

City of Santa Rosa  
May 26, 2023  
Planning & Economic  
Development Department

**JM & IC  
L.L.C.**

**CANNABIS COMMERCIAL  
CULTIVATION, NURSERY TYPE 4**

CUP23-013: Application for Minor Conditional Use Permit

**3075 COFFEY LANE, SUITE B  
SANTA ROSA, CA 95403**

May 26, 2023

Table of Contents

**CONDITIONAL USE PERMIT APPLICATION ..... 2**

INDEMNIFICATION AGREEMENT ..... 7

COPYRIGHT MATERIALS RELEASE ..... 8

DISCLOSURE FORM ..... 9

STORM WATER DETERMINATION WORKSHEET ..... 11

**PROJECT DESCRIPTION NARRATIVE ..... 15**

**PROJECT DESCRIPTION: ..... 15**

**20-46.050 GENERAL OPERATING REQUIREMENTS ..... 16**

A. DUAL LICENSING ..... 16

B. MINORS ..... 16

C. INVENTORY AND TRACKING ..... 16

D. MULTIPLE PERMITS PER SITE ..... 16

E. BUILDING AND FIRE PERMITS ..... 16

F. TRANSFER OF OWNERSHIP OR OPERATOR ..... 16

G. SECURITY ..... 16

- SEE DETAILED SECURITY PLAN AS SEPARATE ATTACHMENT - ..... 17

H. ODOR CONTROL ..... 17

- SEE DETAILED ODOR PLAN AS SEPARATE ATTACHMENT - ..... 18

I. LIGHTING ..... 18

J. NOISE ..... 18

**VICINITY AND NEIGHBORHOOD CONTEXT MAPS ..... 19**

VICINITY MAP ..... 19

LOCATION MAP ..... 20

**SITE PLAN, ELEVATIONS, AND FLOOR PLANS ..... 21**

SITE PLAN ..... 21

ELEVATIONS ..... 22

FLOOR PLANS ..... 23

**PARKING ..... 24**

**HOURS OF OPERATION ..... 24**

EMPLOYEES ..... 24

**20-46.050 CANNABIS COMMERCIAL CULTIVATION ..... 24**

OUTDOOR COMMERCIAL CULTIVATION PROHIBITED ..... 24

CONDITIONAL USE ..... 24

PESTICIDES ..... 24

**ATTACHMENTS ..... 25**

**ODOR MITIGATION PLAN ..... 25**

**SECURITY PLAN ..... 30**

# JM & IC L.L.C.

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## Santa Rosa Minor Conditional Use Permit Cannabis Commercial Cultivation; Nursery Type 4 Project Description Narrative

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**Name:** JM & IC L.L.C.

**Address:** 3075 Coffey Lane, Suite B Santa Rosa, CA 95403

**APN:** 015-370-035

**Zoning:** IL

**Building Size:** 6,072 square feet

**Occupied space:** 3,000 square feet

**Lot Size:** 0.53 acres

**General Plan Designation:** Light Industry

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### Project Description:

The applicant proposes an indoor cannabis commercial cultivation, Nursery Type 4 within an existing building located at 3075 Coffey Lane, Suite B, Santa Rosa. The building is a total 6,072 square feet with the applicant entity occupying approximately 3,000 square feet (2,647) in the included site and floor plans. The other half of the building is leased to a licensed cannabis commercial manufacturing facility. The area of the building to be used is currently vacant. The commercial cultivation consists of R+D, Breeding, Nursery, and Clone rooms with a maximum 2,500 square feet of tiered canopy. The entire building is a Limited Access Area, both this and the adjacent business are closed to the public, no additional neighborhood disturbance is anticipated. The operation will meet the General Operating Requirements set forth in Section 20-46.050 of the Santa Rosa Code, and Cannabis Cultivation in Section 20-46.060, with specific demonstration of adherence to the sections within this narrative. This application and the proposed commercial cannabis business follow the Santa Rosa City Cannabis Ordinance 2022-019. There will be no accessory uses other than what are included in this application. The proposed cannabis activity will occupy the following:

R&D: 400 square feet  
Clone: 374 square feet  
Nursery: 871 square feet  
Breeding: 135 square feet  
Storage/Loading: 309 square feet  
Entry Vestibule: 121 square feet  
Walkways: 362 square feet  
Office: 75 square feet  
Unisex ADA Bathroom: 68 square feet  
Employee Breakroom: 98 square feet

## 20-46.050 General Operating Requirements

### A. Dual Licensing

The applicant entity intends to diligently pursue and obtain a State cannabis license upon approval and authorization by City of Santa Rosa. The applicant will always comply with all applicable state licensing requirements and conditions including, but not limited to, operational standards such as background checks, prior felony convictions, restrictions on multiple licenses and license types, and locational criteria.

As a new operator, the Cannabis Business will not commence operations until it can demonstrate that all necessary State licenses and agency permits have been obtained in compliance with any deadlines established by the State.

### B. Minors

The applicant's proposed operation is not open to the public and will not allow on its premises any persons under the age of 21.

### C. Inventory and Tracking

The applicant entity will always operate in a manner to prevent diversion of Cannabis and will promptly comply with Metrc, the State's contracted track and trace program.

### D. Multiple Permits per Site

The applicant entity is seeking a single permit for this site.

### E. Building and Fire Permits

1. The applicant will obtain a building permit to conform with the appropriate occupancy classification and be in compliance with Chapter 18 of the City Code. The applicant will conduct building improvements to enhance the layout design for the proposed use and to improve the overall character and safety of the building. The applicant will install sprinklers and a fire alarm system, which will be routinely inspected and maintained in good working order.
2. The applicant will obtain all annual operating fire permits with inspections prior to operation.
3. The applicant will 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. The business will 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 will be provided with a Fire Department lock box for keys to gates and doors.

### F. Transfer of Ownership or Operator

The approved owners of the applicant entity will not transfer ownership or operational control of the Cannabis Business entity or transfer their permit for the Cannabis Business to another person unless and until the transferee obtains a zoning clearance from the Department stating that the transferee is now the permittee.

### G. Security

The applicant has contracted a professional Security team to develop a confidential plan which provides for adequate security on the premises, including lighting and alarms, to ensure the public

safety and the safety of persons within the facility and to protect the premises from theft. The custom security plan details compliance with the minimum requirements for:

1. Security cameras. Security surveillance video cameras will be installed and maintained in good working order to provide coverage on a 24-hour basis of all internal and exterior areas where Cannabis is cultivated, weighed, packaged, stored, transferred, and disposed. The security surveillance cameras will be oriented in a manner that provides clear and certain identification of all individuals within those areas. Cameras will always remain active and shall be capable of operating under any lighting condition. Security video will use standard industry format to support criminal investigations and will be maintained for 60 days.
2. Alarm system. A professionally monitored robbery alarm system will be installed and maintained in good working condition and in compliance with Section 6-68.130 of the City Code. The alarm system will include sensors to detect entry and exit from all secure areas and all windows. Cannabis Operator will keep the name and contact information of the alarm system installation and monitoring company as part of the Cannabis Business's on-site books and records. Cannabis Operator has identified 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.
3. Secure storage and waste. Cannabis Products and associated product waste will be stored
4. Transportation. Cannabis Business will implement procedures for safe and secure transportation and delivery of Cannabis and currency in accordance with State law.
5. Locks. All points of ingress and egress to a Cannabis Business will be secured with Building Code compliant commercial-grade, non-residential door locks or window locks.
6. Emergency access. Security measures have been designed to ensure emergency access in compliance with the California Fire Code and Santa Rosa Fire Department standards.

- See detailed Security Plan as separate attachment -

## H. Odor Control

The applicant has contracted a licensed professional engineer to develop a plan which will incorporate and maintain adequate odor control measures such that the odors of Cannabis cannot be detected from outside of the structure in which the Business operates. An odor mitigation plan certified by a licensed professional engineer is included with this application. The plan includes:

1. Operational processes and maintenance plan, including activities undertaken to ensure the odor mitigation system remains functional;
2. Staff training procedures; and
3. Engineering controls, which may include carbon filtration or other methods of air cleansing, and evidence that such controls are sufficient to effectively mitigate odors from all odor sources. All odor mitigation systems and plans submitted pursuant to this subsection shall be consistent with accepted and best available industry-specific technologies designed to

effectively mitigate cannabis odors.

- See detailed Odor Plan as separate attachment -

### I. Lighting

The proposed interior and exterior lighting for the Cannabis Business will utilize best management practices and technologies for reducing glare, light pollution, and light trespass onto adjacent properties and the following standards:

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

### J. Noise

The applicant will comply with all noise standards set forth by the City of Santa Rosa in Chapter 17-16. All air conditioning, odor control and HVAC mechanical systems will be verified not to exceed noise standards. No generators will be used on site except as a short-term emergency back-up system.

## Parking

The project site is located within northwest Santa Rosa, near the intersection of Bluebell Drive and Coffey Lane, approximately 0.2 miles east of the S.M.A.R.T. railroad and occupies approximately 0.53 acres, including one building and a large, shed structure, separated by a paved parking area. The project site has seventeen designated on-site parking spaces, and four parking spaces available fronting the project site along Coffey Lane.

The 6,072 square foot building includes two tenant suites within one building and the storage shed is currently empty.

- Suite A is 3,036 square feet of licensed Cannabis Manufacturing and Distribution, currently occupied by MAR SR LLC.
- Suite B is “approximately 3,000 square feet” of proposed Cannabis Cultivation Nursery facility, currently occupied by the applicant.

### Suite A:

A minimum of seven parking spaces are required for the adjacent Cannabis Manufacturing and Distribution uses (six for Manufacturing @ 1/350 square feet and one for Distribution @ 1/1000 square feet). The Distribution use has one dedicated truck which is parked on-site when not in use. When fully operational with both manufacturing and distribution uses, the adjacent business operates 14 hours per day, seven days per week with a maximum 6 people per shift. There is no overlap in staffing during operational hours.

### Suite B:

A minimum of three parking spaces are required for the proposed Commercial Cannabis Cultivation Nursery (1/1000). When fully operational the cultivation nursery will operate 10 hours a day, 5 days a week with a maximum 3 people per shift. There will be no overlap in staffing during operational hours. The applicant’s lease provides for 3 dedicated spaces.

<b>Business Address</b>	<b>Local Land Use &amp; State License Type</b>	<b>Gross Sq.Ft.</b>	<b>Parking Ratio</b>	<b>Required Spaces</b>
3075 Coffey Ln Suite A	Cannabis Manufacturing Type 7	2,000	1/350	6
3075 Coffey Ln Suite A	Cannabis Distribution	1,000	1/1000	1
3075 Coffey Ln Suite B	Cultivation Type 4	3,000	1/1000	3
3073 Coffey Ln	Vacant Building	5,000	1/1000	5
<b>Total needed Spaces</b>				<b>15</b>
<b>Total provided parking spaces</b>				<b>17</b>

Adding the proposed Cannabis Business to the facility does not create a deficiency in parking, nor does it require a 25 percent overall reduction from standard parking requirements. No adjustments to parking requirements are requested at this time.

## Hours of Operation

Applicant’s business operations will run within normal business hours of 8am to 6pm, up to 7 days a week.

*West & Associates Engineers, Inc.*

ODOR CONTROL PLAN  
PROPOSED CANNABIS NURSERY  
3075-B COFFEY LANE  
SANTA ROSA

Prepared for:

JM & IC LLC  
SANTA ROSA

Prepared by:

West & Associates Engineers, Inc.  
Vacaville

January 2023





# *West & Associates Engineers, Inc.*

## **Introduction**

West & Associates Engineers has prepared this plan to control objectionable odors arising from the proposed indoor cultivation of cannabis nursery stock in a commercial building located at 3075-B Coffey Lane in Santa Rosa. The principal author of this Odor Control Plan is Brian W. West PE. The emphasis of this plan is odor control outside the 3075-B building, however maintaining a healthy indoor breathing atmosphere for workers and visitors is also addressed.

## **Background**

The 3075 Coffey Lane building is divided into 2 units. The southerly half, designated as unit B, is the portion proposed to be developed as an indoor cannabis nursery.

The adjoining unit, 3075 Coffey Lane Unit A, is presently being used as a cannabis processing facility. Unit A is equipped with a dedicated odor control system.

Unit B is a total of 3,000 square feet in area. Of the total, 1,780 square feet, is proposed to be used for cannabis activities. The breakdown of proposed building usage is as follows:

Cannabis Building Use	Area (sq ft)
Nursery Cultivation	871
Clone Development	374
R&D	400
Breeding	135
Total Cannabis	1,780

The remainder of the building, 1,220 sq ft, will be used for admin and support. No objectionable odors are generated in these spaces.

## *West & Associates Engineers, Inc.*

The entirety of Unit B is proposed to be ventilated by mechanical HVAC equipment. Various heating and cooling zones will be established to optimize cannabis grow conditions. Make up air drawn from outside the building will pass through particulate filters to remove dust and other particulate matter in order to provide a clean working environment and to reduce loading on exhaust filters.

The odor control measures described in this Plan are intended to comply with requirements established in the City of Santa Rosa Cannabis ordinance. These measures will eliminate the potential for nuisance odors in the 3075-B Coffey lane neighborhood.

### **HVAC Design**

Heating in the proposed 3075-B Coffey Lane building will be provided by a gas fired furnace. Cooling will be provided by an electrical chiller unit. Airflow to various portions of the building will be controlled by manually adjusted dampers. Make up air will be drawn into the building from inlets on the building roof. Exhaust air will be discharged as described later in this Plan.

### **Odor Control**

Odor Control at the 3075-B facility will be achieved by implementation of four distinct measures. Those are:

1. Negative indoor air regime
2. Particulate filtration
3. Activated carbon adsorption
4. Dilution created by an elevated discharge point

Each of the four odor control measures is described in the following paragraphs.

#### Negative Air Pressure Regime

A negative air pressure will be maintained throughout the entire 3075-B Coffey Lane building. The negative pressure will be created by an electrically driven

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exhaust fan. The negative pressure will prevent fugitive cannabis odors from migrating outside the building. There are no operable windows in the building. Doors will be made air tight with weather stripping. The front and back doors will be equipped with self closing mechanisms and signage to minimize door opening.

### Particulate Filtration

The air drawn from the building interior will be exhausted to the atmosphere. Prior to discharge, the exhaust air will be treated to remove particulate.

Particulates will be removed from the exhaust air using a disposable filter panel. A sensor on the upstream exhaust air duct will be used to monitor backpressure created by the filter.

### Activated Carbon Adsorption

Volatile cannabis vapors will be removed from the building exhaust air stream using an activated carbon adsorber. The exhaust air stream will be passed through a vessel designed to evenly distribute the air stream through the carbon bed to provide sufficient residence time for odor removal.

### Atmospheric Dilution

The treated exhaust air will be ducted to a discharge point 10 feet above roof level, which is 25 feet above street level. The elevated discharge point will provide for odor dilution with ambient air prior to convection back to street level.

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## **Maintenance**

The back pressure created by the particulate filter will be monitored monthly. When the back pressure exceeds 5 psi the filter panel will be replaced.

If cannabis odor is detected outside the building, the activated carbon bed will be serviced.

## **Staff Training Procedures**

Staff will be trained on equipment maintenance upon hire and as part of ongoing Safety Trainings. Staff will understand how to address emergencies related to equipment malfunction, including prioritizing employee safety.

## **Summary**

It is proposed to control cannabis odors from the proposed 3075-B Coffey Lane nursery cultivation facility in four ways:

- A negative pressure regime will be maintained inside the building to prevent fugitive emissions
- Particulate will be filtered from the exhaust air stream
- Volatile cannabis compounds will be adsorbed from the exhaust air stream
- Exhaust air will be discharged 25 feet above street level

Maintenance procedures will be implemented to ensure the odor control measures function properly during the operational life of the facility.