



**Application for Conditional Use Permit  
Medical Cannabis Cultivation and Manufacturing**

Sonoma West Ventures, Inc.  
1215 Briggs Ave.

City of Santa Rosa  
MAY 24 2017  
Planning & Economic  
Development Department

Owner: Valhaus, LP  
Applicant: Sonoma West Ventures, Inc.  
Address: 1215 Briggs Ave.  
APN: 037-012-007  
Zoning: IL-SA  
General Plan: Light Industry  
Building Size: 5,600 s.f.  
Lot Size: .48 acres

**INTRODUCTION**

Valhaus LP, the owner, and Sonoma West Ventures, Inc. the Applicant, propose to occupy an existing industrial building of approximately 5,600 square feet located at 1215 Briggs Avenue and obtain a Major Conditional Use Permit for indoor cannabis cultivation of roughly 2,995 square feet of canopy and for the operation of a medical cannabis manufacturing facility, encompassing roughly 499 square feet. The existing building was formerly the site of Climate Mechanic and Karuza Plumbing, which had retail components.

The City of Santa Rosa passed Ordinance 4060 in March of 2016, which allows for the permitting of commercial cultivation sites in the IL, IG, and LIL zones. In August of 2016, interim regulations were adopted, regulating the issuance of permits for cannabis manufacturing in IL, IG and BP zones.

State law allows for the combination of both cultivation and manufacturing uses. Specifically, Business and Professions Code 19328(a)(1) provides that a holder of a Type 1A license (or less than 5,000 square feet of indoor cultivation canopy) may also hold a state-issued Type 6 nonvolatile manufacturing license. The only additional restriction governing cannabis operations is the requirement contained in Health and Safety Code Section 11362.768, which precludes locating dispensary sites within six hundred (600) feet of a school providing K-12 education. Please see, below, for a full discussion of school proximity to this location. There are no schools located within 600 a foot radius of the property line of the subject parcel, and the project does not currently contemplate dispensary uses.

**CONDITIONAL USE PERMIT**

The application for conditional use permit is attached and submitted herewith.

## PLOT PLANS OF CULTIVATION CENTER

Included are the following:

Vicinity Map

Location Map

Neighborhood Context Map

Proposed Site Plan

Floor Plans

Proposed and Existing Elevation Drawings/Photos

## NEIGHBORHOOD MEETING

Sonoma West Ventures' site is not located within 300 feet of residential uses.

## ZONING AND SETBACK ISSUES

The building is Zoned IL-SA, with Light Industrial General Plan designation, one of the designated zoning districts where the cultivation use is allowed, and where dispensary uses have been allowed and are likely to be allowed. The existing building is currently an office and manufacturing use.

The area around the subject property is industrial and commercial in nature. To the immediate north and south of the subject parcel, and across Briggs Avenue are industrial zones and uses. To the west of the subject parcel is a vacant lot, also with Industrial designations. The SMART rail line runs from southwest to northeast of the subject parcel.

## SCHOOL PROXIMITY

The subject building is in the Helen Lehman Elementary School District and is more than 600 feet away from the nearest school. Thus, the facility meets both State of California and City of Santa Rosa requirements for setback from schools.

## BUILDING CHANGES

### **Exterior Modifications**

The preliminary floor plan labeled CUP2:Site Plan shows the layout of the facility and new elements to be introduced. Four existing roll-up doors will be removed and replaced with siding to match the building. There will be flatwork construction around the perimeter of the building to provide ADA access to the public way. *See CUP Note 10.* New ADA compliant parking and bicycle parking will be introduced, as well, to comply with the City of Santa Rosa's building requirements. *See CUP2, Notes 8 and 9.* A new trash enclosure will be constructed at the southwest corner of the lot after the destruction of an existing trash enclosure. *See CUP2, Notes 1 and 2.* Finally, an existing chain link gate will be replaced. *See CUP2, Notes 4 and 5.*

### **Interior Modifications**

The preliminary floor plan labeled CUP3 and "Floor Plan Conceptual" show the proposed layout of the interior of the building along with square footages of the various uses. The existing second floor will be removed and converted to attic space.

Approximately 2,995 square feet will be dedicated to cultivation. See the rooms labeled "Grow," "Veg," "Trim," and "Dry" on CUP3 and Floor Plan Conceptual. Approximately 462 square feet will be dedicated to drying and trimming of the cultivated flower material. Approximately 499 square feet is proposed for manufacturing uses. The balance of the floor space will be for circulation (516 s.f.); office space (244 s.f.); vault (106 s.f.); security (54 s.f.); and bathrooms (60 square feet).

### **PARKING AND LANDSCAPING**

The revised site plan is modified to comply with the City of Santa Rosa's Design Guidelines for parking. The revised plan will contain fifteen parking spaces, plus one van accessible space, and two bicycle parking spaces. The reduction of parking is to allow for creation of the ADA path of travel, and the security fence and gate. Landscaping modifications will be limited to that which is required to accomplish the ADA upgrades, as well as that which must be removed to create the outdoor break area.

### **TRAFFIC**

The standard staffing for this operation will be 1 or 2 full time employees and 2 part-time employees who will arrive and leave daily for work shifts from the hours of 8AM to 6PM. These employees will be monitoring the garden and keeping the operations going on a day-to-day basis. Additionally, there will be one security guard on location from 7PM to 7AM.

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.

The applicant has engaged the services of a qualified traffic engineering firm to provide a full traffic study which we expect to be produced by the end of the week of May 23<sup>rd</sup>, 2017.

### **SITE SECURITY**

The facility sits on a lot which is currently secured by a 7-foot high chain link fence, with razor and barbed wire on all four sides. The driveway entrance to the left of the building has a secure gate locked with a heavy-duty padlock.





FIGURES 1 and 2  
Eastern Property views



FIGURES 3 and 4  
Western and Southern property views

The applicant will contract with First Security Services to perform nightly patrols. Patrol Officers will adhere to POST Orders to observe and report any issues or concerns, and to deter any criminal activity from happening. If a criminal act is being committed, the Security Patrol Officer will call the City of Santa Police Dispatch requesting an Officer (s) respond. The FSS Security Patrol Officer will stay on scene, and act as a witness, and assist the Officer as required.

There will be Vehicle Patrol of all parking lots, storage lots, adjacent roadways and sidewalks and other vehicle patrol areas as designated. The Security Officer will exit the vehicle, and walk in all areas of special concern, where vehicle patrol is not possible.

### **IP Based Access Controls**

Briggs will install an IP based door access and entry control system integrated with an IP camera surveillance system to provide a complete security system. The security software manages and controls all the door access readers and will display door entry information with the video captured when the door reader is used. This integrated security system ensures that only authorized personnel have access to any location where medical cannabis is stored so that employees are safe and secure inside Briggs.

All access points from outside of the facility will have both deadbolt locks and IP based alarms. All perimeter windows and hatches will remain closed and locked with tamper-proof security devices and will have alarms that will sound if there is a breach. All external doors will require two (2) levels of security verification to open, the access card and a physical key. This security process means that employees will need a key along with a unique access card to unlock the main entrance and all external doors. In the event of any theft or loss of medical cannabis, these devices will also provide a security log of who accessed the doors for any ensuing investigations.

All doors will also be equipped with an alarm that will sound if they are opened without the access reader and deadbolt key or if they are damaged. Both the entry alarm and surveillance alarm will notify the monitoring service if a failure is detected in the system, which will be corrected as soon as possible.

### **IP Based Security Surveillance System**

Briggs will provide a comprehensive IP based security surveillance system. All cameras will be located strategically throughout the facility in the interior and exterior and will have resolution to adequately capture images of people and movement throughout Briggs. The extensive surveillance system will be monitored by an outside agency when an alarm is triggered.

The onsite system will be located in a secure office area that only the managing partners and security personnel will be able to access. The images from all cameras will have a date/time stamp to allow verification of video integrity during the life of Briggs.

### **Failure Notification System**

The security system will include a failure notification system to provide an audible, visual and text notification of any failure in the surveillance or alarm system. The audible and visual notifications will be onsite at the equipment monitoring station. A text alert will go out to designated cultivation agents within five minutes after the failure, including the Executive Officers and any shift leaders. These notifications will be in both text message and email form. The message will include the time of failure, type or failure, cause of failure (if identified), extent of systems malfunctioning, and contact information for the security company.

### **Electrical Backup System**

Briggs will use a battery with sufficient power to supply a minimum of twenty (24) hours of backup power to security cameras, alarms, sensors, and computers in the event of a total power outage. This

power backup system will deter theft or diversion by individuals who want to create or take advantage of a power outage.

### **Surveillance Recording Control Room**

Only authorized security and appropriate management personnel will be allowed to access the surveillance monitoring and recording area. This secured area contains a terminal at which all of the security devices in the facility can be monitored and adjusted, and the surveillance archive can be viewed. The terminal will be in an isolated area with a locked door that only the Executive Officers and Security Agents will have access to. The City of Santa Rosa will be provided access by authorized personnel, upon request and verification of appropriate organization credentials.

### **Emergency Procedures**

Briggs will have a comprehensive emergency action plan with documented procedures. Training will be provided to employees in case of fire, flood, or other natural disaster.

### **PRODUCT SECURITY**

Inventory controls and loss documentation procedures will be implemented. A web-based inventory control system, BioTrack THC, will be accessible upon demand to assist the City of Santa Rosa with its requirement to implement a track and trace program. All cannabis products produced, manufactured, or distributed through the facility will be inventoried into the system including the employee Identification number, date/time, quantity, strain and batch number. BioTrackTHC features the creation, submission, and storage of compliant transportation manifests noting vehicle, driver, and cargo contained, for regulatory review. The program also records product conversions for chain of custody logging, cost per gram calculations, and product notifications and recalls. This system will keep track of all medical cannabis onsite until the product is either purchased or disposed of. All medical cannabis produced will be entered into the inventory system immediately with all identifying information. This includes the registration number of the agent making the entry, date/time, quantity, strain and batch number.

All employees will be trained to report loss or theft immediately to the company and the City of Santa Rosa.

All products will be stored in a restricted-access area. All products will be accounted for in the inventory system. The storage area is sufficient to maintain the quantities of cannabis proposed for this site.

### **EMPLOYEE SECURITY/HIRING/TRAINING**

In accordance with regulations called for under the Medical Cannabis Regulation and Safety Act, all employees will submit to and pass a LiveScan Federal Background Check. Hiring practices will focus on the Santa Rosa and Sonoma County employee pool. Employees and managers will receive extensive training on safe industry practices, best management practices, City of Santa Rosa regulations and the requirements of the permits called for under this Use Permit, California regulations and the requirements



of any State license subsequently obtained, and Federal Guidelines regarding diversion and protection of minors. Employees will be paid a living wage in order to support the City of Santa Rosa's efforts to create a sustainable jobs base, and contribute to creation of head of household jobs.

Employees will be rigorously examined and screened, including background checks and multiple confirmed references. The applicant will place heavy emphasis on trustworthiness and communication. All employees will receive training on medical cannabis protocols for non-diversion, product safety, and site security. Staff training will cover topics including employee safety, emergency protocol, inventory control, and product quality. Weekly employee meetings will take place to review security, safety and emergency protocols, compliance with local and state regulations including the terms of the conditional use permit.

### CULTIVATION

The applicants propose a cultivation canopy of roughly 2,995 square feet.

There will be only one operator on-site. Cultivation methods will follow industry-standard protocols for production and quality assurance. Cannabis plants will be grown in above-ground pots, and watered through a drip irrigation system. Run off will be collected in trays and processed through a reverse osmosis water filtration system for reuse. Cultivation will be in support of the medical needs of the patient members of Sonoma West Ventures, an incorporated association of patients, operating as a Mutual Benefit Corporation in compliance with Health and Safety Code Section 11362.775.

### MANUFACTURING

Onsite manufacturing, including nonvolatile, CO2 extraction, in compliance with City of Santa Rosa regulations for manufacturing will be conducted onsite. Uses will include extraction, processing, packaging, sorting, and grading. This use is permitted by right in the IL-Light Industrial zones, but is included in this project description in order to provide a complete perspective on operations.

### ODOR MITIGATION AND AIR QUALITY

The cultivation facility at 1215 Briggs Avenue will be equipped with CAN carbon filtration systems in all rooms that purify all incoming and outgoing air through virgin charcoal filters. Additionally, all rooms will be equipped with air purifying devices.

All ventilation air entering the building will pass through HEPA (High Efficiency Particulate Arrestance) filters.

The rooms where cannabis is actively being grown and processed will have several layers of activated Carbon filtration.

## WATER USE, WASTE WATER, FILTRATION

### **Water Use**

Flowering Rooms: 800 3-gallon pots will consume .5 gallons per day. Thus 400 gallons of day are anticipated for the flowering rooms.

Vegetation Room 1: 500 plants in 4-inch pots will consume .15 gallons per day. Thus 80 gallons are anticipated for one vegetation room.

Vegetation Room 2: 500 plants in 3 gallon pots will consume .25 gallons of water per day. Thus, this room is anticipated to use 130 gallons per day.

In total, approximately 610 gallons of water per day is expected to be used by the cultivation activities.

### **Wastewater Production**

Cultivation practices will produce minimal wastewater. A flow meter will be installed for wastewater production, and the applicants will also install a testing access point. To minimize waste, all bloom and vegetation rooms will use a high-end drip irrigation system with moisture sensors to allow an optimal amount of water to each plant. Cultivation pots will be saucered in water catchment systems to capture irrigation run-off, which will allow the water either to be absorbed or to evaporate.

Utilizing the water catchment system will minimize any cultivation run off into the City's wastewater system. The main source of wastewater will be from cleaning reservoirs, and the quantity is expected to be minimal- approximately 5 gallons per reservoir.

Air conditioners and dehumidifiers will be installed to capture moisture, which will then be collected and purified to water the plants, further lowering water consumption. Additionally, within the next 5 years, the applicant will install a rain-water catchment system.

## TRASH ENCLOSURE DETAILS

An onsite dumpster is located to the rear of the lot, closest to the western property line.

## EXTERIOR LIGHTING

Flood lights on will be installed on each corner of the building, with cameras surrounding the building. Cameras will be accessible remotely via Wi-fi connections. Alerts including intrusions, temperature changes, and motion will all be available remotely.

## SIZE

The subject facility is sufficient to properly store and control the volume of medical cannabis proposed for production. The facility is also sufficient to provide enough comfortable space for personnel.