

**Resolution \_\_\_\_\_, Exhibit A**  
**An Amendment to the City of San Leandro**  
**Administrative Code Adding**  
**Title 5, Chapter 6**  
**Cannabis Product Manufacturing Pilot Program**

§5.6.100: General

Cannabis Product Manufacturing is a controlled land use that requires a special license from the State of California. This program identifies the criteria for the application, review and approval of a limited number of Conditional Use Permits for Cannabis Product Manufacturing on a pilot basis. This program shall apply to all Conditional Use Permit applications for Cannabis Product Manufacturing in conjunction with the Zoning Code.

§5.6.110: Eligible Applicants

Applications considered under this pilot program shall be from those applicants who intend to apply for or have already received a Cannabis Manufacturing License from the State of California. Speculative or third party applications shall be disqualified from consideration.

§5.6.120: Application Requirements

A Conditional Use Permit application for Cannabis Product Manufacturing shall be accepted for processing only when the following mandatory fees and documentation are provided at the time of application submittal:

- a) A completed application form with an original signature of the applicant(s) and property owner(s), as prescribed by the Community Development Department, including the following:
  - 1) Applicant and Property Owner Information:
    - i) The legal business name of the applicant and the applicant's tax identification number;
    - ii) The name(s) under which the cannabis manufacturing business will operate ("Doing Business As");
    - iii) The applicant's contact information, including name, title, mailing address, phone number, and email address;

- iv) The ownership structure of the applicant as filed with the California Secretary of State (e.g. limited liability company, joint partnership, S-Corporation). An applicant that is a foreign corporation shall include in its application the certificate of qualification issued by the Secretary of State of California;
  - v) The name(s), title, address and phone number of the current property owner(s);
  - vi) The name, title, address and phone number of any manager or management company responsible for the property or facility on behalf of the property owner(s).
- 2) Identification of other cannabis licenses the applicant holds or has applied for in other jurisdictions.
- 3) The Assessor's Parcel Number (APN) of the project location and physical address (if any).
- b) The required deposit for a Conditional Use Permit, as per the City's current fee schedule, and any other concurrent application(s).
- c) Twenty (20) printed and bound copies of the following shall be provided at the time of application:
- 1) A detailed Project Description that identifies the following information:
    - i) A description of the proposed project and intended manufacturing use;
    - ii) The type of Cannabis Manufacturing License being sought from the State of California (e.g., Type N, Type P, Type 6, or Type 7);
    - iii) A description of the project location and property details, including proposed and existing square footage of the manufacturing facility, lot coverage calculations, floor area ratio (FAR), roof height, landscaped area, and other pertinent information pertaining to the property.
    - iv) Parking calculations and anticipated total number of intended employees.
  - 2) A detailed Operational Plan that identifies the following information:
    - i) Proposed hours of operation and/or shift scheduling;
    - ii) A description of the type of equipment used for manufacturing;

- iii) A description of any hazardous materials used, including volatile solvents or gases used for extracting, and their storage methods;
  - iv) A description of security measures, including physical and procedural measures taken to secure the facility, inventory, and employees;
  - v) A description of measures taken to control or destroy unsold or damaged inventory and cannabis waste;
  - vi) The anticipated gross annual revenue from all sales of products manufactured at the manufacturing premises;
  - vii) A list of State licensed transportation and distribution providers serving the facility, if known;
  - viii) Anticipated number and frequency of deliveries serving the facility;
  - ix) Any other pertinent information involving the operation of the facility.
- d) Three (3) copies of a Title Report for the subject property prepared within three months of the time of application.
- e) Ten (10) full size sets (ARCH D or ANSI D) and fifteen (15) half size sets (ARCH B or ANSI B) of Project Plans drawn to scale, prepared and stamped by a licensed architect and/or civil engineer. Site Plans shall be submitted bound, rolled, or folded. The plans shall include pages of the following:
- 1) Existing and Proposed Site Plan. Show, label, and dimension the property lines, sidewalks, curbs, all structures with a roof, the outline of buildings, ingress and egress points, paving, parking, walls/fences, trash enclosures, adjacent buildings, and contours (where relevant).
  - 2) Stormwater Control Plans (C.3). Provide Stormwater Control Plans for the project site in accord with Alameda County's Clean Water Program technical guidance. Plans shall be prepared by a licensed civil engineer.
  - 3) Conceptual Landscaping Plans. Identify existing and proposed landscaping for the project site, including all tree, shrub, and groundcover species and materials, plant sizes, and water use calculations in accord with the State of California's Model Water Efficient Landscaping Ordinance. Conceptual landscaping plans shall be prepared by a licensed landscape architect.
  - 4) Existing and Proposed Floor Plans. A scaled diagram of the premises to be permitted, showing boundaries, dimensions, entrances and exits, interior

partitions, walls, rooms, windows, and common or shared entryways. The plans shall identify all areas where commercial cannabis activities will be conducted. Plans shall be prepared by a licensed architect.

- 5) Existing and Proposed Elevations. Show, label, and dimension all details for window types, trim, eaves, roof materials, exterior materials, fencing, trash enclosures, mechanical equipment, and screening. Provide color elevations of proposed building(s). For new construction, a color and materials board and color renderings shall be required.
- f) A Traffic Generation Report prepared and stamped by a licensed transportation engineer. The report shall identify the estimated number of trips generated by the proposed use and summarize existing conditions on surrounding roadways.
- g) A Noise Study or statement prepared by a qualified professional such as an acoustical engineer. The study shall identify and analyze potential sources of noise related to the proposed use and provide acoustically feasible abatement measures as necessary.
- h) An Odor Control Mitigation Plan or statement describing assumed conditions and any necessary measures taken to monitor, control, and/or mitigate odors that may be generated from the manufacturing process.
- i) A digital copy of all required application exhibits shall be provided in an accessible format.

#### §5.6.130: Incomplete Applications

Following City review of an application, if an applicant fails to submit any required documentation within sixty (60) calendar days from the date of written notification from the City, the application shall be deemed abandoned and closed. No time extensions or exceptions shall be granted.

#### §5.6.140: Application Limitations

The Community Development Department shall accept up to five (5) applications for Cannabis Product Manufacturing for processing on a first-come, first-serve basis. Once this application limit has been reached, no further applications will be accepted for processing until which time an application is withdrawn, abandoned, or disapproved.

#### §5.6.150: Permit Limitations

The City shall authorize issuance of up to five (5) Conditional Use Permits for Cannabis Product Manufacturing. Once this permit limit has been reached, no further applications will be considered for approval until which time a prior issued Conditional Use Permit under this pilot program has lapsed or is revoked or discontinued.