

# Application Narrative for the Spinn Cafe Conditional Use Request

114 Laneda Ave, Manzanita OR 97130

**1. Completed Request Form (An invoice with payment instructions will be emailed once all required documents have been received) [Attached](#)**

**2. Email a PDF Copy of all documents to [devservices@ci.manzanita.or.us](mailto:devservices@ci.manzanita.or.us). Drawings must be to scale. [Attached](#)**

**3. Approval letters from the following:**

a. Public Works, 503-812-2514

b. Nehalem Bay Wastewater, 503-368-5125 [Attached](#)

c. Nehalem Bay Fire & Rescue, 503-368-7590 [Waiting for response](#)

d. Tillamook County Environmental Health Program Manager, 503-842-3909 (When required) [This is not required per our pre-app conversation. We already have approval from Tillamook County Health, we just need the City to sign the LUCS document.](#)

**4. Wetland Delineation Study (When required)**

[This is not required of this project as there is no additional footprint being added.](#)

**5. Stormwater Retention** [Walt, this is already in, no new retention needed.](#)

[We are not planning any exterior changes to the building. Therefore, we request an exemption from altering the current stormwater retention system, as doing so would make the project financially unviable.](#)

**6. Traffic Impact Analysis (When required)**

[This is not required, as no current traffic patterns are being changed.](#)

**7. Narrative: A description of your proposal. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.**

[The former manager's apartment and the adjacent office at the Spindrift are being combined to create a new cafe and lobby area. This integrated space will serve multiple functions: guest check-in, a communal area for guests to relax, and a public-facing cafe.](#)

[The cafe will offer counter service, featuring espresso drinks, cocktails, and food items such as crepes, salads, and boards. This new establishment aims to enhance Manzanita's food and beverage scene and provide a vibrant gathering place. It will accommodate 30 seats and operate a minimum of 8 AM to 8 PM, seven days a week, with hope to extend hours until 10 PM on weekends and during peak season.](#)

[The renovation involves minimal physical alterations, primarily focusing on upgrading existing electrical and plumbing systems and opening non-load-bearing walls. There will be no changes to the building's exterior or its overall footprint.](#)

We have already received health department approval and our liquor license and are excited to open as soon as we have approval from the City of Manzanita.

**8. The design plan must identify: (Manzanita Zoning Ordinance 95-4, Section 4.156 Architectural and Landscape Design Evaluation Criteria)**

We have attached an updated site plan which confirms parking space measurements and cafe square footage as this was requested after the pre-application meeting. As stated above there are no other changes happening to the exterior of the building.

- a. Natural and man-made features, including trees and structures onsite and on adjacent properties having a visual or other significant relationship with or that may affect the development. (Section 4.155 Site Design Evaluation Criteria) **No changes**
- b. The location and external dimensions of proposed buildings and structures, and of existing buildings and structures to be retained. (Section 3.040 Commercial Zone, C-1 (3) Standards) **No changes**
- c. The location of fences, retaining walls, mechanical equipment, garbage disposal areas, utility appurtenances and similar structures. **The only change is the addition of an area for garbage and recycling. This is shown on the parking map.**
- d. Pedestrian, parking, (Section 4.090 Off-Street Parking Requirements) and vehicular circulation areas including service areas for the loading and delivery of goods. **No changes except the addition of a Handicap parking spot.**
- e. Private and shared outdoor areas, including walkways, plazas, courtyards, seating areas, street furniture and permanent outdoor features including sculptures and artwork.
- f. Exterior lighting on all buildings and in landscape areas, including type, intensity and area to be illuminated. **No Changes**
- g. Location, size and method of illuminating signs. (Section 4.070 Sign Requirements) **No changes to the physical location of the sign, but we will be getting a new sign with updated electrical and the changed name. We will turn in a sign permit application.**
- h. Points of access and interior floor plans on architectural plans to the extent required to clarify access functions and the relationship to decks, porches, balconies, stairs or other exterior features.
- i. The color and texture of finish materials, window and door placement and materials, light fixtures, stairways, unique architectural elements, especially in development plans that are unique or innovative. **No Changes**
- j. Location and proposed living plant material for landscaped areas, including type, number and size of living plant materials and including visual representations of the living plant materials relative to building elevations. [Added by Ord. 14-02, passed April 9, 2014]. (Section 3.040(3)(d)) **No Changes**