

September 19, 2025
Project Description for Minor Conditional Use Permit
Adult Use Cannabis Manufacturing
Extract Solutions, Inc.

Owner: Santa Rosa Corporate Center Associates, LLC
Applicant: Extract Solutions, Inc.
Address: 1201 Corporate Center Pkwy, Santa Rosa, CA 95407
APN: 035-133-026
Zoning: BP
General Plan: Business Park
Building Size: 8,064 Square Feet

Application Materials:

1. Zoning Clearance Application

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

2. Copyright Materials Release

Not applicable

3. Project Description Narrative

a. Commercial Cannabis Use:

Cannabis Minor Conditional Use Permit to add 530 square feet of distribution use (Type 11) to an existing cannabis manufacturing use that was approved under Zoning Clearance file number PLN25-0266.

Please see the plans attached. Once approved, manufacturing will occupy 7,534 sq. ft and distribution will occupy 530 sq. ft out of the total of 8,064 sq. ft.

b. Compliance:

The Applicant shall diligently pursue and obtain a State cannabis license at such time as the State begins issuing such licenses, and shall comply at all times with all applicable State licensing requirements and conditions, including, but not limited to, operational standards such as, by way of illustration but not limitation, background checks, prior felony convictions, restrictions on multiple licenses and license types, and locational criteria.

c. Separation of License Types:

Multiple license types are proposed at the same physical address. Manufacturing and Distribution activities will be performed in clearly designated rooms which are separated from each other at all times (see attached plans). Separate site or suite addresses are **NOT** proposed.

d. Building and Fire Codes:

The Applicant shall meet the following requirements prior to commencing operations:

1. The Applicant shall obtain a building permit to conform with the appropriate occupancy classification and be in compliance with Chapter 18 of the City Code.
2. The Applicant shall obtain all annual operating fire permits with inspections prior to operation.
3. The Applicant shall comply with all applicable Health and Safety Code and California Fire Code requirements related to the storage, use and handling of hazardous materials and the generation of hazardous waste. Cannabis Operators shall also obtain all required Certified Unified Program Agency (CUPA) permits including completing a California Environmental Reporting System (CERS) submission for hazardous materials inventory that meet or exceed State thresholds and any waste generation for accountability.
4. Access with a Fire Department lock box for keys to gates and doors shall be provided.

e. Security Plan:

This proposed facility will have adequate security on the premises, including lighting and alarms, to insure the public safety and the safety of persons within the facility and to protect the premises from theft.

The security plan includes the use of security cameras which will be installed and maintained in good working order to provide coverage on a twenty-four (24) hour basis of all interior and exterior areas where the cannabis is weighed, manufactured, packaged, stored, transferred, and conveyed. The security surveillance cameras will be oriented in a manner that provides clear and certain identification of all individuals within those areas. The security cameras will remain active at all times and be capable of operating under any lighting conditions. The Security video footage will be in a standard industry format in order to support criminal investigations and will be maintained for ninety (90) days.

The proposed facility will be equipped with a professionally monitored robbery alarm system which will be installed and maintained in good working condition. Pursuant to City Code Section 6-68.130 an alarm permit be obtained by the Santa Rosa Police Department prior to installing an alarm system. The alarm system will include sensors to detect entry and exit from all secure areas and all windows.

The Applicant will keep the name and contact information of the alarm system installation and monitoring company as part of the Applicant's books and records. The applicant will identify a local site contact person who will be responsible for the use and shall provide and keep current full contact information to the Santa Rosa Police Department dispatch database as part of the alarm permitting process. All access points to the building will be equipped with both commercial grade locks and alarms. All perimeter windows and hatches will remain closed and locked with tamper-proof security devices equipped with alarms. All exterior doors will require keyed entry and access code for security verification to open.

All cannabis products, associated product waste, and non-cannabis waste will be stored and secured in a manner that prevents diversion, theft, loss, hazards, and nuisance. Applicant will implement procedures for safe and secure transportation and delivery of cannabis, cannabis products, and currency in accordance with MAUCRSA and other California state laws.

All cannabis products will be stored in monitored/secured storage areas. Employees will have access to secured areas via RFID keys.

All points of ingress and egress to the proposed facility will be secured with Building Code compliant commercial-grade, non-residential door locks or window locks. All facility security measures will be designed to ensure emergency access in compliance with the California Fire Code and Santa Rosa Fire Department standards.

Pursuant to Section 20-46.050 (B)], Applicant shall only allow on the premises a person who is 21 years of age or older and who possesses a valid government-issued photo identification card. Operation/location will not be open to the public. Employees will have keys to access the facility; any visitors will have to sign in and be escorted by regular employees while on premises.

Pursuant to Section 20-46.050 (C)], Applicant shall at all times operate in a manner to prevent diversion of Cannabis and shall promptly comply with any track and trace program established by the State. Inventory controls and loss documentation procedures will be implemented. A web-based inventory control system will be accessible upon demand to assist the City of Santa Rosa and State of California with any statutory requirements needed to implement a track and trace program. All cannabis products produced and manufactured in the facility will be inventoried into the system including the employee's identification number, date, time, quantity, any other required data.

In accordance with regulations called for under MAUCRSA, all employees will submit to and pass a Live Scan 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 zoning clearance, California regulations and the requirements of any State license subsequently obtained, and Federal Guidelines regarding diversion and protection of minors. Applicant will keep strict records of all employees. Employees will be paid a living wage in order to support the City of Santa Rosa's efforts to create a sustainable job base, and contribute to the 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 adult use 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.

f. **Odor Mitigation Plan:**

The Applicant shall incorporate and maintain adequate odor control measures such that the odors of Cannabis cannot be detected from outside of the structure in which the Applicant operates.

An odor mitigation plan certified by a licensed professional engineer is attached and submitted herewith.

g. **Lighting:**

All interior and exterior lighting shall utilize best management practices and technologies for reducing glare, light pollution, and light trespass onto adjacent properties. Applicant will ensure that 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 in an intensity compatible with the neighborhood. All exterior lighting will be Building Code compliant and comply with section 20-30.080 (Outdoor Lighting).

Interior light systems will be fully shielded, including adequate coverings on windows, to confine light and glare to the interior of the structure.

h. **Noise:** Use of air conditioning and ventilation equipment shall comply with Chapter 17-16. The facility will not use generators, except potentially as short-term temporary emergency backup systems if needed.

i. **Accessory Use(s):**

In addition to cannabis manufacturing uses, Applicant will utilize part of the space for cannabis distribution which is ancillary to applicant's cannabis manufacturing activities.

4. Vicinity and Neighborhood Context Map

Neighborhood Context Map is attached and submitted herewith.

5. Site Plan and Floor Plans

Site Plan and Floor Plans are attached and submitted herewith.

6. Parking Analysis

The site plan complies with the City of Santa Rosa's Design Guidelines for parking (20-36 and 20-36.040). The plan contains 60 parking spaces total on site, including 4 handicap accessible parking spaces which are adequate for the proposed use. The proposed facility will not be open to the public and will not have any public parking.

1201 Corp Center Pkwy – Parking Analysis					
Suite	SF	Use	Required Parking/sf	Parking Spaces Required	Parking Available
Proposed Project	8,064	Cannabis Manufacturing / Distribution	1:350 sf	24	60
Total Gross	8,064				60

7. Hours of Operation

The anticipated staffing for this operation will be 5-15 full-time employees who will arrive daily (Monday through Sunday) for work shifts from the hours of 8:00am to 8:00pm. Although we will normally work between these hours, we would like to reserve the right to remain open 24/7 as needed. Deliveries to and shipments from the facility will occur multiple times per week (Monday through Friday only). These deliveries and shipments will generally be by van-sized vehicles, but occasionally, a freight truck will be used.