

# **CANNABIS RETAIL AND DELIVERY CONDITIONAL USE PERMIT APPLICATION**

**Applicant:** Manifest Venture, LLC  
**Address:** 2489 Guerneville Road, Santa Rosa, CA 95403  
**APN:** 034-131-005  
**Zoning:** CN – Neighborhood Commercial  
**Building Unit:** 1,554 square feet  
**Lot Size:** 1.34 acres  
**Proposed Use:** Cannabis Retail & Delivery  
**Applicant Representative:** Julie Mercer-Ingram, Partner at Kind Law LLP

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**CONDITIONAL USE PERMIT NARRATIVE**

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### **I. PROJECT NARRATIVE**

Manifest Venture, LLC (the “Applicant”) submits this conditional use permit (CUP) application for commercial cannabis retail and delivery located at 2489 Guerneville Road, Santa Rosa, CA 95403.

**a. Project Summary**

The Applicant proposes to operate a commercial cannabis retail and delivery (Medical and Adult Use) facility from an existing building located at 2489 Guerneville Road, Santa Rosa, CA 95403. The project will operated in accordance with all local and state laws and will include all activities allowed under a Cannabis Retail and Delivery License – Type 10 for Medical and Adult Use.

The proposed project location is zoned Neighborhood Commercial (CN) and designed at Retail and Business Services under the General Plan. Located on the corners of Guerneville and Fulton Roads, the project location is visible and easily accessible to bikers and public transit. By improving the facilities, updating landscaping, providing bike parking, and ensuring the premises is clean and secure, this project will greatly enhance an important commercial corridor.

The project seeks provide access and education about cannabis for Spanish speaking customers. Signage, staff and communications will be bilingual. The operator brings years of cannabis experience and is native to Sonoma County, growing up in the county and living in Santa Rosa for more than 12 years. He is of Latino descent and has been active in the Spanish Chamber of Commerce for years. The Applicant’s mission is to combine a high-quality, knowledgeable cannabis retail experience with greater access for Spanish speaking customers.

**b. Facility Overview and Prior Use**

The existing building has two addresses. The proposed facility is 1,554 square feet and the next door unit is approximately 1,200 square feet. The parcel is 1.34 acre parcel. Currently, the proposed premises is vacant and the neighboring tenant operates a massage facility. The historic use of the property has been commercial and retail.

The approximate square footage of the proposed space will be used as follows:

- 869 square feet for retail showroom and sales.
- 685 square feet for storage, receiving, office with security equipment, hallways, employee restroom and breakroom, and administrative space.

**c. Neighborhood Compatibility**

The Applicant is committed to developing a retail location that enhances the surrounding neighborhood, providing a meaningful community benefit and adheres to sustainable business practices. The proposed location offers a visible location that provide easy access for transit, bikes, and pedestrians.

The property is not located within 600 feet from an accredited K-12 school or any existing dispensary. The nearest school, Woodside West Elementary School, is located across Fulton Road and approximately 780 feet from the proposed retail location. Piner High School is located over

2,600 feet from the proposed project. The nearest dispensary is located at 1831 Guerneville Road, approximately 1.3 miles from the proposed facility.

The main entrance to the property is on the corner of Guerneville Road and Fulton Road, which provides for excellent visibility of entrance and has unobstructed views from the public right-of-way. Near to banking, shopping and restaurants, the proposed location has good visibility and will provide convenient access for customers. Next door, sharing a wall with the proposed retail facility, is Green Tea Massage. The surrounding businesses include Asia Mart, IHOP restaurant, Rotten Robbins gas station, McDonald's restaurant, Raley's market, AM/PM convenience store, Westamerica Bank, a veterinary hospital as well as offices and residential areas.

The proposed retail location is easily accessible to several public transit bus lines, with the nearest bus stop less than 50 feet from the facility. There are dedicated bike lanes on both Guerneville and Fulton Roads. Sidewalks surround the facility and area, promoting walkability and pedestrian safety.

No passersby will see any cannabis sales, transactions, or any products, as the retail space will not be visible from public view. Access to the facility and sales will only be permitted for individuals over the age of 21 years old for adult use customers and patients who are at least 18 years old and present a valid medical recommendation. No minors will be permitted into the facility for any reason.

The proposed facility will be designed to emphasize the use of sustainable materials, natural sunlight, eco-friendly cleaning products and recyclable paper products. Energy efficient LED lighting will illuminate the premises, and all appliances will be Energy-Star rated. The Applicant will also enroll in the Sonoma Clean Power Evergreen Program, using 100% renewable energy resources.

The Applicant will work with City of Santa Rosa planning staff to host a neighborhood meeting. In the meantime, the Applicant will reach out individually to neighbors abutting and immediately surrounding the parcel. It's the Applicant's intent to fit into the neighborhood and respond to any reasonable requests from the community. After the neighborhood meeting is conducted, an amended application will be submitted to address any reasonable community concerns.

#### **d. Neighborhood Enhancement**

The existing structure is worn-out and dated, and this project proposes to revitalize the exterior and remodel the interior. The building is on this important commercial corridor, and this project will be safer and more appealing for the surrounding neighborhood. All upgrades will be constructed with high-quality materials, providing customers with an appealing retail experience from the moment they pull into the parking lot until they leave the building.

Specifically, the proposed project will enhance and improve the neighborhood in a variety of ways.

- **Exterior Improvements:** Currently, the building exterior is a combination of stucco and rock. Unfortunately, the exterior treatments distract from the underlying vintage charm of the structure. The Applicant would like to return the 50's vintage character with modern

updates. The stone facade will be removed and the entire building will get a fresh coat of paint. The windows will be either replaced or cleaned and the door will likely be upgraded. Planter boxes will add a natural, softer look to the building. Bike parking will be added in front of the building with an appealing place to lock bikes. For the exterior wall off Fulton Road, the Applicant seeks to work with City officials and community members to install a mural that honors the businesses roots in Santa Rosa and the Latino culture. The Applicant will work with the City for approval of all exterior modifications proposed.

- **Landscaping:** The property currently has no existing landscaping other than weeds. The Applicant proposes added planter boxes on the front and side of the building along Fulton. The planter boxes will contain a mixture of colorful plants and grasses, and the Applicant will plant drought tolerant and native plants. and will clean up and maintain all areas surrounding the facility.
- **Environmental Enhancements:** The Applicant is dedicated to sustainability and will seek Green Business Certification from Sonoma County. The project will utilize 100% clean power and energy efficient lighting wherever possible. The Applicant will engage in a recycling program, and plant low-water landscaping. Additionally, customers and staff will be encouraged to walk, bike, or use public transit.
- **Fire and Life Safety:** The existing building does not have any sprinklers or fire alarm systems. The Applicant will install and maintain fire extinguishers, alarms and sprinkler systems.
- **Security:** During retail hours, the Applicant will have security personnel and staff monitoring around the building, cleaning up litter, preventing loitering.

#### e. Local and State Compliance

The Applicant is committed to complying with local and state law. To ensure the retail and delivery facility is as compliant as possible, the Applicant has engaged a team of local compliance professionals, including architects, security companies, attorneys and compliance experts.

As soon as possible, the Applicant will apply for retail adult use and/or medical state license. All cannabis products bought and sold by the Applicant will be done so in full compliance with state and local rules and regulations, for example:

- Cannabis goods will only be purchased from a licensed distributor, insuring that all taxes are collected and quality assurance has been performed.
- Only sell the allowable daily limits to customers in a single day.
- Customer returns will be stored and disposed of according to state requirements. No returns will be resold or consumed.
- No cannabis goods will be accepted from a licensed distributor or sold by the Applicant without the state required packaging and labeling.
- Upon sale, all cannabis goods will be placed in opaque exit packaging prior to being given the customer.

With state cannabis rules constantly changing, the Applicant will work diligently to comply with all future state cannabis rules and regulations. Compliance will be an ongoing effort the owners, staff, and compliance professionals.

With years of experience with cannabis and business law, the Applicant has retained Kind Law LLP to advise on creating and operating a compliant cannabis retail and delivery facility. The attorneys at Kind Law LLP specialize in assisting cannabis operators develop and maintain the highest levels of compliance with local and state rules. Ms. Mercer-Ingram has been an active part of the cannabis industry in Santa Rosa and Sonoma County for over four years, including serving as the Co-Chair of the Sonoma County Advisory Group where she helped advise the Board of Supervisors on cannabis policy and implantation. Kind Law LLP is pleased to be part of this exciting retail facility as this project will be an exemplary business, creating well-paid jobs and enhancing the surrounding neighborhood.

#### **f. Site Management Team**

The Applicant will obtain and maintain all required permits and licenses currently required or required in the future for cannabis retail facilities. Additionally, the Applicant will comply with all rules and regulations of the City of Santa Rosa, the Bureau of Cannabis Control, the Sonoma County Environmental Health Services Department, and any additional government entities which have jurisdiction or are granted jurisdiction over cannabis retail businesses. The Applicant's CEO has years of experience related business and cannabis experience, which is described in more detail below. The business will hire a local retail sales manager with experience in cannabis sales. The Applicant has connections to several local candidates and hopes to engage management as the facility moves forward.

## **II. SITE MANAGEMENT PLAN**

In the management of the proposed retail and delivery facility, the Applicant will take all steps necessary to comply with cannabis rules and to discourage and correct objectionable conditions that constitute a nuisance in all areas surrounding the property. If there are nuisance related activities directly related to the operation, the Applicant will take immediate action to address any issues. Staff will be trained to call the police in a timely manner and, if safe, request those who are engaging in the nuisance activities to cease those activities. Staff will be properly trained regarding cannabis compliance and security procedures. The Applicant will operate in accordance will all local and state cannabis rules, including but not limited rules related to inventory controls, records, waste, storage, odor, lighting, noise, sales, and access.

#### **a. Security Plan Overview**

As described in more detail on the attached Security Plan, the Applicant is dedicated to preventing theft or diversion of any cannabis or currency, as well as to discourage loitering, crime, and illegal or nuisance activities. The Applicant will install a security alarm system that will be monitored by an offsite company 24-hours, seven days a week. Security cameras will be installed at all entrances and exits as well as were all cannabis is stored, sold, or transferred. Cameras will be maintained in good working order at all times and camera footage will be retained for ninety (90) days. All recordings will be easily accessed for viewing. In addition to security systems onsite, a security

guard will be onsite during all hours the retail showroom is open or deliveries are being made. On the retail floor, staff will limit the number of customers at any given time to ensure staff only helps one customer at a time. Security personnel and retail employees will manage the sidewalk to monitor cleanliness and loitering throughout the business day. Please see the attached Security Plan for additional details.

**b. Employee Registry**

The Applicant will maintain a current register of the names of all employees and will provide the register to any City officer or official for purposes of determining compliance during inspections. These records will be maintained onsite as well as electronically for easy and prompt delivery to any City request. As required by state regulations, all employees will wear identification badges, which assist the City with verification of the employee register. Employees will be required to wear their badges during all working hours.

**c. Inventory Control**

The Applicant plans to sell cannabis goods and products allowable for sale by per a state retail license, including but not limited to live plants, flower, concentrates, edibles, topicals, and capsules. All cannabis products will be bought and sold in accordance with local and state laws, including but not limited to testing and quality assurance requirements. By accurately and verifiably ensuring the safety of all inventory on the premises and carefully monitoring all cannabis onsite, the Applicant seeks to provide consumers with the safest products possible, while preventing loss due to damaged or unsafe items.

All cannabis goods will for sale or delivery will only be received from a verified licensed distributor in accordance with state and local rules. All cannabis will be tracked and traced through the state's system. All deliveries of cannabis goods by a distributor to the retail location must be scheduled in advance and a shipping manifest and track and trace requirements must be satisfied. Upon arrival, the distribution license and driver's identification will be verified by the Applicant's staff. All cannabis goods will be received at the backdoor of the facility so as not to increase traffic on the showroom floor and to provide stronger security for receiving inventory. Staff will review and compare the distributor's shipping manifest and track and trace details to the inventory packing list or invoice. Should the documents not be accurate, the distributor will not be permitted to enter the facility or made the delivery.

Next, the Applicant's staff will examine the cannabis goods and review the certificate of analysis from a licensed laboratory facility to confirm the goods have passed cannabis testing. Staff will then examine the cannabis goods to ensure compliance with all packaging and labeling requirements, including but not limited to confirming a valid expiration or sell-by-date is valid, accurate potency and cannabinoid claims, tamper evident and child resistant packing. All staff will have checklists for receiving cannabis goods that will include the relevant state rules from Business and Professions Code Section 26130 and CAL. CODE REGS. tit. 17, Division 1, Ch. 13. In addition to manufactured and non-manufactured cannabis goods, the Applicant plans to sell live immature cannabis plants and seeds. All such inventory will only be purchased from a nursery that holds a valid Type-4 license and must have the required labeling affixed to the plant or package containing any seeds.



On the retail showroom, The Applicant will ensure that cannabis goods are displayed and presented to customers in accordance with state law. While staff is helping customers in the retail showroom, cannabis goods may be removed from the packaging and placed in containers to allow for customer inspection. The containers will not be readily accessible to customers without assistance of personnel. Display containers will be provided to the customer by staff, who will remain with the customer at all times that the container is being inspected by the customer. Any cannabis goods removed from the packaging for display will not be sold or consumed and will be destroyed per state requirements. The Applicant will also strictly follow the daily limits of not more than six (6) plants or seeds per customer, 28.5 grams of non-concentrated cannabis, and eight (8) grams of concentrated cannabis (*See* CAL. CODE REGS. tit. 16 § 5409). By linking sales to each individual customer, the Applicant will be able to track the daily limits through the facilities point of sale system.

At least once every fourteen (14) days, staff will reconcile inventory. If an audit reveals a discrepancy that is not within five percent of the documented inventory, staff will notify the Bureau of Cannabis Control within 24 hours. If an employee finds evidence of suspected theft or diversion, the employee will immediately report the suspected theft or diversion to the Manager and Police Department and then to the state.

The Applicant will follow state rules regarding returns of purchased cannabis (Cal. Code Regs. tit. 16 § 5410). The Applicant will not resell cannabis goods that have been returned. Any cannabis goods abandoned on the licensed retailer premises will be treated as a customer return. All defective manufactured cannabis products returned by customers will be destroyed pursuant to Cal. Code Regs. tit. 16 § 5054 or returned to the licensed distributor from whom the cannabis goods were obtained in accordance with § 5053.

#### **d. Recordkeeping**

A manager will be designated as the track-and-trace system account manager and will be responsible for tracking records. All records will be made easily accessible to local and state inspectors upon request. At least once every fourteen (14) days, a manager will reconcile the on-hand inventory of cannabis and cannabis products at the facility with the records in the track-and-trace database. Reconciliation will be performed by one manager and independently verified by a second manager. If there is a discrepancy between the inventory and the track-and-trace database, the second manager will conduct an audit.

Per state rules, the Applicant will also:

- Retain records of commercial cannabis activity for at least seven years.
- Records will include: financial records; personnel records; training records; contracts with other licensees; permits, licenses, and other local authorizations; waste disposal; track and trace data; and, any other records prepared or executed by an owner or his employees or assignees in connection with the licensed commercial cannabis business.
- Keep all records in a manner that allows the records to be produced for the Bureau of Cannabis Control at the licensed premises in either hard copy or electronic form.

If necessary, the Applicant may contract with a third party to provide custodial or management services of the records.

**e. Storage and Waste**

All cannabis and non-cannabis waste will be stored and disposed of in accordance with local and state rules.

The types of waste that will be evaluated for proper disposal include non-cannabis and cannabis waste from customer returns, expired or otherwise defective products. Waste disposal plans will depend on the category of waste and will follow related local and state laws. For safety and security, all waste will be disposed of in a secured receptacle or secured area inside the facility in the storage areas identified on the floor plans. Public access to the storage area will be strictly prohibited and will only be accessible by authorized personnel.

Non-cannabis solid waste will be generated from typical commercial processes. The facility will contract with the local waste hauler to have garbage and recyclables picked up from the location on a weekly basis. The garbage and recyclables will not contain any cannabis products.

For cannabis waste, the Applicant will ensure that disposal is conducted in accordance with state law, including Division 30 of the Public Resources Code. No cannabis product will be disposed of in its packaging, and all cannabis products will be made unrecognizable and unusable prior to disposal. Waste containing cannabis or cannabis products will be entered into the track-and-trace system. An employee of Applicant will arrange for the disposal of contaminated, adulterated, deteriorated, or excess cannabis product in the following manner:

- Enter waste containing cannabis or cannabis products into the track-and-trace system.
- Remove cannabis waste from its original container and mix with used coffee grounds, milk, dirt, cat litter, or similar material to create an unusable 50/50 mixture.
- Place mixture in opaque, sealable bag or can to prevent leakage.
- Engage local licensed vendor to dispose of at local landfill.
- Cannabis waste will be stored indoors until the vendors arrive onsite, and employees will bring the materials outside the facility to the authorized waste disposal vendor.

**f. Staff Training**

All employees will be required to follow necessary procedures to ensure compliance with state and local rules for cannabis retail operation. Additionally, every employee will be required to participate in training to learn the security and safety protocols and procedures. As required by state rules, the Applicant will maintain up-to-date and current records related to the cannabis operation. Staff will receive training related to inventory systems and the state's track and trace system and rules. In the day-to-day operations, the Applicant will establish protocols and provide staff with ongoing training on methods to prevent diversion and identify security issues. All staff will be trained on dosage and potency limits to ensure that all customers understand their purchases and do not exceed the allowable daily limits for cannabis purchases.

**g. Odor**

The proposed cannabis retail facility will incorporate and maintain adequate control measures to prevent cannabis odors from being detected from outside of the building. These measures will be consistent with the accepted industry best practices and technologized designed to mitigate cannabis odors. By applying these best practices, the Applicant will be able to ensure that the odors are effectively mitigated to control any detection of cannabis aromas from outside the facility. In all areas where cannabis is stored or displayed will be equipped with powerful odor-scrubbing and carbon filtering air circulation and ventilation systems to minimize odor. The ventilation systems will provide air flow that would be suitable for various environments such as hospital rooms, indoor growing rooms, and commercial cooling operations. With these systems, odors should not be detectable from the outside of the or from the common area.

**h. Lighting**

For all lighting, the Applicant will follow best management practices and technologies to reduce glare, light pollution, and light trespass onto adjacent properties. All exterior lighting will be installed in a manner sufficient to provide illumination and clear visibility, and all security lighting will be stationary, fully shielded and directed away from adjacent properties and public right of ways. By following these guidelines, the Applicant will ensure that all lighting will be compatible with the neighborhood and in compliance with Building Code Section 20-30.080.

Inside the facility, the Applicant will install and upgrade lighting to ensure compliance with the City of Santa Rosa light requirements, including fully shielding lights and adequate coverings on windows to confine light and glare to the interior of the structure. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80). Additionally, the Applicant will use at least 50-foot candles of lighting intensity in areas where employees are present. To lessen environmental impacts and improve efficiency, the Applicant will use energy efficient LED lighting that is attractive for customers while allowing enough illumination for the security systems.

**i. Noise**

The proposed cannabis retail facility will comply with the City of Santa Rosa Municipal Code Chapter 17-16 regarding noise. The anticipated noise producing equipment for the proposed project include: HVAC, refrigerators, and administrative equipment such as phones and cash registers. No generators are anticipated being used, unless in an emergency situation for temporary back-up. The proposed project will be well under the allowable 60 decibels, as allowable in General Commercial zones.

**j. Access**

The Applicant will restrict access to the cannabis retail facility to individuals who are at least 21 years of age or individuals who are at least 18 years of age and possesses a valid physician's recommendation. (Cal. Code Regs. tit. 16 § 5404). Prior to entering the retail showroom or placing an order for delivery, adult use costumers must provide a valid identification of being at least 21 years of age and medical patients must present valid identification of being at least 18 years of age. In accordance with state rules, staff may accept the following types of identification:

- A document issued by a federal, state, county, or municipal government, or a political subdivision or agency thereof, including, but not limited to, a valid motor vehicle operator's license, that contains the name, date of birth, physical description, and picture of the person;
- A valid identification card issued to a member of the Armed Forces that includes a date of birth and a picture of the person; or
- A valid passport issued by the United States or by a foreign government that clearly indicates the age or birthdate of the individual.

Additionally, for medical patients, staff will require a valid medical recommendation and will confirm the doctor's credentials online prior to granting access. Individuals will be granted access to the retail area only to purchase cannabis goods after staff has verified age documents and medical recommendation for patients. The applicant's employees will be physically present in the retail area when individuals who are not employees of the retailer are in the retail area.

Age and identification verification will also be required for authorized individuals, including individuals employed by the retailer as well as any vendors, contractors, or other individuals conducting business that requires access to the limited access area. Any individuals who are not employees that are granted access to limited-access areas will be escorted by the Applicant's staff at all times. The Applicant will keep a log of all non-employees who granted access to the facility.

**k. Parking**

The proposed project has ample parking for employees and customer. The parcel has twenty-five (25) parking spaces, including one (1) ADA space. Employee parking is available on the far side of the property near Asia Mart. Additionally, the Applicant proposes to add dedicated bike parking in front of the building.

<b>Address</b>	<b>Square Footage</b>	<b>Use</b>	<b>Ratio Required for Use</b>	<b>Parking Spaces Required</b>	<b>Parking Available</b>
2489 Guerneville Road	1,554	Proposed cannabis retail and delivery	1:250sf	7	25 shared spaces
2487 Guerneville Road	1,200	Massage facility	1:250sf	5	25 shared spaces
<b>Totals:</b>	<b>2,754</b>			<b>12</b>	<b>25</b>

Staff will regularly monitor the parking area for safety, security, and cleanliness.

**l. Public Transportation/Sustainability**

The proposed retail location is easily accessible to several public transit bus lines. There is a bus stop for the 6 bus line within 50 feet of the front door to the proposed location, and the 19 bus line stops about 1,560 feet from the facility. The project is located off of two major Class II existing bike lanes (Guerneville and Fulton Roads), providing easy access for cyclists.

Employees will be encouraged to utilize biking and public transportation options. Discounts will be provided to customers who walk, bike, or use public transport to get to the dispensary.

**m. Signage**

The property has an existing large metal sign. The Applicant is working with the landlord to potentially improve the existing metal sign. With the City's authorization, the Applicant would like to repair and improve the existing sign for the cannabis retail store. The Applicant will obtain any necessary permits prior to installing a business sign outside the facility. As main entrance to the facility is a common lobby area that leads into a waiting room. Inside the facility, the Applicant will display a copy of their Santa Rosa Cannabis Retail permit, Sonoma County Health Permit, and state licenses in a conspicuous place for all persons entering the facility.

**n. Minors**

No person who is under the age of 21 will be allowed on the premises for adult use sales. Any patients will need to present a valid doctor's recommendation, cannabis medical card, and be over the age of 18 to enter the proposed facility. All vendors and visitors will be required to present identification for security and age determination purposes.

**III. OPERATIONAL PLAN**

**a. Hours of Operations**

The retail and delivery hours will be from 9:00 AM to 9:00 PM seven (7) days per week in accordance with the City of Santa Rosa, ORD-2017-25, Chapter 20 § 46.050(F-4)) and BCC Regs § 5403.

**b. Staffing and Local Hiring Plan**

At full capacity, the Applicant anticipates hiring twelve (12) employees, with a combination of full and part-time staff working staggered shifts. To begin operations, the Applicant is eager re-hiring two to five staff from the previous collective delivery operation. As detailed above, all employees will be over 21 years of age, and details of their employment will be maintained by the Applicant in an employee register.

The Applicant is committed to hiring staff locally. In the City of Santa Rosa and Sonoma County, there is a wealth of experienced and dedicated cannabis workforce. During the recruitment process, the Applicant plans to consider residency when making hiring decisions, will promote the job posting locally, and will use local connections in the cannabis industry to discover local talent.

All staff will receive thorough training in workplace safety, operations, inventory controls, compliance, and security protocols. In addition to state licensing requirements related to staffing, the Applicant will diligently follow all applicable labor and employment laws, including, but not limited to, equal opportunity employment, non-harassment, open door and grievance, right to work, employee attendance and alcohol/substance abuse. The Applicant will screen all potential employees through a series of interviews and reference checks. Any background checks will be

conducted pursuant to the Federal Fair Credit Reporting Act (FCRA), which in addition to credit checks also governs employment background checks for the purposes of hiring.

**c. Delivery Operations**

In addition to onsite sales, the Applicant seeks to have a delivery component to the operation. Delivery customers will have the ability to order online or by telephone. Age verification will be required prior to entering the website. Before completing an online order, the customer will be required to complete order information, providing required government issued identification. For telephone orders, customer will first establish an account and provide government issued identification when the cannabis is delivered. Upon delivery, staff will inspect identification and ensure the state delivery rules are followed. Each customer will be provided with a delivery request receipt, and the Applicant will retain a signed copy of the delivery request receipt for their records.

All deliveries will be performed by Applicant's employees. Staff, including delivery employees, will be at least 21 years of age. Delivery employees will carry a copy of the Applicant's state license, QR code issued by the Bureau of Cannabis Control, government issued identification, and identification badge provided by the Applicant. The Applicant will maintain an accurate list of all delivery employees as well as any other staff.

Deliveries of cannabis goods will be transported in a vehicle owned by the Applicant that complies with state transportation requirements, including GPA tracking and alarm systems. While carrying cannabis goods, delivery employees will ensure that no cannabis is visible to the public. Employees will never leave cannabis goods unattended in a motor vehicle, unless the vehicle is locked and equipped with an active vehicle alarm system. No cannabis consumption will be permitted by employees during working hours or while delivering cannabis goods to customers.

Deliveries will only be made to a physical address in the vicinity of Santa Rosa and Northern California. No deliveries will be made to addresses located on publicly owned land or land leased by a public agency. The Applicant will comply with all current and future state rules regarding the delivery of cannabis.

**d. Sale of Paraphernalia**

While the vast majority of sales and products will be cannabis, the Applicant also seeks to sell some promotional wear like t-shirts and hats as well as some cannabis accessories and paraphernalia such as vaporizer pens, rolling papers and smoking accessories.

**e. Onsite Compliance (Regulatory Laws and Procedures)**

As described, the Applicant will obtain and maintain all required permits and licenses currently required or required in the future for cannabis retail facilities. Additionally, the Applicant will comply with all rules and regulations of the City of Santa Rosa, the Bureau of Cannabis Control, the Sonoma County Environmental Health Services Department, and any additional government entities which have jurisdiction or are granted jurisdiction over cannabis retail businesses. Applicant will not package or label cannabis goods, nor will the Applicant accept, possess or sell cannabis goods that are not packaged and tested in final form. Applicant will not have an on-site

or on-staff physician to evaluate patients and provide a recommendation for Cannabis. In addition to the retail operations established in this section, the consumption of Cannabis and Cannabis Products on-site will not be permitted by patients or customers.

#### **IV. ZONING AND GENERAL PLAN CONSISTENCY**

This project is zoned Neighborhood Commercial (CN) and designed at Retail and Business Services under the General Plan. The property is located across Fulton Road from an area designated as Community Shopping Center under the General Plan. With the proposed improvements, this project will enhance an important commercial corridor.

As a cannabis business, supporting existing local and statewide supply chain partners and being at the cutting-edge of policy developments, this project “will promote Santa Rosa as the North Bay’s premier location for entrepreneurial businesses, which create new products and business models that will attract national and international markets.” (Santa Rosa General Plan EV-A-1). Additionally, the project will provide a “mix of jobs” through the combination of retail clerks, delivery drivers, compliance technicians, providing a diversity of jobs in Santa Rosa and lessening the impact of economic cycles. (Santa Rosa General Plan EV-A-5). The Applicant is committed to promoting and selling cannabis goods from local North Coast cannabis processed or manufactured in the greater Santa Rosa, increasing business-to-business commerce within Santa Rosa. (Santa Rosa General Plan EV-B-4). The project also includes bike parking in recognition of its location off two major Class II existing bike lanes (Guerneville and Fulton Roads).

#### **V. STATE LICENSING**

Prior to occupancy, the Applicant will apply for and receive a state cannabis retail and delivery license. In a conspicuous place for all persons entering the facility, the Applicant will display a copy of their Santa Rosa Cannabis Retail permit, Sonoma County Health Permit, and state license with QR code.

#### **VI. HEALTH PERMIT**

Prior to commencing cannabis retail operations, the Applicant will apply for a health permit from the Sonoma County Environmental Health Service (EHS) Department, and during operations the Applicant will comply with the health permit rules. (*See* Code Section 13700 et seq.) As required by the EHS, the Applicant will ensure that all aspects of the permit requirements are maintained, including edible products menu, toilet facilities, flooring, handwashing, storage, lighting, water supply, refuse, and sewer disposal.

- *Menu*: For the menu requirements, the Applicant will provide EHS with a list of all edible cannabis products. The Applicant will notify and get permission from EHS prior to adding any new edible products to the menu.
- *Handwashing and Toilet Facilities*: The Applicant will ensure that ADA accessible toilet facilities are available for all employees. The toilet facilities have a sink dedicated for handwashing with hot and cold water and equipped with mounted soap and a towel dispenser which is easily accessible to employees.
- *Flooring*: In areas where cannabis products are stored along with in the toilet facilities, the flooring will be smooth, non-permeable, and easily cleanable surfaces.

- *Storage:* All storage of edibles will be in areas with temperature and humidity controls and will prevent the entry of environmental contaminants such as smoke and dust. The areas where edibles are stored will not have exposure to direct sunlight and all shelving will be at least six inches from the floor. Each day, staff will clean all storage areas.
- *Security:* All storage areas will have continuous video-monitoring and recording and maintained in accordance with the Security Plan.
- *Waste:* All cannabis waste will be quarantined and rendered unusable and unrecognizable under video monitoring.
- *Water and Sewer:* The water supply and sewer disposal is provided through City of Santa Rosa utilities and meets EHS requirements.

## **VII. OPERATOR QUALIFICATIONS**

The owner of Manifest Ventures LLC is Manny Rivera. Mr. Rivera was born and raised in Sonoma County and has resided in Santa Rosa for the past 12 years. Under the medical collective model, Mr. Rivera worked with several local dispensaries to obtain cannabis from medical cultivators to share with patient members. Through this work, Mr. Rivera has deep connections to California licensed cannabis companies throughout the supply chain. He is part of a licensed dispensary in Marin County and serves as an Officer of a licensed Santa Rosa cultivation and distribution company. Currently, Mr. Rivera works for a local cannabis development company.

Through this application, Mr. Rivera will see a long-term vision and dream be realized, bringing this knowledge and experience in the cannabis industry to serve his Latino community. For years, Mr. Rivera operated an event promotion company. As a business owner, he has been involved in the Sonoma County Latino Chamber of Commerce where he has made deep connections with leaders and business owners from that community. He is first generation Mexican American and fluent Spanish speaker.

## **VIII. PERFORMANCE TIMELINE**

The exterior and interior will need minimal tenant improvements, including fire and security alarms as well as sprinkler installation. The Applicant has engaged an architect and will be prepared to promptly submit building plans immediately after the use permit is granted. As soon as building permits are granted, the Applicant will work with a local licensed contractor to complete the tenant improvements. As soon as the building permits are issued, the Applicant will file a retail and delivery state license application. Ideally, the Applicant will receive a certificate of occupancy and state license within six months of approval of the use permit application in order to open to the customers as soon as possible.