



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 6, 2020
6:30 PM

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

E. SUBCOMMITTEE REPORTS

F. COMMUNICATIONS FROM THE PUBLIC

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of January 16, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of January 16, 2020.

H. PUBLIC HEARING

2. SUBJECT: Epic Pros Enterprises, Inc. Commercial Cannabis Distribution

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission:

1. Receive the staff report;
2. Conduct a public hearing;
3. Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and
4. Approve Planning Commission Resolution No. PC ----- recommending that the City Council approve a Conditional Use Permit amendment to allow a commercial cannabis non-volatile, manufacturing facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063

I. BUSINESS ITEMS

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: February 6, 2020
ITEM #: G.1.
SUBJECT: Planning Commission Meeting Minutes of January 16, 2020

Recommendation for Action: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of January 16, 2020.

Staff Contact:

Debbie Flemmer, Administrative Supervisor, (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. 1.16.2020 PC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, January 16, 2020

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff Present: Cindy Norris, CDD Principal Planning, CDD Associate Planner

B. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong (arriving late)

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Vice-Chairperson Marco Lizarraga

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Verbal updates provided by Planning Members/Staff.

E. SUBCOMMITTEE REPORTS

None

F. COMMUNICATIONS FROM THE PUBLIC

None

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of December 19, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of December 19, 2019.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Chris Holt and carried unanimously,

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

Absent:

H. PUBLIC HEARING

2. SUBJECT: 127 N College Street Tentative Parcel Map

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission

- (1) Receive the staff report; and
- (2) Conduct the public hearing; and
- (3) Adopt Resolution No. PC 20-001 in support of the Tentative Parcel Map 5191 for the division of the property located at 127 N College Street into two separate parcels consisting of Parcel 1 at .301 acres and Parcel 2 at .215 acres respectively, on site at 127N College Street in the Duplex Residential Zone (R-2).

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Steve Harris and carried unanimously, a motion to receive the staff report; conduct the public hearing; and adopt Resolution No. PC 20-002 in support of the Tentative Parcel Map 5191 for the division of the property located at 127 N College Street into two separate parcels consisting of Parcel 1 at 0.301 acres and Parcel 2 at 0.215 acres respectively, on site at 127 N College Street in the Duplex Residential Zone (R-2).

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

Absent:

3. SUBJECT: Woodland Storage CUP

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission

1. Receive a report;
2. Hold a public hearing;
3. Adopt Resolution No PC 20-002 recommending that the City Council approve a Mitigated Negative Declaration and Conditional Use Permit for Woodland Storage with associated operating agreement and roadway summery vacation

Applicant requested the continuance of this item until the next scheduled Planning Commission Meeting of February 6, 2020.

I. BUSINESS ITEMS

4. Long Range Calendar

Recommendation for Action: Staff recommends that the Planning Commission receive the Long Range Calendar for informational purposes only.

Verbal updates provided by Planning Members/Staff.

J. STAFF OR COMMISSIONER COMMENTS

Verbal updates provided by Planning Members/Staff.

K. ADJOURNMENT

Meeting adjourned at 7:08 PM.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: February 6, 2020
ITEM #: H.2.
SUBJECT: Epic Pros Enterprises, Inc. Commercial Cannabis Distribution Facility. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063

Recommendation for Action: RECOMMENDATION FOR ACTION: Staff Recommends that the Planning Commission:

1. Receive the staff report;
2. Conduct a public hearing
3. Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and
4. Approve Planning Commission Resolution No. ----- recommending that the City Council approve a Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Background:

On March 5, 2019, City Council approved Epic Bros Enterprises, Inc. request to manufacture infused beverages, a non-volatile manufacturing process. The proposed use included the ability to self-transport of wholesale product from the premises, consistent with the Zoning Definition for cannabis manufacturing. The current manufacturing CUP modified an earlier application for Epic Bros Enterprises for a distribution facility, approved by Council on October 18, 2018. Since operating the current manufacturing facility, Epic Bros Enterprises has stated that they have found a lack of appropriate distribution facilities available to transport their beverage products and as a result, have determined that it is now necessary to obtain a license in order to distribute their own products.

The City of Woodland has passed several Ordinances to update the Municipal Code to address both personal and commercial cannabis uses. On December 5, 2017 the City Council approved Ordinance 1629 to add Article 17.110 of Chapter 17 to the Municipal Code relating to the zoning of Commercial Cannabis uses. The Council also approved Ordinance 1630 to add Chapter 5.28 to the Municipal Code related to commercial cannabis business permits and operating regulations.

Ordinance 1629 allows consideration for up to six (6) conditional use permits for cannabis uses, which may be located in the Industrial or Industrial with Light Industrial Flex Overlay zones. The Ordinance allows the consideration of multiple cannabis license types in one location to be considered under one Conditional Use Permit. However, each business entity will be required to obtain separate Cannabis Business Permits (CBP). An operating agreement, to be approved by the Community Development Director, consistent with council approved conditions, will be required with each CBP.

To date, the City has approved three Cannabis CUP applications of which Epic Bros Enterprises, Inc. is one. Under the current ordinance the City may consider approval of six CUPs for commercial cannabis uses. Epic Pros would be the fourth CUP. **Discussion:**

Project Site Description

The overall project site is 3.66 acres in size and occupied by three buildings at 460, 1230, and 1250 Harter Avenue. The subject building at 1250 Harter Avenue is an existing one-story multi-tenant building approximately 55,952 square feet in size and houses multiple tenants (See Attachment 4, Site and Floor Plan). The property is bounded by vacant land, existing industrial development and East Street to the west, Harter Avenue and Interstate-5 to the north, and existing industrial development to the east and south. The applicant is proposing to occupy Suite C, located on the south facing side of the building.

The property is zoned for Industrial with a Light Industrial Flex Overlay and the proposed use may be considered with approval of a Conditional Use Permit by the City Council as the final acting body. Epic Pros Enterprises, Inc. (EPE) will occupy approximately 12,471 square feet in the existing building at 1250 Harter, Suite C. Approximately 478 square feet of space will be for office use with 1,903 square feet allocated for mezzanine storage. (See Attachment 3, Statement of Justification and Vicinity Map and Attachment 5 – Business Plan). Under the terms and conditions of approval Epic Pros Enterprises, Inc. will be required to obtain a Cannabis Business Permit for a Distribution Facility. There will be no retail use at the site, or signage that identifies the type of business that is operating.

Analysis:

Environmental Assessment Status

Staff has determined that a Class 1 Categorical Exemption (Existing Facilities) pursuant to Section 15301 of the CEQA Guidelines and a Class 32 Categorical Exemption (Infill Development) pursuant to Section 15332 of the CEQA Guidelines is the appropriate level of CEQA review for this document. Class 1 consists of the operation, repair, maintenance, permitting, leasing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agencies' determination. Class 32 exemption consists of projects characterized as in-fill development within urbanized areas. The class consists of environmentally benign in-fill projects located on sites that are less than 5 acres and consistent with local general plan and zoning requirements. The project will not have any biological, air, water, traffic, or noise impacts. The proposed use would occupy approximately 12,471 square feet space within an existing industrial multi-tenant building that has previously been occupied by industrial and manufacturing uses similar to the proposed project.

Reviewing Agency Comments

The project has been circulated to other city divisions and departments for review as well as to agencies outside the City of Woodland who may have interest in the application including Air Quality, Yolo County, and PG&E. All reviewing agency comments have been integrated into the conditions of approval.

General Plan Consistency

The 2035 General Plan (GP) designation for the site is Industrial with a Light Industrial Flex Overlay (I/LIF). The proposed use of the site is consistent with the General Plan and shall be reviewed in accordance to the policies listed in conditional use permit discussion below. The General Plan describes this land use designation as follows:

When applied over the Industrial base designation, the Light Industrial Flex Overlay provides for a mix of

general, light to custom industrial and manufacturing uses, including multi-tenant spaces with offices, contractor storage, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require controlled performance standards.

Climate Action Plan (CAP) Consistency

The project involves the re-use of an existing building that will be re-purposed and upgraded with new technology and an employment generating use. CAP Strategy T/LU-2 encourages Redevelopment and Repurposing. The project has been conditioned to encourage and utilize energy saving features as appropriate, including solar, consistent with CAP Strategy E-3. The applicant will be required to submit a statement with their building construction plans describing measures that they will be implementing.

Zoning Consistency

The zoning designation for the site is Industrial with Light Industrial Flex Overlay (I/LIF), which provides for types of animal and food processing uses, manufacturing uses, industrial yard uses, warehouse and storage uses and other related miscellaneous uses, such as office space and general agriculture.

Cannabis distribution is defined as shown below, and not only includes the activities related to self-transport but also includes procurement and temporary storage to allow distribution of wholesale product from the premises.

"Cannabis distribution facility" means any facility engaged in the procurement, temporary storage, non-retail sales, and transport of cannabis or cannabis products between state-licensed cannabis business, including warehouses and similar structures.

The site is existing and developed as an industrial multi-tenant development. No significant exterior changes are proposed. Within the warehouse itself, applicant is proposing to construct a secured quarantine area, retail-ready storage area and batch sampling area. The site meets all standards and criteria required in the Industrial District. The site has significant parking available.

Access

The building has existing loading doors that are located on the south side of the site. Applicant is planning to construct a secured two-point access to lobby area and warehouse space that will not be accessible to public unless authorized and escorted by applicant. Applicant shall also construct a secured/locked rollup door that shall be the secured intake area for deliveries.

Parking

There is adequate parking provided for the proposed use. The total site, encompassing three buildings, has approximately 258 parking spaces. The unit, at 12,471 square feet, would require 6 parking spaces based on the ratio of one space per 2,000 square feet of gross floor area (1/2000). The site is designed to accommodate truck loading and buildings have multiple loading doors.

Hours of Operation and Employees:

The operation will not be open to the public at any time. Regular business hours shall be between 6 AM and 10 PM, but may require staff to be present 24 hours per day. There will be between 5 and 12 employees on site and in route for transportation at any given time and run up to 2 eight-hour shifts per day. The applicant has stated that no transporters shall be on the road before 10 am or after 10 pm.

Vehicular Traffic and Deliveries

Raw material and finished cannabis products will be safely and securely transported to and from the facility in unmarked vehicles.

Frequency of Deliveries

Applicant will have multiple deliveries per day of cannabis products for storage and quarantine. Applicant anticipates having approximately (5) to (10) deliveries per day.

Landscaping:

The site has existing mature landscaping. The application will be conditioned to require on-going maintenance and replacement of any dead or dying plant materials.

600-foot Sensitivity Buffer

There are no sensitive uses within 600 feet of the parcel edge of the subject property.

Conditional Use Permit Review

A conditional Use Permit (CUP) affords broad public review and evaluation of those uses which require special consideration to ensure proper integration into the community and mitigation of any potentially adverse impacts. The Planning Commission and City Council will be asked to make the required findings to permit the use.

In considering an application for a conditional use, due regard shall be given to the nature and condition of the proposed or existing use and all adjacent uses and structures. The City may impose requirements and conditions with respect to construction, maintenance, and the operation of the use, as may be deemed necessary for the protection of adjacent properties and the public interest. Conditional Use Permit analysis typically includes consideration of the proposed use; hours of operation; consistency with zoning standards such as parking; compatibility with existing uses and structures in the surrounding area; and other criteria as may be deemed appropriate.

A CUP runs with the land unless the use ceases or the CUP is revoked. Once approved, should ownership of the land or the business change, the CUP would remain valid at the location approved. In addition to the CUP land use considerations above, the Cannabis Ordinance 1629 (Municipal Code 17.110.050) provides other specific factors that shall be considered by the Planning Commission and ultimately the City Council which include the following:

(1) The type of proposed use by the applicant:

The requested use is a conditionally allowed use in the zone regulations. The use would fit the category of cannabis distribution defined the Zoning Land Use Matrix. The use is consistent with the General Plan. General Plan policies that specifically relate to this request include the following:

2.D.3 – Technology Sector: Grow the technology sector in Woodland by leveraging the research strength at U.C. Davis. Encourage smaller companies and start-ups to locate in incubator spaces in Downtown and in areas with the Light Industrial Overlay designation.

2.E.7 – Public Safety and Community Design: Promote design that enhances public safety and discourages crime by providing buildings that engage the street, as well as adequate lighting and sight lines.

4.C.6 – Monitor Trends: Monitor economic trends to identify emerging industries, new market opportunities, and the performance and mix of businesses to allow the City to be proactive and adjust to market changes.

4.C.9 – Importance of Agricultural Industry: Recognize the importance of agriculture-related business and industries to the City and region, and support the continuation and development of agriculture and agriculture-related enterprises in and around Woodland.

4.E.1 – Job Expansion through Business Expansion: Encourage the expansion and attraction of diverse businesses and industries that create and increase the quality and amount of stable, year-round jobs locally.

(2) Whether the proposed use will be detrimental to the health, safety and welfare of the community:

The proposed facility would be contained within the existing building with numerous redundant security measures employed via a security plan reviewed and approved by the City of Woodland Police Department. The facility would not have exterior signage and would not be open to the public. Vehicles used to transport cannabis and the resulting beverage products would be unmarked but also secure. The tenant improvement plans will undergo review and inspection by both the Building and Fire Divisions to ensure the proper construction, installation and operation of the manufacturing facilities. The City will conduct annual review of the facilities and annual review of the general business operations. The applicant must also comply with all other agencies including health and state operating requirements.

(3) Whether the use would enhance the economic viability of the area in which it is proposed to be located, including adjacent and surrounding properties:

The proposed facility will provide a new source of employment and revenue to the City while remaining under close regulation and oversight by both the City and State. The use will be complementary to uses already existing in and around the project location, many of which are food or related industries.

(4) Whether the applicant has adequately addressed potential community benefits of the use to offset potential adverse impacts:

At the time of approval of a Cannabis Business Permit, the applicant will be required to pay a fee which has been determined to provide adequate cost recovery to the city for all activities, including police surveillance, associated with the proposed business. Further, as provided in a required operating agreement, a generalized contribution will be determined based on gross receipts derived from cannabis uses that will generate essential funds for protecting vital City services and facilities, help fund general municipal services, and place such businesses on more equal footing with existing City businesses.

The applicant has also included a Community Relations Plan and assigned Community Relations Managers, Bejan Farahbakhsh and Nuriya Safarova. They have notified in person all of the surrounding business neighbors and the neighbors adjacent to the site of the proposed Commercial Cannabis Distribution company.

(5) The extent of support or opposition to the proposed use and the location from members of the community:

the applicant has taken initial steps toward reaching out to the community by introducing themselves in the applicant's original Conditional Use Permit application. They also notified in person all of the surrounding business neighbors and the neighbors adjacent to the site of the proposed Commercial Cannabis Distribution company. The Community Relation Managers also provided their phone numbers and email addresses

specifically established for the intake of any concerns or questions neighboring businesses may have.

(6) The number of cannabis uses located or proposed to be located within 1,000 feet of the proposed location:

Two cannabis manufacturing facilities are located in the immediate area, Epic Bros Enterprises and Pro Terp, are within 1,000 feet. There is an additional cannabis facility CUP approved at 1460 Tanforan Avenue which is approximately 2,000 feet from this project site (measured from parcel to parcel) and separated by the I5 Freeway.

There are still presently a limited number of sites and/or buildings currently available to cannabis uses. These limitations may be due to a number of reasons, such as the reluctance of some owners to lease space to cannabis uses; a lack of availability of smaller spaces within industrial buildings, which are more suitable to smaller scale manufacturing uses; and a number of restricted sites due to their proximity to sensitive uses. The City may continue to receive inquiry regarding cannabis related uses in this proximate area due to the appropriate facility size available and a willing property owner.

(7) The extent to which the proposed use would cause a further overconcentration of that particular type of use in the area:

At this time, there is no overconcentration of cannabis uses. The City may find that on a limited scale that it is acceptable to have multiple cannabis uses located in a specific area.

(8) The background and history of the applicant, including the nature and extent of problems on any premises where he or she has operated a cannabis business in the past:

The applicants have completed all request for “Live Scan” and provided all relevant background information concerning past history with regard to Cannabis uses. The Police Department have not identified any significant concerns identified.

(9) Whether there is a history of police or crime related problems in the area of the proposed location which may be exacerbated by the establishment of the proposed cannabis use.

The Police Department ran review of calls for service within a 1000-foot radius from the project site for previous calendar years. The calls for service do not reflect a high volume of police activity, especially for crime related calls. It is believed that establishment of the proposed cannabis operation, as conditioned, would not exacerbate crime related activities.

Cannabis Business Permit Review

The Cannabis Business Permit (CBP) provides for the review of operational features for each cannabis business entity. A CBP is required prior to initial operation and requires annual review. Prior to issuance of the CBP, fees must be paid and a final Operating Agreement authorized. The CBP is approved by the Community Development Director. Operating details including a Security Plan, Lighting Plan, Odor Control Plan, Business Plan, Community Relations Plan, as well as an Operating Agreement and Indemnification statement are required as part of the CBP review. Some of these items, such as the Odor Control Plan and Community Relations Plan have been provided as part of the Conditional Use Permit review and are included as Attachments.

Community Relations Plan

A plan that describes who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted. The community relations plan must include a description of the community benefit the business will provide, or proposes to provide, to the surrounding community. The applicant has provided an initial Community Relations Plan with the CUP application (Attachment 5).

Business Plan

A plan describing how the cannabis business will operate in accordance with this code, state law, and other applicable regulations. The plan must include plans for hours of operation, handling cash, and transporting cannabis and cannabis products to and from the business site, as may be applicable. Some aspects of this plan may be confidential. The applicant has provided an initial Business Plan with the CUP application (Attachment 4).

Odor Control Plan

A detailed ventilation plan describing the air treatment system, or other methods implemented to prevent offensive odors generated from the manufacturing, testing, and /or storage of cannabis from being detected outside the building. A discussion is provided in the Business Plan and will be assessed at the time of construction plan submittal.

Security Plan

The Draft Security Plan is a confidential document that generally addresses safety concerns related to vandalism, internal and external theft, lighting, video surveillance, security personnel, and other crime prevention. Because this document is confidential, it cannot be attached to this report. All interested parties to a cannabis business permit application are subject to fingerprinting and a criminal background investigation. The security plan has been reviewed by the Police and Fire Departments as part of the conditional use permit review. A final plan will be reviewed and approved with the Cannabis Business Permit.

Operating Agreement and Indemnification:

The City and applicant shall enter into an operating agreement, in a form approved by the city attorney, in which the applicant releases the city from any damages or liabilities of any kind for violation of state or federal law and agrees to defend, indemnifies, against any and all claims or actions. In addition, the applicant agrees to operating terms and conditions mutually agreed upon that ensure that the community benefits derived from the proposed cannabis business adequately address potential adverse effects.

Appeal

The Planning Commission action on the Conditional Use Permit shall be final unless, within fourteen (14) calendar days after the decision, the applicant or any other person, including the City Council, any individual City Council member, or the City Manager, not satisfied with the decision of the Planning Commission, may appeal to the City Council. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. Any appeal shall be filed with the City Clerk and, except an appeal by the City Council, a Council member, or the City Manager, shall be accompanied by a filing fee as prescribed by City Council resolution. It is noted that in the case of the Cannabis Conditional Use Permits, the final action will be taken by the City Council.

Public Notification:

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

- Legal notice was published in the Woodland Daily Democrat at least ten days prior to the public hearing.
- Notices were mailed to all property owners within 1,000 feet of the project site.

Conclusion:

Staff recommends that the Planning Commission:

1. Receive the staff report;
2. Conduct a public hearing;
3. Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and
4. Approve Planning Commission Resolution No. PC ----- recommending that the City Council approve a Conditional Use Permit amendment to allow a commercial cannabis non-volatile, manufacturing facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. Project Information Sheet
2. PC Resolution with Conditions
3. Applicant Narrative
4. Site Plan and Elevations
5. Business Plan
6. Community Relations Plan

Project Information Summary Sheet

Epic Pros Enterprises, Inc Commercial Cannabis Distribution Facility: A Proposed Conditional Use Permit to allow a Commercial Cannabis, Distribution Facility Located at 1250 Harter Avenue, Suite C: PLNG 19-00063

Location: 1250 Harter Avenue, Suite C, Woodland CA 95776

Applicant/Owner: Epic Pros Enterprises, Inc/Ethan Conrad Properties

Environmental Report: Categorical Exemption

APN: -027-420-023

Project Planner: Anna Canales, Assistant Planner

Staff Recommendation: Conditional Approval

Report For: Planning Commission Public Hearing – February 6, 2020

General Plan Designation: Industrial/ Light Industrial Flex Overlay (I/LIF)

Existing Land Uses: The site is currently developed with a 55,952 square foot industrial building of which the applicant is proposing to occupy 12,471 square feet.

Adjacent Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>ZONING</u>
North	Existing Industrial/Harter Avenue	I/LIF
South	Existing Industrial	I/LIF
East	Existing Industrial	I/LIF
West	Existing Industrial/Harter Avenue	I/LIF

Flood Zone: Flood Zone AE – Map #06113C0 455H dated May 16, 2012.

Street Access: East Street and Harter Avenue

Applicable Laws, Codes & Ordinances

This project is subject to several laws, codes and ordinances:

- The City of Woodland General Plan
- The City of Woodland Zoning Ordinance
- City of Woodland Cannabis Business Permit Requirements
- Community Design Standards
- California Environmental Quality Act (CEQA)

**PLANNING COMMISSION
RESOLUTION NO. PC 20-_____**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND RECOMMENDING THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVE A CONDITIONAL USE PERMIT FOR A CANNABIS
DISTRIBUTION BUSINESS LOCATED AT 1250 HARTER AVENUE,
SUITE C**

WHEREAS, the applicant, Epic Pros Enterprises, Inc., has applied for a Conditional Use Permit to manufacture cannabis infused beverages in a 12,471 square foot suite within an existing one-story multi-tenant 55,952 square foot building on a 3.66 acre parcel in the Industrial with a Light Industrial Flex Overlay zone.

WHEREAS, the project is exempt from further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1 Categorical Exemption, Existing Facilities) and CEQA Guidelines Section 15332 (Class 32 Categorical Exemption, Infill Development), as the Planning Commission of the City of Woodland finds as follows:

- The project consists of the permitting and minor alterations of an existing private structure that involves negligible expansion of the use beyond that existing at the time of the lead agencies initial determination as the existing facility is already zoned to allow industrial and distribution uses similar to the proposed project;
- The project consists of minor alterations for additional mechanical and security equipment to operate a cannabis business that utilizes existing utility infrastructure;
- The project is located on a site that is less than 5 acres and will not have any biological, air, water, traffic, or noise impacts;

WHEREAS, the proposed use and its operating characteristics are consistent with the general plan, as the site is located in the Industrial/ Light Industrial Flex Overlay designation, which provides for industrial and distribution uses that are screened within an enclosed building and are employment generating;

WHEREAS, The Planning Commission finds that the proposed use is consistent with policies that encourage job expansion through business expansion, that encourage emerging industries and new market opportunities, that support agricultural related industry as well as the technology sector;

WHEREAS, the Planning Commission finds that the proposed use and its operating characteristics are consistent with the applicable standards, requirements, and regulations of the zoning district in which it is located, and of all other provisions contained in Municipal Code Chapter 17.110 pertaining to commercial cannabis uses, and all operations will be conducted inside of the existing building;

WHEREAS, the proposed use is in on a site and in a building that is physically suitable in terms of location, size, topography, and access, and that is adequately served by public and private services and utilities;

WHEREAS, the proposed cannabis business uses will not adversely affect the peace or general welfare of the surrounding neighborhood, as follows:

- The proposed use is not consumer based (no retail sales will occur at the premises) and therefore, will result in low vehicle traffic;
- The odor control plan will ensure no odors will be detectible outside the building;

- All activities will take place inside the building and will not be visible from the outside;
- All signage will be limited and the applicant will have a final lighting and security plan approved by the Police and Fire Departments to ensure internal and external safety;

WHEREAS, the proposed use will enhance the economic vitality of the area in which it is proposed to be located, including adjacent and surrounding properties, the applicant will provide tenant improvements to the building including the addition of walls, partitions, a new entrance, loading door and fenced secure loading and trash enclosures out side the building, and the project will be required to maintain the site in a clean and well kept manner;

WHEREAS, based on existing circumstances, police data, and the background and history of the applicant, the Planning Commission finds that proposed use will not cause an overconcentration of cannabis uses in the area, potential community benefits of the use are likely to offset potential adverse impacts, and the proposed use is not likely to exacerbate crime-related problems in the area;

WHEREAS, a public notice describing the proposed cannabis conditional use permit was published in the Daily Democrat, a newspaper of general circulation, in accordance with Government Code section 60661 and mailed to properties within 1,000 feet; and

NOW, THEREFORE BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the above findings, determinations, and recommendations with respect to the proposed Conditional Use Permit and recommends to City Council approval of the proposed Conditional Use Permit, as conditioned and attached hereto.

PASSED AND ADOPTED by the Planning Commission this 6th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Kirby Wells, Chairperson

Cindy A. Norris, Principal Planner

CONDITIONS OF APPROVAL
Epic Bros Enterprises, Inc. – 1250 Harter Avenue, Suite C

1. The project is as described in the staff report prepared for the February 6, 2020, Planning Commission meeting and shall consist of the proposal for self-distribution of wholesale commercial cannabis products from the premises. The project shall be established and operated as depicted in the staff report, except as modified in these conditions of approval and with any changes necessary to comply with City codes and specifications.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. The applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating the cannabis business.
4. The Conditional Use Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit must be exercised within one year of issuance, or it shall be deemed null and void by act of law (Section 17.132.080).
6. The project approval is for the project as described in the above staff report and related attachments, which depict the projects proposed map, site and floor plans, business plan, community relations plan. Should there be a change in the use or an intensification of the described use, the change shall be described and provided in writing to be evaluated by the Community Development Director to determine general consistency with the provisions of the use permit. The Director shall either approve the proposed changes based on a finding that the changes shall not result in significant traffic, noise, safety or security concerns or other potential nuisance to surrounding property owners or within public right-of-ways beyond that anticipated by the original approval, or, if these findings cannot be made, the Director shall make a determination that a Conditional Use Permit Modification is required, which shall include Planning Commission review including applicable processing and development fees.
7. Environmental Recording Fee. Applicant shall provide the Community Development Department with a check for the sum of \$50 made out to Yolo County to record the CEQA environmental document (Notice of Exemption) with the County.
8. The applicant shall comply with all state and local laws and ordinances, including the provisions of Chapter 5.28 of the Municipal Code and the requirement to secure a Cannabis

Business Permit, including approval of an Operating Agreement, for each business entity operating at the location as part of the approved conditional use permit. The applicant shall obtain and maintain, prior to operation of the business and continuing at all times the business is in operation, a valid Cannabis Business Permit and all applicable state license(s). All requirements, terms and conditions of the Cannabis Business Permit, Operating Agreement, and applicable state license(s) shall be considered conditions of this conditional use permit. Failure to comply with all applicable state and local laws and ordinances, the Cannabis Business Permit, Operating Agreement, and/or applicable state license(s) shall be deemed a violation of the conditional use permit and may result in revocation of the use permit.

9. As set forth and agreed to in the Operating Agreement for each approved Cannabis Business Permit, the business/applicant shall pay a fee in the form and in the amount and manner agreed upon between the City and the business receiving a Cannabis Business Permit. If, during the term of the Operating Agreement, the city imposes an alternative revenue mechanism, specifically related to cannabis operations (e.g. cannabis tax), the business/applicant will pay the city the greater of the two payments, or as otherwise agreed by the city or mandated by law.
10. If the applicant wishes to relocate, significantly modify the approved site layout and/or allowed cannabis uses, the applicant shall secure a new conditional use permit, or modification to the existing conditional use permit prior to any modification or occupancy of the site by a new or modified use.
11. If the Community Development Director finds evidence that conditions of approval have not been fulfilled or that the use or uses has or have resulted in a substantial adverse effect on the health, and/or general welfare of users of adjacent property, or have a substantial adverse impact on public facilities or services, the Community Development Director may refer the Conditional Use Permit to the Planning Commission for further review. If, upon such review, the Commission finds that any of the adverse results above have occurred, the Planning Commission shall recommend to the City Council to modify or revoke the Conditional Use Permit. If upon such review the City Council finds that any of the above results have occurred, the City Council shall modify or revoke the Conditional Use Permit.
12. Upon receipt of a Cannabis Business Permit the applicant shall be subject to provisions relating to violations contained in Municipal Code Section 5.28.090, or as may be amended.
13. The applicant shall submit a final security plan for review and approval by the Police Department prior to operation and shall comply with requirements included in Section 5.28.260, or as may be amended..
14. The applicant's business shall not employ any juvenile under the age of 21.
15. No customers or sales shall occur at the facility.

16. All cannabis related activities shall take place in the interior of the building and any cannabis related activities outside the premises are strictly prohibited with the exception of the lawful delivery of finished lawful cannabis products to another lawful cannabis business, in accordance with all applicable state and local laws governing transportation of cannabis goods. There shall be no exterior storage of materials or equipment. Storage of non-cannabis related items may be allowed in the enclosed area where it is not visible to public view.
17. Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background.
18. The main entrance to the facility shall be clearly identified with proper signage to include name of business and address. Main entrance shall also provide adequate lighting per the City Security Ordinance and lighting regulations.
19. Applicant shall comply with the design requirements as stated in the Community Design Standards for any exterior changes, modifications, and additions to the subject building. All exterior changes beyond those stated in the original approval will require staff level design review.
20. The site shall be inspected and maintained daily to be clear of litter.
21. Any new signage, modifications or changes to the signage the applicant shall conform to the City Zoning Code and Sign Ordinance and shall comply with provisions of Section 5.28.280 of the Municipal Code. Except as otherwise approved by the City in writing or by law, project signage shall include nothing in word or symbol, identifying the fact that the property is used for cannabis related activities.
22. No vehicle owned or operated by the business, or used for the transportation of product or individuals associated with the Facility shall include markings (in words or symbols) identifying the vehicle as a vehicle used for cannabis-related activities, unless otherwise required by law.
23. Photometric data shall be provided, and indicate that the parking area will be equipped with one (1) foot-candle of minimum maintained illumination per square foot of parking surface to include the entire paved area. The parking area shall be illuminated from dusk until the termination of business every operating day. Photometric data must also confirm the absence of "Hot Spots" or areas of ten (10) foot-candle of illumination per square foot or more.
24. All existing landscape planter areas shall be replanted and maintained per City Standards. Vegetative matter shall cover no less than 75% of the required landscape area unless otherwise approved by the Community Development Director. Maintenance shall include but is not limited to watering, fertilizing, weeding, cleaning, pruning, trimming, spraying and cultivation.

25. The applicant shall utilize building energy saving measures to reduce energy usage. The applicant shall submit a statement with the initial submittal of their building construction plans describing energy conserving measures that they will be implementing.
26. The applicant shall provide a minimum of two bike parking spaces for employees. Bike parking shall be provided in a safe a secure location.
27. Waste materials shall be appropriately handled. The applicant shall describe methods that will be used to make cannabis waste unusable and unrecognizable, and how cannabis waste will be stored prior to removal from the business. The applicant shall describe methods used to transport cannabis waste from the distribution site to a solid waste facility. The waste management plan shall be reviewed and approved by the City prior to certificate of occupancy.
28. The applicant shall include a waste disposal plan, including projected accumulation volumes and where on the property the solvent waste will be stored. The applicant shall describe how the business will transport solvent waste from the distribution site to a waste facility.
29. The applicant shall have an appropriate plan that considers all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
30. The applicant shall establish safety protocols that will be adopted, including, but not limited to: staff training, protective equipment, hazardous material handling, emergency communication/response protocols, etc. The applicant shall conform to all Cal OSHA workplace safety standards.
31. The applicant shall develop a quality control guidelines and standard operating procedures that are in strict adherence to MAUCRSA and applicable state regulations. The applicant shall establish quality control procedures for each business, manufacturing and testing to ensure that cannabis products are safe and suitable for human consumption and /or use. Quality control procedures will consider the proper handling and storage of raw materials, in-process materials, and finished product throughout the production process and shall ensure uniformity between each separately produced batch of cannabis product. This includes equipment inspection and maintenance, internal controls for each step in the process, internal batch sampling and testing.
32. The applicant shall institute policies and procedures used by the business to help prevent contamination of any cannabis product.
33. A toxic material control plan will be provided with the Cannabis Business Permit application that contains a description of all toxic, flammable, or other materials that will be used or kept at the cannabis business, the location of such materials, and how such materials will be stored. The toxic material control plan will include all materials regulated

by a federal, state, or local government that would have authority over the business if it was not a cannabis business.

34. The applicant will establish and utilize Standard Operating Procedures that describe the steps the manufacturing facility will take when notified from a testing agency, Health Officials, or California State Regulators, that the tested cannabis product does not meet appropriate health standards. The manufacturing operator shall describe how the business will dispose of all rejected cannabis product associated with the test sample, and ensure that rejected cannabis product is not released to the public. In addition, the manufacturing operator shall provide a recall procedure which describes the policy for communicating with customers and businesses who have purchased the product from the manufacturing facility, as well as health officials. The recall plan shall describe the method to collect recalled product and dispose of it in a manner that ensures it will not be consumed.
35. Any Cannabis distributor shall comply with all requirements provided by the California Bureau of Cannabis Control (BCC)

BUILDING

The following comments are from the City of Woodland Building Division and are applicable to the reference project:

36. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - A. 2019 California Building Code
 - B. 2019 California Plumbing Code
 - C. 2019 California Mechanical Code
 - D. 2019 California Electrical Code
 - E. 2019 Building Energy Efficiency Standards
 - F. 2019 California Green Building Code
 - G. The Code of the City of Woodland
37. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.
 - a. Recycle plan is required at time of permit issuance along with a \$1000 deposit.
 - b. Prior to **any** demolition work being performed, clearance from Yolo Solano Air Quality Management District is required.
38. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.
39. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.
40. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.

41. A soils investigation report shall be provide as specified in section 1803.2 of the 2019 CBC.

FIRE

42. Applicable Fire Code will be 2019 California Fire Code, Part 9, Title 24 CCR

43. An inventory of all chemicals used/stored onsite will be provided to the Woodland Fire Department and all flammable and combustible chemicals shall be stored per 2019 CFC Chapter 50 and 57

POLICE

44. A final security plan, including assessment of the delivery system, shall be reviewed and approved by the Woodland Police Department, prior to issuance of building permits.

45. Site plans and floor plans shall be completed to the satisfaction of the Police Department CPTED requirements prior to issuance of building permits.

46. Exterior lighting shall be white light using LED lamps with full cutoff fixtures to limit glare and light trespass. Color temperature should be between 2700K and d4200K with a color rendering index of 75 or better and a light loss factor of 0.95 or better. All existing exterior fixtures shall be replaced with fixtures that meet this requirement.

47. Broken or damaged exterior lighting shall be repaired or replaced within 48 hours of being noted.

48. Exterior lighting shall be shielded or otherwise designed to avoid spill-over illumination to adjacent streets and properties.

49. Tree canopies shall not interfere with or block lighting. This creates shadows and areas of concealment. The landscaping plan shall allow for proper illumination and visibility regarding lighting and surveillance cameras through the maturity of trees and shrubs.

50. All solid core doors shall be equipped with a 180-degree viewing device to screen persons before allowing entry.

51. The business shall be equipped with and maintain a security system with an alarm system with a valid UL Certificate in accordance with ANSI/UL Standard 681-2014 (Standard for Installation and Classification of Burglar and Holdup Alarm), Extent No 3; and a Video Assessment and Surveillance System (VASS).

52. A hold up alarm shall be employed near the transport area, lobby, employee entrance and safe(s).

53. Burglar alarms shall cause the dispatch of a properly licensed private patrol.
54. Hold up alarms shall cause the dispatch of the Woodland Police Department.
55. The Security system shall be equipped with at least 24 hours of continued operation time in case of power failure.
56. The Security system shall be equipped with cellular backup in case of phone line disruption.
57. The facility shall be staffed at all times that the security system is not fully functional.
58. A log shall be maintained that shows when the alarm system was armed and disarmed, and by whom.
59. VASS storage shall be kept off-site or in a secured area accessible only to management.
60. VASS shall be capable of no less than 30-days worth of activity and shall provide comprehensive coverage of: safe, areas of ingress and egress, parking lot, loading areas, areas not clearly visible from public streets, and coverage of all exterior areas of the building.
61. Monitors displaying the employee parking area shall be mounted in a visible location near the door from which employees will arrive and depart so that employees may monitor the outside environment prior to departing the facility.
62. The applicant is responsible for reasonably controlling the conduct of persons of the site and shall immediately disperse loiterers.
63. Applicant shall install a "Knox Box" for police access of the exterior areas of the property after hours.

DEC 18 2019

COMMUNITY
DEVELOPMENT

EPIC PROS ENTERPRISES, INC
1250 Harter Avenue Suite C
Woodland, CA 95776

Applicant Narrative/ Justification

Preamble. Pros Enterprises, Inc (hereinafter referred to as “Applicant”) is pleased to present our Commercial Cannabis Application Package to the City of Woodland’s Community Development Department for Type 11 Medical and Adult Commercial Cannabis Distribution.

Applicant recognized the need for strict adherence to legal guidelines and requirements as outlined by the City of Woodland, the State of California as well as other relevant stakeholders. Our team of qualified business professional looks forward to working with all necessary agencies and authorities having jurisdiction to ensure compliance with all requirements. We believe that we are offering a comprehensive solution that can help satisfy the growing demand for cannabis in a safe and clean manner, while being a good member to the community and contributing in a significant way to the local economy.

Applicant hold a California Department of Health manufacturing license and City of Woodland Cannabis Business Permit and have been in operations. Applicant, as well as other cannabis operators in the area, believe that an operational and well-run Cannabis Distribution Company is an urgent necessity in City of Woodland to ensure a collaborative success and healthy business growth.

Summary of Proposed Location.

Applicant is proposing their project to be located at 1250 Harter Avenue in the City of Woodland in suite C within the proposed building with APN number 027-420-031-000. Property is zoned as Industrial with a Light Industrial Flex Overlay in the City of Woodland with an immediate access to I-5 freeway. The building has 120/208 and 277/480 Volts with a 3-phase power and natural gas service available. The boundaries of the property are greater than 600 feet from any K-12 school, commercial daycare center and youth center, and are greater than 600 feet of any residences of libraries on a neighboring property.

The existing facility needs very minor modifications. Applicant is planning to construct a secured two-point access to lobby area and to warehouse space that will not be accessible to public unless authorized and escorted by Applicant and to City/State officials for inspections.

Within the warehouse itself, applicant is proposing to construct a secured quarantine area, retail-ready storage area and batch sampling area. Applicant shall also construct a secured/locked rollup door that shall be the secured intake area for deliveries.

Applicant will also have a secured safe for any cash storage (Please see “**Security Plan**”).

Project Size. The project itself occupies 12,471 of total square feet with 478 square feet of office space, 1,903 square feet of mezzanine storage of a 55,952 sq ft commercial building. The warehouse clear height is 19’ and is equipped with fire sprinklers, 120/208 and 277/480 Volts with a 3-phase power, has natural gas service and heavy parking.

Facility Advantages. The following are advantages of the facility at 1250 Harter Ave, Suite C:

- Located in a concealed location that is not immediately visible
- Warehouse space with sufficient power
- Sufficient yard for secure intake/output area
- Facility comes with fire sprinklers
- Facility will not impact the peace, order, or welfare of the local community

Addressing Negative Effects on the Community. Applicant recognizes City's concerns surrounding commercial cannabis businesses. Pursuant to both City of Woodland ordinance, California State's regulations and reasonable good neighbor policies, our operation will include the following:

Security. Our facility will employ a comprehensive security plan mandated by ordinance which includes security patrols, use of security cameras, and strategic placement of lighting that will deter crime in the area. **Please see "Security Plan".**

Odor Control. Our facility will have a comprehensive odor control system which will make odors typically associated with cannabis undetectable. **Please see "Odor Control Plan".**

Cross Contamination. Our facility is subject to strict guidelines under local and State's regulations. It requires us to establish and implement written non-volatile manufacturing operation procedures to ensure that all of our product handling is conducted properly. Our operations shall be conducted under conditions and controls that are necessary to eliminate contamination that could potentially affect our product and other surrounding businesses' production.

Community Benefits. A critical component to our operating model is deeply rooted in good stewardship to our community and the populations we serve. Applicant intends to engage in a responsibility agreement with the City of Woodland to remit an annual fee to City of Woodland, for the purpose of mitigating any adverse impacts the facility might have on our neighborhood. Second, Applicant shall remit a percentage of gross revenue sales or \$1,500 per month to the City of Woodland as community benefit fee that shall be executed in an Operating Agreement. Third, a well-run distribution business does much more for a dispensary and its patients and customers than merely providing access to cannabis. Our vision includes fostering a sense of community among our neighbors to build stronger, healthier populations. Our organization is committed to creating a community-based entity to support the needs of dispensaries, their customers and patients, and improve our community by creating more jobs for residents.

Applicant believes that this facility is a great choice for this type of business and will enhance the local neighborhood, providing added security, economic viability, and responsible partnerships with other like-minded businesses within the area.

EPIC PROS ENTERPRISES INC.

TENANT IMPROVEMENT CONDITIONAL USE PERMIT DRAWINGS

PROJECT ADDRESS:

1250 HARTER AVE., SUITE C

WOODLAND, CA 95776

APN # 027-420-031-000

SHEET INDEX

GENERAL	
CS.1	COVER SHEET
CS.2	NEIGHBORHOOD CONTEXT MAP

ARCHITECTURAL	
A1.1	SITE PLAN
A1.2	CONTEXT PHOTOS
A3.1	PROPOSED FLOOR PLAN
A3.2	EXISTING ROOF PLAN
A3.3	EXTERIOR ELEVATIONS
A4.1	LIGHTING PLAN AND PHOTOMETRIC STUDY

ABBREVIATIONS:

@	AT	(N)	NEW
	CENTER LINE	NTS	NOT TO SCALE
Ø	DIAMETER OR ROUND	O/C	ON CENTER
#	POUND OR NUMBER	PL	PLATE
BLKG	BLOCKING		PROPERTY LINE
CONC	CONCRETE	PT	PRESSURE TREATED
CP	CARPET	R	RISER
DF	DOUGLAS FIR	RAD	RADIUS
DN	DOWN	REF	REFRIGERATOR
DS	DOWNSPOUT	S&P	SHELF AND POLE
DW	DISHWASHER	SEL.STR.	SELECT STRUCTURAL
DWG	DRAWING	SF	SQUARE FEET
(E)	EXISTING	SIM	SIMILAR
EA	EACH	SQ	SQUARE
EF	EXHAUST FAN	T&G	TONGUE AND GROOVE
EN	EDGE NAIL	TBD	TO BE DETERMINED
EQ	EQUAL	TV	TELEVISION
FLUOR	FLUORESCENT	TYP	TYPICAL
FT	FOOT OR FEET	UNO	UNLESS NOTED OTHERWISE
GA	GAUGE	W/	WITH
GALV	GALVANIZED	WD	WOOD
GFI	GROUND FAULT NTERRUPT	W/D	WASHER/DRYER
GWB	GYPSUM WALL BOARD	W/O	WITHOUT
HB	HOSE BIBB	WP	WATERPROOF
HD	HOLDOWN		
HT	HEIGHT		
MAX	MAXIMUM		
MFR	MANUFACTURER		
MIN	MINIMUM		



300' RADIUS MAP
SCALE: NOT TO SCALE
NORTH

EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
COVER SHEET

PAGE: CS.1

PROJECT INFORMATION

BUILDING INFORMATION

NUMBER OF STORIES:	1-STORY
EXISTING BUILDING AREA:	12,471 sqft
OCCUPANCY (BUILDING):	B, F-1, S-1
FIRE SPRINKLERS:	YES
BUILDING DIMENSIONS:	99'-8" x 119'-1"

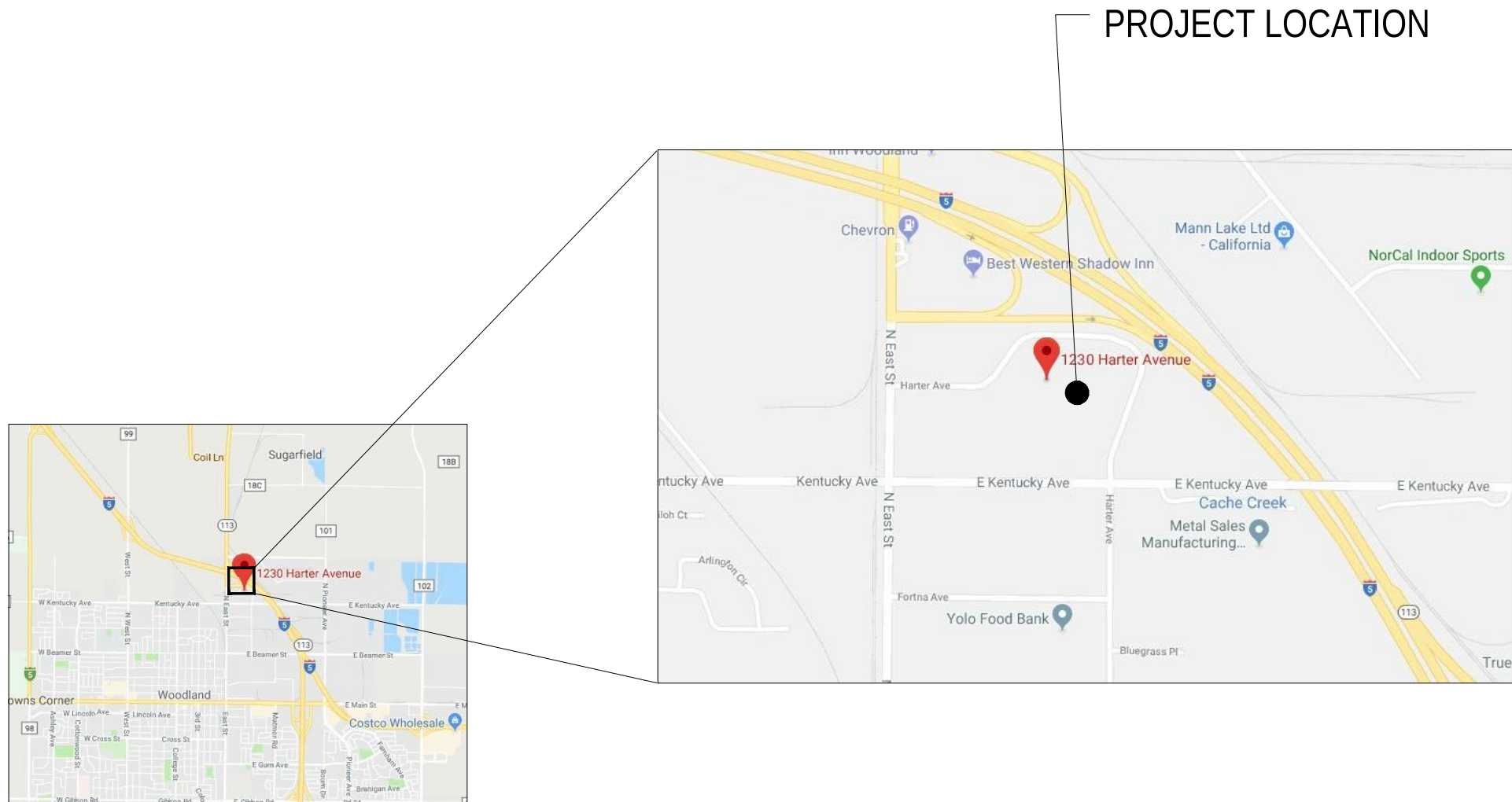
SITE INFORMATION

ZONING:	C-H HIGHWAY COMMERCIAL ZONE
GENERAL PLAN DESIGNATION:	EMPLOYMENT CENTER (LOW-RISE)
LOT AREA:	2.86 ACRES

APPLICABLE CODES

2016 BUILDING STANDARDS ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.
2016 CALIFORNIA BUILDING CODE (CBC), PART 2, TITLE 24 C.C.R.
2016 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.
2016 CALIFORNIA MECHANICAL CODE (CPC), PART 5, TITLE 24 C.C.R.
2016 CALIFORNIA ENERGY CODE (CEC), PART 6, TITLE 24 C.C.R.
2016 CALIFORNIA FIRE CODE, PART 9, TITLE 24 C.C.R.
2016 CALIFORNIA GREEN BUILDING STANDARDS CODE (CAL GREEN), PART 11, TITLE 24 C.C.R.

VICINITY MAP



PROJECT TEAM

OWNER
ETHAN CONRAD PROPERTIES
TENANT: EPIC PROS ENTERPRISES INC.

CONTACT:
BEJAN FARAHBAKHSH
SPACESTATION CEO
925-785-4950 CELL
BEJAN@FLYSPACESTATION.COM

ARCHITECT
STACEY HALL
5732 CAMAS CT.
POLLOCK PINES, CA 95726
PH: 510-220-1193
EMAIL: SBOWEN505@YAHOO.COM

DATE:

NOVEMBER 25, 2019

CUP
SUBMITTAL
DRAWINGS

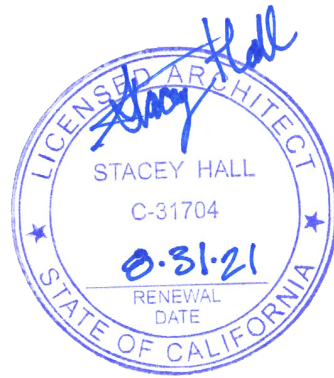
ZONING MAP LEGEND				
REF #	ADDRESS #	PARCEL #	BUSINESS TYPE	ZONE
1	1250 HARTER AVE., SUITE D	027-420-031	BAKING COMPANY	
2	1250 HARTER AVE., SUITE F	027-420-031	NORTH COAST ENERGY SERVICES	
3	1250 HARTER AVE., SUITE C	027-420-031	SINA BAKERY	
4	460 HARTER AVE., SUITE B	027-420-032	WOODLAND DRAPER MANUFACTURING	LIGHT INDUSTRIAL
5	460 HARTER AVE., SUITE A	027-420-032	CONTINENTAL DRILLING TOOLS AND SUPPLY	
6	1249 E. KENTUCKY AVE.	027-420-004	VALLEY HYDRAULICS & MACHINE	
7	1225 KENTUCKY AVE.	027-420-025	QUALITY SUPPLY AUTO, TRUCK & TRAILER	
8	1230 HARTER AVE., SUITE E	027-420-030	LILLARD MANUFACTURING INC.	
9	1230 HARTER AVE., SUITE A	027-420-030	PLATT ELECTRIC SUPPLY	
10	1230 HARTER AVE., SUITE J	027-420-030	EPIC BROS.	
11	1230 HARTER AVE., SUITE F	027-420-030	PROTERP MANUFACTURING LLC	
12	455 HARTER AVE.	027-420-005	BOUNDARY BEND OLIVE	
13	455 HARTER AVE.	027-420-005	BOUNDARY BEND OLIVE	

EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
NEIGHBORHOOD
CONTEXT MAP

PAGE: CS.2

DATE:
NOVEMBER 25, 2019

CUP
SUBMITTAL
DRAWINGS

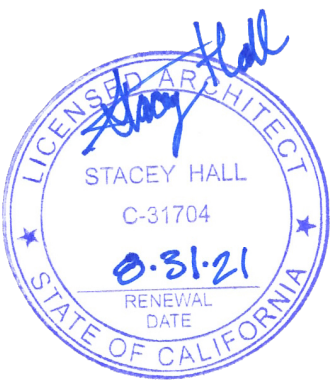


**EPIC PROS
ENTERPRISES INC.**

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

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DRAWING:
SITE PLAN

PAGE: **A1.1**

DATE:
NOVEMBER 25, 2019

SCALE:
1"= 20'-0"

CUP
SUBMITTAL
DRAWINGS

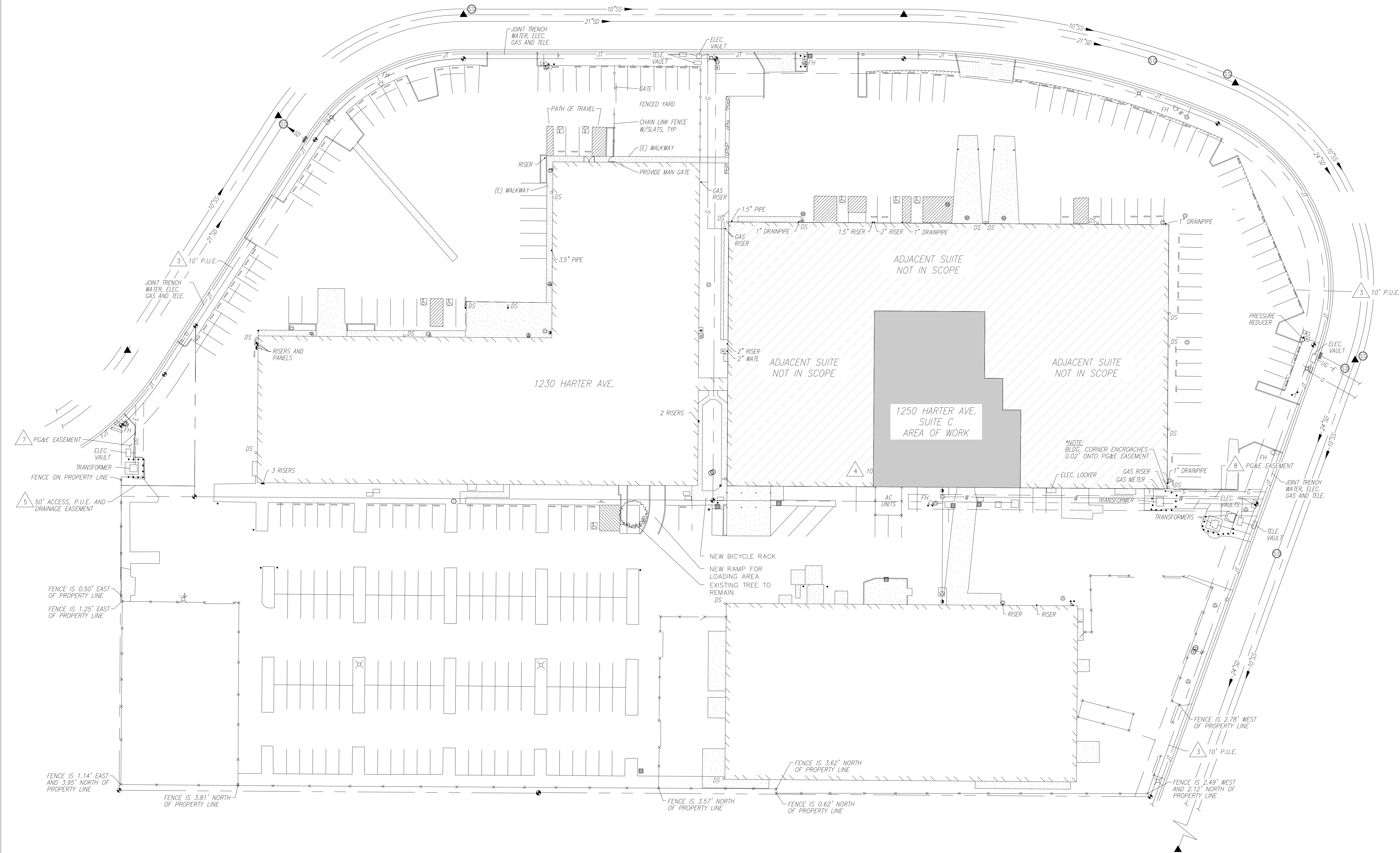




PHOTO 1



PHOTO 2



PHOTO 3



PHOTO 4



PHOTO 5



PHOTO 6



PHOTO KEY MAP - BUILDING & SITE
SCALE: NOT TO SCALE

**EPIC PROS
ENTERPRISES INC.**

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

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C-31704

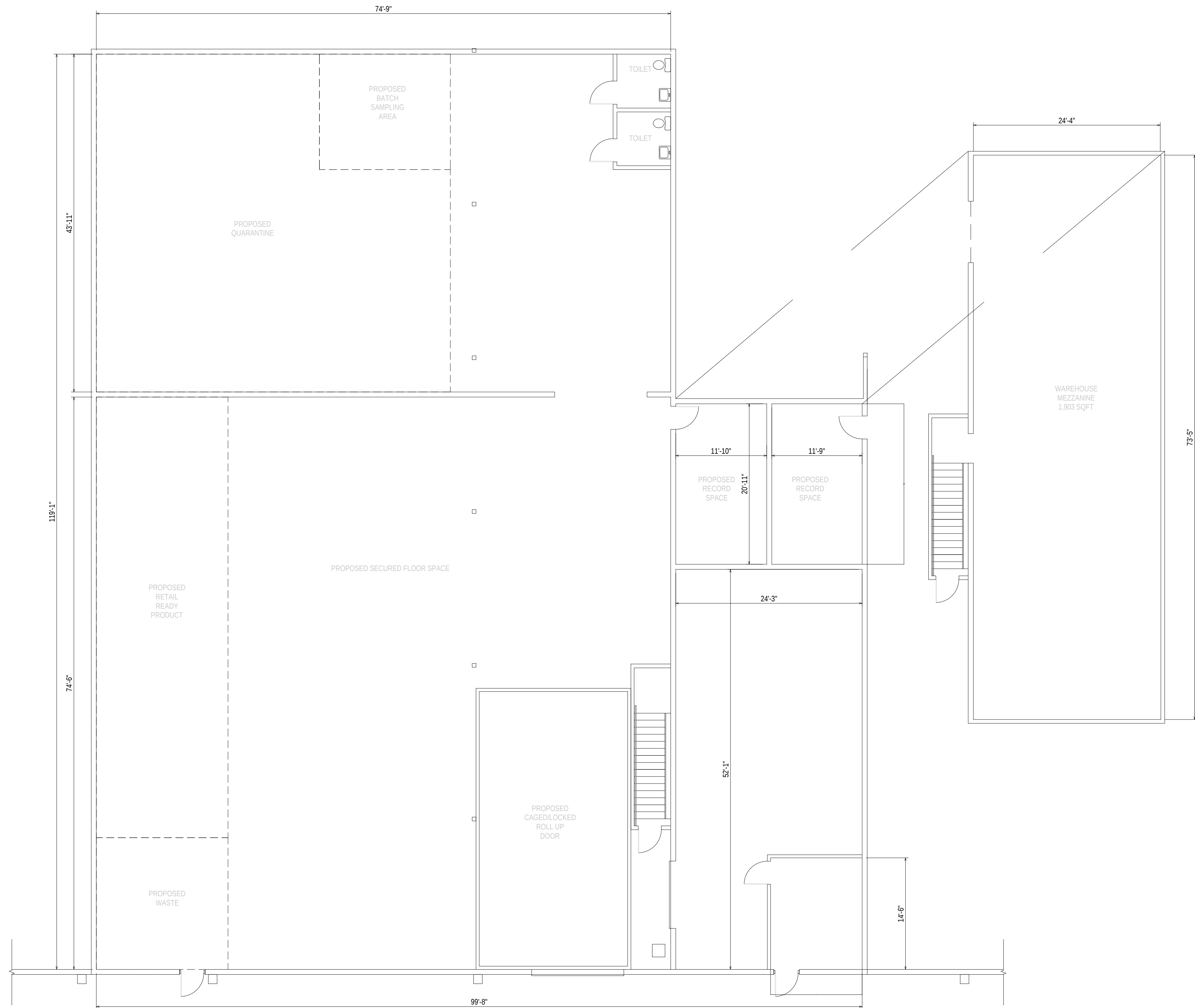


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CONTEXT PHOTOS

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DATE:
NOVEMBER 25, 2019

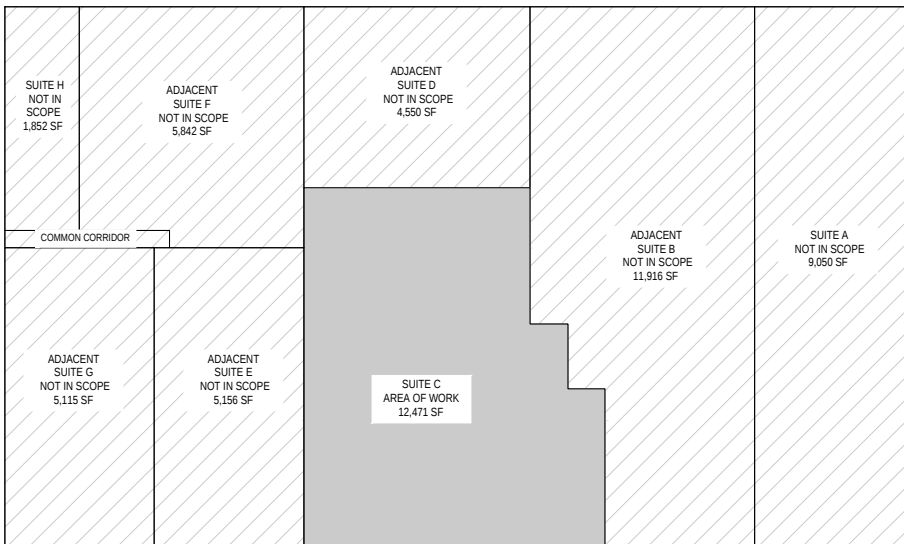
CUP
SUBMITTAL
DRAWINGS



WALL LEGEND

- EXISTING WALLS TO REMAIN
- EXISTING WALLS TO BE DEMOLISHED
- NEW WALLS
- F.O. STUD DIMENSION
- F.O. FINISH

AREA DIAGRAM

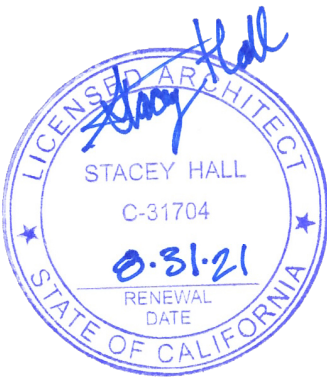


EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
PROPOSED FLOOR
PLAN

PAGE: A3.1

DATE:
NOVEMBER 25, 2019

SCALE:
3/16" = 1'-0"
0 1' 2' 4' 8' 16'

**EPIC PROS
ENTERPRISES INC.**

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



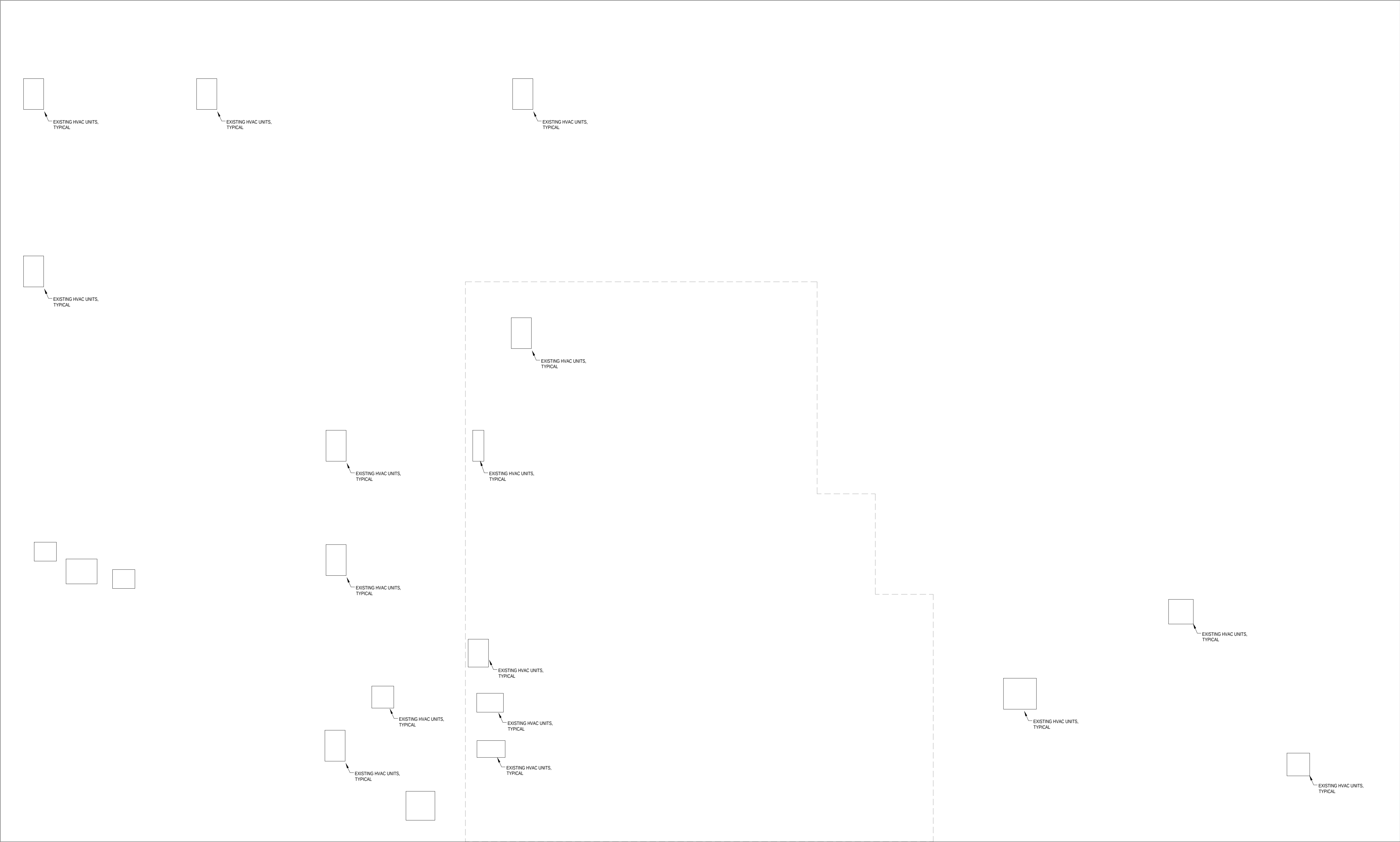
DRAWING:
ROOF PLAN

PAGE: **A3.2**

DATE:
NOVEMBER 25, 2019

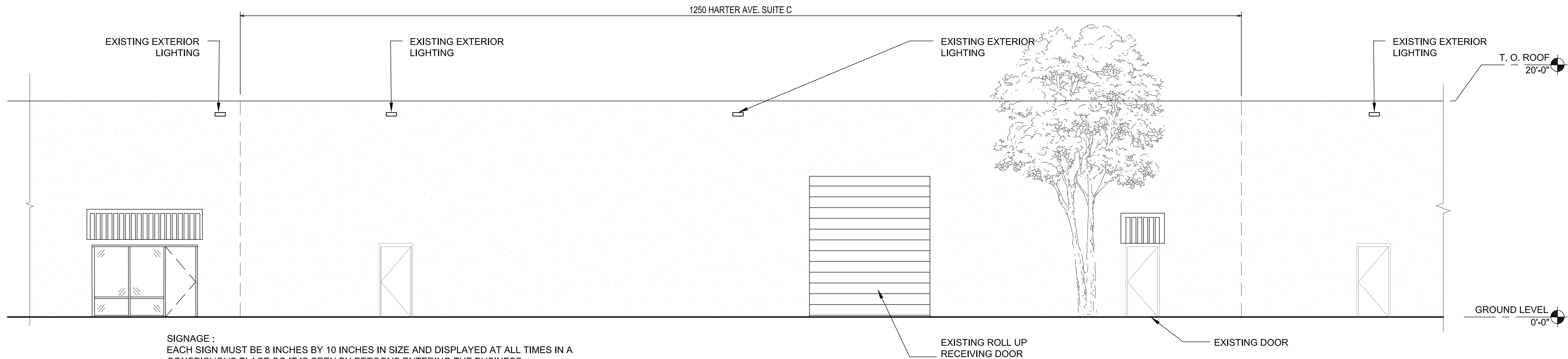
SCALE:
 $\frac{3}{16}" = 1'-0"$
0 1' 2' 4' 8' 16'

CUP
SUBMITTAL
DRAWINGS



A3.3

 **1**
A3.2 **EXISTING ROOF PLAN**
SCALE: 1/4" = 1'-0"



SIGNAGE :
EACH SIGN MUST BE 8 INCHES BY 10 INCHES IN SIZE AND DISPLAYED AT ALL TIMES IN A
CONSPICUOUS PLACE SO IT IS SEEN BY PERSONS ENTERING THE BUSINESS

- REQUIRED SIGNS:
- 1) "THIS SITE IS NOT OPEN TO THE PUBLIC"
 - 2) "ONSITE RETAIL SALES OF ANY GOODS AND SERVICES IS PROHIBITED"
 - 3) "JUVENILES ARE PROHIBITED FROM ENTERING THIS SITE"
 - 4) "SMOKING, INGESTING, OR CONSUMING CANNABIS ON SITE IS PROHIBITED"

1 SOUTH ELEVATION
A3.3 SCALE: 1/16" = 1'-0"

EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
EXTERIOR
ELEVATIONS

PAGE: A3.3

DATE:
NOVEMBER 25, 2019

SCALE:
1"= 1'-0"
0' 1' 2' 4' 8' 12' 16' 24'

CUP
SUBMITTAL
DRAWINGS



EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
LIGHTING PLAN AND
PHOTOMETRIC STUDY

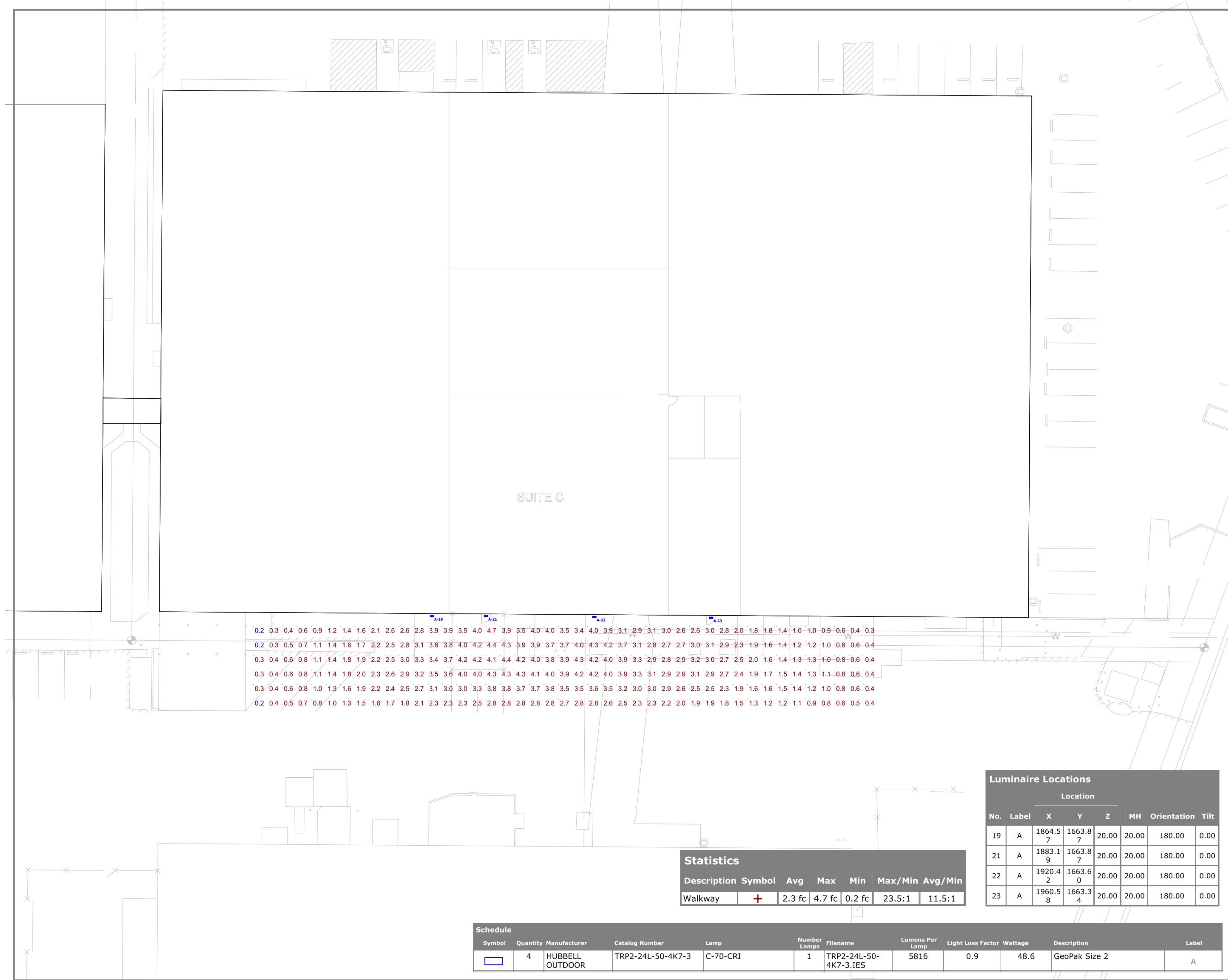
PAGE: A4.1

DATE:
NOVEMBER 25, 2019

CUP
SUBMITTAL
DRAWINGS

1250 HARTER SUITE C PHOTOMETRIC STUDY

Designer	ARAD ENGINEERS
Date	11/22/2019
Scale	
Drawing No.	
Summary	



EPIC PROS ENTERPRISES, INC

1250 Harter Avenue Suite C

Woodland, CA 95776

Business Plan

I. MISSION STATEMENT

To widely provide the highest quality of distribution services for other state licensed commercial cannabis licensees that are in the medicinal and recreational markets. To collaborate with local growers and manufacturers to transport, quality check and test their products and ensure their products' full compliance. To also ensure full compliance of day-to-day operations, inventory control and tracking. To develop and uphold industry standards and best practices for cannabis distributors and transporters and become a model for other State licensed distribution businesses.

To aid and eliminate illegal, problematic grow houses and the nuisances surrounding them. Those nuisances include, but are not limited to, increased opportunity for crimes against property and persons at unsecured locations, obnoxious odors, fire hazards and the like. These individuals hope to profit by selling cannabis on the black market, avoiding regulated and compliant dispensary operations which pay taxes and benefit the community at large. Our business aids in eliminating this behavior by providing legally grown and manufactured cannabis to dispensaries in the surrounding areas of Woodland.

To provide employment opportunities for local residents, will pay taxes in accordance with county and state requirements, which in turn will benefit our county at large, including our neighborhood.

II. QUALIFICATION OF PRINCIPLES

Epic Pros Enterprises, Inc ("EPE" and "Company") is owned and managed by individuals with many years of experience in successfully starting and running highly regulated cannabis manufacturing business and businesses such as gas stations. Our team is highly familiar with best practices in regulatory compliance, community relations, financial planning as well as all functions required for successfully managing day-to-day operations of the company. Our team will meet or exceed all criteria set forth by the City of Woodland and the State of California.

Brad Mora (CEO/CFO)- Brad Mora joined Spacestation as CEO in October 2019. Prior to this, worked at Uber Corporation focused on scaling operations and cost-cutting strategy, and then before this in mergers & acquisitions for middle-market companies in the packaging space.

Bejan Farahbakhsh (President) - In 1995, Bejan opened his first Arco Am Pm in the city of Roseville. He built the site from the ground up going through entitlements, permitting & licensing, construction and had a grand opening for the site. As a direct result of establishing close relationships with City Staff, Police and, most importantly, the Community, the first store was a great success and has launched Bejan into his career of 10 years of running and managing a thriving and a successful business. Bejan then sold the store and utilized his acquired skills in working and consulting with dozens of other gas station franchisees, convenience store and car wash owners to help them achieve success and stay successful with good business practices, vendor relations, employee relations as well as government and franchisee/franchisor relations.

With this expertise, Bejan has developed a solid network of quality business associates and a great network of friends to take his career to the next level. Another opportunity to build from ground up an Arco Am Pm has approached Bejan and his team in the City of Oakley.

Impressively, within less than two years, the team has been able to open their doors, and yet again, establish another successful gas station that has been recognized to have the second highest Am Pm sales in the Northern California. This project has also supported the local High School sports programs, sports leagues in the community, grand opening events and multiple customer appreciation events. Through the years Bejan has learned and now prides himself on offering the highest paying wages to staff members, which created desire for his employees to work hard with full dedication, great customer service, true care for the business.

Later, Bejan and his team has opened three additional gas stations that were built from ground up and bought four more stations from the oil company since then. Bejan has won multiple awards such as Rookie of the Year, Franchisee of the Year and multiple high Sales and Standard awards. Over the last twenty-three years of owning, operating and consulting, Bejan has put great importance in his reputation by managing all aspects of gasoline, alcohol and tobacco sales and storage in a very cautionary and responsible manner. Bejan strongly believes that his knowledge will help him and his team establish a fully compliant, community oriented commercial cannabis distribution company in the City of Woodland. Bejan is currently running “Epic Bros Enterprises, Inc”, a cannabis manufacturing business within City of Woodland.

John Terrell (COO) - John Terrell is a Secretary of Vision of Success, Inc. and Bay Area Gold Standard, Inc. Before becoming a co-partner in his own small business, John has spent 28 years as an Operations Director for a retail grocer. As a senior executive manager, John’s expertise includes quality control, protection against diversion, reconciliation of product, and personnel management.

Growing up in Southern California, John worked for my family owned franchise restaurant. This experience afforded him with strong work ethic and first-hand experience engaging with the local community. Since then John has honed his expertise with governmental regulatory agencies such as OSHA and EPA. As a meticulous manager of quality control, John makes every effort to incorporate the highest standard in labeled product. While demonstrating impeccable customer service, John strives to build relationships with the community, supporting my local Kiwanis Club and Girl Scout Troop. John’s dedication to a strong community is also demonstrated currently in my grassroots-level recruiting efforts. John have remained passionate about business ever since those early days and stay knowledgeable on changes in industry innovation, standards and practices.

As a pro-Cannabis citizen, John knows that legal and regulated access has the power to improve lives. John has been certified with numerous business training programs as well as the environmental management training (EMT), which provides instruction on maintaining compliance with laws and regulations. John brings to this partnership over 30 years of business knowledge, product experience, and dedication to excellence. John is currently operating “Epic Bros Enterprises, Inc”, a cannabis manufacturing business within City of Woodland.

Matt McGinn (Operations Manager). Matt McGinn is an experienced ready to drink (RTD) beverage entrepreneur. Matt founded Blackeye Roasting Co, in Saint Paul, MN in 2013 out of his basement. Relying on bootstrap financing from friends and family, Matt was able to purchase

a cafe where he used the profits to get his cold brew coffee drink to market. He eventually raised 3mm in investments to build 2 additional cafes, a 5,000 sqft coffee roastery, and a 30,000 sq ft manufacturing facility. Matt was the President, and oversaw a team of 21 employees.

Since 2013, Blackeye has expanded into 30 states, and is sold in over 3000 accounts including Target, Casey's General, Kum and Go, Hy-Vee, Whole Foods, Sprouts, Holiday gas and more. Seeing an opportunity to better utilize manufacturing capacity, Matt decided the company should pivot and focus most of its time on contract manufacturing. Capitalizing on the industry's demand for cold brew packing that exploded in 2016, Blackeye now produces contract manufacturing services for 23 different beverage companies. Additionally, Matt founded and launched Bad Larry's Cold Hard Coffee in 2017. Bad Larry's was a pet project that turned into a national spectacle when it received national press. Converging malt liquor and cold brew coffee, Bad Larry sold out of its entire first production run before even hitting the market. Matt utilized Blackeye as the key vendor for the cold brew concentrate, and worked with a massive contract manufacturer to package the liquid. This was a very challenging drink to formulate and produce, yet Matt was able to bring the drink into the market successfully.

Matt's experience with RTD beverage production including facility build-out, food safety, operations, industry and vendor contacts, and brand building will be integral to EBE Infusions success.

Matt is currently operating "Epic Bros Enterprises, Inc", a cannabis manufacturing business within City of Woodland.

Macai Polansky. Macai has been an entrepreneur and business owner for over ten years. Prior to that he rose quickly through the ranks to be one of the most awarded and reliable managers for a cell phone and service retailer. With the uncertainty of the cannabis industry, he took his entrepreneurial drive and management experience to help develop a couple of technology startups, coming back to the cannabis industry when it looked as though legitimacy was on the horizon. He started a medical cannabis collective to provide high quality, medicinal cannabis for patients and when it was shuttered pending proper licensure, the collective served close to four thousand members in the greater Woodland area, with home delivery from the collective's delivery service.

In 2016, Macai joined forces with other cannabis delivery service operators in Woodland and became one of the founding members, and soon elected president, of the California Cannabis Courier's Association (CCCA). The CCCA successfully lobbied the state of California, as well as the City of Woodland, to allow for licensing of non-storefront cannabis delivery businesses, paving the way for thousands of delivery businesses to start or continue doing business in California. Most recently, he has helped unite many regional delivery associations from across the state to join the CCCA and become one, statewide delivery association.

- Five years' experiences in retail sales and management.
- Ten years Cannabis industry experience including two years as a collective cultivation and delivery service operator. Experienced in cannabis cultivation and processing, wholesale distribution and retail delivery.
- Two years in technology startups.

- Founding member and elected President of the California Cannabis Couriers Association (CCCA). Successfully lobbied the State of California, as well as the City of Sacramento, to allow non-storefront cannabis delivery businesses to be licensed. Also convinced the City of Sacramento to implement a tiered license structure to lower the costly barrier to entry for small business owners and start-ups among other industry concessions from policy makers.

Macai is currently operating “Epic Bros Enterprises, Inc”, a cannabis manufacturing business within City of Woodland.

III. BUSINESS OBJECTIVES

The company’s principal objective is to be able to service the local growers and manufacturers by offering our distribution services, to provide storage for cannabis products and to ensure their product is tested, properly packaged and is fully compliant with the local and the State’s regulations. The company will also offer packaging services for flower cannabis products pursuant to California State’s regulations. The company will bring together the community of local growers, manufacturers and dispensaries in the surrounding areas of Woodland, and create a complimentary synergy.

IV. DISTRIBUTION SERVICES AND OPERATIONS

All proposed activities to be conducted on the property. In full compliance with state and local regulations, we propose to develop a 12,471 sqft suite at the street address of 1250 Harter Avenue, Suite C Woodland, CA 95776 to conduct commercial cannabis activity, specifically Type 11 Commercial Cannabis Distribution. All of our services will be provided are described below:

- A. Storage-Only Services.** We will provide cannabis goods storage-only services to a licensed cultivator, manufacturer, microbusiness, nonprofit, or another distributor, unrelated to the quality assurance and laboratory testing processes.
- B. Sale to Retailer.** After final product has been properly tested and certified, we will transport finished retail-ready product to a licensed retailer and/or non-storefront delivery licensee.
- C. Purchase/Sale/Transfer to Another Distributor.** We will sell or transfer cannabis or cannabis products to another licensed distributor instead of to a cannabis retailer. In the event that we sell or transfer the cannabis or cannabis products to the retailer, buyer distributor shall become responsible for collecting the cannabis excise tax from the retailer and reporting and paying it to the CDTFA.
- D. Storage of Batches for Testing Services.** We will store cannabis products separately and distinctly from other cannabis goods batches on the premises in a labeled quarantine area. We will ensure that the batch size from which the sample is taken meets the requirements

of testing sample requirements. Our employees will be physically present to observe the laboratory employee obtain the sample of cannabis goods for testing and shall ensure that the increments are taken from throughout the batch.

E. Recording. The sampling will be video recorded with the batch number stated at the beginning of the video and a visible time and date indication on the video recording footage. The video recordings shall be maintained for 180 days. After the sample has been selected, the laboratory and our employee shall sign and date the chain of custody form. We will not assist the laboratory employee nor touch the cannabis goods or the sampling equipment while the laboratory employee is obtaining the sample by labeling with the following information that will be physically attached to each container of each batch:

1. The manufacturer or cultivator's name and license number, who provided the batch
2. The date of entry into the distributor's storage area;
3. The unique identifiers and batch number associated with the batch;
4. A description of the cannabis goods with enough detail to easily identify the batch;
5. The weight of or quantity of units in the batch; and
6. The best-by, sell-by, or expiration date of the batch, if any.
7. Laboratory Testing Results

F. Packaging and Labeling Service. We will package only flower cannabis products and shall re-package, label, and re-label manufactured and non-manufactured cannabis for retail sale pursuant to CA State requirements.

G. Relabeling Service. In the event that during laboratory testing that a manufactured with the incorrect amount of THC per package or serving but is within the THC limits for sale, upon customer's request, we will re-label the package with the accurate THC amount.

H. Transportation Services. We will offer a transportation service to a licensed cultivator to transport cultivator's product to a distribution facility for quarantine and storage; transport finished and tested product to retailer's facilities. We will also offer a transportation service to manufacturers to transport bulk manufactured cannabis products to another manufacturer for packaging purposes as well as transport finished, packaged manufactured products to a distribution facility for quarantine and storage; transport finished and tested product to retailer's facilities.

I. Testing Arrangements Service. After taking physical possession of a cannabis goods batch, we will contact a testing laboratory and arrange for a laboratory employee to come to the distributor's licensed premises to select a representative sample for laboratory

testing.

J. Sales Service. We will provide a sales service to licensed cultivators and manufacturers for their products and secure shelf space at a retail and non-store-front dispensaries throughout the State of California.

K. Quality-Assurance Review Service. When a batch from a manufactured or harvest batch passes, the cannabis goods shall be transported to one or more retailers. If a failed sample was collected from a batch and the batch could be remediated, we will transport or arrange for the transportation of the batch to a cultivator or manufacturer for remediation. Upon receipt of certificate of analysis stating that the sample meets specifications required by law, the distributor shall ensure the following before transporting the cannabis goods to one or more retailers:

1. The certificate of analysis EPE received from the testing laboratory is the certificate of analysis that corresponds to the batch;
2. The label on the cannabis goods is consistent with the certificate of analysis regarding cannabinoid content and contaminants required to be listed by law;
3. The packaging complies with applicable packaging laws.
4. The packaging is tamper evident.
5. The weight or count of the cannabis batch comports with that in the track and trace system.
6. EPE shall use scales as required by the Act; and
7. All events up to this point have been entered into the track and trace system.

L. Collection and Payment of CA State Cultivation Taxes

1. We will collect the cannabis cultivation tax from cultivators and manufacturers from which we will receive cannabis and/or cannabis products.
2. We will collect the cannabis excise tax from cannabis retailers we supply (sell and/or transport) with cannabis and/or cannabis products.
3. We will provide an invoice or receipt to the businesses from which we collect the cultivation tax and the cannabis excise tax and electronically file both of the sales and use tax and cannabis tax returns and pay the amounts due to the CDTFA.
4. As a cannabis distributor, we are responsible for collecting the cannabis 15% excise tax from the cannabis retailers that we supply (sell and/or transport) with cannabis and/or cannabis products.

V. TRANSPORT

Our transportation will only be conducted between other licensed businesses.

A. Documentation. All of our vehicles transporting cannabis products will have a motor

carrier permit. In addition, we will have a proof of ownership or valid lease on all of our vehicles and trailers that will be dedicated to transport of the cannabis goods. We will ensure to have documentation that shows the year, make, model, license plate number, and numerical Vehicle Identification Number (VIN) for any all of vehicles and trailers. In the event that we purchase any new vehicles, we will notify the State and local authorities of such change prior to transporting any cannabis products in said vehicle.

- B. Vehicles.** We will only transport cannabis products inside of a vehicle or trailer. None of the cannabis products will be visible or identifiable from outside of the vehicle or trailer and will be locked in a container or cage that is secured to the inside of the vehicle or trailer.
- C. Unattended Vehicles.** At all times, we will ensure that the vehicle is secured and when left unattended, vehicles and trailers shall be locked and secured by the transport personnel. We will not leave a vehicle or trailer containing cannabis goods unattended in a residential area or parked overnight in a residential area.
- D. Vehicle and Product Security.** We will have a vehicle alarm system on all transport vehicles and trailers. Our transport employees shall adhere to State's regulations and ensure that packages or containers holding cannabis products will not be tampered with or opened during transport.
- E. Shipments.** Our drivers will only travel between licensees shipping or receiving cannabis goods and its own licensed premises when engaged in the transportation of cannabis products.
- F. Medical and Recreational Cannabis.** We will transport medicinal and adult-use cannabis goods in the same vehicle and we will ensure that the cannabis goods are clearly identified and marked as "A" for adult-use cannabis goods, or "M" for medicinal cannabis goods both on the physical packaging of the cannabis products and on the shipping manifest. While in transport, the medicinal and adult-use cannabis products will be secured and separated from each other in the vehicle. We will not transport non-cannabis products with cannabis goods.
- G. Inspections.** At all times our vehicles and trailers transporting cannabis products will be available for an inspection by the local government officials and authorities as well as the State Bureau.
- H. Transport Personnel Requirements.** Any potential employees shall be thoroughly screened and live scanned prior to hire. Our employees will be 21 years or older.

VI. DELIVERIES AND OPERATIONS

Because of the variety services we offer, we will have multiple deliveries throughout the day and will establish a specific schedule for each delivery, rotating and changing times of such

schedules on a weekly basis for safety and security of our staff.

- A. Business Hours.** Our business hours shall be from 6am to 10pm. None of our transporters shall be on the road before 10am or after 10pm. Our warehouse hours shall also be from 6am and to 10pm.
- B. Frequency of Deliveries.** We will have multiple deliveries per day of cannabis products to our warehouse for storage and quarantine. We anticipate to have approximately (5) five to (10) deliveries per day.
- C. Secured Intake and Output.** Our facility has a fenced in yard area and a roll up door that creates double security for our deliveries and loading of cannabis products for shipment. The fence has barb wire and is approximately 6' high. Our vehicles shall enter into the secured yard which will be locked immediately after the vehicle drives into the yard. Our roll up door leading to the secured intake area within the warehouse shall get opened by our employee and the vehicle shall be driven into the secured area and our employee shall close the roll up door to conduct unloading or loading of the cannabis products and any and all cash.
- D. Type and Frequency of Deliveries.** We will have the following deliveries throughout our course of business:
 - 1. Plant material for quarantine and testing purposes (3-5 times per day).
 - 2. Flower material for quarantine, testing and packaging purposes (5-8 times per day)
 - 3. Finished manufactured cannabis goods for quarantine purposes (5-8 times per day)
 - 4. General and office supplies (1 time per week via UPS or USPS van/truck, amounts will be commensurate with the usual office supply deliveries for a business.
- E. Insurance.** Company shall acquire a certificate of insurance that shows the types of insurance coverage and minimum amounts that have been secured.
 - 1. At all times, we will carry and maintain commercial general liability insurance in the aggregate in an amount no less than \$2,000,000 and in an amount no less than \$1,000,000 for each loss.
 - 2. We will notify the State and City of Woodland in writing within 10 calendar days of a lapse in insurance.

VII. ENHANCED PRODUCT SAFETY

In no case shall any hazardous, flammable or explosive substances be used on site. Food grade alcohol solely for the purposes of cleaning and dissolving wax, unless otherwise prohibited by the State of California, is used and permitted. City of Woodland Environmental Services may inspect the commercial cannabis business at any time during business hours to ensure compliance with this Section.

- A. Food standards.** We agree that all food products, food storage facilities, food-related utensils, equipment and materials will be approved, used, managed and handled in accordance to the provisions of the California Retail Food Code, California Health and Safety Code sections 113700- 114437. All food products shall be protected from contamination at all times, and all food handlers must be clean, in good health and free from communicable diseases.
- B. Quality and safety of sources.** All of the source materials that are going to licensed manufacturer for extraction are tested for pesticides, fungus, pests, molds, and other contaminants throughout our processes to guard against adulteration prior and post manufacturing process.
- C. Labeling and packaging.** EPE shall only package flower product and label and re-label packages. EPE shall ensure that any applicable product will be labeled and in tamper-evident packaging which at least meets the requirements of California Business and Professions Code section 19347, as the same may be amended from time-to-time or superseded or replaced by subsequent State legislation or by any department or division of the State of California, and in compliance with any County packaging and labelling requirements on cannabis or cannabis products. In the event that a testing laboratory determines and incorrect amounts of THC or CBD, products shall be relabeled with correct information.

VIII. SECURITY INFORMATION

Security is of the utmost importance to us and our group intends to meet or exceed all City of Woodland and State of California requirements. Full details on our security plan can be found in “**Security Plan**”.

IX. TRACK AND TRACE

Information technology and software will be widely deployed through the standard operating procedures of our company. EPE recognizes the need for customized platforms to ensure the highest levels of compliance. Areas of particular concern and focus include without limitation: verifying state required labeling, dosage, accounting practices and independent testing of product.

- A. Software.** EPE is currently reviewing the compatibility of various software packages (e.g. MJ Freeway) with some of our potential partners to ensure a seamless integration from the first day of operations. Our systems will be state-of-the-art and may include features such as RFID tagging of products so that a detailed history of movement can be gathered simply by entering or exiting our facilities or vehicles. Our team will work closely with the County and the State to deploy systems that are efficient, accurate and fully compliant with all regulations.
- B. Shipping Manifests.** Upon State’s implementation, Company shall utilize shipping manifests and transmit them to the bureau on a daily basis via electronic mail. Prior to transporting cannabis products, we will generate a shipping manifest through the track and trace system for the following activities:

1. Testing and sampling;
2. Sale of cannabis products to another licensee;
3. Destruction or disposal of cannabis products;

We will ensure and verify that the cannabis goods being taken into possession for transport at the originating licensed premises are as described and accurately reflected in the shipping manifest and we will not take into possession or transport any cannabis goods that are not on the shipping manifest or that are less than or greater than the amount reflected on the shipping manifest.

We conform that we are responsible for any discrepancies between the shipping manifest and the cannabis goods in its possession during transport, and subject to any enforcement or disciplinary action related to such discrepancy.

A shipping manifest shall accompany every transport of cannabis goods and will be electronically mailed to the bureau until the State California State established a track-and-trace system.

X. INVENTORY CONTROL

A. Inventory Control and Tracking. To track our inventory, inbound supply and outbound product, we will employ record-keeping software that is compatible with State of California's requirements. Such platforms track the product throughout its entire lifecycle within the facility and as it is transferred in and out of the facility. Company is currently reviewing softwares which is a nationally recognized a point-of-sale tracking system. It easily reports on all aspects of the business including, but not limited to, batch cannabis tracking, inventory data, and gross sales (by weight and by sale). This system and information is compatible with the City's record-keeping systems and our financial system, Quickbooks. The system shall have the capability to produce historical transactional data for review by the City of Woodland. All of the tracking activity occurs using only an Internet connection so the information is secure, but accessible remotely.

B. Reconciliation. We will reconcile all inventories of cannabis goods at least once every 14 days and will keep an inventory log containing the following information for each batch:

1. The manufacturer or cultivator's name and license number, who provided the batch;
2. The date of entry into the EPE's storage area
3. The unique identifiers and batch number associated with the batch
4. A description of the cannabis goods with enough detail to easily identify the batch
5. The weight of or quantity of units in the batch;
6. The best-by, sell-by, or expiration date of the batch, if any; and
7. Where on the premises the batch is kept;

C. Discrepancies. If EPE finds a discrepancy between the inventory of stock and the inventory log or track and trace system that is outside of normal weight loss caused by

moisture loss, EPE will commence a full audit of the batch in which the discrepancy was found.

- D. Record Maintenance.** Scrutinizing company operations and maintaining precise records will not only ensure that we meet all required regulations, but also that our business is run most efficiently. Our management team has a reputation in business for being proactive instead of reactive and will incorporate business process to ensure compliance in all aspects of the business. At a minimum, our team will make and maintain complete, accurate and legible records evidencing compliance with the California and local government's requirements, which shall be subject to audit. The additional tasks related to this function will include, verifying accounting (audit) and accounting practices, verification of required insurances, permits, indemnification requirements, and investigations related to violations.
- E. Records.** In addition to the records required by the State and Local authorities, we will maintain the following records:
1. Records relating to branding, packaging and labeling
 2. Inventory logs and records
 3. Transportation bills of lading and shipping manifests for completed transports and for cannabis goods in transit;
 4. Vehicle and trailer ownership records;
 5. Quality-assurance records;
 6. Records relating to destruction of cannabis goods;
 7. Laboratory-testing records;
 8. Warehouse receipts;
 9. Records relating to tax payments collected and paid.
- F. Storage, location and amount of on-site cannabis and cannabis product.** We place the highest concern on securing cannabis and cannabis product. To prevent diversion of cannabis and cannabis product, we will incorporate employee screening, secure storage of cannabis and cannabis products, and personnel policies governing access to, use and removal of inventory. Additionally, physical and electronic inventory control measures will prevent unauthorized access, theft, loss and diversion. We store all medical and recreational cannabis and medical and recreational cannabis products, including live plants in secured and locked rooms. Access to any storage area is allowed only with badged entry. Only those with authorized access will be able to access the storage rooms. Each entrance and exit records the activity by employee, time and date. The cold storage room for the cannabis plant that shares an exterior wall will have theft-prevention barriers installed on the exterior of the steel wall.
- G. Secured Access.** We control inventory by maintaining a secure – badged entry system to areas that store cannabis, cannabis products, and chemicals and by hiring the right people. Security cameras record areas where the plant material and cannabis product is stored and produced. Removal of inventory from the facility without prior notice to the security guards and logging the activity in MJ Freeway is strictly prohibited. Also, only authorized personnel may handle plant or cannabis product with an even stricter level of authorization controlling who may leave the facility with plant or plant product.

XI. WATER USAGE AND HAZARDOUS MATERIALS

- A. Water Usage.** Due to the nature of our business, we will require very little water usage both on and off site. Water usage will be limited to the use of toilets and sinks in restrooms for on-site employees. No other on-site water usage is expected as drinking water will be provided by water coolers and delivery of water.
- B. Hazardous Materials.** Outside of the gasoline (and potentially diesel) used as fuel within our vehicles, we will not be using any hazardous materials. Our site plan calls for adequate fire suppression measures to ensure containment in the event of an emergency situation.

XII. OTHER OPERATIONAL REQUIREMENTS (STATE and LOCAL COMPLIANCE)

- A. Local and State Compliance.** We will always operate in compliance to local and state regulations. We intend to thoroughly screen our employees and maintain a respectful and law-abiding staff. We will have a zero tolerance for any employees that demonstrate behaviors that display anything but the highest levels of professionalism.
- B. Premise Compliance.** Our team will work with officials to ensure the compliance measures related to signage, prohibited activities such as consumption of cannabis and alcohol on site, presents of minors, building and fire code compliance, odor control, compliance with department of public health, security compliance (video monitoring), monitoring manifests for deliveries and transports, water usage and disposal, we will maintain a zero tolerance for any employee acting outside of the bounds of these important compliance areas.
- C. Third Party Compliance Professionals.** Through constant oversight, responsible hiring practices, and a priority on safety, compliance and security, we will ensure quality of products. We engage a team of lawyers, community relations staff and industry advisors to assist with governance, compliance, legal adherence, and updates to laws and regulations.
- D. Transportation compliance.** Transportation shall only be conducted according to activity permitted by State law.
- E. Employees.** Each employee shall undergo an annual background check and have their own access key cards that will allow them to access the premises and record in and out activities within the premises.
- F. Alcohol on Premise.** Alcohol for personal consumption shall not be provided, stored, kept, located, sold, dispensed, or used on premises.
- G. Signage.** Premises shall have a sign that is 8 inches by 10 inches in size and shall be displayed at all times in a conspicuous place so it is able to be readily seen by persons entering the business:
 - 1. This site is not open to the public
 - 2. Onsite retail sales of any goods and services is prohibited”
 - 3. Juveniles are prohibited from entering this site”
 - 4. Smoking, ingesting, or consuming cannabis on site is prohibited

XIII. HUMAN RESOURCES AND PERSONEL POLICIES

All employees and managers will be fully vetted, permitted, and registered in accordance with City's and State's requirements.

- A. Benefits Package.** Employee benefit packages and performance bonus structures are currently under consideration and will be deployed as appropriate for individual responsibilities. EPE has a strong desire to create and enjoyable workplace where hard work is rewarded. Employee happiness and retention is of great concern to senior management.
- B. Labor Peace Agreement.** Because our company does not currently employ more than 20 employees, it does not trigger the requirement for a Labor Peace Agreement to be in place. However, we do anticipate growth and acknowledge this requirement. We fully intend to comply with all labor and/or union requirements.
- C. Minimum age.** At no time will anyone under the age of 21 be employed by the business.
- D. Youth Access.** As a manufacturing facility, we will not be open to the public, we will not have to conduct medical recommendation verification and youth will not be allowed on site. The doors will remain locked during business hours with only authorized personnel allowed inside the premises. This will ensure that youth may not access the facility. Persons under the age of eighteen (21) years shall not be allowed on the premises as visitors or employees.
- E. Background Checks.** Every person listed as an owner, manager or supervisor of the business will submit fingerprints and other information deemed necessary by the Chief of Police or his designee for a background check by the City of Woodland Police Department or Yolo County Sheriff's Department. All potential employees will be subject to our background check via a service approved by the police such as LiveScan. Once the Police Department or the Sheriff's department approves the potential employee, we will proceed with the interview and hiring process. Potential employees are vetted (background checks) to the satisfaction of the City of Woodland Chief of Police and in compliance with the Regulatory Application Package. An agreed upon third party will perform the check and results will be shared with the City and the Police Chief and EPE as well as with any consultant the City engages to assist with back ground check reviews. When Livescan is available, employees will submit to Livescan reviews.
- F. Employee Records.** EPE will maintain on-site a current register of all the employees currently employed and shall produce such register to the City Manager or his/her designee or any other City of Woodland official authorized to enforce the Woodland City Code for purposes of determining compliance with this Chapter.
- G. Employee training.** All staff will undergo initial and ongoing training in manufacturing and machinery safety, OSHA and personal protective equipment requirements, documentation, testing, hazard response, chemical handling, labeling documentation, and emergency procedures. We offer mandatory training in a module similar to the programs outlined at <https://www.osha.gov/dte/>. MJ Freeway conducts extensive training on the tracking software. MJ Freeway's professional trainers provide this training on their tracking platform. Training will also include secure facility protocols to ensure against

theft and diversion.

- H. Transport.** Cannabis products will be safely and securely transported to and from the facility in unmarked vehicles only by EPE's employees. EPE will only accept transport to and from the facility using licensed commercial cannabis businesses. Transportation transactions will be documented on a manifest in a clear and consistent format that provides key details including: driver and vehicle identification, weight and/or unit counts of all products, route traveled, departure and expected arrival times, and alerts when shipments are late. We inspect each inbound and outbound transport to ensure that the product arrives on time, is not tampered with or diverted, and that the inventory levels are properly accounted for.
- I. Loitering.** Loitering by persons outside the facility both on the premises and within fifty (50) feet of the premises is prohibited.
- J. Identification.** Each person to whom a work permit is issued shall wear his or her personal identification card, issued by the EPE's security company that also allows and restricts access to the distribution premises. Cards shall be placed at a prominent and readily-visible location on the outermost garment and approximately chest-high. Such identification card shall at all times be in good and readable condition.
- K. Change of Employment.** In the event a person changes employment from one commercial cannabis business within the city to another, EPE shall notify the City Manager or his/her designee in writing of the change of employment within ten (10) days of such change or the work permit shall be suspended or revoked and such person shall not be permitted to work within any commercial cannabis business within the city.
- L. Onsite consumption prohibited.** Cannabis shall not be consumed on the premises.

XIV. BUSINESS MANAGEMENT PLATFORM

- A. Management.** EPE will hire managers that including without limitation governance of employees, quality control, reporting, record and bookkeeping under the guidance of EPE's tax advisor and compliance with all aspects of the operations. EPE will employ laborers and to the extent possible, bear all costs of goods.
- B. Inventory Monitoring.** In order to operate at optimal efficiency as well as to remain compliant with state and local rules and regulations regarding cannabis distribution, all inventory pertaining to the business operations of EPE will be carefully monitored and controlled by means of inventory management computer software and surveillance. The inventory management system will include internally-generated Excel spreadsheets as well as third-party inventory tracking software as deemed applicable by management and in compliance with state and local requirements as implemented from time to time. The responsibility of oversight regarding data and inventory tracking for the shall lay with the Controller of the company.

XV. TAX COMPLIANCE / HANDLING CASH

EPE like all other cannabis facilities has the difficult task of managing cash, in a world where banking through formal channels is virtually impossible for any sustained period of time.

- A. Addressing Tax Compliance.** Addressing the considerable challenges of tax compliance, particularly at the federal level, along with accurate books and records keeping, will be paramount in this emerging regulatory environment. EPE will engage the services of a Certified Public Accountancy firm to both set up its operations and assist in keeping the books and records. Doing so ensures compliance with tax obligations at all levels and assists EPE. in classifying different activities and costs within the business.
- B. State and Local.** EPE will be required to obtain a Sacramento Business Operating License and pay a community benefits tax estimated at \$48,280 annually. EPE has registered with the Board of Equalization and obtained a seller's permit. Moreover, statewide regulations will likely dictate that EPE will also be required to pay licensing fees to the State of California to remain compliant.
- C. Federal.** At the federal level, deductible expenses under IRC 263A and 280E and the filing requirements of Form 8300 are challenging for many distributors. Under federal guidelines, only expenses that qualify to be classified as Cost of Goods Sold (COGS) are allowable deductions for a business that is involved in a federally illegal activity. Expenses deductible at the federal level may include, rent, utilities - electricity and water, nutrients and fertilizer, packaging materials, and labor, provided each can be rightfully attributed to production. Rent for flowering space would be deductible, but rent for office administration would not. Questions remain as to whether costs for security for the inventory, insurance, scales, excise taxes and potentially, accounting and traceability software costs qualify. Appropriate classification can maximize the COG deductions and remain compliant.
- D. Form 8300.** The law requires that trades and businesses report cash payments of more than \$10,000 to the federal government by filing IRS/FinCEN Form 8300, report of cash payments over \$10,000 received in a trade or business. The information contained in the form assists law enforcement in its anti-money laundering efforts to investigate possible tax evasion, drug dealing, terrorist financing and other criminal activities. Transactions that require Form 8300 are widespread. Cash includes the coins and currency of the United States and a foreign country, may also include cashier's checks, bank drafts, traveler's checks, and money orders with a face value of \$10,000 or less. If the business receives more than one payment in cash, totaling \$10,000 or more Form 8300 must be filed within 15 days of receipt. When businesses comply with the reporting laws they provide authorities with an audit trail, however failure to file same carry penal and pecuniary penalties.
- E. Payments to Employees.** Until such time as EPE finds a payroll service to handle the cash conundrum all cannabis companies face, it will pay its employees in cash, retain appropriate tax withholdings in conformity with the law and provide its employees with check stubs setting forth all information required pursuant to federal, state, FICA, SSDI, SSI and all other required withholdings.
- F. Cash Storage.** Cash will be removed from the site by contracted security services company and stored at a secure location upon the accumulation of \$25,000 or more. Alternatively,

upon the implementation of state licensing of distribution companies, EPE. will attempt to negotiate the delivery of monies by said distribution companies to the offsite storage.

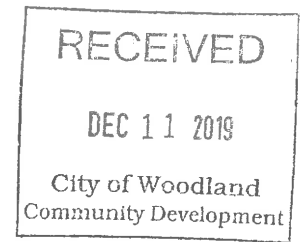
XVI. SAFETY, HEALTH, AND ENVIRONMENTAL CONCERNS

Upon rebuilding the facilities, working conditions will not only meet, but exceed the standards established by OSHA, state, and local laws. EPE will contract with an Occupational Health & Safety consultant that provides comprehensive Health, Safety, and Environment (HSE) services. Said consultant shall provide counselling to ensure that we EPE. employees and contractors have a thorough understanding of the work environment and any potential risks. EPE. will seek a range of realistic options and control measures to provide for the safety of its employees and others.

Articles

Seller's Permit

Epic Pros Enterprises, Inc
1250 Harter Avenue Suite C
Woodland, CA 95776



Community Relations Plan

Community relationships are the keystone of success in any business and our management team strongly believes in being a steward of the community. Our team of ardent professionals will display nothing but the highest levels of business acumen and respect for our neighbors and greater community. We will work closely with government and citizen leaders as well as law enforcement to be a beneficial addition to the community.

Bejan Farahbakhsh and Nuriya Safarova (consultant) is the designated Community Relations Manager for the cannabis non-volatile manufacturing business and is responsible for outreach and communication with the surrounding community. Bejan and Nuriya has already taken initial steps toward reaching out to the community by introducing themselves in Bejan's original Conditional Use Permit application. They also notified in person all of the surrounding business neighbors and the neighbors adjacent to the site of the proposed Commercial Cannabis Distribution company. Bejan and Nuriya provided their phone numbers and an email addresses specifically established for the intake of any concerns or questions neighboring businesses may have, and invited them to contact Bejan directly to set up an individual appointment.