



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005
www.cityofsalem.net/planning • www.cityofsalem.net

Si necesita ayuda para comprender esta información, por favor llame 503-588-6173

February 14, 2023

Owner(s):

Michael Leisten

5914 Ballymeade St SE

Salem, OR 97306-9018

Applicant(s):

YAK Inc.

1215 Wilbur St

Salem, OR 97302

- I. TYPE OF LAND USE CASE: Conditional Use / Class 3 Site Plan Review; Case No. CU-SPR23-01; Application No. 22-124807-PLN
- II. DATE APPLICATION DEEMED COMPLETE: February 14, 2023
- III. LOCATION OF SUBJECT PROPERTY: 1290 12th St SE, Salem OR 97302
- IV. Summary: Conversion of an existing building to a marijuana production use.

Request: A Conditional Use Permit and Class 3 Site Plan Review request for a change of use within an existing building from a motor vehicle repair and retail sales use to a marijuana production facility, for property approximately 0.25 acres in size, zoned IC (Industrial Commercial), and located at 1290 12th Street SE - 97302 (Marion County Assessor Map and Tax Lot number: 073W35BB / 09900).

- V. REVIEW PROCESS: Your completed application has been received. The following are key dates you should consider during the continuing review process.
 - a. Twenty (20) days prior to the public hearing, the notices, stating your request and the date of the public hearing, will be mailed to the list of property owners within the notification area.
 - b. The PUBLIC HEARING is scheduled for **Wednesday, March 8, 2023 at 5:30 p.m.**, in the Council Chambers, Room 240, Civic Center. This is your opportunity to appear and testify before the Hearing Body, who will make the decision on your request. Reminder, the meeting is streamed LIVE on YouTube for the public.
- VI. POSTING PROCEDURE: The subject property must be POSTED no sooner than February 22, 2023 and no later than February 26, 2023.
 - a. Please pick up **2** POSTING SIGNS at the PAC Desk, Room 320, Civic Center. Attachment A (Hearing Notice) and Attachment B (Site Plan or Photo), must be inserted into the plastic protector on each sign. **Please use tape at the bottom of the plastic sleeve to keep the paper in.**
 - b. The SIGNED AND NOTARIZED AFFIDAVIT must be returned to the Civic Center, Room 305 within five days of the date of original posting. Posting SIGNS MUST BE RETURNED within seven days after the close of the Public Hearing or comment period.

INSERT CASE NUMBER/PLANNER

- c. Posting is required on each street frontage. This is your responsibility as the applicant in this case. IF THE SUBJECT PROPERTY IS NOT PROPERLY POSTED 10 DAYS PRIOR TO THE HEARING, THE HEARING MAY NOT BE HELD.

If you have any questions, please contact Aaron Panko, Planner III, at this office:

City of Salem Planning Division
Civic Center, 555 Liberty Street SE/Room 305
5035402356, E-mail: APanko@cityofsalem.net

INSERT CASE NUMBER/PLANNER**AFFIDAVIT OF POSTING NOTICE**

I, _____, being first duly sworn; say that I am over 21 years of age and that I posted the notice(s) as follows: (Describe location of notice(s)).

That I posted said notice in the manner at the location(s) described above on the ____ day of _____, 20__, and in a conspicuous place.

That I have personal knowledge of all facts set forth and all statements herein are just and true.

Signature and Date

-----NOTARY PUBLIC-----

STATE OF OREGON)
County of MARION) ss.

This instrument was acknowledged before me on this ____ day of _____,
20__, by _____.

Notary Public for Oregon
My Commission Expires: _____

Correct Sign Set-Up:

- Attachment "A" and "B" are placed in the correct location
- The plan/photo was printed in color
- The papers were inserted into the plastic sleeves and taped at the bottom.
- The sign(s) were posted on each street frontage abutting the property
- The *notarized* Affidavit of Posting was returned to the Case Manager (notaries are available in the Planning office)
- The sign(s) were returned to the PAC desk within seven days after the public hearing or the close of the comment period

Attachment A
(Hearing or
Filing Notice)

Attachment B
(Site Plan or
Photo)



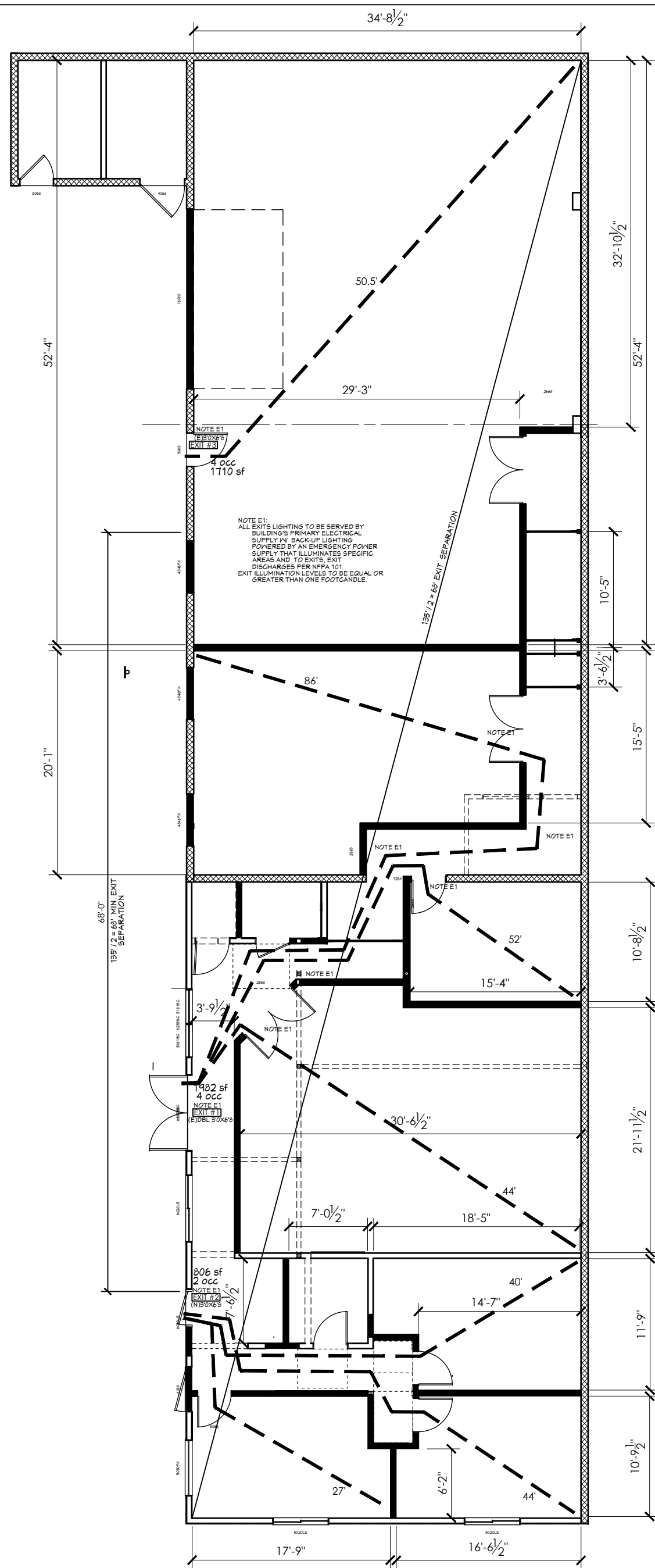
HEARING NOTICE

LAND USE REQUEST AFFECTING THIS AREA

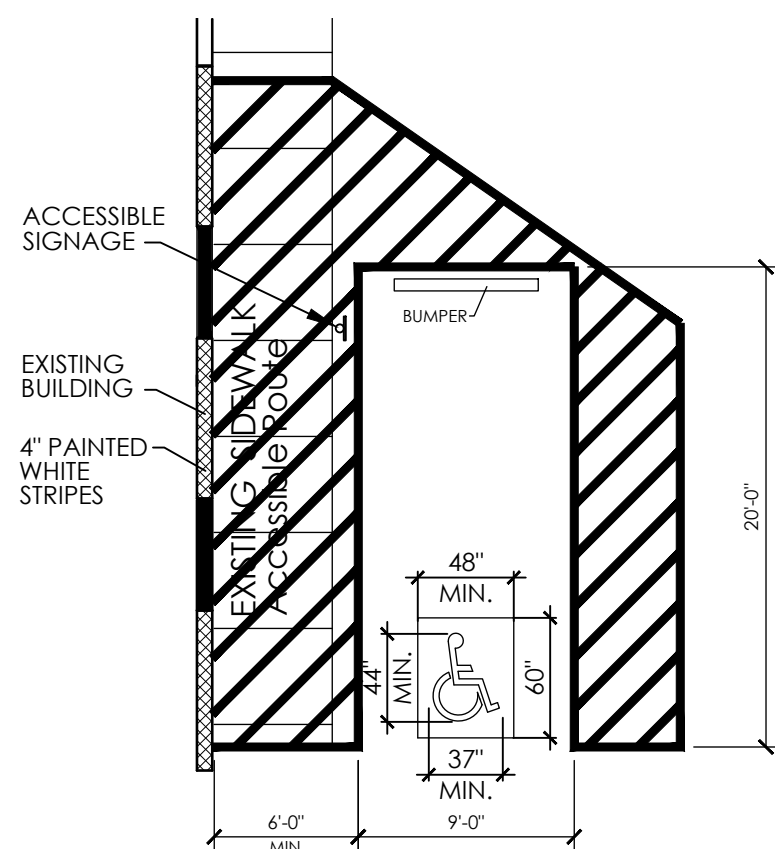
There is a development proposal for the property listed in this notice and shown on the attached map. The City is seeking input from neighbors on the proposal. If you have questions or comments about the proposal, contact the case manager.

Esta carta es un aviso sobre una propuesta de desarrollo para la propiedad enumerada y que se muestra en el mapa adjunto. La ciudad está buscando la opinión de los vecinos sobre la propuesta. Si tiene preguntas o comentarios sobre la propuesta, póngase en contacto con nosotros al 503-588-6213

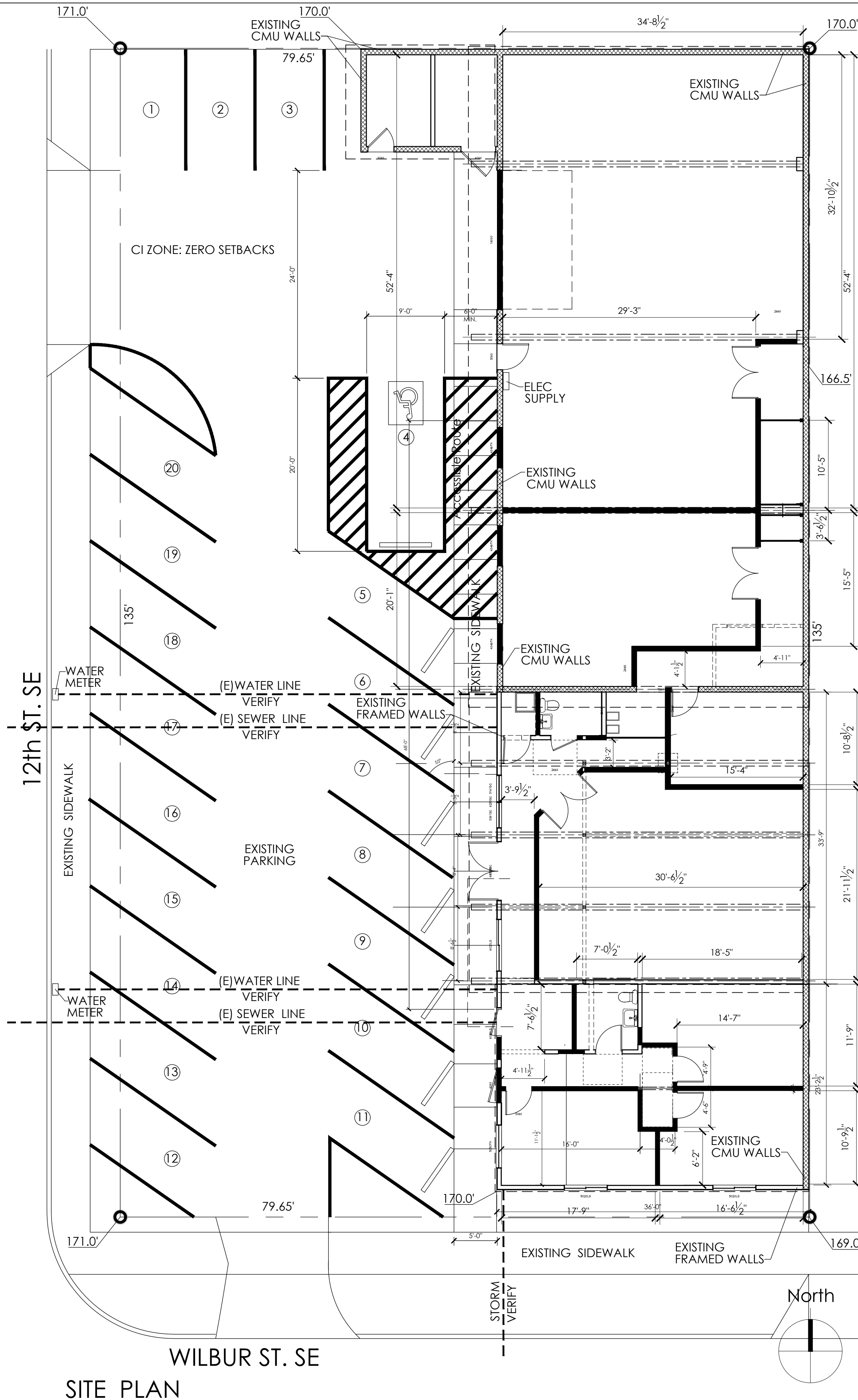
CASE NUMBER:	Conditional Use / Class 3 Site Plan Review Case No. "CU-SPR23-01"
PROPERTY LOCATION:	1290 12th St SE, Salem OR 97302
SUMMARY:	Conversion of an existing building to a marijuana production use.
HEARING INFORMATION:	<p><u>HEARINGS OFFICER WILL BE MEETING IN-PERSON ONLY, MEETINGS WILL NO LONGER BE HELD OVER ZOOM</u></p> <p>Meetings can still be viewed on YouTube at: http://bit.ly/planningpublicmeetings</p> <p><u>Hearings Officer, on March 8, 2023 at 5:30 pm in Council Chambers, Room 240, Civic Center, 555 Liberty Street SE, Salem, OR 97301</u></p>
HOW TO PROVIDE TESTIMONY:	<p>Any person wishing to speak either for or against the proposed request may do so in person or by representative at the Public Hearing. Prior to the Public Hearing, written comments should be directed to the case manager listed below. Staff recommends emailing to ensure receipt before the public hearing. Only those participating by submitting written testimony, or by testifying at the hearing, have the right to appeal the decision. Comments submitted are public record. This includes any personal information provided in your comment such as name, email, physical address and phone number.</p>
CASE MANAGER:	<p>Aaron Panko, Planner III, City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, OR 97301. Telephone: 503-540-2356; E-mail: APanko@cityofsalem.net.</p>
NEIGHBORHOOD ASSOCIATION:	<p><i>Neighborhood associations are volunteer organizations of neighbors coming together to make neighborhoods the best they can be. They receive notice of land use applications within their boundaries, and they often submit comments on the applications to the City. Neighborhood association meetings are open to everyone. Contact your neighborhood association to get involved:</i></p> <p>South East Salem Neighborhood Association (SESNA), Jeff Leach, Land Use Co-Chair; Phone 503-508-5499; Email: landuse.sesna@gmail.com.</p>
STAFF REPORT:	<p>The Staff Report will be available seven (7) days prior to the hearing and will thereafter be posted on the Hearing Body's website under Agendas and Minutes:</p> <p>https://www.cityofsalem.net/government/boards-commissions/hearings-officer</p>
ACCESS:	<p>The Americans with Disabilities Act (ADA) accommodations will be provided on request.</p>
CRITERIA:	<p>Salem Revised Code (SRC) Chapter(s) 240.005(d) – Conditional Use; and 220.005(f)(3) – Class 3 Site Plan Review</p> <p>Salem Revised Code (SRC) is available to view at this link: www.cityofsalem.net/src. Type in the chapter number(s) listed above to view the applicable criteria.</p>



EXITING PLAN
SCALE: 1" = 10' 0"



1
A0 ACCESSIBLE PARKING SPACE
SCALE: 1/8" = 1' 0"



SITE PLAN
SCALE: 1/8" = 1' 0"

EXITING PLAN
SCALE: 1" = 10' 0"

GENERAL BUILDING INFORMATION

BUILDING 10 YEAR LEASE:

PROPERTY OWNER: MJLEISTEN LLC
MIKE LEISTEN, 5914 BALLEymeade ST SE, SALEM, OR 97306
503-585-4759

PERMIT APPLICANT: CSK CONSTRUCTION
17799 SW SHASTA TRAIL,
TUALATIN, OR 97062

ATTN: Seung (KC) Choi
503-888-8498

ARCHITECT: Clinton Pearson Mobile: 971-570-1606
11076 SW Eschman Way, Tigard, OR 97223
by Architect

STRUCTURAL: by Architect

PROJECT ADDRESS: 1290 12TH St. SE Salem, OR 97302
LEGAL DESCRIPTION: Taxlot # 073W35BB09900, Tax Account: 596807, Acres: 0.25 AC
ZONING: IC COMMERCIAL, CMLSE LAT: 44.92510 LONG: -123.03030

APPLICABLE CODES

2022 OREGON STRUCTURAL SPECIALTY CODE (OSSC)
(BASED ON 2021 IBC)

2021 OREGON ENERGY EFFICIENCY SPECIALTY CODE
(OEESC)(BASED ON ASHRAE Standard 90.1-2019)

2022 OREGON FIRE CODE (OFC)

2022 OREGON MECHANICAL SPECIALTY CODE (OMSC)

2021 OREGON PLUMBING SPECIALTY CODE (OPSC)

2021 OREGON ELECTRICAL SPECIALTY CODE (OESC)

2017 ICC A117.1-2017 ACCESSIBLE & USABLE BUILDINGS...

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

PROPERTY & BUILDING NARRATIVE & INFO + FLS CODE SUMMARY

CONVERT EXISTING AUTOMOTIVE REPAIR CENTER TO A CANNABIS GROWING OPERATION (NOT DISPENSARY OR PROCESSING). SITE AREA = 10,752.75 SF;
BUILDING FOOTPRINT 4,925 SF, INTERIOR 4540 SF.,
OCCUPANCY & USE (chapter 3): Marijuana Grow Facilities (Greenhouse) F-1 Occupancy
per 306.2.

BUILDING HEIGHT & AREAS (chapter 5): Type Vb 15'<40' allow per Table 504.3;
F-1 NS 8,500 Type Vb 4,925 sf < 8,500 sf OK per Table 506.2; No Sprinklers req'd.
One Story.

CONSTRUCTION (chapter 6): Type Vb= 0 Hours all elements. Section 602 fire separation
based on distance. x<5' = 2 hrs. See 706.1.1 Party walls.

FIRE & SMOKE PROTECTION FEATURES & LIFE SAFETY FEATURES (chapter 7):

Existing to remain, except where door & windows are removed.

Safety glazing at new door Exit # 2.

INTERIOR FINISHES (chapter 8)

NonSprinklered Wall & Ceiling finishes: Exit passage ways Class B finishes
Enclosed Rooms & Spaces, Class C finishes.

MEANS OF EGRESS (chapter 10)

OCCUPANT LOAD (chapter 10) SUM TABLE 1004.1.2

WAREHOUSES 500 SF GROSS / OCC 4540 sf / 500 sf per occ = 10 OCCUPANTS;
Per Section 1008 Provide exit illumination. Illumination powered by building electrical
system at Exit passageways, Vestibules, and Exit landings. Per 1008.3.3 Electrical
equipment rooms, Generator rooms, Public Restrooms to automatically illuminated for
not less than 90 minutes with emergency power.

ACCESSIBILITY (chapter 11)

Per 1102.1.2.5 Door opening force 8.5 lbs exit doors, 5 lbs interior doors.

Per 1104 Accessible route provided except per 1104.4 exception 7.

Per 1106 Provide 1 accessible stall w/ Surface identification and signage as req'd.

Per 1109 Provide at least 1 accessible drinking fountain.

INTERIOR ENVIRONMENT (chapter 12)

Per 1202 provide natural or mechanical ventilation equivalent to 4% of floor area
including restrooms.

Per 1204 provide artificial lighting of 10 footcandles min. at 30" above except where
cannabis and tissue culture requirements require otherwise.

Per 1209 provide restroom compartment door requirements & fixture clearances.

ENERGY EFFICIENCY & EXTERIOR WALLS (chapterS 13 & 14)

Provide insulation r-21 min. & wall assembly materials & flashing at new infill window
& door wall infill locations. HVAC system as required separate permit.

New door U-0.20, New windows U-0.30 (0.65 max).

Per 1405.1.3 Provide fireblocking at 10' max. distance in tall walls.

STRUCTURAL DESIGN (chapter 16-23):

See attached structural calculations.

GLASS & GLAZING (chapter 24)

Per 2406 provide safety glazing at new doors and at windows if adjacent.

ELECTRICAL, MECHANICAL, PLUMBING (chapters 27, 28, & 29) under separate permit.

PAGES

A0 SITE PLAN & PROJECT INFORMATION & CODE SUMMARY
A1 FLOOR PLAN
A2 ELEVATIONS
A3 SECTIONS
STRUCTURAL CALCULATIONS

CLINTON
PEARSON
ARCHITECT

STREET ADDRESS :
11076 SW ESCHMAN WAY
TIGARD, OREGON 97223

PHONE: 971 - 570 - 1606

Cannabis Growing Facility
1290 12th St. SE, Salem, OR 97302

PERMIT SET: 30 NOV 2022

DRAWN BY: CAL

SCALE:

FILE NAME:

REGISTERED ARCHITECT
3216
CLINTON A.L. PEARSON
TIGARD, OREGON
STATE OF OREGON

22412
SHEET NO. A0

OF