



## **Zoning Administrator**

Regular Meeting

### **AGENDA**

*This meeting will be held remotely via GoTo Meeting at the link below:*

<https://global.gotomeeting.com/join/876896421>

*You can also dial in using your phone.*

*United States: [+1 \(312\) 757-3121](tel:+13127573121)*

*Access Code: 876-896-421*

**November 6, 2020 - 10:00 AM**

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1. **CALL TO ORDER**

2. **VERIFICATION OF NOTICE**

3. **APPEAL PROCESS**

All determinations of the Zoning Administrator regarding minor discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by November 16, 2020, at 5:00 p.m.

4. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

The Zoning Administrator welcomes input from the audience. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments.

5. **APPROVAL OF MINUTES**

5.a. Approve Minutes of the August 27, 2020 meeting.

***Recommended Action:***

Attachments:

1. ZAM\_20200827

6. **SITE VISIT VERIFICATION**

7. **PUBLIC HEARING**

- 7.a. Consideration of Request to Modify an Existing Minor Use Permit to Increase the Area of Use within the Emerald Sun Cannabis Processing, Manufacturing, and Distribution Facility at 1825 Airport Road; APN 180-110-07. File No. 20-5658

***Recommended Action: Staff recommends the Zoning Administrator approve the Modification to the Minor Use Permit for Cannabis Processing, Manufacturing and Distribution, to allow for the increase in area of operation within the existing facility, based on the Findings, and subject to the Conditions found in the Staff Report dated October 27, 2020.***

Attachments:

1. ATT 1 Findings
2. ATT 2 Conditions of Approval
3. ATT 3 Application and Site Plan
4. ATT 4 Agency Comments

- 7.b. Consideration of Proposed Minor Site Development Permit to allow the construction of a parking lot at 620 & 630 Kings Court; APNs 002-340-24 & 25; File No. 16-2109 **(THIS ITEM HAS BEEN CONTINUED TO A FUTURE HEARING DATE)**

***Recommended Action:***

Attachments: None

## **8. ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

***Mireya G. Turner, Planning Manager***  
***October 30, 2020***

**CITY OF UKIAH**  
**ZONING ADMINISTRATOR MINUTES**  
**Meeting Held Remotely through Teleconference**  
**August 27, 2020**  
**10:00 a.m.**

**STAFF PRESENT**

Craig Schlatter, Zoning Administrator  
Mireya Turner, Planning Manager

**OTHERS PRESENT**

Dean Schlesinger, Emerald Sun

**1. CALL TO ORDER**

The Zoning Administrator called the meeting to order at 10:04 a.m. via teleconference.

*Zoning Administrator Craig Schlatter presiding.*

**2. SITE VISIT VERIFICATION**

**Zoning Administrator Craig Schlatter** stated he had not conducted a site visit.

**3. APPROVAL OF MINUTES – February 18, 2020**

**Zoning Administrator Craig Schlatter** approved the Minutes of August 20, 2020, as presented.

**4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

None.

**5. APPEAL PROCESS**

*Note: For matters heard at this meeting the final date to appeal is September 7, 2020 at 5:00 p.m.*

**6. VERIFICATION OF NOTICE**

Staff confirmed timely noticing of all public hearings posted on today's agenda.

**7. PUBLIC HEARING**

- a. Consideration of Request to Renew an Existing Cannabis-related Business Use Permit at 1825 Airport Road (APN 180-110-07); Applicant is Gary Breen, on behalf of Emerald Sun Manufacturing, LLC

Planning Manager Mireya Turner presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 10:10 a.m., and Dean Schlesinger, Chief Compliance Officer for Emerald Sun spoke. There was no one else present wishing to speak and the public hearing was closed at 10:12 a.m.

Zoning Administrator Schlatter stated he had performed an in-depth site visit at this location recently, with the modification to use permit project.

**Zoning Administrator Craig Schlatter** approved the annual renewal of the Cannabis-related Business Use Permit at 1825 Airport Road (APN 180-110-07), based on the Findings in the staff report dated August 11, 2020..

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:14 a.m.

**AGENDA ITEM NO. 6a**

Department of Community Development  
300 Seminary Ave.  
Ukiah, CA 95482  
planning@cityofukiah.com  
(707)463-6268

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**DATE:** October 27, 2020

**TO:** Zoning Administrator

**FROM:** Mireya G. Turner, Planning Manager

**SUBJECT:** Request to Modify an Existing Minor Use Permit to Increase the Area of Use within the Existing Emerald Sun Cannabis Processing, Manufacturing, and Distribution facility at 1825 Airport Road; APN 180-110-07. File No. 20-5658

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**SUMMARY**

**OWNER:** Gary Breen  
13601 Old River Road  
Hopland, CA 95449

**APPLICANT / AGENT:** Same as above

**REQUEST:** Modification to existing Cannabis Processor, Manufacturing and Distribution Minor Use Permit in a portion of an existing vacant commercial/manufacturing building of ±63,655 sq. ft. in area

**DATE DEEMED COMPLETE:** September 30, 2020

**LOCATION:** 0.82 mile south of Talmage Road and adjacent (east) of the Ukiah Municipal Airport; 1825 Airport Road; APN: 180-110-07

**TOTAL ACREAGE:** ±8.72 acres

**GENERAL PLAN:** Master Plan Area (MPA) - Industrial (I)

**ZONING DISTRICT:** Planned Development Commercial (PD-Commercial)

**AIRPORT COMPATIBILITY:** B1 (Approach/Departure Zone and Adjacent to Runway), and C (Common Traffic Pattern) Zone

**ENVIRONMENTAL DETERMINATION:** Exempt, pursuant to CEQA Guidelines §15301, Class 1, Existing Facilities

**RECOMMENDATION:** Conditional Approval

Staff Report  
Emerald Sun Cannabis Processing, Manufacturing & Distribution  
Modification to Minor Use Permit  
1825 Airport Road  
File No. 20-5658



## **AGENDA ITEM NO. 6a**

Department of Community Development  
300 Seminary Ave.  
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### **BACKGROUND**

On June 6, 2019, the Zoning Administrator approved Minor Use Permit (No. 18-4173) to allow operation of a cannabis non-volatile manufacturing, processing, and distribution facility in a partially vacant commercial/manufacturing structure located at 1825 Airport Road. Two portions of the structure were in ongoing use for a different purpose and were not included in the project. The Southern portion of the building was approved to be added to the operation on June 6, 2020, for storage of raw cannabis, and other packaging supplies for the manufacturing process. The cannabis-related business Minor Use Permit was renewed on August 27, 2020 and remains in effect until June 6, 2021. A time extension of this use permit is not included with this project.

### **PROJECT DESCRIPTION**

An application has been received from Gary Breen, owner of the property, on behalf of Emerald Sun, LLC, the state Licensee, for approval of a modification to an existing Minor Use Permit to allow the non-volatile cannabis manufacturing and distribution facility to extend its use into a  $\pm 9,960$  sf portion of the commercial/manufacturing structure located at 1825 Airport Road. The applicant proposes using this additional space for storage, drying and processing of raw cannabis. No additional exterior building improvements or signage are proposed. No other changes to the existing minor use permit are proposed.

### **SETTING**

The project parcel is located approximately 0.82-mile south of Talmage Road and adjacent (east) of the Ukiah Municipal Airport. It is accessible via Airport Road or Airport Park Boulevard. The project is adjoined to the north by commercial uses including Costco. A vineyard is located to the south. To the west the subject property is bounded by the railroad tracks and Ukiah Municipal Airport. State Highway 101 runs along the eastern boundary of the project parcel. A summary of surrounding land uses is provided below in Table 1, an aerial image of the site is provided in Figure 1.

| Table 1: Surrounding Land Uses |                                                                     |                                                                                                                                |                         |
|--------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| GENERAL PLAN                   |                                                                     | ZONING                                                                                                                         | USES                    |
| North                          | Master Plan Area (MPA)<br>– Industrial (Airport Industrial Park PD) | Planned Development – Commercial; Light Manufacturing/Mixed Use, Open Space and Retail Commercial (Airport Industrial Park PD) | Commercial              |
| East                           | N/A Outside of City limits                                          | N/A Outside of City limits                                                                                                     | Agriculture             |
| South                          | Master Plan Area (MPA)<br>– Industrial (Airport Industrial Park PD) | Planned Development – Commercial; Light Manufacturing/Mixed Use, Open Space and Retail Commercial (Airport Industrial Park PD) | Vacant, Agriculture     |
| West                           | Public                                                              | PF Public Facilities                                                                                                           | Ukiah Municipal Airport |

Figure 1. Figure 3. Aerial View



### AGENCY COMMENTS

Project referrals were sent to the following responsible or trustee agencies with jurisdiction over the Project: Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, and City of Ukiah Electric Utility Department. No new conditions were requested. Agency comments received are included in **Attachment 4**.

Modification to Minor Use Permit  
Emerald Sun, 1825 Airport Road  
File No. 20-5658

## STAFF ANALYSIS

**GENERAL PLAN.** The General Plan land use designation for the parcel is Master Plan Area (MPA). MPAs are intended to cover land proposed for specific plans, area plans, or as planned unit developments. The role of the MPA is to permit an area within the Ukiah Valley to be designated for more precise, site specific studies prior to approving subdivisions or other uses, and the MPA must be found to be consistent with the General Plan. The existing project is consistent with goals and policies within the Economic Development Element as the project would allow a vacant commercial/manufacturing building to be occupied as well as contribute to the local economy by providing local services to the citizens of the City of Ukiah along with the Ukiah Valley. The proposed modification is a small extension of the already approved use and is also consistent with the General Plan goals and policies.

**ZONING ORDINANCE.** The project site carries a Zoning Designation of Planned Development (PD) for the Airport Industrial Park (AIP). The purpose of the AIP-PD is to provide for a coordinated development of compatible industrial, office, and commercial land uses within the AIP area. The existing use is consistent with the Industrial designation of the parcel. No change of use has been proposed. Approval of the requested modification will result in the same type of use within a larger portion of the existing structure, and remains consistent with the zoning district guidelines.

**CANNABIS RELATED BUSINESSES ORDINANCE NO. 1186 CONSISTENCY.** The City Council adopted Ordinance No. 1186, *The Ordinance of the City Council of Ukiah Adding and Amending Various Sections of the Ukiah City Code to Regulate Cannabis Related Businesses*, which amended several sections of the zoning ordinance to allow various types of cannabis businesses including cultivation, retail, manufacturing, distribution, etc. as permitted uses within several zoning districts.

Commercial Cannabis Processor, Cannabis Manufacturing-Level 1 and Cannabis Distribution were added as permitted uses in the Airport Industrial Park Industrial Zoning District with approval of a Use Permit (Ukiah City Code Section 9112 of Article 9, *Regulations in Manufacturing Districts*).

No change of use has been requested with this project. Approval of the minor modification will allow the existing approved use to expand into an additional portion of the existing structure. The modification is consistent with all local cannabis regulations.

**AIRPORT COMPATIBILITY.** The project site is located approximately 335 feet west of the Ukiah Municipal Airport property, partially within the B1 Compatibility Zone (Approach/Departure Zone and Adjacent to the Runway) of the Ukiah Municipal Airport Master Plan and the County's Airport Comprehensive Land Use Plan (ACLUP). A portion of the site is also located within the C Compatibility Zone (Common Traffic Pattern). Per ACLUP Policy 2.1.3 parcels less than two acres which are intersected by airport compatibility zones shall be considered to be entirely within the less restrictive zone. Because the site is larger than two acres it has been analyzed using zone B1 compatibility criteria. The B1 Compatibility Zone is identified as having of some risk, with aircraft approaching the runway. Normally acceptable uses within the B1 Compatibility Zone include single-story offices and low intensity retail, manufacturing and food processing.

This project will not change the footprint of the existing structure. The approved use, cannabis processing, manufacturing (non-volatile) of cannabis infused beverages, and distribution, with research and development and office and conference space, is consistent with the normally acceptable uses described in the Ukiah Municipal Airport Master Plan. Consistent with the Interim

Referral Procedure, adopted as Resolution No. 2018-39, on February 5, 2018, this minor use permit, without significant alteration from the previous use, and with no question of its compatibility from staff, was not forwarded to the Airport Land Use Commission for their review.

### **ENVIRONMENTAL REVIEW**

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303 Class 1, Existing Facilities which *"Consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The types of "existing facilities" itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of an existing use.*

*(a) Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances."*

The alterations or repairs also must not involve significant amounts of hazardous materials, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive. Based on the following, the proposed project is eligible to use this exemption.

- The site is developed with an existing building and parking lot, and utilities and services are already available at the site.
- No expansion of the existing building footprint is proposed as part of the project; and
- The location is not environmentally sensitive and does not include any drainage courses or bodies of water (such as creeks or streams).

### **DECISION TIMELINE**

The proposed project is subject to the requirements of the Permit Streamlining Act (PSA). The PSA requires that a decision be made on the project within 60 days of the application being deemed complete. This application was submitted to the Community Development Department on September 21, 2020 and was deemed complete on September 30, 2020. As such, a decision must be made on the project no later than November 30, 2020. The applicant may request a one-time extension of the decision timeline.

### **NOTICE**

Notice of the Public Hearing was provided in the following manner, as required by UCC §9262(C):

- Published in the Ukiah Daily Journal October 24, 2020
- Posted on the Project site October 27, 2020
- Posted at the Civic Center (glass case) 72 hours prior to hearing; and,
- Mailed to property owners within 300 feet of the parcels included in the Project on October 23, 2020.

As of the writing of this staff report, no correspondence had been received from the public as a result of the public notice.

## **RECOMMENDATION**

Staff recommends the Zoning Administrator 1) conduct a public hearing; 2) approve the Modification to the existing Cannabis Processing, Manufacturing and Distribution Minor Use Permit based on the facts and findings found in the Staff Report and Findings, and subject to the Draft Conditions of Approval.

## **ATTACHMENTS**

1. Draft Use Permit Findings
2. Draft Conditions of Approval
3. Application and Site Plan
4. Project comments from other departments and agencies

**FINDINGS TO ADOPT A MINOR MODIFICATION TO MINOR USE PERMIT TO ALLOW THE  
EXPANSION OF OPERATION OF THE EMERALD SUN CANNABIS PROCESSING,  
MANUFACTURING AND DISTRIBUTION FACILITY INTO AN ADDITIONAL PORTION OF  
AN EXISTING BUILDING AT 1825 AIRPORT ROAD (APN 180-110-07);  
FILE NO. 20-5658**

The following findings are supported by and based on information contained in this staff report, the application materials and documentation, and the public record, in accordance with UCC Sections 9262 and 9263.

1. The proposed land use is consistent with the provisions of the Ukiah City Code as well as the goals and policies of the City General Plan.

*The proposed project is consistent with the General Plan goals and policies related to commercial and industrial/manufacturing development. The project also complies with all requirements of the Airport Industrial Park Industrial Zoning District. The applicant requests a Minor Modification to the existing Minor Use Permit/Site Development Permit, in compliance with the Ukiah City Code. In addition, the project is consistent with Ordinance Numbers 1176, 1182, 1186, 1188, 1190 for cannabis related businesses.*

2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare

*The proposed project will not alter the use and intensity currently approved at the project site. The existing project includes a comprehensive Security Plan and odor control measures to ensure that the project will not be detrimental to the public's health and safety. This project has modified the Security Plan slightly, to add additional internal video surveillance. In addition, the project has been reviewed by the following agencies to ensure compliance with the Ukiah City Code and other codes and regulations relating to health and safety: Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, City of Ukiah Electric Utility Department, City of Ukiah Building Division. Comments have been included as Conditions of Approval, as appropriate.*

Based on the above analysis, the findings required for the Minor Modification to the existing Minor Use Permit can be made.

**CONDITIONS OF APPROVAL TO MODIFY AN EXISTING MINOR USE PERMIT TO ALLOW EXPANSION OF AREA OF USE FOR THE PURPOSE OF STORAGE IN THE ONGOING OPERATION OF THE EMERALD SUN CANNABIS PROCESSING, MANUFACTURING, AND DISTRIBUTION FACILITY IN AN EXISTING BUILDING AT 1825 AIRPORT ROAD (APN 180-110-07); FILE NO. 20-5658**

*Approved Description of Modification.* Approval is granted to allow the use of the ±9,960 sf space at the north end of the facility, for the storage, drying and processing of raw materials (cannabis). All other aspects of the project remain the same and are listed below. All Conditions of Approval from the original Use Permit still apply and are listed below.

*Approved Project Description.* An application was received from Gary Michael Breen of Emerald Sun for approval of a Minor Use Permit to allow a cannabis operation that would include the following components:

The project includes interior improvements to the building, including adding an upper mezzanine with office and conference room space, manufacturing equipment, and downstairs office and reception space. No exterior building improvements or signage are proposed. The existing parking lot will be improved to allow for 40 marked parking spaces on pervious decomposed granite and including concrete ADA parking stalls. Portions of the structure are currently used as wine storage rooms, and are not included in the project. The facility will manufacture and distribute cannabis infused flavored, non-alcoholic beverages.

The subject property comprises ±8.72 acres, and includes an existing, partially vacant 63,355 sf, two-story (50-foot high) structure, 9,324 sf water treatment plant, 150 sf trash enclosure, and parking lot. The project comprises the following main components:

- 1<sup>st</sup> floor ±20,000 sf manufacturing area; ±14,460 sf for processing, labeling and packaging; ±1,000 sf for distribution activities; five offices, laboratory, maintenance room, freezer, boiler room, electrical room, staff breakroom, administrative offices and client reception area, and a security office. The remaining area is to be used for storage, and restrooms.
- 2<sup>nd</sup> Floor: ±630 sf of office space, conference rooms, and open space.
- Carbon-based odor and air quality purification filters placed throughout the building.
- 40 parking spaces including ADA parking stalls are proposed.
- Security measures include an entrance gate to the delivery dock and perimeter fencing, as well as 41 internal security cameras, 28 external security cameras and 6 outdoor audio speakers.
- Product pick-ups & deliveries are expected to occur multiple times per day, during normal business hours, 7 a.m. to 5 p.m.
- Cultivation, consumption and retail sale of cannabis will not occur on-site.
- Public access is limited to the Reception area and Upper Mezzanine, separated from the manufacturing and distribution areas by a locked, two-hour fire wall.
- The operation will be staffed with between 10-25 employees total.

Conditions of Approval  
Emerald Sun Processing, Manufacturing, and Distribution Facility  
Minor Modification to Minor Use Permit  
1825 Airport Road  
File No. 20-5658

The following Conditions of Approval shall be made a permanent part of the Minor Use Permit, shall remain in force regardless of property ownership, and shall be implemented in order for this entitlement to remain valid.

**City of Ukiah Special Conditions**

1. No cultivation shall occur on-site. If the applicant wishes to include it at a later date, the applicant shall contact the Community Development Department to determine which planning permits are required.
2. This permit restricts the sale of cannabis and cannabis products on site. If the applicant wishes to include retail at a later date, the applicant shall contact the Community Development Department and obtain all required permits.
3. No consumption of cannabis or cannabis-related products shall occur on-site.
4. No special events are permitted on-site. If the applicant wishes to host events, they must contact the Community Development Department, and obtain any necessary permits.
5. The facility shall operate in compliance with City Ordinance Numbers 1176, 1182, 1188 and 1190, and is subject to annual review, inspection, and revocation as outlined therein.
6. Wine storage is limited to the areas specified on the approved Site Plan and must be separate and distinct from the cannabis activity areas, in compliance with state regulations. Alcohol consumption and sales are prohibited on site.
7. Prior to issuance of building permits and commencing operations, the applicant shall submit proof of State licensure to operate each of the cannabis related businesses.
8. Prior to issuance of building permits or commencing operations, the applicant and all employees shall successfully complete a Live Scan background and provide proof of such completion.
9. No persons will live on-site. If the applicant wishes to have a live-in manager in the future, they shall consult with the Community Development Department and obtain any necessary permits.
10. The business is required to obtain a City of Ukiah business license prior to occupancy.
11. Completion of a site visit by the Zoning Administrator is required prior to the permit becoming valid.

**City of Ukiah Standard Conditions**

12. This approval is not effective until the 10-day appeal period applicable to this Minor Use Permit has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
13. All Conditions of Approval shall be printed on all sets of building permit project plans pertaining to any site preparation work or construction associated with the development of the ancillary site improvements approved by the Minor Use Permit.
14. All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps,

sketches, or plot plans accompanying the application or submitted by applicant in support thereof.

15. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.
16. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
17. The Applicant shall obtain all required Sign Permits, in compliance with Division 3, Chapter 7, Signs, of the UCC.
18. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.

#### **Department of Public Works Conditions**

19. Sidewalks will be required when a retail component to this project is applied for or other building permit requirements. Those sidewalks should be part of the consideration of the paved parking area that is required at this time. Plans are not required for sidewalks at this time.
20. All areas of circulation shall be paved with a minimum of 2" of AC on 6" of Base or other suitable all-weather surface approved by the City Engineer. This includes the proposed driveways and parking areas. If heavy truck traffic is anticipated from the solid waste company, delivery trucks, or other heavy vehicles, the pavement section shall be calculated appropriately to ensure that it can withstand the loading.
21. Should improvements exceed 10,000 square feet of new or replaced impervious surface, post-construction storm water mitigation measures may be required.

#### **Electric Utility Department Conditions**

22. This property is currently served from existing underground primary/secondary facilities and a dedicated 3-phase Pad Mount Transformer that serves the existing address/buildings at 1825 Airport Road. Should the project need to upgrade to a larger panel or increase the electric load in the future, they will need to contact the COU Building Department and the Electric Utility Department.
23. Developer is to provide EUSERC approved electrical equipment compatible with the City of Ukiah's EUSERC Acceptability Chart before the panel can be used on this project.
24. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At that time, specific service requirements, service Voltage and developer costs and requirements will be determined.
25. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment and future services).

Conditions of Approval  
Emerald Sun Processing, Manufacturing, and Distribution Facility  
Minor Modification to Minor Use Permit  
1825 Airport Road  
File No. 20-5658

26. There shall be an easement provided to the EUD for any electric service that transverses through the property, or around any City owned electric equipment.

#### **Building Division Conditions**

27. Submit plans and building permit application. Please submit three complete plan sets, two wet stamped and signed.
28. The design and construction of all site alterations shall comply with the 2019~~6~~ California Building Code, 2019~~6~~ Plumbing Code, 2019~~6~~ Electrical Code, 2019~~6~~ California Mechanical Code, 2019~~6~~ California Fire Code, 2019~~6~~ California Energy Code, 2019~~6~~ Title 24 California Energy Efficiency Standards, 2019~~6~~ California Green Building Standards Code and City of Ukiah Ordinances and Amendments.
29. It is possible the proposed work will change the occupancy of the building, or section of the building. Per 2016 CBC 3408, "No change shall be made in the character of occupancies or use of any building unless such building is made to comply with all current code requirements." This may be an extensive remodel and we recommend you hire an Architect or Engineer and a Casp to review your building for code compliance before you commit to a change of occupancy.

#### **Ukiah Police Department Conditions**

Prior to Building Permit Final and for the Duration of the Use:

30. The business permittee shall provide the Police Department with the current name and primary and secondary telephone numbers of at least one 24-hour on-call manager to address and resolve complaints and to respond to operating problems or concerns associated with the business.
31. The business permittee shall provide the City with the current name and primary and secondary telephone numbers of at least one manager to communicate with the surrounding neighborhoods and businesses. The business shall make good faith efforts to encourage neighborhood residents to call this person to solve problems, if any, before any calls or complaints are made to the City or Police Department.
32. The business permittee shall immediately report to the City Police Department all criminal activity occurring on the business site.
33. The business permittee shall only manufacture cannabis in a fully enclosed building and not allow cannabis or cannabis products on the manufacturing site to be visible from the public right of way, the unsecured areas surrounding the buildings on the site, or the site's main entrance and lobby.
34. Video from the security surveillance cameras must be recording at all times (24 hours a day, seven days a week) and the recording shall be maintained for at least 90 days. In the event of a crime on site or anywhere within range of the dispensary's security cameras, the dispensary shall provide the Chief of Police with a useable digital copy of the security video upon request or at the earliest convenience. Duration of Use: Security system shall be equipped with at least 24 hours of continued operation time in case of power failure.
35. A copy of all applicable state and local licenses or permits shall be submitted to the City prior to issuance of permit and prior to operation. All applicable state and local licenses or permits be displayed in the lobby or waiting area of the main entrance to the building.
36. All perimeter fencing and gates shall be constructed of decorative tubular steel, no climb type.

Conditions of Approval  
Emerald Sun Processing, Manufacturing, and Distribution Facility  
Minor Modification to Minor Use Permit  
1825 Airport Road  
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37. All solid core exterior doors shall be equipped with a 180 degree viewing device to screen persons before allowing entry.
38. Broken or damaged exterior lighting shall be repaired or replaced within 48 hours of being noted.
39. Report any graffiti to UPD @ 463-6262. After reporting, clean-up/paint over as soon as possible. Spray on graffiti remover can be purchased at hardware supply stores.
40. Property shall be kept free of debris/garbage.
41. Applicant shall install a "Knox Box" to allow Police Department emergency access to the interior and exterior areas of the property after hours.
42. Height markers shall be installed on the interior doorways and front door entrance.
43. Building shall be equipped with UL compliant security system including Video Assessment Surveillance System (VASS), Intrusion Detection System with private security response and emergency panic alarms. Security system must be monitored by UL listed monitoring company and installed via a UL certified installer.
44. Any proposed revisions to the approved Security Plan shall be made in writing and subject to approval.
45. An inspection shall be conducted by the Department in order to confirm compliance with approved Security Plan prior to building permit final.

#### **Ukiah Valley Fire Authority Conditions**

46. All exit doors shall be equipped with lighted exit signage and emergency lighting with a battery backup.
47. Main entry door must swing in direction of egress travel "out".
48. Egress doors shall be readily openable from the inside without the use of key or special knowledge. CFC 1010.1.9.3
49. There may be other minor Fire Code additions when plans are submitted, ie. Address location, and the need for additional fire extinguishers.
50. New and existing buildings shall have approved address numbers placed in a position to be plainly legible from the street or road fronting the property, CFC 505.1. Address number shall be placed on the South facing exterior and East facing wall at corner of main building. Fire Marshal can verify with contractor.
51. Fire extinguishers shall be required. Fire Marshal can assist with location and number of required extinguishers.
52. Fire hydrant systems shall be subject to periodic testing, inspection and maintenance as required by the fire code official. CFC 507.5
53. Fire sprinkler system shall be maintained and modified as necessary.
54. It is highly recommended that all exits be clearly marked. Means of egress shall be illuminated when the building space is occupied, CFC 1008.2.
55. Exit signs shall be internally or externally illuminated at all times; signs shall be connected to an emergency power system that provides illumination for not less than 90 minutes in case of primary power loss. CFC 1013.3 & 1013.6.3.

Conditions of Approval  
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56. In the event of power supply failure, an emergency electrical system shall automatically illuminate the means of egress. CFC 1008.3.
57. A "Knox Box" key security safe shall be required, and mounted on the exterior at a location specified by the Fire Marshall.
58. Rooms containing controls for air-conditioning systems, sprinkler risers and valves, or other fire detection, suppression or control elements shall be identified for the fire department. Approved signs required to identify fire protection equipment and equipment location shall be constructed of durable materials, permanently installed and readily visible. CFC 509.1
59. The use of a third party Engineer shall be utilized/required to assure compliance with code requirements of the California Fire Code and NFPA 1.
60. The Office of the Fire Marshal shall participate and attend the third party Engineer with all on-site inspection processes that shall be required.
61. Emergency contact information shall also be provided to the Fire Department.

#### **Mendocino County Air Quality Management District Conditions**

62. The applicant may be required to obtain an Authority to Construct permit from the District prior to beginning construction and demolition.
63. Diesel Engines – Stationary and Portable Equipment and Mobile Vehicles:
  - Any stationary onsite diesel IC engines 50 horsepower or greater (i.e. large power generators or pumps) or any propane or natural gas engines 250 horsepower or greater may require a permit from the District.
  - Portable diesel powered equipment that may be used during the proposed project are required to be registered with the state Portable Equipment Registration Program (PERP) or obtain permits from the District.
  - Projects located adjacent to sensitive receptors (schools, child care facilities, health care facilities, senior facilities, businesses, and residences, etc.) during the construction phase of this project have the potential for exposure to diesel particulate.
  - Heavy duty truck idling and off-road diesel equipment or other diesel engine idling is limited to less than 5 minutes.
64. Demolition/Renovation Projects- All Commercial Buildings, Government Buildings, Schools, Multi-Family Dwellings are subject to the requirements of Mendocino County Air Quality Management District Regulation 1, Rule 492, National Emission Standards for Hazardous Air Pollutants (NESHAPS) for Asbestos.
  - Prior to receiving a Demolition / Renovation Permit from the Planning & Building Agency the applicant is required to:
    - 1) Have an Asbestos Survey conducted by a licensed Asbestos contractor for the presence of asbestos containing materials,
    - 2) Submit a completed Asbestos Demolition/Renovation form, all test results and applicable notification fees to the District at least 10 days prior to beginning the project,
    - 3) Have any Asbestos containing materials abated by a licensed abatement contractor prior to beginning any demolition or renovation activities.

- 4) Obtain written authorization from the District indicating that all requirements have been met prior to receiving.



*City of Ukiah*

Community Development Department  
 Planning Division  
 300 Seminary Ave., Ukiah CA 95482  
 Email: [planning@cityofukiah.com](mailto:planning@cityofukiah.com)  
 Web: [www.cityofukiah.com](http://www.cityofukiah.com)  
 Phone: (707) 463-6268  
 Fax: (707) 463-6204

## Planning Permit Application

Application Number:  
 CID Number:  
 Date Received (place CDD stamp below):

|                                                                                            |                           |                                                                                                           |                 |                                                                                |    |
|--------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------|----|
| PROJECT NAME: EMERALD SUN MANUFACTURING, LLC                                               |                           |                                                                                                           |                 |                                                                                |    |
| PROJECT ADDRESS/CROSS STREETS:<br>1825 AIRPORT RD, UKIAH CA, 95482                         |                           | Assessor Parcel NUMBER(S):<br>180-110-07                                                                  |                 |                                                                                |    |
| APPLICANT/AUTHORIZED AGENT NAME:<br>GARY BREEN                                             | PHONE NO:<br>510-206-4500 | E-MAIL ADDRESS:<br>GARY@EMERALDSUN.COM                                                                    |                 |                                                                                |    |
| APPLICANT/AUTHORIZED AGENT ADDRESS:<br>13601 OLD RIVER ROAD                                |                           | CITY:<br>HOPLAND                                                                                          |                 | STATE/ZIP:<br>CA 95449                                                         |    |
| PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:                                              | PHONE NO:                 | FAX NO:                                                                                                   | E-MAIL ADDRESS: |                                                                                |    |
| PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT                                             |                           | CITY:                                                                                                     |                 | STATE/ZIP:                                                                     |    |
| <input type="checkbox"/> AIRPORT LAND USE COMM. DETERMINATION REFERRAL<br>100.0800.611.003 | \$                        | <input type="checkbox"/> REZONING – PLANNED DISTRICT<br>100.0800.611.001                                  | \$              | <input checked="" type="checkbox"/> USE PERMIT – AMENDMENT<br>100.0400.449.001 | \$ |
| <input type="checkbox"/> ANNEXATION<br>100.0800.611.001                                    | \$                        | <input type="checkbox"/> SITE DEVELOPMENT PERMIT – AMENDMENT<br>100.0400.449.001                          | \$              | <input type="checkbox"/> USE PERMIT – MAJOR<br>100.0400.449.001                | \$ |
| <input type="checkbox"/> APPEAL<br>100.0400.449.001                                        | \$                        | <input type="checkbox"/> SITE DEVELOPMENT PERMIT – MAJOR<br>100.0400.449.001                              | \$              | <input type="checkbox"/> USE PERMIT – MINOR<br>100.0400.449.001                | \$ |
| <input type="checkbox"/> GENERAL PLAN AMENDMENT<br>100.0800.611.001                        | \$                        | <input type="checkbox"/> SITE DEVELOPMENT PERMIT – MINOR<br>100.0400.449.001                              | \$              | <input type="checkbox"/> VARIANCE – MAJOR<br>100.0400.449.001                  | \$ |
| <input type="checkbox"/> MURAL PERMIT<br>100.0400.449.001                                  | \$                        | <input type="checkbox"/> SPECIFIC/MASTER PLAN<br>100.0800.611.003                                         | \$              | <input type="checkbox"/> VARIANCE – MINOR<br>100.0400.449.001                  | \$ |
| <input type="checkbox"/> PRE-DEVELOPMENT MEETING<br>100.0800.611.003                       | \$                        | <input type="checkbox"/> MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS)<br>100.0800.610.001     | \$              | <input type="checkbox"/> ZONING AMENDMENT MAP OR TEXT<br>100.0800.611.001      | \$ |
| <input type="checkbox"/> STAFF RESEARCH (MORE THAN 1 HOUR)<br>10023100.41153               | \$                        | <input type="checkbox"/> MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS)<br>100.0800.610.001 | \$              | <input type="checkbox"/> REZONING<br>100.0800.611.001                          | \$ |
| <input type="checkbox"/> LOT LINE ADJUSTMENT OR MERGER<br>100.0800.610.001                 | \$                        | <input type="checkbox"/> TELECOMMUNICATIONS ADMINISTRATIVE REVIEW PERMIT(1-15 LOCATIONS)                  | \$              | <input type="checkbox"/> OTHER                                                 | \$ |

NOTE: OTHER PLANNING PERMIT FEES WILL INCLUDE COUNTY RECORDER FEES AND CALIFORNIA ENVIRONMENTAL QUALITY ACT FILING FEES. TYPICALLY, THESE ARE DUE PRIOR TO HEARING OF THE PROJECT. FOR INITIAL STUDIES AND ENVIRONMENTAL IMPACT REPORTS, FEES WILL BE DUE AT THE TIME OF APPLICATION.

### To Be Completed by Staff

|                                                                                                        |                                            |                               |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------|
| General Plan Designation:                                                                              | Zoning District:                           | Airport Land Use Designation: |
| City's Architectural & Historic Inventory:<br><input type="checkbox"/> YES <input type="checkbox"/> NO | Age of Building (if proposing demolition): | Flood Designation:            |
| Notes:                                                                                                 |                                            |                               |

## Project Description

Please attach a written project description including summary of work (both interior and exterior for construction and operation) and/or business proposed. The purpose of the project description is to assist Staff in understanding the project. The project description will also be included in the Staff Report required to review (and ultimately approve or deny) the planning permit. Providing complete information will help expedite the project review process and in determining what additional information, if any, related to the project and required environmental review is required.

## Environmental Review and Reports

Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, soils, etc.) and or additional information may be required.

## Use Information (Not applicable to Telecommunication Administrative Review Permits)

Please provide the following information related to the use of the site and building:

| Description of Building & Site                                                                                                   |                                                                                                       |                                                                                                                                |                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Parcel Size: 9.0034 Acres                                                                                                        | Building Size: 63,655.32 SQ. FT.                                                                      | Number of Floors: 1 + Mezzanine                                                                                                |                                                                                                                |
| Use of Building (check all that apply)                                                                                           | Description                                                                                           | Square Footage                                                                                                                 | Number of Units/Suites                                                                                         |
| <input type="checkbox"/> Office (business/professional)                                                                          |                                                                                                       |                                                                                                                                |                                                                                                                |
| <input type="checkbox"/> Office (medical/dental)                                                                                 |                                                                                                       |                                                                                                                                |                                                                                                                |
| <input type="checkbox"/> Retail                                                                                                  |                                                                                                       |                                                                                                                                |                                                                                                                |
| <input checked="" type="checkbox"/> Light Industrial                                                                             | Processing / Storage                                                                                  | 10,000 sq.ft                                                                                                                   | 1                                                                                                              |
| <input type="checkbox"/> Residential                                                                                             |                                                                                                       |                                                                                                                                |                                                                                                                |
| <input type="checkbox"/> Other:                                                                                                  |                                                                                                       |                                                                                                                                |                                                                                                                |
| Operating Characteristics                                                                                                        |                                                                                                       |                                                                                                                                |                                                                                                                |
| Days and Hours of Operation:<br>MONDAY-FRIDAY ; 8:00AM-6:00PM                                                                    |                                                                                                       |                                                                                                                                |                                                                                                                |
| Number of Shifts: 1                                                                                                              | Days and Hours of Shifts:<br>MONDAY-FRIDAY ; 8:00AM-5:00PM                                            |                                                                                                                                |                                                                                                                |
| Number of Employees/Shift: 30                                                                                                    |                                                                                                       |                                                                                                                                |                                                                                                                |
| Loading Facilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                          | Type/Vehicle Size:<br>Transit / Reefer Van ; <10,000lbs                                               |                                                                                                                                |                                                                                                                |
| Deliveries:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                               | Type: Commercial                                                                                      | Number (day/week/month):<br>3-4 Monday - Frida7                                                                                | Time(s) of Day:<br>9:00-5:00pm                                                                                 |
| Outdoor areas associated with use? (check all that apply)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Sales area:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Square Footage: | Unloading of deliveries:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Square Footage: 500 sq. ft. | Storage:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Square Footage: 8,000sq.ft. |
| Noise Generating Use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                        | Description: Processing & Storage                                                                     |                                                                                                                                |                                                                                                                |

## Submittal Requirements

1. Items marked (X) are required for a complete application unless their deletion is approved by staff.
2. Other information may be required at the discretion of staff in order to fully evaluate the project and/or to conduct required environmental review for the project.
3. Please review the application packet prior to submittal to the City. Application packets that do not include the required materials may not be accepted for processing or may be deemed "Incomplete."
4. For cannabis and telecommunication projects, please contact Staff for additional checklist and submittal requirements.

| Submittal Document                          | Application Type |     |              |     |        |     |        |    |     |     |
|---------------------------------------------|------------------|-----|--------------|-----|--------|-----|--------|----|-----|-----|
|                                             | LLA/VM           | GPA | PRELIM       | REZ | REZ-PD | SDP | Sub/TM | UP | VAR | TEL |
| Written Project Description                 | X                | X   | X            | X   | X      | X   | X      | X  | X   | X   |
| Building Elevations                         |                  |     | X            |     | X      | X   |        | X  | X   | X   |
| Floor Plan                                  |                  |     | X            |     | X      | X   |        | X  | X   |     |
| Grading and Drainage Plan and SUSMP (7)     |                  |     |              |     | X      | X   | X      |    |     |     |
| Landscape Plan                              |                  |     | X<br>CONCEPT |     | X      | X   |        |    | X   |     |
| Site Plan                                   | X                | X   | X            | X   | X      | X   |        | X  | X   | X   |
| Details – Structural/ Architectural         |                  |     |              |     |        | X   |        |    |     | X   |
| Details – Fence                             |                  |     |              |     | X      | X   |        | X  |     |     |
| Details – Sign                              |                  |     |              |     | X      | X   |        | X  |     |     |
| Site Contours                               |                  |     |              |     | X      | X   | X      |    |     |     |
| Parking/Circulation Details                 | X                |     |              |     | X      | X   | X      | X  |     |     |
| Tentative Map (3)                           |                  |     |              |     |        |     | X      |    |     |     |
| Preliminary Title Report                    | X                |     |              | X   |        |     | X      |    |     |     |
| Colors & Materials Board                    |                  |     | X<br>CONCEPT |     | X      | X   |        |    |     |     |
| Number of Plan Sets – Initial Submittal (5) |                  |     |              |     |        |     |        |    |     |     |

- (1) **Building Elevations.** Drawing must include all elevations (front, rear, and sides) and identify dimensions, materials and colors. One set of colored drawings is required.
- (2) **Landscape Plan.** Plan must show all proposed trees, shrubs, and ground covers. Location, size and species must be indicated. Include calculation of total square footage of landscaping.
- (3) **Site Plan.** Must be prepared to scale and include: a north arrow, all property lines, adjoining streets, creeks, ponds, drainage ditches, existing curb, gutter, and sidewalk, existing and proposed buildings (with square footage noted), parking spaces, all existing trees, existing and proposed fences, buildings on adjacent parcels, existing fire hydrants within 600- feet, access and utility easements (with widths), location and width of all easements (access, drainage, utility, etc.) location of existing and proposed trash enclosures, and the percentage of average slope of the property. Site contours may also be required (see table above).
- (4) **Site Contours.** When required, site contours should be indicated on the site plan and grading plan. A separate site contour plan is not required.
- (5) Staff will determine the number of plans needed for the initial submittal. Once the application is complete, the number of plans sets required for the public hearing will be determined by staff. Plans are required to be provided prior to the hearing.
- (6) See Minor Subdivision Submittal Requirements or Major Subdivision Submittal Requirements handout for Tentative Map requirements.
- (7) **SUSMP** – Standard Urban Storm Water Mitigation Plan – Required unless specifically exempt (Consult with Public Works Staff)

LLA – Lot Line Adjustment  
 REZ – Rezoning  
 TM – Tentative Map  
 VAR – Variance

VM-Voluntary Merger  
 REZ-PD- Rezoning to Planned Development  
 Sub- Subdivision  
 UP – Use Permit

Prelim – Preliminary Review  
 SDP – Site Development Permit  
 GPA- General Plan Amendment  
 TEL-Telecommunications Permit

## AUTHORIZED AGENT

I, \_\_\_\_\_, owner authorize \_\_\_\_\_  
to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

### PROPERTY OWNER SIGNATURE

DATE

I, GARY BREEN, am the ☒ owner / ☒ authorized agent of the property for which the development is proposed. The above information and attached documents are true and accurate to the best of my knowledge.

I have read and agree with all of the above.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

I understand that conditions of approval may be placed on my project by the city of Ukiah and it is my responsibility to fully understand the conditions and ask questions about them before action is taken on my planning permit.

☒ OWNER / ☒ AUTHORIZED AGENT

DATE

## INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption or certification of any environmental documents or negative declaration which relates to its approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of it or in connection with the approval of the application or related decision, whether or not there is concurrent, passive, or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions of Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Ukiah shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney of the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

GARY BREEN  
☒ PROPERTY OWNER / ☒ AUTHORIZED AGENT

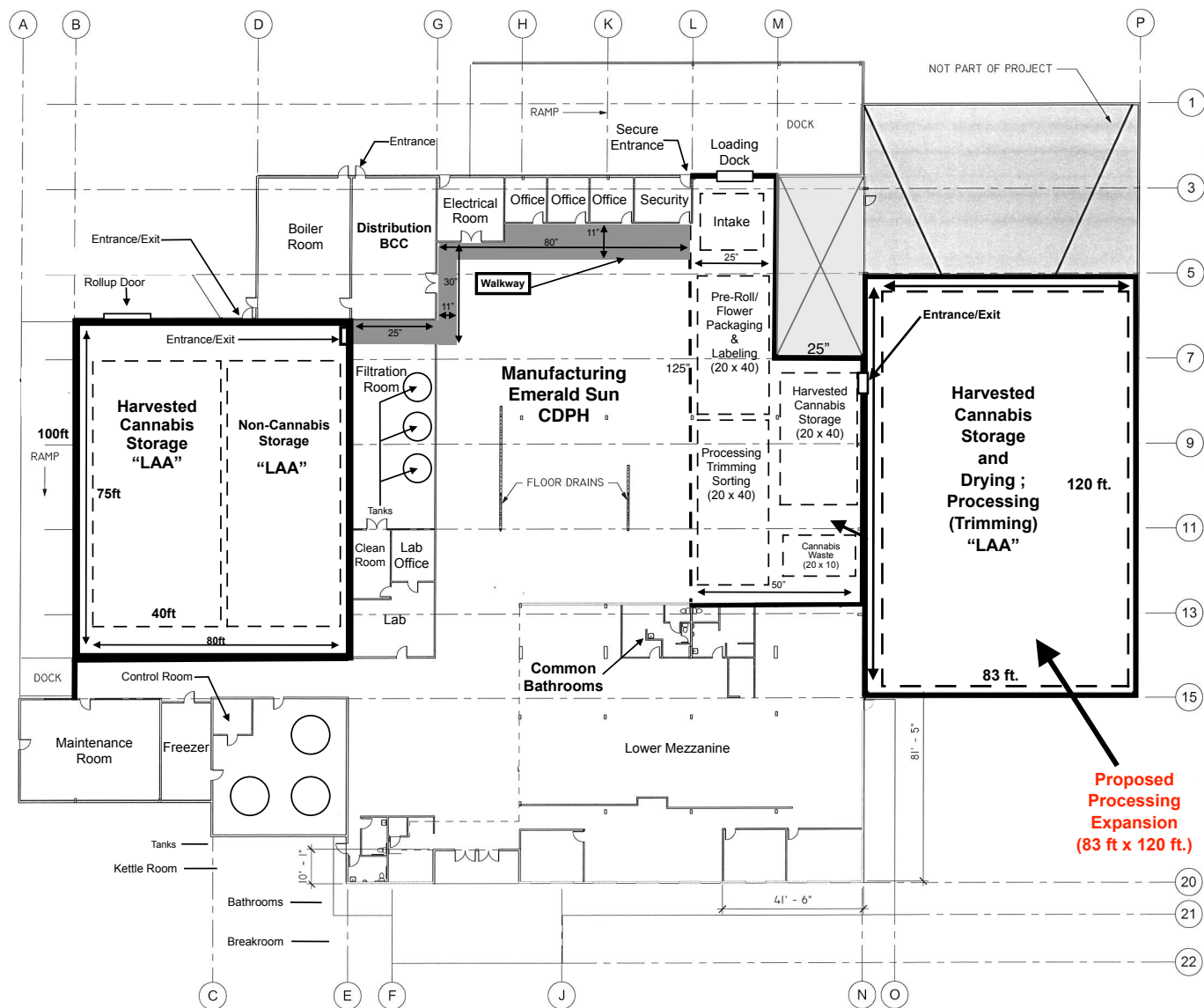
(PLEASE PRINT NAME)

GMB  
☒ PROPERTY OWNER / ☒ AUTHORIZED AGENT

(SIGNATURE)

DATE

Revised 09/03/2019



1 ENTIRE FLOOR PLAN  
1/16" = 1'-0"

|                                                                                                                                                                                                                                                    |  |           |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|--|
| DATE BY                                                                                                                                                                                                                                            |  | REVISIONS |  |
|                                                                                                                                                                                                                                                    |  |           |  |
|                                                                                                                                                                                                                                                    |  |           |  |
|                                                                                                                                                                                                                                                    |  |           |  |
|                                                                                                                                                                 |  |           |  |
| <b>RUFF + ASSOCIATES</b><br>ARCHITECTURE PLANNING DEVELOPMENT<br>100 WEST STANDLEY STREET, UTAH, CA. 95442<br>PHONE: 707-472-0525 FAX: 707-472-0527<br>E-MAIL: RICHARD@RUFFARCHITECT.COM<br>COPYRIGHT © BY RUFF + ASSOCIATES. ALL RIGHTS RESERVED. |  |           |  |
| CA LICENSE # C03730 - 889727                                                                                                                                                                                                                       |  |           |  |
|                                                                                                                                                                 |  |           |  |
| EMERALD SUN, LLC                                                                                                                                                                                                                                   |  |           |  |
| SHEET TITLE                                                                                                                                                                                                                                        |  |           |  |
| ENTIRE FLOOR PLAN                                                                                                                                                                                                                                  |  |           |  |
| DRAWN BY                                                                                                                                                                                                                                           |  | / /       |  |
| CHECKED BY                                                                                                                                                                                                                                         |  | RHR       |  |
| DATE CREATED                                                                                                                                                                                                                                       |  |           |  |
| DATE REVISED                                                                                                                                                                                                                                       |  |           |  |
| SCALE                                                                                                                                                                                                                                              |  | AS NOTED  |  |
| PAGE                                                                                                                                                                                                                                               |  |           |  |
| <b>A-4</b><br>SHEET OF                                                                                                                                                                                                                             |  |           |  |

## PROJECT REVIEW REFERRAL

**Please provide comments by: October 8, 2020**

The City of Ukiah Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. Please identify any questions you have or missing information you need to complete your review, as well as suggested Conditions of Approval.

|                                                                 |                                             |  |                                           |
|-----------------------------------------------------------------|---------------------------------------------|--|-------------------------------------------|
| <b>TO:</b>                                                      |                                             |  |                                           |
|                                                                 | City Planning Director                      |  | Mendocino County Planning and Building    |
| <b>X</b>                                                        | City Building Official                      |  | Mendocino County Surveyor/Assessor        |
| <b>X</b>                                                        | City Public Works Dept.                     |  | Mendocino Transit Authority               |
| <b>X</b>                                                        | Ukiah Valley Fire Authority                 |  | US Army Corps of Engineers                |
| <b>X</b>                                                        | City Police Dept. Captain                   |  | Regional Water Quality Control Board      |
| <b>X</b>                                                        | City Police Dept. Community Service Officer |  | CA Dept. of Fish and Wildlife             |
| <b>X</b>                                                        | City Electric Utility Dept.                 |  | CA Dept. of Transportation                |
|                                                                 | Ukiah Municipal Airport Operations Manager  |  | Sonoma State Northwest Information Center |
|                                                                 | Airport Land Use Commission                 |  | AT & T                                    |
|                                                                 | Mendocino County Air Quality                |  | PG & E (gas)                              |
|                                                                 | Mendocino County Environmental Health       |  | PG & E (Land Rights)                      |
|                                                                 | Military Review-Large Development Projects  |  |                                           |
| <b>FROM PROJECT PLANNER: Mireya G. Turner, Planning Manager</b> |                                             |  |                                           |

| PROJECT INFORMATION:                                                                                                                                                                                                                                                                                             |                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Project Name &amp; Permit #:</b>                                                                                                                                                                                                                                                                              | Emerald Sun Cannabis UP Renewal #5658                                               |
| <b>Site Address &amp; APN:</b>                                                                                                                                                                                                                                                                                   | 1825 Airport Rd., APN 180-110-07                                                    |
| <b>General Plan:</b>                                                                                                                                                                                                                                                                                             | Master Plan Area (MPA)                                                              |
| <b>Zoning:</b>                                                                                                                                                                                                                                                                                                   | PDC-Industrial                                                                      |
| <b>Airport Compatibility Zone:</b>                                                                                                                                                                                                                                                                               | "B1" Approach/Departure Zone and Adjacent to Runway and "C" Common Traffic Patterns |
| <b>Date Filed:</b>                                                                                                                                                                                                                                                                                               | 09/21/20                                                                            |
| <b>Resubmittal:</b>                                                                                                                                                                                                                                                                                              | N/A                                                                                 |
| <b>Date Referred:</b>                                                                                                                                                                                                                                                                                            | 9/24/2020                                                                           |
| <b>Prev. Projects on Site (include file #)</b>                                                                                                                                                                                                                                                                   | Cannabis Use Permit & Renewal & Expansion of Use                                    |
| <b>Applicant/Agent Name:</b>                                                                                                                                                                                                                                                                                     | Gary Breen                                                                          |
| <b>Phone:</b>                                                                                                                                                                                                                                                                                                    | (510) 206-4500                                                                      |
| <b>Email:</b>                                                                                                                                                                                                                                                                                                    | gary@emeraldsun.com                                                                 |
| <b>Project Summary:</b> Proposed expansion of existing cannabis processing, manufacturing and distribution into a 9,960 sf portion of the existing building, previously used for wine storage. The new area will be used for drying, processing and storage of cannabis. The Security Plan will remain the same. |                                                                                     |

Please indicate whether you have comments and sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed.

**Name and Affiliation/Department (please print)** Jimmy Lozano City of Ukiah Electric Utility

☐ No Comment

☒ Comments / Conditions of Approval Attached

Jimmy Lozano

9/28/2020

Signature

Date

**Comments / Conditions of Approval:**

Hi Mireya,

Regarding Project Review Referral for Emerald Sun UP Renewel File # 5658 (1825 Airport Road),

The Electric Utility Department offers the following comments/conditions :

1) Should the applicants decide to upgrade to a larger panel or increase the electric load in the future, they will need to contact the Electric Utility Office.

2) All future site improvements shall be submitted to the Electric Utility Department for review and comment.

At this time, specific service requirements, service Voltage and developer costs and requirements will be determined.

3) Developer will need to provide EUSERC approved electrical equipment that is to be used on this project.

4) In the event that the existing Electric Main Service Panel/s need to be upgraded to a larger size, applicant shall provide projected load calculations to the COUEUD for their project.

5) Developer/customer shall incur all costs of this future project to include (labor, materials, equipment). Should they have any questions please call Jim Lozano at 467-5774 or Scott Bozzoli at 707-467-5775

Thank you, Jimmy

## Mireya Turner

---

**From:** Noble Waidelich  
**Sent:** Monday, September 28, 2020 9:33 AM  
**To:** Mireya Turner; Matthew Keizer; Jason Benson; Jarod Thiele; Ian Broeske; Sean Campbell; Jimmy Lozano; Scott Bozzoli  
**Subject:** RE: Review Referral - Expansion of Use - Emerald Sun - 1825 Airport Road

Good morning Mireya,

I reviewed the attached documents regarding the expansion of their use permit. It appears that this change does not affect their current safety plans and is within the scope of their current permit, therefore UPD does not have any additional recommendations.

Thank you,

**Noble Waidelich**  
**Lieutenant #L4**  
**Ukiah Police Department**  
**300 Seminary Ave.**  
**Ukiah, Ca. 95482**  
**Office: (707) 463-6249**  
**Fax: (707) 462-6068**  
**Email: [nwaidelich@cityofukiah.com](mailto:nwaidelich@cityofukiah.com)**



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---

**From:** Mireya Turner  
**Sent:** Thursday, September 24, 2020 2:33 PM  
**To:** Matthew Keizer <mkeizer@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Jarod Thiele <jthiele@cityofukiah.com>; Ian Broeske <ibroeske@cityofukiah.onmicrosoft.com>; Sean Campbell <sean@unitedsign.net>; Noble Waidelich <nwaidelich@cityofukiah.com>; Jimmy Lozano <jlozano@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>  
**Subject:** Review Referral - Expansion of Use - Emerald Sun - 1825 Airport Road

Good afternoon,