



Zoning Administrator

Regular Meeting

AGENDA

To participate in the virtual Zoom meeting click on the following link:

<https://us06web.zoom.us/j/86277316241>

Meeting ID: 862 7731 6241

+1 (346) 248-7799; 86277316241# (Houston)

+1 (720) 707-2699; 86277316241# (Denver)

May 9, 2022 - 10:00 AM

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 May 19, 2022 at 5:00 PM.

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. Approval of April 12, 2022 Minutes of Zoning Administrator

Recommended Action: Approval of April 12, 2022, Zoning Administrator Minutes - Draft

Attachments:

1. Draft Zoning Administrator Minutes - 04.12.2022

6. **SITE VISIT VERIFICATION**

7. **PUBLIC HEARING**

- 7.a. Request to Review and Consider a Minor Use Permit to Place a Single Beehive in the Rear-Yard of a Residential Property Located at 504 Nokomis Drive; APN (003-122-04); File No. 22-6979.

Recommended Action: Staff recommends the Zoning Administrator approve the requested Minor Use Permit, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Agency Comments
5. Ordinance No. 807 – Animals in the City
6. Overview of Apiary Policies – Municipalities

- 7.b. Request to Renew the Existing Major Use Permit and Dispensary Use Permit for a Previously Approved Cannabis Related Business That is not yet Operational, but Permitted to Facilitate 'Processing', 'Distribution', and 'Non-Storefront Retail Delivery' Within an Existing Building at 902 Waugh Lane; APN 003-090-38; File No. 22-6696.

Recommended Action: Staff recommends the Zoning Administrator approve the requested renewal, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials - Renewal
4. Neighborhood Context Map
5. Agency Comments

- 7.c. Request to Review and Consider a Minor Use Permit for a Cannabis Related Business Use Permit to Include Distribution and Manufacturing within an Existing Building at 1061 Cunningham Street; APN 003-081-27; File No. 19-4986

Recommended Action: Staff recommends the Zoning Administrator approve the requested Minor Use Permit, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Agency Comments

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 24 hours prior to the meeting set forth on this agenda.

Jesse Davis, Planning Manager
April 29, 2022

CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Meeting Held Remotely through Teleconference
April 12, 2022
10:00 a.m.

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Mireya Turner, Planning Manager

OTHERS PRESENT

Jay Donnellan
Ashley Bargaquast
Ron Meaux
Pinky Kushner
Creighton Creek

1. CALL TO ORDER

The Zoning Administrator called the meeting to order at 10:00 a.m. via teleconference.

Zoning Administrator Craig Schlatter presiding.

2. VERIFICATION OF NOTICE

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

3. APPEAL PROCESS

Note: For matters heard at this meeting the final date to appeal is April 22, 2022 at 5:00 p.m.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPROVAL OF MINUTES – January 19, 2022

Zoning Administrator Craig Schlatter approved the Minutes of January 19, 2022.

6. SITE VISIT VERIFICATION

Zoning Administrator Craig Schlatter stated he performed a site visit for both items listed on the agenda.

7. PUBLIC HEARING

a. Consideration of Request to Renew the Existing Wine Country Cannasseurs Cannabis Microbusiness (Cultivation, Distribution & Dispensary/Retail) Use Permit at 270, 272 & 274 East Smith Street; APN 002-191-23; File No. 22-6874

Planning Manager Michelle Irace presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 10:15 a.m. Speakers: Jay Donnellan, Ashley Bargaquast, Ron Meaux and Pinky Kushner. There was no one else present wishing to speak and the public hearing was closed at 10:32 a.m.

Zoning Administrator Schlatter reopened the public hearing at 10:44 a.m. Speakers: Ron Meaux and Pinky Kushner. There was no one else present wishing to speak and the public hearing was closed at 10:47 a.m.

Zoning Administrator Craig Schlatter clarified that the Use Permit renewal shall expire on February 12, 2023, and added the following Condition of Approval:

1. *The Use Permit shall be reviewed administratively by the Community Development Director by August 12, 2022. If the Community Development Director determines that substantial improvements to the building have not been made, the City may pursue Cannabis Use Permit revocation procedures outlined in UCC Section 5713.*

Zoning Administrator Craig Schlatter approved the renewal of the Wine Country Cannasseurs Cannabis Use Permit for a Microbusiness at 270, 272, and 274 E. Smith St., based on the Findings and subject to the Conditions, as amended, in the staff report, dated April 5, 2022, with an expiration date of February 12, 2023.

b. Request to Renew the Existing Vibe Ukiah, LLC Cannabis Manufacturing and Dispensary/Retail Use Permit at 441 North State Street; APN 002-186-19. File No. 22-6846.

Planning Manager Michelle Irace presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 11:00 a.m. Speakers: Creighton Creek. There was no one else present wishing to speak and the public hearing was closed at 11:01 a.m.

Zoning Administrator Craig Schlatter approved the renewal of the Vibe Ukiah, LLC Cannabis Manufacturing and Dispensary/Retail Use Permit at 441 N. State St., based on the Findings and subject to the Conditions, in the staff report, dated April 5, 2022, with an expiration date of May 13, 2023.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 11:01 a.m.



DATE: April 29, 2022
TO: Zoning Administrator
FROM: Jesse Davis, Planning Manager
SUBJECT: Request to review and consider a Minor Use Permit to place a single beehive in the rear-yard of a residential property located at 504 Nokomis Drive; APN (003-122-04); File No. 22-6979.

SUMMARY

OWNERS:	Matthew and Teresa Kiedrowski
APPLICANT:	Teresa Kiedrowski
AGENT:	N/A
LOCATION:	504 Nokomis Drive; APN (003-122-04)
TOTAL ACREAGE:	±0.24 acre
GENERAL PLAN:	Low Density Residential (LDR)
ZONING DISTRICT:	Low Density Residential (R-1)
AIRPORT COMPATIBILITY:	Zone OAE (Other Airport Environ)
ENVIRONMENTAL DETERMINATION:	Categorical Exemption, pursuant to CEQA Guidelines Article 19, Class 3, Section 15303, New Construction (e) – Minor accessory improvements
RECOMMENDATION:	Approve with Conditions (see Draft Findings in Attachment 1 and Draft Conditions of Approval in Attachment 2).

PROJECT DESCRIPTION AND BACKGROUND

The application for this Minor Use Permit was submitted on April 4, 2022 by Teresa Kiedrowski (Project Applicant). It requests placement of a single beehive in the rear yard of the Project Site (504 Nokomis Drive), which is approximately .24 acres in size. The entrance for this beehive would face towards the Applicant's single-family residence and offer a direct flight path to an existing walnut tree and on-site gardens, but is subject to relocation within the rear-yard. As conveyed within the application, the beehive will be placed on stacked cider-blocks at a height of approximately 24 inches. The application materials and project description to support this request are included as **Attachment 3**.

Presently, the City allows for Apiaries (beekeeping) by-right, including larger-scale commercial operations, but only for parcels within its Agricultural Exclusive (A-E) Zone. The Ukiah City Code, however, does not define "Apiary", nor are there any lands zoned A-E within the City of Ukiah.

Within residential zones, one beehive can be permitted per parcel upon obtaining a Minor Use Permit via the Zoning Administrator. Per Ukiah City Code §9182(C), “One (1) beehive per lot is allowed in any districts subject to use permit approval by the Zoning Administrator.”

While infrequent, on July 20, 2018 the City of Ukiah Zoning Administrator reviewed and approved a similar residential beehive request at 633 Live Oak Avenue. To date, there have been no complaints received by Code Enforcement or Community Development Staff regarding this or similar residential beehives within the City of Ukiah.

SETTING & SURROUNDING LAND USES

The Project Site is located at 504 Nokomis Drive. It maintains a General Plan land use designation of Low Density Residential (LDR) with a corresponding zoning designation of Low Density Residential (R-1). The parcel is considered developed, and features a single-family residence and an attached accessory dwelling unit (ADU). It is adjoined on all sides by similar residential uses and structures. Upon review, it was determined that the Project Site features no combining districts or other zoning restrictions, and is not subject to any mapped flood or seismic hazards. Additionally, there are no water courses, wildlife-habitat, or designated floodways on or within close proximity to the Project Site. Finally, neither the property or its structures, are included on the City of Ukiah’s Historic and Architectural Inventory Table.

A summary of zoning designations and nearby uses is provided below in **Table 1**. A Zoning Designation Map is depicted in **Figure 1**, a General Plan Designation Map is depicted in **Figure 2**, and an aerial image of the site and are is included in **Figure 3**.

Table 1: Surrounding Zoning and Land Uses		
ZONING		USE
NORTH	Low Density Residential (R-1)	Single Family Residence
EAST	Low Density Residential (R-1)	Single Family Residence
SOUTH	Low Density Residential (R-1)	Single Family Residence
WEST	Low Density Residential (R-1)	Single Family Residence

Figure 1. Zoning Designation

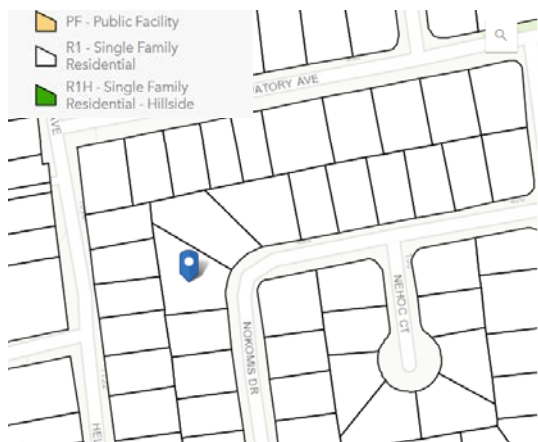


Figure 2. General Plan Designation

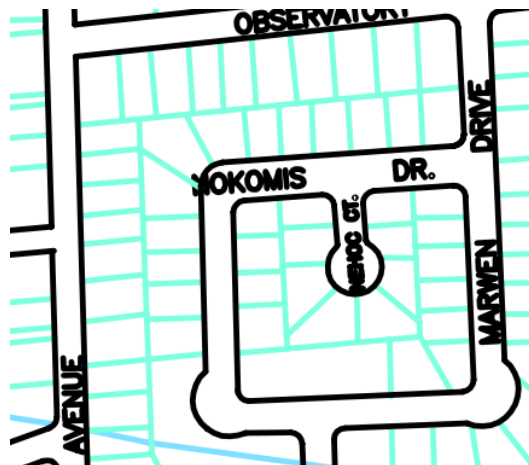


Figure 3. Aerial View



AGENCY COMMENTS

The project was circulated to and reviewed by the following responsible or trustee agencies with jurisdiction over the project: Ukiah Valley Fire Authority, City of Ukiah Building Division, City of Ukiah Police Department, County of Mendocino Department of Agriculture/Agricultural Commissioner. The Agricultural Commissioner responded that the beehive shall be registered with the County of Mendocino Department of Agriculture.

The other departments/agencies submitted no comments or did not reply to the request. The provided comments are included in **Attachment 4** and recommended Conditions of Approval are contained in **Attachment 2**.

STAFF ANALYSIS

GENERAL PLAN AND ZONING CONSISTENCY

General Plan: The General Plan land use designation for the Project Site is Low Density Residential (LDR), which is intended to provide lands for detached or attached single family residences within the City of Ukiah. As previously described, the subject parcel is developed with a single family residence, as well as an attached ADU. The proposed bee hive would be similar to allowed accessory activities, and would not be contrary to the intent of this General Plan designation that envisions residential areas occupied primarily by single-family structures.

Additionally, residential beekeeping meets numerous City's objectives, including goals and policies relating to the enhancement of natural resources identified in the Open Space and Conservation Element of the City's 1995 General Plan, particularly those that encourage and support native plants and landscaping.

Zoning Ordinance: The project is located within the Low-Density Residential (R1) zoning district and as described in Ukiah City Code (UCC) §9182, *Animals Within the City*, one beehive per lot is allowed within all zoning districts with approval of a Use Permit by the Zoning Administrator (**Attachment 5**).

Presently, the Ukiah City Code does not provide any particular restriction or setbacks for beekeeping or apiaries, but does require a Minor Use Permit. To review and understand this request, Staff examined past approvals within the City of Ukiah, as well as model backyard

beekeeping regulations and guidelines from other municipalities across the United States (**Attachment 6**).

The proposed Project will have minimal aesthetic environmental effects, based on review of the submitted application materials and project description. Analysis by the Design Review Board (DRB) is not required, as the request would merely permit beekeeping as an accessory use in a single-family zoned neighborhood and include requirements for distancing, barrier(s), water source, and hive positioning.

Accessory Use: Accessory uses are typically associated with and subordinate to the permitted or conditional permitted principal use. Accessory uses and structures are subject to the same regulations as apply to principal uses in each zoning district, except as otherwise provided. While not particularly defined, typical accessory structures and uses within the City of Ukiah include children's playhouses, storage sheds, patios, porches, gazebos, and residential gardens.

To minimize encounters between bees and humans, as well as to identify standards ensuring that the permitted beekeeping is a compatible accessory use in the context of a low-density residential neighborhood, Staff suggests the following Conditions of Approval to the Zoning Administrator:

- 1) That the request be conditioned to provide an on-site water source for use of the hive to discourage bee visitation to nearby residential swimming pools, hose bibs and other water sources on surrounding properties.
 - a. An on-site water source, discourages bees from seeking out water sources in the surrounding area and properties. By maintaining on-site water, potential interactions between bees and individuals in the surrounding area is limited, which is important during prolonged stretches of limited rain;
- 2) That the request be conditioned to maintain a six-foot wall, fence, or hedge between the hive and adjacent lot.
 - a. The purpose of this solid or vegetated barrier is to help minimize interactions between bees and individuals in the nearby vicinity. Fence or hedge barriers, serve to generally direct bees in their flight initial pattern when exiting the hive;
- 3) That the request be conditioned so that the hive is to located a minimum of five feet from the side and rear lot lines, and maintain an appropriate front-yard setback of 25 feet consistent with Ukiah City Code §9020 (Required Yard Setbacks).
 - a. A side/rear yard setback of 5 feet would mirror requirements for accessory structures/improvements on R-1 zoned parcels and align this use with similar accessory activities otherwise allowed. This setback from adjacent properties to the side and rear, as well as a front-yard setback, ensure further separation between the hive and individuals or residences within the surrounding area. The proposed minimum distance/setbacks from lot lines are based on the standards of other cities with residential beekeeping ordinances that have been in place for several years (**Attachment 6**).
- 4) That the request be conditioned so that the hive entrance face away from, or parallel to, the nearest lot line.
 - a. Similar to a wall, fence or hedge, placement of the hive in this manner will help to direct the flight-path of bees when leaving the hive.

ENVIRONMENTAL DOCUMENTATION

Approval of this Minor Use Permit would allow for beekeeping as an accessory use in a single-family zone. The Project would be conditioned to provide a barrier between the hive and the adjacent lots, which could be considered an accessory structure pursuant to CEQA guidelines. The Project includes conditions of approval that would ensure the health of bees, safety of individuals within the vicinity of the hive and enhancement for local gardens to ensure alignment with similar accessory uses and improvements already allowed. Therefore, a Categorical Exemption determination, pursuant to CEQA Guidelines Article 19, Class 3, Section 15303, New Construction (e) – Minor accessory improvements is considered appropriate.

NOTICE

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C):

- Published in the Ukiah Daily Journal on April 29, 2022;
- Posted on the Project site on April 29, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing;
- Provided to property owners within 300 feet of the project parcels, as well as Public Agencies on April 29, 2022.

RECOMMENDATION

Staff recommends the Zoning Administrator approve the requested Minor Use Permit, based on the Findings in **Attachment 1** and subject to the Conditions of Approval in **Attachment 2**.

ATTACHMENTS

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Agency Comments
5. Ordinance No. 807 – Animals in the City
6. Overview of Apiary Policies – Municipalities

**DRAFT FINDINGS FOR A MINOR USE PERMIT TO PLACE A SINGLE BEEHIVE IN THE
REAR-YARD OF A RESIDENTIAL PROPERTY AT 504 NOKOMIS DRIVE APN (003-122-
04); FILE NO. 22-6979.**

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 §9262(E).

The proposed project is consistent with the Zoning Ordinance. The project is in the R-1 zoning district and as described in Ukiah City Code (UCC) §9182, Animals Within the City, one beehive per lot is allowed within all zoning districts with approval of a Use Permit by the Zoning Administrator.

Minor Use Permit Findings

- 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 General Plan land use designation for the subject parcel is Low Density Residential (LDR), which is intended to provide lands for detached or attached single family residences within the City of Ukiah. As described within the Staff Report, the subject parcel is developed with a single family residence, as well as an attached Accessory Dwelling Unit (ADU). The proposed bee hive is considered similar to other allowed accessory uses within the City of Ukiah, and is conditioned accordingly. Additionally, the request is consistent with provisions of the City's General Plan, as the benefits of backyard beekeeping include the pollination of native plants, trees, and gardens (increasing opportunities for available healthy foods). With the inclusion of operational and standard conditions that address related project components, this finding can be made.

- 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 would not alter existing residential structures, and while it would add a new accessory use to the area; the impacts are limited. To minimize encounters between bees and humans, as well as to identify standards to ensure that the permitted beekeeping is a compatible accessory use in the context of a low-density residential neighborhood, Staff have included operational and standard conditions that address related project components. Furthermore, it was determined that the Project Site features no combining districts or other zoning restrictions, and is not subject to any mapped flood or seismic hazards. Additionally, there are no water courses, wildlife-habitat, or designated floodways on or within close proximity to the subject property. In addition, the project has been reviewed by the following agencies to ensure compliance with the Ukiah City Code and other regulations relating to health, general welfare, and safety: Ukiah Valley Fire Authority, City of Ukiah Building Division, City of Ukiah Police Department, County of Mendocino Department of Agriculture/Agricultural Commissioner. As requested, comments have been included as Conditions of Approval, as appropriate, thereby allowing this finding to be made.

The proposed project is subject to the California Environmental Quality Act (CEQA). The project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19, Class 3, Section 15303, New Construction (e) – Minor accessory improvements.

Approval of this Minor Use Permit would allow for beekeeping as an accessory use in a residential neighborhood. The beehive would be placed in the rear yard, and the project would be conditioned to

provide a barrier between the hive and the adjacent lots. The Project includes conditions of approval that would ensure the health of bees, as well as the safety of individuals within the vicinity of the hive.

Based on the aforementioned, Staff finds that the project would not result in a significant impact to the environment and may be categorically exempted pursuant to CEQA Guidelines Article 19, Class 3, Section 15303, New Construction (e) – Minor accessory improvements.

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C):

- Published in the Ukiah Daily Journal on April 29, 2022;
- Posted on the Project site on April 29, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing;
- Provided to property owners within 300 feet of the project parcels, as well as Public Agencies on April 29, 2022.

**DRAFT CONDITIONS OF APPROVAL FOR A MINOR USE PERMIT TO PLACE A SINGLE BEEHIVE IN THE REAR-YARD OF A RESIDENTIAL PROPERTY AT 504 NOKOMIS DRIVE
APN 003-122-04; FILE NO. 22-6979.**

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.

Approved Project Description: To review and consider a Minor Use Permit to place a single beehive in the rear-yard of a residential property located at 504 Nokomis Drive; APN (003-122-04); File No. 22-6979.

CITY OF UKIAH - SPECIAL CONDITIONS

1. Provide an on-site water source for use of the hive.
2. Maintain a six-foot wall, fence, or hedge located between hive and adjacent lot.
3. Locate the hive at a minimum of five feet from any side and rear lot lines, and maintain an appropriate front-yard setback of 25 feet consistent with Ukiah City Code §9020 (Required Yard Setbacks).
4. Position the hive so that the entrance faces away from, or parallel to, the nearest lot line.

CITY OF UKIAH - STANDARD CONDITIONS

5. This approval is not effective until the 10-day appeal period applicable to this 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.
6. 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.
7. Building permits shall be issued within two years after the effective date of the Use Permit or same shall be null and void.
8. No permit or entitlement shall be deemed effective unless and until all fees and charges applicable to this application and these conditions of approval have been paid in full.
9. The property owner shall obtain and maintain any permit or approval required by law, regulation, specification or ordinance of the City of Ukiah and other Local, State, or Federal agencies as applicable. All construction shall comply with all fire, building, electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
10. A copy of all conditions of this Use Permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest.

COUNTY OF MENDOCINO – DEPARTMENT OF AGRICULTURE

11. The beehive shall be registered per the instruction of the County of Mendocino Department of Agriculture. A copy of the registration shall be provided to the City of Ukiah Community Development Department.

DRAFT

Description of Project

We desire the ability to place a single beehive on our residential property. The hive is a wooden top bar hive. While the final location may depend on the preferences of the bees, our goal is to place the hive in the northernmost corner of the lot. This should allow the most distance from surrounding homes.

Included Documents

1. Planning Permit Application
2. Parcel map
3. Satellite view of property
4. Side view of hive
5. Front view of hive
6. Plot plan of property
7. Enlarged plot plan of proposed hive location



City of Ukiah

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

Planning Permit Application

PROJECT NAME: KIEDROWSKI HIVE					
PROJECT ADDRESS/CROSS STREETS: 504 NOKOMIS DRIVE				AP NUMBER(S): 00312204	
APPLICANT/AUTHORIZED AGENT: TERESA KIEDROWSKI		PHONE NO: 916-284-7718		FAX NO: 	
E-MAIL ADDRESS: flashlight@hotmail.com					
APPLICANT/AUTHORIZED AGENT ADDRESS: 504 NOKOMIS DRIVE			CITY: UKIAH		STATE/ZIP: CA 95482
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:		PHONE NO:		FAX NO:	
				E-MAIL ADDRESS:	
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT			CITY:		STATE/ZIP:
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☐ YES ☒ NO					
☐ AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	\$	☐ USE PERMIT – AMENDMENT 100.0400.449.001	\$
☐ ANNEXATION 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	☐ USE PERMIT – MAJOR 100.0400.449.001	\$
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	☐ USE PERMIT – MINOR 100.0400.449.001	\$
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	☐ VARIANCE – MAJOR 100.0400.449.001	\$
☐ MURAL PERMIT 100.0400.449.001	\$	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	\$	☐ VARIANCE – MINOR 100.0400.449.001	\$
☐ PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	☐ MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	☐ ZONING AMENDMENT MAP OR TEXT 100.0800.611.001	\$
☐ STAFF RESEARCH (MORE THAN 1 HOUR) 100.23100.411.53	\$	☐ MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	☐ REZONING 100.0800.611.001	\$
☐ LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	☐ OTHER	\$	☐ OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MAJOR PERMIT DEPOSIT:	\$	FILING DATE:	
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$	TOTAL AMOUNT PAID: \$	
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$	RECEIPT NUMBER:	
APPLICATION NUMBER(S):					

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, storm water mitigation requirements, frontage improvements, etc.

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

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

Description of Building & Site			
Parcel Size: <u>0.24 ACRES</u>	Building Size:	Number of Floors: <u>1</u>	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☐ Office (business/professional)			
☐ Office (medical/dental)			
☐ Retail			
☐ Light Industrial			
☒ Residential	<u>single family residence + ADU</u>		<u>1 + 1 ADU</u>
☐ Other:			
Operating Characteristics			
Days and Hours of Operation: _____			
Number of Shifts:	Days and Hours of Shifts:		
Number of Employees/Shift:			
Loading Facilities: ☐ Yes ☐ No		Type/Vehicle Size:	
Deliveries: ☐ Yes ☐ No	Type:	Number (day/week/month):	Time(s) of Day:
Outdoor areas associated with use? (check all that apply) ☐ Yes ☐ No	Sales area: ☐ Yes ☐ No Square Footage:	Unloading of deliveries: ☐ Yes ☐ No Square Footage:	Storage: ☐ Yes ☐ No Square Footage:
Noise Generating Use? ☐ Yes ☐ No	Description:		

To Be Completed by Staff

General Plan Designation:	Zoning District:	Airport Land Use Designation:
City's Architectural & Historic Inventory: ☐ YES ☐ NO	Age of Building:	Demolition Policy:
Hillside: ☐ YES ☐ NO	Flood Designation FIRM Map:	Flood Designation Floodway Map:
Tree Policies		
General Plan Open Space Conservation ☐ NO ☐ YES GOAL/POLICY #:	Community Forest Management Plan ☐ NO ☐ YES GOAL/POLICY #:	
Landscaping and Streetscape Design Guidelines ☐ NO ☐ YES GUIDELINE #:	Commercial Development Design Guidelines ☐ NO ☐ YES GUIDELINE #:	
Tree Protection and Enhancement Policy ☐ NO ☐ YES NOTES:	Tree Planting and Maintenance Policy ☐ NO ☐ YES NOTES:	
UCC: Street Tree Policy, Purpose and Intent ☐ NO ☐ YES NOTES:	Other:	
Notes		

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, TERESA KIEDROWSKI, 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.

Teresa Kiedrowski 04/02/22
☒ OWNER / ☐ AUTHORIZED AGENT **DATE**

INDEMNIFICATION AGREEMENT

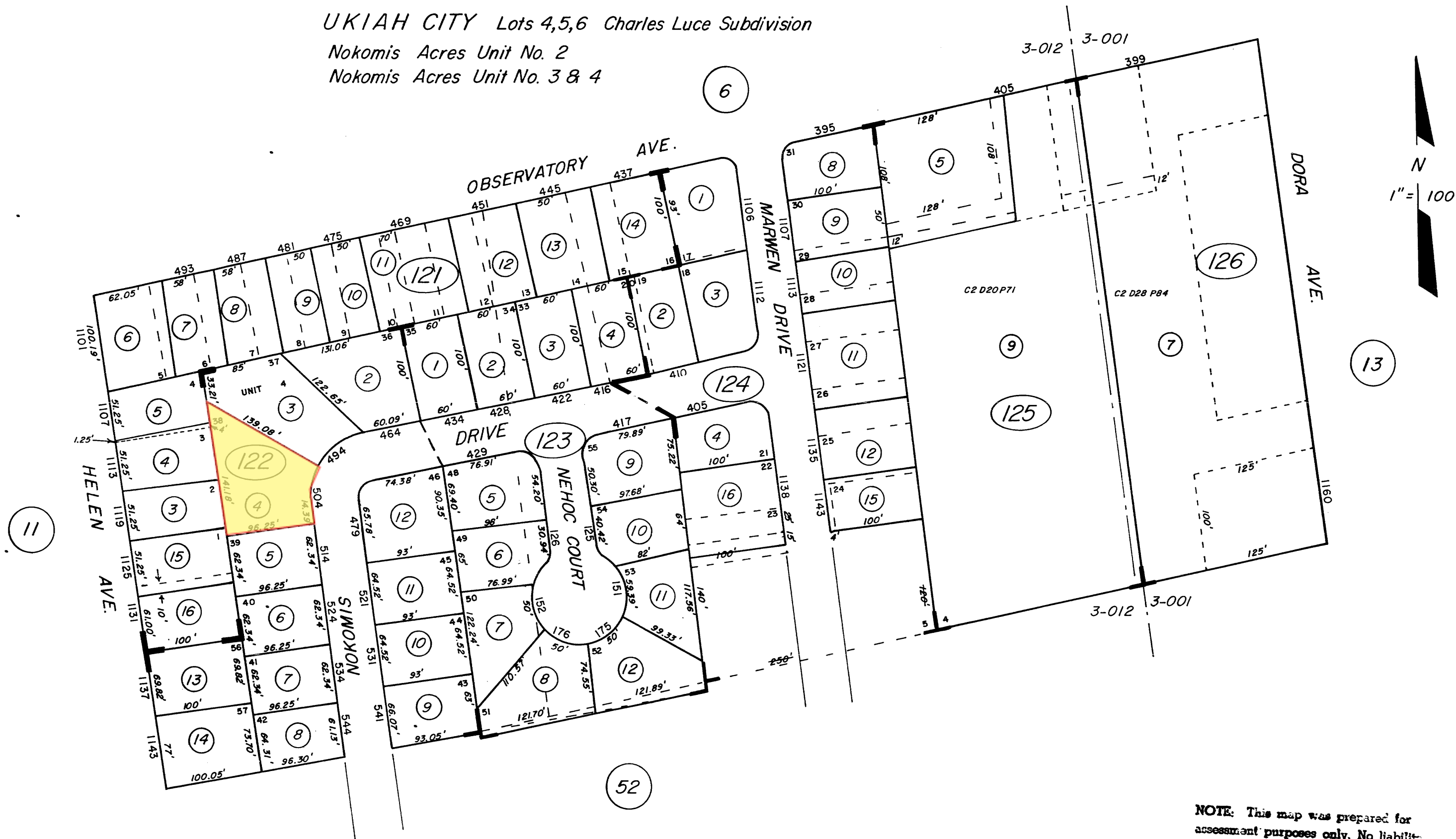
As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose 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.

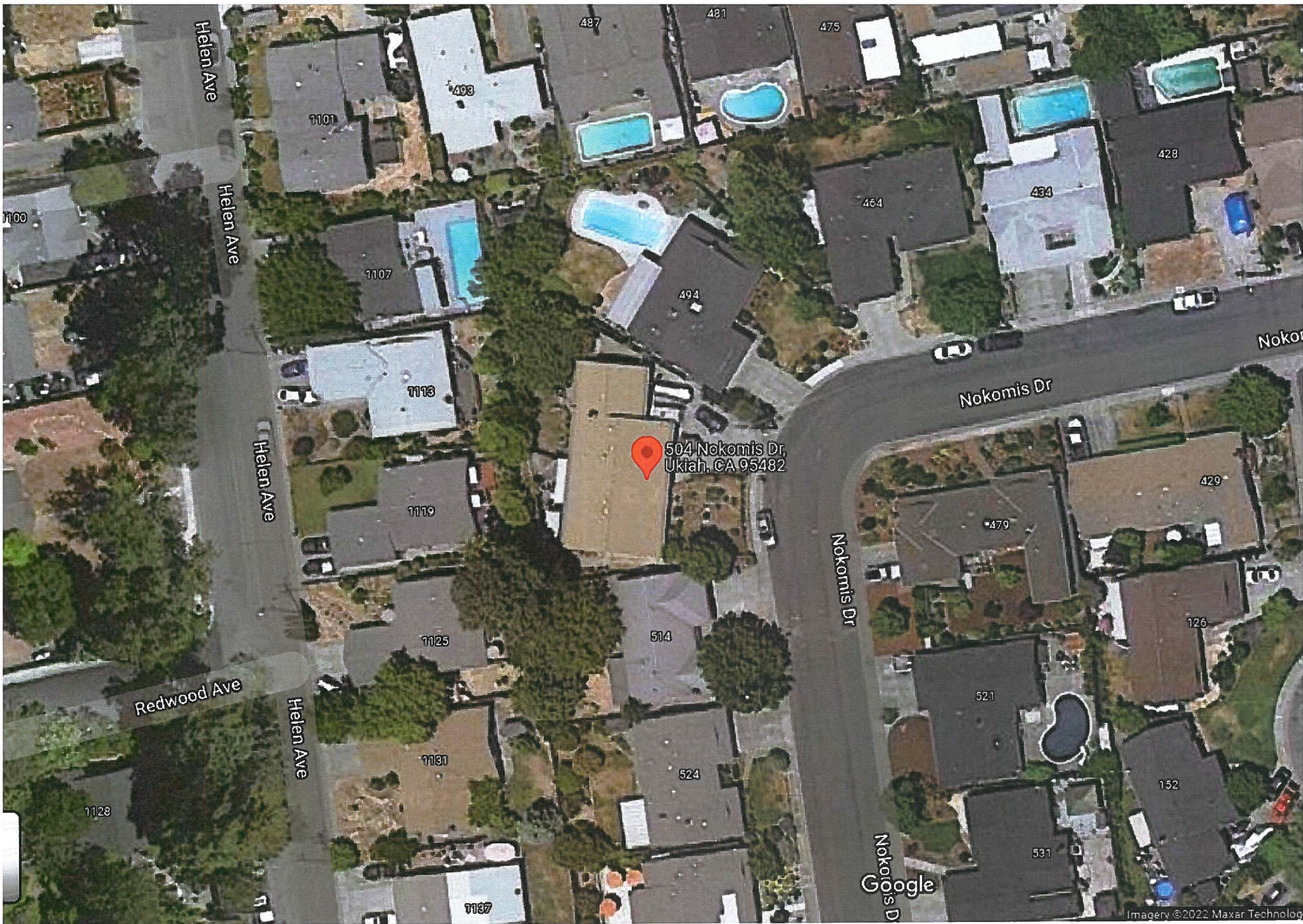
TERESA KIEDROWSKI
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT
(PLEASE PRINT NAME)
Teresa Kiedrowski 04/02/22
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT **DATE**
(SIGNATURE)

UKIAH CITY Lots 4,5,6 Charles Luce Subdivision
Nokomis Acres Unit No. 2
Nokomis Acres Unit No. 3 & 4



NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data delineated hereon.

Assessor's Map
County of Mendocino, Calif.
March, 1948









Single Family Residence

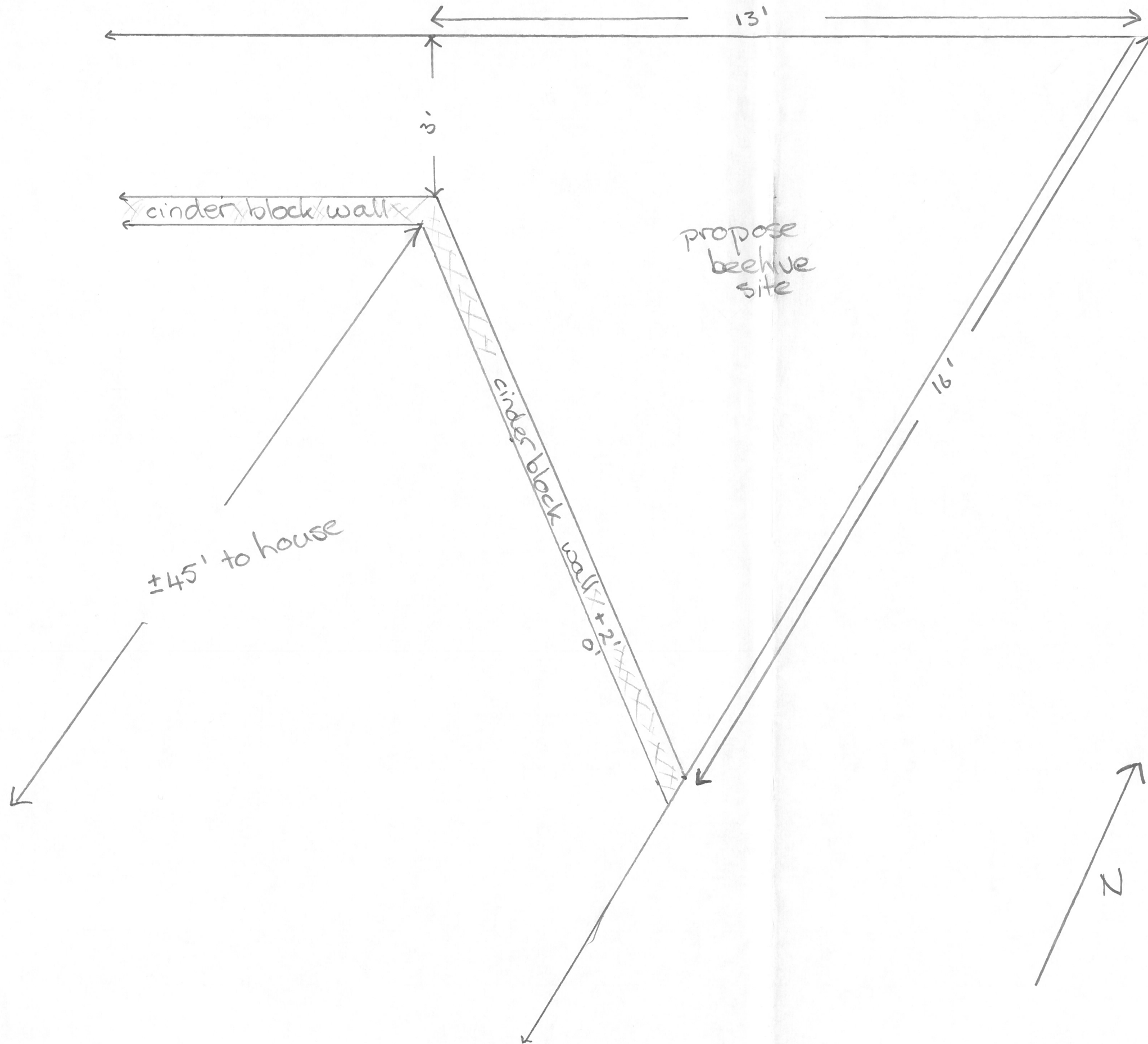
Walnut tree

proposed beehive site

N

1" = 10'

Teresa Kiedrowski
504 Nokomis Dr.
Ukiah, CA
APN: 00312204



$\frac{1}{2}'' = 1'$
Teresa Kiedrowski
504 Nokomis Dr.
Ukiah CA
APN: 00312204



RECEIVED
APR 06 2022
CITY OF UKIAH
COMMUNITY DEVELOPMENT

PROJECT REVIEW REFERRAL

Please provide comments by: April 15, 2022

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.

TO:	
☒	City of Ukiah Community Development Director - Craig Schlatter
☒	City of Ukiah Building Official - Matthew Keizer
☒	Mendocino County Department of Agriculture - Andy Walker
☒	Ukiah Valley Fire Authority - Ian Broeske
☒	City of Ukiah Police Department - Cedric Crook
FROM PROJECT PLANNER: Jesse Davis, Planning Manager	

PROJECT INFORMATION:	
Project Name & Permit #:	'Kiedrowski Residential Apiary'; #22-6979
Site Address & APN:	504 Nokomis Drive; APN 003-122-04
General Plan:	"LDR" Low-Density Residential
Zoning:	"R1" Single-Family Residential
Airport Compatibility Zone:	"OAE" Other Airport Environ
Date Filed:	04/04/2022
Resubmittal:	N/A
Date Referred:	04/05/2022
Prev. Projects on Site (include file #)	Accessory Dwelling Unit (#21-6325) - Closed
Applicant/Agent Name:	Teresa Kiedrowski
Phone:	916-284-7718
Email:	flashlight@hotmail.com
Project Summary: On a ±9,700 square foot residential lot, the Applicant proposes to place a single beehive in the northeastern corner of the subject property. Per Ukiah City Code §9182(C), "One (1) bee hive per lot is allowed in any districts subject to use permit approval by the Zoning Administrator." As required by AB 2468 (Apiary Protection Act), the Applicant will register the apiary with the Mendocino County Agricultural Commissioner.	

Please indicate whether you have comments on the second page of this referral packet. Be sure to sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed via USPS or email.

Name and Affiliation/Department (Please Print): CEDRIC Crook UKIAH PD



No Comment



Comments / Conditions of Approval Attached

Signature

C Crook

Date

4/6/22



RECEIVED

APR 06 2022

CITY OF UKIAH
COMMUNITY DEVELOPMENT

PROJECT REVIEW REFERRAL

Please provide comments by: April 15, 2022

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.

TO:	
X	City of Ukiah Community Development Director - Craig Schlatter
X	City of Ukiah Building Official - Matthew Keizer
X	Mendocino County Department of Agriculture - Andy Walker
X	Ukiah Valley Fire Authority - Ian Broeske
X	City of Ukiah Police Department - Cedric Crook
FROM PROJECT PLANNER: Jesse Davis, Planning Manager	

PROJECT INFORMATION:	
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Airport Compatibility Zone:	"OAE" Other Airport Environ
Date Filed:	04/04/2022
Resubmittal:	N/A
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Please indicate whether you have comments on the second page of this referral packet. Be sure to sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed via USPS or email.

Name and Affiliation/Department (Please Print): Andy Walker/ Mendocino County Department of Agriculture

☐

No Comment

☒

Comments / Conditions of Approval Attached

Signature

Awalk

Date 4/6/2022



City of Ukiah

COMMUNITY DEVELOPMENT DEPARTMENT

RECEIVED

APR 06 2022

CITY OF UKIAH
COMMUNITY DEVELOPMENT

The applicant can register the single beehive by going to the following link <https://beewherecalifornia.com/register-here/>. The \$10 annual registration fee is waived for any individual in possession of nine or fewer colonies.

Jesse Davis

From: Matthew Keizer
Sent: Tuesday, April 5, 2022 11:53 AM
To: Jesse Davis
Subject: Re: City of Ukiah Project Referral Request - Residential Apiary'; #22-6979

Follow Up Flag: Follow up
Flag Status: Completed

Building has no comments.

Matt

Sent from my iPhone

On Apr 5, 2022, at 11:43 AM, Jesse Davis <jdavis@cityofukiah.com> wrote:

Good Morning,

The City of Ukiah is seeking comment for a requested Minor Use Permit at **504 Nokomis Drive; APN (003-122-04)** from departments and agencies with interest or jurisdiction over the project.

On a ±9,700 square foot residential lot, the Applicant proposes to place a single beehive in the northeastern corner of the subject property. Per Ukiah City Code §9182(C), "One (1) bee hive per lot is allowed in any districts subject to use permit approval by the Zoning Administrator." As required by AB 2468 (Apiary Protection Act), the Applicant will register the apiary with the Mendocino County Agricultural Commissioner. Please see attached for a referral sheet and associated project/application materials for your review.

The requested comments and any suggested conditions of approval are appreciated by **April 15, 2022**. Thank you in advance.

Best Regards,
Jesse Davis

<image001.png>

Jesse Davis, AICP

Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

P: 707.463.6207

www.cityofukiah.com/community-development

<504 Nokomis_Referral_Sheet.pdf>

ORDINANCE NO. 807

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
DELETING DIVISION 5, CHAPTER 1, ARTICLE 1 AND ADDING
SECTION 9182 TO ARTICLE 16, CHAPTER 2, DIVISION 9 OF
THE CITY OF UKIAH CODE (KEEPING OF FOWL AND OTHER
ANIMALS IN THE CITY)

The City Council of the City of Ukiah does Ordain as follows:

SECTION 1.

Division 5, Chapter 1, Article 1 - "Keeping Fowls and Swine" is removed from the City of Ukiah Code.

SECTION 2.

Section 9182 is added to Division 9, Chapter 2, Article 16 to read as follows:

Section 9182 - Animals within the City:

1. Hen chickens and rabbits are allowed in any districts subject to:
 - 1) Use permit approval by the Zoning Administrator; 2) the following conditions:
 - a. No more than six of any one or combination of such animals on the lot.
 - b. The minimum lot size shall be 6,000 square feet developed with no more than a single dwelling unit.
 - c. Maintained in coops or pens located at a distance of 40 feet or more from the window or door of any adjacent residence or other building used for human habitation.
 - d. Coops or pens shall be located only on the rear one third of the lot.
 - e. Coops or pens shall be located no closer than five feet from the side or rear property line.
2. Roosters, turkeys, ducks, geese, and swine are not allowed in any district other than Agricultural Exclusive (AE) and Combining Agricultural (-A).
3. One bee hive per lot is allowed in any districts subject to use permit approval by the Zoning Administrator.

SECTION 3.

This ordinance shall be published as required by law in a newspaper of general circulation published in the City of Ukiah.

SECTION 4.

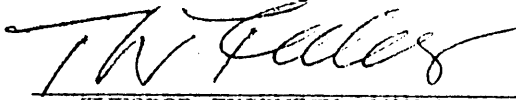
This ordinance shall become effective 30 days after its adoption.

PASSED AND ADOPTED this 13th day of May, 1983 by the
following roll call vote:

AYES: Councilmembers Kelley, Dickens, Hickey, Myers, Feibusch

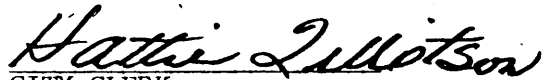
NOES: None

ABSENT: None



THEODOR FEIBUSCH, MAYOR

ATTEST:



CITY CLERK

SUMMARY OF BEEKEEPING REGULATIONS IN OTHER CITIES

City	Number of Hives	Distancing From:			Barriers	Hive Position
		ROW	Lot Lines	Buildings		
Santa Monica	2 hives maximum per lot	n/a	At least 5' from all property lines	n/a	6' tall barrier, unless hive is located 8' above grade.	Face away from or parallel to nearest property lines.
San Diego	See Distancing	1 or 2 hives: outside all setbacks or 20' from ROW (and distance from property lines); 3 or more hives: 100' from ROW. Distancing from residential buildings on lot other than where hives are located.	1 or 2 hives: outside of all setbacks or 15' from all property lines only (and distance from ROW).	1 or 2 hives: No distancing, only outside of all setbacks or 15' from all property lines and ROW. 3 or more hives: 600' + from residential buildings not on same lot as beehive(s).	6' tall barrier (may be vegetative) unless hive is 8' above adjacent groundlevel.	Faces most distant property line, away from entrances and walkways on premises to the extent possible while ensuring entrance faces most distant property line.
Aurora, CO	2 hives if lot one quarter acre or less; 4 hives if more than one-quarter acre but less than one-half acre ; six hives if more than one-half acre but less than one acre; regardless of lot size, no limit if all hives are located at least 200 feet in any direction from all property lines.	n/a	5' from any property line	n/a	Barrier at least 6' in height of a solid wall or fence parallel to property line, extending 10 feet beyond colony in each direction.	n/a
Salt Lake City, UT	5 hives on any residential lot; 10 hives if residential lot is larger than one half acre.	n/a	5' from any property line	n/a	A flyway barrier at least 6' in height if hives are located within 15' of property lines.	Placed so general flight pattern of bees is in a direction that will deter bee contact with humans and domesticated animals.
Denver, CO	2 hives per lot	n/a	5' from rear and side lines	n/a	6' barrier, which may be vegetative.	n/a
Redondo Beach	1 colony per 3,370 square feet of lot are; no more than 2 colonies on any lot	15' from any public ROW	10' from any property line	15' from any public building and any residential building not belonging to the permittee	6' barrier extending at least 10 feet beyond the hives	Face away from or parallel to nearest property lines.
Seattle	No more than 4 hives on lots less than 10,000 square feet	n/a	25' from any property line, unless 8 feet above grade of adjacent lot or separated by 6' barrier	n/a	Optional	n/a
Chicago	5 hives per lot	n/a	n/a	n/a	n/a	n/a
New York City	Regulated by the Department of Health and Mental Hygiene, not the Department of City Planning					
Boston	2 hives per lot	10' from any public sidewalk; prohibited in front yard or side yard that abuts a street	No setback if barrier is present; 6' setback if no barrier is present	n/a	Optional	Face away from doors or windows if barrier is not present between hive and building
Vancouver	2 hives on lots less than 10,000 square feet; 4 hives on lots more than 10,000 square feet	n/a	25' from any property line, unless barrier is present, or beehive is placed 8' above ground level	n/a	6' barrier, unless beehive is placed 25' from any property line, or placed 8' above ground level	Face away from neighboring property, unless placed 8' above ground level, or 25' from any property line





DATE: April 29, 2022

TO: Zoning Administrator

FROM: Jesse Davis, Planning Manager

SUBJECT: Request to renew an existing major use and dispensary use permit(s) for a previously approved cannabis related business that is not yet operational, but permitted to facilitate 'Processing', 'Distribution', and 'Non-Storefront Retail Delivery' within an existing building at 902 Waugh Lane; APN (003-090-38); File No. 22-6696.

SUMMARY

OWNERS:	Rongey Family Limited Partnership
APPLICANT(S):	Stephanie Lovell & Chelsea Lovell
AGENT:	Davis Lawyer
LOCATION:	902 Waugh Lane; (APN 003-090-38)
TOTAL ACREAGE:	±0.56 acre
GENERAL PLAN:	Industrial (I)
ZONING DISTRICT:	Manufacturing (M)
AIRPORT COMPATIBILITY:	Zone "3" - Inner Turning Zone; Urban Overlay Zone
ENVIRONMENTAL DETERMINATION:	Categorical Exemption, pursuant to CEQA Guidelines Article 19, Class 1, Section 15301, Existing Facilities (a) – Minor interior or exterior alterations.
RECOMMENDATION:	Approve with Conditions (see Draft Findings in Attachment 1 and Draft Conditions of Approval in Attachment 2)

BACKGROUND

Historically, this existing subject structure was used for the production, manufacture, storage, and retail of custom wooden cabinetry. On May 29, 2018, the Zoning Administrator reviewed and approved a separate request for a Minor Use Permit to operate a 'Cannabis Manufacturing' and 'Distribution' facility at this location (File No.: 18-3454 MiUP). Although approved, the request subsequently expired due to non-utilization or renewal of the approved permit. While similar, this

previous request is not connected or related to the current renewal for Crave Processing, Distribution and Delivery (#22-6696).

On May 12, 2021, the Planning Commission considered and approved a new Major Use Permit to operate cannabis processing, distribution, and non-storefront retail /delivery business (File No. 20-5750) as submitted by the current Applicant.

As of April 29, 2022, the cannabis-related business is not yet operational, but the associated building permits for tenant improvements and site upgrades (e.g. fencing, electrical vehicle charging station, etc.) were approved and ready for 'Issuance'. Given the status of the related building permit, Staff does not project that the cannabis-related business will be operational until late-2022 or early-2023.

Per UCC §5704 and §9174.2, all cannabis-related businesses within the City of Ukiah are approved for only a one-year term, after which they must be renewed subject to approval by the Zoning Administrator. Additionally, renewal requests are subject to cost-recovery, and are required on an annual basis indefinitely per current regulations.

PROJECT DESCRIPTION

An application for renewal of the existing major use and dispensary use permit(s) was received from the Agent on April 1, 2022, (41 days prior to expiration) allowing Staff ample time to process the request. No modifications to the previously approved Use Permit or plans are proposed. There are, however, minor-alterations to ensure compliance with State law, such as an electric vehicle charging station, due to the number of proposed parking spaces. All original Conditions of Approval are applicable to the proposed renewal, and will remain in effect. The renewal application materials are included as **Attachment 3**.

Since being approved on May 12, 2021, no cannabis-related operations or activities have been conducted on the subject property. In conjunction with their Use Permit request, the applicant submitted a building permit for tenant improvements to remodel and improve the existing facility for use as a cannabis-related business (#21-6244). As of April 14, 2022 the building permit had been reviewed and approved and was ready to be 'Issued'.

SETTING & SURROUNDING LAND USES

The project site is located at 902 Waugh Lane, approximately 0.16-mile north of Talmage Road and adjacent (east) of the Great Redwood Trail. The project site has a General Plan land use designation of Industrial (I) and a zoning designation of Manufacturing (M).

The project is adjoined to the north, south, and west by manufacturing and commercial uses including an upholstery store, motor services a glass shop, self-storage, etc. To the east, the property is bounded by single family and multi-family residential apartment structures.

A summary of zoning designations and uses is provided below in **Table 1** (*Surrounding Zoning and Land Uses*). A General Plan Land Use Map is depicted in **Figure 1**, a Zoning Map is depicted in **Figure 2**, and an aerial map is included in **Figure 3**.

Table 1, Surrounding Zoning and Land Uses		
	ZONING:	USE:
NORTH	Heavy Commercial (C-2)	Self-Storage Units
EAST	Med. Density Residential (R-2)	Multi-Family Apartments
SOUTH	Manufacturing (M)	Automotive Repair; Small Engine Repair
WEST	N/A	Great Redwood Trail

Figure 1. General Plan Land Use

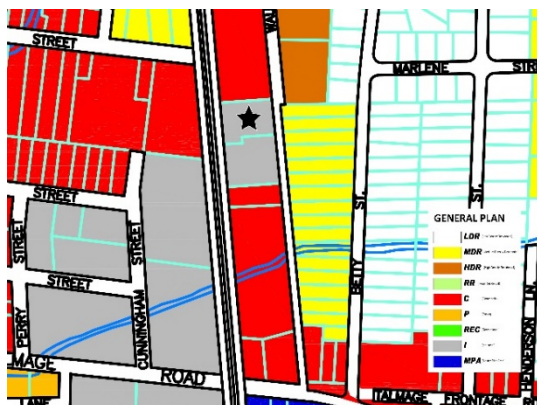


Figure 2. Zoning Designation

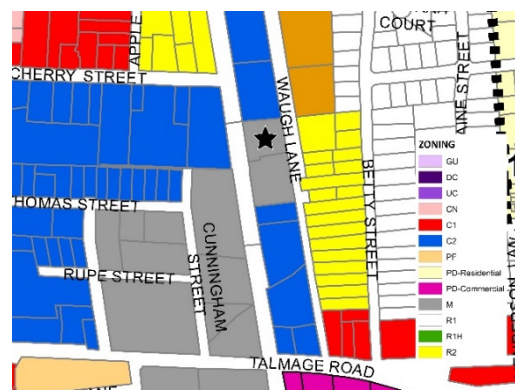


Figure 3. Aerial View



AGENCY COMMENTS

Project referrals were sent to the following responsible or trustee agencies with interest or jurisdiction over the project: Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, City of Ukiah Building Division. The agencies' comments and recommended Conditions of Approval are contained in **Attachment 5**. In their response, the Ukiah Police Department reported no significant issues associated with the business or location. The Use Permit renewal is subject to all original Conditions of Approval, as well as one new Condition of Approval to reflect updated airport land use requirements (see **Attachment 2**).

STAFF ANALYSIS

General Plan and Zoning Consistency: The parcel carries a General Plan Land Use designation of Industrial (I) and is zoned Manufacturing (M). Per UCC §9112, cannabis-related businesses, including processing, cultivation, manufacturing, and distribution, are allowed in "M"

zoning districts upon securing a Use Permit. 'Cannabis Distribution' allows for the procurement, sale, and transport of cannabis and cannabis products between permitted and licensed cannabis businesses for the distribution of cannabis and cannabis products. 'Cannabis Processing' is not defined as a standalone use within the Ukiah City Code, but is listed within the 'Cannabis Retailers' definition. It includes trimming, drying, curing, grading, or packaging of cannabis and non-manufactured cannabis product

In addition, per §9261(D)(5)(d), a 'Dispensary Use Permit' is required for the 'Non-Storefront Retail' component of the proposed project. The 'Dispensary Use Permit', including submittal requirements is described within UCC §5703. As described by the Applicant and Agent at the Planning Commission hearing on May 12, 2021, the request to facilitate non-storefront retail is to allow for requested cyclical deliveries of curated local and regional cannabis assortments on a fixed schedule such as monthly, bi-weekly, etc.

Previously, the Applicant submitted all required documents including a complete application, a Security Plan (omitted from the attachments for security reasons), and Standard Operating Procedures (**Attachment 3**), etc. in compliance with the aforementioned ordinances. In addition, the Applicant has successfully completed the Live Scan process through the Ukiah Police Department. The project is consistent with all other requirements contained within the above applicable ordinances for Cannabis Related Businesses.

In addition, the project is consistent with the all applicable development standards for the "M" Manufacturing zoning district outlined in §9110-9117 of the UCC. Per § 9117 a Site Development Permit is not required given the minor exterior modifications, which include limited fencing, relocated gates, and installation of security apparatus.

Since being approved on May 12, 2021, no cannabis-related operations or activities have been conducted on the subject property or within the existing subject structure. A site inspection conducted by City staff on April 18, 2022 indicated no obvious violations of Ukiah City Code, as the site has remained notably unchanged since the previous inspection conducted on March 12, 2021. As the cannabis-related business is not yet operational, City staff have not yet conducted a review of the facility to evaluate aspects, such noise, odor or traffic.

The following criteria in **Table 2** evaluate applicable renewal standards per Ukiah City Code §9174.2(D)(2), as well as §5710:

Table 2: Criteria for Permit Renewal	
Criteria	Staff Analysis
1. Whether the business operated by the permittee has generated an excessive number of calls for police service compared to similarly situated businesses of the same size as the dispensary.	According to the Police Department, there have been no calls for service in 2021 or 2022 at the location. The Police Department stated that there have not been significant numbers of crimes or arrests in the area.
2. Whether there have been excessive secondary criminal or public nuisance impacts in the surrounding area or neighborhood, including, but not limited to, disturbances of the peace, illegal drug	The project location is not identified as having excessive public nuisance impacts or crime issues, based upon crime reporting statistics maintained by the Ukiah Police Department. The property, while adjacent to the Great Redwood

activity, marijuana use in public, harassment of passersby, littering, loitering, illegal parking, loud noises, or lewd conduct.	Trail, does not maintain access, and is separated by an existing fence.
3. Whether the dispensary & cannabis related business operated by the permittee has a history of inadequate safeguards or procedures that show it is likely that it will not comply with the operating requirements and standards required in the conditions of approval.	All non-operational safeguard measures have been incorporated into the approved operating and security plans to ensure compliance with state and local regulations. No changes to the approved plans are proposed.
4. Whether the dispensary and cannabis related business has failed to pay fees, penalties, or taxes required by this code or has failed to comply with the production of records or other reporting requirements of this chapter.	All applicable fees have been paid for the use permit, renewal and tenant improvement requests. To date, all fees have been appropriately paid and application materials submitted in a timely and appropriate manner.
5. Whether it appears that the permittee has, in its renewal application, provided a false statement of material fact or has knowingly omitted a material fact.	The application appears to be true and accurate to the best of staff's knowledge. The Ukiah Police Department is not aware of the permittee having provided a false statement of material fact or has knowingly omitted a material fact.
6. Whether the renewal applicant or one or more of its officers, employees, partners, managers or members with management responsibilities ("managers") has been convicted of a felony, or has engaged in misconduct that is substantially related to the qualifications, functions or duties of a dispensary operator. A "conviction" within the meaning of this chapter means a plea or verdict of guilty, or a conviction following a plea of nolo contendere. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any Manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted.	All current owners and employees of the business have been finger printed and subject to a Live Scan background process. All persons associated with future changes in staffing and ownership will be required to obtain a successful Live Scan from the Police Department, and are also subject to review and consideration by appropriate State agencies that regulate cannabis activities. Prior to operation, the Applicant is conditioned to provide a list of all employees to the UPD. Staff affirms previous live-scan submittals and reviews for Chelsea Lovell, Robert Cook and Stephanie Lovell.
7. Whether the renewal applicant or dispensary has previously or is currently	Planning Division and Police Department Staff are unaware of any unlawful or fraudulent business

engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.	practices associated with the applicant or business.
7A. That the dispensary Use Permit is consistent with the intent of the Compassionate Use Act of 1996, the Adult Use of Marijuana Act (AUMA), the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), and related State law, the provisions of this chapter and the City Code, including the application submittal and operating requirements herein.	The Use Permit is consistent with the City Code which is consistent with related State law. In addition, the applicant is required to obtain a State license to operate the business. The police department has no reports of any local or State law, statute, rule or regulation respecting the distribution or possession being violated by this business.
7B. That the dispensary location is not identified as having significant crime issues (e.g., based upon crime reporting statistics as maintained by the Police Department).	See renewal criteria #1 above. There have been no calls for service at this location within the past year.
7C. That there have not been significant numbers of calls for police service, crimes or arrests in the area or to an existing dispensary location.	See renewal criteria #1 above. There has not been a significant number of calls for police service, crimes or arrests in this particular area.
7E. That all required application materials have been provided and/or the dispensary has operated successfully in a manner that shows it would comply with the operating requirements and standards specified in this chapter.	All application materials have been provided. The approved site plan, floor plan, security plan, and operations plan were found to be adequate at the time of the original and amended Use Permit. There are no proposed changes to any of the associated plans, and no additional requirements have been suggested by the Police Department.
7F. That all required application or annual renewal fees have been paid and reporting requirements have been satisfied in a timely manner.	Application fees have been paid on time and applicable reporting requirements have been met. The Applicant is currently being reviewed on a cost-recovery basis with an adequate deposit provided for the review of the renewal.
7G. That the location is not prohibited by the provisions of this chapter or any local or State law, statute, rule or regulation and no significant nuisance issues or problems are anticipated or have resulted from dispensary operations.	The project meets all location requirements and regulations intended to address nuisance issues.
7H. That the site plan, floor plan, and security plan have incorporated features necessary to assist in reducing potential crime-related problems and as specified in the operating requirements in section 5708 of this code. These features may include,	The approved site plan, floor plan, security plan, and operations plan were found to be adequate at the time of the original and amended Use Permit. There are no proposed changes to any of the associated plans, and no additional requirements have been suggested by the Police Department.

but are not limited to, security on site; procedure for allowing entry; openness to surveillance and control of the premises, the perimeter, and surrounding properties; reduction of opportunities for congregating and obstructing public ways and neighboring property; illumination of exterior areas; and limiting furnishings and features that encourage loitering and nuisance behavior.	
7I. That no dispensary use, owner, operator, permittee, agent, or employee has violated any provision of this chapter including grounds for suspension, modification or revocation of a permit.	Planning Division and Police Department Staff are not aware of any violations by the owner, operator or employees of the business.
7J. That all reasonable measures have been incorporated into the plan and/or consistently taken to successfully control the establishment's patrons' conduct resulting in disturbances, vandalism, crowd control inside or outside the premises, traffic control problems, marijuana use in public, or creation of a public or private nuisance, or interference with the operation of another business.	The approved site plan, floor plan, security plan, and operations plan were found to be adequate at the time of the original and amended Use Permit. There are no proposed changes to any of the associated plans. The Police Department is not aware of the business having failed to take reasonable measures into the plan to successfully control the establishment's patrons' conduct resulting in any nuisances including disturbances, traffic concerns, cannabis use in public, or interference with neighboring businesses. These measures will be further reviewed and updated upon the commencement of operations. Use of cannabis products is prohibited on-site.
7K. That the dispensary would not adversely affect the health, peace or safety of persons living or working in the surrounding area, overly burden a specific neighborhood with special needs or high impact uses, or contribute to a public nuisance; or that the dispensary has resulted in repeated nuisance activities including disturbances of the peace, illegal drug activity, marijuana use in public, harassment of passersby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct, or police detentions or arrests.	The determination was made in the analysis of the original Use Permit that the proposed business would not have an adverse effect on the neighborhood. No significant issues have been reported by the Police Department at this location and the Police Department is not aware of the business adversely affecting the health, peace or safety of persons living or working in the surrounding area or public nuisance issues in the area as a result of the business. These aspects will be further reviewed and updated upon the commencement of operations.

7L. That any provision of the City Code or condition imposed by a City issued permit, or any provision of any other local or State law, regulation, or order, or any condition imposed by permits issued in compliance with those laws has not been violated.	All original Conditions of Approval apply to the Use Permit renewal and none have been violated.
7M. That the applicant has not violated any local or State law, statute, rule or regulation respecting the distribution, possession, or consumption of marijuana.	All original Conditions of Approval apply to the Use Permit renewal and none have been violated.
7N. That the applicant has not knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the application for a permit.	Planning Division and Police Department Staff are not aware of any false statements of material fact in the permit application.
7O. That the applicant, his or her agent or employees, or any person who is exercising managerial authority on behalf of the applicant has not been convicted of a felony, or of a misdemeanor involving moral turpitude, or has engaged in misconduct related to the qualifications, functions or duties of a permittee.	Planning Division and Police Department Staff have not been notified of any criminal activity associated with the applicants or employees.
7P. That the applicant has not engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.	Planning Division and Police Department Staff are unaware of any unlawful or fraudulent business practices associated with the applicant or business.
7Q. That adequate parking for medical cannabis dispensaries will be provided at a rate of one space for every two hundred (200) gross square feet of retail space, office space, and similar floor areas, pursuant to subsection 9198F1 of this code. Furthermore, that adequate parking for cannabis retailers generally will be provided at a rate of one space for every two hundred fifty (250) square feet of gross, leasable space, pursuant to subsection 9198B1 of this code. However, if the dispensary to be operated by the applicant does not dispense cannabis to patients or eligible adult use patrons on site but services qualified patients and patrons through deliveries in compliance with section 5717 of this code, then	The original Use Permit (File No. 20-5750) included approval of site-specific parking considerations. At that time, off-street parking was determined to be adequate. Staff determined that parking for this facility should be based on Section 9198(G)(1), which most appropriately aligns to the intended combination of industrial and commercial uses requested. Section 9198(G)(3) is applied to 'Wholesale Establishments' akin to Costco or Sam's Club, which does not align to this proposed request. Upon review, the gross leasable space dedicated to 'Non-Storefront Retail' components of this business is minimal when compared to the 'Distribution' and 'Processing' aspects of the request. As proposed, one (1) parking space is provided for each employee on the maximum shift, which is presently identified at thirteen (13). Additionally, the applicant provides for two (2)

adequate parking will be provided at a rate of one space for every four hundred (400) square feet of gross leasable space, pursuant to subsection 9198(G)(3) of this code.	visitor parking spaces. Included in this total is one (1) parking space that meets ADA guidelines and standards. Furthermore, the Applicant provides for an interior parking space for the vehicle operated from the site for deliveries. Presently, this secured parking space is provided for within a fenced area adjacent to the structure for such purposes. In total, 15 onsite parking spaces are provided. The project as proposed, would not engender a nuisance, and is in compliance with operating requirements contained within the City Code and adopted related cannabis ordinances. Updates to State law now require that an electric vehicle charging station be added, which is included in the revised plan set associated with this request in Attachment 3 .
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The previously approved cannabis business is consistent with Division 6, Chapter 8, *Cannabis Retailers* and Section 9174.2, *Cannabis Related Businesses*, of the Ukiah City Code. Based on the above analysis, Staff finds all criteria to issue the Use Permit renewal have been met. Use Permit Findings for approval are included in **Attachment 1** and the original Conditions of Approval have been updated and are included in **Attachment 2**.

AIRPORT LAND USE

In February 2019, the City of Ukiah, with support from the County of Mendocino and the Airport Land Use Committee (ALUC) initiated a planning effort to prepare an updated compatibility plan for the Ukiah Municipal Airport, entitled the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP). The proposed cannabis-related business was referred to the County of Mendocino ALUC Staff for review on November 4, 2020. On November 16, 2020 the County responded that a consistency determination was not required by the ALUC. County Staff determined that the requested activities aligned with 'Warehouse and Distribution Facilities' activities, which are considered potentially compatible with the requested land-use. This compatibility assessment, however, was facilitated by using the previously adopted airport land use plan.

Subsequently, on July 21, 2021, the City adopted the UKIALUCP. The basic function of this airport land use compatibility plan is to promote compatibility between airports and surrounding land uses. To be sure, the Project Site is located approximately ±1,800 feet (0.34 miles) northeast of the Ukiah Municipal Airport, and is within Zone 3 (Inner Turning Zone), and is subject to a less restrictive Urban Overlay Zone. The Urban Overlay Zone reflects existing residential land use patterns within the urban environs of the Ukiah Municipal Airport. The Overlay provides an exception to the basic density criteria provided in Table 3A. Therefore, allowable density is higher within the overlay than for other locations with comparable proximity to the runway.

While the project remains consistent with previous analysis, an aviation easement dedication is required for all off-airport projects situated on a site that lies completely or partially within any of Compatibility Zones 1 through 5 per the UKIALUCP policy 3.3.6. This renewal request was not referred to the County of Mendocino ALUC, as the project was previously reviewed and deemed consistent by County Staff. Additionally, there are no requested modifications that would create inconsistent land use or intensities beyond those previously understood. Furthermore, the

compatibility zone requirements are reduced by the urban overlay zone, as well the less restrictive Zone 3 when compared to the previous zone B2.

Per policy 3.3.6(b) of the UKIALUCP, an avigation easement is required for any proposed project for which discretionary local agency approval is needed. An avigation easement conveys rights associated with aircraft overflight of a property, including, but not limited to, creation of noise and limits on the height of structures and trees, etc. Therefore, Staff recommends an additional condition of approval to address this requirement with regard to airport land use considerations and policies.

ENVIRONMENTAL DOCUMENTATION

The original Use Permit and project were found to be categorically exempt from the California Environmental Quality Act (CEQA) per Section 15301, Existing Facilities, and a Notice of Exemption was filed with the County Clerk.

In addition, CEQA Guidelines Section 15061, Review for Exemption (b)(3), states that a project is exempt from CEQA if “The activity is covered under the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA”.

Because the project involves renewal of an existing Use Permit, and does not propose any changes to the Use Permit, the existing building, or operations of the approved project, it can be said with certainty that there is no potential for the project to result in an impact to the environment due to the renewal of this previous approval.

NOTICE

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C).

- Published in the Ukiah Daily Journal on April 29, 2022;
- Posted on the Project site on April 29, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing; and
- Mailed to property owners within 300 feet of the project parcel on April 29, 2022.

RECOMMENDATION

Staff recommends the Zoning Administrator approve the requested renewal, based on the Findings in **Attachment 1** and subject to the Conditions of Approval in **Attachment 2**.

ATTACHMENTS

1. Draft Findings
2. Draft Conditions of Approval (#22-6696)
3. Application Materials – Renewal
4. Neighborhood Context Maps - Updated
5. Agency Comments

DRAFT FINDINGS FOR RENEWAL OF A MAJOR USE PERMIT FOR A CANNABIS RELATED BUSINESS AND DISPENSARY USE PERMIT TO INCLUDE 'PROCESSING', 'DISTRIBUTION', AND 'NON- STOREFRONT RETAIL DELIVERY' WITHIN AN EXISTING BUILDING AT 902 WAUGH LANE; APN 003-090-38. FILE NO. 22-6696.

The following findings are supported by and based on information contained in the approved Major Use Permit (File No. 20-5750), as well as information contained within this Staff Report, the application materials and documentation, and the public record, in accordance with UCC Sections 9262, 5704 and 9174.2

1. The project, as conditioned, is consistent with the goals and policies of the General Plan for commercial and economic development.
2. The project, as conditioned, is consistent with Division 6, Chapter 8, *Cannabis Retailers*, and Section 9174.2, *Cannabis Related Businesses*, of the Ukiah City Code. Based on the analysis and information contained within this Staff Report, staff finds all criteria to issue the Use Permit renewal has been met.
3. Pursuant to City Code Sections 5704 and 9174.2, the proposed renewal was reviewed by Planning Division staff and the Police Department; it has been determined that the criteria for renewal of a dispensary Use Permit has been met.
4. The approved Use Permit was determined to be compatible with surrounding land uses and will not be detrimental to the public's health, safety and general welfare. No changes to the approved project or Use Permit are proposed.
5. The original Use Permit and project were found to be categorically exempt from the California Environmental Quality Act (CEQA) per Section 15301, Existing Facilities, and a Notice of Exemption was filed with the County Clerk.

CEQA Guidelines Section 15061, Review for Exemption (b)(3), states that a project is exempt from CEQA if "The activity is covered under the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA".

Because the project involves renewal of an existing Use Permit, and does not propose any changes to the Use Permit, the existing building, or operations of the approved project, it can be said with certainty that there is no potential for the project to result in an impact to the environment.

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C).

- Published in the Ukiah Daily Journal on April 29, 2022;
- Posted on the Project site on April 29, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing; and
- Mailed to property owners within 300 feet of the project parcel on April 29, 2022.

Based on the above analysis, the findings required for annual renewal of the cannabis Use Permit can be made.

DRAFT

DRAFT CONDITIONS OF APPROVAL FOR RENEWAL OF A MAJOR USE PERMIT FOR A CANNABIS RELATED BUSINESS AND DISPENSARY USE PERMIT TO INCLUDE 'PROCESSING', 'DISTRIBUTION', AND 'NON- STOREFRONT RETAIL DELIVERY' WITHIN AN EXISTING BUILDING AT 902 WAUGH LANE; APN 003-090-38. FILE NO. 22-6696.

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

Approved Project Description: To renew the existing major use permit for a cannabis related business and dispensary use permit that facilitates 'processing', 'distribution', and 'non-storefront retail delivery' within an existing building at 902 Waugh Lane; APN 003-090-38; File No. 22-6696.

CITY OF UKIAH SPECIAL CONDITIONS

1. No consumption of cannabis or cannabis-related products shall occur on-site.
2. No planting, growing or harvesting of cannabis shall occur on-site.
3. No special events are permitted on-site.
4. Per Section 5704 of the UCC this Dispensary Use Permit is valid for one-year from the date of approval. Dispensary Use Permits must be renewed on an annual basis by the Zoning Administrator following the procedure described in Section 5704 of the UCC.
 - a. It is the Applicant's responsibility to apply for annual renewal 45 days prior to this permit expiring. Per Section 9262(D)(5), Minor use permits issued for cannabis-related businesses shall also be subject to annual review.
5. As outlined in Article 20, Administrative and Procedures, of the Zoning Code this planning permit may be revoked through the City's revocation process if the approved project related to this permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.
6. Prior to issuance of a certificate of occupancy and commencing operations, the applicant shall submit proof of State licensure to operate the cannabis related business to the Community Development Department.
7. Prior to issuance a certificate of occupancy or commencing operations, the applicant and all employees shall successfully complete a Live Scan background and provide proof of such completion.
8. No persons will live on-site. If the applicant wishes to have a live-in manager in the future, they shall consult with the Planning and Community Development Department and obtain any necessary permits.
9. The business is required to obtain a City of Ukiah business license prior to occupancy.

10. Storage of outdoor cargo containers is not authorized with this permit, and shall be removed prior to commencing operations.
11. All deliveries related to the 'Processing' and 'Distribution' aspects of the business shall be limited at all times to Monday-Friday 8:00 a.m. to 6:00 p.m.

CITY OF UKIAH STANDARD CONDITIONS

12. This approval is not effective until the 10-day appeal period applicable to this Major 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 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.
14. 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.
15. Building permits shall be issued within two years after the effective date of the Use Permit or same shall be null and void.
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.
19. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.

ELECTRIC UTILITY DEPARTMENT CONDITIONS

20. This property will be served from existing underground facilities and a 150kva 3-phase Transformer that serves multiple address/buildings in the immediate area. Should the project need to upgrade to a larger panel or increase the electric load in the future, they will need to contact the Electric Utility Office. Applicant will need to provide projected load calculations to the City of Ukiah Electric Utility Department for their project.
21. 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.
22. Developer will need to provide Electric Utility Service Equipment Requirements Committee

(EUSERC) approved electrical equipment that is to be used on this project.

23. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment and future services).

BUILDING DEPARTMENT CONDITIONS

24. A permit will be required for T.I. (Tenant Improvements). Please submit plans, building permit application, and hardship form see links below. Please submit four complete plan sets, two wet stamped and signed.
25. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.
26. The Building is currently an F occupancy and will need to be converted to an S, M, or B occupancy. Per 2019 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 comment to a change of occupancy.
27. It is possible the proposed work will change the occupancy of the building, or section of the building. Per 2019 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 comment to a change of occupancy.

UKIAH VALLEY FIRE AUTHORITY

28. 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.
29. One Class 2-A rated fire extinguishers shall be required in the following locations: 1) Upstairs office landing; 2) exterior of downstairs break room; 3) two in the shop space west side of building; 4) one in receiving; and 5) one in the spray room booth area. All extinguishers shall be mounted and in-obscured from view and use- T19567/568. Fire Marshal can assist with location verification.
30. Fire sprinkler system shall be maintained and modified as necessary. Plans can be of a differed submittal. A system test by a licensed C-16 contractor may be required if modified or if it has not been completed in the past five years.
31. This is a large warehouse facility with a fluctuating amount of staff. It is highly recommended that all exists be clearly marked. Means of egress shall be illuminated when the building space is occupied, CFC 1008.2

32. In the event of power supply failure, an emergency electrical system shall automatically illuminate the means of egress. CFC 1008.3.
33. 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.
34. An "Knox Box" key security safe shall be required, and mounted on the exterior at a location specified by the Fire Marshal.
35. Emergency contact information shall also be provided to the Fire Department.

UKIAH POLICE DEPARTMENT

36. Duration of Use: No person shall smoke, ingest, or otherwise consume cannabis in any form on, or within 20 feet of, the site.
37. Duration of Use: No person shall possess, consume, or store any alcoholic beverage on the site.
38. Duration of Use: No juvenile or person under the age of 21 shall be on the site or operate a cannabis business in any capacity, including, but not limited to, as a manager, staff, employee, contractor, or volunteer.
39. Prior to Building Permit Final and for duration of the Use: 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 site.
40. Prior to Building Permit Final and for the Duration of the Use: 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.
41. Prior to Building Permit Final and for the Duration of the Use: 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.
42. Duration of the Use: The business permittee shall immediately report to the City Police Department all criminal activity occurring on the business site.
43. Duration of Use: The business permittee shall only manufacture cannabis in a fully enclosed building and not allow cannabis or cannabis products on the 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.
44. Prior to Building Permit Final: A final Security Plan shall be submitted to the Police Department for approval.

45. Prior to Building Permit Final and for duration of the Use: A professionally and centrally-monitored fire, robbery, and burglar alarm systems must be installed and maintained in good working condition. The alarm system must include an employee for the cannabis business that is required to respond to every alarm.
46. Prior to Building Permit Final: Place address numbers displayed in accordance with building and zoning codes to facilitate/expedite public safety responses.
47. Prior to Building Permit Final: Applicant to install a "Knox Box" for police access to the exterior areas of the property after hours.
48. Duration of Use: Keep current chain link fencing in good repair on the north and west side of property until Prior to Building Permit Final: All solid core exterior doors be equipped with a 180 degree viewing device to screen persons before allowing entry.
49. Duration of Use: Keep all fenced it can be replaced with decorative tubular steel, no climb type. Secure gates at all times.
50. Duration of Use: Electronic "point of sale" age verification system is required which scans and authenticates ID, identifies fake ID's, records dates and times of transactions, has the ability to create a "banned patron" list.
51. Duration of Use: Back entry area at south west end of building shall remained locked, during all hours, with the exception of dumpsters being emptied by garbage service.
52. Duration of Use: Have Security arrive 30 minutes before opening and stay 30 minutes past closing hours.
53. Duration of Use: Keep loading dock doors locked and secure at all times.
54. Duration of Use: Keep exterior doors locked and secure at all times.
55. Prior to Building Permit Final: Install height markers on the interior doorways.
56. Prior to Building Permit Final: Install interior video camera surveillance and exterior surveillance facing all sides of exterior of site including loading dock areas and all areas of possible ingress and egress. Video recording system must be installed to monitor all doors into the buildings on the site, the parking lot, loading areas, and all exterior sides of the property adjacent to the public rights of way.
57. Prior to Building Permit Final: Install audible security alarm and monitoring.
58. Prior to Building Permit Final: Business equipped with a UL compliant security system including:
- a. Video Assessment and Surveillance System (VASS)
 - b. Intrusion Detection System with private security response
 - c. Emergency (panic) Alarm
59. Duration of Use: Security system monitored by a UL listed monitoring company.
60. Duration of Use: Security system installed by a UL certified installer.

61. Duration of Use: 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.
62. Duration of Use: Signage shall be posted stating location is under active video surveillance monitoring and alarm/monitoring.
63. Duration of Use: Staff trained in Security and Safety policies and procedures for interior and exterior of site and following same at all times.
64. Install signage at entrance to define location with designation and address.
65. Prior to Building Permit Final: Post no-trespassing and authorized personnel only signs for fenced/gated areas.
66. Duration of Use: Keep dumpsters locked to limit unauthorized dumping or scavenging.
67. Prior to Building Permit Final: Exterior lighting shall be white light using LED lamps with full cutoff fixtures to limit glare and light trespass. (Consult with Planning Department to meet Illumination Engineering Society (IES) minimum standard for open parking and buildings.)
68. Prior to Building Permit Final: Exterior lighting shall be shielded or otherwise designed to avoid spill- over illumination to adjacent streets and properties.
69. Prior to Building Permit Final: Exterior lighting shall be designed in coordination with the landscaping plan to minimize interference between the light standards and required illumination and the landscape trees and required shading.
70. Duration of Use: Broken or damaged exterior lighting shall be repaired or replaced within 48 hours of being noted.
71. Duration of Use: All building exterior lighting and parking lot lighting should be functioning and kept in good repair.
72. Report any graffiti to UPD. After reporting, clean-up/paint over as soon as possible. Spray on graffiti remover can be purchased at hardware supply stores.
73. Keep property free of debris/garbage and all fencing repaired.
74. Weekly inspection of exterior building and property to limit unauthorized usage of property.
75. If any rooftop entrances to building, place locking mechanism to limit illegal entrance from rooftop.
76. Any exterior electrical outlets should have locking plates or decommission for non-use to limit illegal usage.
77. Any exterior water faucets should have a locking box cover or decommission for non-use to

limit illegal usage.

78. Duration of Use: No public pay phones/telephones allowed on the premises.

79. Duration of Use: No coin operated games or video machines allowed on the premises.

AIRPORT LAND USE COMMISSION

80. A dedication of avigation easement or a Deed Notice shall be recorded and a copy of the recorded document shall be provided to the Community Development Department prior to issuance of a certificate of occupancy.

DRAFT



City of Ukiah

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

Planning Permit Application

PROJECT NAME: Crave Processing, Distribution, and Delivery																				
PROJECT ADDRESS/CROSS STREETS: 902 Waugh Lane Ukiah, CA 95482				AP NUMBER(S): 003-090-38																
APPLICANT/AUTHORIZED AGENT: Stephanie Lovell		PHONE NO: (707) 489-3264		FAX NO: familyroots84@gmail.com																
APPLICANT/AUTHORIZED AGENT ADDRESS: 21100 Eastside Road			CITY: Willits		STATE/ZIP: CA, 95490															
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: Rongey Family Limited Partnership		PHONE NO: (707) 841-7495		FAX NO: E-MAIL ADDRESS:																
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT PO BOX 850			CITY: Willits		STATE/ZIP: CA 95490															
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☐ YES ☒ NO																				
☐ AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	\$	☐ USE PERMIT – AMENDMENT 100.0400.449.001	\$															
☐ ANNEXATION 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	☐ USE PERMIT – MAJOR 100.0400.449.001	\$															
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	☐ USE PERMIT – MINOR 100.0400.449.001	\$															
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	☐ VARIANCE – MAJOR 100.0400.449.001	\$															
☐ MURAL PERMIT 100.0400.449.001	\$	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	\$	☐ VARIANCE – MINOR 100.0400.449.001	\$															
☐ PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	☐ MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	☐ ZONING AMENDMENT MAP OR TEXT 100.0800.611.001	\$															
☐ STAFF RESEARCH (MORE THAN 1 HOUR) 10023100.41153	\$	☐ MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	☐ REZONING 100.0800.611.001	\$															
☐ LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	☐ OTHER	\$	☐ OTHER	\$															
<table border="1"> <tr> <td>COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.</td> <td>\$</td> <td>MAJOR PERMIT DEPOSIT:</td> <td>\$</td> <td>FILING DATE:</td> </tr> <tr> <td>COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.</td> <td>\$</td> <td>MINOR PERMIT FEE:</td> <td>\$</td> <td>TOTAL AMOUNT PAID: \$</td> </tr> <tr> <td>COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.</td> <td>\$</td> <td>TOTAL FEE:</td> <td>\$</td> <td>RECEIPT NUMBER:</td> </tr> </table>						COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MAJOR PERMIT DEPOSIT:	\$	FILING DATE:	COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$	TOTAL AMOUNT PAID: \$	COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$	RECEIPT NUMBER:
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APPLICATION NUMBER(S):																				

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, storm water mitigation requirements, frontage improvements, etc.

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

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

Description of Building & Site			
Parcel Size: 1 AC / 43,500 sq ft	Building Size: 12,766 sq ft	Number of Floors: 2	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☒ Office (business/professional)	Admin support for cannabis licenses		
☐ Office (medical/dental)			
☐ Retail			
☒ Light Industrial	Cannabis processing, distribution and delivery		3
☐ Residential			
☐ Other:			
Operating Characteristics			
Days and Hours of Operation: 8AM-6PM Days vary seasonally. Harvest weeks M-Sun. Non-harvest months M-F.			
Number of Shifts: 2	Days and Hours of Shifts: Peak Season M-Sun. Off Season M-F. Variable start time.		
Number of Employees/Shift: 13 Maximum, but will vary			
Loading Facilities: ☒ Yes ☐ No	Type/Vehicle Size:		
Deliveries: ☒ Yes ☐ No	Type: Raw Material. Finished Product	Number (day/week/month): Varies	Time(s) of Day: During business hours
Outdoor areas associated with use? (check all that apply) ☐ Yes ☒ No	Sales area: ☐ Yes ☒ No Square Footage:	Unloading of deliveries: ☒ Yes ☐ No Square Footage:	Storage: ☒ Yes ☐ No Square Footage:
Noise Generating Use? ☐ Yes ☒ No	Description:		

To Be Completed by Staff

General Plan Designation:	Zoning District:	Airport Land Use Designation:
City's Architectural & Historic Inventory: ☐ YES ☐ NO	Age of Building:	Demolition Policy:
Hillside: ☐ YES ☐ NO	Flood Designation FIRM Map:	Flood Designation Floodway Map:
Tree Policies		
General Plan Open Space Conservation ☐ NO ☐ YES GOAL/POLICY #:	Community Forest Management Plan ☐ NO ☐ YES GOAL/POLICY #:	
Landscaping and Streetscape Design Guidelines ☐ NO ☐ YES GUIDELINE #:	Commercial Development Design Guidelines ☐ NO ☐ YES GUIDELINE #:	
Tree Protection and Enhancement Policy ☐ NO ☐ YES NOTES:	Tree Planting and Maintenance Policy ☐ NO ☐ YES NOTES:	
UCC: Street Tree Policy, Purpose and Intent ☐ NO ☐ YES NOTES:	Other:	
Notes		

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."

Submittal Document	Application Type								
	LLA/VM	GPA	PRELIM	REZ	REZ-PD	SDP	Sub/TM	UP	VAR
Project Description	X	X	X	X	X	X	X	X	X
Building Elevations (1)			X		X	X		X	X
Floor Plan			X		X	X		X	X
Grading and Drainage Plan and SUSMP (7)					X	X	X		
Landscape Plan (2)			X CONCEPT		X	X			X
Site Plan (3)	X	X	X	X	X	X		X	X
Details – Architectural						X			
Details – Fence					X	X		X	
Details – Sign					X	X		X	
Site Contours (4)					X	X	X		
Street Sections							X		
Tentative Map (6)							X		
Preliminary Title Report	X			X			X		
Colors & Materials Board			X CONCEPT		X	X			
Number of Plan Sets – Initial Submittal (5)									

- (1) **Building Elevations.** Drawing must include all elevations (front, rear, and sides) and identify 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.
- (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

I, Keith Rongey, owner authorize Stephanie Lovell
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).

DocuSigned by:

Keith Rongey

4/1/2022

PROPERTY OWNER SIGNATURE**DATE**

I, Keith Rongey, 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.

DocuSigned by:

Keith Rongey

4/1/2022

☒ **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 or 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.

Keith Rongey

☒ **PROPERTY OWNER** / ☐ **AUTHORIZED AGENT**

(PLEASE PRINT NAME)

DocuSigned by:

Keith Rongey

4/1/2022

☒ **PROPERTY OWNER** / ☐ **AUTHORIZED AGENT**

(SIGNATURE)

DATE

Revised 08/19/2019

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Written Project Description

The proposed project at 902 Waugh Lane Ukiah, CA is for Cannabis Processing, Distribution and Non-Storefront Retail Delivery. The approximately 13,000 sq ft building is zoned M-Manufacturing, requiring a Minor Use Permit for Processing and Distribution functions and a Major Use Permit for the Delivery function. Thus, the combined single application is for a Major Use Permit for the building.

This project is developed by longstanding Mendocino resident and licensed cultivators, Chelsea and Stephanie Lovell. Their cultivation licenses and their network of other licensed cultivators in the area have grown to a scale that requires in-house processing of their cannabis raw material. To accomplish their quality standards, the Lovell's seek to utilize the building for drying, trimming, weighing and packaging their cannabis flower under the Processing license. To facilitate transportation from their various farms to the processing facility, as well as deliver finished flower to other distributors, the Lovells will operate a Distribution license in the other half of the building. A small Delivery Only office is also desired in the building, to facilitate direct to consumer local delivery service to build consumer loyalty to their longstanding quality brand.

The building is naturally divided into two large suites, one side will be Distribution and the other side will be Processing. The premises are on the ground floor of the warehouse. There is a small area of shared office space at the front of the building. One of the offices will be separated for the Delivery license office and its product storage.

The bottom floor will contain shared ADA bathrooms, employee break rooms, security office and storage. Upstairs are two offices and a third bathroom. The shared office area will be separated from the licensed Processing premise by an interior wall and a controlled access door. A separate controlled access door will separate the shared areas from the Delivery office. The building already features roll-up doors that allow delivery vehicles inside the building, ensuring secure and discreet deliveries to the licensed premises. There are minimal tenant improvements required to establish the Processing Distribution and Delivery functions inside the building.

The proposed tenant improvements to the building are summarized as follows:

1. Remodel bathrooms to be ADA Compliant
2. Install HVAC to climate control storage rooms
3. Construct interior walls to enclose a secure storage area in the Processing premises
4. Construct interior walls to enclose delivery loading/unloading zone in Processing premises
5. Remodel interior first floor offices to enlarge employee kitchen and create secure Non-Storefront Retail Delivery-Only Office
6. Paint parking lot for 15 parking spaces, including ADA parking with sloped walkway
7. Install secure locking fence and gates in parking lot

There are no signage permits requested nor any changes or additions to the footprint or exterior of the building.

Site Description

902 Waugh Lane, Ukiah CA 95482

APN: 003-090-38

Zoning: M Manufacturing

Minor Use Permits: Cannabis Distribution; Cannabis Manufacturing – Level 1

Major Use Permit: Cannabis Non-Storefront Retail Delivery Only

Building Owner: Rongey Family Limited Partnership



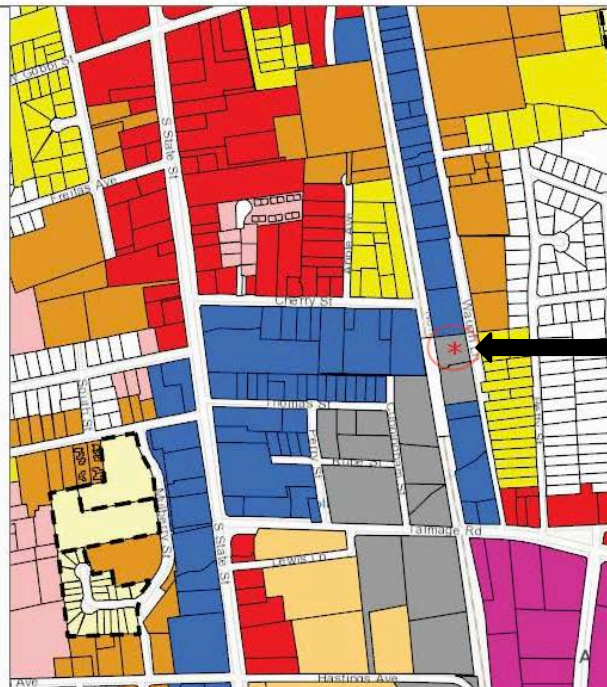
Ukiah Zoning Map

Zoning_2017 - Planned Development



Zoning_2018

-  C1 - Community Commercial
-  C2 - Heavy Commercial
-  CN - Neighborhood Commercial
-  DC - Downtown Core
-  GU - General Urban
-  M - Manufacturing
-  PDC - Planned Development: Commercial
-  PDR - Planned Development: Residential
-  PF - Public Facility
-  R1 - Single Family Residential
-  R1H - Single Family Residential - Hillside
-  R2 - Medium Density Residential
-  R3 - High Density Residential



Cannabis License Owners/Applicants

Processing: Stephanie Lovell

Distribution: Stephanie Lovell

Delivery: Stephanie Lovell
Chelsea Lovell

Previous Addresses

24471 Sherwood Rd
Willits CA 95490

Employment History

Self Employed

Business Tax History

Have the applicant(s) filed businesses taxes in the last 5 years? Are all tax returns paid and in good standing? Have any business licenses (cannabis or otherwise) been revoked or suspended? If so, what was the business and what was the reason?

All business taxes filed and in good standing. No licenses revoked or suspended.

Management Information

Processing:

Name: Robert Cook

Address: 1007B West College Ave Ste. 438 Santa Rosa, CA 95401

Distribution:

Name: Robert Cook

Address: 1007B West College Ave Ste. 438 Santa Rosa, CA 95401

Delivery:

Name: Robert Cook

Address: 1007B West College Ave Ste. 438 Santa Rosa, CA 95401

Employee Information

At this time employees have not yet been hired. Before being hired, all persons offered employment will go through the LiveScan process with UPD.

Plan of Operations

A plan of operations describing how the cannabis-related business will operate consistent with the intent of State law, including obtaining all applicable State licenses, and the provisions of this section, including but not limited to ensuring that the cannabis-related business will not engage in cannabis-related commercial activities that violate California law or this chapter.

QUICK VIEW OF BUSINESS ACTIVITIES

The core purpose of the combined licenses housed in this building is to serve as centralized processing and sale of cannabis grown locally on licensed farms owned by the principals of this business and their family members. Most space is dedicated to processing wet cannabis into sellable wholesale units. There will be limited packaging for and delivery to retail consumers.

PROCESSING: CANNABIS DRYING (STAFF PER SHIFT: 1-3)

BUSINESS ACTIVITIES: Receive cut branches of plants; move branches to large drying racks; monitor branches for optimum dryness; move branches to next stage of processing.

EQUIPMENT:

- Drying Racks
- Dehumidifiers
- Heater
- Fans
- Forklift
- Carbon filter air scrubbers

PROCESSING: CANNABIS TRIMMING, GRADING, AND CURING (STAFF PER SHIFT: 6-8)

BUSINESS ACTIVITIES: Remove cannabis from branches; separate flower and trim; grade and sort flower into wholesale lots; actively manage climate and air exposure for curing.

EQUIPMENT:

- Forklift
- Trim Machines
- Dehumidifiers
- HVAC
- Carbon filter air scrubbers

DISTRIBUTION (STAFF PER SHIFT: 2)

BUSINESS ACTIVITIES: Procurement of flower and trim, entering products for sale into METRC, laboratory testing, sales, transportation, tracking, collection, and payment of all taxes. Limited packaging by hand of flower into final packaging for retail sale.

EQUIPMENT:

- Delivery vehicle(s)
- Dehumidifiers
- HVAC
- Carbon filter air scrubbers

RETAIL DELIVERY (STAFF PER SHIFT: 2)

BUSINESS ACTIVITIES: Procurement of retail cannabis products, storage of retail cannabis products, processing and packaging retail orders, loading of retail delivery vehicles, delivery of cannabis to retail end consumers.

EQUIPMENT:

- Delivery vehicle(s)
- Carbon filter air scrubbers

Please note, staff allocations are approximate. On different days, more or less staff may be required in each function. But at no time will the total staff on premises exceed 13 persons.

DETAILED DESCRIPTION OF EACH BUSINESS ACTIVITY

PROCESSING

Drying

The largest portion of our space is dedicated to the function of hanging recently harvested branches to dry to the point at which they can be further processed into finished cannabis flower and trim for sale.

A distributor will transport freshly cut branches of cannabis in a vehicle which will drive into the receiving area designated for processing. Branches will be unloaded and moved into the drying area using a forklift. The branches will be hung on racks that will then be placed onto the shelves of the storage racks in the drying room.

The circulation of air, temperature, and humidity level of the room will be monitored by the employees, who will adjust those factors as needed in order to achieve a slow but steady drying of the plant material. The dryness of the plant material will also be monitored by the employees in order to determine when the branches should move to the next stage.

Management will ensure employees maintain track-and-trace compliance regarding the movement of branches and plant material during this part of the processing cycle.

Once a plant is dry enough to move onto the next stage, it will be removed from the storage racks using a forklift and delivered to the bucking area.

This function is only expected to be operating for approximately 2.5 months out of each year. One during the early harvest (July/Aug.) and one and a half during the late harvest (Oct./Nov.). In the time periods where many employees are needed for this function, the other labor-intensive function of trimming will not require many employees, and vice-versa.

Bucking

Bucking is the process by which flower and leaf are separated from the branches. The branches and fan leaves become cannabis waste, and the flower and sugar leaf move on to trimming.

Drying racks or plastic bins full of branches with attached flower and leaves will be delivered by forklift from the drying area to the bucking area. A single load of branches, with identifying track and trace tags, will be split up amongst the employees at their work-tables. Wearing gloves at all times, they will carefully separate branches and fan leaves from the valuable flowers and sugar leaf.

Each work-table will have one bin for the valuable material, and one for the waste. Once a single load has been completely separated into its two bins, the resulting materials will be weighed and recorded, with the waste being logged properly in METRC and moved into a proper container for the cannabis waste rendering and removal by a 3rd party provider. The bin(s) of valuable flower and leaf will then be moved to the machine trimming area.

Trimming

Trimming is the process of separating cannabis flower from sugar leaf. Finished flower is most commonly sold to consumers without any leaves. The leaves are most commonly used for raw material in the production of cannabis extracts.

Each load of raw material delivered to the machine trimming area will be run through one of the trim machines specified on our plan set. The leaves will be kept together in a bin indicating the load of raw material from which it came.

The machine trimmed flower will then move to the hand trimming area, where employees will clip any remaining leaves, bringing the flower up to the standard required for eventual retail sale. The leaves they hand trim will be combined with the leaves from the machine trim step.

The resulting leaf and flower will be recorded in METRC, connected to the source plant tags.

Grading

Grading is the process of inspecting cannabis flower and trim by sight and smell to judge the subjective quality and separate a batch into different marketable lots. This will be a function performed by management in the quality control office marked on our plan set.

Flower and trim will be separated by size and subjective quality, then packaged into containers for the curing phase. This will also be a point where management will verify weights provided by employees in the proceeding phase.

The containers for curing will be moved into the climate controlled storage room, where they will remain curing until they are picked up by a distributor.

Curing

Curing is the process of allowing aging of dried flower to occur in ideal conditions, that result in flower that is more desirable to end consumers. It requires very even and consistent moisture and humidity levels be maintained at all times, and that light exposure be minimized.

The room will be full of bulk, airtight containers of flower. Each container will be opened for a few minutes every few days to allow excess moisture to escape ("burping"). This activity will be the only reason other than delivery or removal of product for which someone will be present in the secure storage room.

Waste:

We plan to contract for waste rendering and removal with a licensed 3rd party waste company. All cannabis waste generated during any steps of processing will be placed in bins provided by the company, then rendered useless and hauled off by the 3rd party company.

DISTRIBUTION

Finished cannabis flower and trim are picked up from the processor, received in our dedicated receiving area, and stored in our secure storage area.

All cannabis will be stored in secure storage areas with a clear division between inventory that is untested, in quarantine, passed testing and failed testing.

All purchase and sales manifests, invoices, lab testing and package tag records will be maintained in compliance with Section 5505 of title 16 of the California Code of Regulations.

Our primary business activity will be the wholesale sale of cannabis flower and leaf produced through our own processing facility. We may also, from time to time, engage in purchasing flower and leaf from other licensed cultivators and selling it. We intend to package our own flower for retail sale through our non-storefront retail delivery license. This will be done by hand on a relatively small scale and is not expected to be a major part of our business operations.

Testing Compliance

We provide official state testing as a distributor with samples taken under guidelines provided in Chapter 2, Sections 5304-5307 of title 16 of the California Code of Regulations.

Packaging Compliance

We provide limited onsite packaging for a cannabis flower in compliance with Section 26013, 26012, 26010 Business and Professions Code and Chapter 3, Sections 5412 of title 16 of the California Code of Regulations.

Transportation Compliance

As a distributor we are responsible for the pick-up and delivery of cannabis with our supply chain. All transportation will be monitored through the METRC Track and Trace system and via GPS enabled devices as prescribed under Chapter 1, Sections 5049-5052 of title 16 of the California Code of Regulations and Chapter 2, Sections 5311-5314 of title 16 of the California Code of Regulations.

RETAIL DELIVERY

The principals of the businesses have been longstanding cultivators in Mendocino and intend to build on that legacy of product quality by developing a consumer facing brand for their flower products. The retail delivery license will help facilitate a direct relationship between these cultivators and their customers.

The non-storefront delivery only business will service the local Mendocino and surrounding counties with high quality, well cured cannabis products at reasonable prices. Employees of the delivery license will be vetted to ensure they provide an education-focused customer service experience that is friendly, safe, and timely.

Customers will be able to view and order cannabis products through the delivery website or via telephone. Staff will process and pack the orders, ensuring products are scanned out of the inventory system and are secured in compliant exit packaging.

Deliveries will be conducted during business hours only. All sales will flow through a Point-of-Sale (POS) software that integrates with METRC to report all cannabis sales.

Vendor deliveries will be accepted Monday-Friday during business hours only.

All cannabis product will be securely stored in locked storage containers inside the delivery office, and all cash will be securely stored in a locked safe on site. Regular cash deposits will be made into the business' bank account to prevent a security risk of excess cash onsite.

All deliveries will be conducted according to the local and state regulations and laws. Staff will be trained to properly verify the customer's ID at the time of delivery. Vehicles will be tracked using GPS tracking devices mounted in the car. To deter crime or theft, delivery vehicles will only transport cannabis products that are meant for that specific delivery route, and delivery drivers will not carry more than \$30 change.

The delivery only office will not be open to the public. The delivery vehicle will be parked along the building, secured behind locked gates in the parking lot, to protect delivery employees as they load and unload their vehicles from the building.

Written Response to Local and State Standards

Original Prompt: *"Statement of how cannabis related businesses comply with all the requirements listed in the Ukiah Municipal Code pertaining to cannabis. An individual response to each requirement must be included. Please specify what state license(s) you are applying for."*

For the convenience of the reviewer, we have broken out the relevant code into sections, which are indicated with underlines and uppercase lettering (SECTION). Our responses to each requirement are in bold and italics (***response***).

APPLICABLE DEFINITIONS OF BUSINESSES

From Article 21 of Chapter 2 in Division 9 of the Ukiah City Code:

§9278 DEFINITIONS

CANNABIS DISTRIBUTION: The procurement, sale, and transport of cannabis and cannabis products between permitted and licensed cannabis businesses for the distribution of cannabis and cannabis products.

CANNABIS MANUFACTURING: The production, preparation, propagation, or compounding of cannabis or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products or labels or relabels its container.

CANNABIS MANUFACTURING - LEVEL 1: Cannabis Manufacturing involving the manufacture of cannabis products using nonvolatile solvents, or no solvents.

CANNABIS-RELATED BUSINESS: A commercial enterprise engaged in the cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, or distribution of cannabis or a cannabis product, including a microbusiness, except as set forth in Business and Professions Code section 26033 related to qualifying patients and primary caregivers, Division 6, Chapter 8 of this code pertaining to regulation of marijuana dispensaries and issuance and renewal of dispensary use permits, and section 9254 of this division pertaining to cultivation of marijuana for personal use. For purposes of this article, this definition of a cannabis-related business excludes businesses engaged in the retail sale and delivery of cannabis, cannabis products, or cannabis products to patients or customers, which are regulated under Division 6, Chapter 8 of this code. All cannabis-related businesses operating within the City must possess a valid State license appropriate for the type of business operated.

CANNABIS RETAILER: A commercial enterprise engaged in the retail sale and delivery of cannabis or cannabis products to customers. A retailer shall have a licensed premises which is a physical location from which commercial cannabis activities are conducted. A retailer's premises may be closed to the public. A retailer may conduct sales exclusively by delivery. All cannabis retail operations in the City of Ukiah are regulated pursuant to Division 6, Chapter 8 of this code and must comply with all provisions of this division.

- ***Each of these definitions encompasses one of the three uses for which we seek use permits***

APPLICABLE ZONING AND LOCATION RESTRICTION CODES

From Article 9 of Chapter 2 in Division 9 of the Ukiah City Code:

§9112 USES PERMITTED SUBJECT TO FIRST SECURING A USE PERMIT

The following uses may be permitted in Manufacturing (M) Districts subject to first securing a use permit, as provided in this chapter, in each case:

J. Cannabis Distribution

K. Cannabis Manufacturing - Level 1

N. Cannabis Retailer

- ***902 Waugh is zoned as a Manufacturing District. The above code confirms that the uses for which we are seeking use permits are allowable in the building as it is currently zoned.***

--

From Article 20 of Chapter 2 in Division 9 of the Ukiah City Code:

§9261 DISCRETIONARY PLANNING PERMITS

D. Major And Minor Use Permits, Site Development Permits, And Variances: At the time of application submittal, the Planning Director or assigned designee shall determine if the proposed project constitutes a major or minor use permit, site development permit, or variance. The Planning Director or assigned designee shall be guided by the following criteria when determining whether a discretionary planning permit is major or minor:

5.b. In all Zoning Districts in which they are a permitted use, the following Cannabis Related Businesses shall be considered minor uses:

Cannabis Distribution.

Cannabis Manufacturing - Level 1

5.d. In all zoning districts in which they are a permitted use, cannabis retailers will be required to obtain a dispensary use permit, as set forth in Division 6, Chapter 8 of this code.

- ***902 Waugh is zoned as a Manufacturing District where Distribution and Manufacturing are permitted uses. We are seeking the minor use permit required by this code through submitting this application. We are also seeking a dispensary use permit, which is treated as a major use permit. Because we have combined all 3 use permits into one application, the entire application is being treated as major use permit.***

- The Major Use Permit requirement for retail was found at the following link from the City of Ukiah: <http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/12/Zoning-Districts-Reference-Table-for-Cannabis-Related-Businesses-r1.pdf>

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From Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code:

§9174.2 CANNABIS-RELATED BUSINESSES

F. Limitations on Locations of Cannabis-Related Businesses:

1. All cannabis-related businesses, as defined in section 9278 of this code, operating subject to use permits under this chapter, will operate indoors in a fully enclosed secure structure, as defined in section 9254 of this code, and shall not be allowed in the following areas:
 - a. Within six hundred feet (600') of a school, as defined in section 5702P of this code, with that distance measured as the horizontal distance in a straight line from the property line of the school to the closest property line of the lot on which the cannabis-related business is to be located without regard to intervening structures, pursuant to California Health and Safety Code section 11362.768; or
 - b. Within two hundred fifty feet (250') of a youth-oriented facility other than a school, as defined in section 5702R of this code, with that distance measured by street frontage from the property line of the youth-oriented facility to the closest property line of the lot on which the cannabis-related business is to be located, and not radial distance; or
 - c. Abutting, on any side of the parcel upon which the cannabis-related business is located, a parcel occupied by a youth-oriented facility or a school; or
 - d. Within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or
 - e. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses between the cannabis-related business and the residential unit or the residentially zoned property that the decision-making entity charged with hearing and making the decision on the use permit application or the appeal of that decision determines sufficient to provide an appropriate separation.
- **902 Waugh Lane is compliant with the limitations enumerated above from section 9174.2**

From Chapter 8 of Division 6 of the Ukiah City Code:

§5707 LIMITATION ON LOCATION OF DISPENSARIES

C. A dispensary shall not be allowed in the following areas at the time of its permitted establishment:

1. Within six hundred feet (600') of a school, with that distance measured as the horizontal distance in a straight line from the property line of the school to the closest property line of the lot on which the dispensary is to be located without regard to intervening structures, pursuant to California Health and Safety Code section 11362.768; or
 2. Within two hundred fifty feet (250') of a youth-oriented facility other than a school, or another dispensary, with that distance measured by street frontage from the property line of the youth-oriented facility to the closest property line of the lot on which the dispensary is to be located, and not radial distance; or
 3. Abutting, on any side of the parcel upon which the dispensary is located, a parcel occupied by a youth-oriented facility, a school, or another dispensary; or
 4. Within any residentially zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or
 5. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses between the dispensary and the residential unit or the residentially zoned property that the Planning Commission or, on appeal, the City Council determines sufficient to provide an appropriate separation.
- **902 Waugh Lane is compliant with the limitations enumerated above from Section 5707**

APPLICABLE OPERATING REQUIREMENTS FOR PROCESSING AND DISTRIBUTION

From Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code:

§9174.2 CANNABIS-RELATED BUSINESSES

B. Operating Requirements for Cannabis-Related Businesses: Cannabis-related business operations shall be established and managed only in compliance with the following standards:

1. Criminal History: Any applicant, his or her agent or employees, volunteer workers, or any person exercising managerial authority of a cannabis-related business on behalf of the applicant shall not have been convicted of any of the felony offenses enumerated in Business and Professions Code section 26057(b)(4), or of a felony or misdemeanor involving moral turpitude, or on probation for a drug offense, or engaged in misconduct related to the qualifications, functions or duties of a permittee. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted. In addition, notwithstanding the above, a prior conviction, where the sentence, including any term of probation, incarceration, or supervised release, is completed, for possession of, possession for sale, sale, manufacture, transportation, or cultivation of cannabis or cannabinoid preparations, is not considered related to the qualifications, functions, or duties of a permittee, and shall not be the sole ground for denial of an application.

2. Minors:

a. It is unlawful for any permittee, operator, or other person in charge of any cannabis-related business to employ any person who is not at least twenty-one (21) years of age.

b. The burden of proof is on the cannabis-related business personnel to establish compliance with this subsection B2 of this section by clear and convincing evidence.

- **The businesses at 902 Waugh Lane will verify the identity of each employee to ensure they are of age and have the legal right to work. Additionally, we will complete criminal background checks on each employee before they begin work for us.**

3. Inventory and Tracking: Cannabis-related businesses shall at all times operate in a manner to prevent diversion of cannabis and shall promptly comply with any track and trace program established by the State.

- **The businesses at 902 Waugh Lane will operate in full METRC compliance.**

4. Multiple Permits per Site: Multiple cannabis-related businesses proposed on any one site or parcel shall be granted permit approval only if all of the proposed cannabis

businesses and their co-location are authorized by both City and State law. Operators of cannabis-related businesses issued use permits for multiple business types or State license types at the same physical address shall maintain clear separation between license types unless otherwise authorized by this code and State law.

- **The businesses at 902 Waugh Lane is being constructed to have clear walls and doors separating the different licensed functions at the location.**

5. Operating Plans: An operating plan for a cannabis-related business must contain the following unless not applicable:

a. Storage: A cannabis-related business shall have suitable locked storage on premises, identified and approved as a part of the security plan, for after-hours storage of cannabis and cannabis products.

- **The businesses at 902 Waugh Lane have secure storage with limited personnel access.**

b. Odors Control: The cannabis-related business shall have an air treatment system that prevents odors generated from any storage and cultivation of cannabis on the business property from being detected by any reasonable person of normal sensitivity outside the cannabis-related business premises. To achieve this, both the storage and cultivation areas shall be, at minimum, mechanically ventilated with a carbon filter or superior method.

- **The businesses at 902 Waugh Lane have carbon scrubbers throughout the facility.**

c. Security Plans: A cannabis-related business shall provide adequate security on the premises, as approved by the Chief of Police, including lighting and a premises and panic alarm system monitored by a licensed operator, to ensure the safety of persons and to protect the premises from theft.

- **The businesses at 902 Waugh Lane have engaged Deep Valley Security. The security plan complies, and has been provided as part of our Use Permit application.**

d. Security Cameras: Security surveillance cameras shall be installed to monitor the main entrance and exterior of the premises to discourage loitering, crime, illegal or nuisance activities. The security surveillance system shall comply with current State standards for digital video surveillance systems to be installed on the premises of licensed cannabis businesses, currently codified in the California Code of Regulations, Title 16, Section 5044, and as may be amended.

- **The businesses at 902 Waugh Lane have engaged Deep Valley Security. The security camera plan complies and has been provided as part of our Use Permit application.**

e. Security Video Retention: Security video shall be maintained for ninety (90) days. In the event of a crime on site or anywhere within range of the cannabis-related

business's security cameras, the cannabis-related business shall provide the Chief of Police or his or her designee with a useable digital copy of the security video upon request or at the earliest convenience

- **The businesses at 902 Waugh Lane have engaged Deep Valley Security. The security video retention plan complies and has been provided as part of our Use Permit application.**

f. Alarm System: Professionally monitored premises and panic alarm system shall be installed and maintained in good working condition.

- **The businesses at 902 Waugh Lane have engaged Deep Valley Security. The alarm system plan complies and has been provided as part of our Use Permit application.**

g. Emergency Access: Security measures shall be designed to ensure emergency access in compliance the California Fire Code and Ukiah Valley Fire Authority standards.

- **The businesses at 902 Waugh Lane have engaged Deep Valley Security. The emergency access plan complies and has been provided as part of our Use Permit application.**

h. Emergency Contact: A cannabis-related business shall provide the Chief of Police with the name, email address, phone number and facsimile number of an on-site community relations staff person to whom one can provide notice if there are operating problems associated with the business. The business shall make every good faith effort to encourage neighborhood residents to call this person to try to solve operating problems, if any, before any calls or complaints are made to the City.

- **When the businesses at 902 Waugh Lane commence operations, they will notify neighbors of their opening, and provide the community relations contact information. The information will also be provided to the Chief of Police.**

6. Signage and Notices:

a. Address identification shall comply with illuminated address signs requirements.

b. Business identification signage shall be limited to that needed for identification only, consisting of a single window sign or wall sign that shall comply with section 3227 of this code and any other City Code provisions regulating signage.

- **The businesses at 902 Waugh Lane acknowledge and agree to comply with signage rules.**

7. Employee Records: Each owner or operator of a cannabis-related business shall maintain a current register of the names of all volunteers and employees currently working at or employed by the cannabis-related business, and shall disclose such registration for

inspection by any City officer or official for purposes of determining compliance with the requirements of this article.

- **The businesses at 902 Waugh Lane acknowledge and agree to comply with the employee record keeping and disclosure rules.**

8. Compliance with Other Requirements: The operator shall comply with all applicable provisions of local, State or Federal laws, regulations or orders, as well as any condition imposed on any permits issued pursuant to applicable laws, regulations or orders.

- **The businesses at 902 Waugh Lane acknowledge and agree to comply all applicable laws and any regulations, orders, or conditions placed on the businesses.**

9. Confidentiality: The information provided for purposes of this section shall be maintained by the City as confidential information, and shall not be disclosed as public records unless pursuant to subpoena issued by a court of competent jurisdiction or otherwise compelled by court order or the California Public Records Act.

10. Display of Permit: Every cannabis-related business shall display at all times during business hours the use permit issued pursuant to the provisions of this chapter for such business in a conspicuous place so that the same may be readily seen by all persons entering the business.

- **The businesses at 902 Waugh Lane acknowledge and agree to clearly display all permits.**

11. Inspections: During normal business hours, cannabis-related businesses permitted under this chapter shall provide access for administrative inspections by City officials or officers or consultants hired by the City to verify compliance with this article. Any cannabis-related business's refusal to comply with this section shall be deemed a violation of this article.

- **The businesses at 902 Waugh Lane acknowledge and agree to allow inspections.**

12. Notification of Theft, Loss, and Criminal Activity: Cannabis-related businesses shall comply with the California Code of Regulations, Title 16, Section 5036, or as may be amended, by notifying the applicable State authorities and the Ukiah Police Department within twenty-four (24) hours of discovery of any of the following situations:

- a. A significant discrepancy in the business's inventory.
- b. The operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity pertaining to the operations of the business.
- c. The operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity by an agent or employee of the business pertaining to the operations of the business.

d. The operator becomes aware of or has reason to suspect the loss or unauthorized alteration of records related to cannabis goods, customers or clients, or the business's employees or agents.

e. The operator becomes aware of or has reason to suspect any other breach of security.

The notification shall be in writing and include the date and time of occurrence of the theft, loss, or criminal activity and a description of the incident including, where applicable, the item(s) that were taken or lost.

- **The businesses at 902 Waugh Lane acknowledge and agree to provide both the Ukiah PD and applicable State authorities with any information related to any theft, diversion, or other criminal activity suspected to be occurring within the businesses.**

APPLICABLE OPERATING REQUIREMENTS FOR RETAIL DELIVERY

From Chapter 8 in Division 6 of the Ukiah City Code:

§5708 OPERATING REQUIREMENTS

Dispensary operations shall be established and managed only in compliance with the following standards:

A. Criminal History: Any applicant, his or her agent or employees, volunteer workers, or any person exercising managerial authority of a dispensary on behalf of the applicant shall not have been convicted of any of the felony offenses enumerated in Business and Professions Code section 26057(b)(4), or of a felony or misdemeanor involving moral turpitude, or on probation for a drug offense, or engaged in misconduct related to the qualifications, functions or duties of a permittee. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted. In addition, notwithstanding the above, a prior conviction, where the sentence, including any term of probation, incarceration, or supervised release, is completed, for possession of, possession for sale, sale, manufacture, transportation, or cultivation of cannabis or cannabinoid preparations, is not considered related to the qualifications, functions, or duties of a permittee, and shall not be the sole ground for denial of an application.

B. Minors:

1. It is unlawful for any permittee, operator, or other person in charge of any dispensary to employ any person who is not at least twenty-one (21) years of age.
- **The delivery business at 902 Waugh Lane will verify the identity of each employee to ensure they are of age and have the legal right to work. Additionally, we will complete criminal background checks on each employee before they begin work for us.**
2. Persons under the age of eighteen (18) shall not be allowed on the premises of a dispensary unless they are a qualified patient or a primary caregiver, they are in the presence of their parent or guardian, and the dispensary in question dispenses cannabis for medical use.
3. The entrance to a dispensary shall be clearly and legibly posted with a notice indicating that persons under the age of eighteen (18) are precluded from entering the premises unless they are a qualified patient or a primary caregiver, and they are in the presence of their parent or guardian. For a dispensary that serves only adult use patrons, the entrance shall be clearly and legibly posted with a notice indicating that persons under the age of twenty-one (21) are precluded from entering the premises.
4. The burden of proof is on the dispensary personnel to establish compliance with this subsection B by clear and convincing evidence.

- **The retail delivery business at 902 Waugh Lane will verify the identity and age of the person ordering before releasing their order.**

C. Dispensary Access:

1. The entrance into the dispensary building shall be locked at all times with entry strictly controlled; e.g., a buzz-in electronic/mechanical entry system with a vestibule is highly encouraged. A viewer shall be installed in the door that allows maximum angle of view of the exterior entrance.
2. Dispensary personnel shall monitor site activity, control loitering and site access.
3. Only dispensary staff, primary caregivers, qualified patients and persons with bona fide purposes for visiting the site shall be allowed on the premises at a dispensary that provides medical cannabis only. For dispensaries serving adult use patrons, only dispensary staff, persons the age of twenty-one (21) and over, and persons with bona fide purposes for visiting the site shall be allowed on the premises.
4. Potential patients or caregivers shall not visit a medical cannabis dispensary without first having obtained a valid written recommendation from their physician recommending use of medical cannabis.
5. Only a primary caregiver and qualified patient or persons the age of twenty-one (21) and over shall be in the designated dispensing area with dispensary personnel. All other authorized visitors shall remain in the designated waiting area in the front entrance/lobby.
6. Restrooms shall remain locked and under the control of management.

- **The retail business at 902 Waugh Lane is delivery only and the building will not be open to the public. It will be open only to staff and for receiving vendors.**

D. Dispensing Operations:

1. The dispensary may dispense no more dried medical cannabis or plants or cannabis products per qualified patient or caregiver than permitted in strict accordance with California Health and Safety Code section 11362.77 and any other applicable State law, and as amended, and may sell cannabis or cannabis products for adult use to an individual only in an amount consistent with personal possession and use limits allowed by the State.
2. A dispensary selling medical cannabis shall only dispense medical cannabis to qualified patients or caregivers with:
 - a. A currently valid physician's approval or recommendation in compliance with the criteria in California Health and Safety Code Division 10, Chapter 6, Article 2.5 and as it may be amended, and valid official identification, such as a Department of Motor Vehicles driver's license or State identification card; or

b. A currently valid California Medical Marijuana Identification Card or a Patient ID Center Identification Card.

3. For qualified patients or caregivers without a California Medical Marijuana Identification Card or a Patient ID Center Identification Card, prior to dispensing medical cannabis, the dispensary shall obtain verbal, online, or signed verification from the recommending physician's office personnel that the individual requesting medical cannabis is a qualified patient.

4. A dispensary shall not have a physician on site to evaluate patients and provide a recommendation for medical cannabis.

5. For cannabis retailers dispensing medical cannabis, patient records shall be maintained and verified as needed, and at least annually verified with the qualifying patient's medical doctor or doctor of osteopathy unless the patient has provided a California Medical Marijuana Identification Card or a Patient ID Center Identification Card.

- **The retail delivery business at 902 Waugh Lane will comply with all above regulations regarding the handling of medical cannabis sales and record keeping. There will not be a physician on site. Again, we will not have public access as we are delivery only.**

6. Information on prior year's operations shall be provided annually, as required in this chapter. The operator shall adjust the operations as necessary to address issues.

- **The retail delivery business at 902 Waugh Lane will produce the required annual report.**

E. Hours of Operation: Hours of operation are limited to nine o'clock (9:00) A.M. to nine o'clock (9:00) P.M., seven (7) days a week.

- **The retail delivery business at 902 Waugh Lane will limit operations to these hours.**

F. Consumption Restrictions:

1. Cannabis shall not be consumed on the premises of the dispensary. The term "premises" includes the actual building, as well as any accessory structures, parking areas, or other surroundings within two hundred feet (200') of the dispensary's entrance.

2. Dispensary operations shall not result in illegal redistribution of cannabis obtained from the dispensary, or use in any manner that violates local, State or City codes.

3. No person may consume cannabis, by smoking or vaporization, in any public places. Public places shall include, but are not limited to, City owned parks and/or City sponsored events where designated as nonsmoking areas by resolution of the City Council, streets, sidewalks, alleys, highways, public parking lots as defined in section 6000 of this code and as amended, enclosed places and places of employment as defined in sections 4503 and 4505 of this code and as amended, and any other property owned or leased by the City, or

in which the City holds a right-of-way easement, and which is open to members of the general public, except while actively passing through on the way to another destination. Nothing in this section is intended, nor shall it be construed, to be inconsistent with the California Indoor Clean Air Act of 1976, Health and Safety Code section 118875 et seq. and as amended.

- **The retail delivery business at 902 Waugh Lane will not allow cannabis use within 200 feet of the premises by employees. Customers will not be within 200 feet and will therefore not be a concern for this matter.**

G. Retail Sales and Cultivation:

1. No cannabis shall be cultivated on the premises of the dispensary, except in compliance with this chapter and with sections 6093 and 9254 of this code and applicable State laws and regulations.

a. Except for immature nursery stock marijuana plants, or clones, that are not intended to be raised to maturity by the dispensary but instead sold to qualified patients and patrons, marijuana plants grown by the dispensary shall only be utilized for production of processed marijuana to dispense to patients or sell in legal quantities to eligible adult use patrons.

b. A security plan for the growing area shall be submitted to the Ukiah Police Chief for review and approval. Such plan shall include: security alarms and surveillance systems; physical measures to prevent access to the area by anyone other than dispensary staff; and physical measures to prevent vehicle penetration of the growing area.

c. The cultivation area shall include a one-hour firewall assembly and shall not create excessive humidity or mold conditions. The cultivation area shall have an air treatment system that prevents odors generated from the cultivation of marijuana on the dispensary property from being detected by any reasonable person of normal sensitivity outside the dispensary property, as set forth in subsection H4 of this section. The cannabis cultivation area shall be in compliance with the current, adopted edition of the California Building Code as regards natural ventilation or mechanical ventilation.

d. Cultivation facilities are strongly encouraged to utilize the most water-efficient and environmentally responsible cultivation practices available. The City reserves the right to require annual reports on cultivation facility practices, including but not limited to cultivation mediums and water use methods.

e. The cultivation use shall comply with applicable stormwater, wastewater, and Building Code requirements and any applicable State or Federal law, including the Clean Water Act, 33 USC section 1251 et seq.

- **The business at 902 Waugh Lane do not include any form of cannabis cultivation.**

2. With the approval of the Planning Commission, a dispensary may conduct or engage in the commercial sale of specific products, goods or services in addition to the provision of cannabis and other items permitted by these regulations on terms and conditions consistent with this chapter and applicable law.
 3. Up to one hundred fifty (150) square feet of the total square footage of the dispensary may be utilized for display and sales of devices necessary for administering cannabis, including but not limited to rolling papers and related materials and devices, pipes, water pipes, and vaporizers.
 4. Retail sales of cannabis that violate California law or this chapter are expressly prohibited.
 5. A dispensary shall meet all the operating criteria for the sale of cannabis as is required pursuant to applicable State laws and regulations.
- **The retail delivery business at 902 Waugh Lane will operate in full compliance with State laws and regulations.**
- H. Operating Plans:
1. Floor Plan: A dispensary shall have a lobby waiting area at the entrance to receive clients, and a separate and secure designated area for dispensing cannabis to qualified patients or designated caregivers or to eligible adult use patrons. The primary entrance shall be located and maintained clear of barriers, landscaping and similar obstructions so that it is clearly visible from public streets, sidewalks or site driveways.
- **The retail delivery business at 902 Waugh Lane will not have a waiting area, or a public access entrance. The only entrance is a locked door behind a locked gate.**
2. Storage: A dispensary shall have suitable locked storage on premises, identified and approved as a part of the security plan, for after-hours storage of cannabis.
- **The retail delivery business at 902 Waugh Lane will have secure locked storage for all of its cannabis products.**
3. Minimum Staffing Levels: The premises shall be staffed with at least one person during hours of operation who shall not be responsible for dispensing cannabis.
- **The retail delivery business at 902 Waugh Lane will always have one person operating the back office, in addition to any delivery drivers (who are “dispensing cannabis”).**
4. Odors Control: The dispensary shall have an air treatment system that prevents odors generated from the storage and cultivation of cannabis on the dispensary property from being detected by any reasonable person of normal sensitivity outside the dispensary

property. To achieve this, both the storage and cultivation areas shall be, at minimum, mechanically ventilated with a carbon filter or superior method.

- **The retail delivery business at 902 Waugh Lane will use carbon scrubbers.**

5. Security Plans: A dispensary shall provide adequate security on the premises, as approved by the Chief of Police and reviewed by the Planning Commission, including lighting and a premises and panic alarm system monitored by a licensed operator, to ensure the safety of persons and to protect the premises from theft.

- **The retail business at 902 Waugh Lane has engaged Deep Valley Security. The security plan complies and has been provided as part of our Use Permit application.**

6. Security Cameras: Security surveillance cameras shall be installed to monitor the main entrance and exterior of the premises to discourage loitering, crime, illegal or nuisance activities. The security surveillance system shall comply with current State standards for digital video surveillance systems to be installed on the premises of licensed cannabis businesses, currently codified in the Cal. Code of Regulations title 16, section 5044, and as may be amended.

- **The retail business at 902 Waugh Lane has engaged Deep Valley Security. The security camera plan complies and has been provided as part of our Use Permit application.**

7. Security Video Retention: Security video shall be maintained for ninety (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.

- **The retail business at 902 Waugh Lane has engaged Deep Valley Security. The video retention plan complies and has been provided as part of our Use Permit application.**

8. Alarm System: Professionally monitored premises and panic alarm system shall be installed and maintained in good working condition.

- **The retail business at 902 Waugh Lane has engaged Deep Valley Security. The alarm system plan complies and has been provided as part of our Use Permit application.**

9. Emergency Contact: A dispensary shall provide the Chief of Police with the name, e-mail address, phone number and facsimile number of an on-site community relations staff person to whom one can provide notice if there are operating problems associated with the dispensary. The dispensary shall make every good faith effort to encourage neighborhood residents to call this person to try to solve operating problems, if any, before any calls or complaints are made to the City.

- **When the retail delivery business at 902 Waugh Lane commences operations, it will notify neighbors of their opening, and provide the community relations contact information. The information will also be provided to the Chief of Police.**

I. Signage and Notices:

1. A notice shall be clearly and legibly posted in the dispensary indicating that smoking, ingesting or consuming cannabis on the premises or in the vicinity of the dispensary is prohibited. The notice shall be posted in both English and Spanish.
 2. Signs on the premises shall not obstruct the entrance or windows.
 3. Address identification shall comply with illuminated address signs requirements.
 4. Business identification signage shall be limited to that needed for identification only, consisting of a single window sign or wall sign that shall comply with section 3227 of this code and any other City Code provisions regulating signage.
- **The retail delivery businesses at 902 Waugh Lane acknowledges and agrees to comply with all four signage rules above.**

J. Employee Records: Each owner or operator of a dispensary shall maintain a current register of the names of all volunteers and employees currently working at or employed by the dispensary, and shall disclose such registration for inspection by any City officer or official for purposes of determining compliance with the requirements of this chapter.

- **The retail business at 902 Waugh Lane acknowledges and agrees to comply with the employee record keeping and disclosure rules.**

K. Patient Records: Information identifying the names of patients, their medical conditions, or the names of their primary caregivers is confidential and such disclosure is prohibited pursuant to the Federal Health Insurance Portability and Accountability Act of 1996 (42 USC section 1320d et seq.) and the Confidentiality of Medical Information Act (California Civil Code section 56 et seq.). In order to protect patient confidentiality, the dispensary shall maintain records of all qualified patients with a valid identification card and primary caregivers with a valid identification card using only the identification card number issued by the State, or its agent, pursuant to California Health and Safety Code section 11362.7 et seq. Such records may be maintained on or off site, and shall be made available for inspection by any City official authorized to enforce this chapter for purposes of determining compliance with the requirements of this chapter.

- **The retail delivery business at 902 Waugh Lane will comply with all above regulations regarding the handling of medical cannabis patient records.**

L. Staff Training: Dispensary staff shall receive appropriate training for their intended duties to ensure understanding of rules and procedures regarding dispensing in compliance with State and local law, and the dispensary shall employ properly trained or use professionally hired

security personnel in accordance with the conditions of its permit. All security personnel hired or contracted for by the dispensary shall comply with Business and Professions Code Division 3, Chapters 11.4 and 11.5, or as may be amended.

- **The retail delivery business at 902 Waugh Lane will provide adequate training to its employees to ensure they understand the rules for dispensing cannabis.**

M. Site Management:

1. The operator of the establishment shall take all reasonable steps to discourage and correct objectionable conditions that constitute a nuisance in parking areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours if directly related to the patrons of the subject dispensary.

a. "Reasonable steps" shall include calling the police in a timely manner; and requesting those engaging in objectionable activities to cease those activities, unless personal safety would be threatened in making the request.

b. "Nuisance" includes, but is not limited to, disturbances of peace, open public consumption of marijuana or alcohol, excessive pedestrian or vehicular traffic, illegal drug activity, harassment of passersby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct or excessive police detentions and arrests.

2. The operator shall take all reasonable steps to reduce loitering in public areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours.

3. The operator shall provide dispensary patients and patrons with a list of the rules and regulations governing cannabis use and consumption within the City and recommendations on sensible cannabis etiquette.

- **The retail delivery business at 902 Waugh Lane will take reasonable steps to curb any nuisances that may arise from this business. However, retail customers will not have access to this business and therefore we do not expect many problems with our patrons.**

N. Compliance with Other Requirements: The operator shall comply with all applicable provisions of local, State or Federal laws, regulations or orders, as well as any condition imposed on any permits issued pursuant to applicable laws, regulations or orders.

- **The retail delivery business at 902 Waugh Lane acknowledges and agrees to comply all applicable laws and any regulations, orders, or conditions placed on the businesses.**

O. Confidentiality: The information provided for purposes of this section shall be maintained by the City as confidential information, and shall not be disclosed as public records unless pursuant to subpoena issued by a court of competent jurisdiction or otherwise compelled by court order.

P. Display of Permit: Every dispensary shall display at all times during business hours the permit issued pursuant to the provisions of this chapter for such dispensary in a conspicuous place so that the same may be readily seen by all persons entering the dispensary.

- **The retail delivery at 902 Waugh Lane acknowledges and agrees to display all permits.**

Q. Reporting and Payment of Fees: Each permittee shall file an annual statement with the Planning Department: (1) indicating the number of patients served by the dispensary within the previous calendar year, if applicable, (2) the continuing accuracy of the information in the prior year's dispensary use permit application, (3) documenting any changes or additions to that information as of the date for renewal of the permit, any citizen complaints, City Code violations, and calls for law enforcement during the prior year, the applicant's compliance with applicable City and State law governing the operation of dispensaries, and (4) including any additional information the Planning Department deems necessary to administer this chapter, and pay all annual permit fees.

- **The retail delivery at 902 Waugh Lane acknowledges and agrees to complete its annual report and pay all fees each year.**

R. Alcoholic Beverages: No dispensary shall hold or maintain a license from the State Division of Alcoholic Beverage Control for the sale of alcoholic beverages, or operate a business on the premises that sells alcoholic beverages. No alcoholic beverages shall be allowed or consumed on the premises.

- **No alcoholic beverages will be sold, allowed, or consumed at 902 Waugh Lane.**

S. Inspections: During normal business hours, dispensaries permitted under this chapter shall provide access for administrative inspections by City officials or officers or consultants hired by the City to verify compliance with this chapter. Any dispensary's refusal to comply with this section shall be deemed a violation of this chapter.

- **The businesses at 902 Waugh Lane acknowledge and agree to allow inspections.**

T. Notification of Theft, Loss, and Criminal Activity: Cannabis retailer businesses shall comply with the California Code of Regulations title 16, section 5036, or as may be amended, by notifying the applicable State authorities and the Ukiah Police Department within twenty-four (24) hours of discovery of any of the following situations:

1. A significant discrepancy in the retailer's inventory.
2. The operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity pertaining to the operations of the retailer.

3. The operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity by an agent or employee of the retailer pertaining to the operations of the retailer.

4. The operator becomes aware of or has reason to suspect the loss or unauthorized alteration of records related to cannabis goods, patrons, or the retailer's employees or agents.

5. The operator becomes aware of or has reason to suspect any other breach of security.

The notification shall be in writing and include the date and time of occurrence of the theft, loss, or criminal activity and a description of the incident including, where applicable, the item(s) that were taken or lost.

- **The retail delivery business at 902 Waugh Lane acknowledges and agrees to provide both the Ukiah PD and applicable State authorities with any information related to any theft, diversion, or other criminal activity suspected to be occurring within the businesses**

Security Plan

Outline of measures to ensure safety of persons and protection of the premises from theft, including: installation of security cameras, alarm system monitored by a licensed operator, and security assessment of site by a qualified professional. Plan should include a description of:

- *Alarm System: description and locations of alarms, professionally monitored, maintained and in working condition. (5708 H 8)*
- *Panic alarm system monitored by a licensed operator. (5708 H 5)*
- *Surveillance system(s) & cameras: description & locations installed to monitor main entrance and exterior. (5708 H 6)*
- *Security Video Retention: maintained for ninety (90) days. (5708 H 7)*
- *Locked storage on premises for after-hours storage of medical marijuana. (5708 H 2)*
- *Emergency Contact information provided (5708 H 9)*

To ensure the safety and security of all employees, product, and the neighboring community, we worked with Deep Valley Security to conduct an assessment of the facility and develop a comprehensive security plan.

The security plan includes four major security systems:

1. Burglary Alarm System
2. Camera System
3. Access Control System
4. Fire Alarm System

Burglary Alarm System

The Burglary alarm system is a comprehensive alarm system covering all entrances and windows around the building. Contacts will be installed and connected to the central alarm system to alert security personnel in the event a door or window is opened or in any way tampered with such that it can't close properly. The alarm system is also connected to the Ukiah Police Department to notify law enforcement of any break in. The system includes:

- Wireless transmitters for doors, windows and rollup door sensors
- Contact sensors for doors, windows and rollup doors
- Keypads at exterior entrances
- Motion Sensors
- Sirens
- Control Panel

The Burglary alarm system will also include Total Connect Services, which allows remote use of the alarm system for the business owners to monitor from home as needed.

Camera System

The Camera System provides detailed and comprehensive visual security around the exterior, parking area, and interior of the building. The cameras are 4 megapixel resolution and the 64 channel NVR recorder will house 60 terabytes of hard drive storage, in order to maintain 90 days of security footage from the 10 exterior and 22 interior cameras. The NVR recorder will also be equipped for remote viewing, to allow the business owners to access the footage as needed.

The cameras are strategically placed around all sides of the building and parking area to eliminate any blind spots and provide full visibility of the exterior of the premises. The interior cameras are placed to monitor all license activities in order to deter theft or diversion of cannabis.

The centralized monitor in the security room provides flexibility and visibility to the security guards to monitor any unusual behavior and respond as needed.

Access Control System

There are three distinct functions and licenses inside the building: Processing, Distribution and Retail Delivery. In addition to protecting the exterior doors through Keycard Access Control, we are also installing keycard access control panels at the interior doors to protect each license and manage access of that different employees have to each facility.

All staff will be issued HID keycards with certain authorizations for them to access the appropriate rooms for their work. Only authorized staff will be allowed to access the different licenses. Security personnel will have access to all doors in order to respond to any security issues that may arise.

Fire Alarm System

The building is equipped with a fire suppression/ sprinkler system. As required, we will be installing a fire alarm system that monitors and alerts our security and the fire department of any activation of the fire sprinklers. There will also be a keypad installed at the exterior of the building that allows the fire department access to the building without security needed.

Accessibility Evaluation

Written evaluation of accessibility to and within the building, and identification of planned accessibility improvements.

The three businesses – Processing, Distribution, and Delivery-Only Retail, are all located on the first floor of the building at 902 Waugh Lane. All support functions for the businesses – security office, employee breakroom and kitchen, and bathrooms – are located on the first floor of the building. There are no stairs required to access these rooms.

There are several planned accessibility improvements to the building and parking area, including:

1. Remodel first floor bathrooms to bring into ADA compliance
2. Install ADA parking spot with marked path of travel to the entrance
3. Install ADA hardware on all exterior gates
4. Install lever hardware on all interior doors

These improvements will create a fully accessible work environment for all staff and authorized visitors of the building.

GENERAL NOTES

1

REGULATORY AGENCIES

ALL WORK SHALL CONFORM TO THE MOST CURRENT APPLICABLE CALIFORNIA CODE OF REGULATIONS (TITLE 24) PART 51-12, INCLUDING BUT NOT LIMITED TO: CALIFORNIA ADMINISTRATIVE CODE, 2019 CALIFORNIA BUILDING CODE, 2019 CALIFORNIA ELECTRICAL CODE, 2019 CALIFORNIA MECHANICAL CODE, 2019 CALIFORNIA PLUMBING CODE, 2019 CALIFORNIA ENERGY CODE, BUILDING CODE, 2019 CALIFORNIA FIRE PREVENTION AND SAFETY STANDARDS CODE, 2019 CALIFORNIA REFERENCED STANDARDS CODE & THE 2019 CALIFORNIA FIRE CODE.

SEPARATE DRAWINGS, CALCULATIONS AND SUBMITTAL MATERIALS SHALL BE PROVIDED FOR REVIEW AND APPROVAL OF SIGNAGE.

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR, AS HOLDER OF PERMITS TO NOTIFY THE BUILDING OFFICIAL WHEN WORK IS READY FOR INSPECTION. INSPECTION REQUESTS SHALL BE IN ACCORDANCE WITH REGULATORY AGENCIES' REQUIREMENTS. INSPECTORS SHALL HAVE COMPLETE ACCESS TO ALL WORK.

A RECORD OF INSPECTIONS SHALL BE MAINTAINED ON THE JOB SITE IN ACCORDANCE WITH REGULATORY AGENCY REQUIREMENTS.

APPROVED PLANS SHALL BE KEPT IN A PLAN BOX AND SHALL NOT BE USED BY ANY WORKMEN. ALL CONSTRUCTION SETS SHALL REFLECT THE SAME INFORMATION. THE CONTRACTOR SHALL ALSO MAINTAIN IN GOOD CONDITION, ONE COMPLETE SET OF PLANS WITH ALL REVISIONS, ADDENDA, AND CHANGE ORDERS, ON THE PREMISES AT ALL TIMES WHICH ARE TO BE UNDER THE CARE OF THE JOB SUPERINTENDENT. A REPRODUCIBLE AS-BUILT SET SHALL BE PROVIDED TO THE OWNER WHEN COMPLETE.

PREPARATION FOR CONSTRUCTION

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO COMPLETELY FAMILIARIZE HIMSELF/HERSELF WITH THESE DRAWINGS AND THE SITE CONDITIONS, AND TO VERIFY ALL DETAILS WITH THE OWNER PRIOR TO THE START OF CONSTRUCTION.

DO NOT SCALE DRAWINGS.

DIMENSIONS ARE TO FACE LINE OF STUD (P.O.S.) UNLESS OTHERWISE NOTED. WHERE REQUIRED, MINIMUM CLEAR DIMENSIONS HAVE BEEN NOTED. SEE COVER SHEET FOR GRAPHIC EXPLANATION.

ANY DISCREPANCY OR ERROR IN DRAWINGS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND THE OWNER PRIOR TO THE COMMENCEMENT OF WORK.

THE DRAWINGS DO NOT ILLUSTRATE EVERY CONDITION. THE DRAWINGS INDICATE LOCATIONS, DIMENSIONS, AND TYPICAL DETAILS OF CONSTRUCTION. WORK NOT EXPRESSLY DETAILED SHALL BE OF CONSTRUCTION SIMILAR TO PARTS THAT ARE DETAILED.

THE CONTRACT DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE. UNLESS OTHERWISE SHOWN, THEY DO NOT INDICATE THE METHOD OF CONSTRUCTION. THE GENERAL CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND HE/SHE SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES. OBSERVATION VISITS TO THE SITE BY FIELD REPRESENTATIVES OF THE ARCHITECT AND HIS CONSULTANTS DO NOT INCLUDE INSPECTION OF THE PROTECTIVE MEASURES OR THE PROCEDURES FOR SUCH METHODS OF CONSTRUCTION. ANY SUPPORT SERVICES PROVIDED BY THE ARCHITECT AND HIS CONSULTANTS DURING CONSTRUCTION SHALL BE DISTINGUISHED FROM CONTINUOUS AND DETAILED INSPECTION SERVICES WHICH ARE FURNISHED BY OTHERS. THESE SUPPORT SERVICES, WHICH ARE FURNISHED BY THE ARCHITECT AND HIS CONSULTANTS, WHETHER OF MATERIAL OR WORK AND WHETHER PERFORMED PRIOR TO, DURING, OR AFTER COMPLETION OF CONSTRUCTION, ARE PERFORMED SOLELY FOR THE PURPOSE OF ASSISTING IN QUALITY CONTROL AND IN ACHIEVING CONFORMANCE WITH CONTRACT DRAWINGS AND SPECIFICATIONS, BUT THEY DO NOT GUARANTEE CONTRACTOR'S PERFORMANCE AND SHALL NOT BE CONSTRUED AS SUPERVISION OF CONSTRUCTION.

THE ARCHITECT AND OWNER WILL NOT BE RESPONSIBLE FOR AMBIGUITIES AND OMISSIONS NOT BROUGHT TO THEIR ATTENTION.

BY SUBMITTING A BID, THE BIDDER AGREES AND WARRANTS THAT HE/SHE HAS EXAMINED THE DRAWINGS AND FOUND THAT THEY ARE ADEQUATE FOR COMPLETION OF THE PROJECT.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING FIELD MEASUREMENTS BEFORE ORDERING MATERIALS AND PREFABRICATED ITEMS, ANY NECESSARY ADJUSTMENTS BETWEEN FIELD MEASUREMENTS AND DRAWINGS SHALL BE MADE IN ACCORDANCE WITH THE DECISION OF THE ARCHITECT AND/OR OWNER.

CONTRACTOR'S SCOPE OF WORK: ALL LABOR, MATERIALS, FABRICATION, EQUIPMENT, APPLIANCES, APPURTENANCES, TRANSPORTATION AND SERVICES REQUIRED FOR CONSTRUCTION, ERECTION, AND INSTALLATION OF ALL OF THE VARIOUS WORK INDICATED ON THE DRAWINGS AND/OR SPECIFIED UNDER EACH OF THE REGULATION SECTIONS; ANY SITE DEMOLITION AND REMOVAL OF ANY MATERIAL, RUBBISH, OR DEBRIS ABOVE OR BELOW GRADE; ALL EARTHWORK AND FOUNDATION WORK.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING THE WORK IN ACCORDANCE WITH THE PROPERTY LINES AND ELEVATIONS PER THE SURVEY DRAWING AND GRADING/DRAINAGE PLAN.

CONTRACTOR TO COORDINATE ALL PLUMBING, GAS, ELECTRICAL, SPRINKLER, AND HVAC SYSTEMS FOR COMPATIBILITY WITH THE PROPOSED DESIGN PRIOR TO COMMENCEMENT OF CONSTRUCTION.

CONTRACTOR TO VERIFY ALL ELECTRICAL, PLUMBING, AND HVAC REQUIREMENTS FOR EXISTING OR SPECIFIED EQUIPMENT PRIOR TO CONSTRUCTION. ADDITIONALLY, CONTRACTOR SHALL CONFIRM EQUIPMENT LIST WITH THE ARCHITECT BEFORE COMMENCEMENT OF WORK.

ROFF + ASSOCIATES, INC. SHALL HAVE NO RESPONSIBILITY FOR THE DISCOVERY, HANDLING, PRESENCE, DISPOSAL, REMOVAL OF, OR EXPOSURE OF PERSONS TO HAZARDOUS MATERIALS IN ANY FORM AT THE PROJECT SITE, INCLUDING BUT NOT LIMITED TO ASBESTOS, ASBESTOS PRODUCTS, POLYCHLORINATED BIPHENYL (PCB) OR OTHER TOXIC SUBSTANCES. SUCH WORK, IF REQUIRED, SHALL BE COMPLETED UNDER SEPARATE CONTRACT.

ARCHITECTURAL

- T1.1 PROJECT TITLE SHEET
- T1.2 CONSTRUCTION WASTE MANAGEMENT PLAN
- T1.3 WASTE MANAGEMENT PLAN
- T1.4 CAL-GREEN NON RESIDENTIAL
- A0.1 SITE PLAN
- A2.0 EXISTING FLOOR PLAN
- A2.1 PROPOSED FLOOR PLAN
- A2.2 OFFICE FLOOR PLAN
- A3.0 ELEVATIONS 1
- A3.1 ELEVATIONS 2
- A4 OFFICE AREA SECTION VIEW
- A5 SHARED AREA DIAGRAM
- SEC1 LOWER FLOOR SECURITY PLAN
- FI.1 FIRE EXIT PLAN
- SEC2/FI.2 UPPER FLOOR SECURITY & UPPER FLOOR FIRE EXIT PLAN
- E.1 FIRST FLOOR POWER, LIGHTING & PANEL SCHEDULE
- E2/P2 FIRST & SECOND FLOOR OFFICE POWER, LIGHTING & PLUMBING PLANS
- E.3 LOAD CALCULATIONS, PANEL SCHEDULE & LINE DIAGRAM C-B
- IHVAC MECHANICAL PLAN
- 2HVAC SCHEDULES & SPEC SHEETS
- ADA1, ADA2, ADA3 & ADA4
- EC1 THRU EC4 TITLE-24 ENERGY COMPLIANCE
- S1 THRU S5 STRUCTURAL SHEETS

GENERAL NOTES

ALL ITEMS OF MILLWORK SHALL BE CAREFULLY ERECTED WITH TIGHT-FITTING JOINTS, CAREFULLY CUT AND SECURED. EXPOSED NAILS OR SCREWS SHALL BE SET IN PUTTY. BACK PRIME ALL MILLWORK BEFORE INSTALLATION AND PROTECT AGAINST DAMPNESS. MOLDS AND FACES SHALL BE CLEAN CUT AND TRUE. PATTERN. ALL WORK SHALL BE THOROUGHLY CLEANED AND SANDED TO RECEIVE THE FINISH. SHARP CORNERS OF SMALL MEMBERS OF FINISH WOODWORK SHALL BE SLIGHTLY ROUNDED.

3. ALL FRAMING SHALL BE INSTALLED CLOSELY FITTED, ACCURATELY SET IN PLACE TO THE REQUIRED LINES AND LEVELS, AND SHALL BE OF THE DIMENSIONS SHOWN ON DRAWINGS. DO NOT IMPAIR STRUCTURAL MEMBERS BY CUTTING OR DRILLING - CONSULT ARCHITECT.

4. ALL PROPRIETARY PRODUCTS NOTED ON THE DRAWINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND HAVE PRIOR APPROVAL FROM THE LOCAL GOVERNING AGENCIES.

5. THE ARCHITECT AND THE ENGINEER WILL MAKE PERIODIC VISITS TO THE JOB SITE TO OBSERVE THE PROGRESS OF THE WORK. THE ARCHITECT AND ENGINEER SHALL NOT HAVE CONTROL OR CHARGE OF, AND SHALL NOT BE RESPONSIBLE FOR, CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES, FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK, FOR ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS OR ANY PERSONS PERFORMING ANY OF THE WORK OR FOR FAILURE OF ANY OF THOSE PARTIES TO CARRY OUT THE WORK IN CONFORMANCE WITH CONTRACT DOCUMENTS.

6. CUTTING & PATCHING: AVOID DAMAGING ADJACENT EXISTING WORK. REPAIR OR REPLACE AT NO COST TO OWNER ANY DAMAGE CAUSED BY CONSTRUCTION.

7. TEMPORARY SHORING: STRUCTURALLY BRACE AND SUPPORT ALL MATERIALS REQUIRING THE SAME FOR THE WORK TO OCCUR SAFELY AND IN COMPLIANCE WITH JURISDICTIONAL REGULATIONS.

CHANGES TO WORK & SUBMITTALS

1. CHANGES OR MODIFICATIONS TO THE WORK DURING CONSTRUCTION SHALL BE RECORDED WITH THE APPROPRIATE REGULATORY AGENCIES, AND APPROVALS FROM SUCH AGENCIES SHALL BE OBTAINED PRIOR TO MAKING SUCH CHANGES. REGULATORY AGENCIES SHALL BE NOTIFIED BY THE CONTRACTOR OF ALL SUCH CONSTRUCTION CONTRACT CHANGES AFTER PERMITS ARE ISSUED.

2. THE ARCHITECT SHALL BE INFORMED, IN WRITING, OF ALL CHANGES OR SUBSTITUTIONS MADE TO THESE PLANS AND SPECIFICATIONS. THE ARCHITECT SHALL HAVE NO IMPLIED OR ASSUMED RESPONSIBILITY FOR CHANGES IMPLEMENTED WITHOUT THE ARCHITECT'S PRIOR APPROVAL.

3. SHOP DRAWINGS: SHOP DRAWINGS ARE AN AID FOR FIELD PLACEMENT AND ARE SUPERSEDED BY THE ARCHITECTURAL DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO MAKE CERTAIN THAT ALL CONSTRUCTION IS IN FULL AGREEMENT WITH THE LATEST ARCHITECTURAL DRAWINGS. THE CONTRACTOR SHALL SUPPLY THE ARCHITECT/ENGINEER WITH A MINIMUM OF TWO (2) COPIES OF CHECKED SHOP DRAWINGS BEARING THE CONTRACTOR'S STAMP OF APPROVAL AND SIGNATURE, A MINIMUM OF THREE (3) WEEKS PRIOR TO FABRICATION. THE REVIEW OF SHOP DRAWINGS AND SPECIFICATIONS BY THE ARCHITECT/ENGINEER ONLY FOR GENERAL COMPLIANCE WITH THE ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS AND SPECIFICATIONS. THIS REVIEW DOES NOT GUARANTEE IN ANY WAY THAT THE SHOP DRAWINGS ARE CORRECT, COMPLETE, NOR DOES IT INFER THAT THEY SUPERSEDE THE ARCHITECTURAL AND/OR STRUCTURAL DRAWINGS.

4. SUBSTITUTIONS: PROPRIETARY ARTICLES MAY BE SUBSTITUTED IF, IN THE OPINION OF THE ARCHITECT AND OWNER, THE MATERIAL OR ARTICLE IS EQUAL TO THAT SPECIFIED. REQUEST FOR SUBSTITUTIONS SHALL NOT DELAY WORK. CONTRACTOR SHALL COORDINATE ACCEPTED SUBSTITUTIONS WITHOUT ADDITIONAL COST TO OWNER. ALL SUBSTITUTIONS MUST HAVE WRITTEN PERMISSION. COLOR SAMPLES OF ALL MATERIALS THAT AFFECT THE AESTHETICS OF THE DESIGN MUST BE SUBMITTED, WHEN A MANUFACTURED PRODUCT IS NOT SPECIFIED. CONTRACTOR WILL UTILIZE THE HIGHEST QUALITY PRODUCT AVAILABLE ON THE MARKET IN THE MIDDLE PRICE RANGE. CONTRACTOR SHALL ON NO ACCOUNT USE LOWER-END PRODUCTS AT THE BOTTOM PRICE RANGE WHEN BETTER QUALITY PRODUCT IN THE MIDDLE PRICE RANGE EXISTS.

5. ONLY DRAWINGS, SPECIFICATIONS, ADDENDA AND CHANGE ORDERS BEARING APPROVAL OF OWNER SHALL BE USED IN THE EXECUTION OF WORK PERMITTED ON JOB SITE.

6. ADDENDA WILL BE ISSUED DURING BIDDING TO CLARIFY DRAWINGS (AND SPECIFICATIONS) AS REQUIRED. THESE WILL BECOME A PART OF THE CONTRACT - CONSULT ARCHITECT.

7. THERE SHALL BE NO DEVIATIONS WHATSOEVER FROM THE CONTRACT DOCUMENTS WITHOUT THE ARCHITECT'S WRITTEN APPROVAL THEREOF. THE CONTRACTOR AGREES TO DEFEND, INDEMNIFY AND HOLD THE ARCHITECT HARMLESS FROM ANY CLAIMS ARISING AS A RESULT OF UNAPPROVED CHANGES.

COMPLETION

1. ALL WORK SHALL BE CLEAN AND READY FOR USE UPON COMPLETION. EXPOSED AND SEMI-EXPOSED SURFACES BE DUSTED, MOPPED, WASHED, WIPED AND BUFFED AS NECESSARY TO LEAVE WORK IN A NEW, CLEAN, IMMEDIATE CONDITION.

2. CONTRACTOR IS RESPONSIBLE FOR PROVIDING OWNER(S) WITH RECORD CONSTRUCTION/AS-BUILT SET OF DRAWINGS AND ALL WARRANTIES FOR PRODUCTS USED AFTER COMPLETION OF PROJECT.

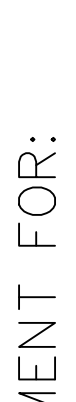
PROJECT LOCATION

SYMBOLS AND ABBREVIATIONS

ABBREVIATION TERM:					
& L	AND	F.F.L.	FINISH FLOOR	P.T.	PRESSURE TREATED
@	ANGLE	FIN.	FINISH	PTD.	PAINTED
A.B.	ANCHOR BOLTS	FLR.	FLOOR	PTN.	PARTITION
ABV.	ABOVE	FLOOR.	FLUORESCENT	R.	RISER
A.C.	AIR CONDITIONING	F.O.	FACE OF	R.D.	ROOF DRAIN
A.C.T.	ACOUSTICAL CEILING TILE	F.O.F.	FACE OF FINISH	REF.	REFRIGERATOR
		F.O.S.	FACE OF STUD	REG.	REGISTER
ACOUS.	ACOUSTIC	F.R.P.	FIBERGLASS REINFORCED PANEL	REQ.	REQUIRED
ADJ.	ADJUSTABLE OR ADJACENT	F.S.E.C.	FOOD SERVICE EQUIPMENT	RM.	ROOM
A.F.F.L.	ABOVE FINISHED FLOOR	CONTRACTOR		R.O.	ROUGH OPENING
AL.	ALUMINUM	FTG.	FOOTING	R.S.	ROUGH SAWN
ALT.	ALTERNATE	FT.	FOOT OR FEET	RWD.	REDWOOD
A.P.	ACCESS PANEL	GA.	GAUGE	R.W.L.	RAIN WATER LEADER
APPL.	APPLIANCE	GALV.	GALVANIZED	SCH.	SCHEDULE
APPROX.	APPROXIMATELY	G.F.R.C.	GLASS FIBER REINFORCED CONCRETE	SECT.	SECTION
ARCH.	ARCHITECT	G.B.	GRAB BAR	S.F.	SQUARE FEET
BD.	BOARD	G.C.	GENERAL	SH.	SHELF
BLDG.	BUILDING	GL.	GLASS	SHR.	SHOWER
BLKG.	BLOCKING	GND.	GROUND	SHTG.	SHEATHING
BM.	BEAM	G.S.M.	GALVANIZED SHEET METAL	SHT.	SHEET
B.N.	BOUNDARY NAILING	G.W.B.	GYPNUM WALL BOARD	SIM.	SIMILAR
BOT.	BOTTOM	GYP.	GYPNUM	SPEC.	SPECIFICATION
C.G.	CORNER GUARD	H.B.	HOSE BIBB	SQ.	SQUARE
C.J.	CONTROL JOINT	HDWD.	HARDWOOD	STD.	STANDARD
C.L.	CENTER LINE	HDWR	HARDWARE	STL.	STEEL
CLG.	CEILING	HGT.	HEIGHT	S.S.	STAINLESS STEEL
CLO.	CLOSET	HORIZ.	HORIZONTAL	S.S.D.	SEE STRUCTURAL DRAWINGS
CLR.	CLEAR	INSUL.	INSULATION	STOR.	STORAGE
C.M.U.	CONCRETE MASONRY UNIT	INT.	INTERIOR	STR.	STRUCTURE
CNTR.	COUNTER	JAN.	JANITOR	SUSP.	SUSPENDED
COL.	COLUMN	JT.	JOINT	S.W.	SHEAR WALL
CONC.	CONCRETE	K.E.C.	KITCHEN EQUIPMENT CONTRACTOR		
CONST.	CONSTRUCTION	KIT.	KITCHEN	T	TREAD
CONT.	CONTINUOUS	LAV.	LAVATORY	T.B.	TOWEL BAR
CPT.	CARPET	MAX.	MAXIMUM	T.B.D.	TO BE DETERMINED
CTR.	CENTER	MECH.	MECHANICAL	TEMP.	TEMPERED
CTSK.	COUNTERSINK	MIN.	MINIMUM	T.O.C.	TOP OF CURB
DBL.	DOUBLE	MISC.	MISCELLANEOUS	T&G	TONGUE AND GROOVE
D.K.F.	DRINKING FOUNTAIN	MTD.	MOUNTED	THK.	THICK
DIA.	DIAMETER	MTL.	METAL	T.N.	TOE NAIL
DIM.	DIMENSION	MTRL.	MATERIAL	T.O.B.	TOP OF BEAM
DISP.	DISPENSER	(N)	NEW	T.O.CONC.	TOP OF CONCRETE
DIST.	DISTANCE	N.I.C.	NOT IN CONTRACT	T.O.P.	TOP OF PAVEMENT
DN.	DOWN	NO.	NUMBER	T.O.PL.	TOP OF PLATE
D.F.	DOUGLAS FIR	NOM.	NOMINAL	T.O.W.	TOP OF WALL
DR.	DOOR	N.T.S.	NOT TO SCALE	TYP.	TYPICAL
DS	DOWNSPOUT	O/	OVER	U.N.O.	UNLESS NOTED OTHERWISE
DTL.	DETAIL	O.C.	ON CENTER		
DWG.	DRAWING	O.DR.	OVERFLOW DRAIN	VERT.	VERTICAL
(E)	EXISTING	OH.	OVERHEAD	V.I.F.	VERIFY IN FIELD
EA.	EACH	O.S.C.I.	OWNER SUPPLIED, CONTRACTOR INSTALLED	WT.	WEIGHT
ELEC.	ELECTRICAL			W/	WITH
ELEV.	ELEVATION	P.B.O.	PROVIDED BY OWNER	W.C.	WATER CLOSET
EMRGY	EMERGENCY	PEN	PERIMETER EDGE NAILING	WD.	WOOD
ENG.	ENGINEERED	PERP.	PERPENDICULAR	WDW.	WINDOW
E.P.	ELECTRICAL PANELBOARD	PL.	PLATE	W.H.	WATER HEATER
EQ.	EQUAL	PLYWD.	PLYWOOD	W/I	WITHIN
EQUIP.	EQUIPMENT	P.L.	PROPERTY LINE	W/O	WITHOUT
EXC.	EXCEPT	P.LAM.	PLASTIC LAMINATE	W.P.	WATER PROOF
EXT.	EXTERIOR	P.S.F.	POUNDS PER SQUARE FOOT	W.R.	WATER RESISTANT
F.B.O.	FURNISHED BY OTHERS			WSC.	WAINSCOT
F.D.	FLOOR DRAIN	P.S.I.	POUNDS PER SQUARE INCH		
FDN.	FOUNDATION				
F.F.	FINISH TO FINISH				

	DOOR NO.		DETAIL NO.
	WINDOW NO.		DETAIL REFERENCE SHEET NO.
	GENERAL CONSTRUCTION SHEET NOTES		DRAWING NO.
	WALL TYPE		ELEVATION REFERENCE SHEET NO.
	KEY NOTE		DRAWING NO.
	DATUM REFERENCE: ELEVATION, WORK OR CONTROL		SECTION REFERENCE SHEET NO.
	FINISH NOTE REFERENCE		
DIMENSIONS			
	F.O.S. OR MASONRY CENTERLINE		INTERIOR ELEV. NO.
	FACE OF FINISH (CLR./MINIMUM CLR.)		INT. ELEV. REFERENCE SHEET NO.
	ALIGN		
	ALIGN FINISH SURFACES		
	EXISTING CONSTRUCTION TO REMAIN		
	EXISTING TO BE REMOVED		
	NEW CONSTRUCTION		
	CHANGE IN FINISH FLOOR MATERIAL		

PROJECT TEAM																							
ARCHITECT RUFF + ASSOCIATES INC. ARCHITECTURE & PLANNING RICHARD P. RUFF ARCHITECT C-II736 100 WEST STANLEY ST., UKIAH, CA. 95482 707-472-0525 FAX 707-472-0527		HVAC DESIGNER NEXT GENERATION HEATING & COOLING MANNY LOPEZ C.N. # 1030709 707-488-0113 ml7223344@gmail.com																					
ELECTRICAL DESIGNER KERRENT ELECTRIC KERR JOHNSON kerrentelectric@yahoo.com 707-272-0847 LIC. # 818449		ENERGY COMPLIANCE SOL DATA SARAH PERNILUA 2227 CAPRICORN WAY SUITE 202 SANTA ROSA, CA 95407 sarah@soldata.com																					
SCOPE OF WORK																							
REMODEL AN EXISTING CABINET SHOP INTO A CANNABIS PROCESSING, PACKAGING, LABELING, DISTRIBUTION FACILITY WITH SUPPORTING OFFICES, BREAK ROOM, ADA REST ROOMS, ADA PARKING AND PATH OF TRAVEL.																							
PARCEL DATA △ 2																							
LOCATION: 902 WAUGH LANE UKIAH, CA 95482																							
APN: 003-090-38																							
ZONING: C-1, B-1 FLYZONE																							
LOT SIZE: 1 AC 43,500 SQ FT																							
BUILDING AREA: 12,086 S.F.																							
FIRE SPRINKLERS: FULLY SPRINKLED																							
CONSTRUCTION TYPE: VA △ 1																							
BUILDING: 2 STORY △ 2																							
PROPERTY LINE CONSTRUCTION: PROPOSED (ALLOWED)																							
NORTH SETBACK: 6'																							
SOUTH SETBACK: 20'																							
EAST SIDE SETBACK: 20'																							
WEST SIDE SETBACK: 7.5'																							
SITE SUPPORT DATA																							
FIRE DISTRICT UKIAH VALLEYFIRE																							
SEWER CITY OF UKIAH																							
WATER CITY OF UKIAH																							
GAS PG&E																							
ELECTRIC CITY OF UKIAH																							
Manual Fire Alarm Stations are provided for this project. Separate and deferred submittal is required for modifications to the existing fire alarm system.																							
NOT REQUIRED BUILDING IS FULLY SPRINKLED SECTION 503.1.1 EXCEPTION 1.1 △ 1																							
CODE ANALYSIS △ 2																							
CONSTRUCTION TYPE VA WITH FIRE SPRINKLERS SQUARE FOOTAGE 12,899SF																							
ALLOWABLE BUILDING HEIGHTS AND NUMBER OF STORIES																							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>GROUP</th><th>HEIGHTS</th><th>NUMBER OF STORIES</th><th>BUILDING AREA</th></tr></thead><tbody><tr><td>GROUP B</td><td>50'</td><td>4 (STORIES-S/VA)</td><td>72,000SF</td></tr><tr><td>GROUP F-1</td><td>50'</td><td>3 (STORIES-S/VA)</td><td>56,000SF △ 2</td></tr></tbody></table>				GROUP	HEIGHTS	NUMBER OF STORIES	BUILDING AREA	GROUP B	50'	4 (STORIES-S/VA)	72,000SF	GROUP F-1	50'	3 (STORIES-S/VA)	56,000SF △ 2								
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GROUP B	50'	4 (STORIES-S/VA)	72,000SF																				
GROUP F-1	50'	3 (STORIES-S/VA)	56,000SF △ 2																				
REQUIRED SEPARATION OF OCCUPANCIES (HOURS)																							
GROUP B, F-1 NONE																							
OCCUPANCY CLASSIFICATION △ 1																							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>GROUP</th><th>1605SF PER (OCCUP)</th><th>1,130SF/150</th><th>7.5</th></tr></thead><tbody><tr><td>GROUP B</td><td>1ST FLOOR 508SF</td><td></td><td></td></tr><tr><td></td><td>2ND FLOOR 622SF</td><td></td><td></td></tr><tr><td>GROUP F-1</td><td>(200SF PER (OCCUP)</td><td>10,956SF/200</td><td>55.</td></tr><tr><td></td><td>TOTAL (OCCUP) LOAD FOR EGRESS</td><td>62.5</td><td></td></tr></tbody></table>				GROUP	1605SF PER (OCCUP)	1,130SF/150	7.5	GROUP B	1ST FLOOR 508SF				2ND FLOOR 622SF			GROUP F-1	(200SF PER (OCCUP)	10,956SF/200	55.		TOTAL (OCCUP) LOAD FOR EGRESS	62.5	
GROUP	1605SF PER (OCCUP)	1,130SF/150	7.5																				
GROUP B	1ST FLOOR 508SF																						
	2ND FLOOR 622SF																						
GROUP F-1	(200SF PER (OCCUP)	10,956SF/200	55.																				
	TOTAL (OCCUP) LOAD FOR EGRESS	62.5																					
MEANS OF EGRESS CAPACITY FACTOR △ 1																							
MINIMUM NUMBER OF EXITS REQUIRED WITH OCCUPANT LOAD* OCCUPANT LOAD 62.5 MULTIPLIED BY 0.2 INCH (EGRESS CAPACITY FACTOR) EQUALS 12.5 INCHES 1 EXIT DOOR REQUIRED MIN. SIZE 36" X 84" 4 DOORS PROVIDED																							
PLUMBING OCCUPANT LOAD FACTOR																							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>GROUP</th><th>1,130SF</th><th>200SF</th><th>6</th></tr></thead><tbody><tr><td>GROUP B</td><td></td><td></td><td></td></tr><tr><td>GROUP F-1</td><td>10,956SF</td><td>2,000SF</td><td>6</td></tr><tr><td></td><td>TOTAL OCCUPANT LOAD</td><td>12</td><td></td></tr></tbody></table>				GROUP	1,130SF	200SF	6	GROUP B				GROUP F-1	10,956SF	2,000SF	6		TOTAL OCCUPANT LOAD	12					
GROUP	1,130SF	200SF	6																				
GROUP B																							
GROUP F-1	10,956SF	2,000SF	6																				
	TOTAL OCCUPANT LOAD	12																					
MINIMUM PLUMBING FACILITIES																							
GROUP F-1 MALE 6 FEMALE 6																							
1 WC 1 WC																							
1 LAV 1 LAV																							
1 DRINKING FOUNTAIN																							
1 SERVICE SINK																							
PARKING																							
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>GROUP</th><th>1,130 SQ FT / 250 SQ FT</th><th>5</th></tr></thead><tbody><tr><td>GROUP B</td><td></td><td></td></tr><tr><td>GROUP F-1</td><td>10,956 SQ FT / 2500 SQ FT</td><td>4</td></tr><tr><td></td><td>TOTAL</td><td>9</td></tr><tr><td>LESS THAN 25 PARKING SPACES</td><td>PROVIDED</td><td>17</td></tr><tr><td>1 ACCESSIBLE SPACE REQUIRED & PROVIDED</td><td></td><td></td></tr></tbody></table>				GROUP	1,130 SQ FT / 250 SQ FT	5	GROUP B			GROUP F-1	10,956 SQ FT / 2500 SQ FT	4		TOTAL	9	LESS THAN 25 PARKING SPACES	PROVIDED	17	1 ACCESSIBLE SPACE REQUIRED & PROVIDED				
GROUP	1,130 SQ FT / 250 SQ FT	5																					
GROUP B																							
GROUP F-1	10,956 SQ FT / 2500 SQ FT	4																					
	TOTAL	9																					
LESS THAN 25 PARKING SPACES	PROVIDED	17																					
1 ACCESSIBLE SPACE REQUIRED & PROVIDED																							
NOTE: THE CITY OF UKIAH BUILDING DIVISION ENFORCES CBC CHAPTER IIB FOR DISABLED ACCESS COMPLIANCE AND DOES NOT REVIEW OR APPROVE PLANS FOR ADA COMPLIANCE. △ 1																							

TENANT IMPROVEMENT FOR:		RUFF + ASSOCIATES	
FAMILY ROOTS INC.		Architecture Planning Development	
902 WAUGH LANE		100 West Standley Street, Ukiah, CA 95482	
UKIAH, CA 95482		Phone: 707-472-0525 Fax: 707-472-0527	
		e-mail: richard@ruffarchitect.com	
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SHEET TITLE		CA License # C11736 - 8597217	
TITLE SHEET			
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SCALE	AS NOTED		
PAGE			
SHEET	1	OF	16

PROPERTY LINE _____
BUILDING ENVELOPE _____
EDGE OF PAVEMENT _____
FENCE LINE * * * * *
BUILDING SETBACK LINE _____
CONTOUR LINES _____

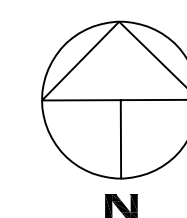
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TOTAL NUMBER OF ACTUAL PARKING SPACES	NUMBER OF REQUIRED EV CHARGING SPACES
0-9	0
10-25	1
26-50	2
51-75	4
76-100	5
101-150	7
151-200	10
201 and over	6 percent of total ¹



Site Plan

Scale 1/16" = 1'



REVIEWS	DATE	BY
PC COMMENTS	6/10/22	ROB FOX
PC COMMENTS	9/29/22	ROB FOX
PC COMMENTS	2/21/23	ROB FOX
PC COMMENTS	3/15/22	RP

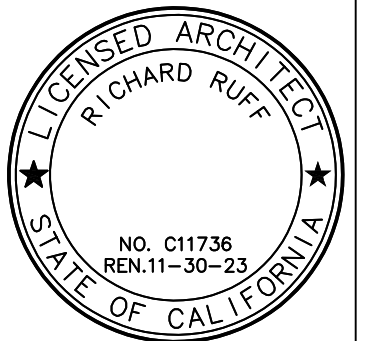


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SHEET TITLE

SITE PLAN

DRAWN BY ROBEY

CHECKED	ROB FOX
	BBB

BY	RPR
DATE	1/15/21

SUBMITTED	4/2/21
DATE	

DATE CREATED	8/24/20
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PAGE

A0.1

SHEET 4 OF 16

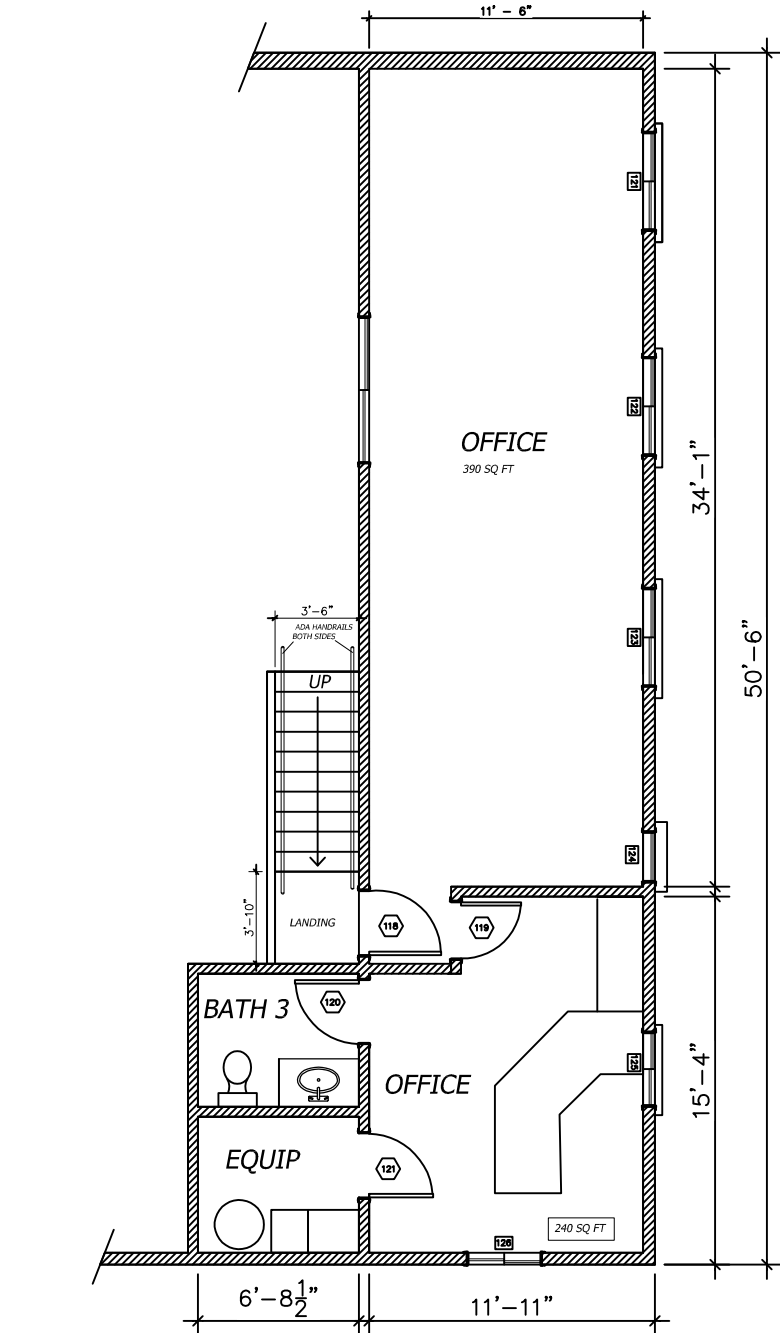
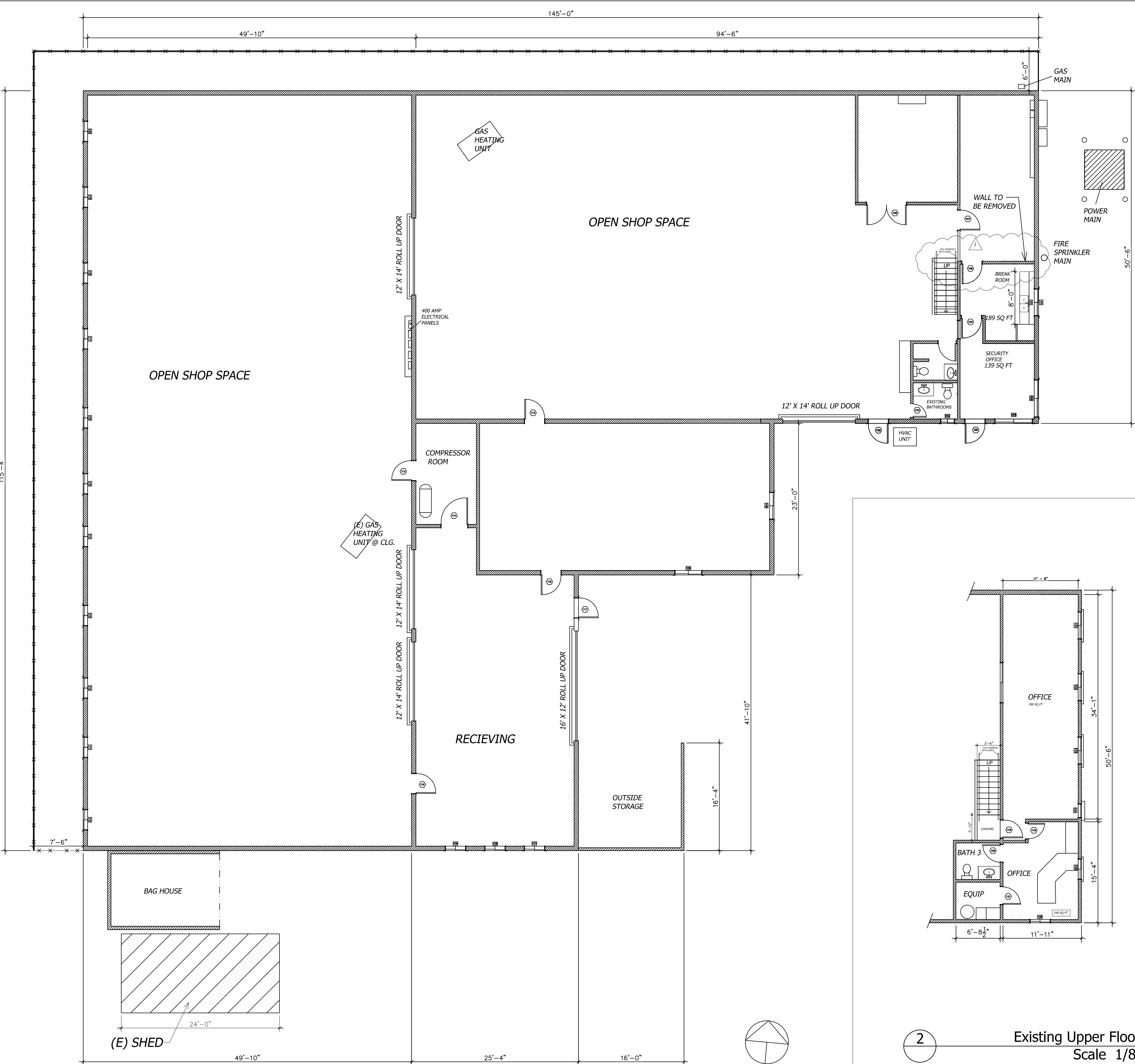
Square Footage Legend	
Existing Square Footage	12,766

Door Schedule

- 101 - 3'0" x 6'8" - Exterior Metal Clad Solid Core
- 102 - 3'0" x 6'8" - Exterior Metal Clad Solid Core
- 103 - 2'0" x 6'8" - Interior Wood Hollow Core
- 104 - 2'4" x 6'8" - Interior Wood Hollow Core
- 105 - 2'8" x 6'8" - Interior Wood Hollow Core
- 106 - 2'8" x 6'8" - Interior Wood Hollow Core
- 107 - 2'8" x 6'8" - Interior Wood Solid Core
- 108 - 2'8" x 6'8" - Interior Wood Solid Core
- 109 - 6'0" x 6'8" - Metal Clad Solid Core
- 110 - 3'0" x 6'8" - Metal Clad Solid Core
- 111 - 6'0" x 6'8" - Metal Clad Solid Core
- 112 - 3'0" x 6'8" - Interior Wood Solid Core
- 113 - 3'0" x 6'8" - Interior Wood Solid Core
- 114 - 3'0" x 6'8" - Interior Wood Solid Core
- 115 - 4'0" x 6'8" - Metal Clad Solid Core or Equal
- 116 - 3'0" x 6'8" - Interior Wood Solid Core
- 117 - 3'0" x 6'8" - Exterior Metal Clad Solid Core
- 118 - 2'8" x 6'8" - Interior Wood Solid Core
- 119 - 2'8" x 6'8" - Interior Wood Solid Core
- 120 - 2'6" x 6'8" - Interior Wood Solid Core
- 121 - 2'6" x 6'8" - Interior Wood Solid Core

Window Schedule

- 101 - 6'0" x 3'0" - Dual Pane Slider
- 102 - 6'0" x 4'0" - Dual Pane Slider
- 103 - 6'0" x 4'0" - Dual Pane Slider
- 104 - 2'0" x 2'0" - Dual Pane Slider Glazed
- 105 - 4'0" x 5'0" - Dual Pane Slider
- 106 - 4'0" x 5'0" - Dual Pane Slider
- 107 - 4'0" x 3'0" - Dual Pane Slider
- 108 - 4'0" x 3'0" - Dual Pane Slider
- 109 - 4'0" x 3'0" - Dual Pane Slider
- 110 - 4'0" x 4'0" - Dual Pane Slider
- 111 - 4'0" x 4'0" - Dual Pane Slider
- 112 - 4'0" x 4'0" - Dual Pane Slider
- 113 - 4'0" x 4'0" - Dual Pane Slider
- 114 - 4'0" x 4'0" - Dual Pane Slider
- 115 - 4'0" x 4'0" - Dual Pane Slider
- 116 - 4'0" x 4'0" - Dual Pane Slider
- 117 - 4'0" x 4'0" - Dual Pane Slider
- 118 - 4'0" x 4'0" - Dual Pane Slider
- 119 - 4'0" x 4'0" - Dual Pane Slider
- 120 - 4'0" x 4'0" - Dual Pane Slider
- 121 - 4'0" x 4'0" - Dual Pane Slider
- 122 - 4'0" x 4'0" - Dual Pane Slider
- 123 - 4'0" x 4'0" - Dual Pane Slider
- 124 - 2'0" x 4'0" - Dual Pane Slider
- 125 - 4'0" x 3'0" - Dual Pane Slider
- 126 - 4'0" x 3'0" - Dual Pane Slider



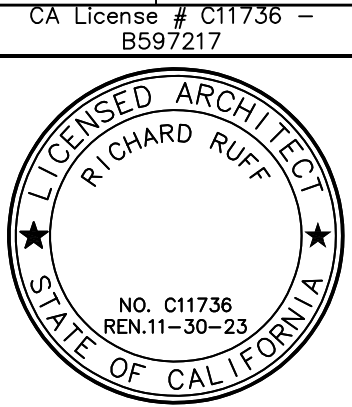
Existing Lower Floor Plan
Scale 1/8" = 1'

Existing Upper Floor Plan
Scale 1/8" = 1'

REVISIONS	DATE	BY
PC COMMENTS	6/10/21	ROBFOX
PC COMMENTS	9/29/21	ROBFOX
PC COMMENTS	12/27/21	ROBFOX
PC COMMENTS	3/15/23	RP



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SHEET TITLE	EXISTING FLOOR PLAN
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DATE SUBMITTED	4/2/21
DATE CREATED	8/24/20
SCALE	AS NOTED
PAGE	A2.0
SHEET	5 OF 16

Door Schedule

- 101 - 3'0" x 6'8" - (E) Exterior Metal Clad Solid Core W/PANIC HARDWARE
- 102 - 3'0" x 6'8" - (E) Exterior Metal Clad Solid Core W/PANIC HARDWARE
- 103 - 3'0" x 6'8" - (E) Interior Wood Hollow Core W/ PRIVACY LATCH
- 104 - 3'0" x 6'8" - (E) Interior Wood Hollow Core W PRIVACY LATCH
- 105 - 3'0" x 6'8" - (E) Interior Wood Hollow Core
- 106 - 3'0" x 6'8" - (E) Interior Wood Hollow Core
- 107 - NOT USED
- 108 - 6'0" x 6'8" - Interior Wood Solid Core **TO BE REMOVED**
- 109 - 6'0" x 6'8" - (E) Metal Clad Solid Core
- 110 - 3'0" x 6'8" - (E) Metal Clad Solid Core
- 111 - 3'0" x 6'8" - (E) Metal Clad Solid Core
- 112 - 3'0" x 6'8" - Interior Wood Solid Core **TO BE REMOVED**
- 113 - 3'0" x 6'8" - (E) Interior Wood Solid Core
- 114 - 3'0" x 6'8" - Interior Wood Solid Core **TO BE REMOVED**
- 115 - 4'0" x 6'8" - (E) Metal Clad Solid Core

116 - 3'0" x 6'8" - (E) EXTERIOR Wood Solid Core w/PANIC HARDWARE

117 - 3'0" x 6'8" - (E) Exterior Metal Clad Solid Core

118 - 3'0" x 6'8" - (E) Interior Wood Solid Core **TO BE REMOVED**

119 - 3'0" x 6'8" - (N) Interior Wood Solid Core	
120 - 3'0" x 6'8" - (N) Interior Wood Solid Core	
121 - 3'0" x 6'8" - (N) Interior Wood Solid Core	

122 - (N) 5'0" x 8'0" - Chain Link Gate w/ Lock & ADA HARDWARE
123 - (N) 5'0" x 8'0" - Chain Link Gate w/ Lock & ADA HARDWARE
124 - (N) 6'0" x 6'8" - Interior Wood Solid Core
125 - (N) 3'0" x 6'8" - Interior Wood Solid Core
126 - (N) 3'0" x 6'8" - Interior Wood Solid Core
127 - (N) 3'0"X 6'-8" Interior Wood Solid Core Door

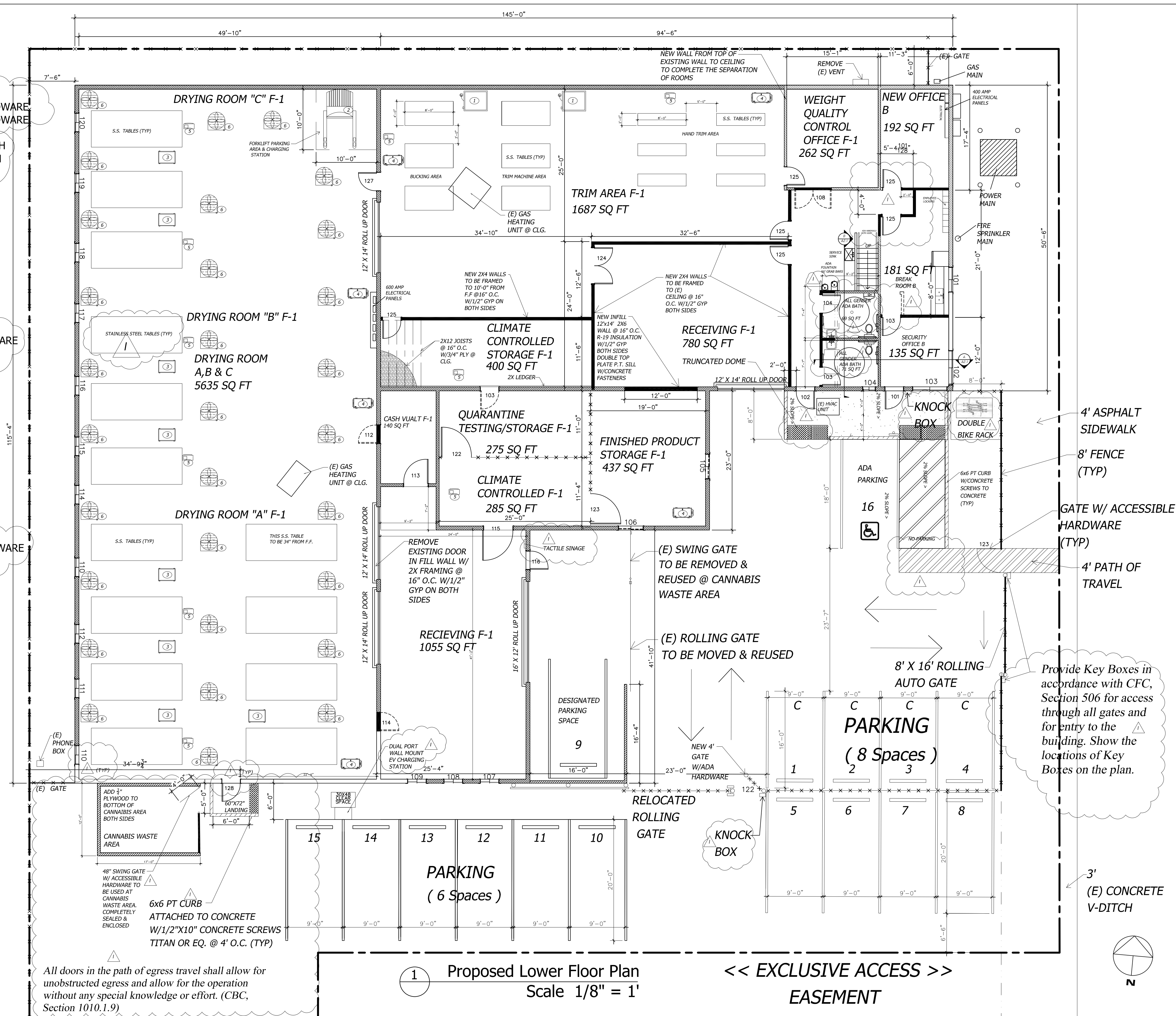
128 - (N) 3'0"X 6'-8" Exterior Metal Clad Solid Core W/ PANIC HARDWARE

EXISTING WIDOW SCHEDULE

101 - 6'0" x 3'0" - Dual Pane Slider
102 - 6'0" x 4'0" - Dual Pane Slider
103 - 6'0" x 4'0" - Dual Pane Slider
104 - 2'0" x 2'0" - Dual Pane Slider Glazed
105 - 4'0" x 5'0" - Dual Pane Slider **TO BE REMOVED**
106 - 4'0" x 5'0" - Dual Pane Slider **TO BE REMOVED**
107 - 4'0" x 3'0" - Dual Pane Slider
108 - 4'0" x 3'0" - Dual Pane Slider
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122 - 4'0" x 4'0" - Dual Pane Slider
123 - 4'0" x 4'0" - Dual Pane Slider
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126 - 4'0" x 3'0" - Dual Pane Slider

Wall Schedule

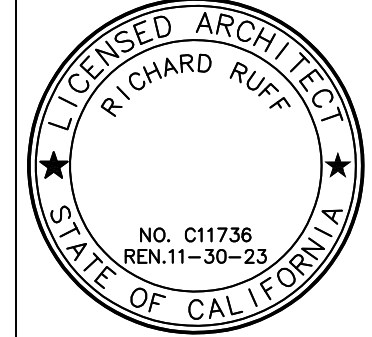
Existing Wall	
New Wall	
Demo Wall	



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1	PC COMMENTS	6/10/21	ROB FOX
2	PC COMMENTS	9/29/21	ROB FOX
3	PC COMMENTS	12/21/21	ROB FOX
4	PC COMMENTS	3/15/22	RP

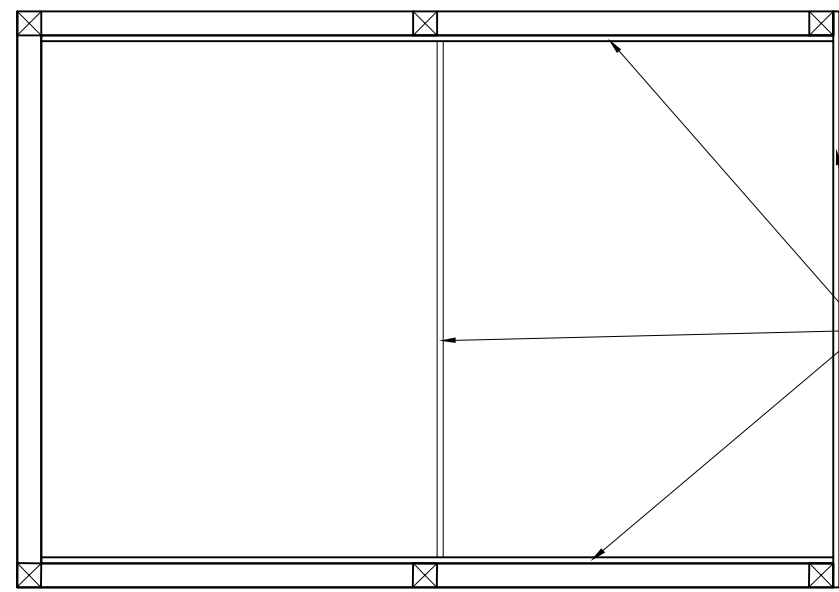
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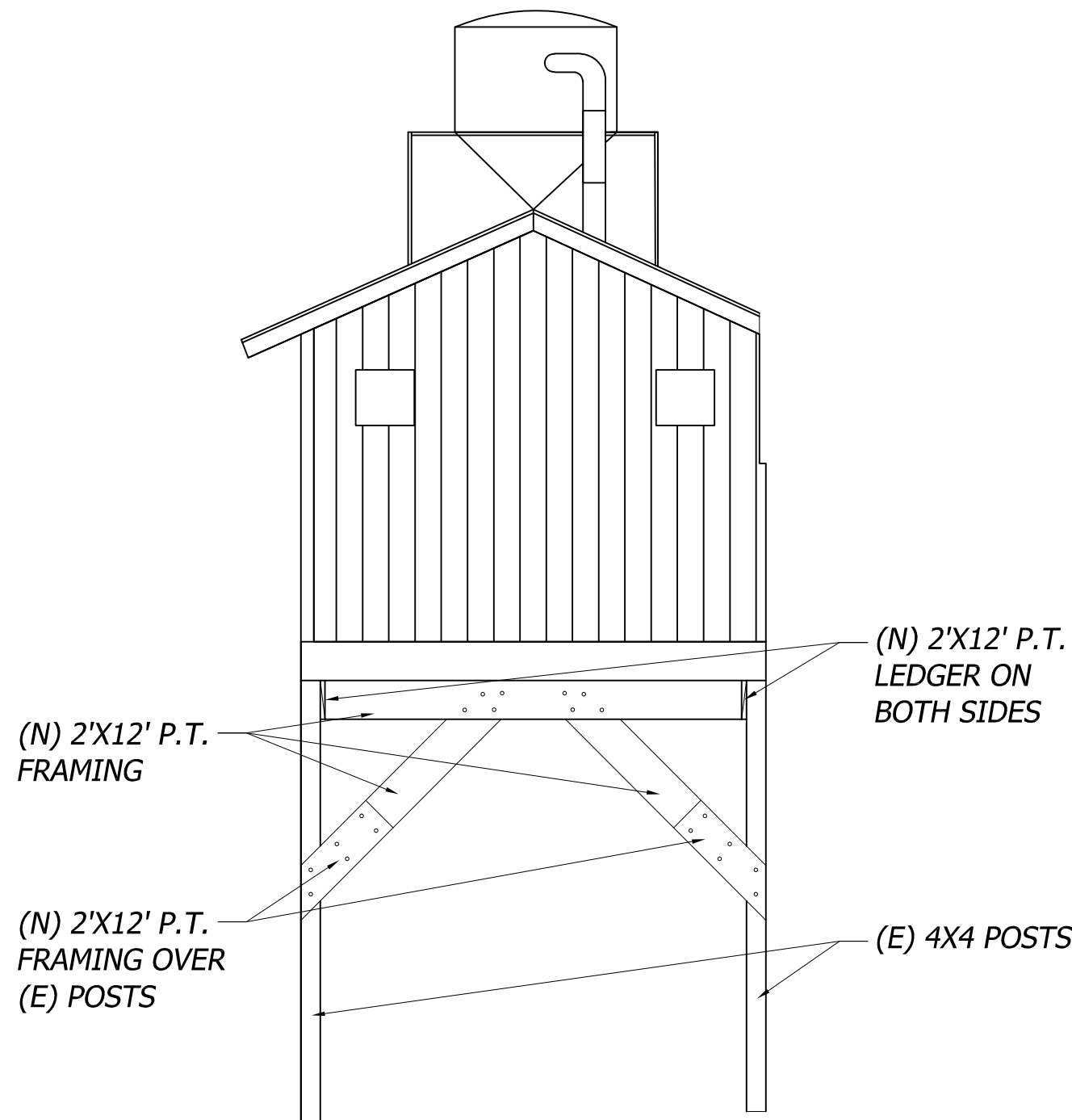


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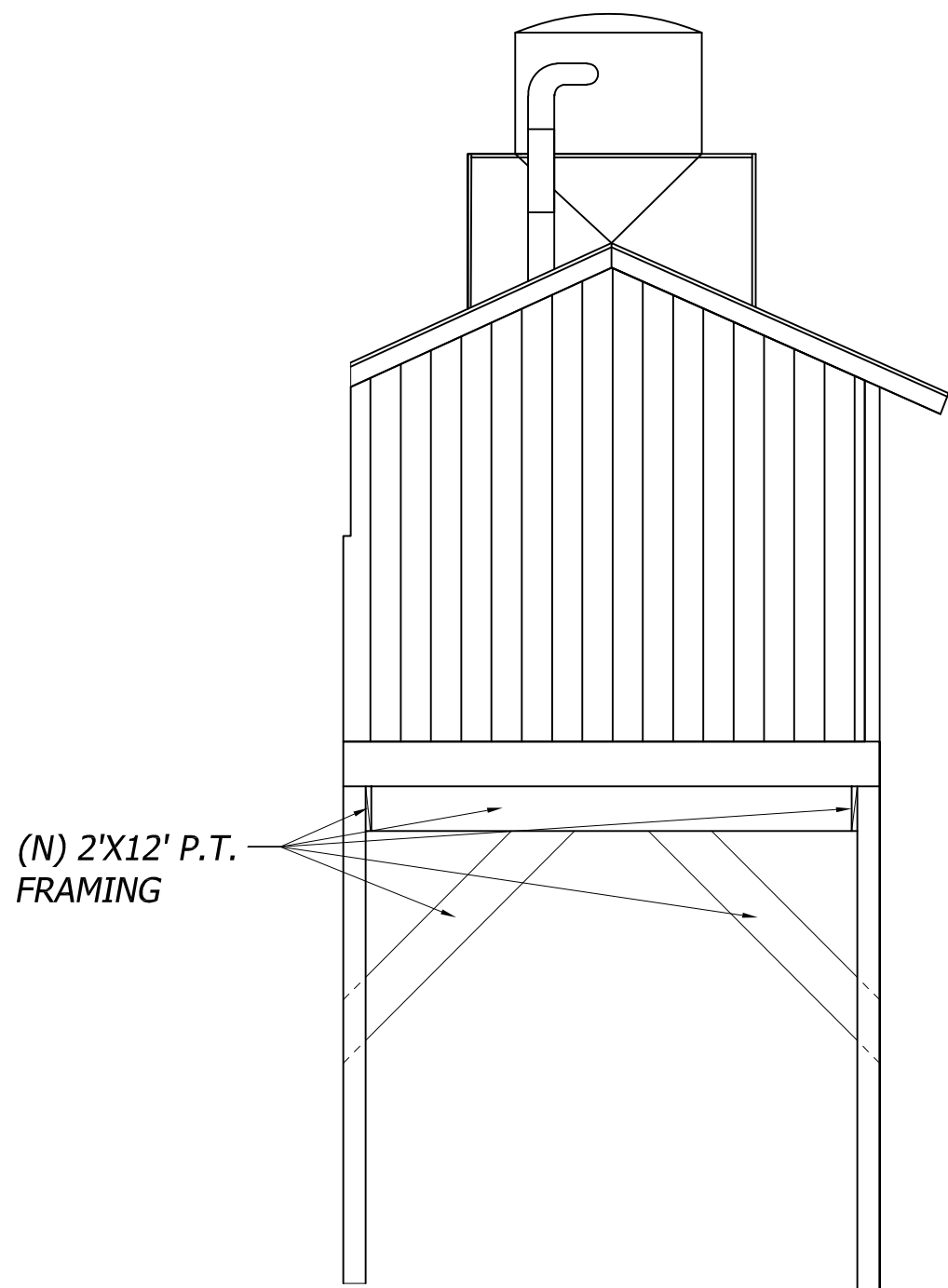
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DATE CREATED	8/24/20
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A2.1	
SHEET	6 OF 16



CANNABIS WASTE AREA PLAN VIEW

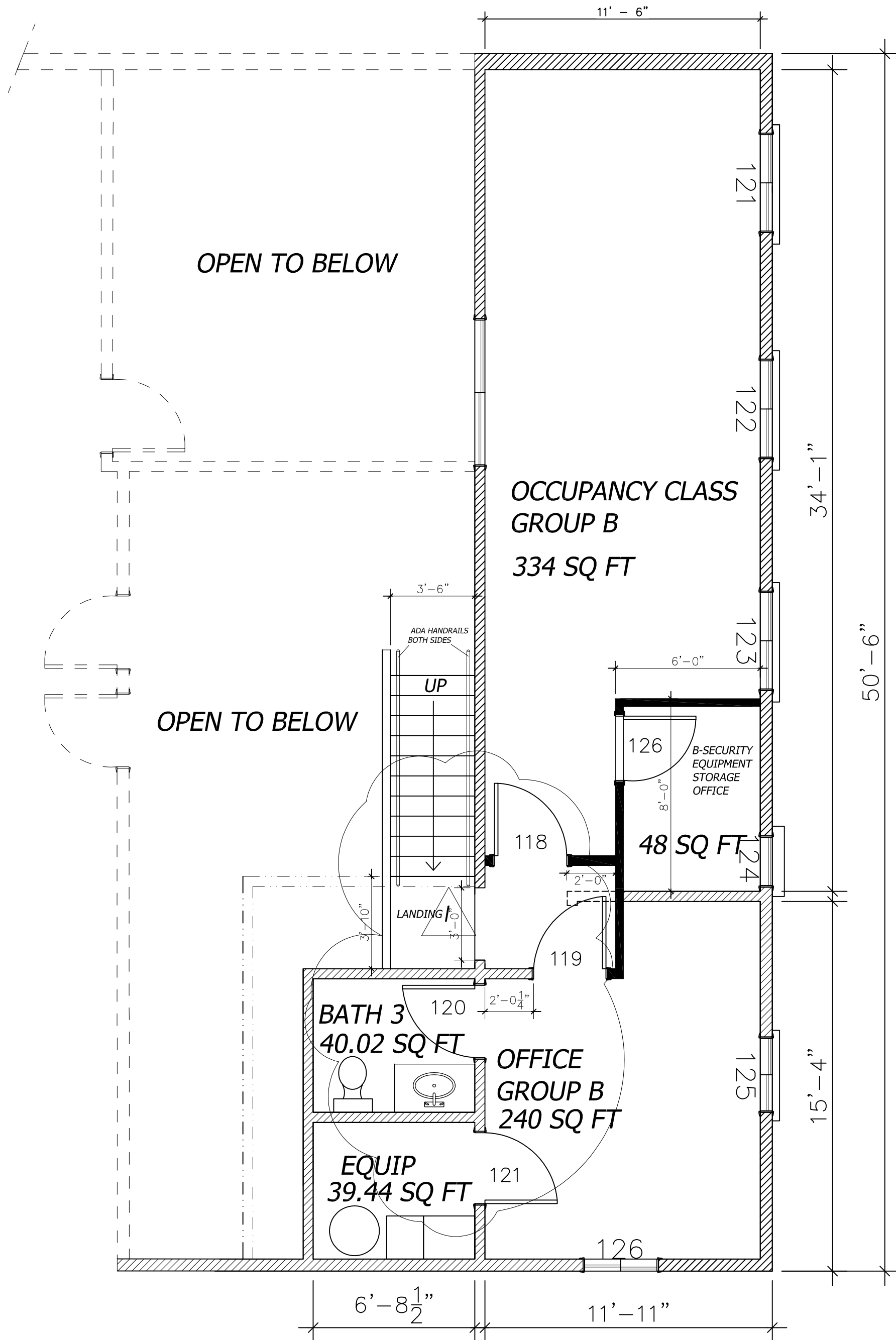


CANNABIS WASTE FRONT ELEVATION

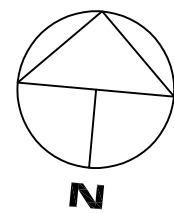


CANNABIS WASTE REAR ELEVATION

3 CANNABIS WASTE REPAIR
Scale 1/4" = 1'



2 SECOND FLOOR PLAN
Scale 1/4" = 1'



Wall Schedule	
Existing Wall	
New Wall	
Demo Wall	

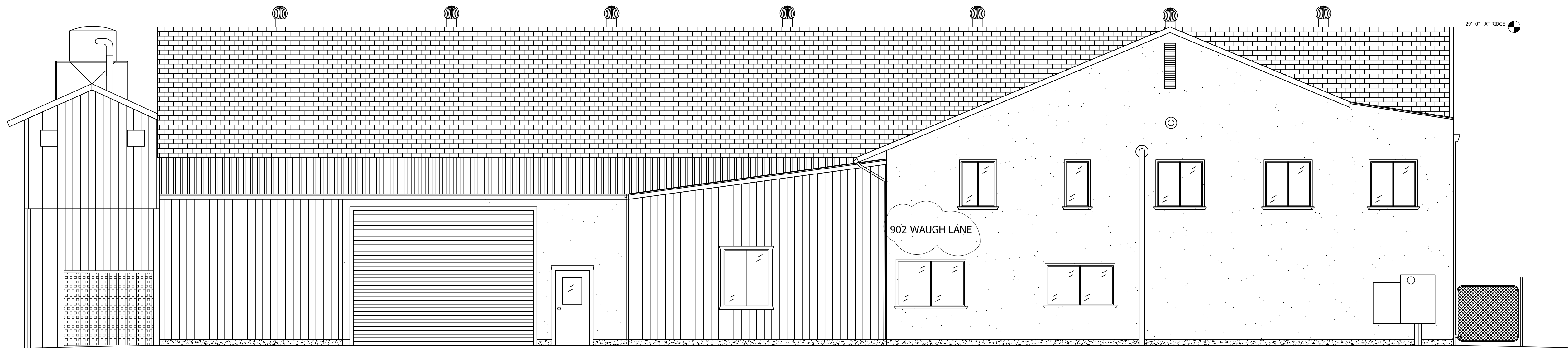
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ROBFOX	9/29/21	PC COMMENTS	2
ROBFOX	12/27/21	PC COMMENTS	3
ROBFOX	3/15/22	PC COMMENTS	4

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OFFICE ALTERATIONS 2ND FLOOR PLAN	
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DATE SUBMITTED	4/2/21
DATE CREATED	8/24/20
SCALE	AS NOTED
PAGE	A2.2
SHEET	7 OF 16

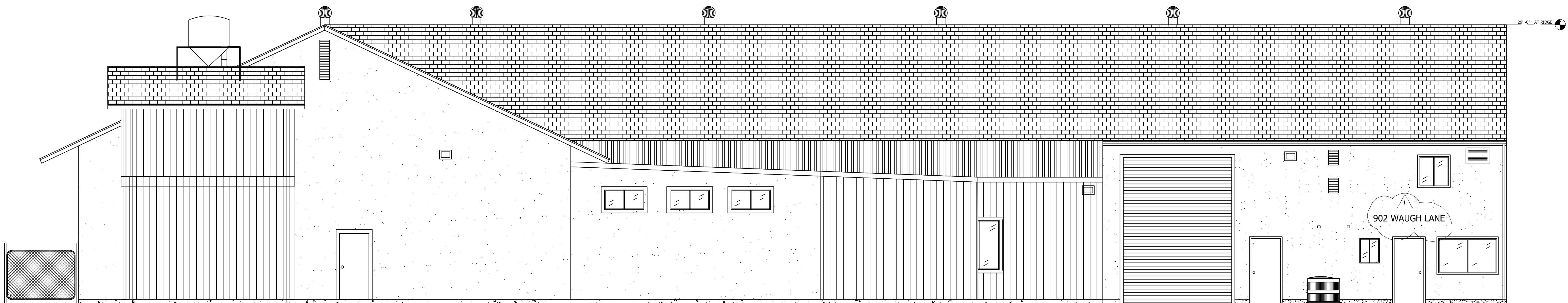


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EAST ELEVATION
Scale 3/16" = 1'



The minimum size and dimension of the numbers shall be 6 inches in height with 1-inch stroke width or larger readily visible and legible from the adjacent street.



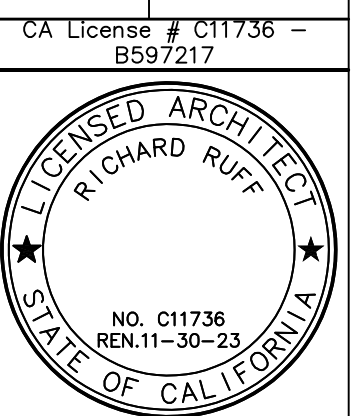
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SOUTH ELEVATION
Scale 3/16" = 1'

REVISIONS	DATE	BY
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2	9/29/21	ROB
3	2/27/22	ROB
4	3/15/22	RPR

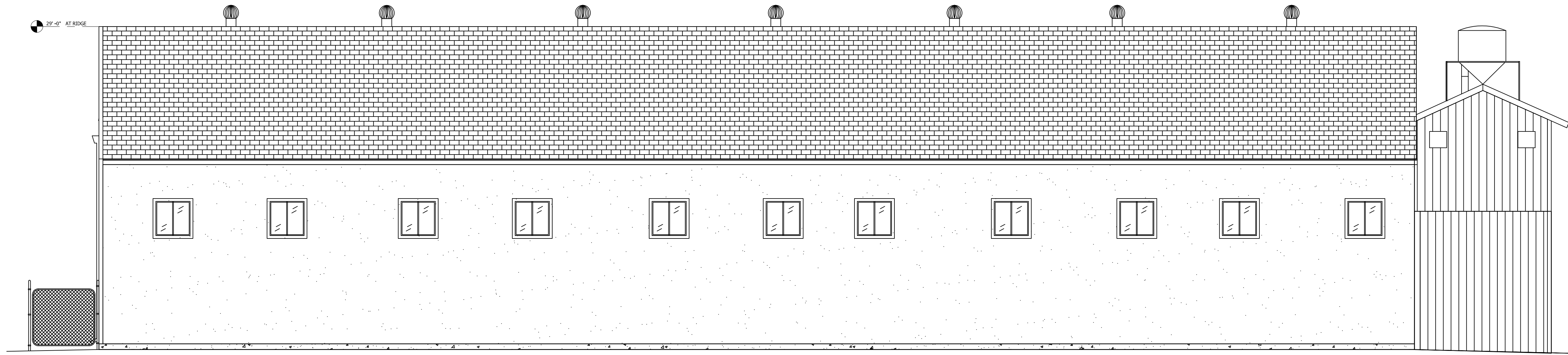


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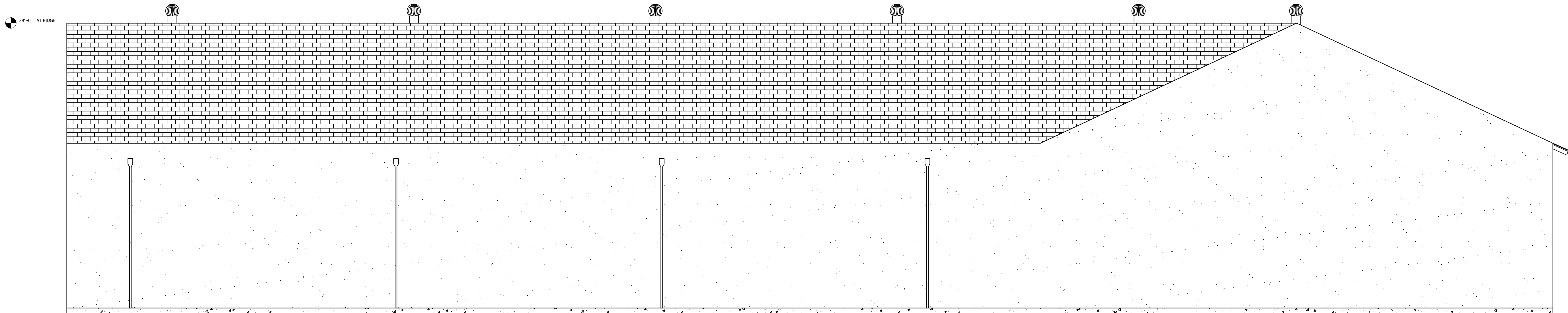
TENANT IMPEOVEMENT FOR:
FAMILY ROOTS INC.
902 WAUGH LANE
UKIAH, CA 95482

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A3.0	
SHEET	9 OF 16



1

WEST ELEVATION
Scale 3/16" = 1'



2

NORTH ELEVATION
Scale 3/16" = 1'

REVISIONS	DATE	BY
PC COMMENTS	6/10/21	ROBFOX
PC COMMENTS	9/29/21	ROBFOX
PC COMMENTS	12/27/21	ROBFOX
PC COMMENTS	3/15/22	RPR



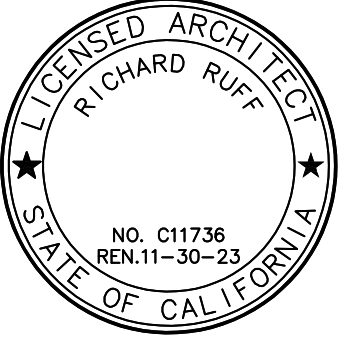
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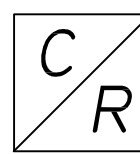
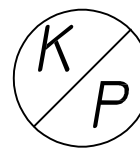
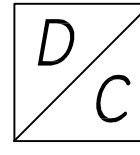
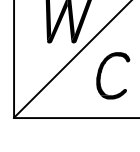
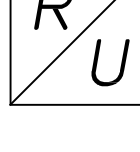
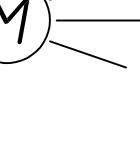
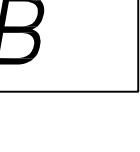
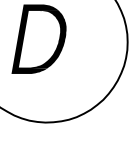
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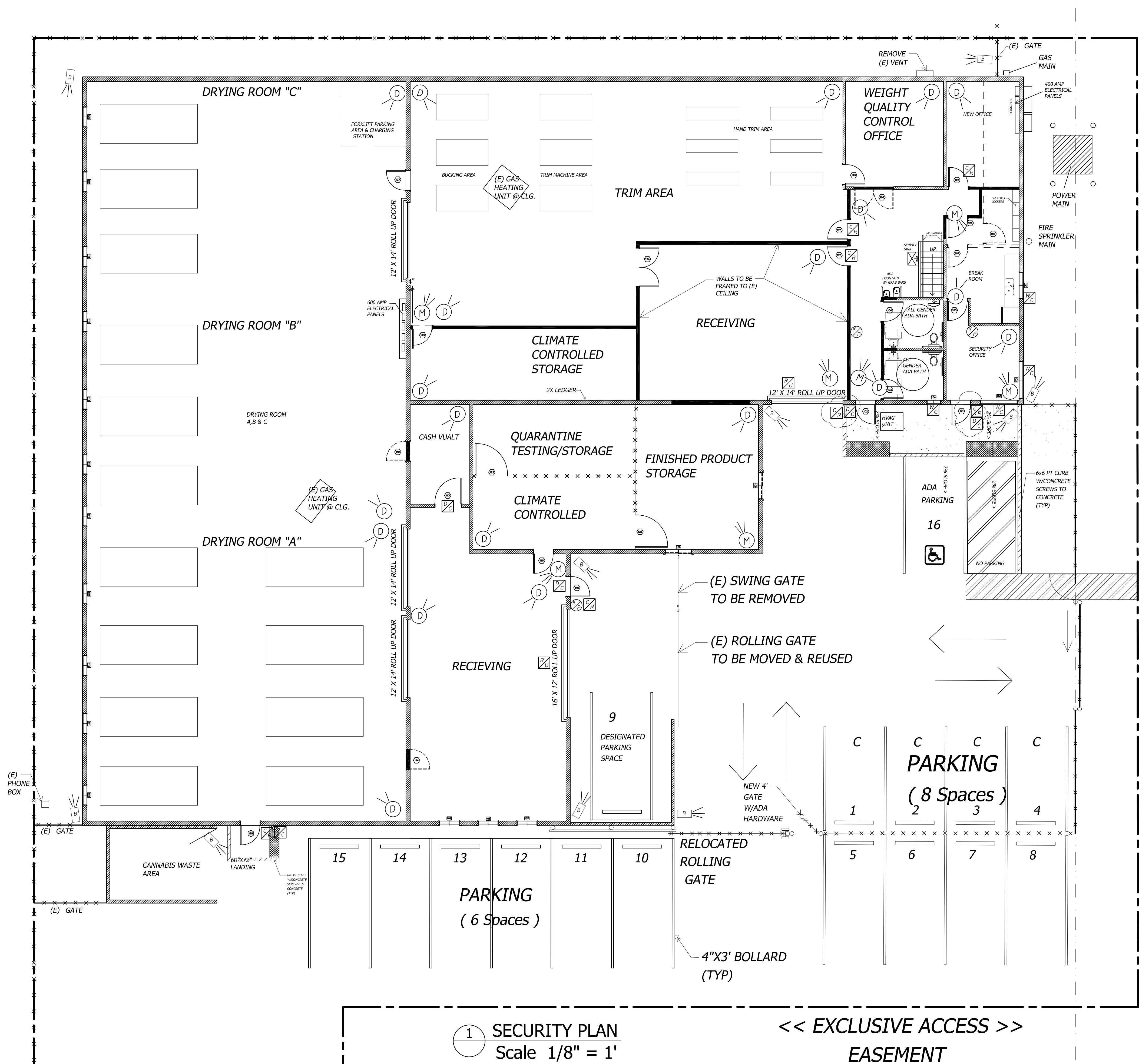


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SHEET	10 OF 16

SYMBOL LEGEND

-  CARD READER
-  KEYPAD
-  DOOR CONTACT
-  WINDOW CONTACT
-  ROLL-UP DOOR CONTACT
-  MOTION SENSOR
-  OUTDOOR BULLET CAMERA
-  INDOOR DOME CAMERA
-  CONTROL PANEL



REVISIONS	DATE	BY	FOR
1	6/10/21	PC	COMMENTS
2	9/29/21	PC	COMMENTS
3	12/27/21	PC	COMMENTS
4	3/15/22	PC	COMMENTS

RUFF + ASSOCIATES

Architecture Planning Development

100 West Standley Street, Ukiah, CA 95482
Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@ruffarchitect.com

CA License # C11736 - BSS7217

RICHARD RUFF

NO. C11736
REV. 11-30-23
STATE OF CALIFORNIA

TENANT IMPROVEMENT FOR:
FAMILY ROOTS INC.
902 WAUGH LANE
UKIAH, CA 95482

SHEET TITLE
SECURITY PLAN
FIRST FLOOR

DRAWN BY ROBFOX
CHECKED BY RPR
DATE SUBMITTED 4/2/21
DATE CREATED 8/24/20
SCALE AS NOTED

PAGE
SEC1
SHEET 13 OF 16

FIRE EXIT SYMBOL LEGEND

EXIT EMERGENCY FIRE EXIT SIGN... TO BE LOCATED 8" ABOVE FLOOR TYP

EXIT EMERGENCY FIRE EXIT FLOODLIGHT COMBO W/ BATTERY BACKUP

Exit signs shall be internally or externally illuminated. CBC 1013.3.
Exit signs shall be illuminated at all times. To ensure continued illumination for a duration of not less than 90 minutes in case of primary power loss, the sign illumination means shall be connected to an emergency power system provided from storage batteries, unit equipment or an on-site generator. CBC 1013.6.3.

B FIRE ALARM BELL

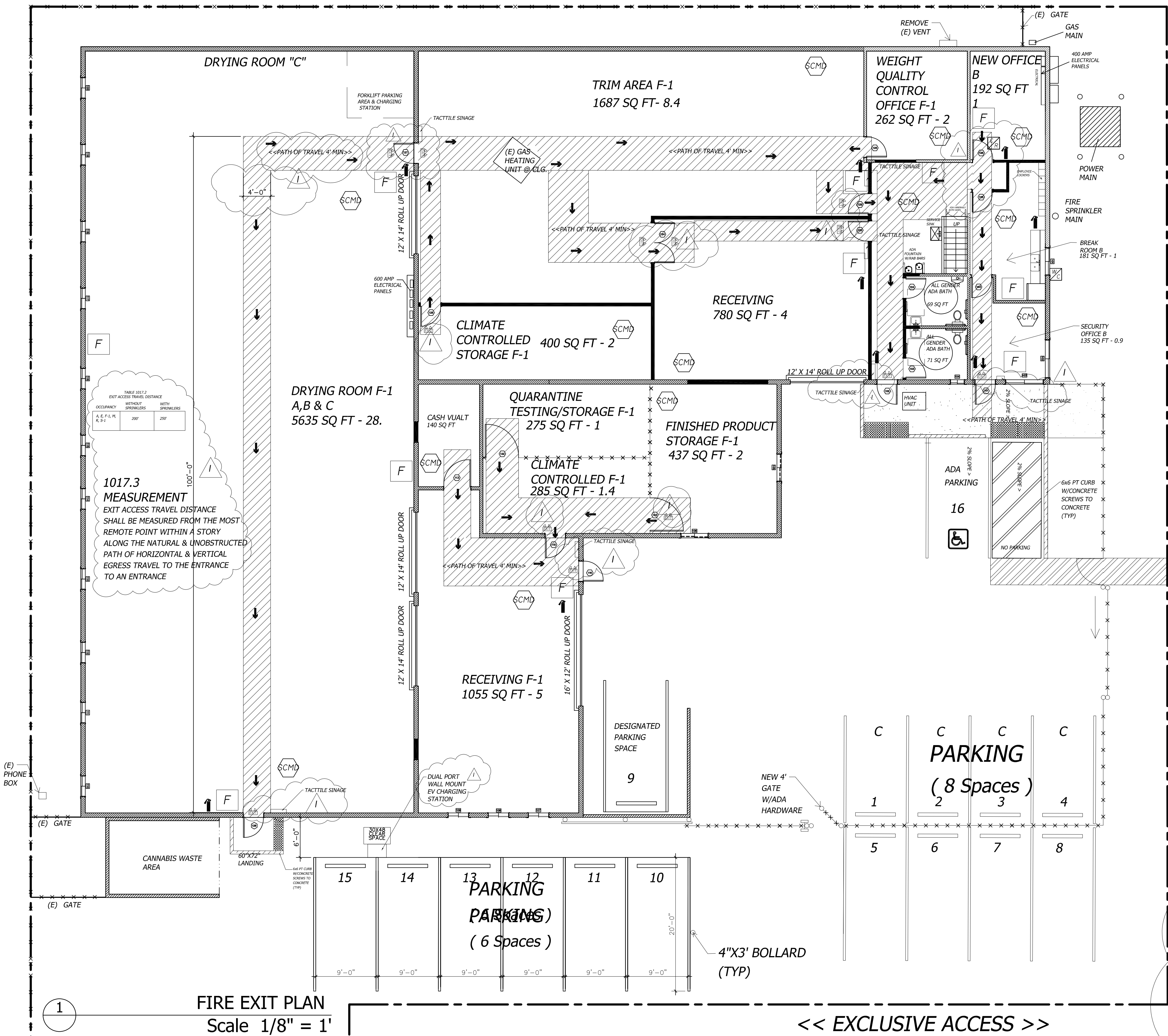
CLASS 2: A10 BC FIRE EXTINGUISHER TO BE LOCATED IN ACCESSABLE LOCATIONS AND VISIBLE LOCATIONS, MOUNTED NOT MORE THAN 5' ABOVE FINISHED FLOOR (NFPA PAGE 10-9 CHAPTER 3)

SCMD SMOKE CARBON MONOXIDE DETECTOR COMBO

F PULL STATIONS @ 4' ABOVE FINISHED FLOOR (AS MEASURED TO THE HIGHEST PART OF THE HANDLE)

NOTATION:
BUILDING FULLY SPRINKLED .
MAXIMUM COMMON PATH OF EGRESS TRAVEL DISTANCE WITH SPRINKLER SYSTEM FOR GROUP B & F IS 100'

NOT REQUIRED BUILDING IS FULLY SPRINKLED
SECTION 503.1.1 EXCEPTION 1.1



REVISIONS	DATE	BY	FOR
1	6/10/21	ROBFOX	ROBFOX
2	9/29/21	ROBFOX	ROBFOX
3	12/27/21	ROBFOX	ROBFOX
4	3/15/22	ROBFOX	ROBFOX

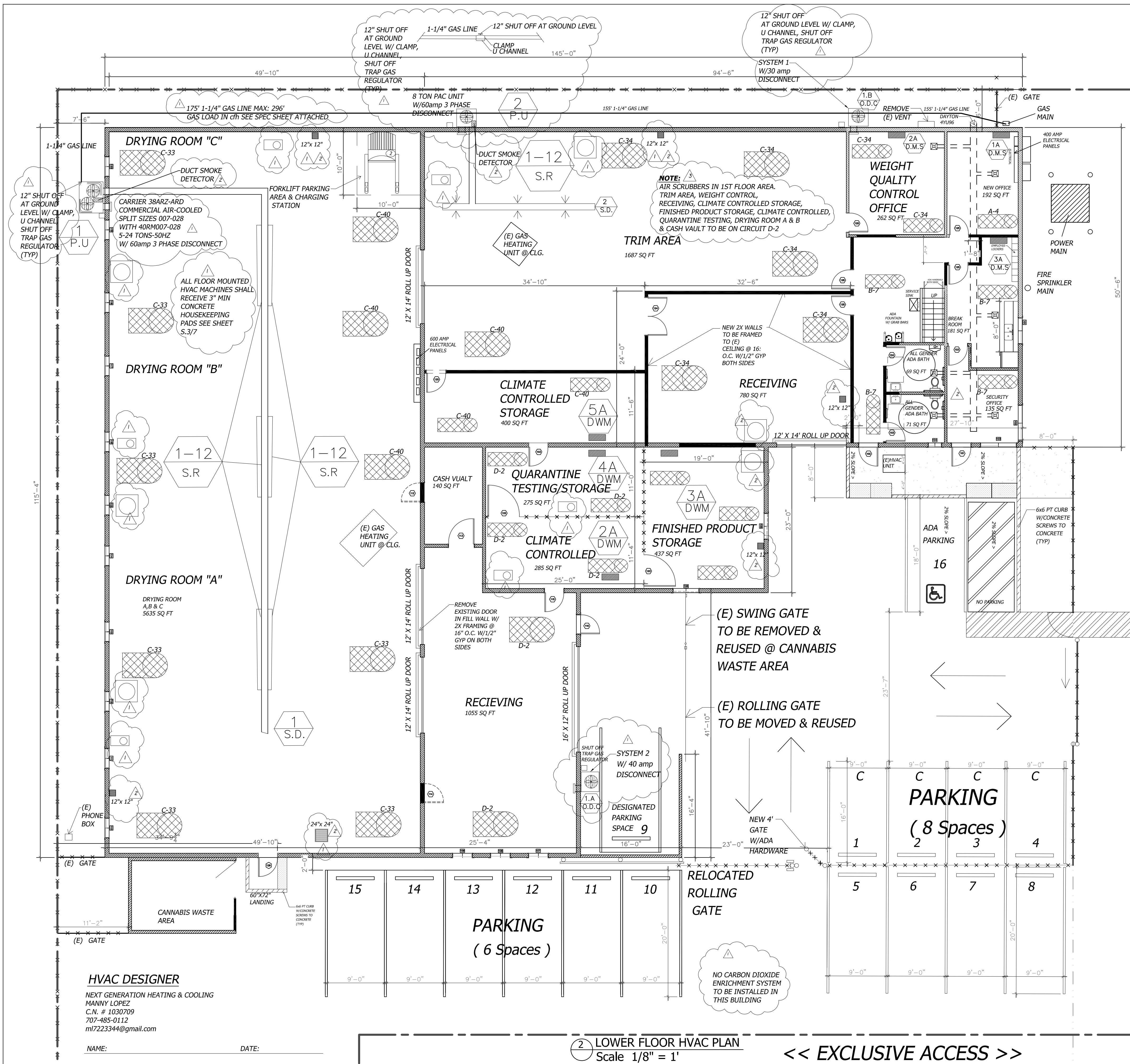
RUFF + ASSOCIATES
Architecture Planning Development
100 West Standley Street, Ukiah, CA 95482
Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@ruffassociates.com
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CA License # C11736 - B59721
RICHARD RUFF
LICENSED ARCHITECT
STATE OF CALIFORNIA
NO. C11736
REN.11-30-23

TENANT IMPROVEMENT FOR:
FAMILY ROOTS INC.
902 WAUGH LANE
UKIAH, CA 95482

SHEET-TITLE
FIRE EXIT PLAN

DRAWN BY ROBFOX
CHECKED BY RPR
DATE SUBMITTED 4/2/21
DATE CREATED 8/24/20
SCALE AS NOTED
PAGE
F1.1
SHEET 15 OF 16



NOTE:

1. Condensing units located outdoors shall be fitted with locking type tamper resistant caps at the refrigerant ports or shall be protected from unauthorized access by a means acceptable to the enforcing agency. Show requirements on the plans for tamper resistant locking caps on refrigerant service ports or indicate alternate proposed means of restricting access to the refrigerant service ports.
2. All duct systems shall be installed per CMC 602, 603, 604, and shall comply with SMACNA HVAC Duct Construction Standards.
3. Factory-made flexible air ducts and connectors shall not exceed a maximum length of five feet and shall not be used in lieu of rigid elbows and fittings. CMC 603.4.1
4. HVAC machines are to be placed on hosekeeping pads see sheet S3/7
5. All condensation drain lines to be tied into the existing nearest downsouts

NOTE:

AIR SCRUBBERS IN 1ST FLOOR OFFICES & 2ND FLOOR OFFICES TO BE ON CIRCUIT B-7

2 UPPER FLOOR EXISTING HVAC PLAN
Scale 1/4" = 1'

AIR SCRUBBERS & FILTERS

- 18-6" 400CFM 12.9 LBS. CAN-FAN-MAX W/ 400CFM CAN-LIGHT FILTER
- 16-14" 1700CFM 87 LBS. CAN-FAN-MAX W/ 1,700CFM CAN-LIGHT FILTER

C02 SENSOR & EXHAUST FAN

ULTRA POWER C02 SENSOR SEE SPEC SHEET ATTACHED (CDM)
AIR BOX 15 LBS. 200 CFM
10" JR. EXHAUST FAN SEE SPEC SHEET ATTACHED

DAYTON FIXED COMBINATION LOUVER DAMPERS

- DAYTON 14 LBS. 24X24 1,918CFM 45C699 FIXED INTAKE LOUVER RETURN AIR
- DAYTON 9.0 LBS. 12X12 188CFM 5NKJ3 FIXED INTAKE LOUVER RETURN AIR
- 4YU96-DAYTON DOWNBLAST EXHAUST VENTILATORS CENTRIFUGAL BELT DRIVE 12" MAIN DUCT, 6" DUCT TO 12X12 REGISTER, SEE SHEET 2HVAC FOR SPECS.

LEGEND

1 P.U.	12 TON SINGLE PACKAGE UNIT	CARRIER 38 AUBI2A0A0C0 4/C ONLY	3 PH 60 HZ 208/230
1.A D.O.C.	OUTDOOR MITSUBISHI	CONDENSER MXZ4C42A-2 4 TON	1 PH 208/230
2.A D.W.M.	DUCTLESS WALL MOUNTED 9K CLIMATE CONTROL	MSZGL09N-A-UI	1 PH 208/230
3.A D.W.M.	DUCTLESS WALL MOUNTED QUARANTINE/TESTING STORAGE	MSZGL09N-A-UI	1 PH 208/230
4.A D.W.M.	DUCTLESS WALL MOUNTED CLIMATE CONTROLLED STORAGE	MSZGL09N-A-UI 9K	1 PH 208/230
5.A D.W.M.	DUCTLESS WALL MOUNTED 12K	MSZ-G1-12N-AVI	1 PH 208/230
2 P.U.	SINGLE PACKAGE UNIT	AMERICAN STANDARD 8 TON 4TCY4086A/1000A	3 PH 208/230
1 S.D.	SYSTEM 1	SPIRAL PIPE DUCTING	24 GAUGE
2 S.D.	SYSTEM 2	SPIRAL PIPE DUCTING	24 GAUGE
1-12	SUPPLY REGISTERS		24 X 10
1.B D.O.C.	OUTDOOR CONDENSER 3 TON	MXZ-4L36NA2-UI MITSUBISHI	1 PH 208/230
2.B D.W.M.	DUCTLESS WALL MOUNTED 12K	MSZ-GL12NA MITSUBISHI	1 PH 208/230
3.B D.W.M.	DUCTLESS WALL MOUNTED 9K	MSZ-GL9NA MITSUBISHI NEW OFFICE	1 PH 208/230
4.B D.W.M.	DUCTLESS WALL MOUNTED	MSZ-GL6NA MITSUBISHI LOCKER ROOM	1 PH 208/230

HVAC DESIGNER

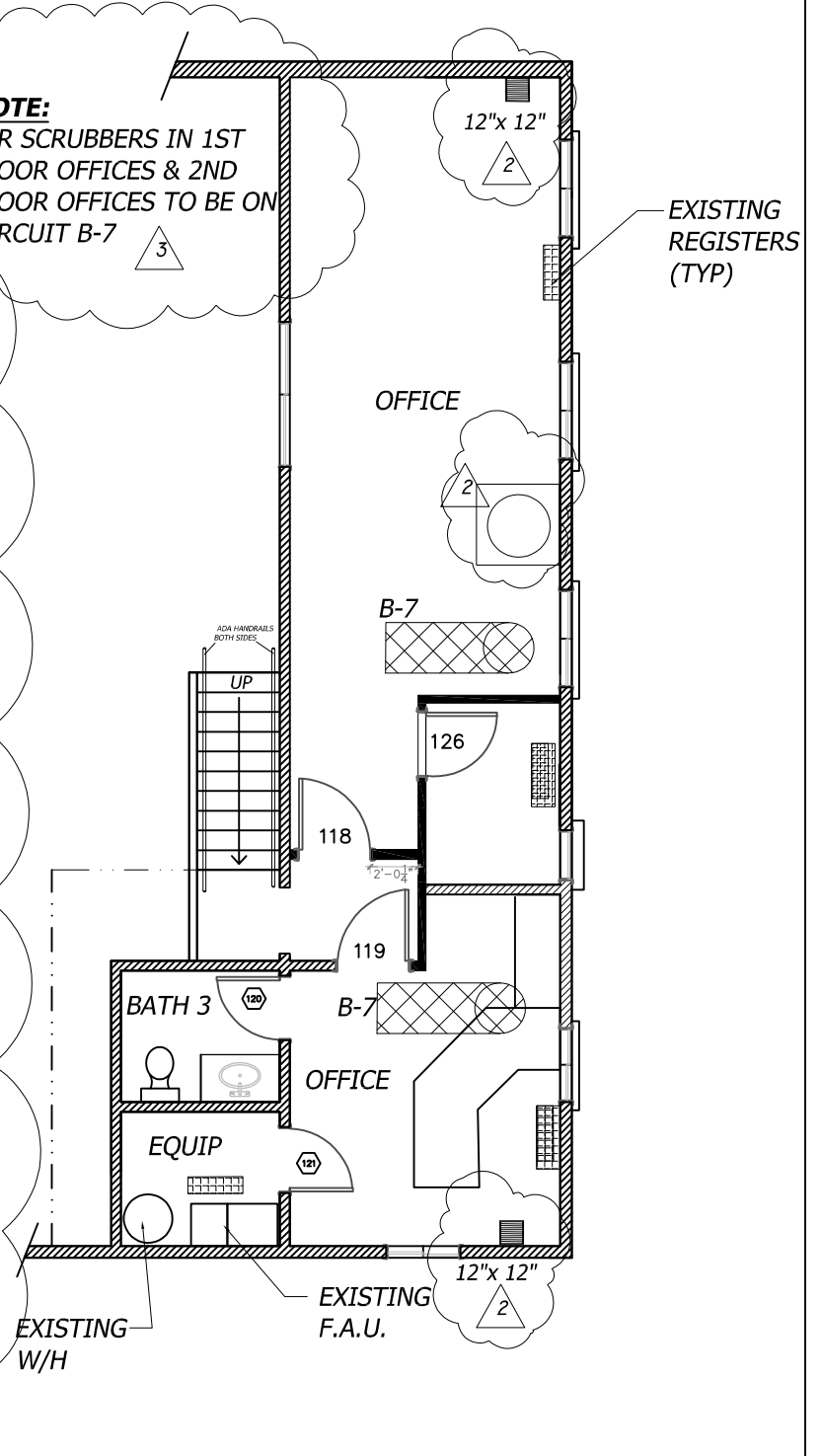
NEXT GENERATION HEATING & COOLING
MANNY LOPEZ
C.N. # 1030709
707-485-0112
m7223344@gmail.com

NAME:

DATE:

2 LOWER FLOOR HVAC PLAN
Scale 1/8" = 1'

<< EXCLUSIVE ACCESS >>



2 UPPER FLOOR EXISTING HVAC PLAN
Scale 1/4" = 1'

BY	DATE	REVISIONS	PC COMMENTS	PC COMMENTS	PC COMMENTS	PC COMMENTS	PC COMMENTS
ROBFOX	6/10/21	1					
ROBFOX	9/29/21	2					
ROBFOX	12/21/21	3					
ROBFOX	3/15/22	4					

RUFF + ASSOCIATES

Architecture Planning Development

100 West Standley Street, Ukiah, CA 95482
Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@uffarchitect.com

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LICENSED ARCHITECT
RICHARD RUFF
NO. C11736
REN.11-30-21
STATE OF CALIFORNIA

TENANT IMPROVEMENT FOR:
FAMILY ROOTS INC.
902 WAUGH LANE
UKIAH, CA 95482

SHEET TITLE

LOWER & UPPER FLOOR HVAC PLANS

DRAWN BY ROBFOX
CHECKED BY RPR
DATE SUBMITTED 4/2/21
DATE CREATED 8/24/20

SCALE AS NOTED

PAGE

1HVAC

SHEET 16 OF 16



Neighborhood Context Map

902 Waugh Lane
Ukiah, CA 95482

- 250 foot radius
- 600 foot radius

- There are no cannabis related properties within 250 ft of the proposed premise
- There are no youth oriented facilities within 250 ft of the proposed premise
- There are residential zones within 250 ft of the proposed premise:
 - A. 909 Waugh Lane
 - B. 907 Waugh Lane
 - C. 905 Waugh Lane
 - D. 855 Waugh Lane
- There are no schools within 600 ft of the proposed premise
- The closest youth or shelter facilities are shown as marked
 - E. Building Bridges Homeless Shelter
 - F. Mendocino County Youth Project
- Not abutting or within 250' of a cannabis dispensary
 - G. Heritage Mendocino Dispensary (Operational)
 - H. Spektra Distribution and Processing (Proposed)



Noble Waidelich
Chief of Police

To: Mireya Turner, Michelle Irace, Jesse Davis
CC: Chief Waidelich
From: Captain Cedric Crook
Subject: Crave Processing, Distribution and Delivery, #20-5750 renewal

In response to your email, per 5704 and 9174.2 the responses are listed below under each section in bold;

1. Whether the cannabis-related business operated by the permittee has generated an excessive number of calls for police service compared to similarly situated businesses of the same size as the cannabis-related business.
There have been no calls for service at this location within the past year.
2. Whether there have been excessive secondary criminal or public nuisance impacts in the surrounding area or neighborhood, including, but not limited to, disturbances of the peace, illegal drug activity, marijuana use in public, harassment of passersby, littering, loitering, illegal parking, loud noises, or lewd conduct. **No.**
3. Whether the cannabis-related business operated by the permittee has a history of inadequate safeguards or procedures that show it is likely that it will not comply with the operating requirements and standards in this chapter. **N/A as the business has not opened yet.**
4. Whether the cannabis-related business has failed to pay fees, penalties, or taxes required by this code or has failed to comply with the production of records or other reporting requirements of this chapter.
N/A as the business has not opened yet.
5. Whether it appears that the permittee has, in its renewal application, provided a false statement of material fact or has knowingly omitted a material fact.
The police department is not aware of the permittee having provided a false statement of material fact or has knowingly omitted a material fact.
6. Whether the renewal applicant or one or more of its officers, employees, partners, managers or members with management responsibilities ("managers") has been convicted of a felony, or has engaged in misconduct that is substantially related to the qualifications, functions or duties of a dispensary operator. A "conviction" within the meaning of this chapter means a plea or verdict of guilty, or a conviction following a plea of nolo contendere. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any Manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted.
The police department has not been notified of the applicant, his or her agent or employees, or any person who is exercising managerial authority on behalf of the applicant of being convicted of a felony, or of a misdemeanor involving moral turpitude, or has engaged in misconduct related to the qualifications, functions or duties of a permittee. Additionally, the police department does not have a list of employees.



Noble Waidelich
Chief of Police

7. Whether the renewal applicant or cannabis-related business has previously or is currently engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.

The police department has not been notified of the applicant engaging in unlawful, fraudulent, unfair, or deceptive business acts or practices.

7A. That the Cannabis-related Business Use Permit is consistent with the intent of the Compassionate Use Act of 1996, the Adult Use of Marijuana Act (AUMA), the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), and related State law, the provisions of this chapter and the City Code, including the application submittal and operating requirements herein.

The police department has no reports of any local or State law, statute, rule or regulation respecting the distribution or possession being violated by this business.

7B. That the project location is not identified as having significant crime issues (e.g., based upon crime reporting statistics as maintained by the Police Department).

There have been no calls for service at this location within the past year.

7C. That there have not been significant numbers of calls for police service, crimes or arrests in the area.

There has not been a significant number of calls for police service, crimes or arrests in this particular area.

7E. That all required application materials have been provided and/or the cannabis-related business has operated successfully in a manner that shows it would comply with the operating requirements and standards specified in this chapter.

The police department does not have a list of employees. The business has not opened yet.

7F. That all required application or annual renewal fees have been paid and reporting requirements have been satisfied in a timely manner.

This is unknown to the police department.

7G. That the location is not prohibited by the provisions of this chapter or any local or State law, statute, rule or regulation and no significant nuisance issues or problems are anticipated or have resulted from cannabis-related business operations.

The police department has no reports of any local or State law, statute, rule or regulation respecting the distribution or possession being violated by this business. Additionally, there are no significant nuisance issues or problems as a result of this business as they have not opened yet.



Noble Waidelich
Chief of Police

7H. That the site plan, floor plan, and security plan have incorporated features necessary to assist in reducing potential crime-related problems and as specified in the operating requirements in section 5708 of this code. These features may include, but are not limited to, security on site; procedure for allowing entry; openness to surveillance and control of the premises, the perimeter, and surrounding properties; reduction of opportunities for congregating and obstructing public ways and neighboring property; illumination of exterior areas; and limiting furnishings and features that encourage loitering and nuisance behavior.

Yes.

7I. That no cannabis-related business use, owner, operator, permittee, agent, or employee has violated any provision of this chapter including grounds for suspension, modification or revocation of a permit.

The police department is not aware of the business, owner, operator, permittee, agent, or employee having violated any provision of this chapter including grounds for suspension, modification or revocation of a permit.

7J. That all reasonable measures have been incorporated into the plan and/or consistently taken to successfully control the establishment's patrons' conduct resulting in disturbances, vandalism, crowd control inside or outside the premises, traffic control problems, marijuana use in public, or creation of a public or private nuisance, or interference with the operation of another business.

Yes, although the business has not opened yet.

7K. That the cannabis-related business would not adversely affect the health, peace or safety of persons living or working in the surrounding area, overly burden a specific neighborhood with special needs or high impact uses, or contribute to a public nuisance; or that the dispensary has resulted in repeated nuisance activities including disturbances of the peace, illegal drug activity, marijuana use in public, harassment of passersby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct, or police detentions or arrests.

There have been no calls for service at this location within the last year as the business has not opened.

7L. That any provision of the City Code or condition imposed by a City issued permit, or any provision of any other local or State law, regulation, or order, or any condition imposed by permits issued in compliance with those laws has not been violated.

The business has not opened yet and the police department can't confirm if all employees have had criminal history checks completed. The police department is not aware of any local, or State law, regulation, order, or any condition imposed by permits issued in compliance with those laws having been violated.



Noble Waidelich
Chief of Police

7M. That the applicant has not violated any local or State law, statute, rule or regulation respecting the distribution, possession, or consumption of marijuana.

The police department has no reports of any local or State law, statute, rule or regulation respecting the distribution or possession being violated by this business.

7N. That the applicant has not knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the application for a permit.

The police department has no knowledge of the applicant knowingly making a false statement of material fact or has knowingly omitted to state a material fact in the application.

7O. That the applicant, his or her agent or employees, or any person who is exercising managerial authority on behalf of the applicant has not been convicted of a felony, or of a misdemeanor involving moral turpitude, or has engaged in misconduct related to the qualifications, functions or duties of a permittee.

The police department has not been provided with a list of employees to confirm.

7P. That the applicant has not engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.

The police department has not been notified of the applicant engaging in unlawful, fraudulent, unfair, or deceptive business acts or practices.

C. Crook
Cedric Crook
Captain
Ukiah Police Department

From: [Jason Benson](#)
To: [Jesse Davis](#)
Cc: [Tim Eriksen](#); [Daniel Flores](#)
Subject: RE: City of Ukiah Project Referral Request - Cannabis Related Business Renewal
Date: Tuesday, April 12, 2022 9:46:10 AM
Attachments: [image002.png](#)
[image004.png](#)
[image001.png](#)

Hi Jesse –

Public Works has reviewed the Business Renewal and does not have any comments.

Jason Benson, PE
Public Works – Senior Engineer
C: (707)510-5485

From: Jesse Davis
Sent: Tuesday, April 5, 2022 11:58 AM
Subject: City of Ukiah Project Referral Request - Cannabis Related Business Renewal

Good Morning,

The City of Ukiah is seeking comment for a requested renewal of a previously approved cannabis-related business at **902 Waugh Lane; APN (003-090-38)** from departments and agencies with interest or jurisdiction over the project. This request was originally approved on May 12, 2022 by the City of Ukiah Planning Commission.

Although the business is not yet operational, the Applicant requests annual renewal of the approved Use Permit, in accordance with the Ukiah City Code. No other changes to the approved Use Permit, operations, security plan, or conditions, are proposed. The renewal application, approval documents (Findings and Conditions of Approval), as well as operational considerations and the most recent plan submittals for the associated tenant improvements to the subject structure are included as an attachment to this message for your review.

The requested comments and any suggested conditions of approval are appreciated by **April 15, 2022**. Thank you in advance.

Best Regards,
Jesse Davis



Jesse Davis, AICP
Planning Manager
Department of Community Development
300 Seminary Avenue, Ukiah, CA 95482

P: 707.463.6207

www.cityofukiah.com/community-development



DATE: May 2, 2022
TO: Zoning Administrator
FROM: Mireya Turner, Planning Manager
SUBJECT: Request to review a Minor Use Permit for a Cannabis Related Business Use Permit to Include Distribution and Manufacturing within an Existing Building at 1061 Cunningham Street; APN 003-081-27. File No. 19-4986

SUMMARY

OWNERS: Mary Golden, TTE
APPLICANT: Gidion Saucedo
AGENT: N/A
LOCATION: 1061 Cunningham Street (APN 003-081-27)
TOTAL ACREAGE: ±0.7 acre (30,492 sf)
GENERAL PLAN: Industrial (I)
ZONING DISTRICT: Manufacturing (M)
AIRPORT COMPATIBILITY: Zone 2: Inside Approach/Departure Zone
ENVIRONMENTAL DETERMINATION: Categorical Exemption, pursuant to CEQA Guidelines Article 19, Class 1, Section 15301, Existing Facilities (a) – Minor interior or exterior alterations.
RECOMMENDATION: Conditional Approval (see Draft Findings in **Attachment 1** and Draft Conditions of Approval in **Attachment 2**)

PROJECT DESCRIPTION

A Minor Use Permit application was received on November 15, 2019, to operate a Cannabis-Related Business that would include cannabis manufacturing and distribution within an existing commercial structure at 1061 Cunningham Street. The project experienced numerous modifications, prompting three rounds of agency review, prolonging the permitting process.

The subject property is ±0.7-acres (30,492 sf) in size. The parcel is improved with an existing ±6,000 sf commercial structure and parking lot. The cannabis-related activity would take place in a portion of the structure (±1,729 sf), separated by walls and locked doors from the 1,780 sf to be

Staff Report | Minor Use Permit
Cannabis Manufacturing and Distribution
1061 Cunningham Street
File No. 16-4986

used for a label printing business which is an allowed use, and not part of the project. The employee break room, maintenance room, and accessible restrooms would be shared spaces. The site is accessed via Cunningham Street. The project does not propose exterior alterations or expansions to the existing footprint. Application materials are included as **Attachment 3**. The project includes the following components.

- Manufacturing, including water-based hash extraction, infusion of pre-rolls, and distribution services within an existing 6,000 sf commercial structure (595 sf for manufacturing, 603 sf for distribution, and 195 sf secure storage) with shipping/receiving, office space, employee break room, maintenance room, and accessible restrooms;
- Installation of six foot fencing along south side of property, and around loading ramp;
- Relocation of secure, rolling gate to the northern access from Cunningham Street;
- Installation of HVAC system for temperature control;
- No more than three deliveries of cannabis and cannabis products per day;
- Construction of interior walls to enclose office, secure storage, manufacturing area, employee break room, maintenance room, secure lobby entrance, and accessible restrooms;
- Installation of security features including interior and exterior surveillance cameras, alarms, card reader entry and motion sensors;
- Eight parking spaces including one ADA parking space;
- Operating hours would be Monday through Friday, 9:00 a.m. to 6:00 p.m. with no more than four employees during a single shift.

SURROUNDING LAND USE & ZONING

The Project Site is located on Cunningham Street, approximately 600 feet north of Talmage Road and adjacent (east) of the railroad tracks and the Great Redwood Trail. It is accessible via Cunningham Street from Talmage Road or Thomas Street from South State Street. The project site has a General Plan land use designation of Industrial (I) and is within the Manufacturing (M) Zoning District. The project is adjoined to the north by a vacant parcel, to the south, and west by manufacturing and commercial uses including retail and personal services, office space, and commercial fishing retail. To the east, the property is bounded by the railroad tracks and Great Redwood Trail. A summary of zoning designations and uses is provided below in **Table 1**. A General Plan Land Use Map is depicted in **Figure 1**, and Zoning Map in **Figure 2**. Both the General Plan and Zoning Maps predate the assignment of separate APNs for the two parcels. The Assessor's Parcel Map, dated 12/10/2019 is included as **Figure 3** to illustrate the separate parcels, with an aerial map as **Figure 4**.

Table 1, Surrounding Zoning and Land Uses

ZONING:		USE:
NORTH	Manufacturing (M)	Vacant parcel
EAST	N/A	Great Redwood Trail
SOUTH	Manufacturing (M)	Storage of commercial fishing equipment and retail
WEST	N/A	Gazebo manufacturing

Figure 1. General Plan Map

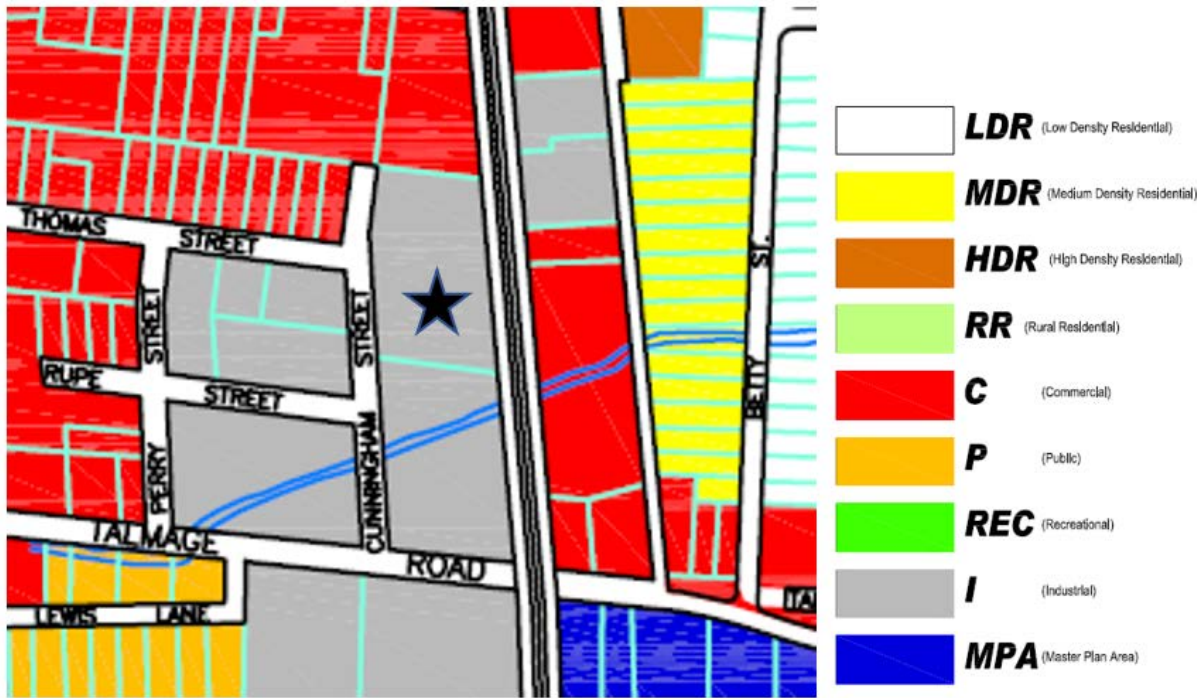


Figure 2. Zoning Map

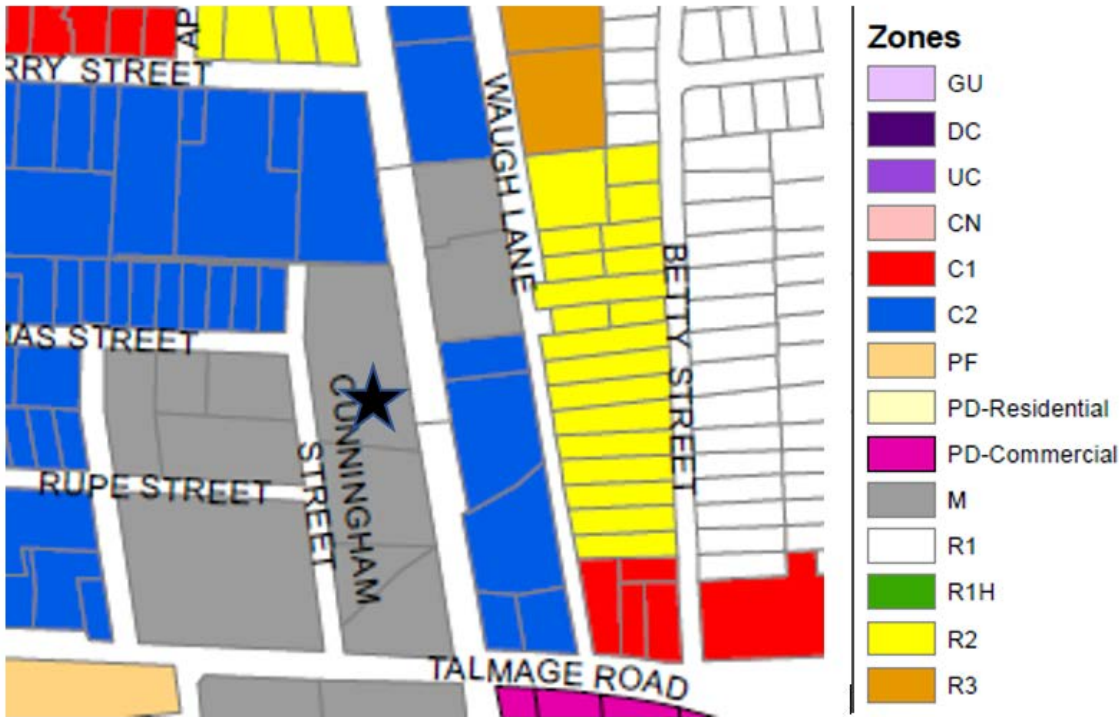


Figure 3. Assessor's Map

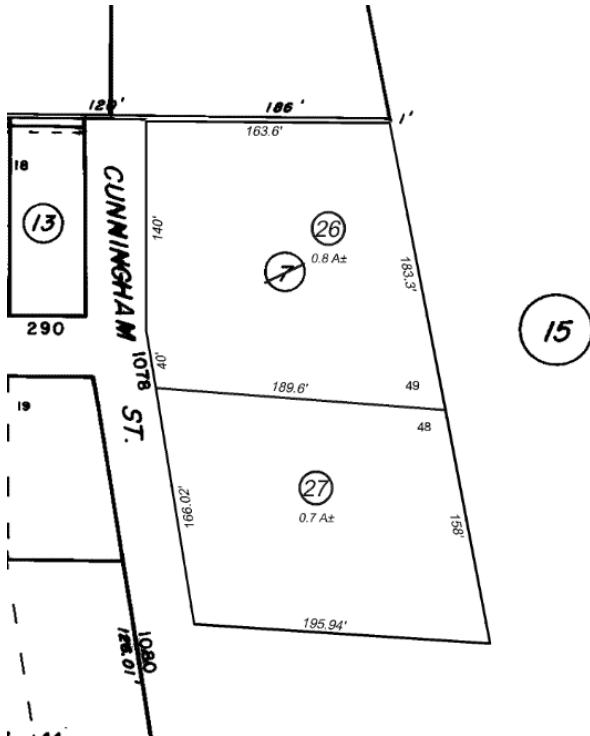


Figure 4. Aerial View



AGENCY COMMENTS

Project referrals were sent to the following responsible or trustee agencies with interest or jurisdiction over the project: Ukiah Valley Fire Authority, City of Ukiah Public Works, City of Ukiah Police Department, City of Ukiah Electrical Utility Department, City of Ukiah Community Development Department - Building Division, and Mendocino County Air Quality Management District. The agencies' comments are included as **Attachment 4**.

STAFF ANALYSIS

General Plan and Zoning Consistency

General Plan. The parcel carries a General Plan Land Use designation of Industrial (I) and is zoned Manufacturing (M). Per UCC §9112, Cannabis Related Businesses, including manufacturing, and distribution, are allowed in M zoning districts upon securing a Use Permit. Cannabis Distribution allows for the procurement, sale, and transport of cannabis and cannabis products between permitted and licensed cannabis businesses for the distribution of cannabis and cannabis products. The proposed Manufacturing includes water-based hash extraction from raw cannabis, and its infusion onto pre-rolls.

Zoning Code. The Applicant has submitted all required documents including a complete application, a Security Plan (omitted from the attachments for security reasons), and Standard Operating Procedures (**Attachment 3**), in compliance with the aforementioned ordinances. In addition, the Applicant and General Manager have successfully completed the Live Scan process through the Ukiah Police Department. The project is consistent with all other requirements contained within the above applicable ordinances for Cannabis Related Businesses. In addition, the project is consistent with the all applicable development standards for the "M" Manufacturing zoning district outlined in §9110-9117 of the UCC. Per §9117 a Site Development Permit is not required given the minor exterior modifications, which include limited fencing, relocated gates, and installation of external security apparatus.

The City of Ukiah maintains restrictions regarding the location of cannabis business, which include the following per §9174.2:

1. Within six hundred feet (600') of a school;
2. Within two hundred fifty feet (250') of a youth-oriented facility (public park, church, museum, library, or licensed daycare facility);
3. Abutting a parcel occupied by a youth oriented facility or a school;
4. Within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or
5. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses;
6. Abutting or within two hundred fifty feet (250') feet of another cannabis dispensary (*relates only to cannabis retail/dispensaries, and is not relevant to this project*).

The project is consistent with the siting requirements above, as it is not within the restricted distances to schools, youth-oriented facilities, or other cannabis dispensaries. City Staff confirmed that there are no licensed childcare facilities, including family daycares, within the vicinity of the project.

Parking was calculated according to Ukiah City Code (UCC) §9198.G.1. As an industrial use, parking is required as follows:

- One space per employee on maximum shift;
- One space for the office area;
- Two spaces for customers; and
- One space for each vehicle operated from or on the site.
- Cannot be fewer than required by §9198.G.2 (3 spaces, minimum)

The Project proposes four employees per shift, one office, and no vehicles operated from the site, for a total of seven required spaces. The Applicant proposes eight spaces, including one accessible space.

Landscaping requirements are not included within UCC Chapter 2, Article 9 Manufacturing Zoning District Regulations; nor does the Project require a Site Development Permit, which would include landscaping requirements. There are three existing planters on-site with Blue Point Juniper and Crimson Pigmy shrubs. The Applicant proposes the addition of two planters along the parking area, with the same shrubbery. Street trees are included as a possible requirement in the Conditions of Approval (**Attachment 2**), at the request of the Public Works Department and consistent with UCC §9181C Street Improvements with Development of Property.

Requirements for approval of a Use Permit within the City of Ukiah are found within UCC §9262(E). Findings, specific to this project request are included in **Attachment 1** and the project is subject to Conditions of Approval contained within **Attachment 2**.

Airport Compatibility

The Site is located approximately ±1,350 feet (0.34 miles) northeast of the Ukiah Municipal Airport, within Zone 2 (Inner Approach/Departure Zone). Per the Ukiah Airport Land Use Compatibility Plan (UKIALUCP), the proposed project is most aligned with Light Industrial, Low Intensity Land Use Category. This use is conditionally compatible if intensity criteria and restrictions on bulk storage of hazardous materials are met. Zone 2 lists a maximum sitewide average intensity of 60 people/acre, and a maximum single-acre intensity of 120 people/acre. The Project Parcel is ±0.7 acres (30,492 sf) allowing for a maximum sitewide density of 42 people at any one time, significantly over the proposed density of four employees and three delivery visits per day. No storage of hazardous materials is proposed. UKIALUCP Section 3.3.6.a.1 requires an aviation easement for projects within Compatibility Zones 1 through 5. Conditions requiring the aviation easement, and restricting both site-wide density and hazardous materials storage have been included in the draft Conditions in **Attachment 2**.

Per the UKIALUCP, the listed conditions are met, and therefore, the project was deemed compatible with the Plan and was not sent to the County for review.

ENVIRONMENTAL DOCUMENTATION

The proposed project is subject to the California Environmental Quality Act (CEQA). The project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19 Class 1, Section 15301, Existing Facilities (a) - Interior or exterior alterations.

The project involves renovations to an existing commercial structure that was historically used for manufacturing and commercial/retail activities. The existing footprint of the subject structure will not be altered or expanded. There are no unusual circumstances that would result in a reasonable possibility of a significant effect, and the project is determined to be consistent with the applicable general plan designation and policies, including applicable zoning designation and cannabis use regulations.

NOTICE

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C):

- Published in the Ukiah Daily Journal on April 29, 2022;
- Posted on the Project site on April 29, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing;
- Provided to property owners within 300 feet of the project parcels, as well as Public Agencies on April 28, 2022.

RECOMMENDATION

Staff recommends the Zoning Administrator approve the requested Minor Use Permit, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

ATTACHMENTS

1. Draft Findings
2. Draft Conditions of Approval
3. Project Application Materials
4. Agency Comments

**FINDINGS TO ADOPT A MINOR USE PERMIT TO ALLOW THE OPERATION OF A
CANNABIS MANUFACTURING AND DISTRIBUTION BUSINESS IN AN EXISTING
BUILDING AT 1061 CUNNINGHAM STREET (APN 003-081-07);
FILE NO. 19-4986**

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 Applicant is seeking a Minor Use Permit, in compliance with the Ukiah City Code. In addition, the project is consistent with Ordinance Numbers 1188, and 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 would be similar in use and intensity to the various businesses previously operated at the project site. The proposed 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. 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: Mendocino County Environmental Health Department, Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, City of Ukiah Electric Utility Department, City of Ukiah Community Development Department - Building Division. Comments have been included as Conditions of Approval, as appropriate.

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

**DRAFT CONDITIONS TO ADOPT A MINOR USE PERMIT TO ALLOW THE OPERATION OF A
CANNABIS MANUFACTURING AND DISTRIBUTION BUSINESS IN AN EXISTING BUILDING
AT 1061 CUNNINGHAM STREET (APN 003-081-07);
FILE NO. 19-4986**

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.

Approved Project Description: A Minor Use Permit application was received on November 15, 2019, to facilitate a 'Cannabis-Related Business' that would include Manufacturing and Processing within an existing commercial structure at 1061 Cunningham Street.

The subject property is ±1.53-acre (66,646.8 sf) in size, though the Project Site takes up less than half of the parcel and is separated by an existing fence. The Project Site is improved with an existing ±6,000 sf commercial structure and parking lot, and is accessed via Cunningham Street. The Applicant proposes no exterior alterations or expansions to the existing footprint. The project includes the following components. Application materials are included as **Attachment 3**.

- Manufacturing, including water-based hash extraction, infusion of pre-rolls, and distribution services within an existing 6,000 sf commercial structure (595 sf for manufacturing, 603 sf for distribution, and 195 sf secure storage) with shipping/receiving, employee break room, office space, maintenance room, and accessible restrooms;
- Installation of six foot fencing along south side of property;
- Relocation of secure, rolling gate to the northern access from Cunningham Street;
- Installation of secured fencing around access to loading ramp;
- Installation of HVAC system for temperature control;
- No more than three deliveries of cannabis and cannabis products per day;
- Construction of interior walls to enclose office, secure storage, manufacturing area, employee break room, maintenance room, secure lobby entrance, and accessible restrooms;
- Installation of security features including interior and exterior surveillance cameras, alarms, card reader entry and motion sensors;
- Eight parking spaces including one ADA parking space;
- Operating hours would be Monday through Friday, 9:00 a.m. to 6:00 p.m.;
- One work shift per day, with a maximum of three to four individuals per shift.

CITY OF UKIAH SPECIAL CONDITIONS

1. No consumption of cannabis or cannabis-related products shall occur on-site.
2. No planting, growing or harvesting of cannabis shall occur on-site.
3. No special events are permitted on-site.
4. Per Section 9174.2(D)(1) of the UCC this Cannabis Minor Use Permit is valid for one-year

from the date of approval. Use Permits for cannabis-related businesses must be renewed on an annual basis by the Zoning Administrator following the procedure described in Section 9174.2(D) of the UCC. It is the Applicant's responsibility to apply for annual renewal 45 days prior to this permit expiring.

5. As outlined in Article 20, Administrative and Procedures, of the Zoning Code this planning permit may be revoked through the City's revocation process if the approved project related to this permit is not being conducted in compliance with these stipulations and conditions of approval.
6. Prior to issuance of a certificate of occupancy and commencing operations, the applicant shall submit proof of State licensure to operate the cannabis related business to the Community Development Department.
7. Prior to issuance a certificate of occupancy or commencing operations, the applicant and all employees shall successfully complete a Live Scan background and provide proof of such completion.
8. No persons will live on-site. If the applicant wishes to have a live-in manager in the future, they shall consult with the Planning and Community Development Department and obtain any necessary permits.
9. The business is required to obtain a City of Ukiah business license prior to occupancy.
10. Density shall not exceed 45 people on-site at any one time.
11. Bulk storage of hazardous (flammable, explosive, corrosive, or toxic) materials allowed only for on-site use.

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 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.
14. 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.
15. Building permits shall be issued within two years after the effective date of the Use Permit or same shall be null and void.
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.
19. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.

ELECTRIC UTILITY DEPARTMENT

20. This property will be served from overhead to underground facilities.
21. An upgrade to the power in the area may be required. For more information, contact the department at 707-467-5775.
22. 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. A site visit by the department is required prior to any future work.
23. The Permittee and Property Owner shall grant and record easements to the City for all electric infrastructure and equipment on the parcel.
24. Developer will need to provide Electric Utility Service Equipment Requirements Committee (EUSERC) approved electrical equipment that is to be used on this project.
25. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment and future services).

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

26. A permit will be required for T.I. (Tenant Improvements). Please submit plans, building permit application. Please submit four complete plan sets, two wet stamped and signed.
27. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.
28. The Building is currently an B occupancy and will need to be converted to an F, M, B occupancy. Per 2019 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 comment to a change of occupancy.

UKIAH VALLEY FIRE AUTHORITY

29. 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.
30. This is a large warehouse facility with a fluctuating amount of staff. 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
31. In the event of power supply failure, an emergency electrical system shall automatically illuminate the means of egress. CFC 1008.3.
32. 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.
33. An "Knox Box" key security safe shall be required, and mounted on the exterior at a location specified by the Fire Marshal.
34. Emergency contact information shall be provided to the Fire Department.

UKIAH POLICE DEPARTMENT

35. All applicants, agents, employees and volunteers must complete background checks/live scans prior to operation, employment, volunteering.
36. Prior to occupancy, the Permittee shall provide the 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.
37. Video surveillance shall be retained for no less than 90 days. In the event of a crime on site or anywhere within the range of the exterior security cameras, the Permittee shall provide the Chief of Police with a useable digital copy of the security video up on request, or at the earliest convenience.
38. Prior to occupancy, a professionally and centrally monitored fire, robbery, and burglar alarm system must be installed. The alarm system must be maintained in good working condition and the alarm company's information provided to the department.
39. Permittee shall only manufacture cannabis in a fully enclosed building and not allow cannabis or cannabis products on the site to be visible from the public right of way, or the unsecured areas surrounding the buildings on the site. No manufacturing of Butane Honey Oil (BHO) or other, similar substances is allowed on the premises.
40. Permittee shall report to the city police department all criminal activity occurring on the site.
41. All security personnel hired or contracted shall comply with Business and Professions Code Division 3, Chapters 11.4 and 11.5, or as may be amended (7708L).

DEPARTMENT OF PUBLIC WORKS

42. The property is located within the floodplain and is subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements. If the value of the proposed tenant improvements is more than 50 percent of the assessed valuation of the structure, the proposed work is considered a “substantial improvement,” for purposes of flood plain management. Therefore, verification will be required that the entire existing structure, including any additions, is constructed at or above the base flood elevation. (Note that the “substantial improvement” determination may be re-evaluated by the City based upon a certified appraisal of the market value of the structure furnished by the applicant.) The following shall be required: a) a post construction elevation certificate based on construction will be required prior to final inspection.
43. There is currently no sidewalk along the subject property. The existing driveway approach onto the public street shall be reconstructed to meet ADA requirements, with a minimum 4 foot wide level sidewalk for wheelchair accessibility, behind a sloped driveway apron. A sidewalk easement shall be provided if portions of the sidewalk at the driveway are constructed outside of the street right-of-way.
44. The frontage of this property currently lacks concrete curb, gutter, sidewalk and street trees. Pursuant to Section 9181C of the Ukiah City Code, if the proposed tenant improvements are more than 30 percent of the assessed valuation of the structure, the applicant shall be required to construct frontage improvements (including an ADA compliant concrete sidewalk, street trees, and repairs to existing curb, gutter and sidewalk if necessary), to the satisfaction of the City Engineer. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area or otherwise affecting this area. Encroachment permit fee shall be \$45 plus 3% of estimated construction costs.
45. Post construction stormwater mitigation measures may apply if the applicant creates or replaces 10,000 square feet of impervious surface. For details, see the following City of Santa Rosa webpage: <https://www.srcity.org/1255/Low-Impact-Development>. Prior to issuance of Building Permit, a signed 2017 Storm Water Determination Worksheet must be provided, which can be found on the Santa Rosa webpage. If storm water BMPs are triggered by the proposed work, an “Initial SWLIDS” (Storm Water Low Impact Development Submittal) will also be required.
46. The existing sewer lateral shall be tested in accordance with Ukiah Valley Sanitation District Ordinance No. 30 and repaired and replaced if necessary prior to final inspection. If this has already taken place, please contact the department regarding permit verification.
47. Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. A final drainage report shall be provided to support the design of the proposed drainage system.
48. All areas of circulation should be paved with a minimum of 2” of AC on 6” of Base or other suitable surface approved by the City Engineer. This includes the proposed driveways and parking areas. If heavy truck traffic is anticipated from the solid waster company, delivery trucks, or other heavy vehicles, the pavement section should be calculated appropriately to ensure that it can withstand the loading.

49. The proposed development is located within the Ukiah Valley Sanitation District and subject to applicable sewer connection fees.

MENDOCINO COUNTY AIR QUALITY MANAGEMENT DISTRICT

50. Renovations to commercial building are subject to 40 CFR Part 61 NESHAPS (Asbestos). Prior to issuance of building permits, the Asbestos Demolition/Renovation Notification form shall be completed and submitted to the District for clearance.
51. Equipment and/or materials used in the processing an/or manufacturing may be subject to District permitting requirements.
52. Emergency backup power generators may be subject to District permitting requirements.

DRAFT



City of Ukiah

Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: planning@cityofukiah.com

Web: www.cityofukiah.com

Phone: (707) 463-6203

Fax: (707) 463-6204

Planning Permit Application

PROJECT NAME: PANDA ROLLS MANUFACTURING - SPEKTRA DISTRIBUTION					
PROJECT ADDRESS/CROSS STREETS: 1061 Cunningham Street / Talmage Road				AP NUMBER(S): 00308107	
APPLICANT/AUTHORIZED AGENT: Gidion Saucedo		PHONE NO: 213.401.8601		FAX NO: 	
E-MAIL ADDRESS: Gideon360@gmail.com		APPLICANT/AUTHORIZED AGENT ADDRESS: 1061 Cunningham St.		CITY: Ukiah	
STATE/ZIP: CA / 95482		PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: Mary Golden Trustee		PHONE NO: 707.671.7801	
E-MAIL ADDRESS: mary@goldengroupsolutions.com		FAX NO: 		PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT: PO BOX 1658,	
CITY: UKIAH		STATE/ZIP: CA, 95482		HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☐ YES ☒ NO	
☐ AIRPORT LAND USE COMM. DETERMINATION 100.0800.611.003	\$	☐ REZONING 100.0800.611.001	\$	☐ USE PERMIT – AMENDMENT 100.0400.449.001	\$
☐ ANNEXATION 100.0800.611.001	\$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	\$	☐ USE PERMIT – MAJOR 100.0400.449.001	\$
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	☐ USE PERMIT – MINOR 100.0400.449.001	\$
☐ BOUNDARY LINE ADJUSTMENT 100.0800.610.001	\$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	☐ VARIANCE – MAJOR 100.0400.449.001	\$
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	☐ VARIANCE – MINOR 100.0400.449.001	\$
☐ MURAL PERMIT 100.0400.449.001	\$	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	\$	☐ ZONING AMENDMENT – MAP 100.0800.611.001	\$
☐ PRELIMINARY REVIEW (PC) 100.0800.611.003	\$	☐ SUBDIVISION EXCEPTION 100.0800.610.001	\$	☐ ZONING AMENDMENT – TEXT 100.0800.611.001	\$
☐ PRELIMINARY REVIEW (PRC) 100.0800.611.003	\$	☐ TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	☐ OTHER	\$
☐ PRELIMINARY REVIEW (STAFF) 100.0800.611.003	\$	☐ TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	☐ OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MAJOR PERMIT DEPOSIT:	\$	FILING DATE:	
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$	TOTAL AMOUNT PAID: \$	
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$	RECEIPT NUMBER:	
APPLICATION NUMBER(S):					

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, storm water mitigation requirements, frontage improvements, etc.

Project Description

The purpose of the project description is to assist Staff in understanding the project. 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

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

Description of Building & Site			
Parcel Size: 75,741 1.75 ACRE	Building Size: 50'x110'	Number of Floors: 1	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☐ Office (business/professional)			
☐ Office (medical/dental)			
☐ Retail			
☒ Light Industrial	Printing and Fulfillment	6,000 sq. ft	Two Units
☐ Residential			
☐ Other:			
Operating Characteristics			
Days and Hours of Operation:			
Number of Shifts: 1	Days and Hours of Shifts: Monday - Friday 9am - 6pm		
Number of Employees/Shift: 5 Employees - 1 Shift			
Loading Facilities: ☒ Yes ☐ No	Type/Vehicle Size: UPS, SPRINTER VANS, PRIUS, DELIVERY TRUCKS		
Deliveries: ☒ Yes ☐ No	Type: Cannabis	Number (day/week/month): 2 per week	Time(s) of Day: 9am - 6pm Monday - Friday
Outdoor areas associated with use? (check all that apply) ☒ Yes ☐ No	Sales area: ☒ Yes ☐ No Square Footage: 500 SQ FT	Unloading of deliveries: ☒ Yes ☐ No Square Footage: 10,693 SQ FT	Storage: ☒ Yes ☐ No Square Footage: 1,000 SQ. FT.
Noise Generating Use? Yes ☐ No ☒	Description:		

To Be Completed by Staff

General Plan Designation:	Zoning District:	Airport Land Use Designation:
City's Architectural & Historic Inventory: YES NO	Age of Building:	Demolition Policy:
Hillside: YES NO	Flood Designation FIRM Map:	Flood Designation Floodway Map:
Tree Policies		
General Plan Open Space Conservation NO YES GOAL/POLICY #:	Community Forest Management Plan NO YES GOAL/POLICY #:	
Landscaping and Streetscape Design Guidelines NO YES GUIDELINE #:	Commercial Development Design Guidelines NO YES GUIDELINE #:	
Tree Protection and Enhancement Policy NO YES NOTES:	Tree Planting and Maintenance Policy NO YES NOTES:	
UCC: Street Tree Policy, Purpose and Intent NO YES NOTES:	Other:	
Notes		

I, Mary Golden, Trustee, owner authorize Gidion SAUCEDA
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).

Mary A Golden
PROPERTY OWNER SIGNATURE

11.20.19
DATE

I, Gidion Saucedo, 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.

Gidion Saucedo

11/11/19

☐ 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.

GIDION SAUCEDA

☐ PROPERTY OWNER / ☒ AUTHORIZED AGENT
(PLEASE PRINT NAME)

Gidion Saucedo

11/11/19

☐ PROPERTY OWNER / ☒ AUTHORIZED AGENT
(SIGNATURE)

DATE

2A. PREVIOUS ADDRESSES:

1. 1061 Cunningham St, Ukiah, CA. 95482
1. 521 Calvados Ave, Sacramento, CA. 95815
2. 923 7th St. #2, Sacramento, CA. 95814
3. 920 J. St, #200, Sacramento, CA. 95814
4. 4506 Yellowstone St, Los Angeles, CA. 90032
5. 1253 N. Kenmore Ave, Los Angeles, CA. 90029

2B. COPY OF DRIVER'S LICENSE:



2C. EMPLOYMENT HISTORY:

2017-Current: CEO at Spektra Printing
 2017-Current: CEO at NOGI LLC
 2016-2018: CEO at Panda Rolls
 2011-2016: Buyer at Kenmore Produce

2D. TAX HISTORY:

3A. MANAGEMENT INFORMATION:

Gidion Saucedo: 1061 Cunningham St, Ukiah CA. 95482
 Noelle Davis: 1061 Cunningham St, Ukiah, CA. 95482
 Cesar Sanchez: 5712 Willis Ave, Sherman Oaks, CA. 91411

Founder: Gidion Saucedo

Gidion, our founder and majority owner, has spent over 25 years working in design, print, packaging, manufacturing and fulfillment services in Southern California for brands such as: Walt Disney Interactive, Wal-Mart, Warner Brothers, Live Nation, Blizzard, Sephora, St. Tropez Tan and See's Candies.

The past six years, he co-owned a supermarket in Hollywood, California and a wholesale distribution company of fruits and vegetables. Responsible for stocking six supermarkets, six days out of the week and with daily purchase allotment of a minimum of \$35,000. He worked with various farmers from Fresno to Nogales and reaching as far as Brazil. These experiences he developed are no different from what we plan to do with manufacturing and distribution at 1016 Cunningham.

Gidion is an Oaksterdam graduate, December 2016. Oaksterdam provided him with advance knowledge and skills needed to lead and succeed in the evolving cannabis industry. Oaksterdam is widely recognized for its experience and leadership in the cannabis industry, with exceptional academic learning and networking opportunities.

Co-Founder: Cesar Sanchez

Enterprise skilled business transformation architect that has been involved in the complete Software Development Life Cycle of more than ten Fortune 500 clients including: Call Centers (Sales and HR), Sales Forecasting, Auto Finance and Master Data Management/Customer Master.

Cesar his career at Big5 consulting developing, configuring and ultimately leading teams and delivering large projects across multitude of enterprise level customers.

After six years consulting over 15 large projects, he jumped into an industry role with an opportunity at Toyota Financial Services up oversee the technical changes for their 5,000 seat Call Center.

After Toyota, he's spent the last six years at Salesforce in Customer Success. Currently, leading a team of resources that help marshal post-sales resources to address customer satisfaction, adoption or renewal issues within our Mid Commercial market segment.

Co-Founder: Noelle Davis

Graduate of the University of Santa Barbara with a Bachelor's in Economics, she worked in Advertising and in the Film & TV industry as a Coordinator and in the Costume Department. Some keys projects: Dancing with the Stars, designer for a Warner Brother's webisode, script development and pilot episode for Modern Family. In advertising, she provided creative support for branding and packaging in the Home Entertainment Division where we produced key art for DVD sleeves, billboards and bus wraps.

Noelle has collaborated on large scale events like red carpets, Golden Globes & The Academy Awards, and booked gourmet food trucks for festivals and special events.

3B. CRIMINAL BACKGROUND:

We will be contacting City of Ukiah Police Department for a live scan.

3C. EMPLOYEE INFORMATION:

Once permitted, we plan to hire 1-2 initial production employees (excluding management) with a maximum of 4 per shift. We plan to start with 1 distribution employee to act as a driver that can also serve as a production employee, as needed. Immediately, we plan to hire a Bookkeeper whose main role will be to handle the Account Receivables, Account Payables and taxation assistance. This position will also maintain our books for our manufacturing and printing divisions until we hire more individuals to hold these roles.

4A. PLAN OF OPERATIONS:

We plan to operate cannabis manufacturing and cannabis distribution from 1061 Cunningham Street by applying for a Cannabis Use Permit with the City of Ukiah. Our primary activities in terms of manufacturing would be to fulfill and package cannabis into containers or pouches. We will also make infused prerolls. Our brand, Panda Rolls, is a preroll including premium flower that is coated in oil and then rolled into kief, which is the reason why we are applying for a manufacturing permit since our preroll falls outside the scope of a traditional preroll including only cannabis flower. We will tumble the cannabis to create the kief which will be used in the prerolls. We plan to also process cannabis by methods of cleaning, trimming, as well as, packaging to be distributed into dispensaries or delivery services. We also plan to have storage, not only for our brands, but for cultivators that do not have ample space or proper storage facilities. For example, distribution would utilize storage when waiting to drop product off for testing or provide storage after testing and waiting to be delivered to dispensaries.

With our manufacturing permit, we will also inject terpenes and oils into cartridges and the oils will be manufactured offsite. We will NOT be conducting any type of alcohol or butane extraction; we will only be processing solvent-free extractions which is ice water hash and rosin that is created by stirring ice and water with the method of using screens. Rosin is a solvent-less extraction which is created by heat and pressure. We will NOT be cultivating onsite.

In terms of identification and security, we will issue all employees credential badges that will be required to wear at all times while on the premises. These badges will eventually grant access into only the designated places that each employee needs to be in. For example, a manufacturing employee will only have access to manufacturing rooms and will not have access to distribution. We will provide employees with precise definition of responsibilities, clearly understood chains of authority and provide thorough training of new hires.

For more information on operations and an in depth description of security measures for both divisions, manufacturing and distribution, please refer to our Security Plans.

WRITTEN PROJECT DESCRIPTION:

Use Size:

Interior Warehouse: 6,000 sq. ft.
 Lot Size: 75,761 sq. ft.
 Manufacturing Division: 2,000 sq. ft.
 Distribution Division: 1,000 sq. ft.

Units:

Unit A: Printing
 Unit B: Manufacturing
 Unit C: Distribution

Currently, do not have patients; we're working on entering the legal market.
 We have built lots of relationships since 2016 and have sources of where we can place our cannabis products.

During our first phase of construction, we plan to return the restrooms to the warehouse based on the permit which is on file with the Ukiah Building Department for existing water and sewer lines. Per our conversation with Steven Oropeza, we will be relocating ADA restrooms from the ground level to the first level of the warehouse due to the existing ADA ramp. We are proposing to erect one interior wall to separate the printing and cannabis businesses. Through the hallway from the ADA ramp, we propose two separate entrances one to the printing division and the second to the manufacturing division. We plan to build another room in the first phase, titled Breakroom, here we'll need to erect two additional walls. We plan to add a metal shipping container adjacent to the Breakroom to act as a Secured Storage Unit for only manufacturing. Manufacturing has access to distribution through two methods: the existing rollup door and the proposed door for deliveries of inventory. There will be only two entrances to the warehouse identified as Reception Area where we will greet guests and/or conduct deliveries. Distribution's entrance is located in the back of the warehouse, which has its own gated entrance through the facility's lot. Our goal is to keep all employees and product safe. As the site plan illustrates, we have one entry door into each unit and only designated employees are allowed in each unit. For example, non-cannabis employees only have access to the printing unit. Manufacturing and distribution employees only have access to their respective department and will only interact at the rollup door and the "distribution" interior window when exchanging finished product to go out for retail sales or into storage for distribution. In have our units separate independently functioning units

We have one existing handicap parking space and propose to include ten employee, five visitor, three reserved and four distribution parking spaces. We will have basic signage on the front façade of the warehouse, reading "Spektra."

Once permitted, we will introduce the idea of handling cannabis at our facility. We will be exclusively sourcing local, compliant products from licensed cultivators that we will create various brands as by products from the cannabis grown offsite, as well as, extracts produced elsewhere. Again, we will be branding and packaging products always remaining compliant with Track & Trace regulations. One of our first brands will be Panda Rolls, which are prerolls infused with oils and kief. We plan to also process cannabis from outside cultivators by assisting them with trimming and/or fulfilling their cannabis into jars or pouches, per their requirements.

The other component of our business is the distribution service. Our deliveries will take place in the back of the property, which is shown on the site plan. We have ample amount of space for vehicles, as well as, a secure space to load & unload inventory into a permitted vehicle or into the warehouse. This ensures no visible transfer of cannabis from load to delivery. We plan to use our facility as a storage site, if needed, for local cultivators. We will also handle the process of testing cannabis products, as well. As addressed earlier, we will have a Bookkeeper working in distribution to handle all accounting and taxation purposes.

Due to being a unique untapped niche market, we expect to be able to expand quickly and source over ten local reputable jobs in our first year of operation. We plan to work with local farms and would like to connect with the dispensary near us to provide their distribution services. We also have relationships with dispensaries in Los Angeles that we plan to work with as well.

WRITTEN RESPONSE TO LOCAL & STATE STANDARDS:

We sought our location based on the General Plan found in the Ukiah Municipal Code. Our property is located in the Industrial Section and Zoned as Manufacturing. APN # 00308107. The Airport Land Use is located in B1 and we're CEQA compliant. We're compliant with all of the Location Restrictions identified on the Neighborhood Context Map:

1. We are not within six hundred feet (600') of a school.
2. We are not within two hundred fifty feet (250') of a youth-oriented facility as defined in Section 5702R of this code (public park, church, museum, library, or licensed daycare facility), measured by street frontage and not radial distance.
3. We are not abutting a parcel occupied by a youth-oriented facility or a school.
4. We are not within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or
5. We are not on a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses.
6. We are not within. 250 ft of another cannabis dispensary.

NOGI LLC plans to apply for two state licenses; a Cannabis Manufacturing License from the California Department of Public Health (CDPH) and a Distribution License from the Bureau of Cannabis Control (BCC) at 1061 Cunningham St.

LANDSCAPE PLAN:

We see the importance of bringing life to this industrial area-- we believe with the use of vibrant greens & various shades of reds combined with locally sourced wood we can create an effective curb appeal with our large planters which also provides a barrier for protection from unwanted guests or disturbances which is CPTED certified. The trees we propose to use are called Blue Point Juniper and the shrubs we propose to use are called Loropetalum Crimson Fire which will be watered through an automatic irrigation system. We will be using a Dutch Bucket system which will be an automatic drip system with the use of timers. Please reference the Landscape Plan for the map drawing of the irrigation system which indicates two points of access for water and then connects to the time controller that has pressure release regulator that is connected to a poly tubing with an end cap. The end cap works in conjunction with the transfer barb, a "spaghetti" tubing and water emitter that connects to each individual plant.

ACCESSIBILITY PLAN:

We have one existing handicap parking space directly in front of the warehouse, right when you drive into the lot. Attached to the handicap parking space is a concrete slab leading to the entrance of the warehouse where someone disabled can easily gain access to the building. When you enter the warehouse from this concrete slab, a few feet from the door is an ADA ramp which leads you into the warehouse. Adjacent to the ADA ramp we will have two ADA restrooms with the toilet, sink and distance all compliant. The doorways will be all ADA accessible.

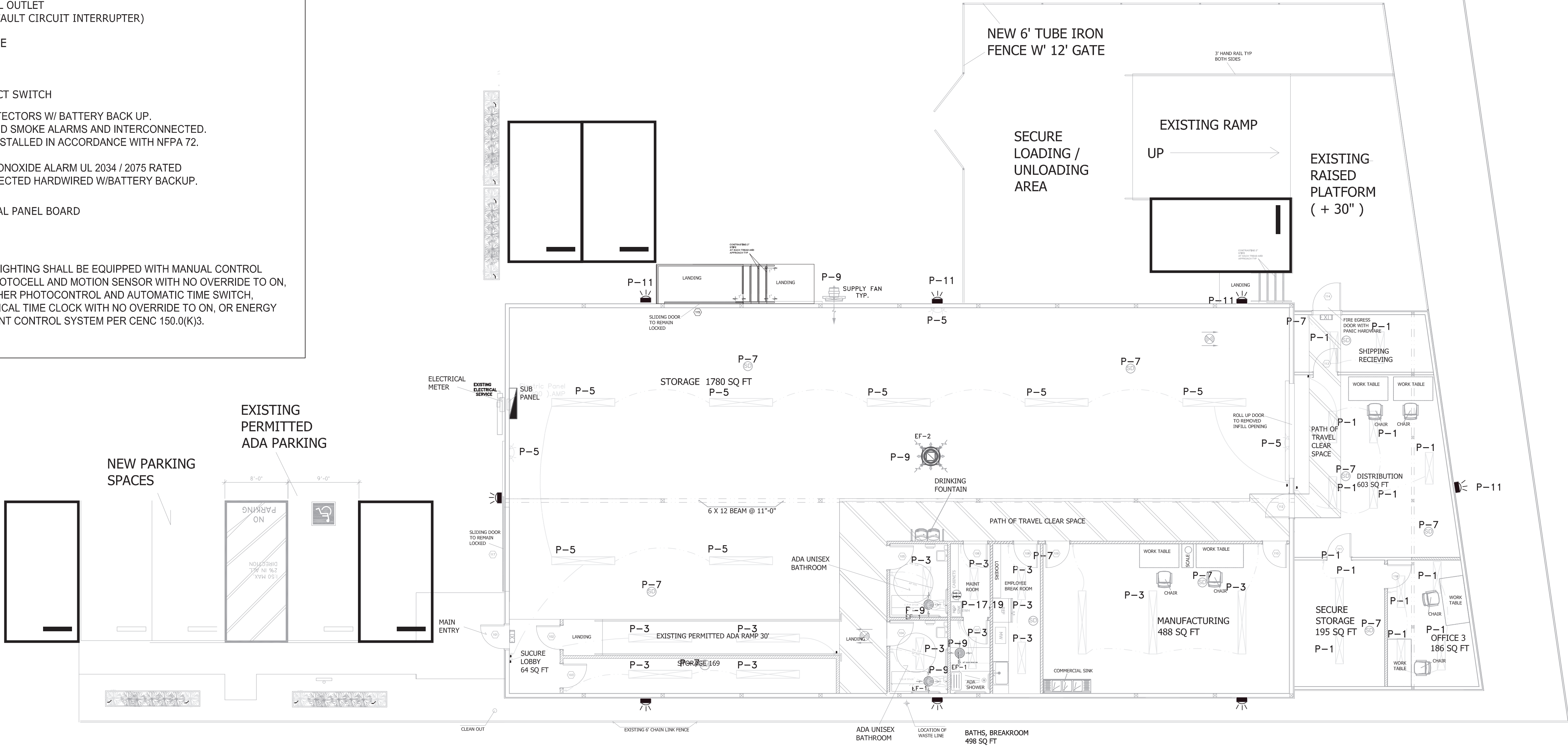
ELECTRICAL LEGEND

- CEILING FAN WITH VANITY LIGHT
- RECESSED CEILING LIGHT
- RECESSED CEILING LIGHT (WET AREAS - WATER RESISTANT COVER)
- WALL MOUNTED LIGHT
- LIGHTING CONTROL SWITCH WITH VACANCY SENSOR
- THREE WAY LIGHTING CONTROL SWITCH WITH VACANCY SENSOR
- INTERMEDIATE LIGHTING CONTROL SWITCH WITH VACANCY SENSOR
- VACANCY SENSOR
- ELECTRICAL OUTLET
- ELECTRICAL OUTLET (OUTDOOR)
- ELECTRICAL OUTLET (GROUND FAULT CIRCUIT INTERRUPTER)
- TELEPHONE
- DATA
- DISCONNECT SWITCH
- SMOKE DETECTORS W/ BATTERY BACK UP. UL 217 RATED SMOKE ALARMS AND INTERCONNECTED. SHALL BE INSTALLED IN ACCORDANCE WITH NFPA 72.
- CARBON MONOXIDE ALARM UL 2034 / 2075 RATED INTERCONNECTED HARDWIRED W/BATTERY BACKUP.
- ELECTRICAL PANEL BOARD

NOTE:
OUTDOOR LIGHTING SHALL BE EQUIPPED WITH MANUAL CONTROL SWITCH, PHOTOCELL AND MOTION SENSOR WITH NO OVERRIDE TO ON, AND BY EITHER PHOTOCONTROL AND AUTOMATIC TIME SWITCH, ASTRONOMICAL TIME CLOCK WITH NO OVERRIDE TO ON, OR ENERGY MANAGEMENT CONTROL SYSTEM PER CENC 150.0(K)3.

LIGHTING FIXTURE SCHEDULE

SYMBOL	TYPE	MANU.	PART NO	VOLTAGE OF LIGHT	NOTES
	LED SENSOR FLOOD LIGHT	LITHONIA	DSXF3 LED 6 P1 40K 70CRI FL	120V/1PHASE, 100W	FIXTURE WITH BUILT IN PHOTOCELL,DIMMING, AND OCCUPANCY SENSOR
	CEILING MOUNT FLUORESCENT LIGHT FIXTURES	BY OTHER		120V/1PHASE, 16W	FIXTURE WITH BUILT IN PHOTOCELL,DIMMING, AND OCCUPANCY SENSOR
	CEILING MOUNT FLUORESCENT LIGHT FIXTURES	BY OTHER		120V/1PHASE, 16W	FIXTURE WITH BUILT IN PHOTOCELL,DIMMING, AND OCCUPANCY SENSOR
	EMERGANCY LED LIGHT , QUANTUM OPTICS LED 220 ELM2L 4.8W	LITHONIA	ELM2L	120V/1PHASE, 4.8W	FIXTURE WITH BUILT IN PHOTOCELL,DIMMING, AND OCCUPANCY SENSOR
	LED EXIT SIGN CEILING/WALL MOUNTED SINGLE FACE DIRECTION ARROW AS SHOWN W/ BACKUP BATTERY (90 MINUTES MIN.)	EXITRONIX	VEX-U-BA-WB-WH	120V/1PHASE, 13.5W	FIXTURE WITH BUILT IN PHOTOCELL,DIMMING, AND OCCUPANCY SENSOR
	AERN110SLW ROOMSIDE SERIES FAN LIGHT	NUTONE		120V/1PHASE, 6W	FIXTURE WITH BUILT IN PHOTOCELL,DIMMING, AND OCCUPANCY SENSOR



2 ELECTRICAL LIGHTING LAYOUT
SCALE 1/8" = 1'

ELECTRICIAN
RANDY BERGLUND
BERGLUND ELECTRIC
LIC# 669475 C10
PH. 707-468-5795
berglundelectric@saber.net

SIGN _____ DATE _____

BY

DATE

REVISIONS

#

RUFF + ASSOCIATES

Architecture Planning Development

100 West Standley Street, Ukiah, CA 95482

Phone: 707-472-0525 Fax: 707-472-0527

e-mail: richard@uffarchitect.com

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SPECTRA MANUFACTURING & DISTRIBUTION LLC

TENANT IMPROVEMENT FOR: GIDEON SAUCEDA

1061 CUNNINGHAM STREET

UKIAH, CA 95482

SHEET TITLE

ELECTRICAL LIGHTING LAYOUT

DRAWN BY PSM

CHECKED BY RPR

DATE SUBMITTED 11-5-2021

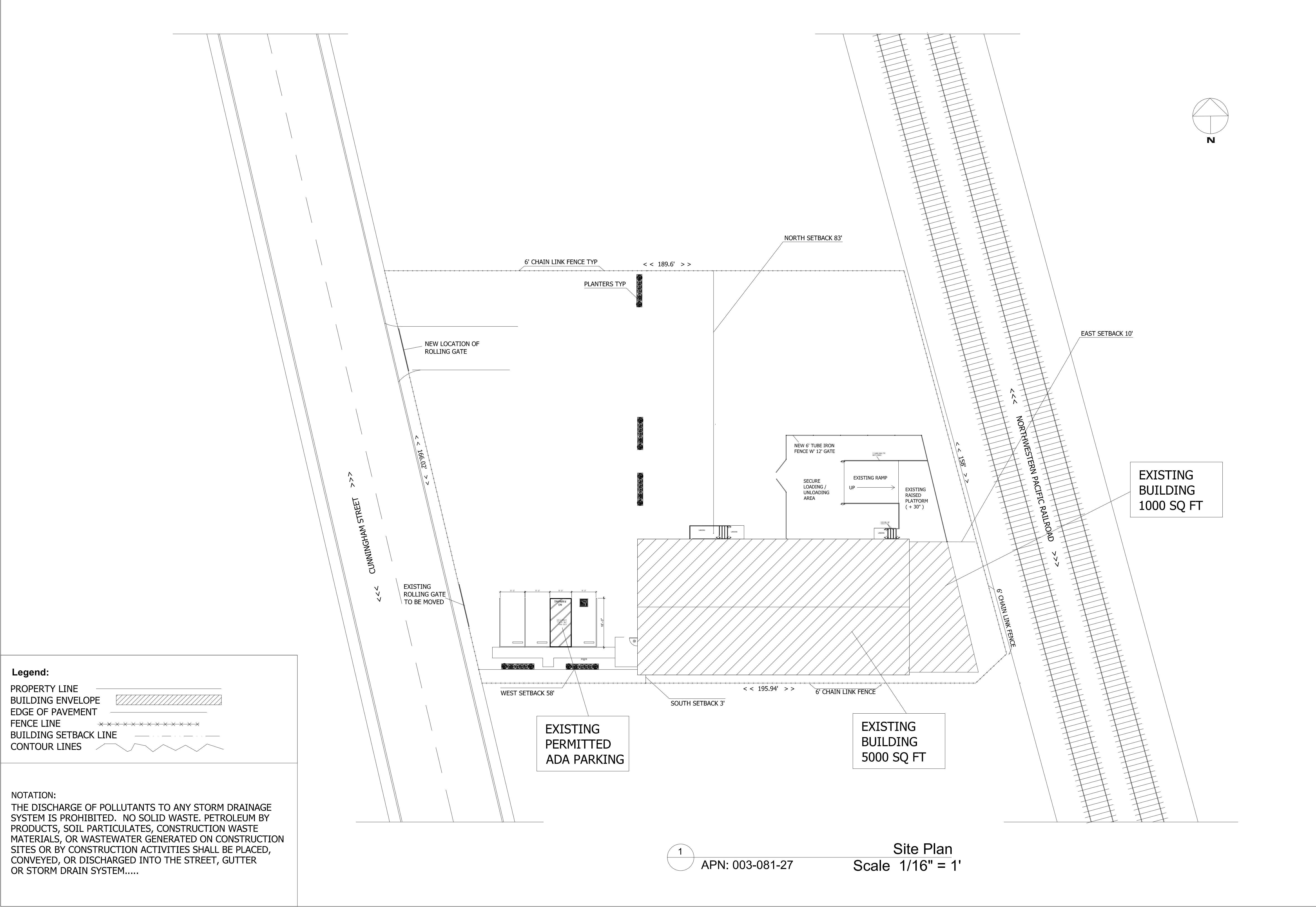
DATE CREATED 11-5-2021

SCALE AS NOTED

PAGE

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SHEET 1 OF 11



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Phone: 707-472-0525 Fax: 707-472-0527
e-mail: richard@ruffarchitect.com

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RICHARD RUFF
No. C11736
Exp. 11-30-23
STATE OF CALIFORNIA

SPECTRA MANUFACTURING & DISTRIBUTION LLC
PERMIT PLAN SET
1061 CUNNINGHAM STREET
UKIAH, CA 95482

SHEET TITLE

SITE PLAN

DRAWN BY PSM
CHECKED BY RPR
DATE SUBMITTED 11-5-2021
DATE CREATED 11-5-2021
SCALE AS NOTED
PAGE

A0.1

SHEET 4 OF 11

BUILDING - 6000 SQUARE FEET
GROUP B = 986 SQ FT
GROUP F-1 = 4650 SQ FT
GROUP S-1 = 364 SQ FT

PROPOSED DOOR SCHEDULE

(E) EXISTING DOOR (N) NEW DOOR LH-LEVER HANDLE LK- LOCKABLE

(E) 101 - 3'-0" X 6'-8" - EXTERIOR METAL FIRE RATED LOCKABLE LEVER HANDLE
(N) 102 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 103 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 104 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 105 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 106 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 107 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 108 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LEVER HANDLE
(N) 109 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 110 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 111 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 112 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 113 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 114 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE PANIC HARDWARE
(N) 114 - 3'-6" X 6'-8" - EXTERIOR METAL FIRE RATED LOCKABLE LEVER HANDLE
(N) 115 - 8'-0" X 7'-0" - EXTERIOR METAL SLIDING DOOR TO REMAIN LOCKED
NOT USED
(E) 117 - 12'-0" X 9'-0" - EXTERIOR METAL SLIDING DOOR TO REMAIN LOCKED
(N) 118 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE

(N) 118 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 119 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 120 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE
(N) 121 - 3'-0" X 6'-8" - INTERIOR WOOD SOLID CORE LOCKABLE LEVER HANDLE

NOTE: ALL EXTERIOR DOORS AND GATES TO MEET THE REQUIREMENTS OF CBC SECTION 708A.3

ALL NEW DOOR OPENING HARDWARE SHALL BE CENTERED BETWEEN 34 AND 44 INCHES ABOVE THE FLOOR CBC 11B-404.2.7

ALL NEW OR ALTERED DOORS SHALL NOT BE MORE THAN $\frac{1}{2}$ " LOWER THAN THE THRESHOLD REQUIREMENTS CBC 11B-404.2.5

Door Opening Force.

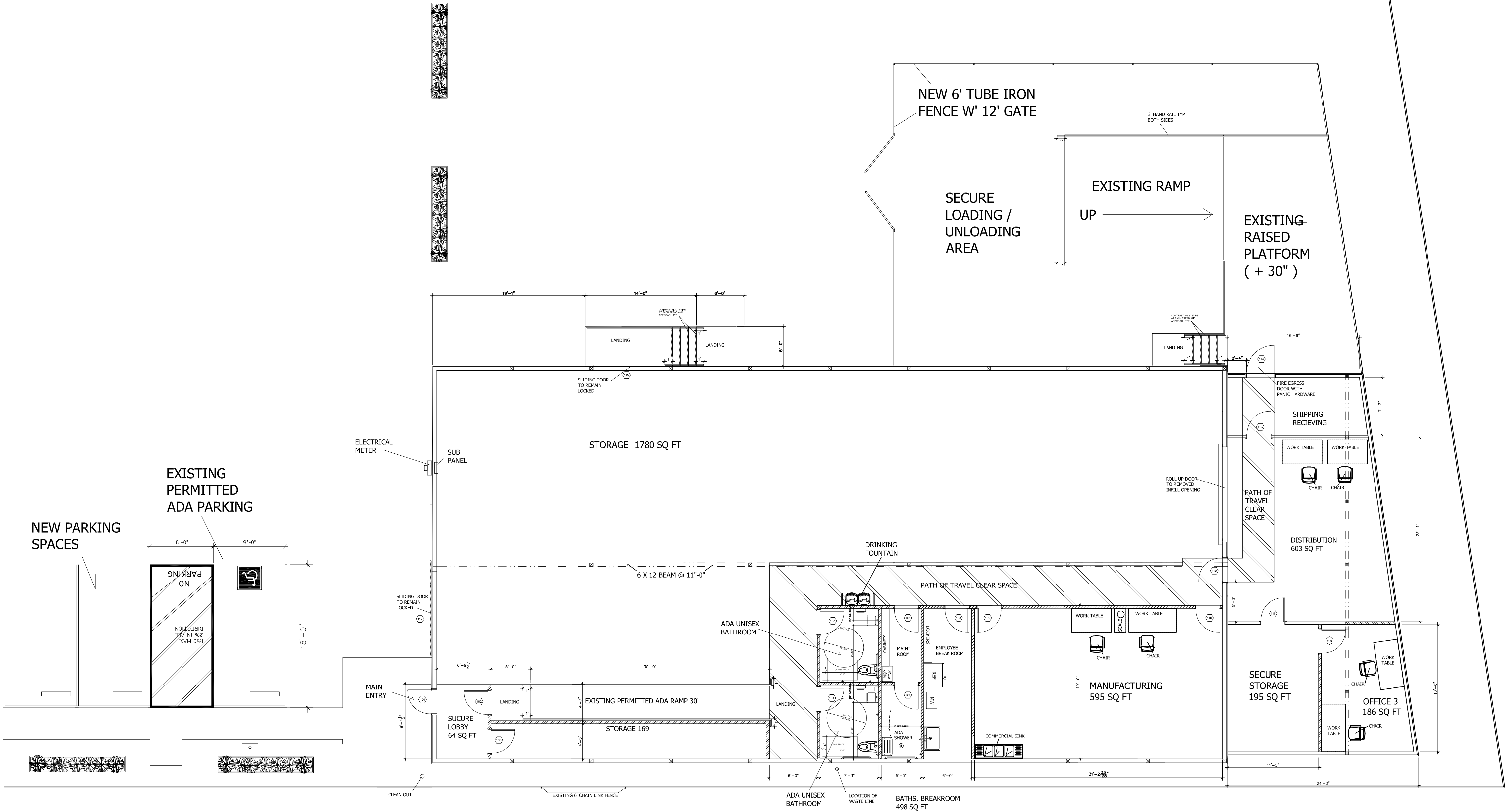
Fire doors shall have the minimum opening force allowable by the appropriate administrative authority. The force for pushing or pulling doors other than Fire Doors shall be as follows:

1. Interior hinged door 5.0 pounds (22.2 N) maximum
2. Sliding or Folding Door 5.0 pounds (22.2 N) maximum

These forces do not apply to the force required to retract latch bolts or disengage other devices that hold the door in a closed position...

Wall Schedule

Existing Wall
New Wall
Demo Wall



1 PROPOSED FLOOR PLAN
SCALE 1/8" = 1'

BY

DATE

REVISIONS

#

RUFF + ASSOCIATES

Architecture Planning Development

100 West Standley Street, Ukiah, CA 95482

Phone: 707-472-0525 Fax: 707-472-0527

e-mail: richard@ruffarchitect.com

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SPECTRA MANUFACTURING & DISTRIBUTION LLC

PERMIT PLAN SET

1061 CUNNINGHAM STREET

UKIAH, CA 95482

SHEET TITLE

PROPOSED FLOOR PLAN

DRAWN BY PSM

CHECKED BY RPR

DATE SUBMITTED 11-5-2021

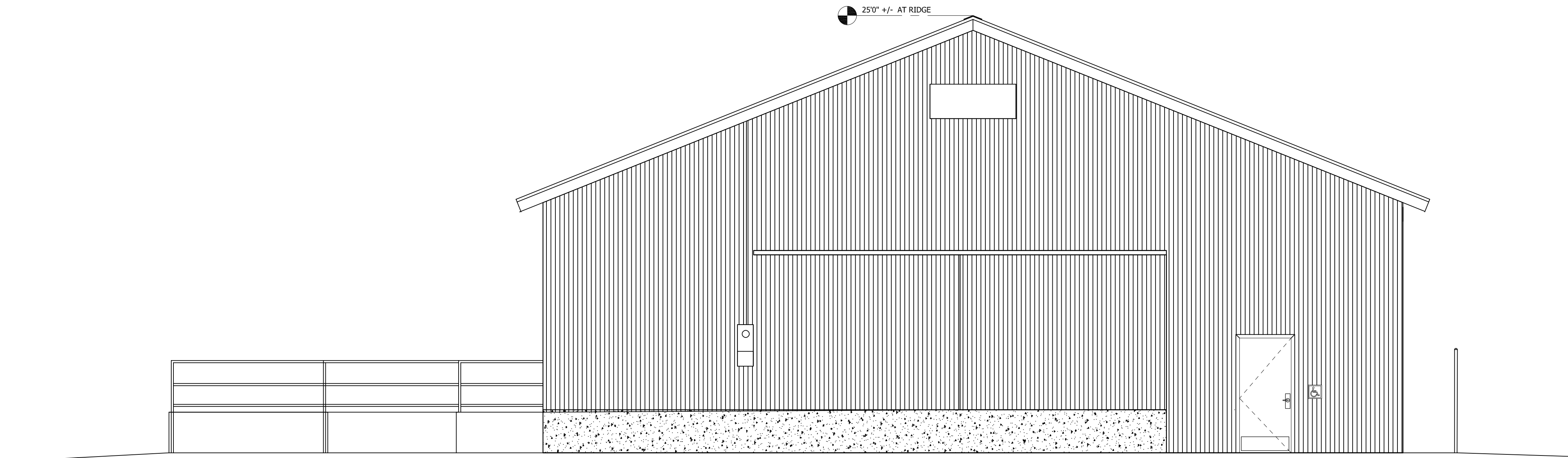
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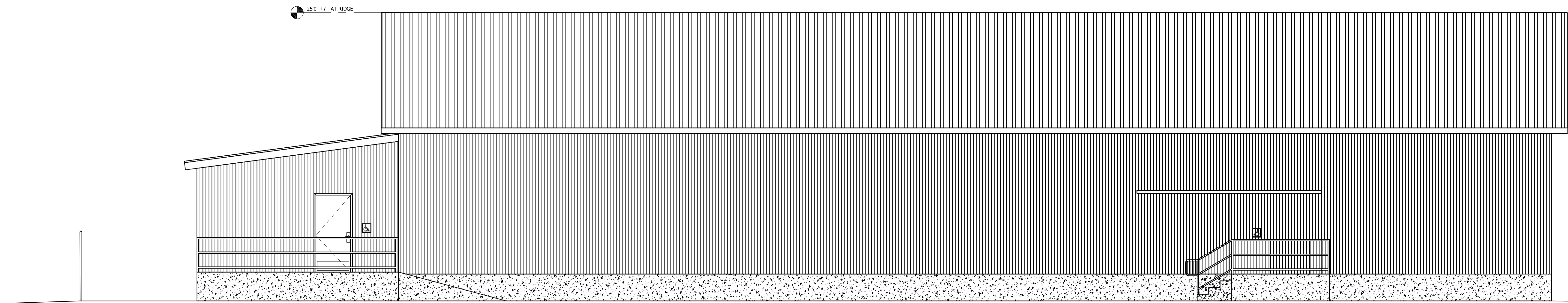
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SHEET 5 OF 11



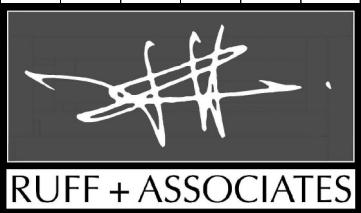
1 WEST ELEVATION
SCALE 1/4" = 1'



2 NORTH ELEVATION
SCALE 3/16" = 1'

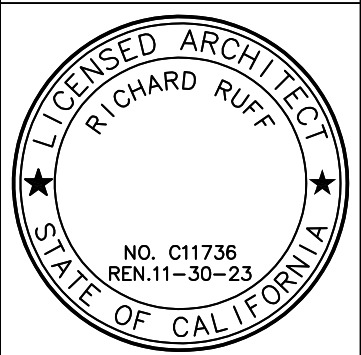
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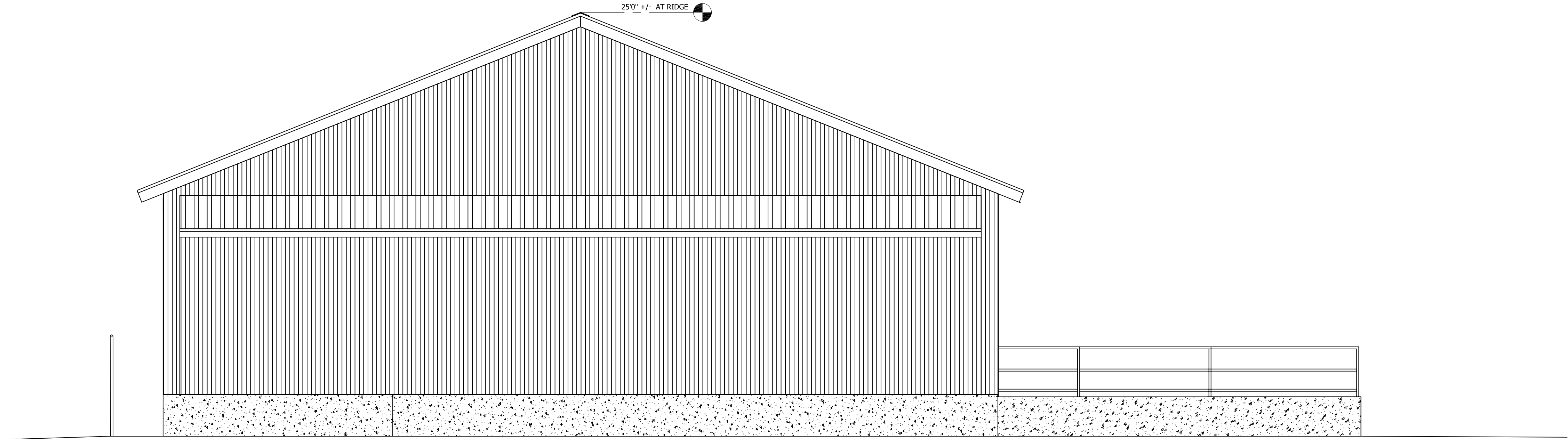
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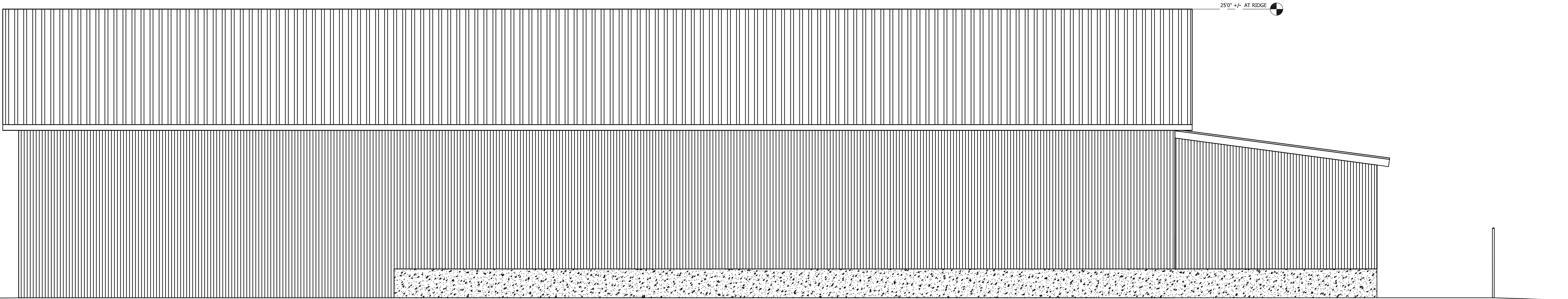
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DRAWN BY	PSM
CHECKED BY	RPR
DATE SUBMITTED	11-5-2021
DATE CREATED	11-5-2021
SCALE	AS NOTED
PAGE	A3.0

SHEET 7 OF 11



1

EAST ELEVATION
SCALE 1/4" = 1'

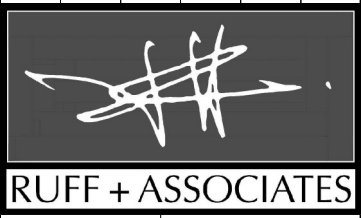


2

SOUTH ELEVATION
SCALE 3/16" = 1'

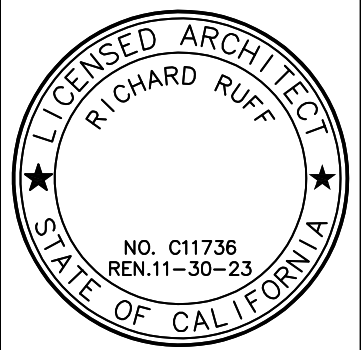
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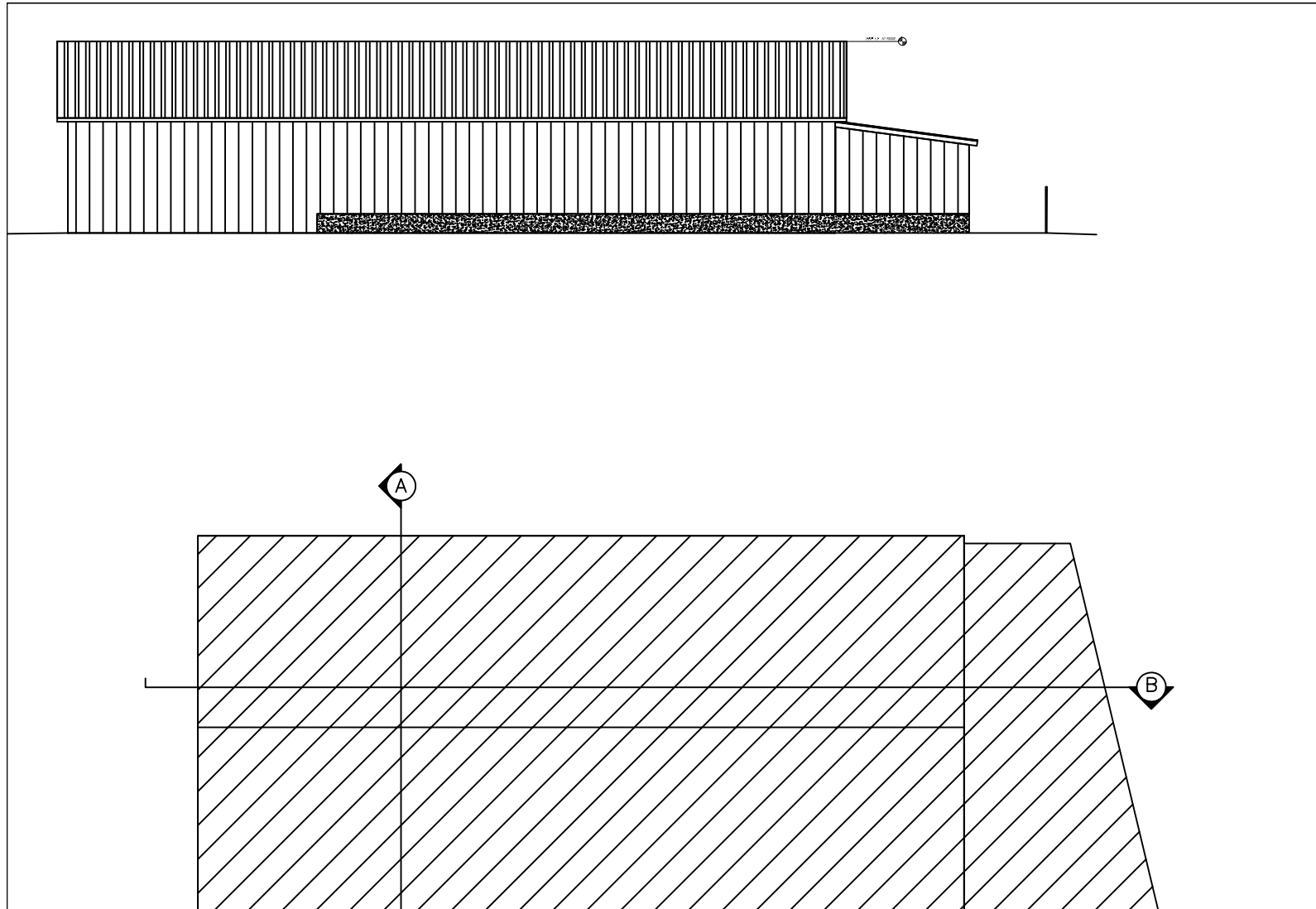
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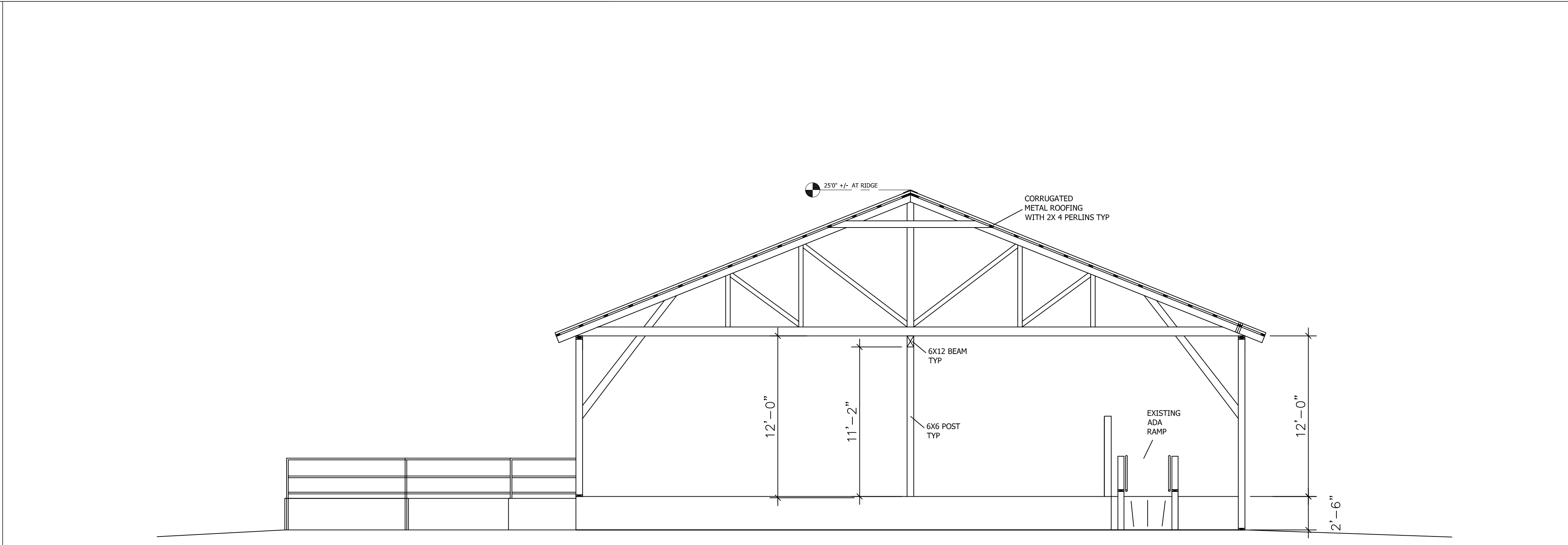


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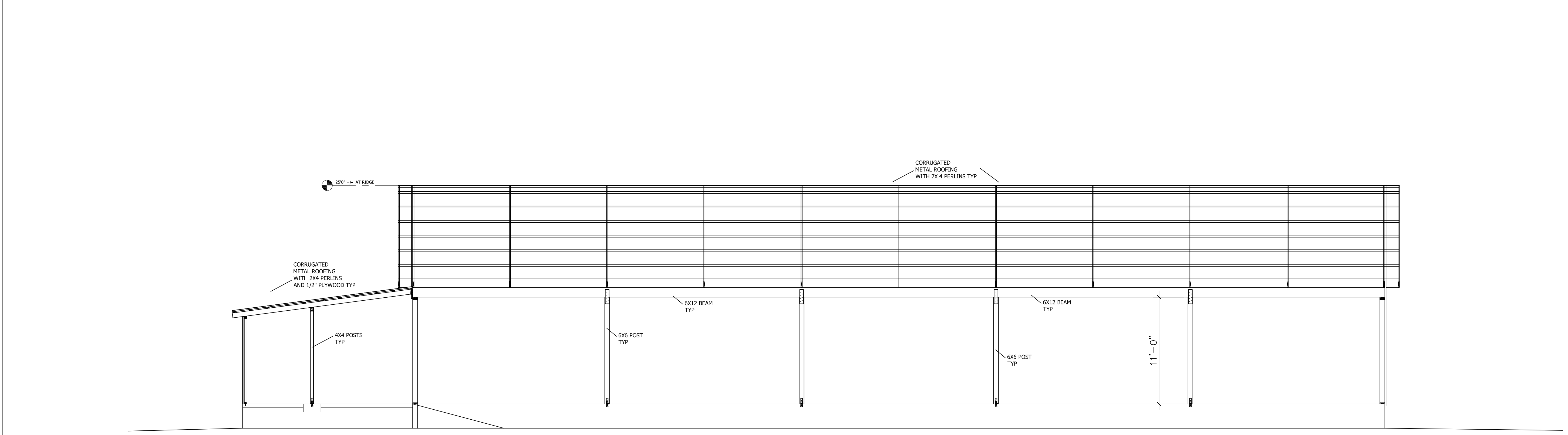
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ELEVATIONS SHEET 2	
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DATE SUBMITTED	11-5-2021
DATE CREATED	11-5-2021
SCALE	AS NOTED
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SHEET	8 OF 11



SECTION LEGEND



SECTION VIEW A
SCALE 3/16" = 1'



SECTION VIEW B
SCALE 3/16" = 1'

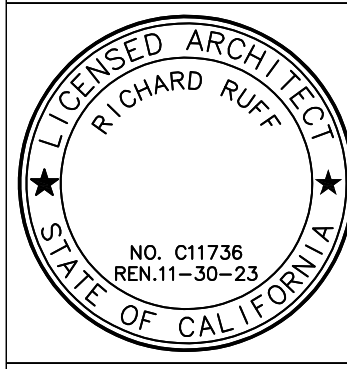
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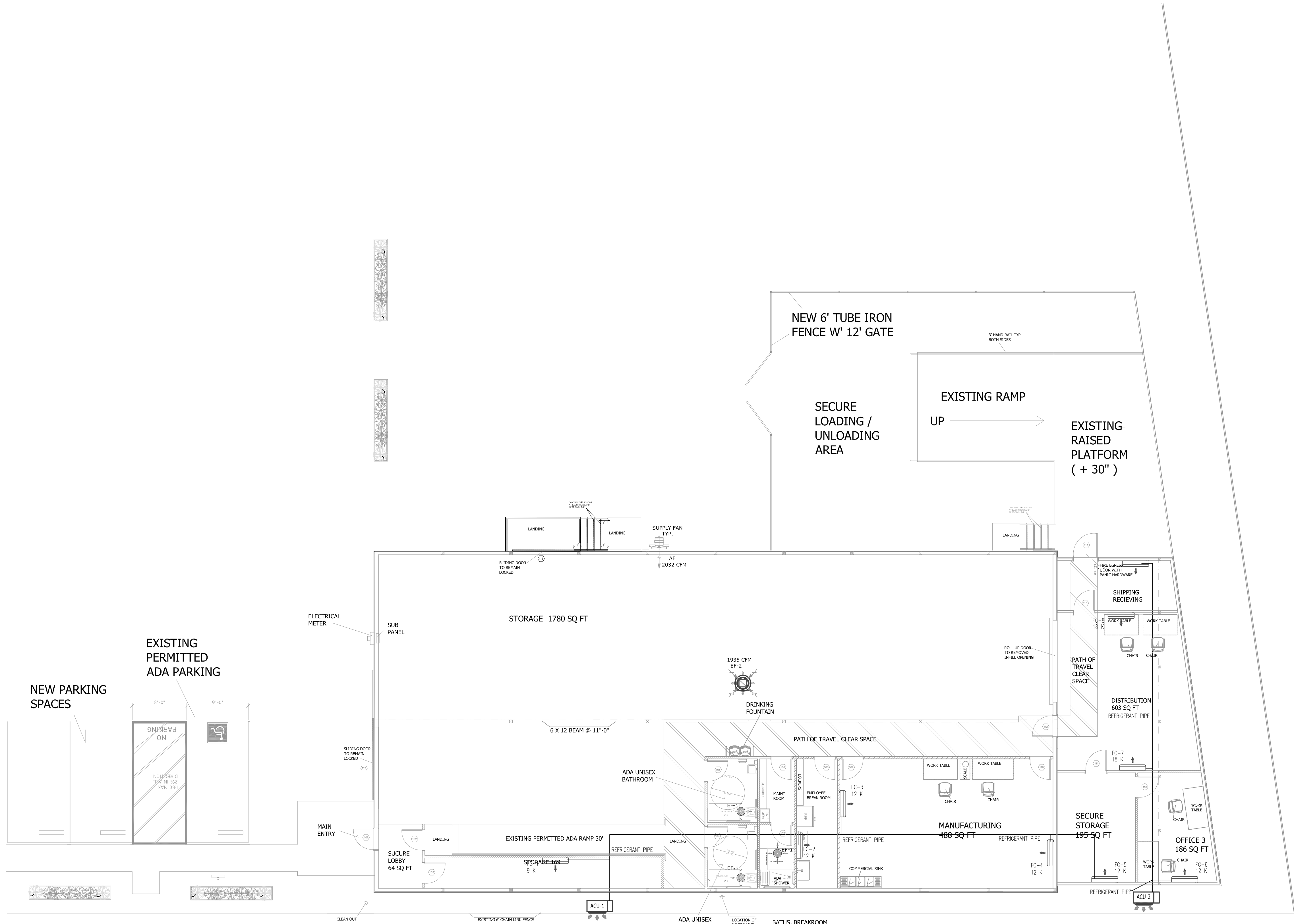
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SECTION VIEWS	
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SHEET	9 OF 11



2

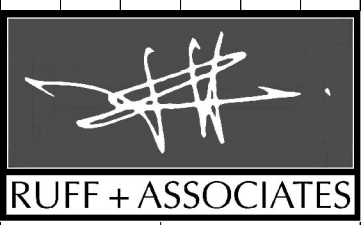
MECHANICAL PLAN
SCALE 1/4" = 1'

HVAC DESIGNER

NEXT GENERATION HEATING & COOLING
MANNY LOPEZ
C.N. # 1030709
707-485-0112
m7223344@gmail.com

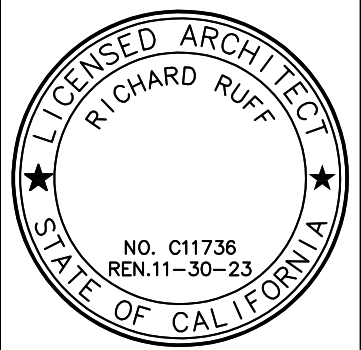
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REVIEWS	DATE	BY



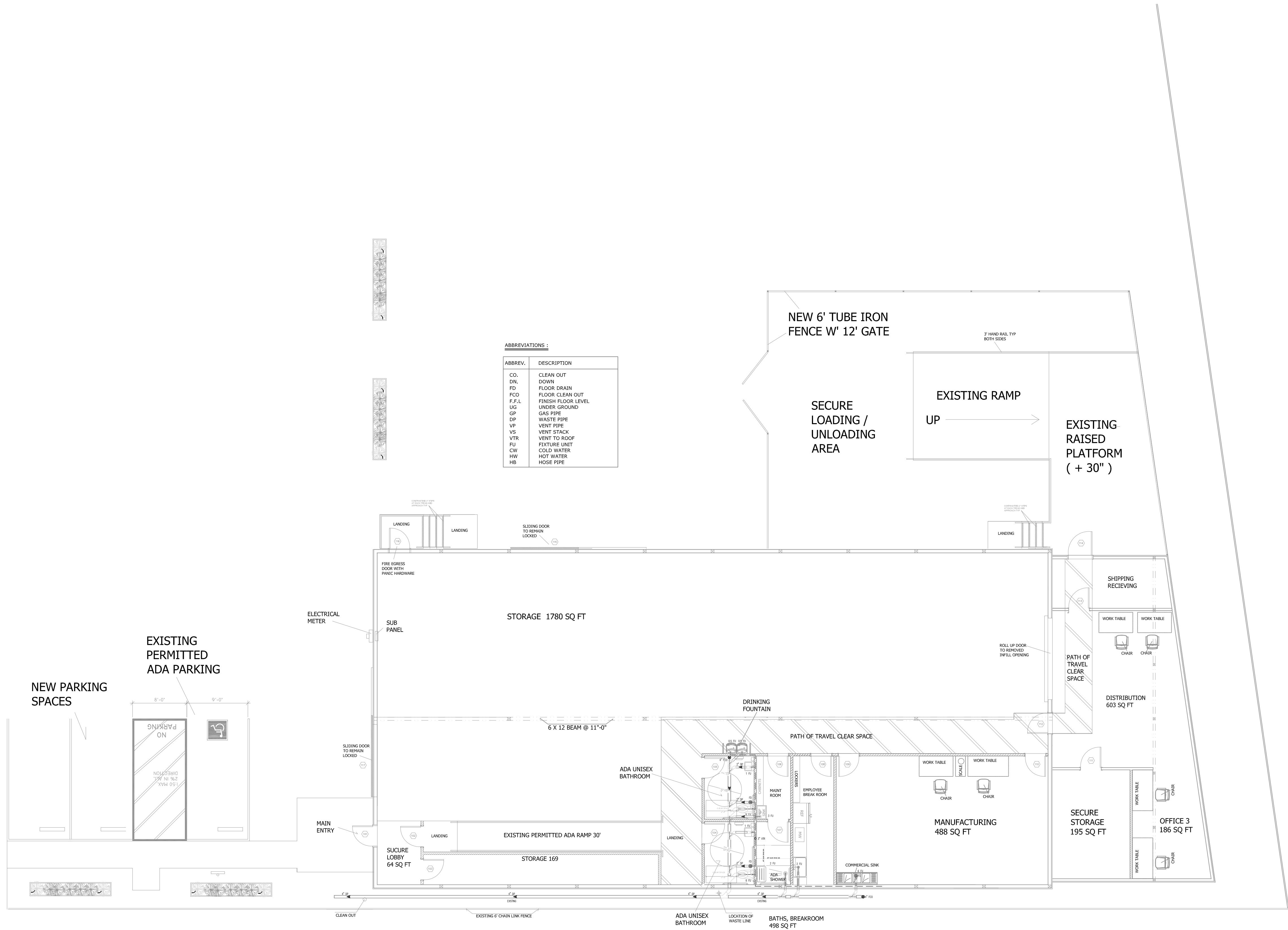
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MECHANICAL PLAN	
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DATE SUBMITTED	11-5-2021
DATE CREATED	11-5-2021
SCALE	AS NOTED
PAGE	M2.0
SHEET	5 OF 11

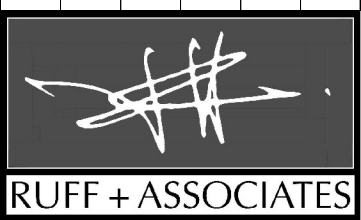


ABBREVIATIONS :	
ABBREV.	DESCRIPTION
CO.	CLEAN OUT
DN.	DOWN
FD	FLOOR DRAIN
FDO	FLOOR DRAIN OUT
F.F.L	FLOOR FINISH LEVEL
UG	UNDER GROUND
GP	GAS PIPE
DP	WASTE PIPE
VP	VENT PIPE
VS	VENT STACK
VTR	VENT TO ROOF
FU	FIXTURE UNIT
CW	COLD WATER
HW	HOT WATER
HS	HOSE PIPE

3

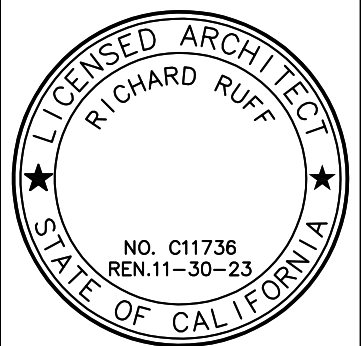
DRAINAGE PLAN
SCALE 1/8" = 1'

REV	DATE	BY



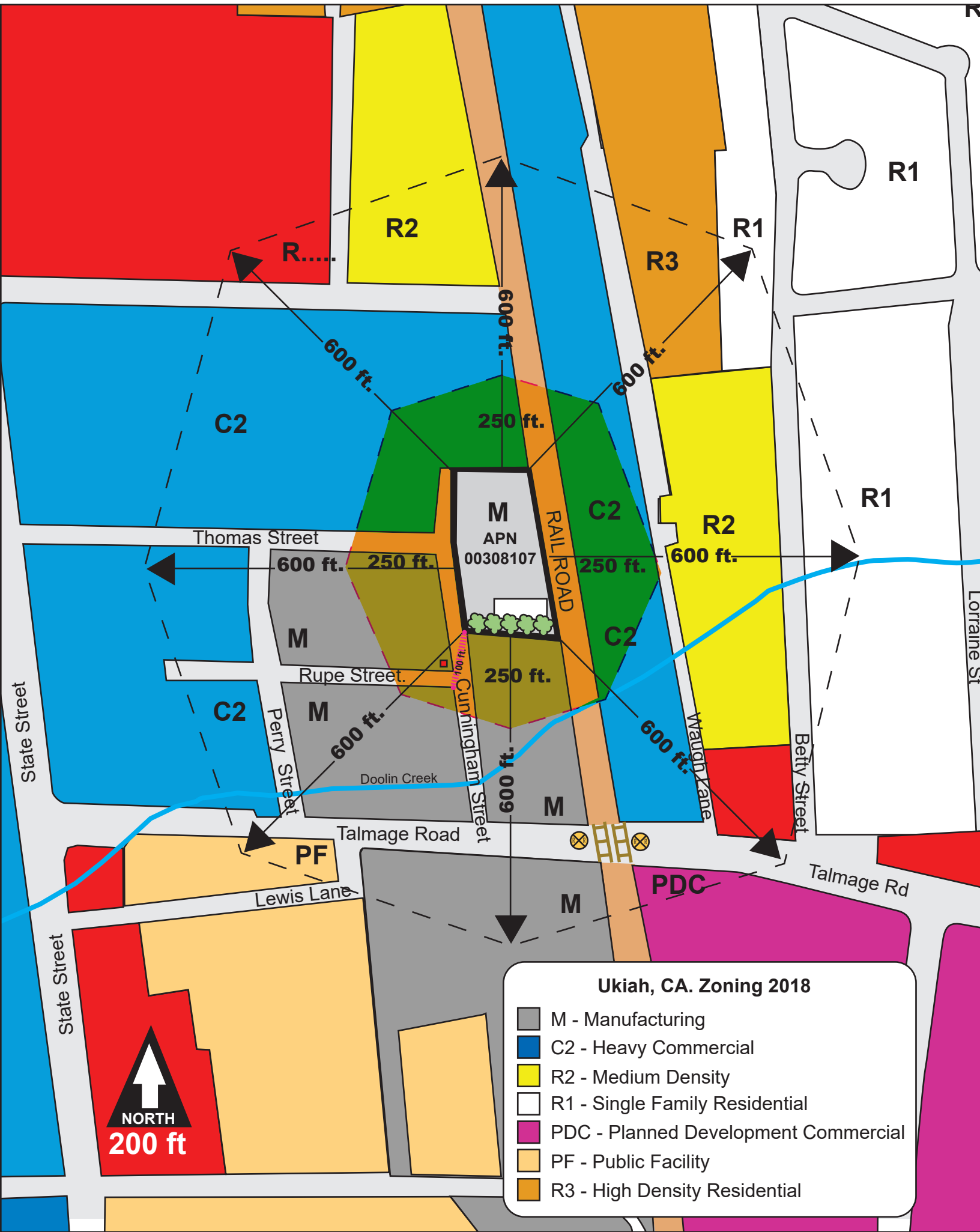
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SPECTRA MANUFACTURING & DISTRIBUTION LLC
PERMIT PLAN SET
1061 CUNNINGHAM STREET
UKIAH, CA 95482

SHEET TITLE	
DRAINAGE PLAN	
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DATE CREATED	11-5-2021
SCALE	AS NOTED
PAGE	P3.0
SHEET	5 OF 11



Zoning Designation	Use and Permitting Requirement	Request
Manufacturing	Minor Use Permit:	Minor Use Permit:
Planned Development Industrial Light Manufacturing / Mixed Use	Manufacturing - Level 1 (Non - volatile) Testing Laboratory Distribution	Manufacturing - Level 1 (Nonvolatile) Distribution
	Major Use Permit: Specialty cottage cultivation Specialty indoor cultivation Specialty mixed-light cultivation Small indoor cultivation Small mixed-light cultivation Medium indoor cultivation Medium mixed-light cultivation	Not Applicable

Zoning Designation	Use and Permitting Requirement	Compliant
Location Restrictions	Uses identical distance restrictions to those imposed by adopted cannabis ordinances:	
	1. Within six hundred feet (600') of a school, measured as the horizontal distance in a straight line from the property line of the school to the closest property line of the lot on which the Cannabis Related Business is to be located;	 600 ft.
	2. Within two hundred fifty feet (250') of a youth-oriented facility as defined in Section 5702R of this code (public park, church, museum, library, or licensed daycare facility), measured by street frontage and not radial distance;	 250 ft.
	3. Abutting a parcel occupied by a youth-oriented facility or a school;	Compliant
	4. Within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or	 M - Manufacturing
	5. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses.	Compliant
	6. Within 250 ft of another cannabis dispensary. Measured parcel line to parcel line.	Compliant Manufacturing/Distribution of Cannabis only.

	Airport Land Use:	B1
--	-------------------	----



NEIGHBORHOOD
CONTEXT MAP

Cannabis Minor Use Permit: Manufacturing	Property Owner : Mary Golden Trustee
Use Permit : Level 1 (Non-volatile) & Distribution	Accupant : NOGI LLC
General Plan : (I) - Industrial	Site Address : 1061 Cunningham St.
Zoning District : (M) - Manufacturing	Ukiah, CA. 95482
Airport Land Use : B1	APN : 00308107
CEQA : Compliant	Lot Size : 75,761 Sq. Ft. - 1.739 Acre
	Existing Structure : 6,000 Sq. Ft.

1/9/2022

STANDARD OPERATING PROVISIONS AND PROCEDURES

v.1.1 01/20/2021

SPEKTRA MANUFACTURING & DISTRIBUTION LLC

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OVERVIEW

This document outlines the provisions and operating procedures for storage and distribution of cannabis flowers from licensed to licensed businesses, and the manufacturing of rosin and rosin-infused prerolls.

PROVISIONS

Spektra, its employees, contractors, and business associates shall abide by the following provisions:

CANNABIS AND CANNABIS PRODUCT INVENTORY CONTROL

- Implement an Inventory control plan capable of tracking the location and disposition of all cannabis and cannabis products at the licensed premises.
- Reconcile the on-hand inventory of cannabis and cannabis products at the licensed premises with the records in the track-and-trace database at least once every thirty (30) calendar days.
- If a licensee finds a discrepancy between the on-hand inventory and the track and-trace database, the licensee shall conduct an audit.
- If the inventory reconciliation or audit conducted reveals a discrepancy that is more than five percent of the documented inventory notify the proper authorities within 24 hours of the discovery.

TRACK-AND-TRACE SYSTEM

TRACK-AND-TRACE SYSTEM GENERAL REQUIREMENTS

- Each applicant or licensee shall identify an owner of the commercial cannabis business to be the track-and-trace system account manager. The account manager shall register for track-and-trace system training provided by the Department of Food and Agriculture or its designee within ten (10) calendar days of receiving notice from the Department of Public Health that their application for licensure has been received.
- Applicants approved for an annual license shall not have access to the track-and-trace system until the account manager has completed the track-and-trace system training prescribed by the Department of Food and Agriculture or its designee and proof of completion has been validated by the Department of Food and Agriculture or its designee.
- The licensee's track-and-trace system account manager shall be responsible for all the following:
 - Complete track-and-trace system training provided by the Department of Food and Agriculture or its designee. If the account manager did not complete the track-and-trace system training prior to the licensee receiving their annual license, the account manager will be required to register for the track-and-trace system training provided by the Department of Food and Agriculture or its designee within five (5) calendar days of license issuance.

- Designate track-and-trace system users, as needed, and require the designated users to be trained in the proper and lawful use of the track-and-trace system before the users are permitted to access the track-and-trace system;
 - Maintain an accurate and complete list of all track-and-trace system designated users and update the list immediately when changes occur;
 - Cancel any track-and-trace designated users from the licensee's track-and-trace system account if that individual is no longer authorized to represent the licensee;
 - Correct any data that is entered into the track-and-trace system in error within three (3) calendar days of discovery of the error;
 - Obtain UID tags from the Department of Food and Agriculture, or its designee, and ensure that a sufficient supply of UIDs is available at all times;
 - Ensure that all inventory is tagged and entered in the track-and-trace system
 - Monitor all notifications from the track-and-trace system and resolve all issues identified in the notification. The notification shall not be dismissed by an account manager until the issue(s) identified in the notification has been resolved; and Notify the Department of any loss of access to the track-and-trace system that exceeds 72 hours.
- The applicant or licensee is responsible for notifying the Department in writing of
 - any change to the designated track and trace system account manager within 48 hours.
- The licensee is responsible for all actions its owners or employees take while
 - logged into the track-and-trace system, or are otherwise performing track-and-trace
 - activities.
- No person shall intentionally misrepresent or falsify information entered into the
 - track-and-trace system. The track-and-trace system shall be the system of record. The
 - licensee is responsible for the accuracy and completeness of all data and information
 - entered into the track-and-trace system. Information entered into the track-and-trace
 - system shall be assumed to be accurate and may be used to take enforcement action
 - against the licensee if incorrect information is not corrected.

TRACK-AND-TRACE SYSTEM REPORTING REQUIREMENTS

A system account manager or designated user shall record all of the following activities in the track-and-trace system within 24 hours of the activity:

- (1) Receipt of cannabis material;
- (2) The transfer to or receipt of cannabis products for further manufacturing from another licensed manufacturer; and
- (3) All changes in the disposition of cannabis or cannabis products. A change in disposition includes, but is not limited to:
 - Packaging and labeling of the cannabis or cannabis products or repackaging or relabeling of the cannabis or cannabis products.
- (4) Use of cannabis or cannabis products for internal quality control testing or product research and development.
- (5) Transfer of cannabis products to a distributor.

The following information shall be recorded for each activity entered into the track-and-trace system:

- (1) The licensed entity from which the cannabis material or cannabis product is received, including that entity's license number, and the licensed entity to which the cannabis product is transferred, including that entity's license number;
- (2) The name and license number of the distributor that transported the cannabis material or cannabis product;
- (3) The type of cannabis material or cannabis product received, processed, manufactured, packaged, or transferred;
- (4) The weight or count of the cannabis material or cannabis product received, processed, manufactured, packaged, or transferred;
- (5) The date and time of receipt, processing, manufacturing, packaging, or transfer;
- (6) The UID assigned to the cannabis material or cannabis product;
- (7) Any other information required by other relevant licensing authorities.

TRACK-AND-TRACE SYSTEM LOSS OF ACCESS

- If a licensee loses access to the track-and-trace system for any reason, the licensee shall prepare and maintain comprehensive records detailing all required inventory tracking activities conducted during the loss of access.
- Upon restoration of access to the track-and-trace system, all inventory tracking activities that occurred during the loss of access shall be entered into the track-and-trace system within three (3) business days.
- A licensee shall document the date and time when access to the track-and-trace system was lost, when it was restored, and the cause for each loss of access.
- A licensee shall not transfer cannabis products to another licensee or receive cannabis or cannabis products from another licensee until access to the track-and-trace system is restored and all information is recorded into the track-and-trace system.

TRACK-AND-TRACE SYSTEM- UID TAGS

- A licensee shall order UID tags within five (5) calendar days of receiving access to the track-and-trace system.
- The receipt of the UID tags by the licensee shall be recorded in the track-and-trace system within three (3) calendar days of receipt.
- Any licensee in operation at the time access to the track-and-trace system is granted shall input all inventory into the track-and-trace system no later than 30 calendar days after receipt of the UID tags.
- After UID tags have been received, all commercial cannabis activity shall be recorded in the track-and-trace system by the licensee as required by this Article.

RECEIVING INVENTORY

The following section describes the inventory intake procedures:

- Cannabis goods order is placed with the licensed vendor through Spektra's Buyer.
- Shipping Manifest, invoice, test results, and vendor/distributor licenses are received ahead of time for the first review.
- Delivery time is scheduled and confirmed.
- Licensed distributor arrives at Spektra
- Identification is verified at Reception.
- Licensed distributor driver will receive a visitor's badge
- Visit will be logged with date, time of arrival, company, and reason for the visit.
- Distributor will meet the Inventory Clerk at the unloading area door.
- The distributor and cannabis goods will be escorted through the Unloading Area and then into the Packaging Room (All areas have a key or credentialed access)
- Inventory will then be verified that the cannabis goods are accurately reflected in the shipping manifest by confirming that the number of boxes of cannabis goods, type of cannabis goods, weight, and/or units of cannabis goods matches the label on the boxes containing the cannabis goods.
- If the delivered inventory matches the previously sent documents, the inventory is then taken into our inventory via our POS system.
- The Inventory Manager will reject any cannabis goods that do not match the items described on the shipping manifest.

CANNABIS GOODS STORAGE

The following section describes how cannabis goods are moved into the product storage area.

- Once Cannabis goods have been reviewed and verified they will be carried from the Packaging Room and then into the Product Storage Room (All areas have the key, credentialed, or pin pad access).

CANNABIS GOODS STORAGE -ACCESS

The following section describes how cannabis goods are moved into the product storage area.

- Only Management and Inventory Clerks will have access to the Product Storage Area.

CANNABIS GOODS STORAGE -ENVIRONMENTAL CONTROLS

The following section describes how cannabis goods are stored and their freshness maintained.

- Product Storage Room will be kept at 68 degrees Fahrenheit to maintain the optimal environment to preserve the freshness of the product.
- The HVAC equipment for this area and all areas of the Premises will have charcoal filters to mitigate and eliminate any odor from exhausting into the exterior of the building.
- Flower will be stored in opaque bins that latch to maintain freshness
- All Cannabis Goods will be stored at least 6 inches off the floor
- First in First out: Backlogs in the Inventory Storage Room allow the Inventory Staff to keep track of which product batches were received first so we ensure the older product is sold first.
- In addition, all cannabis goods are kept in their original, child-resistant packaging and stored in opaque, sealed storage binds in shelving no less than 6" off the floor to eliminate contamination.
- Pest Control will be contracted and will only be allowed to use environmentally conscious and food- products ensuring that our cannabis goods are prosafetected and not contaminated.
- Daily Cleaning Logs: employees are required to perform and log cleaning procedures daily to ensure the entire facility is sanitized and free of dust and debris

REMOVING AND RETURNING INVENTORY

The following section describes how cannabis goods are removed or returned from inventory and records produced.

REASONS FOR REMOVAL FROM INVENTORY

- Destruction of expired cannabis goods
- Sniff jars
- Returned defective cannabis goods
- Exchange of defective items from Vendor /Distributor

REMOVING GOODS FROM INVENTORY

When removing Cannabis Goods from Inventory, the Inventory Clerk will adjust the quantity in the POS System and provide a reason for the removal or destruction of Cannabis Waste.

CANNABIS WASTE

- Used Sniff Jars
- Display products
- Defective Cannabis products
- Expired Cannabis products

- Storage of Cannabis Waste

Cannabis waste to be destroyed will be removed from the Ready for Sale Inventory in the POS. The Inventory Clerk will transfer the Cannabis Good Item into the Quarantine category on the POS.

Once the product is transferred to Quarantine within the POS, it will be manually logged into the quarantine logs while awaiting destruction. Inside the Inventory Storage Room is a Quarantine section containing opaque bins separated by, Defective/Returns, Sniff Jars/Displays, and Employee Samples. All Bins are kept on the Quarantine shelf at least 6 inches off the floor.

DESTRUCTION OF CANNABIS WASTE

- Destruction of Cannabis waste will take place every Monday
- Inventory Clerk will log product out of Quarantine log
- Inventory Clerk will grind Cannabis Goods in a blender with detergent and/or coffee
- Inventory Clerk will record the destruction process & remove the Cannabis Goods from POS while providing a reason for Destruction in the Notes

DESTRUCTION RECORDS

Destruction records must include the following:

- The name of the employee performing the destruction or disposal.
- The reason for destruction or disposal.
- The name of the entity being used to collect and process cannabis waste
- Product name (description)
- POS SKU (PCS assigned number)
- Batch Number
- Net Weight
- METRC Tag number (Track & Trace)
- Signature and Date

RETURN POLICY AND PROCEDURES

Product Return Policy

- Defective items may be returned for store credit or exchanged for equal or lesser value within 14 days of purchase.
- Returned items will either be destroyed or exchanged with the Vendor for the same product or product of equal value.

Product Returns Procedures

1. Once a product is returned from a consumer it is put back into the POS to the original batch.

2. To keep the quarantined product separate from the actual usable product in the POS system, Clerks must make a product that is the same name with a "Q" added to the end with the product type as Quarantine.
3. Product must then be immediately added to the Defective/Returns Quarantine List. Once the quarantine product has been saved, converted, and the returned log is filled out, clerks must initial and date the Quarantine Log.
4. Once the product is added to the log, place the product in a signed and sealed bag, then place the signed and sealed bag in the appropriate quarantine bin. (There should be one signed and sealed bag per vendor)

INVENTORY RECONCILIATION

The following section describes Spektra's inventory reconciliation procedures.

Our inventory is reconciled every 14 days in the following manner:

END OF BUSINESS DAY Procedures

- a) Management will print the inventory report and remove the current quantities so that the Inventory Clerk will conduct a "blind" inventory count after business hours.
- b) Inventory Clerk then completes a full physical count of the onsite inventory.

START OF BUSINESS DAY Procedures

- a) AM Manager will print the AM inventory report
- b) AM manager will verify the inventory report matches the hand count done by the Inventory Clerk the night before, see 1 b), above.
- c) If no discrepancies are noted between the AM report and the PM hand count, then the inventory will be saved and considered reconciled.
- d) If there are discrepancies between the two reports, the AM Manager will conduct their hand count of the items in question.
- e) If the AM Manager hand count matches the AM report, then the PM Report is noted as a "miscount" and inventory shall be considered reconciled.
- f) If there is a discrepancy between the AM Manager hand count and the inventory report, an Inventory Reconciliation Event Report will be made. The AM manager and security personnel shall review camera footage to determine the cause of the discrepancies. Findings shall be reported to appropriate authorities.

Discrepancy Records

After the Manager completes the investigation and it is determined that there is not a significant discrepancy or theft, the Inventory Manager will sign off on the discrepancies on the inventory reports, save the Discrepancy Report in our files and make the necessary adjustments to inventory levels in our SOP system.

If a significant discrepancy or theft is noted, then the Manager shall notify the Bureau and local authorities immediately.

The following records will be filed in a fireproof safe for at least 7 years and will be made available to the Bureau and local authorities upon request:

- Discrepancy Report
- Inventory Report and its respective hand count

NON-LABORATORY QUALITY CONTROL PROCEDURES

Following are Spektra's Non-Laboratory Quality Control Procedures as requested in the MCDOR Site Review Submittal Guide for your use and review.

LABEL VERIFICATION

The following section describes the company's label requirements verification procedures

Inventory Clerks shall verify the labels of all cannabis goods meet the labeling requirements as outlined in the Bureau of Cannabis Control Regulations. Please see the enclosed Invoicing Checklist and Shipping Manifest for a complete list of all labeling items to be verified.

Inventory Clerks shall verify the labels of all cannabis goods contain the required labeling as outlined in the Bureau of Cannabis Control Regulations. Please see the enclosed Labeling Checklists for a complete list of all labeling content to be verified.

PACKAGING VERIFICATION

The following section describes the company's packaging verification procedures

Inventory Clerks shall verify the packaging of all cannabis goods meet the packaging requirements as outlined in the Bureau of Cannabis Control Regulations. Please see the enclosed Packaging Checklist for a complete list of all labeling content to be verified.

****Please note-** Any cannabis goods that do not meet the requirements for packaging or labeling as outlined in the Bureau of Cannabis Control Regulations and noted in the enclosed checklists will be rejected by our Inventory Clerks and returned to the distributor of origin.

INVOICING

Per BUSINESS AND PROFESSIONS CODE - BPC DIVISION 10. Cannabis [26000 - 26250]26161.

(a) Every sale or transport of cannabis or cannabis products from one licensee to another licensee must be recorded on a sales invoice or receipt. Sales invoices and receipts may be maintained electronically and must be filed in such manner as to be readily accessible for examination by employees of the licensing authorities or California Department of Tax and Fee Administration and shall not be commingled with invoices covering other commodities.

- (b) Each sales invoice required by subdivision (a) shall include the name and address of the seller and shall include the following information:
- (1) Name and address of the purchaser.
 - (2) Date of sale and invoice number.
 - (3) Kind, quantity, size, and capacity of packages of cannabis or cannabis products sold.
 - (4) The cost to the purchaser, together with any discount applied to the price as shown on the invoice.
 - (5) The place from which transport of the cannabis or cannabis product was made unless transport was made from the premises of the licensee.
 - (6) Any other information specified by the licensing authority.

Concentrate (Hash) Production

Medical cannabis concentrates and hash are becoming more popular within the medical cannabis industry and will generate nice revenues for the organization. This section will outline the processes involved with the production of concentrates/hash oil. This section will also outline quality control measures and safety/emergency protocol.

Water-Based Extraction (bubble hash)

Water-based extractions are processed with medical cannabis, water, and ice. The water and ice are used to extract the desired cannabinoids from the raw cannabis material.

Water-Based Extraction Process

- Collect raw medical cannabis material from which you will create the concentrate.
- Collect all necessary equipment needed for the entire extraction process:
 - o Bubble bags
 - o Container or wash machine
 - o Mixer
 - o Ice and water
- Start the extraction process by setting up the bubble bags in proper micron order.
- Mix raw medical cannabis material in the bubble bags with ice and water.
- Mix the bubble bag mixture thoroughly with a mixer or in the washing machine.
- Lift bubble bags and let water and ice drain from bags.
- Repeat this process a few times.
- When you feel you have extracted all the desired cannabinoids from raw material, take bubble bags out of the water mixture or wash machine.
- Pull all concentrate from bubble bags and use the pressing screen to extract all remaining water from concentrate.
- Let concentrate dry and cure.

- Report all quantities and types of concentrates produced.
- Inventory management and compliance
- Packaging and labeling
- Transfer to the retail facility(s)

Rosin Production

This section outlines the procedures for the production of rosin.

What is Rosin

Rosin Production

Rosin Infused Pre Roll Production

This section outlines the procedures for the production of rosin-infused pre-rolls.

Materials Needed

1. **Stainless Steel Bowl**
2. **Commercial Scale**
3. **Cannabis Flower**
4. **Commercial Cannabis Grinder**
5. **Hand Roller Machine**
6. **Glass Tip**
7. **Rolling Paper**
8. **Cotton swab**
9. **Water in a small bowl**
10. **Rubber Gloves**
11. **Glass Jar with Child Proof Jar top**

Rosin Infused Pre-Roll Production Procedures

Cannabis Flower

- Identify the production unit by reading under the ticket. Follow Inventory Control procedures and Batch Production Record Procedures to move flower into
- **Zero out Stainless Steel Bowl** on scale
 - o Zero out the scale by placing the Unit pound “stainless steel” bowl on top of the scale so it measures its weight.
 - o Press the “zero out” button on the scale the stainless steel bowl is now considered to weigh zero to the scale. The scale is ready to weigh the product.
- **Commercial Scale**
 - o Empty cannabis flower from on to the stainless steel bowl record the weight being used for the grinding of the cannabis material. Going to need a weight before Grinding and after the material has been processed for after result.

- **Hand Roller Machine**
- The hand roller machine is a manual non-electrical machine. The machine is designed to roll cannabis flowers in a hemp sheet to form a “Cannagar” (cigar-like cannabis pre-roll). The pre-roll machine is preset to roll the desired size and weight pre-roll.
 - o The process requires the following:
 - Cannabis Flower
 - Glass Tip
 - Hemp Paper
 - Water in a small container
 - Pre-roll machine
- Fill the gap with cannabis flower to the line indicated on the machine.
- Insert a glass tip at the indicated line.
- Push the machine’s handle inwards to roll the pre-roll. A circle shape behind the rubber roller can be seen. That will be the cannabis and glass tip being rolled.
- Insert a sheet of hemp paper into the “rolling” area of the pre-roll machine.
- Push handle 90% of the way, leaving the pre-gummed edge of the paper exposed.
- Dip a clean cotton swab into sterile water and apply it to the edge of the paper.
- Push the handle until pre-roll is completely rolled and exits the machine
- Insert the pre-roll into a glass tube and seal with a childproof lid.
- **Follow Batch Production Record Procedures**
- **Follow Labeling and Packaging Procedures**

Batch Production Record

The following section outlines the procedures for the preparation of a written batch production record for all manufactured products. The batch production record shall accurately follow the appropriate master manufacturing protocol, and each step of the protocol shall be performed in the production of the batch.

Batch Production Record

The batch production record shall document complete information relating too the production and control of each batch, including all of the following details:

1. The UID and the batch or lot number of the finished batch of cannabis products and the UIDs of all cannabis or cannabis products used in the batch.
2. The equipment and processing lines used in producing the batch;
3. The date and time of the maintenance, cleaning, and sanitizing of the equipment and processing lines used in producing the batch, or a cross-reference to records, such as individual equipment logs, where this information is retained;

4. The identification number assigned to each component, packaging, and label used, and, if applicable, to a cannabis product received from another licensee for packaging or labeling as a cannabis product;
5. The identity and weight or measure of each component used;
 - a. Identity:
 - b. Weight:
6. A statement of the actual yield and a statement of the percentage of expected yield at appropriate phases of the processing;
 - a. Expected Yield
 - b. Actual Yield
7. The actual results obtained during any monitoring operation;
8. The results of any testing or examination performed during the batch production, or a cross-reference to such results; and
9. Documentation at the time of performance of the manufacture of the batch, including:
 - a. The date on which each step of the master manufacturing was performed; and
 - b. The initials of the persons performing each step, including:
 - i. The initials of the person responsible for weighing or measuring each component used in the batch;
 - ii. The initials of the person responsible for verifying the weight or measure of each component used in the batch;
 - iii. The initials of the person responsible for adding the component to the batch; and
 - iv. The initials of the person responsible for verifying the addition of components to the batch.
10. Documentation, at the time of performance, of packaging and labeling options, including:
 - a. An actual or representative label, or a cross-reference to the physical location of the actual or representative label specified in the master manufacturing record;
 - b. The expected number of packaging and labels to be used,
 - c. the actual quantity of the packaging and labels used, and, when label reconciliation is required,
 - d. reconciliation of any discrepancies between issuance and use of labels; and
 - e. The results of any tests or examinations conducted on packaged and labeled cannabis products (including repackaged or relabeled cannabis products), or a cross-reference to the physical location of such results.

11. Documentation, at the time of performance, that quality control personnel:
 - a. Reviewed the batch production record;
 - b. Reviewed all required monitoring operation(s);
 - c. Reviewed the results of all tests and examinations, including tests and examinations conducted on components, finished batches of cannabis product, and packaged and labeled cannabis products;
 - d. Either approved and released or rejected, the batch for distribution; and
 - e. Either approved and released or rejected, the finished cannabis product, including any repackaged or relabeled cannabis product.
12. Documentation, at the time of performance, of any required material review and disposition decision; and The Certificate of Analysis issued for the batch by the licensed testing laboratory, which shall be added to the record after regulatory compliance testing has been completed.
13. The batch production record shall:
 - a. Contain the actual values and observations obtained during monitoring and, as appropriate, during verification activities;
 - b. Be accurate, indelible, and legible;
 - c. Be created concurrently with the performance of the activity documented; and
 - d. Be as detailed as necessary to provide a history of work performed; including:
 - i. Information to identify any associated manufacturing premises (e.g., the name, license number, and the location of the premises);
 - ii. The date and the time of the activity documented;
 - iii. The signature or initials of the person performing the activity; and
 - iv. The identity of the product, the UID, and the batch or lot number.

Quality Control

EQUIPMENT

All equipment shall be maintained by standard operating procedures. Calibration and certification of applicable equipment will be performed, logged, and kept on file. (ie: scales, Hydraulic Heat Press, Temperature

Contamination Prevention

Temperature Control, Strict clean room/sterile processing protocols will be maintained in all delivery, handling, processing, and manufacturing areas.

All staff is required to wear PPE when handling any product, including gloves, face shields, the proper company-approved uniform/ attire.

Wash hands and perform hand sanitation before putting on PPE to enter the work area.

Staff is required to follow the strictest GLP at all times.

Flower Quality

All product received is expected to be lab certified and have passed all necessary inspections ensuring the finest quality and environmental, microscopic contamination such as bacteria fungi. etc.

Any product not meeting standards will immediately be refused at door.

END



1061 Cunningham St Ukiah CA 95438
Ph: 707-671-2717 SPEKTRAMND@GMAIL.COM

NOTIFICATION OF THEFT, LOSS, OR DIVERSION

If a licensee finds evidence of theft or diversion of cannabis or cannabis products, the licensee shall report the theft or diversion to the Department and local law enforcement within 24 hours of the discovery. The notice to the Department shall be in writing and shall include the date and time of the incident; a description of the incident, including items that were taken or missing; and the name of the local law enforcement agency that was notified of the incident.

SPEKTRA Emergency Contact: Gideon Saucedo, Manager 707-671-2717

Ukiah Police Dept Contact Information:

EMERGENCY ONLY: 911

24 Hour Non-Emergency: 707-463-6262

Business Office 707-463-6241

FAX 707- 462-6068

By Mail:

300 Seminary Avenue

Ukiah, CA 95482

Date of Incident	
Time of Incident	
Description of Incident	
Items are taken or missing	
Law enforcement agency notified	
Agent Name and Title	
Phone	
Report Number	



1061 CUNNINGHAM ST UKIAH CA 95438

INVENTORY RECONCILIATION EVENT REPORT

If a licensee finds a discrepancy between the on-hand inventory and the track and- trace database (>5%), the licensee shall conduct an audit.

DATE _____

TIME _____

MANIFEST ID _____

UID _____

REPORTED WEIGHT _____

ACTUAL WEIGHT _____

% DISCREPANCY _____

VERIFIED _____

REPORTED BY _____

FLAG FOR AUDIT Yes No

REPORTED TO BCC DATE _____

Reporter Signature

Manager Signature

Reporter Name Printed

Manager Name Printed

Mireya Turner

From: Matthew Keizer
Sent: Friday, December 27, 2019 7:25 AM
To: Mireya Turner; Justin Buckingham; Michelle Irace; Jason Benson; Jarod Thiele; Sean Kaeser; Nancy Sawyer; Jimmy Lozano; Scott Bozzoli
Cc: Alicia Tlelo
Subject: RE: Project Review Request - Spektra Cannabis Manuf and Distrib_1061 Cunningham St.

1. A permit will be required for the extensive T.I. and to create 3 units from existing one unit. Please submit plans, building permit application, and hardship form see links below. Please submit four complete plan sets, two wet stamped and signed.

Useful City Hand outs and submittal documents links below.

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/Application-for-Unreasonable-Hardship-Determination-for-Accessibility.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2019/02/Building-Permit-Application-02102014-fillable.pdf>

http://www.co.mendocino.ca.us/aqmd/pdf_files/ADRN-2791-revised.pdf

http://www.cityofukiah.com/NewWeb/wp-content/uploads/2019/02/Special-Inspection-Agreement-2016-CBC_complete-fillable.pdf

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/AB3002Notice.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/Commercial-Building-Permit-Submittal-Documents1.pdf>

2. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.
3. The Building is currently a B occupancy and will need to be converted to an F,M,B occupancy. 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 comment to a change of occupancy.

From: Mireya Turner <mturner@cityofukiah.com>

Sent: Monday, December 23, 2019 1:56 PM

To: Justin Buckingham <jbuckingham@cityofukiah.com>; Michelle Irace <mirace@cityofukiah.com>; Matthew Keizer <mkeizer@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Jarod Thiele <jthiele@cityofukiah.com>; Sean Kaeser <skaeser@cityofukiah.com>; Nancy Sawyer <nsawyer@cityofukiah.com>; Jimmy Lozano <jlozano@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>

Cc: Alicia Tlelo <atlelo@cityofukiah.com>

Subject: Project Review Request - Spektra Cannabis Manuf and Distrib_1061 Cunningham St.

Good afternoon,

Attached please find a Project Review Referral for Spektra Cannabis Manufacturing and Distribution, located at 1061 Cunningham Street. The project information, site plans, and security plans can be found at the following link:

<https://cityofukiah.box.com/s/00vivacnp7ur3ged6wfuiumugepyjig1>

Mireya Turner

From: Jason Benson
Sent: Wednesday, March 2, 2022 3:27 PM
To: Mireya Turner
Cc: Tim Eriksen; Daniel Flores
Subject: RE: Request for Review - CORRECTED - 1061 Cunningham - Use permit for Cannabis Manufacturing and Distribution

Hi Mireya –

Public Works has reviewed the Previous Agency Comments from Public Works, October 2020 and would like to add back in the following comments.

4. Post-construction stormwater mitigation measures may apply if the applicant creates or replaces 10,000 square feet of impervious surface. For details see the following City of Santa Rosa webpage:

<https://www.srcity.org/1255/Low-Impact-Development>

As part of the planning application, a signed 2017 Storm Water Determination Worksheet must be provided, which can be found on the Santa Rosa webpage. If storm water BMPs are triggered by the proposed work, an “Initial SWLIDS” (Storm Water Low Impact Development Submittal) will also be required as part of the planning application for our review and additional recommended conditions of approval would be applicable.

6. Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. A final drainage report shall be provided to support the design of the proposed drainage system.



Jason Benson, PE
Public Works – Senior Engineer
C: (707)510-5485

From: Mireya Turner
Sent: Monday, February 14, 2022 10:28 AM
To: Matthew Keizer <mkeizer@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Ian Broeske <ibroeske@cityofukiah.onmicrosoft.com>; Cedric Crook <ccrook@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>; Sonu Upadhyay <supadhyay@cityofukiah.com>; Mendocino County Air Quality Mgmt District <mcaqmd@mendocinocounty.org>
Subject: Request for Review - CORRECTED - 1061 Cunningham - Use permit for Cannabis Manufacturing and Distribution

Good morning,

Thank you for those of you who pointed out the inadvertent attachment of documents for a different location. Attached please find the corrected documents for the Minor Use Permit at 1061 Cunningham, for the operation of a cannabis manufacturing and distribution operation. This was previously reviewed by your department/agency, but has been recently revised. Please let me know if your previous comments (attached for your convenience) are still current, or if you have new comments. Your consideration and reply before February 24, 2022, is greatly appreciated.

Interoffice Memorandum



To: Mireya Turner, Associate Planner
From: Jarod Thiele, Public Works Management Analyst
Date: February 5, 2020- Revision 1: October 2, 2020
Re: Project Review Committee Referral File No. 19-4986, Spektra Manufacturing and Distribution Use Permit, Located at 1061 Cunningham Street

REVISION 1- Due to the decreased project description from the initial review of the minor use permit, conditions below that have been stricken will not apply. Should the use permit be expanded, an additional review will be required by Public Works.

1. The property is located within the floodplain and is subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements. Based on the estimated value of work being more than 50 percent of the assessed valuation of the structure, the proposed work is considered a "substantial improvement," for purposes of flood plain management. Therefore, verification will be required that the entire existing structure, including any additions, is constructed at or above the base flood elevation. (Note that the "substantial improvement" determination may be re-evaluated by the City based upon a certified appraisal of the market value of the structure furnished by the applicant.) The following shall be required:
 - a. A pre-construction elevation certificate, based on the plans, will be required prior to the issuance of a building permit.
 - b. A post construction elevation certificate based on construction will be required prior to final inspection.
2. There is currently no sidewalk along the subject property. The existing driveway approach onto the public street shall be reconstructed to meet ADA requirements, with a minimum 4 foot wide level sidewalk for wheelchair accessibility, behind a sloped driveway apron. A sidewalk easement shall be provided if portions of the sidewalk at the driveway are constructed outside of the street right-of-way.
3. The frontage of this property currently lacks concrete curb, gutter, sidewalk and street trees. Pursuant to Section 9181C of the Ukiah City Code, the applicant shall be required to construct frontage improvements (including an ADA compliant concrete sidewalk, street trees, and repairs to existing curb, gutter and sidewalk if necessary), to the satisfaction of the City Engineer. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area or otherwise affecting this area.

Encroachment permit fee shall be \$45 plus 3% of estimated construction costs.

- ~~4. Post construction stormwater mitigation measures may apply if the applicant creates or replaces 10,000 square feet of impervious surface. For details see the following City of Santa Rosa webpage:~~

~~<https://www.srcity.org/1255/Low-Impact-Development>~~

~~As part of the planning application, a signed 2017 Storm Water Determination Worksheet must be provided, which can be found on the Santa Rosa webpage. If storm water BMPs are triggered by the proposed work, an "Initial SWLIDS" (Storm Water Low Impact Development Submittal) will also be required as part of the planning application for our review and additional recommended conditions of approval would be applicable.~~

5. The existing sewer lateral shall be tested in accordance with Ukiah Valley Sanitation District Ordinance No. 30 and repaired and replaced if necessary prior to final inspection.
- ~~6. Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. A final drainage report shall be provided to support the design of the proposed drainage system.~~
7. All areas of circulation should be paved with a minimum of 2" of AC on 6" of Base or other suitable 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 should be calculated appropriately to ensure that it can withstand the loading.
8. The proposed development is located within the Ukiah Valley Sanitation District and subject to applicable sewer connection fees
9. The proposed development is located in the City of Ukiah Water Service area and subject to applicable water connection fees
- ~~10. This area is currently under developed for traffic circulation. A traffic study by a licensed Civil Engineer must be prepared to analyze key intersections in the area.~~

↓

PROJECT REVIEW REFERRAL

Please provide comments by: January 10, 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. You are invited to comment on any aspect of the proposed project, including information required before you can finalize your comments and recommended conditions of approval for the project.

TO:

	Craig Schlatter, Director	Mendocino County Planning and Building
X	Michelle Irace, Planning Manager	Mendocino County Public Health
X	Matt Keiser, City Building Official	Mendocino Transit Authority
X	Jason Benson & Jarrod Thiele, Public Works	US Army Corps of Engineers
X	Justin Buckingham, Fire Marshall	Regional Water Quality Control Board
X	Sean Kaeser, Ukiah Police Dept.	CA Dept. of Fish and Wildlife
X	Nancy Sawyer, Community Service Officer	CA Dept. of Transportation
X	Jimmy Lozano & Scott Bozzoli, Electrical	Sonoma State Northwest Information Center
	Ukiah Municipal Airport Operations Manager,	AT & T
	Greg Owen	
	Airport Land Use Commission	PG & E (gas)
	Mendocino County Air Quality	PG & E (Land Rights)

FROM PROJECT PLANNER:

Mireya G. Turner, Associate Planner
Mturner@cityofukiah.com

PROJECT INFORMATION:

Date Filed:	11/15/2019	Date Referred:	12/23/2019
Prev. Projects on Site:	Farm & Ranch Supply Store	Resubmittal:	N/A
File #(s)	19-4986	Agent:	Gidion Saucedo
Project Name:	Spektra Manufacturing & Distrib.	Address:	1061 Cunningham Street
Site Location:	1061 Cunningham Street		Ukiah, CA 95482
APN:	003-081-07	Phone:	(213) 401-8601
Zoning:	Manufacturing	Email:	Gideon360@gmail.com
General Plan:	Industrial (I)		

DESCRIPTION: Minor Use Permit to allow cannabis manufacturing & distribution in existing building. Applicant proposes manufacturing pre-rolls coated with oil and covered in kief; ice water extraction; use of heat and pressure for extraction of rosin; and injection of terpenes & oils into cartridges.

ATTACHMENTS: Application and Project Description, Site Plan, Floor Plans, Zoning and Location Maps, Lighting Plan, Landscape Plan, and Security Plans

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) Mendocino County Air Quality Management District

☐ No Comment

☒ Comments / Conditions of Approval Attached

Ronda Gott, Air Quality Technician

January 16, 2020

Signature

Date

Comments / Conditions of Approval:

1. Renovations to commercial building are subject to 40 CFR Part 61 NESHAPS (Asbestos). Attached is an Asbestos Demolition/Renovation Notification form the applicant must complete and submit to the District for clearance prior to any Building permits being issued.
2. Equipment and/ or materials used in the processing and/ or manufacturing may be subject to District permitting requirements. An Application Cover Sheet and Generic Application is attached.
3. Emergency backup power generators may be subject to District permitting requirements. An Internal Combustion Engine application is attached.

Mireya Turner

From: Ian Broeske
Sent: Wednesday, January 22, 2020 2:39 PM
To: Mireya Turner
Subject: Re: request for review

Mireya,
I currently have no additional request until the T.I. plan check.

Ian Broeske
Engineer

Ukiah Valley Fire Authority
1500 South State Street
Ukiah, CA 95482-6709
C) 707-380-4811
P) 707-462-7921
F) 707-462-2938
ibroeske@cityofukiah.com
<http://www.cityofukiah.com/uvfa-who-we-are/>

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From: Mireya Turner <mturner@cityofukiah.com>
Sent: Wednesday, January 22, 2020 1:51 PM
To: Ian Broeske <ibroeske@cityofukiah.onmicrosoft.com>
Subject: request for review

Hi Ian,
Attached is the review referral for Spektra, cannabis manufacturing and distribution, located at 1061 Cunningham.
Your consideration and comments on this project are greatly appreciated.
Cordially,



Mireya G. Turner, MPA
Associate Planner
300 Seminary Avenue
Ukiah, CA. 95482
Tel: (707) 463-6203

Mireya Turner

From: Scott Bozzoli
Sent: Monday, December 23, 2019 2:23 PM
To: Mireya Turner
Subject: RE: Project Review Request - Spektra Cannabis Manuf and Distrib_1061 Cunningham St.

Hi Michelle,

Regarding the Project Referral for The “ Spektra Cannabis Manufacturing and Distribution” project.

Ukiah Electric Utility Department (EUD) has the following requirements and comments:

- 1) This property will be served from Over Head to underground facilities
- 2) With the Cannabis going across the street the electric department will require an upgrade to power in the area.
- 3) The owner will be responsible for the cost of any incurring cost such as Transformer, materials, labor etc.
- 4) The owner will have to provide an easement for all electric equipment on the said property.
- 5) The owner will have to have a site visit with the City of Ukiah Electric Department prior to any future work.

Should they have any questions please call Scott Bozzoli at 707-467-5775

Thank you,

Scott Bozzoli
Electrical Engineering Technician
City of Ukiah
sbozzoli@cityofukiah.com
707-467-5775

From: Mireya Turner <mturner@cityofukiah.com>
Sent: Monday, December 23, 2019 1:56 PM
To: Justin Buckingham <jbuckingham@cityofukiah.com>; Michelle Irace <mirace@cityofukiah.com>; Matthew Keizer <mkeizer@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Jarod Thiele <jthiele@cityofukiah.com>; Sean Kaeser <skaeser@cityofukiah.com>; Nancy Sawyer <nsawyer@cityofukiah.com>; Jimmy Lozano <jlozano@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>
Cc: Alicia Tlelo <atlelo@cityofukiah.com>
Subject: Project Review Request - Spektra Cannabis Manuf and Distrib_1061 Cunningham St.

Good afternoon,

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<https://cityofukiah.box.com/s/00vivacnp7ur3ged6wfuimugepyjigj1>

The applicant proposes manufacturing pre-rolls coated with oil and covered in kief; ice water extraction; use of heat and pressure for extraction of rosin; and injection of terpenes and oils into cartridges. The applicant proposes to operate within a portion of the existing building. No building additions are proposed. The cannabis business is proposed to share



Noble Waidelich
Chief of Police

To: Mireya Turner
CC: Chief Waidelich
From: Cedric Crook
Subject: Spektra Manufacturing and Dist. Munis # 19-4986
Date: 2/17/2022

On 2/17/22, I reviewed the attached Project Review Referral regarding Spektra. Based on this review of the cannabis manufacturing and distribution application, the Police Department has the following comments or requests the following;

Request the business be in full compliance with 5708 and maintain compliance for the duration of the business. This would include maintaining a secure lobby, manufacturing area, secure transport and shipping area for transferring of cannabis or cash to or from vehicles and a secure storage area (IE safes).

All applicants, agents, employees and volunteers must complete background checks/live scans prior to operation, employment, volunteering. As of the time of this report, UPD is not in possession of the list of owners, agents, employees or volunteers.

The business' proposed location is in close proximity to another dispensary located at 1076 Cunningham St., possibly in violation of the 250' minimum distance per 507C2.

Prior to occupancy, the Permittee shall provide the Ukiah 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.

Video surveillance be retained for no less than 90 days. In the event of a crime on site or anywhere within the 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.

Prior to occupancy, a professionally and centrally monitored fire, robbery, and burglar alarm systems must be installed. These alarm systems must be maintained in good working condition and the alarm company's information provided to UPD.

The business permittee shall only manufacture cannabis in a fully enclosed building and not allow cannabis or cannabis products on the 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. No manufacturing of Butane Honey Oil (BHO) or other, similar substances on the premises.



Noble Waidelich
Chief of Police

The business permittee shall report to the city police department all criminal activity occurring on the business site.

All security personnel hired or contracted for by the dispensary shall comply with Business and Professions Code Division 3, Chapters 11.4 and 11.5, or as may be amended (7708L).

A plan identified to have physical measures to prevent access to the area by anyone other than dispensary staff, and physical measures to prevent vehicle penetration of the secured storage/manufacturing portion of the building.

A copy of all applicable state and local licenses or permits be submitted to the city prior to operation. All applicable state and local licenses or permits be displayed in the lobby or waiting area of the main entrance.

Cedric Crook
Captain