City of Santa Rosa
October 18, 2022
Planning & Economic
Development Department

Rose land Enterprise, LLC

Project Narrative Conditional Use permit - Cannabis Micro-License Application Cultivation, Distribution, Manufacturing

460 Timothy Road Santa Rosa, CA 95407

Application No. PRJ22-008 Architectural Design Review Conditional Use Permit

APN: 125-181-029

Lot Size: 61,470 SQ FT.

Occupancy: F1

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Project Description

(See Appendix No. 1 for a copy of the building floor plan with room designations.)

Roseland Enterprise, LLC, is a reopened project from 2017. New tenants with revised plans will be leasing the building. The operators are Dong Ming Lei and Juming Lei. They share equal ownership of the company. They rent the building from the building owner, Sam Mac.

This single-floor tenant improvement project is approximately 11,520 sq ft. located on a property zoned Light Industrial (IL). Part of the operations of the facility will utilize C02. The plan is to operate a licensed microbusiness. The building will be used for cultivation, manufacturing, and distribution. All procedures and processes are nonvolatile. The buildout includes the addition of 3,429 SQ FT. The new building plan has 6 mature plant rooms with a total canopy area of 8102 SQ FT. There will be a vegetation room at 1435 SQ FT, a mother room of 411 SQ FT, a dry room of 331 SQ FT, and trim room of 331 SQ FT. There is a warehouse room of 395 SQ FT. to be used for distribution and a manufacturing room designated for cold press extraction at 252 SF. All interior walls will be designed as nonstructural partition. There will be new mechanical, electrical, and plumbing, along with the installation of new C02 piping and tanks. The building will have new carbon filter cans, specifically engineered to serve the size of the building as designed. The system will use commercial and industrial carbon filtering equipment and methods to control odors. A new fire sprinkler and alarm system, and a 24-hour video surveillance system are included in the design package. All interior mechanical equipment will be mounted on the floor slabs. A closed water-loop system for the mechanical operations and the CO2 tank equipment will be mounted on an exterior 16-foot x 60-foot 6-inch-deep concrete pad at the rear of the building. An architectural screen wall will be placed around the equipment. No new roof-mounted equipment is proposed. The roof will remain "as-is". The owner's agent recently obtained a roof permit to replace the existing 3-tab composition shake roof, to replace the leaking existing roof system. The expected cost for the buildout of the project, the additional floor space, and interior improvements is budgeted at \$750,000. This amount does not include the costs of agricultural lights and cultivation equipment & fixtures.

Hours of Operation

Cannabis indoor cultivation, manufacturing and distribution will operate 24 hours a day, 7 days a week (24/7). The project will have 9-12 employees to operate the business with 3-4 employees per shift. The shift times are: 6:00 am – 2:30 pm, 2:00 pm – 10:30 pm, and 10:00 pm – 6:30 am.

The general manager will be present 5 days a week and for emergencies. In addition, an outsourced security firm will provide a security guard 24/7. Business deliveries to and shipments from the facility will occur 1-2 times per week. These deliveries and shipments will be by van-sized vehicles, but occasionally, a freight truck will be necessary. An outside laboratory company will do product testing onsite. The hours of operation will be 9 am to 5 pm, Monday through Saturday. The operations will have two employees on the maintenance crew who will work six hours a day, five days a week. There will be a cultivation manager who will work 3 days a week and a manufacturing manager who will work 2 days every other week.

(NOTE: Regarding noise, there will be minimal foot traffic to and from the building throughout the week, which will assist in keeping the facility near noiseless as possible.)

Zoning

The parcel is zoned as Light Industrial. (IL) The proposed use change for type 12 micro license meets all City Zoning, California Building Codes and Fire Code requirements.

Licensing Requirements

Roseland Enterprise will obtain a dual license from the City of Santa Rosa and the State of California for a type 12 microbusiness license for manufacturing, cultivation, and distribution.

Manufacturing Operations

(See Appendix No. 2 for a copy of the SRMC section 20-46.050.)

Santa Rosa Local Codes:

The General Operating Requirements set forth in Section 20-46.050 of the municipal code, require the following additional regulations for Cannabis Manufacturing.

- A. Extraction processes. Cannabis Manufacturers shall utilize only extraction processes that are: (1) solvent-free or that employ only non-flammable, nontoxic solvents that are recognized as safe pursuant to the Federal Food, Drug, and Cosmetic Act; and/or (2) use solvents exclusively within a closed-loop system that meets the requirements of the Federal Food, Drug, and Cosmetic Act including use of authorized solvents only, the prevention of off-gassing, and certification by a California licensed engineer.
- B. Loop systems. No closed-loop systems shall be utilized without prior inspection and approval of the City's Building Official and Fire Code Official.
- C. Standard of equipment. Extraction equipment used by the Cannabis Manufacturer must be listed or otherwise certified by an approved third-party testing agency or licensed professional engineer and approved for the intended use by the City's Building Official and Fire Code Official.
- D. Annual recertification required. Extraction equipment used by the Cannabis Manufacturer must be recertified annually and a report by a licensed professional engineer on the inspection shall be maintained on-site.
- E. Food handler certification. All owners, employees, volunteers or other individuals that participate in the production of edible Cannabis Products must be State certified food handlers. The valid certificate number of each such owner, employee, volunteer or

other individual must be on record at the Cannabis Manufacturer's facility where that individual participates in the production of edible Medical Cannabis Products.

F. Edible product manufacturing. Cannabis Businesses that sell or manufacture edible medical cannabis products shall obtain a Sonoma County Health Permit. Permit holders shall comply with Health and Safety Code Section 13700 et seq., and Sonoma County Health permit requirements. These requirements provide a system of prevention and overlapping safeguards designed to minimize foodborne illness, ensure employee health, demonstrate industry manager knowledge, ensure safe food preparation practices and delineate acceptable levels of sanitation for preparation of edible products.

Local and State Compliance

Roseland Enterprise will be using non-volatile solvents:

- Extraction Plan:
 - Roseland Enterprise will be using a mechanical extraction method: Rosin Press. The rosin press Roseland Enterprise will be using is a Rosinbomb m-60 press
 - https://www.rosinbomb.com/products/m-60
 - This machine is fully electric, which means it has a small footprint and no compressor.
 - Delivers over 6,000 lbs. of force with each press.
 - Crushes up to 15g material per press (depends on density).
 - o Total electric, self-contained, and uses a 3-prong power supply connection.
 - No compressors, hydraulics, or separate electric pump or hand cranks are required.
 - Solid state / UL components.
 - Continuous rapid press production means no stopping and no scraping.
 - Continuous Flow Channel Technology = Non-stop flow, self-gathering into a nonstick FDA food grade collection tray.
 - Estimated yields: 10-15g material per pressing at a 15-20% yield = 2-3g concentrate / pressing. Thirty (30) presses per hour would yield 60-90g concentrate per hour.



• Quality Control Plan

- Roseland Enterprise will follow a strict protocol to ensure safe management practices for the extraction process.
- This will include:
 - The quality standards for each product.
 - The quality control method (weight, potency, etc.).
 - Testing procedures.
 - The number of products/batches that will be tested.
 - When and how in the production cycle testing will be administered.
 - The training for employees for quality control.
 - The communication system for reporting defects or potential issues.

Physical Premises Plan

- The site will be drained to prevent pooling of water.
- Weeds, grass, and vegetation will be cut within the immediate vicinity of the premises. The property will be kept clear of litter. Equipment will be sealed to

- prevent the infestation of rodents and other pests. There is no outdoor storage proposed.
- The parking lot and driveways on the site to prevent any source of contaminate where cannabis is handled/transported.
- All openings to the building will have pest screens and will otherwise be sealed to prevent pest from entering the building.
- Waste, and treatment of waste will be handled and processed using methods that prevents contamination to cannabis products.
- The interior of the building will be constructed of easily cleanable and corrosionresistant materials and finishes. All piping will be insulated to eliminate condensation and drips that can contaminate cannabis products.
- All glass and lighting will be made from shatter resistant materials. This will prevent contamination of products from shards and broken glass.
- Sewage treatment, plumbing, ventilation, and other systems will be always maintained in a clean and sanitary condition.
- Cleaning compounds, chemicals, and equipment will be in compliance with local and state Health and Safety Codes: sections 114254
- To keep a clean and sterile environment the walls will be made of smooth, nonporous and easily cleanable material.
- All interior lighting will be shatter-resistant to meet health and safety codes designed to prevent contamination of cannabis products.
- All plumbing in the building will be compliant with health and safety codes related to maintaining a clean space for cannabis products.
- All cannabis waste products will be stored in a secured holding area while awaiting proper disposal--all in accordance with state requirements.
- The Rosin Press equipment will follow a strict cleaning schedule with procedures that will include a log documenting the date and time of maintenance, cleaning, and sanitizing of the equipment and utensils.

• Manufacturing Personnel

- All manufacturing personnel will follow standard operating procedures to ensure cleanliness and disease control. They will be trained in first aid and the procedures for treating open wounds, accidents, etc. that take place on the site.
- All employees working in the manufacturing department will be held to a high standard for cleanliness following all Health and Safety Codes. This includes removing all jewelry and wearing gloves while working with cannabis.
- Training program for personnel:
 - Manufacturer personnel will go through a training program that includes health and safety hazards, emergency response procedures, security procedures, record keeping, training requirements, operating procedures,

- quality control procedures, product quality plans, proper and safe use of machinery, safe work practices, maintenance and cleaning requirements, and emergency operations.
- A record of all trained employees will be kept. The documents will names and job duties of each individual, their training dates, and training refresh dates.

Cannabis Product Component

- The company will implement written policies that ensure quality and safe products. This includes:
 - Raw materials will be inspected, tested, and protected against allergen cross-contact and contamination.
 - Raw materials will be cleaned and will be tested to ensure they do not contain microorganisms.
 - The raw materials will be stored in containers designed to protect against allergen cross-contact and contamination; and be held at the appropriate temperature and humidity so to not harm the products.
 - The holding and storage of the raw materials will be following Health and Safety Code sections 114047 (a) and (b).

Manufacturing Process and Procedure

■ The business will have a product quality plan, a master manufacturing protocol, batch production records, and all manufacturing records.

Product Quality Plan

- The product quality plan for the company will address the hazards associated with the premise and operations.
- The plan will detail each step from intake to product transfer out of the building. Identify the risks with each step, preventative measures, methods to evaluate and monitor the effectiveness, identification of risks to the cannabis product quality, biological hazards, chemical hazards, physical hazards, and process failures.
- Preventative measures that the company will take include:
 - Cleaning and sanitizing of equipment.
 - Testing of cannabis and review plan/ mitigation plan.
 - Allergen control program.
 - Environmental testing.
 - Temperature monitoring.
 - Maintaining cleaning log.

Master Manufacturer Protocol

- The company will create a master manufacturing protocol which will describe fabrication details for each product that is manufactured.
- This will include:

- The name and intended cannabinoids concentration.
- A list of all components to be used.
- The weight of each component that will be used.
- The expected yield of the finished manufactured cannabis product.
- A description of the packaging label.
- The expected number of packages and labels to be used.
- Written instructions for each point of the manufacturing process.
- Written instructions for any action to mitigate risks identified in the product quality plan.

Batch Production Record

- A record of the batch production will be kept that records all new batches and a record of remediated batches.
- The batch record will include:
 - The UID and lot number for the finished cannabis product.
 - Specific equipment used.
 - Identity and weight of each component.
 - Statement of the actual yield.
 - Documentation will include, time and employee initials, labels, the quantity of labels used, the results of results, remediation or manufacturing details.
 - The document will be created concurrently with the documented activity and will include all possible details of the product.

Standard Operating Procedures

- Roseland Enterprise will uphold Standard Operating Procedures that will state in writing all policies and procedures for security, emergency, safety, waste management procedures and all company policy and procedures.
- Inventory Control Cannabis products
 - Roseland Enterprise will have an inventory control plan that will track the location and disposition of all cannabis and cannabis products at the licensed premises.
 - Through the track and trace system and inventory control, Roseland Enterprise will locate any discrepancies and report within 24 hours of the discovery.

Hazardous Materials

Roseland Enterprise will not be utilizing hazardous materials in its manufacturing processes. The proposed cold-press manufacturing systems do not require their use.

Building and Fire Codes

The entire project site, building, and equipment is subject to and designed to meet or exceed the requirements of the California Building Code (CBC) and all applicable state and local fire code requirements. Construction work and alterations done on or in the building will be completed according to code and authorized by a building permit.

<u>Training and Records</u>

Every employee at Roseland Enterprise will be required to participate in an employee orientation training course designed to teach the security and safety protocols of the site, building, and operations utilized on the premises. The employees will be kept up to date on current policies and procedures related to the business and its operations. Training records will be stored on-site. The records will list all employees that have access to security and video surveillance equipment. All surveillance equipment, records, and recordings will be stored in a secure area that is accessible only to management employees of Roseland Enterprise. The security plan will be revised as needed to stay current with changes in local and state regulations related to security and cannabis licensing requirements.

Security Plan

460 Timothy will comply with Santa Rosa City code: **20-46.050 General Operating** Requirements and the State requirements Article 5 15042- 15047 & 15312-15314

Section G.:

Security. Cannabis Businesses shall provide adequate security on the premises, including lighting and alarms, to ensure the public safety and the safety of persons within the facility and to protect the premises from theft. Applications for a Cannabis Business shall include a security plan that includes the following minimum security plan requirements:

- 1. Security cameras. Security surveillance video cameras shall be installed and maintained in good working order to provide coverage on a 24-hour basis of all internal and exterior areas where Cannabis is cultivated, weighed, manufactured, packaged, stored, transferred, and dispensed. The security surveillance cameras shall be oriented in a manner that provides clear and certain identification of all individuals within those areas. Cameras shall always remain active and shall be capable of operating under any lighting condition. Security video must use standard industry format to support criminal investigations and shall be maintained for 60 days.
 - Timothy Road security system has surveillance cameras with resolution at 1280 x 720 pixels on the premise. The video surveillance runs 24 hours 7 days a week, minimum 15 frames per second. The surveillance will be recorded to the business owners surveillance application and therefore will not be accessible to the public. If requested by the department or local authority the recordings will become available. The recorded images accurately display the time and date. The surveillance system is equipped with a failure notification system that provides notification to the licensee of any interruption or failure of the video surveillance system. The licensee/business owner will have constant access to the surveillance system on their mobile device and or computer.
- 2. Alarm system. A professionally monitored robbery alarm system shall be installed and maintained in good working condition. Section 6-68.130 of the City Code requires that an alarm permit be obtained by the Santa Rosa Police Department prior to installing an alarm system. The alarm system shall include sensors to detect entry and exit from all secure areas and all windows. Cannabis Operators shall keep the name and contact information of the alarm system installation and monitoring company as part of the Cannabis Business's on-site books and records. Cannabis Operators shall identify a local site contact person who will be responsible for the use and shall provide and keep current full contact information to the Santa Rosa Police Department dispatch database as part of the alarm permitting process.
 - The alarm system at Timothy is Bay Alarm. The alarm system has been installed through the Bay Alarm company who has installed the equipment and will maintain, monitor and respond to the alarm system. If requested by the State department or local authority the information for the alarm system information will be made available. The operator of the cultivation operation will have readily available. Roseland Enterprise has designated

contact Sam Mac who will be responsible for the use and keep current full contact with the Santa Rosa Police Department Dispatch. The alarm system has sensors to detect entry and exit from all secure areas and windows.

- 3. Secure storage and waste. Cannabis Products and associated product waste shall be stored and secured in a manner that prevents diversion, theft, loss, hazards and nuisance.
 - 5Leaf Nursery will have a secure cannabis storage waste located outside the building. The secured area will be locked with commercial grade lock to prevent theft from the waste. The physical access to the receptacle is restricted to the licensee, employees of the license and local/ permitted waste agency.
- 4. Transportation. Cannabis Businesses shall implement procedures for safe and secure transportation and delivery of Cannabis, Cannabis Products and currency in accordance with State law.
 - The transportation of goods at Roseland Enterprise will only be conducted by the person stated for holding the micro license with the state. All vehicles used for transportation are owned or leased by the licensee. Prior to transportation the cannabis goods the distributor will have a sales invoice or receipt. Once the transport begins the receipt cannot be altered. The licensed distributor will always have a copy of the QR code certificate as issued by the state. No cannabis goods will be visible from the outside of the vehicle. The cannabis goods will be locked in an enclosed container in the vehicle. While left unattended the vehicle will remain locked. The licensed vehicle will never stay in a residential area unattended or parked overnight. The licensed vehicle will have an alarm system. During transport no packages will be tampered with. The licensed distributor will only travel between licenses shipping and receiving cannabis goods and its own premises. During transport, only cannabis brands and goods will be sold.
 - Personnel The driver of the vehicle will be over 21-year-old. Only the licensee, employee of the type 12 license or security personnel will be inside the vehicle.
 - Shipping Manifest- Prior to shipping the cannabis, the product will be generated through a shipping manifest through the states track and trace system. This manifest will be shipped to the BCC and to the company receiving the cannabis products. The shipping manifest will reflect validity because the number of boxes and

cannabis products will match the manifest label. The manifest will not be changed once the product has left the premises.

- 5. Locks. All points of ingress and egress to a Cannabis Business shall be secured with Building Code compliant commercial-grade, non-residential door locks or window locks.
 - All limited-access areas will securely be locked using commercial-grade, nonresidential door locks. On all other locks in the building that are at point of entry/exits there will be commercial-grade non-residential locks.
- 6. Emergency access. Security measures shall be designed to ensure emergency access in compliance with the California Fire Code and Santa Rosa Fire Department standards.
 - Timothy's front gate will allow emergency access to emergency vehicles. They will follow California Fire Code and Santa Rosa Fire code specifications.

7. Security Personnel.

• The general manager will be present 5 days a week and for emergencies. In addition, an outsourced security firm will provide a security guard 24/7.

Odor Control Plan

(See Appendix No. 3 for a complete copy of the Odor Mitigation Plan.)

Locations within the proposed commercial cannabis indoor cultivation facility where potential cannabis odor- emissions could be present are the:

- Grow Rooms & Adjacent Corridors
- Dry, Trim & Packaging Rooms & Adjacent Corridors

These spaces shall have within a carbon air filter/scrubber in constant operation. Due to the minor, yet, possible chance of cannabis odor drifting into adjacent zones, such as the Break Room or Offices, the mechanical design of the HVAC for the proposed tenant improvements shall include negative air pressure in all indoor areas where cannabis material and products are used. The Odor Mitigation equipment is additional to other odor reduction methods. All air shall be filtered prior to being exhausted to the atmosphere. The duct work controlling the exhaust stream shall terminate at least 10 feet from any part of the adjacent buildings and/or property lines. The Distribution

Warehouse is an open space; however, the entire warehouse will be treated by the odor mitigation equipment well.

Lighting Plan

(See Appendix No. 4 for the location and specifications of the building elevation lighting.) (See Appendix No. 5 for a site plan and lighting specifications.)

City of Santa Rosa Lighting requirements:

- H. Lighting. Interior and exterior lighting shall utilize best management practices and technologies for reducing glare, light pollution, and light trespass onto adjacent properties and the following standards:
 - 1. Exterior lighting systems shall be provided for security purposes in a manner sufficient to provide illumination and clear visibility to all outdoor areas of the premises, including all points of ingress and egress. Exterior lighting shall be stationary, fully shielded, directed away from adjacent properties and public rights-of-way, and of an intensity compatible with the neighborhood. All exterior lighting shall be Building Code compliant and comply with Section 20-30.080 (Outdoor Lighting).
 - 2. Interior light systems shall be fully shielded, including adequate coverings on windows, to confine light and glare to the interior of the structure.

Exterior Lighting Plan:

Roseland Enterprise will utilize exterior lighting that will illuminate all dark parts of the building at night. These lights will be at all points of ingress and egress. The lights put on the premises will be compatible with the neighborhood and allow for lighting to show full video filming for security footage. "Lighting will be engineered to light up within the property area within the confines of the fence line. This will be accomplished by using light shields to block, control and direct the lighting."

Interior Lighting Plan:

Roseland Enterprise Windows will have window coverings on all windows to confine light and glare of the interior structure as well as to block any outside views to the interior of the building.

Noise Control

(See Appendix No. 6 for a copy of the site Noise Mitigation Plan.)

Roseland Enterprise will adhere to all local and state noise requirements.

20-46.030 Personal Cannabis Cultivation.

Noise. Use of air conditioning and ventilation equipment shall comply with Chapter 17-16 (Noise). The use of generators is prohibited, except as short-term temporary emergency back-up systems.

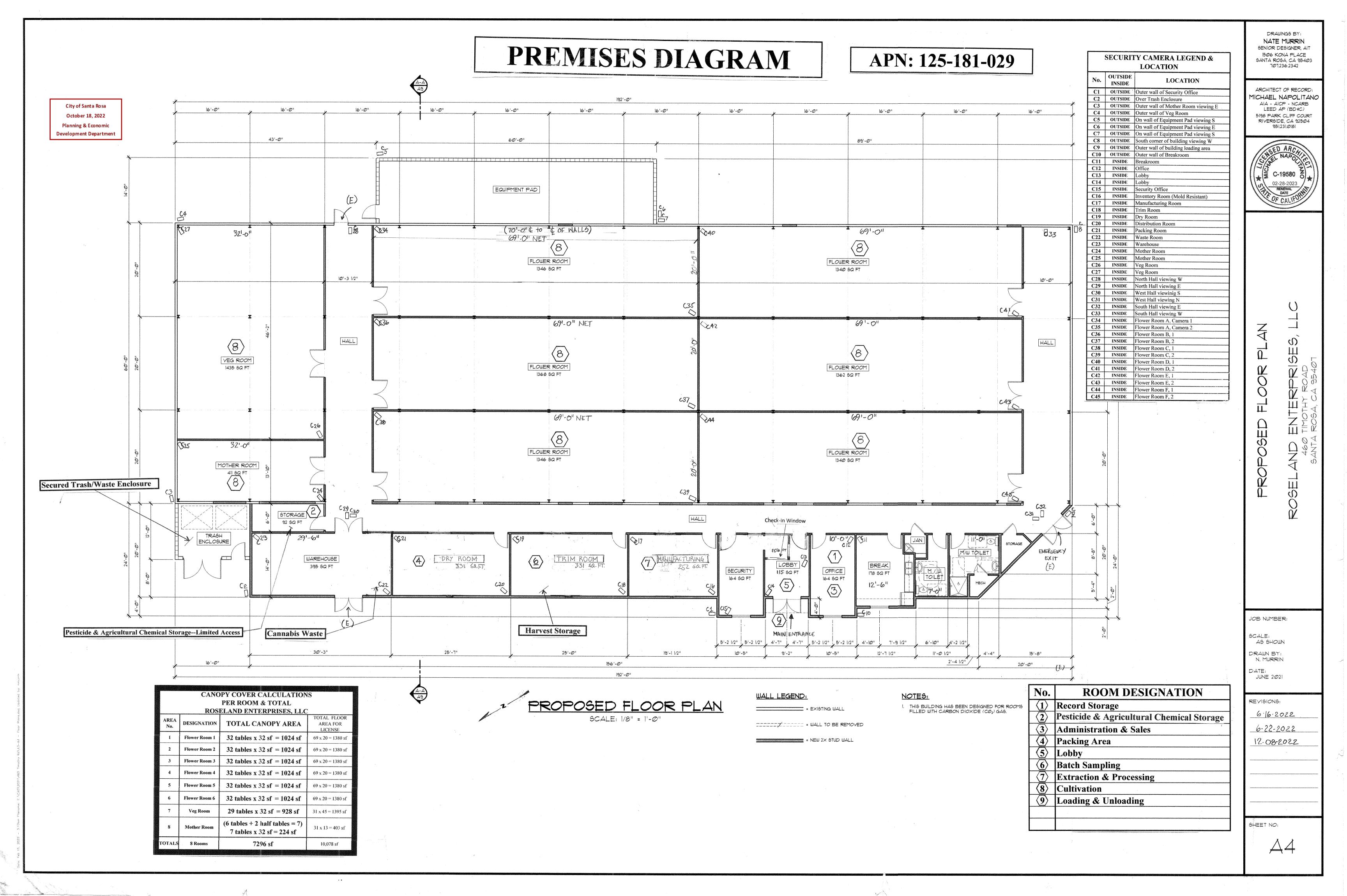
All HVAC systems will comply with 17-16 of city code and will not go over the permitted
decibel levels. All rooms have doors, meant to be closed, sealed tight in some locations
and part of an insulated wall system. Noise and vibrations escaping through sound tunnels
and bridges will be minimized.

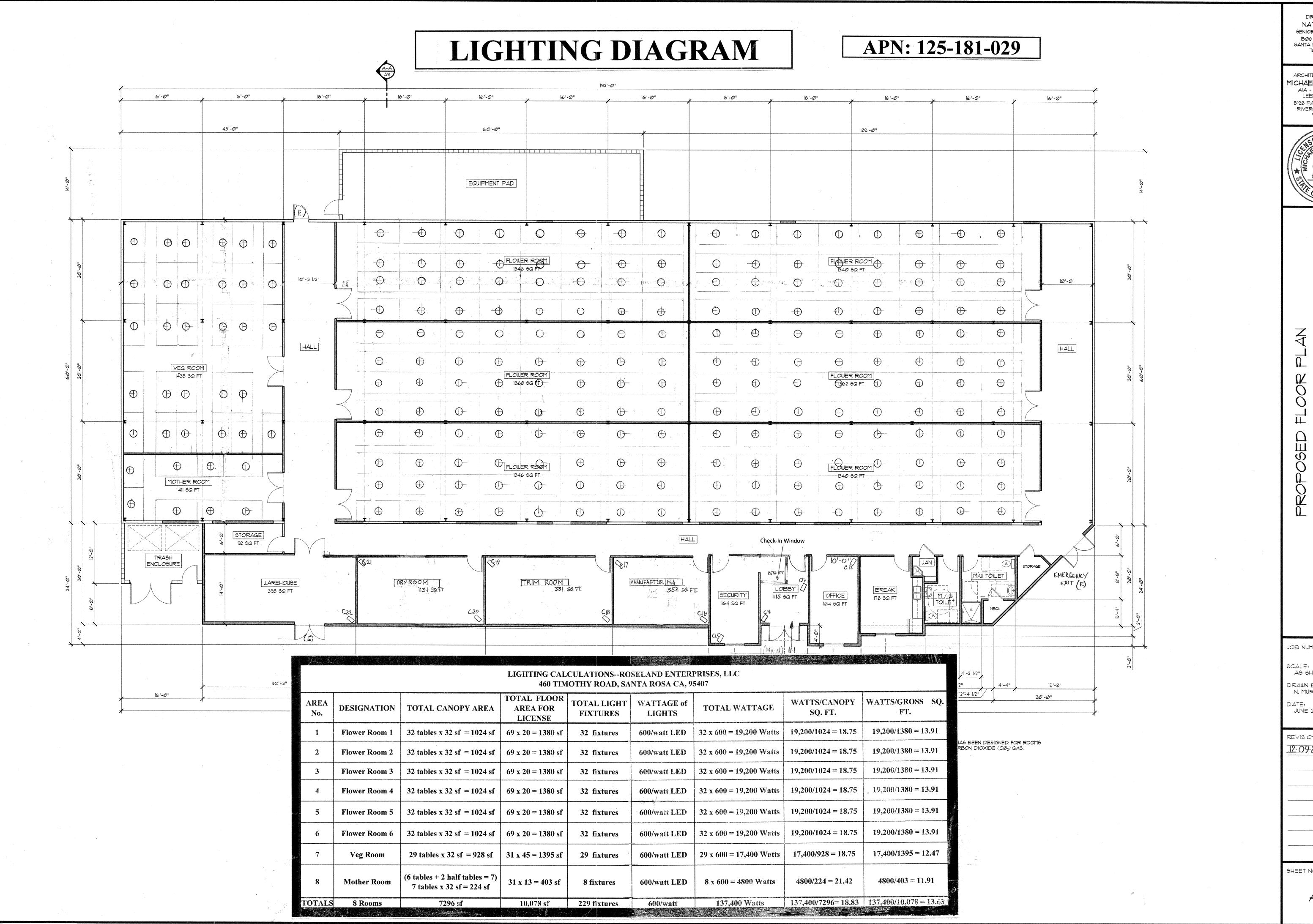
Building Plans

(See Appendix No. 7 for a set of plans detailing the project statistics, site plan, floor plans, building elevations, and building details.)

Site and Parking Lot Lighting Plan (Blank at this time)

APPENDIX No. 5





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