



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005  
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January 11, 2023

## PLANNING REVIEW CHECKLIST

**Subject Property:** 1290 12<sup>th</sup> Street SE

**Ref#:** 22-124807-PLN (Conditional Use Permit and Class 3 Site Plan Review)

**Applicant:** Danny Kim  
Yak Inc  
1215 Wilbur Street SE  
Salem, OR 97302

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**Email:** donkannabis@yahoo.com

**Contact:** Trevor Cartales  
1310 Main Street  
Vancouver, WA 98660

**Phone:** (503) 374-1303  
**Email:** tcartales@navigatelawgroup.com

A consolidated application for a Conditional Use Permit and Class 3 Site Plan Review was received on December 22, 2022, for property located at 1290 12<sup>th</sup> Street SE.

The following information is required for staff to deem the applications complete.

Item:	
<b>Submittal Requirements – SRC 220.005(e)(1)(A)(x) – Bicycle Parking</b>	<p>A minimum of four bicycle parking meeting the requirements of SRC Chapter 806 is required for the proposed change of use. Bicycle parking is not indicated on the site plan.</p> <p>The site plan shall identify all vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.</p>
<b>Submittal Requirements – SRC 220.005(e)(2)(G) – Summary Table</b>	<p>A summary of the off-street parking requirements for the previous use(s) of the building and the proposed use is required. For heavy manufacturing uses, a minimum of 0.75 spaces is required. Please indicate the anticipated number of employees for the use.</p>

The following items are not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that after review of the application materials the following deficiencies have been identified which could result in a recommendation for denial of the applications if not properly addressed.

Item:	
<b>Special Setback Area</b>	<p>12<sup>th</sup> Street SE does not meet the minimum right-of-way width required for its classification according to the Salem TSP, Appendix G. The property is subject to a special setback equal to 34-feet from the centerline of 12<sup>th</sup> Street SE. It appears the parking encroaches into the special setback area and potentially the public right-of-way. The applicant is advised to show the special setback on the site plan.</p> <p>For more information, please contact Laurel Christian with the Public Works Department.</p>
<b>Floodplain Development</b>	<p>An existing floodplain is located on the subject property as designated on the Federal Emergency Management Agency floodplain maps. Development within the floodplain requires a floodplain development permit and is subject to the requirements of SRC Chapter 601. If the proposed improvements to the existing building meet the definition of substantial improvements as defined in SRC 601.005, the building must be brought into compliance with the current floodplain overlay zone regulations in SRC Chapter 601. The proposed improvement valuation shall be provided at the time of building permit application.</p> <p>For more information, please contact Laurel Christian with the Public Works Department.</p>

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

- (1) All of the missing information.
- (2) Some of the missing information and written notice from you (the applicant) that no other information will be provided.
- (3) Written notice from you (the applicant) that none of the missing information will be provided.

You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2356 or via email at [apanko@cityofsalem.net](mailto:apanko@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).



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Sincerely,

Aaron Panko, Planner III