone; Freestanding Signs**

*Each lot is permitted one freestanding sign per site frontage. The maximum sign face for a freestanding sign is twenty-four square feet.*

**Findings:** The Design Review Board finds that the proposed sign will be the only sign on the site frontage and does not exceed the maximum allowable sign face area.

## **DECISION**

Motion: Having considered the evidence in the record and upon a motion by Board Member Valigura, seconded by Board Member Yih, the Cannon Beach Design Review Board voted to approve the free-standing sign application of Darwin Turner, on behalf of Cannon Beach Mini Storage, at 368 Elk Creek Rd., DRB# 23-06.