

**Conditional Use Permit
Commercial Cannabis
Cannabis Retail and Delivery
(State License Type 10)**

Applicant: GreenPen, LLC.

Address: 353 College Ave, Santa Rosa

APN: 180-750-046

General Plan: Retail and Business Service

Zoning: General-Commercial, Historic(GC-H)

Building: 2,943 SQ FT

Lot Size: 5,928 Sq. Ft.

Proposed Use: Cannabis Retail and Delivery

Applicant Representative: Nick Caston, Golden State Government Relations

Project Description

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PROJECT NARRATIVE (I)

1. Summary

The Applicant proposes to operate a Commercial Cannabis Retail and Delivery (State License Type 10) facility within the building at 353 College Avenue, Santa Rosa. The proposed site is zoned as General-Commercial, Historic(GC-H). The entire facility is approximately 2,943 square feet, and the division of space will be: Retail Space is 1,772 square feet. Storage space will occupy approximately 338 square feet. Office, employee, administration and delivery operations will occupy approximately 914 square feet.

The proposed project will include activities permitted by a Cannabis Retail and Delivery State License - Type 10 for Medicinal & Adult use, which allows retail sales of cannabis and cannabis products to consumers, either at a brick-and-mortar dispensary or via delivery. The new dispensary planned for 353 College Avenue in Santa Rosa will be a retail option serving the

products to consumers, either at a brick-and-mortar dispensary or via delivery. The new dispensary planned for 353 College Avenue in Santa Rosa will be a retail option serving the downtown commercial market and surrounding neighborhoods. The project is on the border of Santa Rosa's Downtown Area, which according to the general plan is "the major commercial center of the community."

2. Local and State Compliance

The Applicant is committed to compliance with local and state regulations. The applicant includes partners with extensive experience in cannabis operations, including current experience in owning and operating Santa Rosa cannabis manufacturing company CannaCraft, Santa Rosa Distribution Company KindHouse Distribution, and operating Hopland Cannabis Retail Facility Emerald Pharms.

In addition to the inherent experience of the ownership in operations of compliant cannabis companies, the applicant has retained Golden State Government Relation, a compliance and advocacy firm with an offices in Santa Rosa, to provide oversight of operational compliance and advise on changes to the dynamic regulatory environment for cannabis in California.

3. Neighborhood Compatibility

The location provides an appropriate setting for this type of land-use. This project will improve the building's compatibility with the Historic District and the downtown area for which it sits between. Pursuant to Health and Safety Code Section 11362.768 and Santa Rosa Ord. No. ORD - 2017-025 the site is set back over 600 feet from any K-12 school, or other Cannabis retail operation. The proposed facility is well-suited to house dispensary operations. The building will be upgraded where necessary to meet ADA compliance standards for persons with disabilities.

Additionally, while no exterior modifications are proposed, the applicant is proposing to re-paint the building to colors more consistent with the nature of the neighborhood as the current colors are bright green and yellow and inconsistent with surrounding buildings. Applicant will also be removing an unpermitted overhang to restore the building back to its historical state. In addition to the buildings color, and removal of the overhang, several ideas and concerns were discussed with project neighbors during the pre-application neighborhood meeting:

Traffic and Parking

Traffic was discussed in detail by neighborhood residents. Most of the concerns appear to be related to existing conditions caused by parking on Glenn Street and the general nature of College Avenue being a Regional Arterial Street as designated by the General Plan. We support the neighbor's requests for the city to study different parking and traffic alignments along Glenn Street. While the existing conditions should be reviewed by the city, the applicant notes

that several uses which generate retail level traffic are permitted by right at the location without a Conditional Use Permit including alcohol serving restaurant/café/coffee shop, grocery (convenience) store, and general retail. Additionally, a traffic analysis was completed by W-Trans using the entire floor area of the proposed dispensary. When compared to the most recent previous use the project would result in less than 50 new trips, so an operational analysis is still not required per the City's *Standard Guidance for the Preparation of Traffic Impact Analysis*.

Additionally, the applicant is proposing several operational and site improvements to reduce traffic and parking impacts. First, the applicant will purchase parking permits at Garage 7 for all employees and offer pre-tax commuter benefits for employees who take public transit or use other qualified transit options. Second, to encourage cycling to the retail facility, the applicant is proposing to install 12 superior quality covered bike parking spots located on the northern side of the project conveniently near the entrance to the retail outlet. Third, the adjacent neighborhoods are pedestrian oriented. The location features a walkability score of 82 from Walk Score which means "this location is Very Walkable so most errands can be accomplished on foot." (<https://www.walkscore.com/score/353-college-ave-santa-rosa-ca-95401>) To further encourage pedestrian orientation for the area, the applicant proposes to add an art display featuring local artists in the window area. Lastly, applicant is proposing to remove an unpermitted overhang to restore the building back to the original state, and add an additional on-site parking spot to the five already existing.

Additionally, a half wall will back the arts display to ensure product and the retail area are not visible from the outside. Also, the location features convenient access to city bus route 9E with a stop located at the project intersection of College and Glenn Streets.

Finally, the applicant is proposing to offer delivery services and will prompt and encourage new customers to sign up for recurring deliveries to reduce traffic demands for returning customers. To address neighborhood around existing traffic interior to the neighborhood, the applicant proposes delivery vehicles be conditioned to travel from the facility parking lot immediately to college avenue and not travel through the neighborhood or adjacent neighborhood unless the order is located on a neighborhood street.

Bike and Pedestrian Safety

Neighbors brought up concerns related to existing conditions and the safety of bike and pedestrians. The College Avenue crosswalk at Glenn Street feature flashing lights to alert drivers to pedestrians.

In relation to concerns over customers of the project consuming cannabis and being unable to drive, the applicant is not proposing onsite consumption. To provide confidence to the neighborhood, the applicant proposes the project be conditioned to explicitly prohibit onsite consumption.

Access to minors

Several members of the neighborhood discussed concern that teenagers located at area schools would be able to use the proposed project to access cannabis illegally. All adult-use (recreational) sales are restricted to persons 21 years of age and older and medicinal patients are only permitted to purchase cannabis directly from a retailer once they reach the age of 18. While the applicant firmly stands behind the medicinal value of cannabis for patients under the age of 18, in response to the neighbors' concerns, the applicant proposes to condition the project to only permit sales to persons over the age of 21 regardless of medical status in the store while permitting those under the age of 21 who are permitted by state law, medicinal patients, to access the stores products through the delivery service.

Proximity to sensitive uses/populations

A few comments were made with concerns about at-risk youth traveling around the facility and being negatively influenced through proximity to the store. Multiple neighbors also expressed current experiences with youth congregating in the adjacent alleyway and a nearby parking lot which is apparently unmanaged by its owner. While this project cannot solve all existing issues within the surrounding neighborhood, the proposal includes, as required by the State, live security guards who, among other responsibilities, will be maintaining a regular patrol of the site to prevent loitering and unauthorized consumption. In addition to this operational consideration, the applicant proposes to work with City officials to expand the security guard's radius to include the alley, and if permitted by the city, any vacant or otherwise blighted illicit gathering areas within a reasonable area of the retail outlet. Lastly, this building is currently vacant. By occupying the building with a pedestrian generating use, loitering and other nuisances currently occurring will be discouraged. In addition to the security guard, the facility will feature security cameras which will store footage for 90 days and be available to law enforcement in the event there are continuing issues with loitering after the project is operational.

Additionally, no product advertising will be visible from the exterior of the building. Only signage for the business and the proposed pedestrian art display will be visible.

Hours of Operation

Community input also revealed a concern about early morning deliveries and other business activities occurring as early as 4am by previous occupants. Cannabis retail hours are restricted to between the hours of 6am and 10pm by the State of California and further restricted by the City of Santa Rosa to 9am to 9pm. We believe these restrictions speak to the community concerns and would further propose restricting all business activity including receipt of inventory from distributors to begin no earlier than 6am Monday through Friday and 8am on

Saturday and Sunday. Additionally, business deliveries (from FedEx etc.) will not occur earlier than 8 am Monday through Friday.

4. Neighborhood Enhancement

In recognition of the neighborhood character, which is defined through the historic nature of the area, the designation of College Avenue as a four-lane regional/arterial street, and project location on the border of the city's downtown commercial area in addition to the community character of bike and pedestrian use, the applicant is proposing several improvements to enhance the neighborhood. As described in more detail in this project, superior bike parking facilities will be provided for neighborhood customers, the main window facing college avenue will be improved with a revolving local artist display area to increase the appeal of the street for pedestrians, and the building will be painted in colors consistent with the neighborhood. Lastly, the building has been vacant and a notable blight on this important commercial corridor. Occupancy will create a safer and more appealing pedestrian experience.

The applicant is committed to sustainability and will seek Green Business Certification from Sonoma County as well as enroll in the Evergreen energy program with Sonoma Clean Power. Additionally, the project features inherent and proposed amenities to encourage bike and pedestrian use including superior covered bike parking, adjacent location to City Bus Route 9E, and the proposed art display area on the College Avenue Side of the building.

Of additional note, the applicant is proposing to re-paint the exterior to the building to better integrate with the neighborhood, and remove an unpermitted overhang to bring the building back to its historical state.

5. Site Management

The applicant is experienced in providing superior compliance and customer service in their related cannabis operations. As outlined in this application, the applicant will comply with all regulation of the City of Santa Rosa, the Bureau of Cannabis Control, and the County Environmental Health Services Department and maintain in good standing permits and licenses required by each and any additional government entities which have jurisdiction or are granted jurisdiction over Cannabis Retail in the future.

SITE MANAGEMENT (II)

1. Security Plan

The Applicant's security plan is intended to prevent theft or diversion of any cannabis or currency, as well as to discourage loitering, crime, and illegal or nuisance activities. The site

security plan is comprised of several layers of systems and protocols, which are discussed in detail below. All security systems will remain fully operational during a power outage. No weapons or firearms will be permitted on the property. All security measures are designed to ensure emergency access is available in compliance with California Fire Code and Santa Rosa Fire Department standards.

The Applicant will take all reasonable steps to discourage and correct objectionable conditions that constitute a nuisance in parking areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours. Reasonable steps include calling the police in a timely manner; and requesting those engaging in nuisance activities to cease those activities.

a. Surveillance

Security surveillance video cameras will be installed and maintained in good working order to provide coverage on a twenty-four-hour basis of all internal and exterior areas where Cannabis is stored, sold and transferred. The security surveillance cameras will be oriented in a manner that provides clear and certain identification of all individuals within those areas. Cameras will remain active and operate under any lighting condition. Security video will use standard industry format and will be stored for ninety (90) days. All recordings will be easily accessed for viewing.

b. Alarm System

The Applicant will install a professionally monitored alarm system, which provides the Applicant with notification of any unauthorized access to the premises. The alarm system will be registered with the City and an alarm permit will be kept in good standing.

c. Access Controls

The proposed floor plan includes commercial security doors at all entrances, exits, and access points to restricted areas. Upon entering the facility, all customers will be verified for age before entering into the retail floor.

d. Security Personnel

In compliance with state law (CAL. CODE REGS. tit. 16 § 5045), security personnel will always be present at the location during business hours. In addition to ensuring all customers meet age requirements, security personnel will also monitor the site and adjacent alleyway to prevent nuisance activity and report any criminal activities to law enforcement. For added security, applicant will have roving security personnel check on the business every few hours during non-business hours.

6. INVENTORY CONTROLS

The Applicant will operate in a manner to prevent diversion of Cannabis and will promptly comply with any track and trace program established by the state (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050(C)) to ensure that no diversion or loss occurs. In the event of any inventory discrepancies, the Applicant will immediately notify regulators and law enforcement within the required time periods. In addition, the applicant will perform a reconciliation of its inventory at least once every 14 days and will be made available to the California Cannabis Bureau upon request.

The applicant proposes to maintain an accurate record of sale for every sale made to a customer and include the information required (CAL. CODE REGS. tit. 16 § 5426). The applicant will only display cannabis goods for inspection and sale in the retail area, and not be visible from outside the licensed premises. The applicant will not make any cannabis goods available for sale or delivery to a customer unless: The cannabis goods were received from a licensed distributor, the retailer has verified that the cannabis goods have not exceeded their expiration or sell-by date if one is provided; and in the case of manufactured cannabis products, the product complies with all requirements of Business and Professions Code section 26130 and all other relevant laws.

The applicant will operate according to CAL. CODE REGS. tit. 16 § 5408, and sell only live, immature cannabis plants that are not flowering, purchased from a nursery that holds a valid Type-4 license, and has a label affixed to the plant or package containing any seeds which states "This product has not been tested pursuant to Medicinal and Adult-Use Cannabis Regulation and Safety Act." The applicant will also strictly follow the daily limits of not more than six plants per customer, 28.5 grams of non-concentrated cannabis, and 8 grams of concentrated cannabis with no exceptions except as permitted by state regulations (CAL. CODE REGS. tit. 16 § 5409). These limits will be tracked through the facilities point of sale system which will attribute each sale to the individual customer.

7. STORAGE AND WASTE

All cannabis products and any cannabis waste will be stored in an area secured with commercial-grade non-residential locks, that is not visible to the public and that prevents diversion, theft, loss, hazards and nuisance according to Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050 (G.3). All storage and handling of hazardous materials will occur in code compliant control areas. All vendors will be pre-scheduled in advance and must present valid identification. Vendors will only be granted access to the areas required for removal of waste. All waste removal vendors will be required to document and track all waste materials removed from the site.

8. TRAINING AND RECORDS

Management will require that employees follow necessary procedures to ensure that cannabis and any related by-products from the project site are not visible or accessible to the public. Every employee will be required to participate in training to learn the security and safety protocols as a condition of employment. The Applicant will mandate that all employees be well versed in all security procedures. As required by state rules, the Applicant will maintain up-to-date and current records related to the cannabis operation. All surveillance equipment, records and recordings will be stored in a secure area that is only accessible to Applicant's management. Finally, the Applicant will update the security plan to comply with any changes to local or state laws and regulations for cannabis licensing.

9. ODOR

The retail outlet will maintain odor control measures consistent with accepted and best available cannabis-industry-specific technologies designed to mitigate cannabis odors. Applying these concepts will effectively mitigate cannabis odor detection from outside the structure in which the proposed business is to operate. Please see Attachment D for details.

10. LIGHTING

Interior and exterior lighting will utilize best management practices and technologies for reducing glare, light pollution, and light trespass onto adjacent properties and the following standards:

- a. Exterior lighting systems will 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 will 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 will be Building Code compliant and comply with Section 20-30.080 (Outdoor Lighting.)
- b. Interior light systems will be fully shielded, including 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 proposed art display and back wall for the windows facing college avenue will further confine light and glare to the interior of the building.

11. NOISE

Use of air conditioning and ventilation equipment will comply with the Chapter 17-16 (Noise). No generators are proposed, except as short-term temporary emergency back-up systems. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80 J).

12. ACCESS

Access to Retail Area will be limited pursuant to Cal. Code Regs. tit. 16 § 5400 & Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050(B). Access to the retail area will be limited to individuals who are at least 21 years of age and have a bona fide business reason for entering the premises. Additionally, in response to neighborhood concerns about currently existing teenage use in the area, medicinal patients under the age of 21 will be limited to the delivery service and not permitted within the store. Authorized individuals include individuals employed by the retailer as well as any outside vendors, contractors, or other individuals conducting business that requires access to the limited access area. 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. An individual in the retailer limited-access area who is not employed by the retailer will be escorted by the applicant's employees within the retailer limited-access area. The applicant will keep a log of all authorized individuals who are not employees that enter the limited access area.

Individuals will be granted access to the retail area only to purchase cannabis goods after the retailer or an employee of the retailer has verified that the individual is at least 21 years of age and has a valid proof of identification. Acceptable forms of identification include the following:

- 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.

Furthermore, as noted on the floor plan, there are two doors that will not be accessible. The first is a built over door located near the "open office" that is built over in the interior therefore there is no access in or out of this door. The second door faces College Ave, for security reasons, this door will be permanently secured with commercial grade, non residential locks.

13. PARKING

This project requires a total of 12 parking spots. The proposed project has five dedicated parking spaces on-site, including one ADA space. Applicant is proposing removing an unpermitted overhang and paving along the west side of the site to accommodate an additional parking space. This would bring the on-site parking from five to six spots.

In addition to the on-site parking, applicant is proposing for employees who wish to use their cars to commute to work, purchasing parking permits for the city's parking Garage 7. After consulting with the Planner and Parking Department, applicant will obtain six parking passes from Garage 7 for employee parking when applicant hires employees and is able to produce proper documentation (such as license number and parking application) to the Parking

Department. If Garage 7 is full, applicant will propose looking at the next most feasible Parking Garage for passes. Depending on distance employees may be offered rideshare or other accommodations for transport to the location. With the proposed re-stripping of a sixth spot, and the six off-site employee parking garage spots, the total supply of parking would be 12 spots.

Parking areas will be regularly monitored by staff for safety and security. Employees will be encouraged to utilize biking and public transportation options. No employee parking will be permitted on site or in the adjacent neighborhood. Additionally, 12 bike parking spaces will be provided in a covered area on the North side of the building adjacent to the parking lot. These parking spaces will be exposed through the roll up door.

14. PUBLIC TRANSPORTATION

Santa Rosa City Bus regularly services the nearby Mendocino Avenue corridor via Route 1. Additionally, the bus stop for City Bus Route 9E is located at the intersection of Glenn and College Avenue adjacent to the project location. The City of Santa Rosa offers next-day ADA paratransit transportation service in the area and provides rides and care to disabled persons for the location.

15. SIGNAGE

Applicant will install all signage as required in Santa Rosa Ordinance No. Ord -2017- 025 in accordance with the sign permitting process, including the display of permits (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.80 (F11)) during business hours, in a conspicuous place. The applicant's identification signage will be permitted by the City prior to installation and will not contain any logos or information that identifies, advertises, or lists the specific products or services offered by the dispensary. Signage posted at the entrance will indicate that smoking, ingesting, or consuming cannabis on the premises or near the dispensary is prohibited.

Entrance signage will also include a notice indicating that persons under the age of 21 may not enter the premises. A sign indicating active security camera monitoring will also be posted at the entrance. The state retail license will be posted in the lobby, in a conspicuous place so that it will be readily seen by all persons entering the dispensary.

16. MINORS

The Applicant will not allow any person who is under the age of 21 on the premises. All guests and visitors will be required to present identification for security and age determination purposes.

OPERATIONAL PLAN (III)

1. HOURS OF OPERATION

Storefront - Retail operations will be open to the public between 9am and 9pm seven days a week. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050(F-4)) § 5403. Retailer will sell and deliver cannabis goods in the City of Santa Rosa only between the hours of 9:00 a.m. and 9:00 p.m. Pacific Time. (Cal. Code Regs. tit. 16 § 5403)

Delivery - All deliveries within the City of Santa Rosa will be done between 9am and 9pm (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.080(F-4)) Delivery operations will be limited to 6am to 10pm seven days a week (Cal. Code Regs. tit. 16 § 5403(a). All additional delivery services (i.e. FedEx, equipment delivery etc.) will be done no earlier than 8 a.m. Monday-Sunday.

2. STAFFING AND LOCAL HIRING PLAN

All staff will be listed on an employee register containing all required information and kept up to date with required state agencies. Staff will receive thorough training on workplace safety, operations, track and trace, and security protocols. In addition to state licensing requirements related to staffing, the Applicant will diligently follow all applicable labor and employment laws. The employees will likely be part- and full-time and will work staggered shifts to accommodate customer flows. All employees hired by the Applicant will be over 21 years of age. The Applicant is committed to hiring employees locally. Sonoma County and Santa Rosa have a wealth of experienced and dedicated people who would be qualified to work in the facility. The Applicant plans to consider residency when making hiring decisions, will promote the job posting locally, and use local connections in the to discover new local talent.

3. DELIVERY

The applicant plans to deliver Cannabis and Cannabis Products in line with Cal. Code Regs. tit. 16 § 5415 and City of Santa Rosa Ord. No. ORD -2017-025 Chapter 20 § 46.080 (B). All deliveries of cannabis goods will be performed by a delivery employee of the retailer fuel efficient vehicles. Employees delivering cannabis will carry a copy of the retailer's current license, the employee's government-issued identification, and an identification badge. Delivery will only be offered to a physical address, not to an address located on publicly owned land or any address on land or in a building leased by a public agency. Delivery employees will ensure the cannabis goods are not visible to the public.

The vehicle(s) used for the delivery of cannabis goods will be outfitted with a dedicated Global Positioning System (GPS) device for identifying the geographic location of the delivery vehicle. The device will be affixed to the delivery vehicle and will remain active and inside of the delivery vehicle during delivery. While making deliveries, the applicant's delivery employee will not carry cannabis goods worth more than \$3,000 at any time.

The delivery service will have a menu available on the website, so customers can place orders over the phone or online. The customer will send over all necessary information and will have a profile created within the point of sale system. The order will go into the system and be pulled by an employee at the retail facility. Once the order is filled it will be placed in an exit bag with a receipt affixed to the bag. The receipt will include, the name of the customer, their assigned ID number, delivery address, description of the cannabis items, total amount paid by the customer including all taxes, name and address of the facility making the delivery, the name and id number of the employee making the delivery, and the name and id number of the employee who prepared the delivery. The driver will retain an additional copy of the receipt to be signed by the customer upon receipt of the delivery. There will be space provided to have the date and time written in of the specific time the delivery was made.

While making deliveries of cannabis goods, the applicant's employee will only travel from the licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the applicant's licensed premises. The applicant's delivery employee(s) will not deviate from the delivery paths described in this section, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable. When receiving delivery goods at the proposed dispensary the truck will pull into a parking spot with security present, unload delivery items onto pull cart, and enter the facility with a employee to complete the transaction. All deliveries will be made prior to the dispensary opening.

4. REGULATORY LAWS AND PROCEDURES

The applicant will follow Cal. Code Regs. tit. 16 § 5410 & 5411 pertaining to allowing returns of purchased cannabis. Applicant will package or label cannabis goods and not accept, possess or sell cannabis goods that are not packaged as they will be sold at final sale. Cannabis goods purchased at applicants site by a customer will not leave the retailer's premises unless goods are placed in an opaque exit package. 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.

Zoning and General Plan Consistency (IV)

This project will add to the commercial diversity of College Avenue commercial corridor, which is designated as a four-lane regional/arterial street by Santa Rosa's General Plan (Santa Rosa General Plan 5-24). The project will "continue to 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 (Santa Rosa General Plan EV-A-5). Finally, the project will promote local North Coast cannabis predominantly

processed or manufactured in the greater Santa Rosa, including products from Santa Rosa based manufacturer CannaCraft and Santa Rosa based distributor KindHouse Distribution, increasing business-to-business commerce within Santa Rosa. (Santa Rosa General Plan EV-B-4)

The project is located on the border of the Downtown Area, or “The major commercial center of the community.” (Santa Rosa General Plan G-13) The project also includes superior bike parking facilities in recognition of its location on College Avenue which is on Bike Route 38 and continues to Bike Route 37. There are seven current or planned major bike routes (class 1 or 2) that travel to or through College Ave and 2 minor bike route (class 3) that travel to College Ave.

Route 38 (Class 2)
Route 67 (class 1)
Route 06 (class 2)
Route 08 (Class 3)
Route 07 (Class 2)
Route 10 (Class 3)
Route 11 (Class 2)
Route 19 (Class 2)
Continues onto Route 37 (Class 2)

Dual State Licensing (V)

Dual licensing. (Santa Rosa, Cal., ORD-2017-25, Chapter 20 § 46.050 A) The applicant, prior to occupancy will apply for and receive a type 10 retail license for the State of California Bureau of Cannabis Control.

Dual EHS Permitting (VI)

To achieve the required dual licensing with the Environmental Health Service (EHS) Department, the applicant will apply for and not begin selling edible products until receiving a permit from EHS. To ensure the project is compliant with EHS requirements, these specific features and procedures will be included in the project:

- a. Menu for Edible Cannabis Products offered for sale at the dispensary: A list of all edible cannabis products will be maintained and submitted to EHS as part of the application process. Should new items be added, EHS will be notified prior to the new product being offered in a manner and timeline that meets any requirements EHS places on the permit.
- b. Toilet facilities: EHS is requiring toilet facilities that are employee accessible. As such, the project is proposing to improve the existing facilities to meet American

with Disabilities Act requirements and will submit plans to EHS showing these improvements when the application is submitted.

- c. Flooring: EHS is requiring the flooring in areas where cannabis products are stored and in toilet facilities to be smooth, non-permeable and easily cleanable. As such this project will use material identified by licensed professionals to achieve this requirement.
- d. Hand Wash sink(s): EHS is requiring 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. The hand wash sink is located within the facility bathroom.
- e. Storage of Cannabis Products/Inventory:
 - i. EHS requires edible cannabis goods be stored in a building designed to permit control of temperature and humidity and will prevent the entry of environmental contaminants such as smoke and dust. The area in which edible medical cannabis goods are stored also may not be exposed to direct sunlight.

The storage area and product display areas of the facility will meet this requirement through mechanical improvements proposed by our mechanical engineer, Jeff Warner, PE. Also, no edible cannabis goods will be displayed in an area that receives direct sunlight. The storage area has no exposure to sunlight.

- ii. EHS requires that edible cannabis products will be protected from contamination by storing the products in a clean, dry location, where they are not exposed to splash, dust, vermin or other forms of contamination or adulteration, and at least six inches above the floor. This area must include cleanable shelves.
 - iii. The project storage area will meet these requirements using shelving which gives six inches of clearance from the floor. Additionally, the daily operating procedures will include janitorial maintenance of the storage area to insure cleanliness.
- f. EHS requires that storage areas must be under continuous video-monitoring and recording and secured in accordance with the Security Plan.

As outlined in the security section, all cannabis storage areas will be under 24-hour security camera surveillance with 90-day retention of video footage in compliance with state law.

- g. Lighting: EHS requires shatterproof shields be placed on lights above cannabis product storage.

The lighting requirements will be met through interior improvements that also meet City of Santa Rosa light requirements. At least 50-foot candles of lighting intensity will be provided in areas where employees are present.

- h. Refuse: All edible medical cannabis waste are required to be quarantined and rendered unusable and unrecognizable under video monitoring. This requirement will be met by the proposed video monitoring of all areas in which cannabis is located and through the use of a vendor who meets state requirements for waste disposal.

- i. Water supply: The water supply is provided through City of Santa Rosa utilities and meets EHS requirements.

- h. Sewage disposal: Sewage disposal is provided through City of Santa Rosa utilities and meets EHS requirements.

OPERATOR QUALIFICATIONS

Ownership

Dennis Hunter

Born and raised in Northern California's Emerald Triangle, Dennis' life has always been rooted in cannabis. His passion for the industry is driven by the cannabis plants overwhelming medical benefits for patients. His innovation in cultivation and production has earned him countless recognition over the years. He recently received the lifetime achievement award from Emerald Cup and was honored by High Times as one of the top 100 leaders in the industry. He is a relentless advocate for cannabis, patients' rights, and legislative change.

Dennis is the co-creator of the popular GeoPots and Terpinator products. Before launching CannaCraft he had several other businesses including, Left Coast Garden Wholesale – one of the leading garden supply businesses in the country. When Dennis is not in the boardroom, he is working on extraction methods and formulating the next big product!

Ned Fussell

Ned was born in Worcester, Massachusetts, and relocated to Northern California in 2007 to pursue a career in cannabis cultivation. His passion for horticulture and agricultural sciences

paired with his leadership abilities allowed him to form a strong network of cultivators, engineers, scientists, managers and creative minds.

He is a firm believer that creating the finest quality of cannabis and cannabis products starts with the plants! He is known throughout the industry for his green-thumb and cultivation practices. Currently, Ned directs and manages several large-scale cultivation sites.

Keenan Soares

Born and raised in Sonoma County by way of Windsor. After graduating from Windsor High, he left to pursue his passion in business and later graduated with a degree in Small Business Management with an emphasis in Entrepreneurship.

Soon after he returned to Sonoma County to raise his daughter and apply his business knowledge to the Cannabis Industry as it was just getting underway.

Cannabis has become an integral piece to his story as he has witnessed its direct benefit to his father's medical situation. Together with his passion for business and understanding, first hand, the medical wonders of cannabis he has decided to dedicate his life to this industry.

Management

Regional Retail Director - Chelsea Lucich

Chelsea's passion for health and healing coupled with her emphasis on education and compassion fuel her management style and work in the industry. Currently, she is the director of Emerald Pharms in Hopland, CA. Her ability to act as a creative director has allowed her to create beautiful and welcoming environment for patients. Emerald Pharms was recently named "Best Medical Cannabis Dispensary in California" by Leafly and "Best Cannabis Destination in California" by Green State Cannabis Awards.

Before working at Emerald Pharms, Chelsea managed and incubated several other dispensaries in Sacramento and San Francisco including Capital Wellness, CBCB, and Phytologie.

Compliance

A. Local and State Compliance – Golden State Government Relations

Golden State Government Relations (GSGR) is a public policy, advocacy, land-use planning, and compliance consulting firm committed to advancing high quality and innovative approaches to the difficult and complex problems facing California. With offices in Sacramento and Santa Rosa, California, GSGR draws upon the strengths of a diverse and highly experienced team of staff and consultants to provide interdisciplinary solutions.

a. President – Nick Caston

As President and Chief Strategic Officer, Nick provides a full spectrum of regulatory and legislative services, including: state and federal legislative efforts; land-use planning; state and local government relations; compliance; and regulatory affairs.

Nick has worked in public policy for over fifteen years, including serving in the office of former Assemblywoman and State Senator Noreen Evans. During his tenure in the public sector, Nick developed an expertise in California environmental and land-use policy. He has worked on sustainability campaigns focusing on land-use, transportation, and working families from the State Capitol and throughout California.

Each week, Nick Co-Hosts the “CannaBiz” radio segment on The Drive with Steve Jackson, streaming at KSRO.com Monday’s at 4:20pm. Nick is a Co-Chair of the California Democratic Party’s Resolution Committee.

Previously, Nick served as the Vice-Chair of the City of Santa Rosa, CA Planning Commission, Vice-Chair of the California Democratic Party Environmental Caucus and was a member of the California Community College Trustees Board of Directors

b. Director of State Compliance - Dr. Jennifer Price, D.C.

Dr. Jennifer Price, D.C. is the Director of State Compliance, and one of the founding officers of Golden State GR. She has a professional background as a practicing chiropractor and published researcher. Dr. Price began working in government relations in 2016 and has become a regulatory and compliance expert in age-restricted markets.

Dr. Price holds a B.A. in Psychology from U.C. Santa Barbara and a B.S. in Human Biology from Cleveland Chiropractic College Los Angeles, in addition to her Doctor of Chiropractic degree. With over 10 years of private practice as a chiropractor in Scotland and California under her belt, she has also worked in research, managing a clinical trial and publishing multiple papers in peer-reviewed research journals. She now applies her research, writing, and communication skills to influencing the regulatory landscape of California’s age-restricted markets and bringing businesses into compliance with state requirements for operation.

B. Odor Control

Mechanical Engineer – Jeff Warner, PE

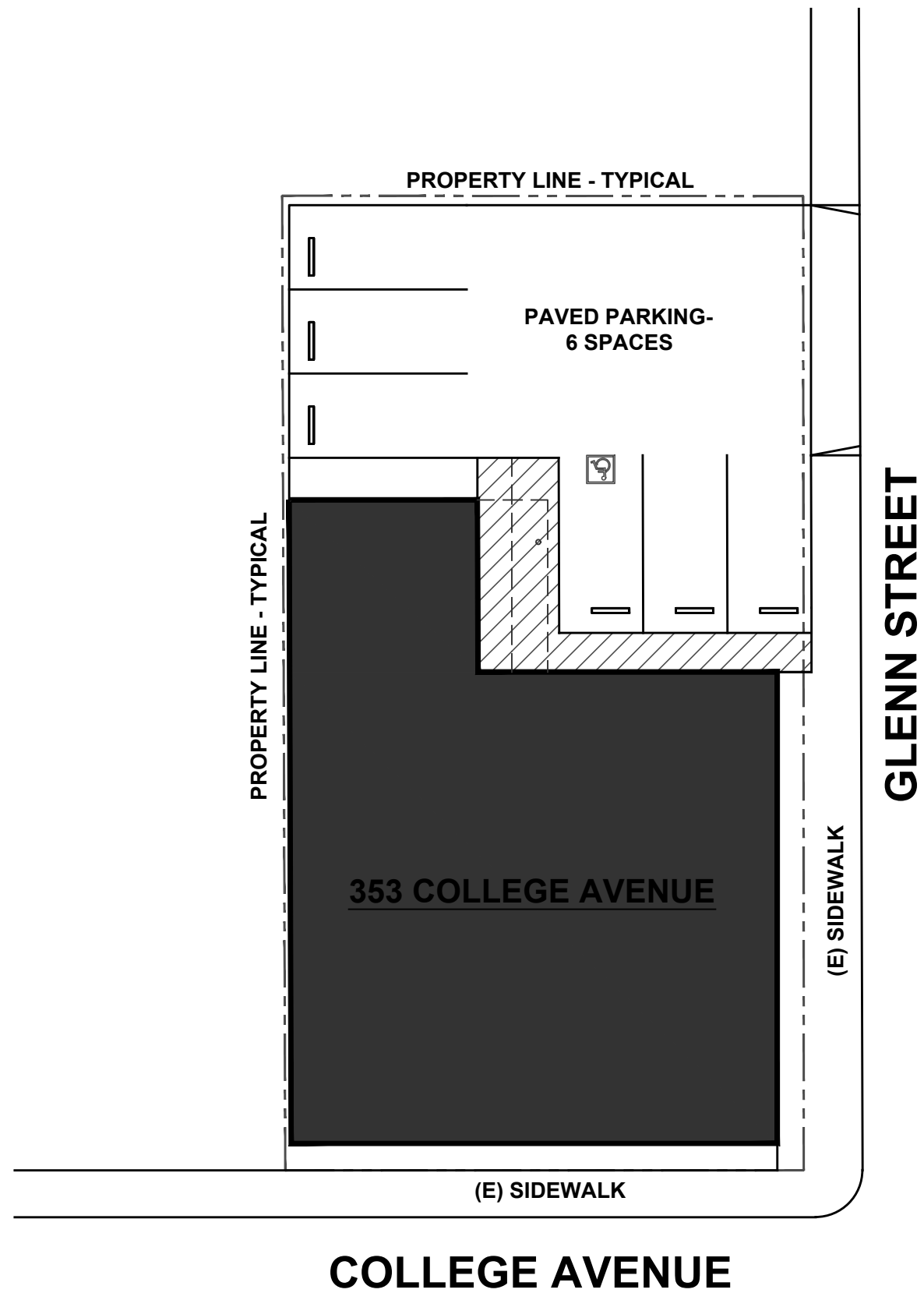
Jeff Warner is a consultant with over 20 years of experience as a mechanical engineer. He has consistently demonstrated the ability to design sensible mechanical systems sensitive to their context and in alignment with client goals and objectives.

In addition, as a LEED® Accredited Professional he keeps abreast of the latest advances in this field and consistently incorporates green building strategies into projects.

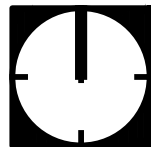
PERFORMANCE TIMELINE

The applicant team is experience with brining cannabis projects to fruition as evidenced by the existing Santa Rosa operations of CannaCraft, KindHouse Distribution, and the Hopland retail facility Emerald Pharms. As such, the applicant intends to file for all necessary permits once entitlements are received. As the building is existing and there is no exterior modification, outside of potential minor repairs and repainting, and removing the unpermitted overhang. The applicant anticipated no more than six months will be necessary to complete modification depending on the relevant government agencies ability to process applicable approvals.

ATTACHMENT A



SITE PLAN
 SCALE: 1"=16'-0"
 10/26/18

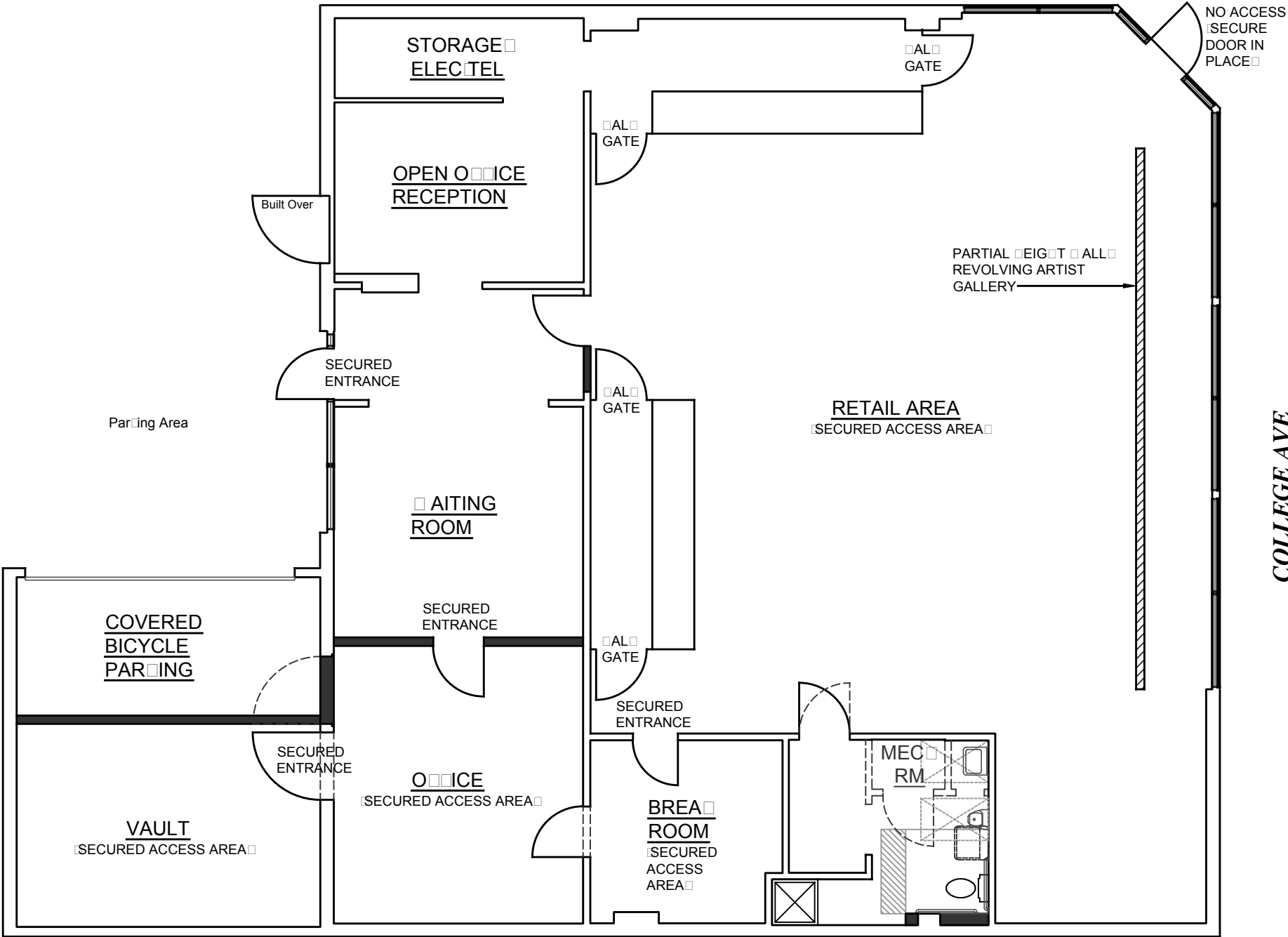


GREEN PEN- 353 COLLEGE AVENUE SANTA ROSA, CA 95401
 PLANNING APPLICATION

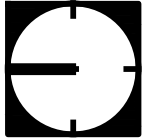
ARCHILOGIX
DESIGN AND DEVELOPMENT GROUP

ATTACHMENT B

GLENN ST



PROPOSED FLOOR PLAN
SCALE: 1/8"= 1'-0"
10/30/18



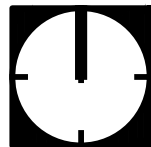
GREEN PEN- 353 COLLEGE AVENUE SANTA ROSA, CA 95401
PLANNING APPLICATION



ATTACHMENT C



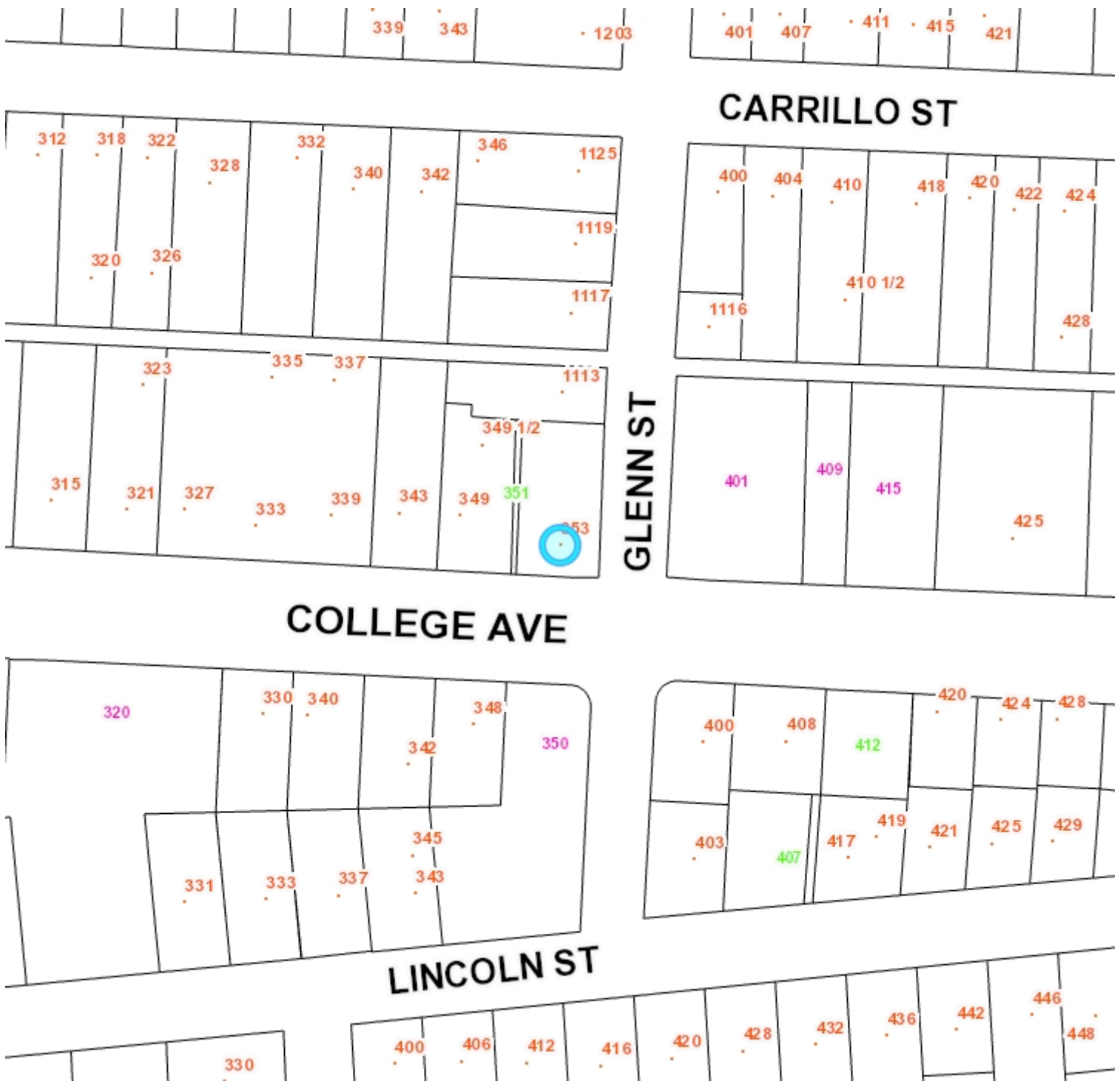
SITE AERIAL
SCALE: NTS
03/14/18



GREEN PEN- 353 COLLEGE AVENUE SANTA ROSA, CA 95401
PLANNING APPLICATION

ARCHILOGIX
DESIGN AND DEVELOPMENT GROUP

ATTACHMENT D



4/18/2018

Scale 1: 1,200

0 Miles 0.02

ATTACHMENT E





GLENN ST

353

COLLEGE AVE

MORGAN ST

ATTACHMENT F



April 4, 2018

Mr. Mark Setterland

Chief Building Official
City of Santa Rosa, Building Division
100 Santa Rosa Avenue
Santa Rosa, CA 95404

**Subject: Cannabis Dispensary Conditional Use Application
353 College Ave., Santa Rosa, CA
Cannabis Odor Mitigation Plan**

Dear Mr. Setterland,

Introduction

A combination of engineering and administrative controls is proposed to effectively mitigate cannabis odors. Engineering controls include carbon filtration via a dedicated environmental exhaust fan; and negatively pressurizing odor sources. Carbon filtration is commonly accepted throughout the cannabis industry as the current best engineering control technology for mitigating odors in facilities generating marijuana odors with exhaust air/filter intake points located in areas of the facility where odor-generating activities take place. As such, this engineering control strategy will effectively mitigate odors for all cannabis odor sources within the facility.

Design Considerations

Carbon filtration odor removal effectiveness depends on three criteria:

1. Exhaust air contact time
2. Filter cleanliness
3. Negative room pressurization

Contact time is a function of air velocity through the filter and should be designed to maintain a minimum contact time of 0.2 seconds, or as specified by the manufacturer. Filter cleanliness can be quantified by monitoring system pressure drop across the filter and should not exceed a manufacturer's published performance rating for a given filter. Areas of high odor concentration are typically negatively pressurized to allow for the control of odors through carbon filter(s).

Retail facility cannabis odor is most likely to be present in secure storage/vault rooms [essentially stock rooms] where packaged products are more densely stored. Retail sales areas, although displaying packaged products for sale, have lower product densities [products per square foot of floor area] and therefore are less likely to be a significant source of cannabis odors.

System Design

The following summarizes the administrative and engineering controls proposed to mitigate cannabis odors:

1. Administrative Controls
 - A. Standard operating procedures will require routine monitoring of carbon filter differential static pressure.
 - B. Filter replacement will be required any time monitoring yields unacceptable pressure monitoring results.
 - C. Monitoring results and filter replacement dates will be documented in an odor control log available to a building inspector in the event of a complaint or routine inspection.
2. Engineering Controls

WARNER MECHANICAL ENGINEERING, INC.

JEFF WARNER, PE | EMAIL: jwarner@wme-consulting.com | PHONE: 707-322-0676



- A. Carbon filter(s) and environmental exhaust fan(s) will be specified to maintain an acceptable contact time.
- B. Carbon filter(s) exhaust air inlet(s) will be located in storage room(s), creating a negative pressure in this space.
- C. Intermittently operated environmental exhaust fans (break room, rest room, etc.) will not be filtered.
- D. Exhaust fan make-up air will be via mandatory ventilation air at space conditioning equipment.
- E. Exhaust fan and space conditioning equipment shall be required to operate continuously during occupied hours.
- F. System testing and balancing will be required of the installing contractor.
- G. Contractor shall provide a test and balance report to the owner including: initial system pressure drop; outdoor air rates at space conditioning equipment; and environmental exhaust rates.
- H. Installing contractor shall provide written monitoring instructions and provide operational training to the owner upon placing the system in service.

Summary

It is worth noting the Denver Department of Environmental Health has found that most marijuana related odor complaints arise from grow facilities rather than dispensary/retail facilities. Based on this finding we feel the odor control mitigation plan presented here exceeds what one might expect for a retail facility. This plan is consistent with accepted and best available cannabis-industry-specific technologies designed to mitigate cannabis odors.

I am available to discuss this plan at your convenience.

Sincerely,

Jeff Warner, PE
Warner Mechanical Engineering, Inc.
CEO, Principal Engineer
CA No: M32903

ATTACHMENT G



January 30, 2019

Mr. Keenan Soares
Green Pen, LLC
353 College Avenue
Santa Rosa, CA 95401

Addendum to the Trip Generation and Parking Study for the Green Pen Cannabis Retail Project

Dear Mr. Soares;

At the request of City staff, W-Trans has revised the trip generation and parking analysis contained in the *Trip Generation and Parking Study for the Green Pen Cannabis Retail Project* to reflect the City's new methodology which requires application of the rates for a dispensary to the entire floor area of the dispensary, including any associated office, storage, or processing space. It was previously acceptable to apply standard ITE rates for a dispensary to only the retail portion of the dispensary. A copy of the original study, dated September 6, 2018, is enclosed for reference.

Trip Generation

The anticipated daily and p.m. peak hour trip generations for the proposed dispensary were estimated using standard rates for a new land use published by the Institute of Transportation Engineers (ITE) in *Trip Generation Manual*, 10th Edition, 2017, called "Marijuana Dispensary" (LU #882). Because ITE rates were developed based on data collected at sites that open for business at 8:00 a.m. and dispensaries in the City of Santa Rosa are not allowed to open for business until 9:00 a.m., custom a.m. peak hour trip generation rates specific to the City of Santa Rosa were developed based on data collected at three existing dispensaries in the City. A spreadsheet summarizing the data collected and derivation of the applied rates is attached. Based on application of these rates to the entire floor area of the building, the proposed project would be expected to result in 744 daily trips on average, including seven trips during the a.m. peak hour and 64 trips during the p.m. peak hour.

For comparative purposes, the theoretical trip generation for the most recent previous use was estimated based on rates for "Nursery (Garden Center)" (LU #817) as the building was most recently occupied by a retail hydroponics operation. It is noted that the *Trip Generation Manual* does not specify the percentage of trips in or out for the Nursery land use, so splits for "Building Materials/Lumber Store" (LU #812) were applied based on the probable similarity of the trip generation patterns. As shown in Table 1, the proposed project would result in an additional 544 daily trips on average, with the same number of a.m. peak-hour trips and 44 more p.m. peak-hour trips compared to the previous hydroponics use.

Table 1 – Trip Generation Summary

Land Use	Units	Daily		AM Peak Hour				PM Peak Hour			
		Rate	Trips	Rate	Trips	In	Out	Rate	Trips	In	Out
Previous											
Nursery (Garden Center)	2.943 ksf	68.10	200	2.43	7	5	2	6.94	20	10	10
Proposed											
Marijuana Dispensary	2.943 ksf	252.70	774	2.40	7	7	0	21.83	64	32	32
Net Difference from Previous Use		544		02-2				4422			

Note: ksf = 1,000 square feet

Although application of standard ITE rates to the entire floor area of the dispensary would result in more than 50 p.m. peak hour trips, when compared to the most recent previous use the project would result in less than 50 new trips, so an operational analysis is still not required per the City's *Standard Guidance for the Preparation of Traffic Impact Analysis*.

Parking

Parking was evaluated to determine if the proposed supply would be adequate to satisfy City requirements. As proposed, the project would provide five parking spaces on-site, one of which would be ADA accessible. Additionally, six parking permits would be purchased by the retailer for use by employees to park in City Garage No. 7, resulting in a total parking supply of 11 spaces. Further, the project would have use of four on-street spaces located directly adjacent to the site, two on Glenn Street and two on College Avenue, though these on-street spaces are not assumed as part of the site's supply. Finally, covered bike parking would be provided on-site to encourage biking by both employees and customers and employees who use public transit would have access to pre-tax commuter benefits.

Section 20-36.00 of the Santa Rosa City Code requires cannabis retail uses to provide parking at a rate of one space for every 250 square feet of floor area. Based on the total floor area size of 2,943 square feet, 12 parking spaces would need to be provided on-site to satisfy City requirements. The proposed parking supply and City requirements are shown in Table 2. The total supply as proposed (including permits in City Garage No. 7) would be one space short of the number of spaces required by standard City rates.

Table 2 – Parking Summary

Land Use	Units	Rate	Parking Spaces
City Required Parking			
Cannabis Retail	2,943 sf	1 space/250 sf	12
On-site Supply			5
City Garage Supply			6
Total Supply Available			11
Total Supply with Recommendation			12

Notes: sf = square feet

As the proposed supply is inadequate to meet City requirements it is recommended that the paved area along with west side of the site (north of the proposed vault and bike parking) be restriped to accommodate three

parking stalls. This modification would increase the number of on-site spaces from five to six and the total number of spaces available from 11 to 12.

Finding – The on-site parking supply would be six spaces short of meeting City requirements assuming implementation of the recommendation to restripe the area north of the proposed vault, but the total parking supply including spaces in City Garage No. 7 would be adequate to meet the anticipated demand, especially with the demand management techniques proposed. Further, though not included in the site's supply, four on-street spaces could be available for any additional demand.

Recommendation – It is recommended that the paved area along with west side of the site be restriped to accommodate three parking stalls to achieve a supply of six spaces on-site.

Conclusions and Recommendations

The conclusions contained in the original analysis remain unchanged upon application of trip generation and parking rates to the entire floor area of the dispensary. An operational analysis would still not be required and although the proposed on-site parking supply is inadequate to satisfy City requirements, the total supply would be adequate to serve demand with use of parking in City Garage No. 7 and upon implementation of the recommendation to provide one additional parking space on-site.

We hope this information is adequate to address City staff comments on the original trip generation and parking study. Thank you for giving W-Trans the opportunity to provide these services. Please call if you have any questions.

Sincerely,

Cameron Nye, EIT
Assistant Engineer

Dalene J. Whitlock, PE, PTOE
Principal

DJW/cn/SRO470-2.L1

Enclosures: *Trip Generation and Parking Study for the Green Pen Cannabis Retail Project*
Santa Rosa Cannabis Dispensary Trip Generation Data



September 6, 2018

Mr. Keenan Soares
Green Pen, LLC
353 College Avenue
Santa Rosa, CA 95401

Trip Generation and Parking Study for the Green Pen Cannabis Retail Project

Dear Mr. Soares;

W-Trans has completed a focused analysis that addresses the potential change in trip generation and parking demand associated with the proposed change in land use for 353 College Avenue in the City of Santa Rosa.

Project Description

The proposed project would result in repurposing an existing 2,943 square-foot commercial building to a cannabis dispensary. As proposed, the project would include 1,772 square feet of retail space and 338 square feet of storage; office, employee administration, and delivery operations would occupy the remainder of the building. The facility would be open to the public between the hours of 9:00 a.m. and 9:00 p.m. seven days a week. Additionally, the following components are proposed in an effort to reduce the project's trip generating potential and parking demand.

- Consolidated delivery service with vans to reduce trips made by repeat customers.
- 12 covered bicycle parking spaces on-site to encourage biking.
- 6 parking permits in City Garage 7 for use by employees.

Trip Generation

The anticipated trip generation for the proposed dispensary was estimated using standard rates for a new land use published by the Institute of Transportation Engineers (ITE) in *Trip Generation Manual*, 10th Edition, 2017 called "Marijuana Dispensary" (LU #882). The trip generation for the square footage of the building not dedicated to retail was estimated using standard rates for "General Light Industrial" (LU #110) as it was determined to be most representative of the storage, delivery, employee administration, and office space collectively. Based on application of these land uses, the proposed project would be expected to result in 454 daily trips on average, including 19 trips during the a.m. peak hour and 40 trips during the p.m. peak hour. It should be noted that the proposed delivery service would be expected to reduce trips made by repeat customers so the trip generation based on standard ITE rates is likely higher than what would actually be experienced.

For comparative purposes, the theoretical trip generation for the most recent previous use was estimated based on rates for "Nursery (Garden Center)" (LU #817) as the building was most recently occupied by a retail hydroponics operation. It is noted that the *Trip Generation Manual* does not specify the percentage of trips in or out for the Nursery land use, so splits for "Building Materials/Lumber Store" (LU #812) were applied based on the probable similarity of the trip generation patterns.

As shown in Table 1, the proposed project would result in an additional 254 daily trips on average, with 12 more a.m. peak-hour trips and 20 more p.m. peak-hour trips compared to the previous hydroponics use.

Table 1 – Trip Generation Summary

Land Use	Units	Daily		AM Peak Hour				PM Peak Hour			
		Rate	Trips	Rate	Trips	In	Out	Rate	Trips	In	Out
Previous											
Nursery (Garden Center)	2.943 ksf	68.10	200	2.43	7	5	2	6.94	20	10	10
Proposed											
Marijuana Dispensary	1.772 ksf	252.70	448	10.44	18	10	8	21.83	39	19	20
General Light Industrial	1.171 ksf	4.96	6	0.70	1	1	0	0.63	1	0	1
Total Proposed		454		19 11 8				40 19 21			
Net Difference from Previous Use		254		12 6 6				20 9 11			

Note: ksf = 1,000 square feet

Because the proposed project would be expected to generate fewer than 50 trips during either peak hour, either as a new use or with deductions taken for the previous uses, per the City's *Standard Guidance for the Preparation of Traffic Impact Analysis*, an operational analysis is not required.

Parking

Parking was evaluated to determine if the proposed supply would be adequate to satisfy City requirements. As proposed, the project would provide five parking spaces on-site, one of which would be ADA accessible, and would have use of four on-street spaces located directly adjacent to the site (two on Glenn Street and two on College Avenue) for a total of nine spaces. Section 20-36.00 of the Santa Rosa City Code requires cannabis retail uses to provide parking at a rate of one space for every 250 square feet of floor area. Based on the retail floor area size of 1,772 square feet, a total of seven parking spaces would need to be provided on-site to satisfy City requirements. It is noted that no parking spaces would be required on-site for employees as the applicant would provide parking permits in City garage number seven to all employees who wish to drive to work. Further, covered bike parking would be provided on-site to encourage biking and employees who use public transit would have access to pre-tax commuter benefits.

The proposed parking supply and City requirements are shown in Table 2. Although the on-site supply would be two spaces short of satisfying City requirements, based on the proximity of the project site to street parking, public transit, and a connected pedestrian network, along with the proposed operational plan, parking would be expected to be adequate to serve the project's demand.

Table 2 – Parking Summary

Land Use	Units	Rate	Parking Spaces
City Required Parking			
Cannabis Retail	1,772 sf	1 space/250 sf	7
<i>On-site Supply</i>			5
<i>With Street Parking</i>			9

Notes: sf = square feet

While the supply is expected to be adequate, to maximize the number of on-site parking spaces and achieve a supply that is closer to meeting City requirements, it is recommended that the paved area along with west side of the site (north of the proposed vault and bike parking) be restriped to accommodate three parking stalls. This

modification would increase the number of on-site spaces from five to six and the total number of spaces available from nine to ten.

Finding – The on-site parking supply would be one space short of meeting City requirements assuming implementation of our recommendation, but the total parking supply (on-site and on-street) would be adequate to meet the anticipated demand, especially with the demand management techniques proposed.

Recommendation – It is recommended that the paved area along with west side of the site be restriped to accommodate three parking stalls to achieve a supply on six spaces on-site.


Conclusions

The proposed project is expected to generate an average of 454 trips daily, including 19 trips during the morning peak hour and 40 trips during the evening peak hour. Compared to the most recent previous operation of the site, the proposed project would result in a net increase of 12 and 20 trips during the morning and evening peak hours, respectively. Based on the number of new peak hour trips expected to be generated by the proposed project, it is reasonable to conclude that the change in land use would have a *less-than-significant* impact on traffic operation.

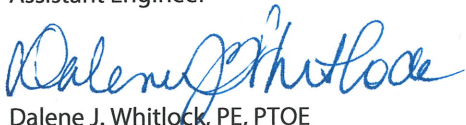
The proposed on-site parking supply is inadequate to satisfy City requirements so it is recommended that the project applicant restripe the paved area along the western property boundary to accommodate three stalls, instead of two. This would result in the supply remaining one space less than required, but the City may want to consider granting a parking variance as the total number of spaces available for use by customers would be more than adequate to satisfy City requirements.

We hope this information is adequate to address the potential traffic and parking issues associated with the proposed land use modification. Please contact us if you have any further questions. Thank you for giving us the opportunity to provide these services.

Sincerely,



Cameron Nye, EIT
Assistant Engineer



Dalene J. Whitlock, PE, PTOE
Principal



City of Santa Rosa Dispensary Rates

City of Santa Rosa Dispensary Rates														
LOCATION	No. of Units	Units	Land Use Number	Land Use No./Type	DATE	Setting/Location	AM PEAK HOUR (8-9)							
							Trip Rate per Unit	Number of Trips	In (%)	In (Rate)	In (Trips)	Out (%)	Out (Rate)	Out (Trips)
SPARC Santa Rosa	3.8	ksf	882	Marijuana Dispensary	12/18/2018	General Urban/Suburban	4.47	17	88%	3.95	15	12%	0.53	2
SPARC Santa Rosa	3.8	ksf	882	Marijuana Dispensary	12/19/2018	General Urban/Suburban	4.21	16	94%	3.95	15	6%	0.26	1
AVERAGE							4.34		91%	3.95		9%	0.39	
Sonoma Patient Group	1.17	ksf	882	Marijuana Dispensary	12/12/2018	General Urban/Suburban	1.71	2	100%	1.71	2	0%	0.00	0
Sonoma Patient Group	1.17	ksf	882	Marijuana Dispensary	12/17/2018	General Urban/Suburban	1.71	2	100%	1.71	2	0%	0.00	0
AVERAGE							1.71		100%	1.71		0%	0.00	
Alternatives	4.8	ksf	882	Marijuana Dispensary	12/18/2018	General Urban/Suburban	1.46	7	86%	1.25	6	14%	0.21	1
Alternatives	4.8	ksf	882	Marijuana Dispensary	12/19/2018	General Urban/Suburban	0.83	4	100%	0.83	4	0%	0.00	0
AVERAGE							1.15		93%	1.04		7%	0.10	
3 LOCATION AVERAGE							2.40		95%	2.23		5%	0.17	
ITE RATES							10.44		56%	5.85		44%	4.59	

ATTACHMENT H

MEMORANDUM

Date: October 9, 2018

To: Mr. Keenan Soares
Green Pen, LLC
353 College Ave
Santa Rosa, CA 95401

From: Adobe Associates, Inc.
1220 N Dutton Ave.
Santa Rosa, CA 95401

Subject: **Parking Lot Restriping Feasibility Study**

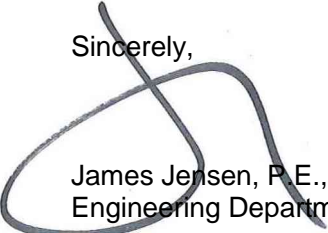
This memorandum is to address the feasibility of striping modifications to the existing parking lot located at 353 College Ave in Santa Rosa, CA. Based on the Trip Generation and Parking Study Report, prepared by W-Trans, dated September 6, 2018, we understand that the proposed future use of the building will result in an increase in daily trip generation that will require additional parking spaces.

The scope of our services included a site visit to measure the horizontal geometry of the existing parking lot, developing a scaled visual model in CAD, assessing the feasibility of placing an additional parking space based on the existing dimensions and site constraints, and preparation of this report.

Based on our visual model developed, we believe the parking lot can be restriped to accommodate 6 standard size (9'x19') parking spaces (including 1 standard handicap accessible parking space) with minor site alterations. There is an existing roof overhang supported by a 4x4 post that is within the accessible aisle of the handicap parking stall. See the attached Parking Lot Restriping Exhibit for the proposed layout of the parking spaces.

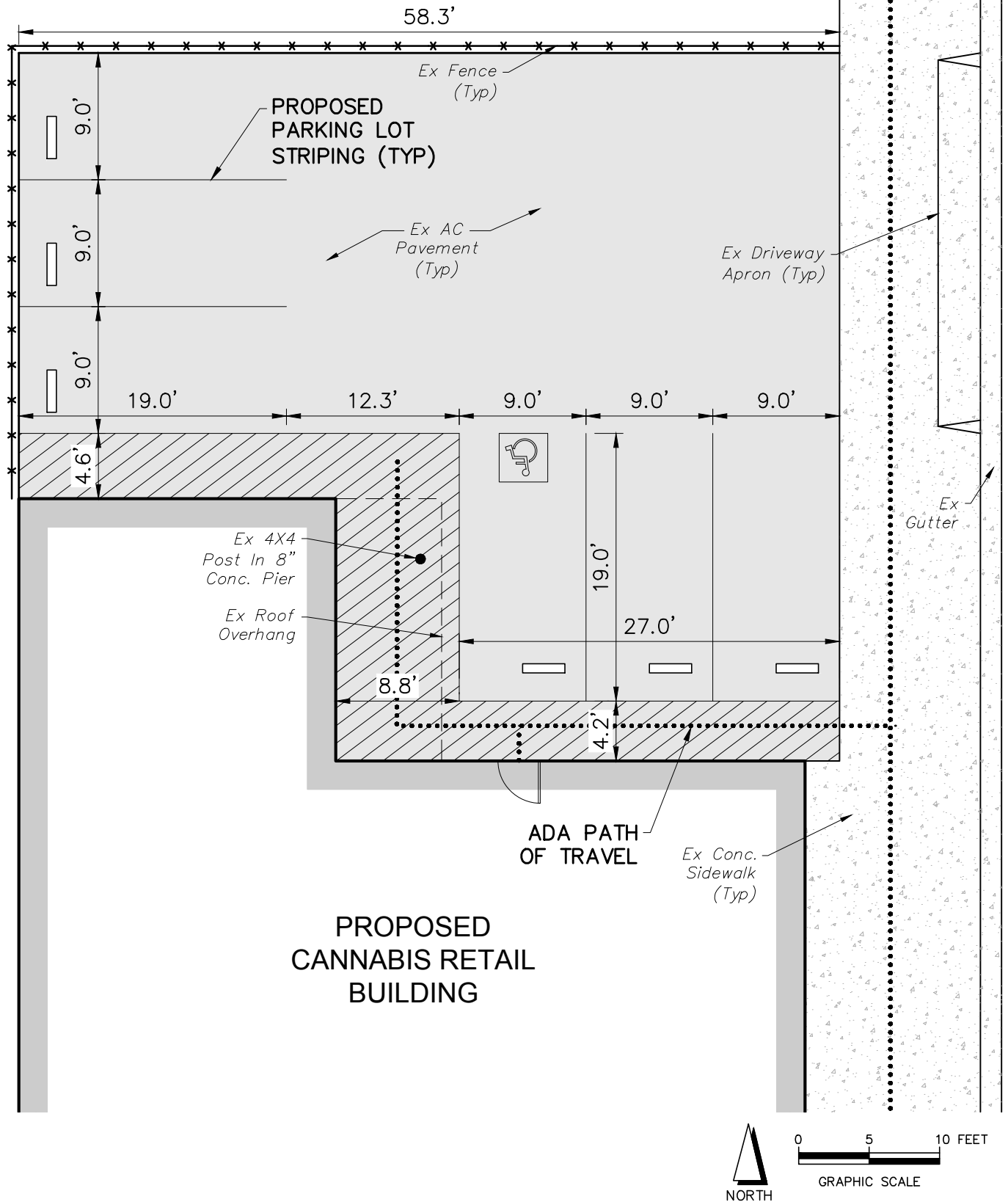
We hope this information is useful in addressing the potential off street parking issues. Please feel free to contact us if you have any further questions or concerns.

Sincerely,



James Jensen, P.E., QSD/P
Engineering Department

File: T:\2018 PROJECTS\18350\DWG\ADOBE-DESIGN\EXHIBITS\18350_PARKING LOT EXHIBIT.DWG,10/9/2018 10:05:11 AM,Brendon Clymer



PARKING LOT STRIPING PLAN

GREEN PEN, LLC
353 COLLEGE AVE, SANTA ROSA, CA

adobe associates, inc.
civil engineering | land surveying | wastewater

1220 N. Dutton Ave., Santa Rosa, CA 95401
P. (707) 541-2300 F. (707) 541-2301
Website: www.adobeinc.com

"A Service You Can Count On!"

ATTACHMENT I

COPYRIGHT MATERIALS RELEASE- To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Santa Rosa hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application.

Engineer Name: _____
Phone: _____
Email Address: _____

ENGINEER /SURVEYOR'S SIGNATURE _____

Architect Name: Archilogix
Phone: 707.636.0646
Email Address: PN: P3@ARCHILOGIX.COM

ARCHITECT/DESIGNER'S SIGNATURE 

Landscape Architect Name: _____
Phone: _____
Email Address: _____

LANDSCAPE ARCHITECT/DESIGNER SIGNATURE _____

COPYRIGHT MATERIALS RELEASE- To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The City of Santa Rosa hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing electronic reproductions to the City's review boards. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the City for other purposes. To assist the City in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application.

Engineer Name: Jeff Warner, PE / Warner Mechanical Engineering, Inc

Phone: 707-322-0676

Email Address: jwarner@wme-consulting.com



ENGINEER /SURVEYOR'S SIGNATURE _____

Architect Name: _____

Phone: _____

Email Address: _____

ARCHITECT/DESIGNER'S SIGNATURE _____

Landscape Architect Name: _____

Phone: _____

Email Address: _____

**LANDSCAPE ARCHITECT/DESIGNER
SIGNATURE** _____

ATTACHMENT J



INDEMNIFICATION AGREEMENT

File No: _____

Project Name and Address: 353 College Ave, Santa Rosa, 95401

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Santa Rosa, its agents, officers, councilmembers, employees, boards, commissions and 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 of any environmental documents or negative declaration which relates to the 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 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, councilmembers, employees, boards, commissions and 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 Santa Rosa shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or 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.

Keenan Soares
Applicant (please print name)

[Signature]
Applicant (please sign name)

ACKNOWLEDGMENT THAT COPYRIGHTED REPORTS SUBMITTED TO THE CITY SHALL BE CONSIDERED PUBLIC RECORDS

The applicant acknowledges, understands, and agrees that any soils, seismic hazard, landslide, geologic, natural hazard, or geotechnical report, study, or information submitted to the City by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the City as public records pursuant to the CA Public Records Act which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

Keenan Soares
Applicant (please print name)

[Signature]
Applicant (please sign name)

ATTACHMENT K



DISCLOSURE FORM

Please Type or Print

File No.	Quad.
Related Files	
DEPARTMENT USE ONLY	

www.srcity.org

Project Title: Green Pen Retail Outlet, 353 College Ave., Santa Rosa, CA 95401
(Include site address)

Please provide the name of each individual, partnership, corporation, LLC, or trust who has an interest in the proposed land use action. Include the names of all applicants, developers, property owners, and each person or entity that holds an option on the property.

Individuals: Identify all individuals
Partnerships: Identify all general and limited partners
Corporations: Identify all shareholders owning 10% or more of the stock and all officers and directors (unless the corporation is listed on any major stock exchange, in which case only the identity of the exchange must be listed.
LLCs: Identify all members, managers, partners, officers and directors.
Trusts: Identify all trustees and beneficiaries.
Option Holders: Identify all holders of options on the real property.

Full Name:	Address:
Keenan Sores	PO Box 4960, Santa Rosa, CA 95402

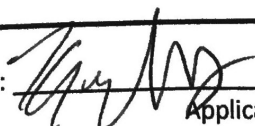
In addition, please identify the name of each civil engineer, architect, and consultant for the project.

Full Name:	Address:
Nick Caston - Consultant	2544 Cleveland Ave., Santa Rosa, CA 95403
Peter Stanley - Architect	50 Santa Rosa Avenue, Suite #400, Santa Rosa, CA 95404
Jeff Warner - Engineer	1101 2nd St., Suite 201, Santa Rosa 95405

Additional names and addresses attached: ☐ Yes ☒ No

The above information shall be promptly updated by the applicant to reflect any change that occurs prior to final action.

I certify that the above information is true and correct:


Applicant

4/16/18
Date

ATTACHMENT L



CANNABIS RETAIL USE APPLICATIONS

COMPLETENESS REVIEW TIME EXTENSION

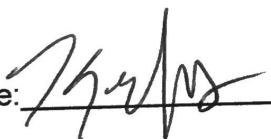
Name of Applicant: Keenan Sores

Property Address: 353 College Ave.

Application Type: Conditional Use Permit

Pursuant to Government Code section 65943, subdivision (a), within 30 calendar days after receiving an application for a development project, the City is required to determine in writing whether such application is complete. Pursuant to Government Code section 65943, subdivision (d), the applicant hereby agrees to extend this 30 day review period to 60 days.

Accordingly, the City shall determine whether the above-referenced application is complete within 60 days of receiving the application, and shall provide written notice of such determination to the applicant.

Applicant Signature: 

Date: 4/16/18