



CITY OF FORT BRAGG

Incorporated August 5, 1889
416 N. Franklin Street
Fort Bragg, California 95437
tel. 707.961.2823
fax. 707.961.2802
www.fortbragg.com

February 10, 2020

E7 Fort Bragg, LLC
8033 West Sunset Boulevard, #987
Los Angeles, CA 90046

**Subject: Minor Use Permit 1-19: Cannabis Retail at 342 North Main Street
Completeness Review (2.0)**

Dear Mr. Bloom,

Thank you for your application submittal for the above-referenced project on January 10, 2020. City staff has reviewed your application materials in order to determine if the application is complete or if additional information is needed to process the permit application, and mailed you a letter dated January 22, 2020 outlining application requirements that were incomplete. The City received supplemental materials for your application via email on February 5, 2020.

Per the Inland Land Use and Development Code, permit applications shall be reviewed by the Director for completeness and accuracy before it is accepted as being complete and officially filed. The determination shall be based on the City’s list of required application contents (Section 18.70.040(B)) and any additional written instructions provided to the applicant in any pre-application conference or during the initial application review period. Minor Use Permit applications shall include the filing materials identified in Section 18.71.060(D), and Cannabis Business applications shall include the materials identified in Section 9.30.050.

As required by State law, within 30 days of application filing the applicant shall be informed in writing either that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information shall be provided. This application was amended on **February 5, 2020**.

The following table lists required materials for Minor Use Permit and Cannabis Business Applications, and the status of their submission. These submission requirements provide the basis for the application completeness determination. **Note that a “complete” status indicates that the materials were adequately submitted for review and analysis, not that the materials or project is consistent with all policies and requirements applicable to the project.**

Submission Item	Status	Notes
Minor Use Permit Application Requirements (18.70.040 B)		
Site Plan containing the following information: <ul style="list-style-type: none"> - The lot or parcel, showing shape and dimensions. - Abutting street and name, indicating distance from property line. 	Complete	The submitted site plan is sufficient. Since no additional exterior construction or additions are proposed, many of the requirements do not apply to this project.

<ul style="list-style-type: none"> - North arrow and scale. - The location of proposed new or existing buildings, if any, and their uses and distances to property lines. - All driveways, approaches, barriers, parking and loading areas. - Location of utility lines. - With dotted lines, indicate an addition to an existing structure, if applicable. - Show proposed landscaping on the site plan unless a separate landscape/planting plan is included in the application. - All proposed/existing landscaping shall be illustrated on the site plan. - Identify the size and species of all trees. Label each tree to be removed with an "X" through it. - Indicate potential phasing limits of the project. 		
<p>Architectural elevations showing:</p> <ul style="list-style-type: none"> - Elevations of all sides of new structures. - If the exterior of an existing structure is to be changed, all existing and proposed elevations of the structure shall be shown. - Exterior materials and colors of all proposed and existing structures shall be indicated or generally described. Color and material samples shall be submitted. - All mechanical equipment or similar features located above the roof shall be shown. 	Complete	The application does not propose to alter the façade or develop additions to the existing structure. The elevations provided on Sheet A3 depicting signage is sufficient for this application.
<p>Floor plans with the following information:</p> <ul style="list-style-type: none"> - Show all stories with room, exterior doors and windows, and seats (for eating establishments) indicated so that parking and coverage calculations can be made. 	Complete	The floor plans submitted on Sheet A2 of the application meets the application requirements for a Minor Use Permit.
<p>Landscaping Plans in compliance with Chapter 18.34 or 17.34, as applicable.</p>	Complete	Landscaping plans are not required since no new construction is opposed, and the building takes up the entirety of the lot frontage.
<p>Sign plans in compliance with Chapter 18.38 or 17.38, as applicable.</p>	Complete	A sign plan was submitted in order to sufficiently review the project for consistency with Chapter 18.38.
Cannabis Business Application Requirements (9.30.050)		
<p>A. The full name, present address, and telephone number of the applicant;</p>	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
<p>B. The address to which notice of action on the application and all other notices are to be mailed;</p>	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.

C. Previous addresses for the past 5 years immediately prior to the present address of the applicant;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
D. Written proof that the applicant is over 21 years of age;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
E. Photographs for identification purposes (photographs shall be taken by the Police Department);	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
F. The cannabis business history of the applicant, including whether the applicant, in previously operating in any city, county, or state under permit, has had a permit revoked or suspended and, if so, the reason therefor;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
G. The name or names of the person or persons having the management or supervision of applicant's business;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
H. Whether the person or persons having the management or supervision of applicant's business have been convicted of a crime(s), the nature of the offense(s), and the sentence(s) received therefor;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
I. A security plan ensuring the safety of employees and visitors from criminal activity, including theft and unauthorized entry;	Complete	A security plan is included as Sheet A4 of the application.
J. A sketch or diagram showing the interior configuration of the premises, including a statement of the total floor area occupied by the cannabis business and the purpose and security of each room or area of operation;	Complete	A floor plan is included as Sheet A2 of the application.
K. A diagram illustrating the use and coverage of security cameras, security lighting, and necessary access restrictions;	Complete	This information is provided in the security plan.
L. A notarized statement by the property owner certifying under penalty of perjury that he or she has given consent to the applicant to operate a cannabis business at the location, or providing proof that the applicant owns the property;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
M. Detailed operating procedures, which shall include the following:		
1. Proposed hours of operation;	Complete	The proposed hours of operation are 10am through 8pm.
2. How the business will comply with applicable state regulations;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
3. Product safety and quality assurances;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
4. Record keeping procedures;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.

5. Product recall procedures;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
6. A solid waste disposal plan, with certification that waste transport entities and disposal facilities have agreed to haul and receive solid waste produced by the cannabis business;	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
7. Product supply chain information (cultivation, testing, transportation, manufacturing, packaging and labeling, etc.);	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
8. An odor prevention plan, illustrating how the cannabis business will be consistent with § 17.30.080(J) and/or § 18.30.080(J). The odor prevention plan may include an odor absorbing ventilation and exhaust system or other measures to ensure the use does not produce odors which are disturbing to people of normal sensitivity residing or present on adjacent or nearby property or areas open to the public; and	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
9. Other information as required by the Chief of Police as necessary to ensure the project's compliance with local, state and federal regulations;	N/A	Additional information may be required by the Police Chief during the Police Department review.
N. Authorization for the City, its agents and employees to seek verification of the information contained within the application; and	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.
O. A statement in writing by the applicant that he or she certifies under penalty of perjury that all the information contained in the application is true and correct.	Complete	This information was submitted as part of the supplemental materials transmitted to the City on February 5, 2020.

The application amendment received on February 5, 2020 is complete and includes all information required to begin processing. The City will first route the application to the Police Department for further review. Once the Police Department accepts the application, City staff will place a notice in the paper and contact nearby property owners and tenants of the application, inviting the public to provide comment and/or request a public hearing.

I am available to answer clarifying questions or provide information at (707) 961-2827 ext. 112 or sperkins@fortbragg.com. We look forward to working with you on this project.

Sincerely,

Scott Perkins
 Senior Planner
 Community Development Department

MUP 1-20
342 North Main Street
Cannabis Retail with Delivery

Completeness Review
February 10, 2020

cc: Tabatha Miller, City Manager
Michelle Deering, Real Estate Agent
Gabriel and Nina Stricker, Property Owner