



Zoning Administrator

Regular Meeting AGENDA

To participate in the virtual Zoom meeting click on the following link:
<https://us06web.zoom.us/j/86799144271>

Meeting ID: 867 9914 4271

**+17207072699,,86799144271# US (Denver)
+12532158782,,86799144271# US (Tacoma)**

May 24, 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 June 3, 2022.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

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

5. APPROVAL OF MINUTES

5.a. Approve Minutes of May 9, 2022 Zoning Administrator Hearing

Recommended Action: Approve the Minutes of the May 9, 2022 Zoning Administrator Hearing.

Attachments:

1. ZAM_20220509_2 Draft

6. SITE VISIT VERIFICATION

7. PUBLIC HEARING

- 7.a. Request to Review and Consider Possible Approval of 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 19-4986 (continued from May 9, 2022)

Recommended Action: Staff recommends the Zoning Administrator 1) conduct a public hearing; and 2) approve the Minor Use Permit for cannabis manufacturing and distribution at 1061 Cunningham Street, based on the Findings and subject to the Conditions of Approval, as amended, in the Staff Report dated May 2, 2022

Attachments:

1. 1061 Cunningham_Spektra_Findings
2. 1061 Cunningham_Spektra_COA
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.

CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Meeting Held Remotely through Teleconference
May 9, 2022
10:00 a.m.

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Mireya Turner, Planning Manager
Jesse Davis, Planning Manager

OTHERS PRESENT

Stephanie Lovell
(Moto G Power) - Unknown
Gidion Saucedo
Davis Lawyer
Teresa Kiedrowski

1. CALL TO ORDER

The Zoning Administrator called the meeting to order at 10:01 a.m. via teleconference.

Zoning Administrator Craig Schlatter presiding.

2. VERIFICATION OF NOTICE

Staff confirmed timely noticing of all public hearings items posted on the agenda.

3. APPEAL PROCESS

Note: For matters heard at this meeting the final date to appeal is May 19, 2022 at 5:00 p.m.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPROVAL OF APRIL 12, 2022 - MINUTES OF ZONING ADMINISTRATOR

Zoning Administrator Craig Schlatter approved the Minutes of April 12, 2022, noting one minor typographical update to remove the unnecessary highlight on page 2. The change was noted and implemented.

6. SITE VISIT VERIFICATION

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

7. PUBLIC HEARING

- 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**

Planning Manager Jesse Davis presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 10:14 a.m. There were no members of the public who wished to make public comment.

The Applicant was present, but did not wish to speak, and the public hearing was closed at 10:15 a.m.

At 10:16 a.m., Zoning Administrator Craig Schlatter approved the requested 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).

- 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.**

Planning Manager Jesse Davis presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 10:21 a.m. Davis Lawyer (Agent) spoke on behalf of the request. Planning Manager Jesse Davis noted that there was no public correspondence received associated with this request. There was no one else present wishing to speak and the public hearing was closed at 10:23 a.m.

At 10:24 a.m., the Zoning Administrator approved the requested item as described in the Staff Report, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

- 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**

At 10:25 a.m., the Zoning Administrator, reopened item 7a and clarified that the approval of item 7a (Kiedrowski Bee Hive) was based on the Findings in Attachment 1 of item 7a and subject to the Conditions of Approval in Attachment 2 of item 7a.

- 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**

Planning Manager Mireya Turner presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 10:38 a.m. and Gidion Saucedo (Applicant) spoke. There was no one else wishing to speak and the public hearing was closed at 10:40 a.m.

At the discretion of the Zoning Administrator, the item was continued to May 24, 2022, at 10:00 a.m. to allow for an inspection of the interior of the subject structure

8. ADJOURNMENT

There being no further business, the meeting adjourned at 10:41 a.m



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

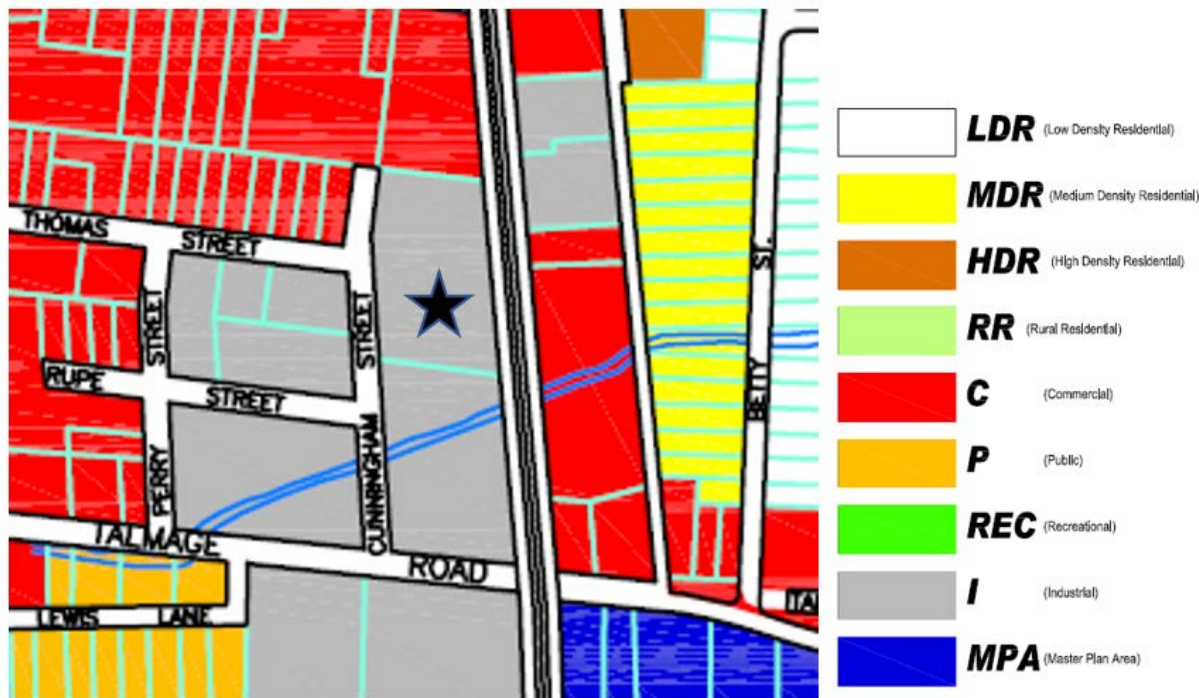
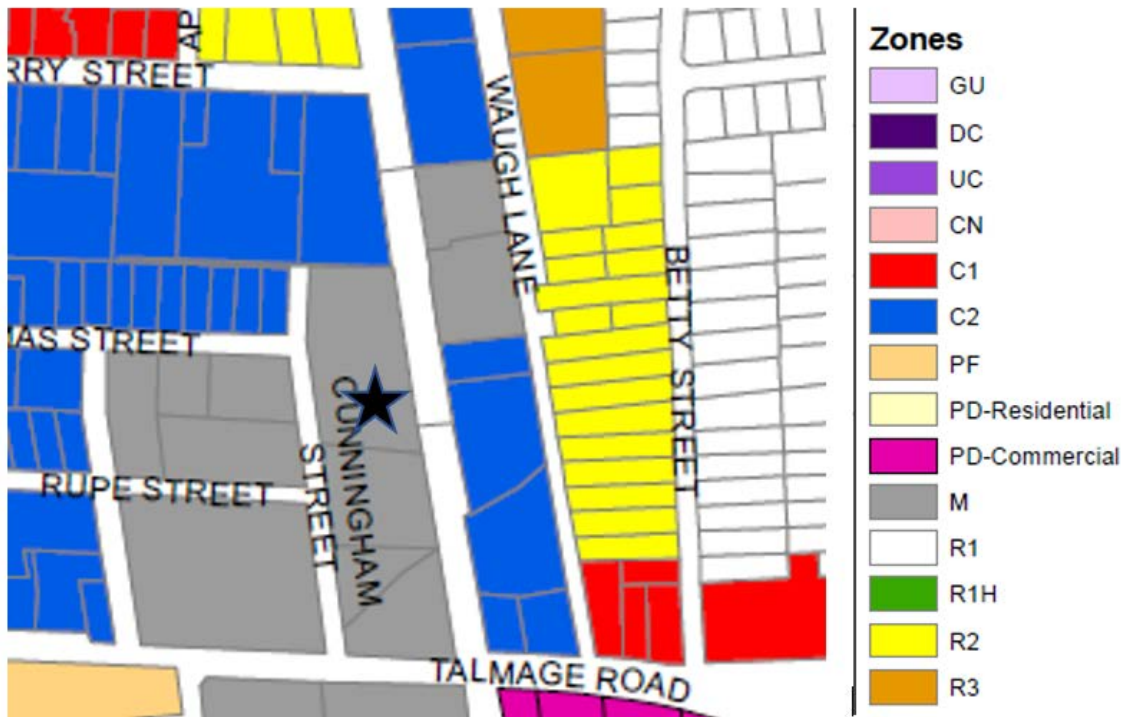


Figure 2. Zoning Map



This is a detailed plat map of a portion of the Cunningham Estate. The map shows several lots and streets. Lot 13 is a small rectangular lot on the left, measuring 120' by 186'. Lot 15 is a large lot on the right, measuring 163.6' by 183.3'. Lot 18 is a rectangular lot below Lot 13, measuring 163.6' by 189.6'. Lot 19 is a rectangular lot below Lot 18, measuring 166.02' by 195.94'. Lot 26 is a triangular lot above Lot 18, measuring 140' by 40'. Lot 27 is a triangular lot below Lot 18, measuring 140' by 40'. The map also shows CUNNINGHAM ST. and 1078 ST. The lot numbers 13, 15, 18, 19, 26, and 27 are circled. The areas of lots 26 and 27 are given as 0.8 A± and 0.7 A± respectively. The map includes various dimensions and a north arrow.

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 avigation easement for projects within Compatibility Zones 1 through 5. Conditions requiring the avigation 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.
12. Prior to occupancy, 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.

CITY OF UKIAH STANDARD CONDITIONS

13. 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.
14. All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plot plans accompanying the application or submitted by applicant in support thereof.
15. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.
16. Building permits shall be issued within two years after the effective date of the Use Permit or

same shall be null and void.

17. 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.
18. The Applicant shall obtain all required Sign Permits, in compliance with Division 3, Chapter 7, Signs, of the UCC.
19. 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.
20. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.

ELECTRIC UTILITY DEPARTMENT

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

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

27. 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.
28. 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.
29. 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

30. 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.
31. 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
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 be provided to the Fire Department.

UKIAH POLICE DEPARTMENT

36. All applicants, agents, employees and volunteers must complete background checks/live scans prior to operation, employment, volunteering.
37. 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.
38. 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.
39. 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.
40. 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.
41. Permittee shall report to the city police department all criminal activity occurring on the site.

42. 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).

DRAFT

DEPARTMENT OF PUBLIC WORKS

43. 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.
44. 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.
45. 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.
46. 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.
47. 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.
48. 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.
49. 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.

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

MENDOCINO COUNTY AIR QUALITY MANAGEMENT DISTRICT

51. 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.
52. Equipment and/or materials used in the processing an/or manufacturing may be subject to District permitting requirements.
53. 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.

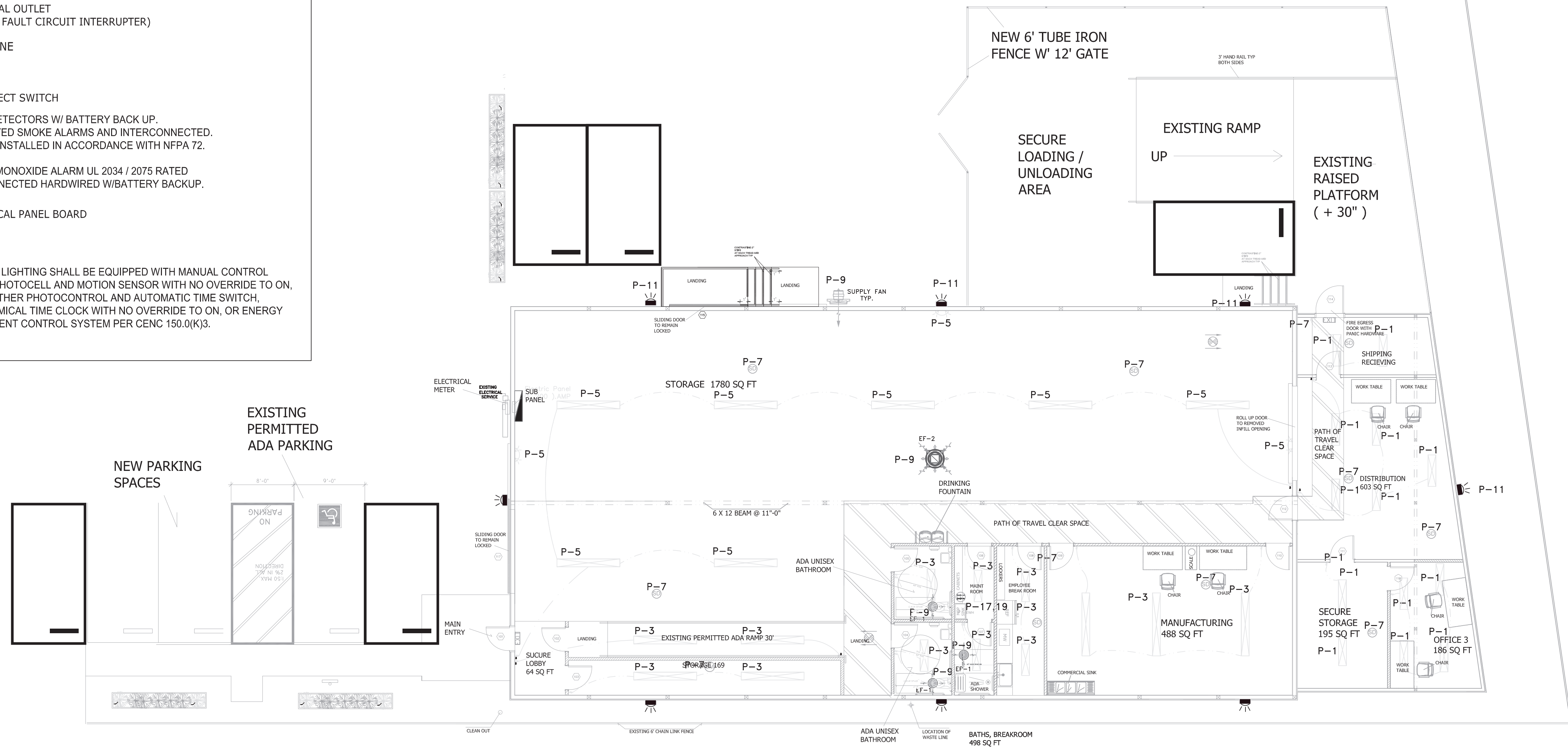
ACCESSIBILITY PLAN:

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.

	-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.

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



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

SIGN _____ DATE _____

2

ELECTRICAL LIGHTING LAYOUT
SCALE 1/8" = 1'

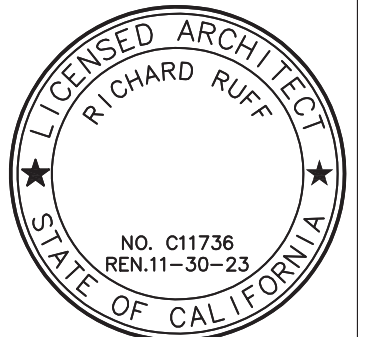
#	REVISIONS	DATE	BY



RUFF + ASSOCIATES

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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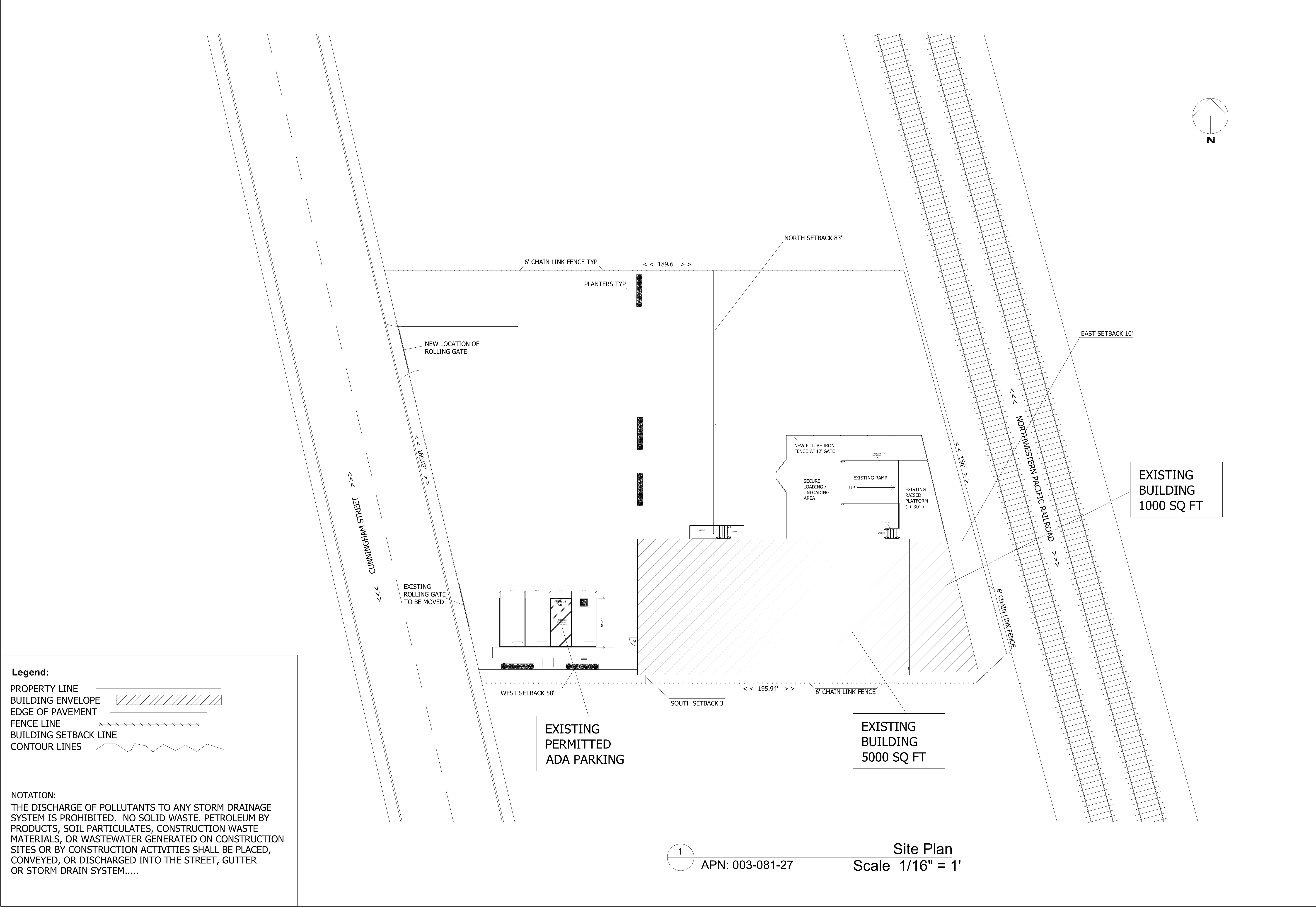


SPECTRA MANUFACTURING & DISTRIBUTION LLC
TENANT IMPROVEMENT FOR: GIDEON SAUCEDA
1061 CUNNINGHAM STREET
UKIAH, CA 95482

SHEET TITLE

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

PAGE
E2.0
SHEET 1 OF 11



REVISIONS	DATE	BY

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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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 1/2" LOWER THAN THE THRESHOLD REQUIREMENTS CBC 11B-404.2.5

Door Opening Force.

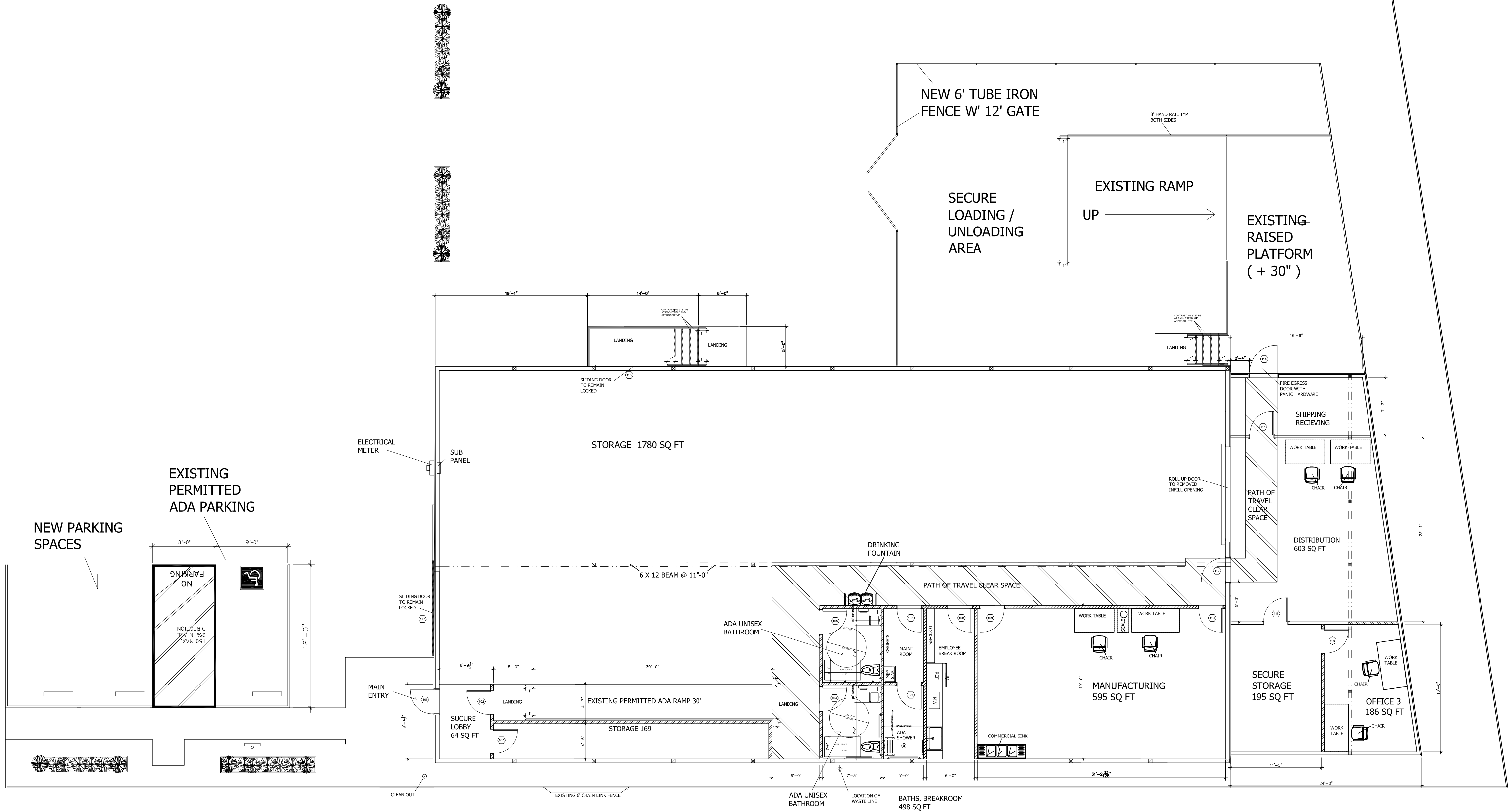
Fire doors shall have the minimum opening force allowable by the appropriate administrative authority. The force for pushing or pulling doors other than Fire Doors shall be as follows:

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



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

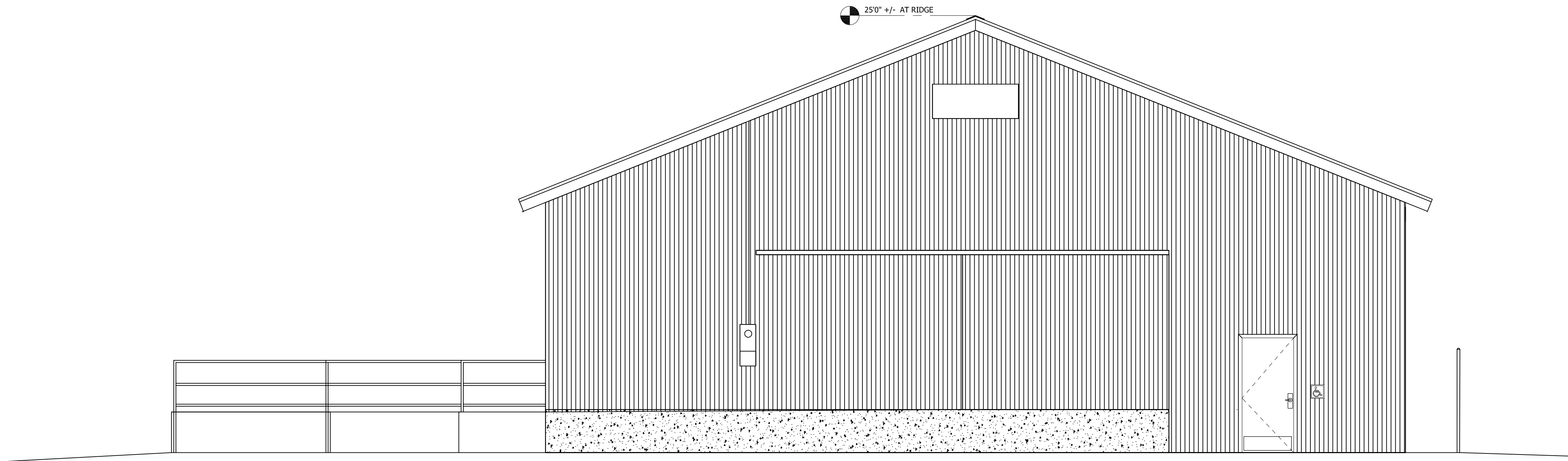
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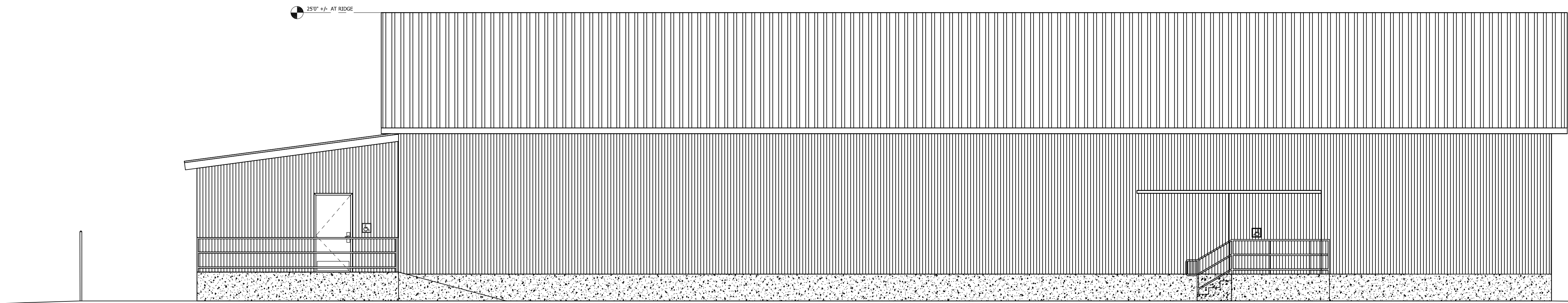
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SHEET 5 OF 11



1

WEST ELEVATION
SCALE 1/4" = 1'

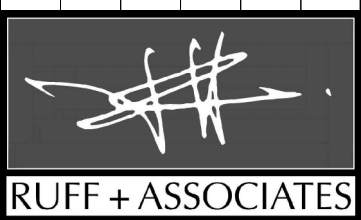


2

NORTH ELEVATION
SCALE 3/16" = 1'

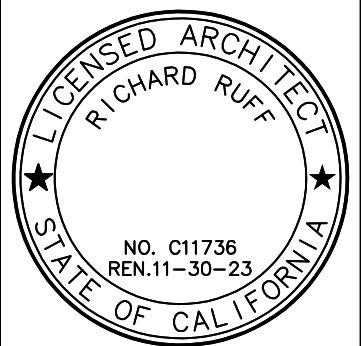
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ELEVATIONS
SHEET 1

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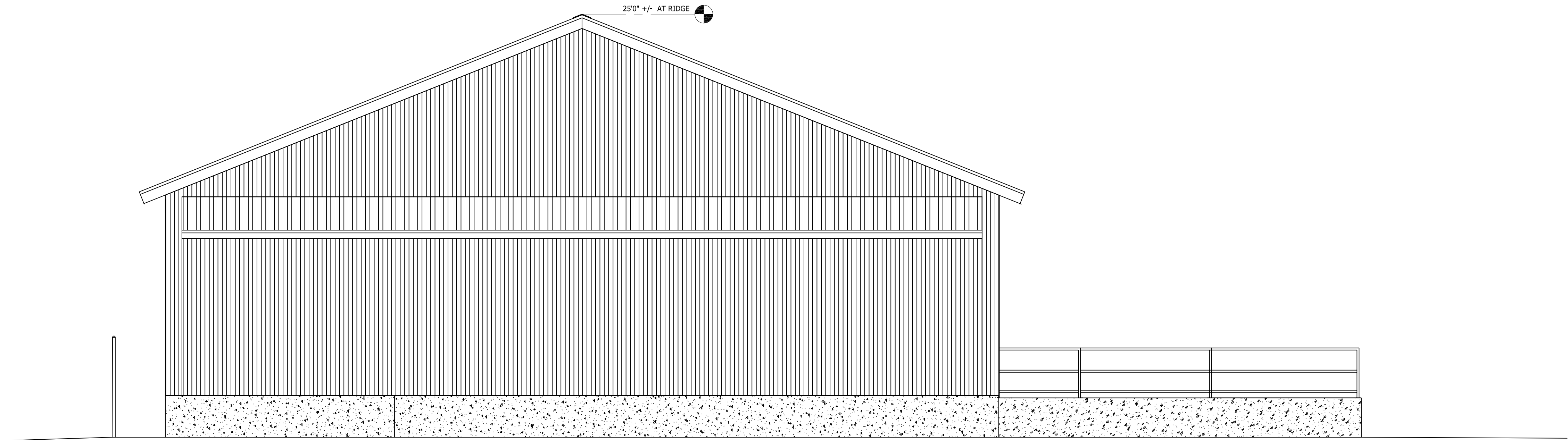
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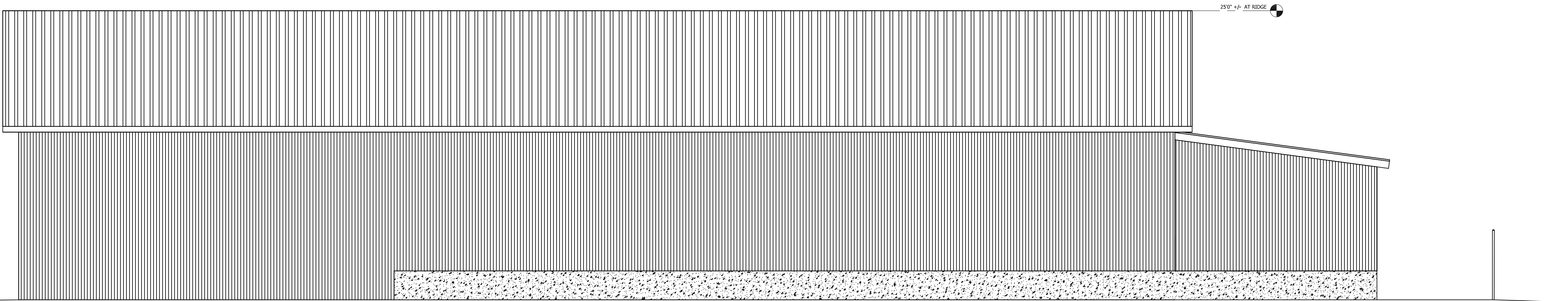
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SHEET 7 OF 11



1

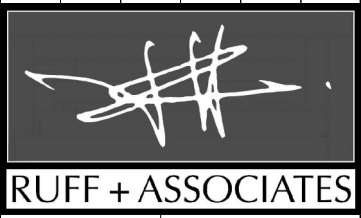
EAST ELEVATION
SCALE 1/4" = 1'



2

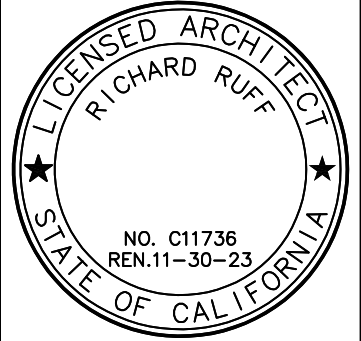
SOUTH ELEVATION
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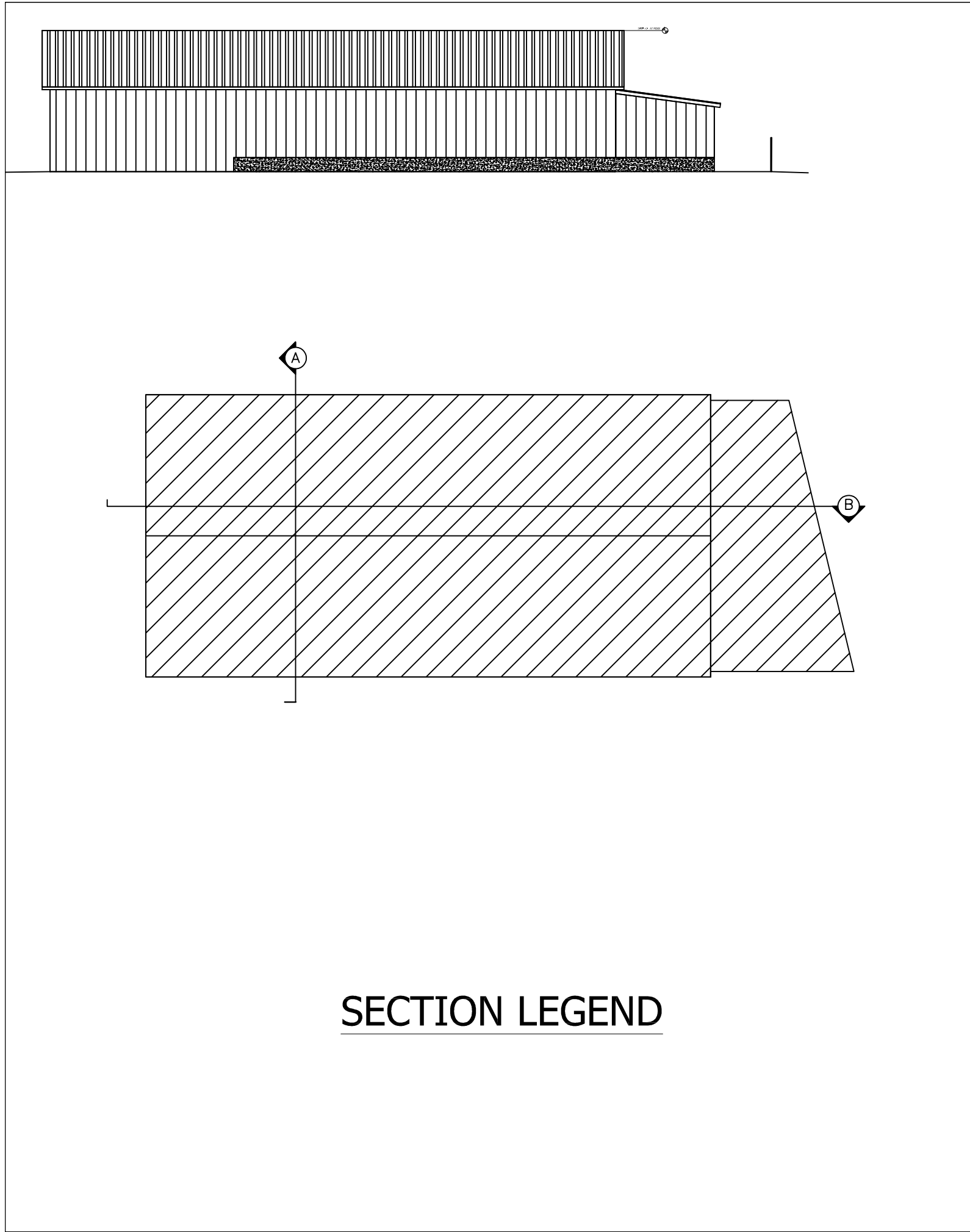
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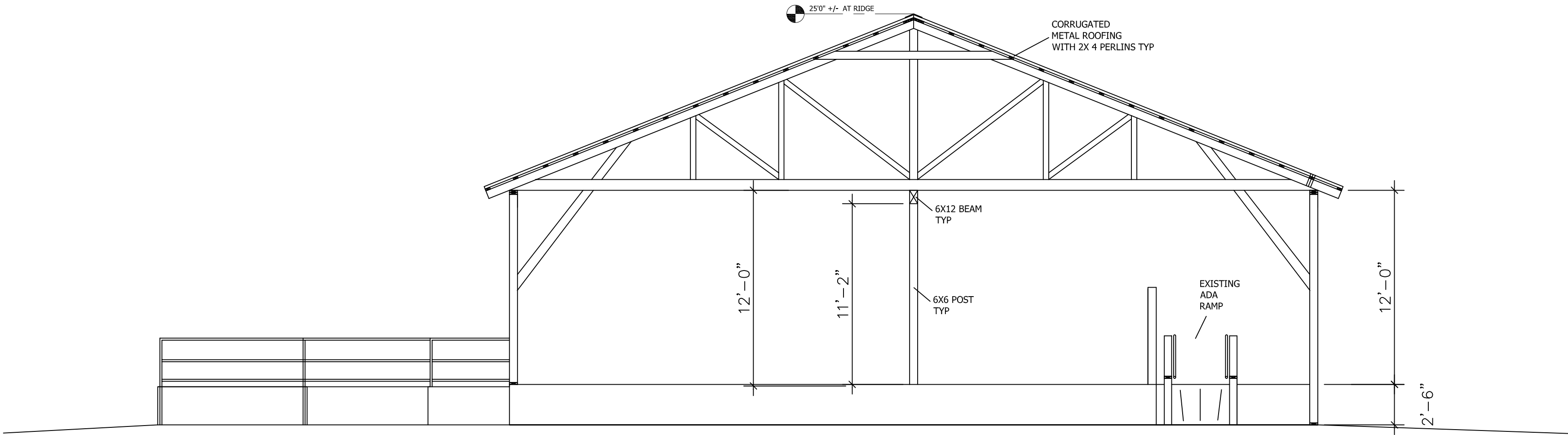


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SHEET	8 OF 11



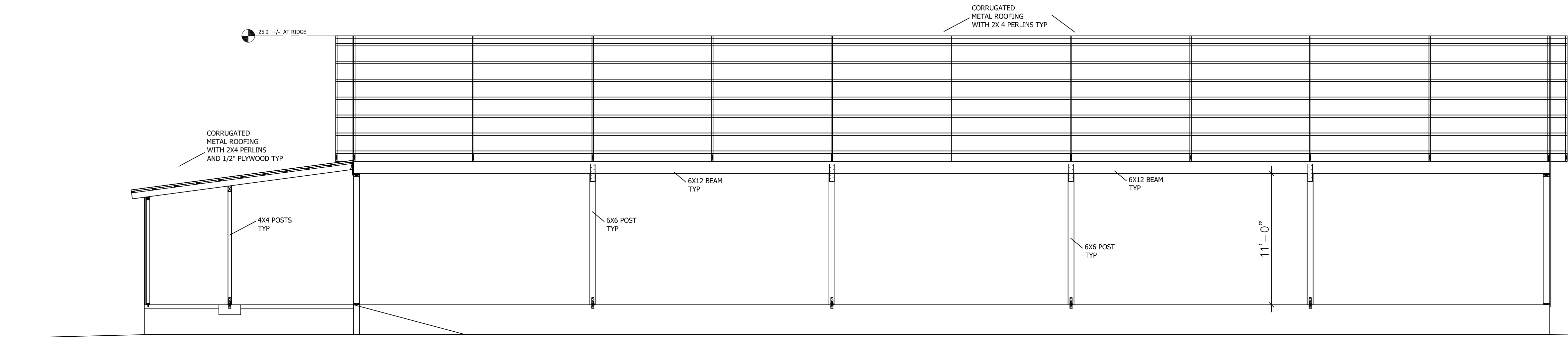
SECTION LEGEND



NOTE:
INSULATION
WALLS 2-LAYERS OF 2" RIDGED INSULATION R-13.1 EACH = R-26.2
CEILING 2-LAYERS OF 2" RIDGED INSULATION R-13.1 EACH = R-26.2
(TYP)

1

SECTION VIEW A
SCALE 3/16" = 1'



2

SECTION VIEW B
SCALE 3/16" = 1'

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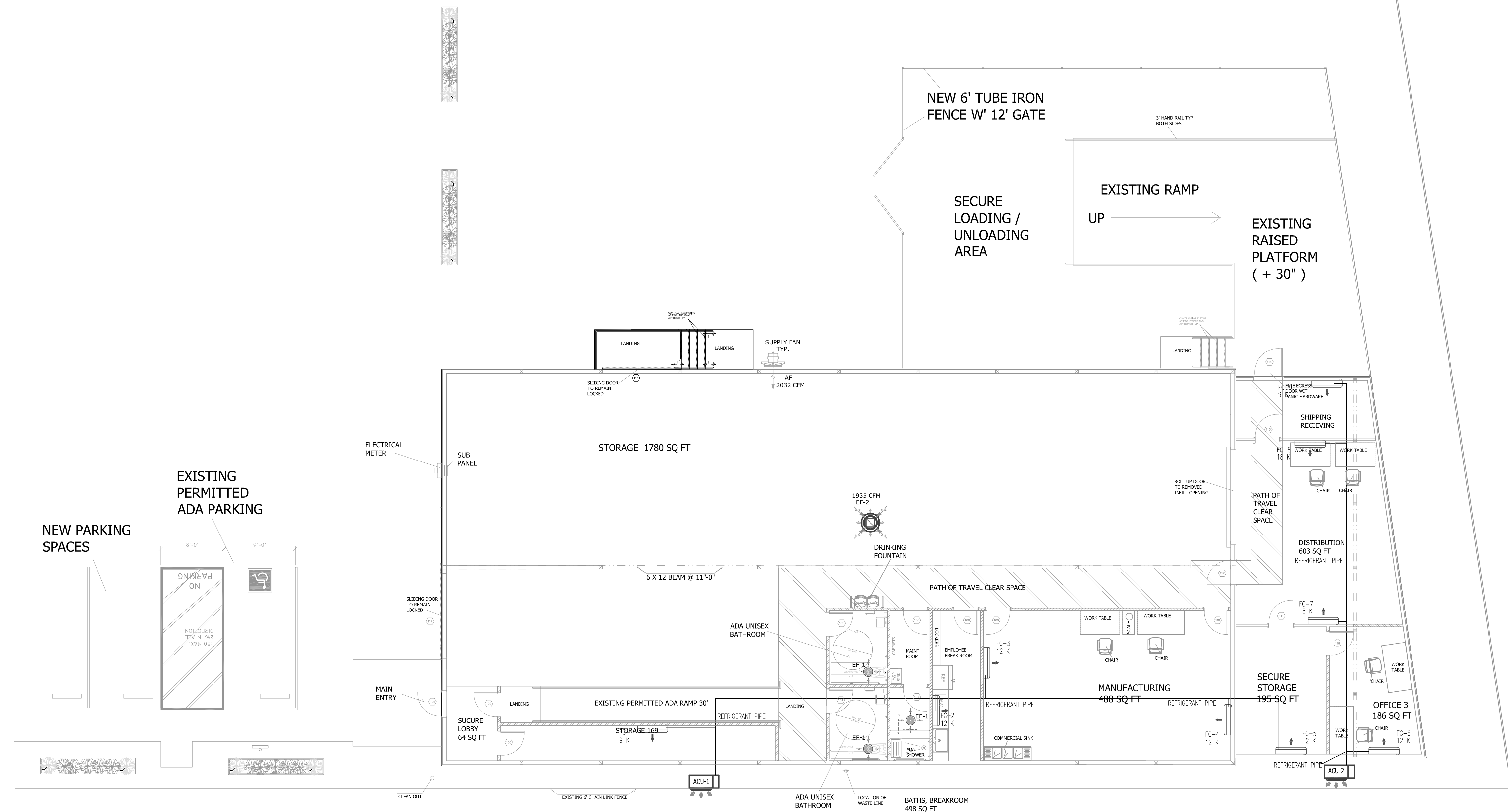
NO. C11736
REL. 11-30-23
STATE OF CALIFORNIA

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SHEET TITLE	
SECTION VIEWS	

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SHEET 9 OF 11

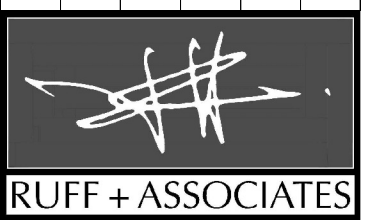


HVAC DESIGNER

NEXT GENERATION HEATING & COOLING
MANNY LOPEZ
C.N. # 1030709
707-485-0112
ml7223344@gmail.com

NAME: _____ DATE: _____

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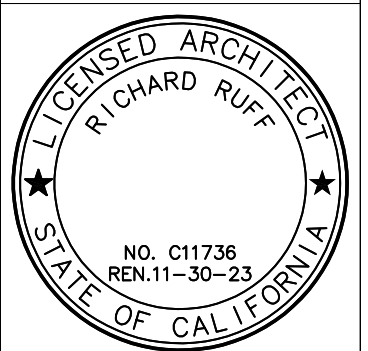


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MECHANICAL PLAN

DRAWN BY DEM

CHECKED

BY	RPR
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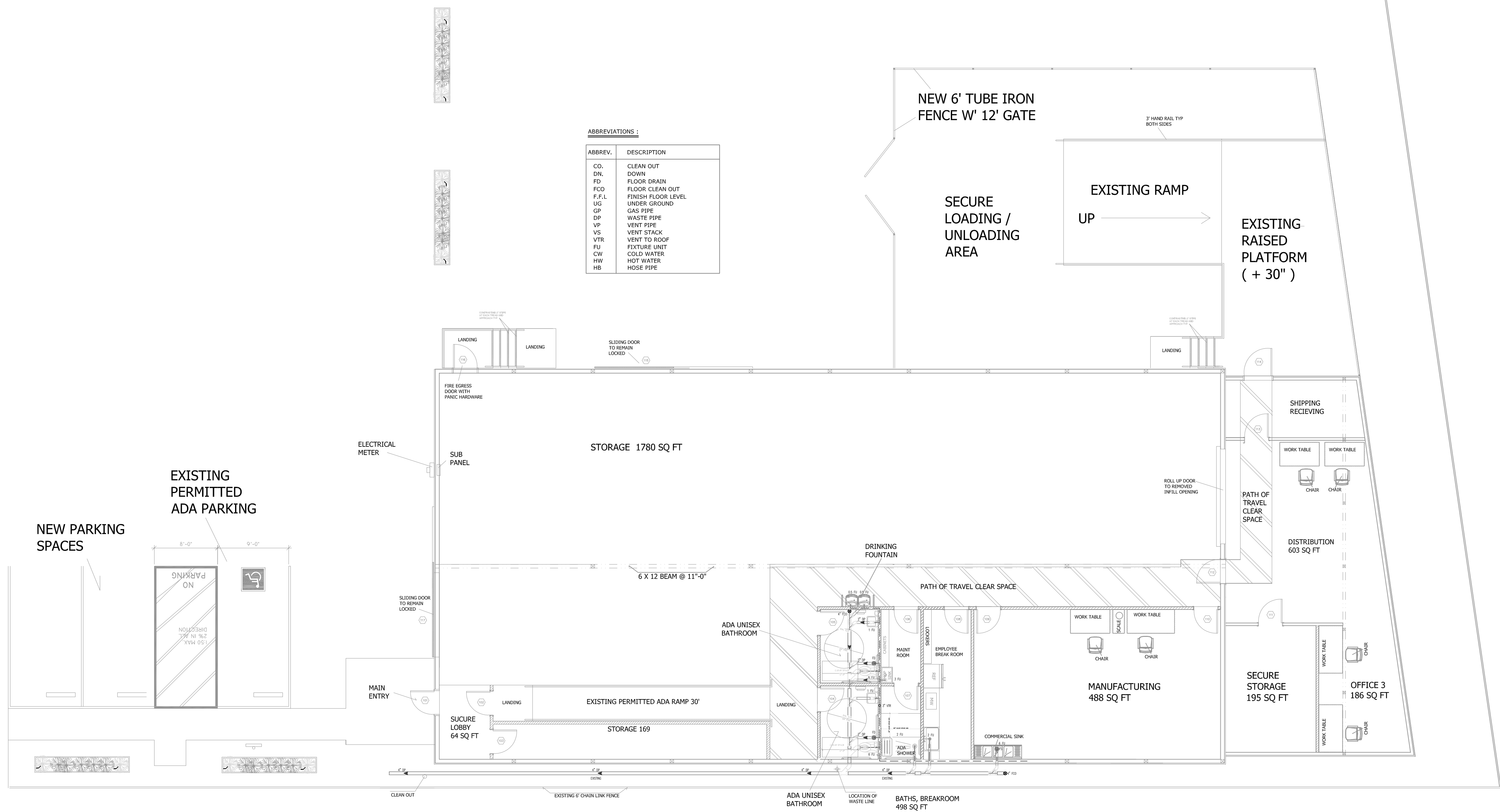
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DATE
CREATED 11-5-2021

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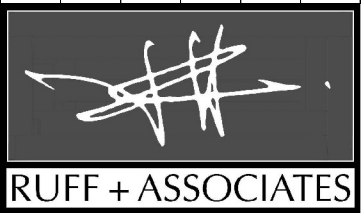
SHEET 6 OF 11



3

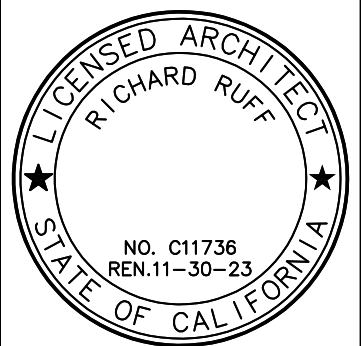
DRAINAGE PLAN
SCALE 1/8" = 1'

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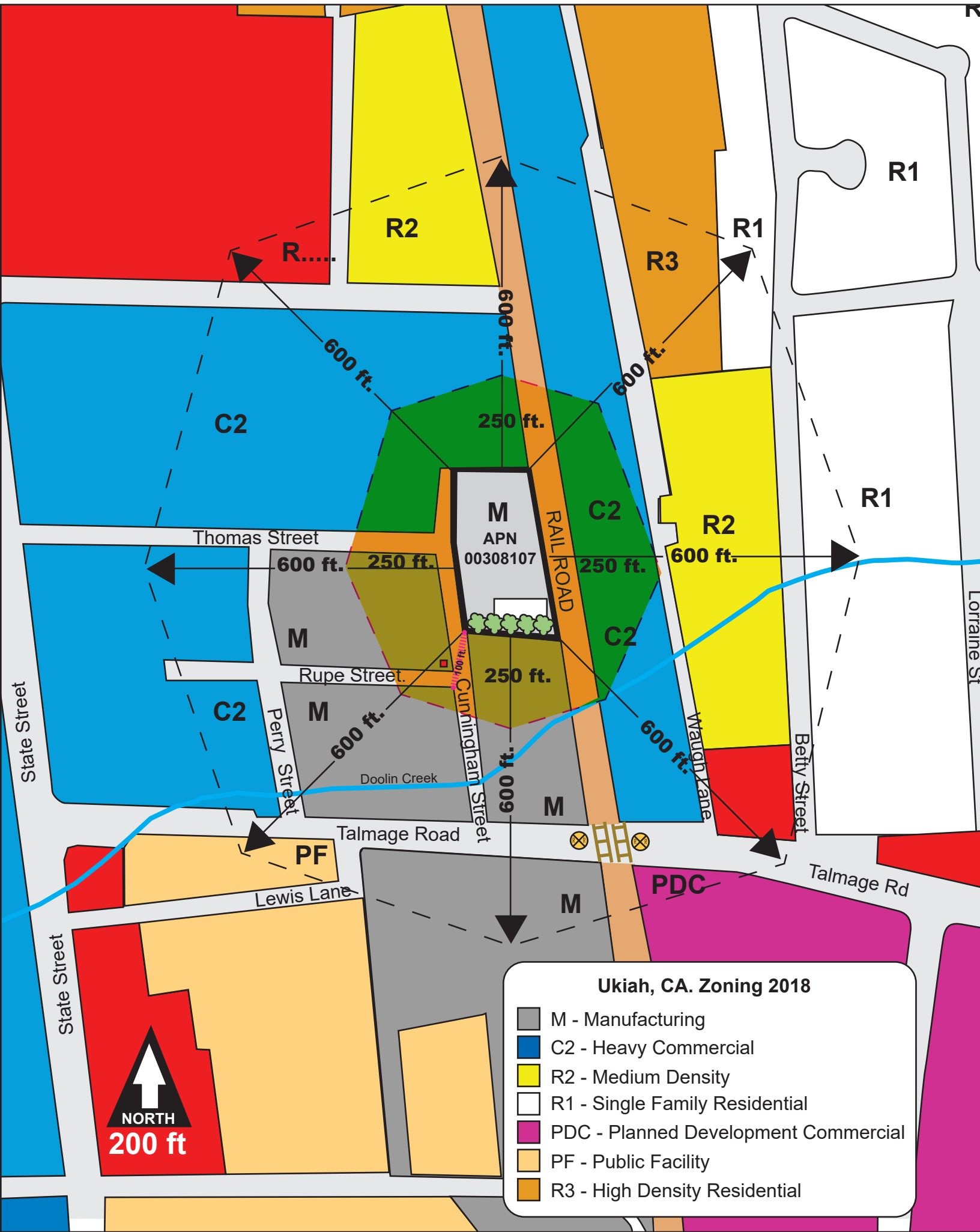
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DRAINAGE PLAN	
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SHEET	5 OF 11



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

Table of Contents

OVERVIEW	3
PROVISIONS	3
CANNABIS AND CANNABIS PRODUCT INVENTORY CONTROL	3
TRACK-AND-TRACE SYSTEM.....	3
TRACK-AND-TRACE SYSTEM GENERAL REQUIREMENTS.....	3
TRACK-AND-TRACE SYSTEM REPORTING REQUIREMENTS.....	4
TRACK-AND-TRACE SYSTEM LOSS OF ACCESS	5
TRACK-AND-TRACE SYSTEM- UID TAGS	6
RECEIVING INVENTORY	6
CANNABIS GOODS STORAGE	6
CANNABIS GOODS STORAGE -ACCESS	7
CANNABIS GOODS STORAGE -ENVIRONMENTAL CONTROLS.....	7
REMOVING AND RETURNING INVENTORY	7
REASONS FOR REMOVAL FROM INVENTORY	7
REMOVING GOODS FROM INVENTORY	7
CANNABIS WASTE	7
DESTRUCTION OF CANNABIS WASTE.....	8
DESTRUCTION RECORDS	8
RETURN POLICY AND PROCEDURES.....	8
Product Return Policy	8
Product Returns Procedures	8
INVENTORY RECONCILIATION	9
END OF BUSINESS DAY Procedures.....	9
START OF BUSINESS DAY Procedures.....	9
Discrepancy Records	9
NON-LABORATORY QUALITY CONTROL PROCEDURES	10
LABEL VERIFICATION	10
PACKAGING VERIFICATION	10
INVOICING.....	10
Concentrate (Hash) Production	11
Water-Based Extraction (bubble hash).....	11
Water-Based Extraction Process.....	11

Rosin Production	12
What is Rosin	12
Rosin Production.....	12
Rosin Infused Pre Roll Production.....	12
Materials Needed.....	12
Rosin Infused Pre-Roll Production Procedures	12
Cannabis Flower.....	12
Batch Production Record	13
Batch Production Record	13
Quality Control.....	15
EQUIPMENT	15
Contamination Prevention.....	15
Flower Quality.....	16

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,

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/00vivacnp7ur3ged6wfumugepyjigj1>

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