

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Tuesday, March 3, 2020

7:00 PM

Council Chambers

City Council

CITY COUNCIL MEETING**CALL TO ORDER Pledge of Allegiance: Council Member Márquez****ROLL CALL****CLOSED SESSION ANNOUNCEMENT****PRESENTATION**

Proclamation: American Red Cross Month

PUBLIC COMMENTS

The Public Comment section provides an opportunity to address the City Council on items not listed on the agenda or Information Items. The Council welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

ACTION ITEMS

The Council will permit comment as each item is called for the Consent Calendar, Public Hearings, and Legislative Business. In the case of the Consent Calendar, a specific item will need to be pulled by a Council Member in order for the Council to discuss the item or to permit public comment on the item. Please notify the City Clerk any time before the Consent Calendar is voted on by Council if you wish to speak on a Consent Item.

CONSENT

1. [CONS 20-095](#) Adopt a Resolution Authorizing the City Manager to Execute an Agreement with Kimley-Horn and Associates in an Amount Not-to-Exceed \$154,750 for the Sulphur Creek Mitigation Design Project at Hayward Executive Airport

Attachments: [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
 [Attachment III Area Map](#)
 [Attachment IV Sulphur Creek Report](#)

2. [CONS 20-120](#) Adopt a Resolution Approving the Workplan to Incentivize Housing Production in the City of Hayward

Attachments: [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
 [Attachment III Policies to Incentivize Housing Production](#)
 [Attachment IV Comments from Individual Interviews](#)
 [Attachment V Multi-Family Market Rate Forum Comments](#)
 [Attachment VI Brief from Convening of Infill Developers](#)
 [Attachment VII Comments from Review of Workplan](#)

WORK SESSION

Work Session items are non-action items. Although the Council may discuss or direct staff to follow up on these items, no formal action will be taken. Any formal action will be placed on the agenda at a subsequent meeting in the action sections of the agenda.

3. [WS 20-011](#) Downtown Hayward Improvement Association (DHIA):
 Receive the Annual Report on DHIA Activities (Report from City Manager McAdoo and Development Services Director Simpson)

Attachments: [Attachment I Staff Report](#)
 [Attachment II Annual Report Summary](#)

PUBLIC HEARING

4. [PH 20-015](#) Cannabis Retail Dispensary - Aunty Honeys: Adopt a Resolution Approving the Proposed ±3,578 Commercial Cannabis Retail Dispensary with Ancillary Retail Delivery within an Existing Building Located at 1147 B Street (Assessor Parcel No. 427-0011-021-00), Requiring Approval of Conditional Use Permit Application No. 201806127 and Exempt from the California Environmental Quality Act (CEQA) Pursuant to Section 15301 (Class 1); Esther Lopez (Applicant); Gregory Varr (Property Owner) (Report from Development Services Director Simpson)

Attachments: [Attachment I Staff Report](#)
[Attachment II Resolution](#)
[Attachment III Project Plans](#)
[Attachment IV Operation Plans](#)
[Attachment V Security Plan](#)
[Attachment VI Parking Study](#)
[Attachment VII Public Comments](#)

LEGISLATIVE BUSINESS

5. [LB 20-002](#) Electrification Reach Codes: Adopt a Resolution and Introduce an Ordinance to Adopt Electrification Reach Codes for the 2019 California Energy Code and California Green Building Standards Code (Report from Public Works Director Ameri and Development Services Director Simpson)

Attachments: [Attachment I Staff Report](#)
[Attachment II Resolution](#)
[Attachment III Reach Code Ordinance](#)
[Attachment IV GHG and Cost Savings](#)
[Attachment V Editorial from Wall Street Journal](#)
[Attachment VI Town of Windsor Sued Over Reach Code](#)
[Attachment VII Comments Received](#)

CITY MANAGER'S COMMENTS

An oral report from the City Manager on upcoming activities, events, or other items of general interest to Council and the Public.

COUNCIL REPORTS AND ANNOUNCEMENTS

Council Members can provide oral reports on attendance at intergovernmental agency meetings, conferences, seminars, or other Council events to comply with AB 1234 requirements (reimbursable expenses for official activities).

COUNCIL REFERRALS

Council Members may bring forward a Council Referral Memorandum (Memo) on any topic to be considered by the entire Council. The intent of this Council Referrals section of the agenda is to provide an orderly means through which an individual Council Member can raise an issue for discussion and possible direction by the Council to the appropriate Council Appointed Officers for action by the applicable City staff.

ADJOURNMENT

NEXT MEETING, March 17, 2020, 7:00 PM

PUBLIC COMMENT RULES

Any member of the public desiring to address the Council shall limit her/his address to three (3) minutes unless less or further time has been granted by the Presiding Officer or in accordance with the section under Public Hearings. The Presiding Officer has the discretion to shorten or lengthen the maximum time members may speak. Speakers will be asked for their name before speaking and are expected to honor the allotted time. Speaker Cards are available from the City Clerk at the meeting.

PLEASE TAKE NOTICE

That if you file a lawsuit challenging any final decision on any public hearing or legislative business item listed in this agenda, the issues in the lawsuit may be limited to the issues that were raised at the City's public hearing or presented in writing to the City Clerk at or before the public hearing.

PLEASE TAKE FURTHER NOTICE

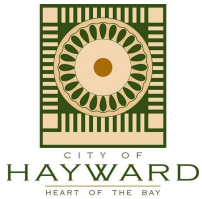
That the City Council adopted Resolution No. 87-181 C.S., which imposes the 90-day deadline set forth in Code of Civil Procedure section 1094.6 for filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5.

****Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website. Written comments submitted to the Council in connection with agenda items will be posted on the City's website. All Council Meetings are broadcast simultaneously on the website and on Cable Channel 15, KHRT. ****

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400 or TDD (510) 247-3340.

Assistance will be provided to those requiring language assistance. To ensure that interpreters are available at the meeting, interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400.

Childcare service will be provided to those requiring assistance. To ensure that childcare workers are available at the meeting, interested persons must request the accommodation by 5pm on the Friday prior to the City Council meeting by contacting the City Clerk at (510) 583-4400.



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: CONS 20-095

DATE: March 3, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT

Adopt a Resolution Authorizing the City Manager to Execute an Agreement with Kimley-Horn and Associates in an Amount Not-to-Exceed \$154,750 for the Sulphur Creek Mitigation Design Project at Hayward Executive Airport

RECOMMENDATION

That the Council adopts a resolution (Attachment II) authorizing the City Manager to execute an agreement with Kimley-Horn and Associates in an amount not-to-exceed \$154,750 for the Sulphur Creek Mitigation Design Project at Hayward Executive Airport (HEA).

SUMMARY

The Federal Aviation Administration (FAA) has determined that a portion of Sulphur Creek traversing the HEA poses a potential safety hazard to aircraft that may lose directional control and veer off one of the two runways into the creek. Under these circumstances, the aircraft could impact the open channel with the possibility of significant property damage and injury to its occupants. Based on the results of an engineering study completed by RS&H consultants in 2016, the preferred solution is to enclose the open channels of the creek in box culvert and grade the immediate areas surrounding the channels. Since September 2018, geotechnical studies, topographical surveys, biological site reviews, preparation of design drawings and specifications, and initiation of the permitting process through the Army Corps of Engineers, Regional Water Quality Control Board (RWQCB), and the California Department of Fish and Wildlife have been undertaken. However, unanticipated developments in the permitting process have resulted in a change of scope and significant delay. Accordingly, a Professional Services Agreement (PSA) is proposed for the Council's consideration and staff recommends that Council authorize the City Manager to execute an agreement with Kimley-Horn and Associates, Inc. (Kimley-Horn) for this project.

This item was presented to the Council Airport Committee on January 23, 2020 and recommended unanimously by the Committee to be brought before Council for consideration.

File #: CONS 20-095

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Site Map
Attachment IV	Sulphur Creek Report



DATE: March 3, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Adopt a Resolution Authorizing the City Manager to Execute an Agreement with Kimley-Horn and Associates in an Amount Not-to-Exceed \$154,750 for the Sulphur Creek Mitigation Design Project at Hayward Executive Airport

RECOMMENDATION

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SUMMARY

The Federal Aviation Administration (FAA) has determined that a portion of Sulphur Creek traversing the HEA poses a potential safety hazard to aircraft that may lose directional control and veer off one of the two runways into the creek. Under these circumstances, the aircraft could impact the open channel with the possibility of significant property damage and injury to its occupants. Based on the results of an engineering study completed by RS&H consultants in 2016, the preferred solution is to enclose the open channels of the creek in box culvert and grade the immediate areas surrounding the channels. Since September 2018, geotechnical studies, topographical surveys, biological site reviews, preparation of design drawings and specifications, and initiation of the permitting process through the Army Corps of Engineers, Regional Water Quality Control Board (RWQCB), and the California Department of Fish and Wildlife have been undertaken. However, unanticipated developments in the permitting process have resulted in a change of scope and significant delay. Accordingly, a Professional Services Agreement (PSA) is proposed for the Council's consideration and staff recommends that Council authorize the City Manager to execute an agreement with Kimley-Horn and Associates, Inc. (Kimley-Horn) for this project.

This item was presented to the Council Airport Committee on January 23, 2020 and the Committee unanimously recommended the item be brought before Council for consideration.

BACKGROUND

In 2007, the Federal Aviation Administration (FAA) Runway Safety Action Team (RSAT) highlighted the potential safety hazards associated with Sulphur Creek. Airport staff subsequently contacted the FAA Airports District Office in San Francisco (SFO-ADO) and determined a project to underground portions of the creek would be eligible for federal grant funding under the Airport Improvement Program (AIP). The Federal Aviation Administration (FAA) has determined that a portion of Sulphur Creek traversing the HEA poses a potential safety hazard to aircraft that may lose directional control and veer off one of the two runways into the creek. Under these circumstances, the aircraft could impact the open channel with the possibility of significant property damage and injury to its occupants. Based on the results of an engineering study completed by RS&H consultants in 2016, the preferred solution is to enclose the open channels of the creek in box culvert and grade the immediate areas surrounding the channels.

The initial project scope anticipated the purchase of mitigation bank credits to offset the loss of wetlands during the installation of the box culvert. This is a financial transaction to help fund specific, existing environmental projects in the greater San Francisco Bay area. However, after a meeting with staff and other subsequent discussions, the RWQCB rejected mitigation bank credits in favor of the remediation of a portion of Sulphur Creek or another nearby waterway.

Friends of San Lorenzo Creek reviewed this project and recommended that eighteen potential remediation sites warranted further study and evaluation. Staff appreciates the Friends of San Lorenzo Creek's participation in this process and their recommendations. An evaluation of each site at locations along the Old Alameda Creek, San Lorenzo Creek, Ward Creek, and Sulphur Creek, has been conducted.

The results of the evaluations included one site that appeared optimal (Attachment IV). A cover letter and the evaluation results were sent to the RWQCB on November 5, 2019. A response was received from the RWQCB on December 10, 2019 with follow-up questions. Evaluation of the eighteen sites, totaling \$15,000, was not anticipated in the original scope of the project with Kimley-Horn. Due to this additional work and the uncertainty at the time related to the remaining required level of effort, the original agreement with Kimley-Horn was allowed to expire on June 30, 2019. After discussion with the City Attorney's office and the Finance Department, a new agreement is recommended. Completion of the 100% design and project bidding is now anticipated in Spring 2020.

DISCUSSION

One of the challenges of managing capital projects funded with AIP monetary grants is the need to coordinate the design and construction schedule with the FAA funding cycle. Unexpected project delays can result in subsequent funding delays. Accordingly, staff worked to overcome the issues outlined above with the Sulphur Creek permitting process to remain on schedule.

However, as noted, the requirement to conduct site evaluations by the RWQCB, modify the contract scope language, and fund the additional work had two consequences. First, staff opted to let the original agreement with Kimley-Horn expire in favor of a new agreement incorporating these changes. Second, the FAA has pushed funding for the project until the current federal fiscal year, which started on October 1, 2019 and which ends on September 30, 2020. This should provide adequate time to fully address the RWQCB requirements, complete the 100% design, and conduct a bidding process for the construction work. The permitting requirements imposed on this project by the Regional Water Quality Control Board (RWQCB) and Alameda County Flood Control and Water Conservation District (ACFCWCD) have impacted the timeline and viability of the project. Staff is working on the issues that have been raised in order to resolve them and proceed with the project.

Council Airport Committee

This item was presented to the Council Airport Committee on January 23, 2020 and the Committee unanimously recommended the item be brought before Council for consideration.

ECONOMIC IMPACT

No economic impact is associated with this item.

FISCAL IMPACT

The Design Phase project costs are as follows:

Consultant	\$444,000
Consultant (Mitigation)	\$ 15,000
Administration	<u>\$156,000</u>
TOTAL:	<u>\$615,000</u>

Most of the cost for the design phase of the project will be reimbursed through grants from the FAA covering 90% of the actual cost; another match of 5% will be provided through Caltrans' Division of Aeronautics. The adopted FY 2019 Capital Improvement Program (CIP) includes \$615,000 for this phase.

Through the end of Fiscal Year 2019, Kimley-Horn had expended \$304,250 of the \$444,000 from the original agreement, which expired earlier this year. The remaining \$139,750 from the original agreement will be utilized for developing the final design, finalizing plans and specifications, and assisting with the bidding process. As noted earlier, an additional \$15,000 was spent for the mitigation site investigation, thereby resulting in a total value of \$154,750 for this new contract.

STRATEGIC ROADMAP

This agenda item is a safety and maintenance-related item and does not directly relate to any of the six priorities outlined in the Council's Strategic Roadmap.

SUSTAINABILITY FEATURES

The Airport is committed to developing projects that are environmentally responsible. Therefore, staff will ensure that all plans proposed by the consultant incorporate features that are in line with the City's sustainability guidelines.

PUBLIC CONTACT

The Council Airport Committee (CAC) has discussed the Sulphur Creek project on several occasions since 2008. Last discussions occurred during CAC meetings held on April 23, 2015, April 28, 2016, and January 20, 2019. Furthermore, this item was discussed and approved by the CAC on January 23, 2020. As part of the scope of work, the consultant will prepare a public outreach plan to include key messages, core audiences, and public involvement activities to support the development and release of the draft design. The public outreach plan will ensure that interested members of the public, as well as the Friends of San Lorenzo Creek, will have an opportunity to provide input, the interests of participants will be communicated to decision makers, and that participants are provided with information needed to participate in a meaningful way.

NEXT STEPS

Complete Final Design	April 2020
Begin Construction	August 2020
Complete Construction	November 2020

Prepared by: Doug McNeeley, Airport Manager

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR THE SULPHUR CREEK MITIGATION DESIGN PROJECT AT HAYWARD EXECUTIVE AIRPORT IN AN AMOUNT NOT-TO-EXCEED \$154,750

WHEREAS, the City of Hayward ("City") owns and operates Hayward Executive Airport ("Airport"); and

WHEREAS, a portion of Sulphur Creek crosses Airport property and flows in an open channel within the Runway Safety Area; and

WHEREAS, this poses a potential safety hazard in the event an aircraft on a runway leaves the pavement and impacts the open channel; and

WHEREAS, in 2007 the Federal Aviation Administration (FAA) recognized this potential safety hazard and recommended that the City take steps to cover the open channel within the Runway Safety Area; and

WHEREAS, the City entered into an agreement with Kimley-Horn Associates for Airport consulting services related to the Sulphur Creek Mitigation Design project on September 4, 2018; and

WHEREAS, Kimley-Horn has satisfactorily completed numerous tasks leading up to the development of 65% plans for the project; and

WHEREAS, the initial project scope anticipated the purchase of mitigation bank credits to satisfy the mitigation component of the project; and

WHEREAS, the Regional Water Quality Control Board (RWQCB) has recommended the use of actual mitigation instead of purchasing credits; and

WHEREAS, recommended mitigation sites have been submitted to the RWQCB for review in November 2019; and

WHEREAS, Due to this additional work and the uncertainty at the time related to the remaining required level of effort, the original agreement with Kimley-Horn was allowed to expire on June 30, 2019; and

WHEREAS, a new agreement is recommended with Kimley-Horn to complete work on the project; and

WHEREAS, this new agreement will include the mitigation evaluation work, as well as the completion of the remaining portions of the final design for this project, such as the development of a final design, plans and specifications, and successful completion of the bidding process in time for construction by the summer of 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized to negotiate and execute an agreement with Kimley-Horn and Associates, Inc., for the Sulphur Creek Mitigation Design project in an amount not-to-exceed \$154,750.40, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

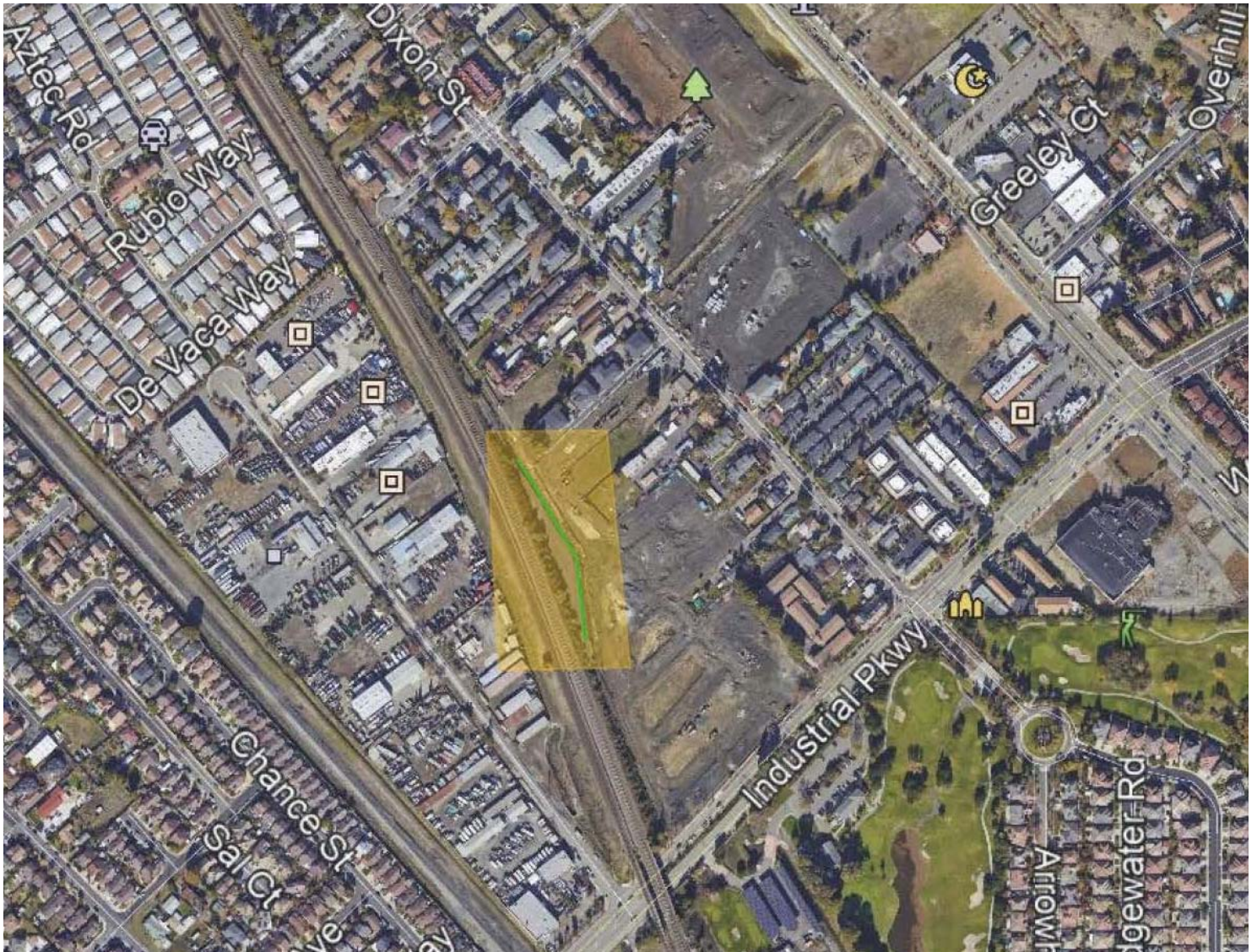
ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward







File #: CONS 20-120

DATE: March 3, 2020

TO: Mayor and City Council

FROM: City Manager

SUBJECT

Adopt a Resolution Approving the Workplan to Incentivize Housing Production in the City of Hayward

RECOMMENDATION

That Council adopts a Resolution (Attachment II) approving the workplan to incentivize housing production in the City of Hayward.

SUMMARY

The increase in Hayward's population, absent a corresponding increase in housing units, has caused rents and prices to rise as supply has failed to meet demand. On February 6, 2018, Council directed staff to evaluate barriers to development of housing as a strategy to improve housing affordability.

The purpose of this report is to review feedback from the January 14, 2020 Council Work Session and the February 13, 2020 Planning Commission Work Session, integrate feedback into the workplan, and seek approval of the revised workplan. The objective of the proposed workplan is to incentivize the production of both market rate and affordable housing, implement measures to meet the Regional Housing Need Assessment (RHNA) goals, establish "pro-housing" policies to ensure Hayward remains competitive for state housing funds, and improve housing affordability for Hayward residents. Most of the topics recommended require further analysis and stakeholder input. Staff will return to Council for final approval prior to implementation of any recommended action on the workplan.

Staff has evaluated policies from proposed state legislation, other jurisdictions throughout the state and country, regional planning efforts, and feedback from industry professionals. Topics to incentivize housing production include: policies related to zoning and housing approvals; accessory dwelling units; impact fees and fee transparency; funding sources; public land disposition; and streamlining the approval process. Attachment III provides a summary of policies that have been evaluated along with staff analysis and recommendation.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Policies to Incentivize Housing Production
Attachment IV	Comments from Individual Interviews
Attachment V	Multi-Family Market Rate Forum Comments
Attachment VI	Brief from Convening of Infill Developers
Attachment VII	Comments from Review of Workplan



DATE: March 3, 2020

TO: Mayor and City Council

FROM: City Manager

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The purpose of this report is to review feedback from the January 14, 2020¹ Council Work Session and the February 13, 2020² Planning Commission Work Session, integrate feedback into the workplan, and seek approval of the revised workplan. The objective of the proposed workplan is to incentivize the production of both market rate and affordable housing, implement measures to meet the Regional Housing Need Assessment (RHNA) goals, establish "pro-housing" policies to ensure Hayward remains competitive for state housing funds, and improve housing affordability for Hayward residents. Most of the topics recommended require further analysis and stakeholder input. Staff will return to Council for final approval prior to implementation of any recommended action on the workplan.

Staff has evaluated policies from proposed state legislation, other jurisdictions throughout the state and country, regional planning efforts, and feedback from industry professionals. Topics to incentivize housing production include: policies related to zoning and housing approvals;

¹ January 14, 2020 Staff Report and Attachments

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4288614&GUID=8884B223-5825-443E-AEB7-561FE7CECC64&Options=&Search=>

² February 13, 2020 Planning Commission Report and Attachments

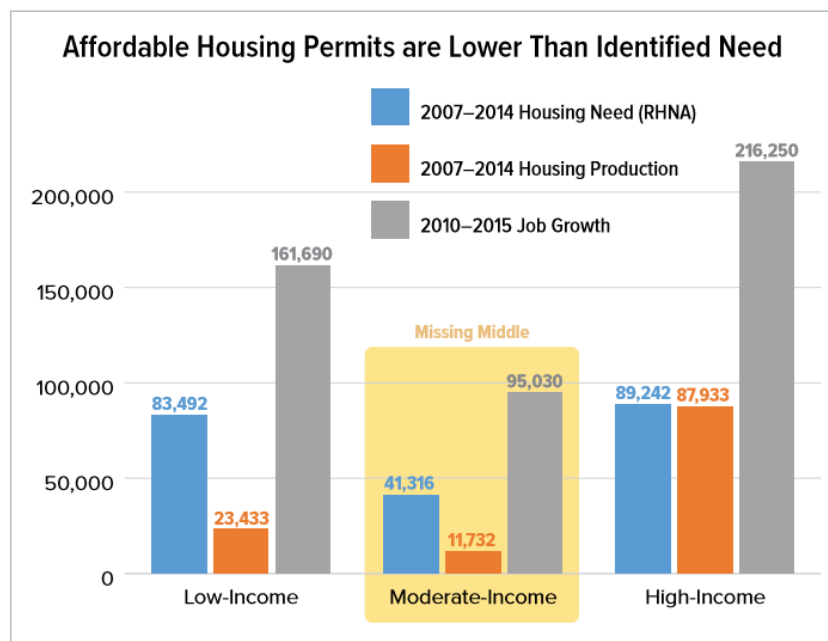
<https://hayward.legistar.com/LegislationDetail.aspx?ID=4326917&GUID=573031CC-FF45-46C1-A379-65EE15337F77&Options=&Search=>

accessory dwelling units; impact fees and fee transparency; funding sources; public land disposition; and streamlining the approval process. Attachment III provides a summary of policies that have been evaluated along with staff analysis and recommendation.

BACKGROUND

Hayward, like other cities in the Bay Area, is experiencing rising housing prices, severe housing instability for its most vulnerable populations, displacement of existing residents, and increasing homelessness. The increase in Hayward's and the Bay Area's population, absent a corresponding increase in housing units, has caused rents and prices to rise as supply has failed to meet demand. **Figure 1** illustrates the disparity between job growth in the region and housing production which has increased demand for housing throughout the Bay Area³.

Figure 1. Regional Housing Production Compared to Job Growth.



Source: Casa Compact¹

As a result, approximately 55% of Hayward renters experience a cost burden as they spend over 30% of their household income on rent. Per the most recent point-in-time count, the number of people who experience homelessness in Alameda County increased by 43% from 2017 to 2019.⁴ Additionally, renter-occupied units are disproportionately comprised of African-American and Latino households compared to all occupied units, which raises concerns that the risk of potential displacement is greater for certain racial and ethnic

³ Casa Compact

https://mtc.ca.gov/sites/default/files/CASA_Compact.pdf

⁴2019 EveryOne Counts! Homeless Point-in-Time Count

<http://everyonehome.org/wp-content/uploads/2019/05/FAQ-2019-EveryOne-Counts-County-Numbers-Release.pdf>

populations within the City. While low income renters are the most impacted by rising rents and lack of available rental housing, many Hayward residents are experiencing the impacts of a tight housing market.

Homeownership opportunities are out of reach for most Hayward renters. As of October 2019, the median sales price for a detached single-family home is \$730,000⁵ and \$528,500⁶ for a condominium or townhome. Purchasing housing at the median sales price requires an income of approximately \$130,000 and \$100,000, respectively for each housing type. Comparatively, the median income for a Hayward renter is \$56,791⁷. Based on the U.S. Census Bureau, 2013-17 American Community Survey 5-year estimates, approximately 21% of Hayward renters have incomes above \$100,000. The high cost of ownership housing prevents renters from becoming homeowners, thereby stabilizing their housing costs and building equity.

On February 6, 2018, City Council convened a work session to review the issue of housing affordability. Council consensus centered on policy options to improve housing stability for renters and identifying ways to incentivize development of housing. The Residential Rent Stabilization and Tenant Protection Ordinance (RRSO) was revised on July 25, 2019 to increase renter protections in the City of Hayward. After the adoption of the RRSO, staff commenced the development of a workplan to incentivize the development of housing. Staff has evaluated policies from proposed state legislation, other jurisdictions throughout the state and country, regional planning efforts, and feedback from industry professionals. Topics include: policies related to zoning and housing approvals; accessory dwelling units; impact fees and fee transparency; funding sources; public land disposition; and streamlining the approval process. Attachment III provides a summary of policies that have been evaluated along with staff analysis and recommendation. Additionally, there have been numerous meetings to discuss the proposed workplan, including the following:

- Aug. 2019: Stakeholder meetings to discuss proposed workplan
- Sept. 5, 2019⁸: Homeless Housing Task Force (HHTF) Discussion
- Nov. 2019: Individual Interviews with Market Rate Developers
- Nov. 14, 2019: Forum with Small Group Discussions
- Nov. 21, 2019: Convening of Infill Developers
- Dec. 9, 2019⁹: HHTF Discussion
- Jan. 14, 2020: Council Work Session

⁵ BAYEAST Association of Realtor Market Activity Summary Hayward: Detach Single-Family Home https://bayeast.org/wp-content/uploads/hayward_detached.pdf

⁶ BAYEAST Association of Realtor Market Activity Summary Hayward: Detach Single-Family Home https://bayeast.org/wp-content/uploads/hayward_attached.pdf

⁷ U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_17_5YR_B25119&prodType=table

⁸ September 5, 2019 HHTF Report and Attachments <https://hayward.legistar.com/LegislationDetail.aspx?ID=4122276&GUID=1937284B-1B4F-4569-8F51-54F2C89234A8&Options=&Search=>

⁹ December 9, 2019 HHTF Report and Attachments <https://hayward.legistar.com/LegislationDetail.aspx?ID=4270685&GUID=254B655D-3756-4771-8EC1-E3782FFA52D8&Options=&Search=>

- Feb.13, 2020: Planning Commission Work Session

This report focuses on reviewing feedback from Council and the Planning Commission, integrating the feedback into the workplan, and seeking approval of the revised workplan. Information about the development and components of the workplan, analysis of Housing Element compliance and progress reports, implication of state funding priorities and recently adopted legislation, stakeholder feedback, and HHTF feedback can be found in the January 14, 2020 staff report.

DISCUSSION

With the high housing cost burden for Hayward residents and low home ownership rates, housing affordability is a major concern for many Hayward residents. Both rental and ownership opportunities are out of reach for many current residents. The state is actively pursuing solutions that impose new requirements on local government to mitigate obstacles imposed by local government regulations. To respond to concerns about housing affordability in Hayward and proactively find housing solutions that meet the needs of Hayward residents, maintain compliance with state law, position Hayward to receive funding from the state, and respond to feedback by the development community, staff has developed a workplan intended to incentivize housing production.

This workplan identifies topics that staff recommends for further analysis and, in some cases, further work with stakeholders. Approval of the workplan only authorizes staff to conduct further analysis. If the workplan is approved, each topic will be brought to City Council individually for a work session and/or approval unless otherwise indicated.

The purpose of this discussion is to review and incorporate the feedback from the City Council work session on January 14, 2020 and the Planning Commission work session on February 13, 2020. Detailed analysis of the workplan components are provided in the January 14, 2020 staff report.

Comments from City Council

On January 14, 2020, City Council held a work session to discuss the proposed workplan. There was general support for the plan from the City Council. Comments from the City Council and staff's response are provided below:

- **Accessory Dwelling Units (ADU):** Understanding that the state has limited the City's discretion regarding the development of ADUs, evaluate what authority the City has, or alternate means the City can use to mitigate impacts of increasing density in neighborhoods. Also, evaluate if the City has authority to income restrict ADU units.

Staff will evaluate these comments as part of the update to the ADU ordinance. The comments have been added to the workplan.

- **Priority Populations:** Evaluate if the City can fast track residential development applications for priority populations.

Staff will continue to evaluate whether the City can fast track residential development applications for priority populations. Staff is currently working to implement the new streamlining requirements under SB 330, which is intended to streamline the application process for all residential developments. Additionally, there are two other state laws that will streamline residential development applications for many of the City's priority populations. Under SB 35, projects providing at least 10% affordable units and meeting other requirements are eligible for streamlined approvals under a ministerial process in the City of Hayward, which excludes qualified projects from environmental review under the California Environmental Quality Act (CEQA). Under AB 2162, residential development projects in multifamily housing zones and mixed-use zones, including nonresidential zones permitting multi-family uses, that are 100% affordable providing supportive services for priority target populations (individuals experiencing or at risk of experiencing homelessness, families, youth. . .) with no more than 50 units, must be approved as a "use by right," which means that the only discretionary approval permitted is design review, and the project is exempt from CEQA so long as no subdivision is required. Projects qualifying for streamlining under SB 35 and AB 2162 will likely serve priority populations. Considering the existing streamlining provisions, the City can further incentivize the development of housing for priority populations by leveraging the affordable housing trust funds to subsidize projects that will house priority populations.

- **Use of Affordable Housing In-Lieu Fee:** Determine if the affordable housing trust fund can be used to pay other impact fees.

Monies deposited in the Affordable housing trust fund must be used to increase the supply of housing affordable to moderate-, low-, very low- or extremely low-income households in the City, through new construction, acquisition of affordability covenants, and substantial rehabilitation of existing housing, or provision of other residential facilities, including emergency shelters and transitional housing, if those facilities mitigate the impact of market-rate housing on the need for affordable housing. Monies awarded to affordable housing projects would apply to the development costs, which could include other impact fees. However, in an effort to increase housing production and the number of affordable units produced, staff recommends providing fee exemption, reduction, or deferral where appropriate to increase the number of development incentives available for the creation of affordable units to further increase supply.

- **Evaluation of the Affordable Housing Ordinance (AHO):** Accelerate timeline to evaluate the AHO.

Staff recommends maintaining the current AHO and evaluate the ordinance in year three of the five-year plan. There is real concern that the prospect of change will become an impediment to development. Projects whose applications were deemed complete prior to the AHO amendments in 2017, are having issues with feasibility and two of three have not applied for permits. At least one of the developers is looking to sell the project at a loss.

Additionally, there is insufficient information to evaluate the effectiveness of the AHO. Affordable housing in-lieu fees are still being paid at the lower rate since developers only pay the affordable housing in-lieu fee prior to permit issuance or certificate of occupancy. None of the projects approved after the adoption of the AHO have made it to this stage yet. At this point, there is still no data about the new affordable housing in-lieu fee and how the City utilizes the fee revenue.

However, based on the last Notice of Funding Availability (NOFA) for the construction of affordable housing, what is known is that affordable housing in-lieu fees can leverage more subsidies and create more affordable units than on-site affordable units, which will improve compliance with the RHNA goals. To meet the RHNA goals with on-site affordable units, developers would need to build over 34,000 units. Unfortunately, increasing the percent affordability will decrease feasibility and slow production. In contrast, the 2018 NOFA for the Development of Affordable Housing identified 3 projects for funding that will provide 259 units of affordable housing by leveraging \$28.3 million of local funds to secure over \$131 million investment in housing in the City of Hayward. These 259 units represent approximately 20% of the City's RHNA goal for low- and very low-income households. Issuing regular NOFAs will incentivize affordable housing developers to look for development opportunities in the City of Hayward and establish a pipeline of projects. Additionally, the City can use the fee revenue to incentivize housing serving priority target populations to meet other Housing Element Goals and Council priority programs, such as homeownership programs. Leveraging affordable housing in-lieu fees and strategically incentivizing larger, denser projects for on-site affordable housing will accelerate the production of affordable housing without the need to amend the AHO.

At the point that City staff begins review of a residential development application, feasibility has already been determined based on existing standards. Changing the AHO will have negative impacts on applications in process and the prospect of change may increase the possibility that projects in the conception stage, that the City is unaware of, are abandoned. Development of housing takes over three years. If a General Plan Amendment or environmental clean-up is required, it will take longer. Evaluation of the AHO should be consistent with this timeframe. Waiting to evaluate the AHO until projects conceived under the new standards have been realized and there is sufficient fee revenue to issue and fund projects under a NOFA, will provide more data to better inform the City Council. Waiting to evaluate the AHO will also be responsive to developers concerns about the impacts of changing standards on the project feasibility. The following outlines the work that should proceed the evaluation of the AHO to ensure there is sufficient information:

- **Year 1 of Workplan:** *Identify funding priorities for expenditure of the Affordable Housing In-lieu fees.*
- **Year 2 of Workplan:** *Issue NOFA and/or pursue other Council priorities for funding, evaluate housing development applications, and/or develop programs, seek Council approval of funding awards and/or programs.*
- **Year 3 of Workplan:** *Evaluate the AHO.*

Because Council has indicated a desire to review the AHO sooner versus later, staff has clarified in the workplan that while it is a long-term goal, evaluation of the AHO would commence in year three of the five-year plan.

Comments from the Planning Commission

On February 13, 2020, Planning Commission held a work session to review and comment on the proposed workplan. There was general support for the workplan from the Planning Commission. The Commission identified the following items for additional consideration:

- **Infill guidelines:** Include the development of infill guidelines as part of the analysis of upzoning to clarify how the City will deal with infill development.

Staff will evaluate these comments as part of the upzoning. The comments have been added to the workplan.

- **Upzoning:** Recommendation to link any upzoning to proximity to public transportation.

Staff will evaluate these comments as part of the upzoning. The comments have been added to the workplan.

- **Streamlining:** Identify standards, such as parking, where Council preference is different from the established standards to improve clarity for developers and the Commission. Additionally, the Commissioners supported the need for being strategic about requiring commercial space when not required under current zoning.

Staff has incorporated these comments as part of the informational work session regarding project feasibility, residual land value, and implication of demands beyond established requirements. The comments have been added to the workplan.

- **Streamlining:** Bring larger projects to the Planning Commission for an early work session to identify project concerns earlier in the development process.

Staff is currently working to implement the new streamlining requirements under SB 330, which is intended to streamline the application process for all residential developments. Included in SB 330 is a limit on the number of public meetings. Staff will evaluate if under the new state law, additional work sessions are practicable and allowable.

Proposed Workplan

The proposed workplan incorporates feedback from the Council and the Planning Commission. **Table 2** summarizes the workplan based on a phased timeline. These timelines include current administrative responsibilities that are already in progress and policy initiatives that can be accomplished in 1-2 years (short-term), 2-3 years (mid-term), and 3-5

years (long-term). Changes to the workplan based on Council and Planning Commission's feedback have been underlined.

Table 1. Workplan to Incentivize Housing Production:

Short-term Administrative Responsibilities/In Progress			
Topic	Policies	Type	State Priority "pro-housing"
Streamlining	Streamline approval of affordable housing projects meeting specific criteria established in SB 35	Administrative	Reduction of processing time
Streamlining	Review approval process to address inefficiencies. <u>Consider requiring Planning Commission work session for larger projects.</u>	Administrative	Reduction of processing time
Public Lands	Prioritize on-site affordable housing for residential projects developed on City-owned land	Administrative	Meet RHNA Goals
Fees/ Transparency	Improve transparency	Administrative	N/A
Streamlining	Hold informational City Council work session to discuss project feasibility, residual land value, and implication of demands beyond established requirements. <u>Identify standards where preference of the Council is not consistent with the standards to improve upfront clarity.</u>	Work Session	

Short-Term Policies (1-2 years)

Topic	Policies	Type	State Priority “pro-housing”
Fees/ Transparency	Deferral of utility impact fees	Administrative	Reduction of impact fees
Fees/ Transparency	Exempt, reduce, defer, and provide loans for impact fees on affordable units	Work Session Legislative	Reduction of impact fees
Fees/ Transparency	Exempt and reduce impact fees for ADUs as required by state Law	Work Session Legislative	Reduction of impact fees
Zoning/Housing Approvals	Conform ADU ordinance with state law, <u>evaluate if there is a way to mitigate impacts on neighborhoods, and evaluate if income restrictions would be allowed.</u>	Legislative	Use of by right approval
Funding	Moderate-income affordable housing finance model	Legislative	Meet RHNA Goals
Funding	Pursue state housing and planning funding opportunities	Legislative	N/A

Mid-Term Policies (2-3 years)

Topic	Policies	Type	State Priority “pro-housing”
Zoning/Housing Approvals	Conform Hayward Density Bonus with state law and explore density bonus greater than 35%	Outreach Work Session Legislative	Meet RHNA Goals
Zoning/Housing Approvals	Allow emergency shelter sites in more areas within the City	Outreach Work Session Legislative	Use of by right approval
Public Lands	Program to convert tax defaulted properties to affordable housing	Administrative Legislative	Meet RHNA Goals
Streamlining	Package of Incentives	Administrative	Reduction of processing time
Funding	Allocation of Affordable Housing Trust Funds	Work Session	Local Housing Trust Fund
ADU Approvals	Evaluate the possibility of providing pre-approved plan sets to facilitate the development of ADUs	Administrative	Reduction of Processing time

Long-Term Policies (3-5 years)

Topic	Policies	Type	State Priority “pro-housing”
Zoning/Housing Approvals	Upzone Residential Land Use Categories and Expand Single-Family Residential Land Use Categories to Allow Up to Four Units. <u>Evaluate recommendation to link any upzoning to access to public transportation. Evaluate development of infill guidelines in conjunction with upzoning.</u>	Outreach Work Session Legislative	Use of by right approval
Zoning/Housing Approvals	Prepare the City’s General Plan Housing Element for next cycle.	Outreach Work Session Legislative	Regulatory Compliance
Zoning/Housing Approvals	Evaluate City’s Affordable Housing Ordinance (<u>within year 3</u>)	Outreach Work Session Legislative	Meet RHNA Goals

Staff recommends that the City Council approve the proposed workplan to incentivize housing production in the City of Hayward. Support for the plan indicates a desire to evaluate the proposed policies further, not to approve them all. Approval of this plan will authorize staff to continue to evaluate and work on the topics listed above. After the topics have been evaluated, staff will return to Council with recommendations within the proposed time frames, as indicated above. Some of the items will require extensive evaluation, community outreach, and determination if the policy measure will work for Hayward.

FISCAL IMPACT

There is no fiscal impact associated with approval of the plan. However, items under the plan may have budgetary implications. Any budgetary implications will be identified once the items are brought back for further analysis. Proposals to reduce or exempt fees will not affect budget allocations. At this time, no additional staff is anticipated to be necessary to implement this workplan. Funding has been requested from the State under SB 2 planning grants to hire a consultant to further evaluate upzoning and density bonus policies, which will help pay for some of these planning efforts.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Preserve, Protect & Produce Housing. Specifically, this item relates to the implementation of the following project(s):

Project 4: Implement Housing Incentives and production workplan in accordance to state housing limits

- Project 5: Evaluate Affordable Housing Ordinance
Project 6: Expend the Affordable Housing Trust funds
Project 8: Pursue state housing funding opportunities

PUBLIC CONTACT

There have been multiple opportunities for stakeholders to help inform the workplan to incentivize housing production. These opportunities include:

- Individual Interviews with Market Rate Developers (Attachment IV)
- Small Group Discussion Forums (Attachment V)
- Convening of Infill Developers (Attachment VI)
- Review of Workplan (Attachment VII)

To the greatest extent practicable, the proposed workplan addresses concerns and comments made by stakeholders and are incorporated in the topics and policy objectives that are described in Attachment III.

Development of the workplan focused on feedback from industry professionals. If the workplan is approved, staff will include feedback from community members to evaluate the potential impacts or community concerns related to the proposed policy.

NEXT STEPS

If approved by the Council, staff will continue working on administrative efforts currently in progress, will evaluate items in the workplan, and will return to Council for work sessions or with legislation in the timeframes listed above. Some of the items will require extensive evaluation, community outreach, and determination if the policy measure will work for Hayward.

Prepared by: Christina Morales, Housing Division Manager

Recommended by: Jennifer Ott, Deputy City Manager

Approved by:



Kelly McDoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-

Introduced by Council Member _____

RESOLUTION APPROVING THE WORKPLAN TO INCENTIVIZE HOUSING
PRODUCTION IN THE CITY OF HAYWARD

WHEREAS, the increase in Hayward's population, absent a corresponding increase in housing units, has caused rents and prices to rise as supply has failed to meet demand; and

WHEREAS, with the high housing cost burden for Hayward residents and low home ownership rates, housing affordability is a major concern for many Hayward residents; and

WHEREAS, on February 6, 2018, Council directed staff to evaluate barriers to development of housing as a strategy to improve housing affordability; and

WHEREAS, a series of stakeholder meetings were held to solicit feedback from industry professionals to develop a workplan to incentivize the production of housing; and

WHEREAS, to proactively find housing solutions that meet the needs of Hayward residents, maintain compliance with state law, position Hayward to receive funding from the state, and respond to feedback by the development community, staff has developed a workplan intended to incentivize housing production; and

WHEREAS, the workplan is detailed in the March 3, 2020 report to the City Council, incorporated by reference herein, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby approves the workplan to incentivize housing production in the City of Hayward.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
 City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

ATTACHMENT III POLICIES TO INCENTIVIZE HOUSING PRODUCTION

ZONING AND HOUSING APPROVAL

TOPICS EVALUATED

OVERVIEW

Zoning and housing approvals can be costly and time consuming. Projects that do not conform with the General Plan or zoning must request general plan amendments or variances. In some cases, the requests require additional studies, a higher level of approval and additional public comment. Lengthy approval times add additional cost to the project and can make a project less feasible. Staff identified topics for further consideration which would streamline the entitlement process. The subsections below provide information regarding each topic considered and whether it is recommended for further evaluation. Proceeding each section is a table the summarizes information including types of projects, income targeting, objectives, recommendations, and timelines.

I. Density Bonus

Summary	
Objective	<ul style="list-style-type: none"> As required by state law, provide incentives to include affordable housing units in market rate projects by providing an increase in density and/or development incentives without requiring local officials to approve general plan amendments and zoning changes. Amend ordinance to conform with recent changes to state law including new “Super Density Bonus” for 100% affordable housing projects. Determine if increasing density bonus for market rate projects beyond state law is appropriate for Hayward.
Benefits Market Rate Development	Yes: Encourages the inclusion of on-site affordable housing units as means to comply with the Affordable Housing Ordinance because it reduces project cost.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing.
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details); seniors, college students, foster youth, disabled veterans, persons experiencing homelessness
State Priority for “Pro-housing City”	Streamlining, Use of Right Approval
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Highly Recommended <ul style="list-style-type: none"> Must comply with state mandates Recommend evaluating with stakeholder participation if a greater density bonus for mixed-income properties is warranted
Proposed Timeline	Mid-term (2-3 years)

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Policy Description. Density Bonus is a state mandate. Density Bonus Law requires that developers who meets the requirements of state law be granted increased density and/or other incentives or concessions in exchange for meeting specific housing needs such as affordable housing or senior housing. Developers can request percent increase in density beyond current zoning, reduction of development standards, modification of zoning codes or architectural design requirements, approval of mixed-use zoning; or other regulatory incentives or concessions to achieve cost savings. Unless the City determines that the proposed concession or incentive does not reduce costs, would cause a public health or safety problem, would cause an environmental problem, would harm historical property, or would be contrary to law, the City is required to grant the concession or incentives. The following are some examples of requirements that entitle a developer to a density bonus:

- At least 5% of the housing units are restricted to very low-income residents.
- At least 10% of the housing units are restricted to lower income residents or moderate-income residents in a for-sale common interest development.
- At least 20% of the housing units are for low-income college students in housing dedicated for full-time students at accredited colleges.
- The project is a senior citizen housing development (no affordable units required).

Policy Analysis. Other jurisdictions that have Density Bonus that exceeds 35% State Density Bonus include Anaheim, Glendale, Sacramento County, San Diego, Santa Rosa, Walnut Creek and San Francisco. Density Bonuses in these jurisdictions range in applicability. Some jurisdictions allow density bonuses with no specific limit or geographical area and are decided on a case by case basis in exchange for some community benefit like higher affordable housing allocations. San Diego allows up to 50% density bonus plus five exceptions for projects that allocate higher numbers of affordable housing units or deeper levels of affordability. Santa Rosa and Sacramento County allow higher density bonuses within certain geographical areas (i.e. proximity to transit, located within downtown areas), and in exchange for certain development features (i.e. preservation of environmentally sensitive areas and energy conservation features).

The objective of the State Density Bonus is to reduce development costs in exchange for meeting the housing needs of specific target populations. Affordability levels required by the Density Bonus Law mostly meet the requirements of the Affordable Housing Ordinance which will encourage the inclusion of on-site affordable units and promote mixed-income housing. It is important for the City to be proactive about making this connection for the developers. The Density Bonus would be included as an incentive as part of the proposed "Package of Incentives" described under the streamlining topic.

Can provide developer with increased flexibility and an expedited approval process if proposed project would otherwise exceed maximum density for the site.

Workplan Proposal. At a minimum, this proposal would require amendments to the Hayward Municipal Code to conform Hayward's Density Bonus Provisions with state law. Additionally, efforts could include stakeholder outreach to evaluate the benefit of a density bonus above state law. Additional density bonus would be dependent on certain yet-to-be-determined criteria that would need to be met by the project depend (e.g., number and

ATTACHMENT III POLICIES TO INCENTIVIZE HOUSING PRODUCTION

type of affordable units being proposed; the housing type; the underlying General Plan designation and zoning; and surrounding development). The City has requested SB2 grant funding to fund this work. This work would be completed over a 2 to 3-year time period.

Recommendation. Highly recommended that the City conform Density Bonus Ordinance with state law and evaluate (with stakeholder participation) increased density bonus for market rate/mixed-income projects.

II. Upzone Residential Land Use Categories and Expand Single-Family Residential Land Use Categories to Allow Up to Four Units

Summary	
Objective	Evaluate all residential zoning districts and land use designations to determine if appropriate to upzone to allow for additional residential development and expand citywide single-family residential land use categories to allow residential structures with up to four dwelling units – like duplexes, triplexes, ad fourplexes – in single family zones
Benefits Market Rate Development	Yes. Helps developers and property owners avoid lengthy and expensive rezoning process.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing.
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
Regional Housing Needs (RHNA)/ Housing Element Goals	Anticipated that the smaller project would pay the affordable housing in-lieu fee, but change could produce smaller non-restricted affordable by design units.
State Priority for “Pro-housing City”	Use of Right Approval
Level of Recommendation	Recommended <ul style="list-style-type: none"> Evaluate with stakeholder participation upzoning options from addressing inconsistencies between zoning and the general plan to a more comprehensive upzoning of all residential districts.
Proposed Timeline	Long-term (3+ years)

Policy Description. This policy would explore the possibility of expanding some or all single-family districts to reduce the required lot size or allow up to four units if the owner chooses to develop more units. Changing the zoning will facilitate development because it will eliminate the need for completing lengthy and expensive rezoning process.

Policy Analysis. Cities establish plans and regulations to ensure orderly development in their community. As required by state law, the City adopts a General Plan that sets a vision for future development. Zoning Ordinances translates the plan into specific requirements and identifies what a property owner can do with their land. If the land has been zoned as single family, a property owner would not be able to add an addition unit to their property without completing lengthy and expensive rezoning process. Staff has identified several options, that require further evaluation, that could increase the number of units allowed single family districts.

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Option 1: Comprehensive Upzoning of All Residential Zoning Districts. Proposal to evaluate all existing residential zoning districts to determine the potential to upzone allowing more density than currently allows across all zoning districts. As an example, stakeholder feedback identified some areas zoned RSB10, which require a 10,000 sq. ft. lot minimum and the potential to rezone to RS, which requires a 5,000 sq. ft. lot minimum, which would allow for increased density without changing the single-family character of the neighborhood. This would require rezoning and potential General Plan Amendments to allow for the increased density in appropriately identified areas ensuring zoning and General Plan designations for properties were consistent and may have CEQA impacts.

Option 2: Upzoning of All Single-Family Zoning Districts. Proposal to create a new land use category to allow residential structures with up to four dwelling units in single-family residential zones. Project would require General Plan Amendment to allow for a variety of attached as well as detached housing types. Examples include Minneapolis and Oregon.

Option 3: Upzoning of Only Those Single-Family Zoning Districts Inconsistent with the General Plan. Create an Overlay District that applies to properties that have a Medium Density Residential land use designation in the General Plan and an inconsistent Single Family Residential district designation in the zoning ordinance (applies to approximately 1,558 parcels city-wide and approximately 289 acres), resulting in the upzoning of these properties to a higher medium density zoning category. This would allow property owners to avoid the lengthy and expensive rezoning process to make the parcel consistent with the General Plan and would be in line with the General Plan designation adopted for the neighborhood. This could be part of any effort under Option 1 above.

Upzoning would provide the developer with increased flexibility.

Workplan Proposal. Evaluate all residential zoning districts and land use designations to determine if appropriate to upzone to allow for additional residential development and expand city-wide single-family residential land use categories to allow residential structures with up to four dwelling units – like duplexes, triplexes, and fourplexes – in single family zones. Depending on the option pursued, this may require rezoning and General Plan Amendments.

All of these efforts would require extensive outreach and further evaluation. The City has requested SB2 grant funding to fund this work. This work would be completed over three plus year time period.

Recommendation. Recommended that the City evaluate with stakeholder participation upzoning options ranging from addressing inconsistencies between zoning and the general plan to comprehensive upzoning of all residential districts.

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III. Allow Emergency Shelter Sites in More Areas within the City

Summary	
Objective	Expand locations where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit.
Targeted Projects	Homeless shelters
Household Targeting	Extremely low-income and Very low-income (see Appendix A for details) people experiencing homelessness.
Benefits Market Rate Development	No
State Priority for "Pro-housing City"	Use of Right Approval
Regional Housing Needs (RHNA)/ Housing Element Goals	<ul style="list-style-type: none"> Does not contribute to fulfilling RHNA allocation Contributes to fulfilment of Housing Element goals: <ul style="list-style-type: none"> H-4.2 to provide clear development standards and approval procedures for multifamily housing and emergency shelters. H-6.1 Address Special Needs Housing including emergency shelters. H-6.6 Support organizations that serve the Homeless Community.
Level of Recommendation	Recommended Recommend further evaluating with stakeholder participation
Proposed Timeline	Mid-term (2-3 years)

Policy Description. State law requires that local jurisdictions strengthen provisions for addressing the housing needs of people experiencing homelessness, including the identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use permit. The proposed policy would expand the locations where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The City could identify written objective standards for a shelter to qualify such as the maximum number of beds.

Policy Analysis. Emergency shelters are defined (per Health and Safety Code 50801) as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay. Emergency Shelters are permitted as by right uses in the S-T4 (South Hayward Form Based Code, T4) District and as a by right use above ground floor commercial uses in the MB-T4 (Mission Boulevard Form Based Code, T4-1 and T4-2) Districts (and with a CUP on the ground floor in those sub-districts). The HMC has special requirements for Emergency shelters within the Form Based Code areas (i.e. must be located along Mission Blvd, among other performance standards). See Secs. 10-24.295 and 10-25.295(b) for special requirements. In the South Hayward MB FBC areas, there are 674 parcels (256 acres) where an emergency shelter may be established. Homeless Shelters are permitted as a by right use in the Industrial District on publicly owned land.

SB 744 - amends the Supportive Housing Streamlining laws adopted in 2018. Supportive Housing Projects eligible for streamlining pursuant to Government Code 65651 are not subject to CEQA. This would expedite the permitting process by shortening time periods for

ATTACHMENT III POLICIES TO INCENTIVIZE HOUSING PRODUCTION

filing notices of exemption and notices of determination of supportive housing projects funded with No Place Like Home Funds.

Workplan Proposal. Evaluate if expansion of locations of emergency shelters is needed and identify allowable locations. This effort would require extensive outreach and further evaluation. This work would be completed over 2 to 3-year time period.

Recommendation. Recommend further evaluating with stakeholder participation.

IV. Evaluate City's Affordable Housing Ordinance (AHO)

Summary	
Objective	Identify and address inconsistencies in the AHO with other affordable housing policies, state mandated requirements or impediments to development.
Benefits Market Rate Development	Yes. Avoiding frequent changes in housing policy helps market rate developers have confidence in the feasibility of the project. As the AHO is evaluated, maintain an understanding that the AHO can also create an impediment to a development's feasibility.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing.
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
State Priority for "Pro-housing City"	Establishes Affordable Housing Trust Fund
Regional Housing Needs (RHNA)/ Housing Element Goals	<ul style="list-style-type: none"> Onsite units will produce a modest number of units at all income levels: <ul style="list-style-type: none"> Very low, low, moderate and above moderate; Ownership: 100 affordable units per 1000 market rate units for Rental: 60 affordable units per 1000 market rate units. Affordable housing in-lieu fees will subsidize 100% affordable housing projects which are instrumental in meeting the RHNA goals. Council would determine the priority affordability levels for the next NOFA.
Level of Recommendation	Recommended Recommend evaluating with stakeholder participation three years after implementation.
Proposed Timeline	Mid-term (2-3 years)

Policy Description. The Affordable Housing Ordinance creates new affordable ownership or rental units at various income levels. Developers have the option of including on-site affordable units in their project and creating a mixed-income development, providing off-site affordable housing, proposing alternative ways to provide affordable housing, or paying the affordable housing in-lieu fee. The in-lieu fee revenue must be used to fund the development of affordable housing. It is important to evaluate new legislation to determine if it is serving its objectives.

Policy Analysis. The City last updated the AHO in December 2017. Effects of the changes will not be apparent until years after modification of the ordinance due to the time it takes for development project to be complete. Most projects that were approved since adoption of the new ordinance were conceived before the new AHO was proposed. It is also

ATTACHMENT III POLICIES TO INCENTIVIZE HOUSING PRODUCTION

important to note that in-lieu fee revenue is an important resource to fund 100% affordable housing developments. To meet the Regional Housing Needs Allocation (RHNA) goals, the City will need more 100% affordable housing developments. Additionally, staff will work on a “Package of Incentives” (See item XXV) to promote the inclusion of on-site affordable units. Lastly, there is concern that frequent changes to development requirements become an impediment to housing development. While there is concern that not many mixed income projects have been proposed, it may be too early to make determination on the effectiveness of the AHO.

Allowing developers to comply with the affordable housing ordinance as written will provide more flexibility and upfront certainty.

Workplan Proposal. Staff proposes holding a work session only after the ordinance has been in effect for at least three years and implemented other incentives to develop mixed income properties. Staff recommends evaluating the ordinance within 2 to 3 years.

Recommendation. Recommend evaluating with stakeholder participation three years after implementation.

V. Prepare General Plan Housing Element for Next Cycle

Summary	
Objective	Ensure that the City's General Plan Housing Element is in compliance with new state law to avoid court sanctions (July 1, 2020) and incorporate "prohousing" housing element criteria to earn extra points for HCD funding.
Benefits Market Rate Development	Yes. State Housing Element law requires that local jurisdictions describe and analyze the housing needs of their community, the barriers or constraints to providing that housing, and actions proposed to address these concerns over an eight-year period.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing.
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
State Priority for “Pro-housing City”	N/A
Regional Housing Needs (RHNA)/ Housing Element Goals	Could produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Recommended Preparation of the General Plan Housing Element is a state mandate.
Proposed Timeline	Mid-term (2-3 years)

Policy Description. Identify new state mandates to ensure City's General Plan Housing Element is in compliance to avoid court sanctions and incorporate "prohousing" housing element criteria to earn extra points for HCD funding.

ATTACHMENT III POLICIES TO INCENTIVIZE HOUSING PRODUCTION

Policy Analysis. The City will be required to update the City's General Plan Housing Element by 2023. Failure to comply with mandate may result in court sanction and reduce the City's competitiveness for state housing funds.

Workplan Proposal. Update the City General Plan Housing Element as required by state law by 2023.

Recommendation. Recommend that the City Comply with state law and prepare the next General Plan Housing Element incorporating "prohousing" Housing Element Criteria.

VI. Modify Parking Requirements in the Parking Ordinance

Summary	
Objective	Amend the parking ordinance with elimination or modification of parking requirements to reduce costs associated with parking.
Benefits Market Rate Development	Possibly: Reduction of parking requirements may reduce costs; however, units in certain locations may be less marketable with reduced parking.
Targeted Projects	Market rate, Mixed-income and affordable housing; rental and ownership housing.
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
State Priority for "Pro-housing City"	Reducing Parking Requirements
Regional Housing Needs (RHNA)/ Housing Element Goals	Could produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Not Recommended Not Recommended at this time as there is much debate about the topic.
Proposed Timeline	Long-term (3+ years)

Policy Description. Amend the parking ordinance with elimination or modification of parking requirements to reduce costs associated with parking.

Policy Analysis. Reducing, modifying or eliminating parking requirements is being discussed as a keyway to reduce the cost of construction for housing development and vehicle miles travelled throughout the state and region. Providing adequate supply of parking in new developments is a much-debated topic in the City of Hayward and is, therefore, not being recommended by staff at this time, although likely to be a topic that is addressed comprehensively throughout the City at a later point in time once there are adequate staff resources to take on this additional project.

Recommendation. Not Recommended.

ACCESSORY DWELLING UNITS (ADU)

TOPICS EVALUATED

OVERVIEW

Per the State of California Department of Housing and Community Development (HCD), ADUs are an innovative, affordable, effective option for adding much-needed housing in California. The benefits of ADUs include:

- ADUs are an affordable type of home to construct in California because they do not require paying for land, major new infrastructure, structured parking, or elevators.
- ADUs can provide a source of income for homeowners.
- ADUs are built with cost-effective wood frame construction, which is significantly less costly than homes in new multifamily infill buildings.
- ADUs allow extended families to be near one another while maintaining privacy.
- ADUs can provide as much living space as many newly built apartments and condominiums, and they're suited well for couples, small families, friends, young people, and seniors.
- ADUs give homeowners the flexibility to share independent living areas with family members and others, allowing seniors to age in place as they require more care.
- Development of new ADUs contribute to moderate income RHNA goals.

The state has mandated standards related to ADUs to reduce development barriers for property owners.

The cost of developing an ADU varies based on size and location of ADU. The following table summarizes costs associated with ADU applications received in 2018 and 2019.

Location of ADU	Average Construction Cost	Average Size	Average Cost per Square Foot	Average Cost Fees and Taxes	Average Total Costs
Detached	\$85,072	634 sf	\$139	\$30,145	\$115,172
Attached	\$94,954	641 sf	\$142	\$35,570	\$130,524
Conversion of Existing Space	\$51,354	522 sf	\$113	\$18,409	\$ 69,763

VII. Reduce Time to Issue ADU Permit

Summary

Objective	Reduce City's time to issue a permit through adjustment to internal processes.
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Benefits Market Rate Development	Yes. Streamlines approval process for property owners that wish to add ADU.
Targeted Projects	Additions to existing housing units in single family zoned districts
Household Targeting	Low- and Moderate-Income Households; Affordable by design
State Priority for "Pro-housing City"	Reduction of Permit Processing Time
Regional Housing Needs (RHNA)/ Housing Element Goals	Can be counted as moderate income units to meet RHNA goals.
Level of Recommendation	Already addressed
Proposed Timeline	N/A

Policy Description. Reduce City's time to issue a permit through adjustment to internal processes.

Policy Analysis. Currently, Planning approval for ADUs is typically completed within two weeks of submittal of a Zoning Conformance application.

According to Building Permit records, it takes between 2-10 months between building permit application to issuance of permit with an average of six months. The range in timing is related to quality of plans and responsiveness of applicant to comments. Other Cities have implemented further improvements such as same day approval process which would require participation of multiple departments. Other improvements could include sample pre-approved plans to address the quality of plans submitted.

Workplan Proposal. Staff recommends no further improvements at this time. Staff proposes prioritizing updates to the ADU Ordinance, as required by state law, and activities that will reduce time to process applications for larger scale projects.

Recommendation. No further improvements at this time.

VIII. Update City's ADU Ordinance to Conform with State Law

Summary	
Objective	Increase the supply of naturally occurring affordable housing by providing more flexibility to property owners interested in adding ADUs to their properties as required by state.
Benefits Market Rate Development	Yes. Removes some restrictions related to adding ADUs to a privately-owned property. Allows rental property owners to add ADUs to both single-family and multi-family properties.
Targeted Projects	Additions of ADUs to existing housing in single family zoned districts or multi-family developments.
Household Targeting	Low- and Moderate-Income Households; affordable by design
State Priority for "Pro-housing City"	Use of Right Approval

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Regional Housing Needs (RHNA)/ Housing Element Goals	Can be counted as moderate income units to meet RHNA goals.
Level of Recommendation	Highly Recommended <ul style="list-style-type: none"> City's Ordinance will be null and void if it does not meet state Requirements.
Proposed Timeline	Mid-term (2-3 years)

Policy Description. Existing ADU ordinance will be “null and void” on January 1, 2020. While the state has left little room for local discretion, the City will need to update its ADU ordinance to establish any discretion it has.

Policy Analysis. Recent state legislation has limited Cities authority related to ADU requirements. For example, the state has restricted limitations on parking requirements, limitations on setbacks, limitations on size, impact fees, owner occupancy requirements. Local ordinance can establish:

- Objective landscaping, design, privacy, historic standards;
- Height limits above 16 feet;
- Size limitations above state requirements;
- Location standards for larger detached ADUs and attached ADUS;
- Prohibit all short-term rentals if desired;
- Application and submittal requirements;

Sixty days after adoption, the City will have to send new ADU ordinance to the state for review. In the interim, approval of ADUS will default to the state ministerial streamlining requirements.

Workplan Proposal. Update City's ADU Ordinance to comply with state law and set City's standards where allowable. Staff recommends updating the ordinance within 2 to 3 years.

Recommendation. Highly recommended that we establish Hayward ADU Ordinance that complies with state law.

IX. Evaluate Providing Pre-Approved ADU Plans

Summary	
Objective	Decrease the cost and time for developing ADUs by providing pre-approved plans.
Benefits Market Rate Development	Yes. Facilitates the development of ADUs on privately-owned property. Allows rental property owners to add ADUs to both single-family and multi-family properties.
Targeted Projects	Additions of ADUs to existing housing in single family zoned districts.

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Household Targeting	Low- and Moderate-Income Households; affordable by design
State Priority for “Pro-housing City”	Use of Right Approval
Regional Housing Needs (RHNA)/ Housing Element Goals	Can be counted as moderate income units to meet RHNA goals.
Level of Recommendation	Recommended <ul style="list-style-type: none"> Recommended by the Homelessness-Housing Taskforce (HHTF)
Proposed Timeline	Mid-term (2-3 years)

Policy Description. Pre-approved ADU plans have the potential to reduce time to issue a building permit. Staff would evaluate the effectiveness, cost associated with providing pre-approved plans to develop ADUs and staff’s capacity to take on an additional project.

Policy Analysis. According to Building Permit records, it takes between 2-10 months between building permit application to issuance of permit with an average of six months. The range in timing is related to quality of plans and responsiveness of applicant to comments. Some cities are providing pre-approved plans that can be used by property owners to build ADUs.

Workplan Proposal. Evaluate the possibility of providing community residents pre-approved ADU plans to facilitate the development of ADUs. Staff recommends completed this evaluation within 2 to 3 years.

Recommendation. HHTF recommends evaluating the possibility of proving pre-approved plans to facilitate development of ADUs

FEES AND TRANSPARENCY

TOPICS EVALUATED

OVERVIEW

Impact fees provide cities revenue needed to address the impacts of development on the community. The City of Hayward imposes a Park Dedication In-Lieu Fee, Affordable Housing In-Lieu Fee and will be considering a Transportation Impact fee at a later date. Impact fees help to address community concerns but can also discourage investment if the costs cannot be absorbed by the market. The State of California has identified the high cost of impact fees and an impediment to housing development. Stakeholders have identified changes to the amount of fees can render a project infeasible. However, for residential development, Hayward's existing fees are among the lowest for surrounding jurisdictions. Needless to say, freezing, deferring, reducing, or exempting a project from impact fees can be used to incentivize the inclusion of affordable housing.

X. Reducing Development Impact Fees for Affordable Units (Excluding Utility Fees)

Summary	
Objective	Reduce development costs for affordable housing projects and incentivize inclusion of affordable units in market rate developments by mitigate costs associated with the affordable units.
Benefits Market Rate Development	Yes. Will reduce costs for market rate developments that include on-site affordable housing units.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
State Priority for "Pro-housing City"	Reduction of Development Impact Fees
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Highly Recommended
Proposed Timeline	Short-term (1-2 years)

Policy Description. Options for Reducing Development Impact Fees for Affordable Units (Excluding Utility Fees).

1. **Exempt affordable housing units (including on-site inclusionary units) from City development impact fees.** Exempt affordable housing units from development impact fees, including on-site inclusionary units. Maintain existing impact fee policy as part of any future policy to exempt 100% affordable housing projects with an average household income of 60 area median income or less or expand to include all 100% affordable housing projects serving households up to 120% AMI that are sponsored by non-profit developers.

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2. **Reduce development impact fees for affordable housing.** Reduce development impact fees for affordable housing units, including on-site inclusionary units (alternative: units that meet certain affordability criteria and requirements, such as very low or low-income units).
3. **Defer development impact fees for all housing.** Maintain existing impact fee policy as part of any future policy to allow development impact fees to be collected at certificate of occupancy instead of building permit.
4. **Establish Loan Program for Development Impact Fees for Affordable Housing.** Create a loan program for development impact fees for affordable housing units secured by a deed of trust released upon full payment of the fees.

Policy Analysis. Staff recommends the following actions to reduce the costs of development impact fees and incentivize affordable and mixed-income housing:

- Exempt 100% affordable housing projects sponsored by non-profit developers serving households up to 120% AMI from Park Dedication In-Lieu Fees.
- Provide a 50% reduction in park fees to for-profit developers for on-site affordable units that are income restricted consistent with the City's Affordable Housing Ordinance.
- Maintain the ability for development impact fees to be paid at certificate of occupancy as provided for in the City's current park development fee ordinance.
- Provide a 50% reduction in any future transportation fees for on-site affordable units that are located within 1/2 mile of BART or a major high-frequency transit line.
- Establish a loan program to defer impact fees for projects that include affordable housing units and that require a City regulatory agreement. Loan servicing would coincide with monitoring required by the regulatory agreement which will minimize the burden on staff and the cost of program administration.

Workplan Proposal. Staff recommends implementing a combination of fee exemption, reduction and deferral as described in the analysis to mitigate the cost of the affordable housing units and incentivize the inclusion of affordable units in market rate developments. Staff recommends implementing fee reductions within 1 to 2 years.

Recommendation. Highly Recommended

XI. Impact Fees and ADUs

Summary	
Objective	Reduce development costs for ADUs to incentivize property owners to add ADUs as an affordable by design housing option.

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Benefits Market Rate Development	Yes. Reduces costs related to adding ADUs to a privately-owned property.
Targeted Projects	Additions of ADUs to existing housing in single family zoned districts or multi-family developments.
Household Targeting	Low- and Moderate-Income Households; Affordable by design
State Priority for "Pro-housing City"	Reduction of Development Impact Fees
Regional Housing Needs (RHNA)/ Housing Element Goals	Can be counted as moderate income units to meet RHNA goals.
Level of Recommendation	Highly Recommended Exempt and reduce development impact fees consistent with state law.
Proposed Timeline	Short-term (1-2 years)

Policy Options. Reduce development costs for ADUs to incentivize property owners to add ADUs as an affordable by design housing option. Options for Reducing Development Impact Fees for ADUs (Excluding Utility Fees).

1. **Exempt ADUs from development impact fees.** Exempt ADUs that are 750 sf or less from development impact fees as required by state law.
2. **Reduce development impact fees for ADUs.** Reduce development impact fees for ADUs that are greater than 750 sf proportional to the square footage of the primary dwelling as required by state law.
3. **Defer development impact fees for ADUs.** Defer development impact fees for ADUs.

Policy Analysis. Staff highly recommends reducing development impact fees for ADUs. Potential applicants frequently and continuously express to planners/city staff that this is a major impediment to constructing ADUs in the City. New state legislation has imposed limitations on impact fees for ADUs. Effective January 1, 2020, no Impact Fees or Quimby Act Fees can be charged for ADUs if the unit is less than 750 square feet. For ADUs greater than 750 square feet, the City can only charge an impact fee proportional to the square footage of the primary dwelling. Additionally, the deferral of payment of fees to certificate of occupancy consistent with the existing park development impact fee should be maintained.

Workplan Proposal. Staff recommends implementing fee exemptions and reductions for ADUs consistent with state law. Staff recommends implementing fee exemptions and reductions within 1 to 2 years.

Recommendation. Highly Recommended

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XII. Defer Utility Fees for Affordable Housing/ADUs until Service Connection.

Summary	
Objective	Reduce development costs for affordable housing projects and ADUs by deferring utility impact fees until service connection.
Benefits Market Rate Development	Yes. Will reduce costs for property owners who build ADUs or market rate developments that include on-site affordable housing units.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
State Priority for "Pro-housing City"	Reduction of Development Impact Fees
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Highly Recommended
Proposed Timeline	Short-term (1-2 years)

Policy Description. Allow deferral of utility impact fees for affordable housing units and ADUs until service connection. Paying fees later reduces the financing costs associated with construction because it reduces interest accrual on loans.

Policy Analysis. Staff highly recommends deferring utility fees for affordable housing projects that provide on-site inclusionary units and ADUs. A workflow and tracking system will need to be established to verify payment.

Workplan Proposal. Staff recommends implementing fee deferral for utility connection fees for affordable housing units and ADUs within 1 to 2 years.

Recommendation. Highly Recommended

XIII. Improve Transparency.

Summary	
Objective	Provide more transparency to the development community about development requirements and the cost of fees.

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Benefits Market Rate Development	Yes. Will provide developers more upfront certainty.
Targeted Projects	Market rate, Mixed-income and affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate (see Appendix A for details)
State Priority for "Pro-housing City"	Reduction of Development Impact Fees
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	In progress
Proposed Timeline	Short-term (1-2 years)

Policy Description. As required by new state law, provide clear and easily obtainable information on the City's website and in Development Services Department materials to help the development community understand the development requirements and the cost of fee in the City so that they can plan their projects more effectively.

Policy Analysis. While new state law requires improved transparency, local developers indicated that uncertainty during the development process is one of their concerns with the City. Developers have stated that development requirements and/or fees are not clear. Additionally, they have experienced sudden changes or imposition of last-minute requests in development standards which create delays or increase project costs.

Workplan Proposal. Staff is already working on ways to provide clearer information about the cost of fees in the City to the development community, such as fees for sample projects and a possible fee calculator. Staff recommends completing this work within 1 to 2 years.

Recommendation. In Progress

FUNDING

TOPICS EVALUATED

OVERVIEW

Increasing funding for affordable housing will enable the City to subsidize additional affordable housing units. The City has an affordable housing trust fund which is funded through payment of the affordable housing in-lieu fee. Additional funding can come from bond funds, parcel taxes, applying for state funding or partnering with affordable housing developers on their applications for state funding.

XIV. Pilot a New Moderate-Income Affordable Housing Financing Model

Summary	
Objective	Pilot a new Moderate-income affordable housing financing model
Benefits Market Rate Development	No
Targeted Projects	Affordable housing; rental
Household Targeting	moderate-income (see Appendix A for details)
State Priority for "Pro-housing City"	N/A
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at moderate income level
Level of Recommendation	Recommended Recommended that the City partner with Catalyst Housing to utilize tax-exempt bond financing to fund moderate income housing.
Proposed Timeline	Short-term (1-2 years)

Policy Description. Catalyst Housing has developed a financing model to finance deed restricted moderate income housing that would not require any financial contribution from the City. It would require that the City: (1) join the California Community Housing Authority (CALCHA) and partner with Catalyst Housing to utilize tax-exempt 30-year bonds issued by CALCHA; and (2) execute Purchase Option Agreements with CALCHA to give the City the option to purchase or sell the property between years 15-30 of the bonds. The City could assign this purchase option agreement to a non-profit housing corporation to assume the property.

Policy Analysis. Staff recommends this proposal as it would provide capital to finance and create new moderate-income housing rental units within the City. Currently, there are no housing development subsidies for moderate income households. The financing model could be used for new construction or to purchase market rate rental properties and convert them to moderate income properties. Catalyst housing has a zero-displacement policy and would allow over-income tenants to remain in their unit until they choose to

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leave. There would be no financial liability for the City unless the City exercises its option to purchase the property in the future.

Workplan Proposal. Staff is conducting additional analysis and is targeting Winter 2020 to bring this forward to Council for approval. Development of projects would be contingent on the availability of suitable sites or properties.

Recommendation. Recommended that the City partner with Catalyst Housing to utilize tax-exempt bond financing to fund moderate income housing.

XV. Pursue State Housing Funding Opportunities

Summary	
Objective	Secure additional resources for the development of affordable housing by applying for state grant opportunities
Benefits Market Rate Development	No
Targeted Projects	Affordable housing; rental and ownership
Household Targeting	Very low, low, and moderate-income (see Appendix A for details)
State Priority for “Pro-housing City”	N/A
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, and moderate-income
Level of Recommendation	Recommended Recommended that the City apply for state grant opportunities.
Proposed Timeline	Mid-term (2-3 years)

Policy Description. There are a variety of state grant opportunities that will provide funding for affordable housing development and planning grants intended to increase affordable housing production. Some examples of grants include, Local Housing Trust Fund Program (LHTF) which provides matching grants to local and regional housing trust funds dedicated to the creation, rehabilitation and preservation of affordable housing, transitional housing and emergency shelters; and Infill Infrastructure Grant Program (IIG) which promotes infill housing development by providing financial assistance that supports infrastructure improvements. The City should pursue funding opportunities to increase the supply of affordable housing.

Policy Analysis. Staff recommends that the City supplement existing resources to fund affordable housing development by applying for state grants.

Workplan Proposal. This work will be ongoing as the state issues NOFA. It is anticipated that the NOFA for the LHTF will be issue Spring 2020.

Recommendation. Recommended that the City pursue state grant funding opportunities.

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XVI. Allocation of Affordable Housing Trust Funds

Summary	
Objective	Allocate affordable housing trust funds based on Council priorities.
Benefits Market Rate Development	No
Targeted Projects	Affordable housing including rental and ownership; down payment assistance, transitional housing
Household Targeting	Very low, low, and moderate-income (see Appendix A for details)
State Priority for "Pro-housing City"	Local Housing Trust Fund
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Recommended Staff recommends evaluating funding priorities that include various types of housing assistance including affordable rental housing, homeownership resale restricted housing or down payment assistance, and/or shelter opportunities
Proposed Timeline	Mid-term (2-3 years)

Policy Description. Once sufficient funds are available, hold work session to establish funding priorities for Affordable Housing Trust Funds including affordable rental housing, homeownership resale restricted housing or down payment assistance, and/or shelter opportunities. Issue Notice of Funding Availability (NOFA) or establish programs consistent with Council funding priorities.

Policy Analysis. Last fiscal year, the City Council allocated the balance of the Affordable Housing Trust Funds. Once the Affordable Housing Trust Fund is replenished through payment of the affordable housing in-lieu fee, staff recommends evaluating funding priorities of various types of housing assistance including affordable rental housing, homeownership resale restricted housing or down payment assistance, and/or shelter opportunities. Per the Affordable Housing Ordinance, the affordable housing in-lieu fees must be used to increase the supply of housing affordable to moderate-, low, very low, or extremely low-income households in the City through new construction, acquisition of affordability covenants and substantial rehabilitation of existing housing. Use of the funds must mitigate the impact of market rate housing on the need for affordable housing.

Workplan Proposal. It is anticipated that sufficient funds will be available in 1-2 years. Council would hold a work session to establish priorities. In preparation, the HHTF will review homeownership policies and programs in June 2020 to be considered for funding. This work would be completed over 2 to 3-year time period.

Recommendation. Staff recommends evaluating funding priorities that include various types of housing assistance including affordable rental housing, homeownership resale restricted housing or down payment assistance, and/or shelter opportunities to determine allocation of affordable housing trust funds.

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XVII. Abate or Defer Property Tax for Market Rate and/or Affordable Housing Projects.

Summary	
Objective	Abate or Defer Property Tax for Market Rate and/or Affordable Housing Projects.
Benefits Market Rate Development	Yes. Reduces cost of the development.
Targeted Projects	Affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate-income (see Appendix A for details)
State Priority for "Pro-housing City"	N/A
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Not Recommended
Proposed Timeline	N/A

Policy Description. Abate or defer property taxes for market rate and/or affordable housing that meet certain density or inclusionary housing criteria and requirements.

Policy Analysis. This proposal is not recommended since it was already considered as a referral by the City Council and direction was given to staff not to pursue it.

Recommendation. Not Recommended.

XVIII. Establish an Impact Fee on Commercial Uses for Affordable Housing

Summary	
Objective	Establish an impact fee on commercial uses to subsidize the development of affordable housing.
Benefits Market Rate Development	No.
Targeted Projects	Affordable housing; rental and ownership housing
Household Targeting	Very low, low, and moderate-income (see Appendix A for details)
State Priority for "Pro-housing City"	Local Housing Trust Fund
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Not Recommended
Proposed Timeline	N/A

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Policy Description. Establish a fee that would be collected from commercial uses and placed in the Affordable Housing Trust Fund and used as described in Sections 10-17.1000-1010 (Affordable Housing Trust Fund) of the City's Affordable Housing Ordinance.

Policy Analysis. This proposal is not recommended because it would create a disincentive for commercial uses locate in the City, which the City is actively trying to attract. This policy is better suited for Silicon Valley where there is a high demand for commercial uses.

Recommendation. Not Recommended.

XIX. Pursue Voter-Approved Ballot Measure for a Vacant Parcel Tax for Homelessness and/or Affordable Housing.

Summary	
Objective	Establish additional funding to fund services for people experiencing homelessness and/or development of affordable housing.
Benefits Market Rate Development	No.
Targeted Projects	Housing services and affordable housing; transitional housing and housing with supportive services
Household Targeting	Extremely low-income (see Appendix A for details)
State Priority for "Pro-housing City"	Local Housing Trust Fund
Regional Housing Needs (RHNA)/ Housing Element Goals	If used for housing development will produce units to meet the very low-income goal.
Level of Recommendation	Not Recommended
Proposed Timeline	N/A

Policy Description. Pursue a voter-approved ballot measure, similar to the City of Oakland, to fund services for people experiencing homelessness and/or affordable housing (including rental and homeownership).

Policy Analysis. Pursue a voter-approved ballot measure, similar to the City of Oakland, to fund services for people experiencing homelessness and/or affordable housing (including rental and homeownership).

Recommendation. Not Recommended.

XX. Pursue Voter-Approved Ballot Measure for an Affordable Housing Bond Program

Summary	
Objective	Establish additional funding to subsidize the development of affordable housing.

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Benefits Market Rate Development	No.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing
Household Targeting	Very low, low, and moderate income (see Appendix A for details)
State Priority for “Pro-housing City”	Local Housing Trust Fund
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	Not Recommended
Proposed Timeline	N/A

Policy Description. Pursue a voter-approved ballot measure for an affordable housing bond program to build and preserve affordable housing units (including rental and homeownership) citywide. The bond proceeds would help stabilize housing for the city’s most vulnerable populations including veterans, seniors, the disabled, low and moderate-income individuals or families, foster youth, victims of abuse, the homeless and individuals suffering from mental health or substance abuse illnesses. Furthermore, the bond would prioritize advancing supportive housing for special needs populations, including homeless and chronically homeless persons and increasing housing supply for extremely low-income populations.

Policy Analysis. Staff recommends supporting a regional housing bond measures instead of a local measure, as the potential benefits of a regional bond would have far greater potential than a local measure. This also allows the City to explore the feasibility of other revenue measures that the City may pursue over the next 2-5 years.

Recommendation. Not Recommended.

PUBLIC LANDS

TOPICS EVALUATED

Overview

City owned land is a resource that can be leveraged to increase the supply of housing. By establishing criteria for the disposition of City-owned property, the City set-priorities for development such as providing housing for low- or moderate-income housing subject to feasibility.

XXI. Prioritize On-Site Affordable Housing for Residential Projects Developed on City-Owned Land

Summary	
Objective	Increase the production of mix-income and affordable housing on City-owned land to address housing affordability and meet RHNA goals
Benefits Market Rate Development	Yes. Creates development opportunities for market rate developers to develop mixed-income housing and sets clear expectations for inclusion of onsite affordable housing.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate income (see Appendix A for details)
State Priority for "Pro-housing City"	N/A
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all income levels: Very low, low, moderate and above moderate
Level of Recommendation	In Progress Recommended that the City continue to leverage City-owned land to create opportunities for mixed-income or affordable housing.
Proposed Timeline	Short-term (1-2 years)

Policy Description. Require that new development of City owned land include on-site affordable units at a level of affordability consistent with the affordable housing ordinance or provide a significant benefit to affordable housing in another form, as appropriate.

Policy Analysis. Currently, the City is in progress of implementing prioritization of on-site affordable housing for residential projects related to the development of City owned land, such as the 238 properties. In negotiating land deals, the City can identify development requirements that provide a public benefit to the extent the requests are feasible based on market conditions and are appropriate based on the General Plan and zoning. During the stakeholder events, developers have indicated that identifying project requirements upfront ensures project feasibility and that the framework the City has been using to identify project requirements for land disposition makes it easier to propose a feasible project that satisfies the City's priorities.

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Workplan Proposal. This plan is already being applied to the disposition of City-owned land.

Recommendation. Recommended that the City continue to leverage City-owned land to create opportunities for mixed-income or affordable housing.

XXII. Convert Underused and Tax Defaulted Properties to Permanent Affordable Housing in Partnership with Nonprofit Affordable Housing Developers

Summary	
Objective	Increase the production of mix-income and affordable housing on City-owned land to address housing affordability and meet RHNA goals
Benefits Market Rate Development	Yes. Creates development opportunities for market rate developers to develop mixed-income housing and sets clear expectations for inclusion of onsite affordable housing.
Targeted Projects	Mixed-income and affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate income (see Appendix A for details)
State Priority for "Pro-housing City"	N/A
Regional Housing Needs (RHNA)/ Housing Element Goals	<ul style="list-style-type: none"> Without amendment to the Housing Element, the units developed would not count toward the RHNA goals. Contributes to fulfilment of Housing Element goals: <ul style="list-style-type: none"> H-2.2 Provide Incentives for Affordable Housing H-3.5 Encourage compatible development of underutilized sites. H-3.6 Supports adaptive reuse.
Level of Recommendation	Highly Recommended Recommended that the City continue to leverage City-owned land to create opportunities for mixed-income or affordable housing.
Proposed Timeline	Short-term (1-2 years)

Policy Description. Enter into a joint venture partnership with a non-profit organization to acquire and convert formerly blighted and tax-defaulted properties into permanently affordable housing (including rental and homeownership) for low-and-moderate income households.

Policy Analysis. Staff highly recommends converting underused and tax defaulted properties to permanent affordable housing in partnership with a nonprofit affordable housing developer and/or community land trust in a way that minimizes administrative and financial impacts to City staff. Currently, unless new units are created, the program would not contribute units to meet the City's RHNA goals. However, staff would structure this program and update the next housing element to count affordable units developed towards achieving regional housing allocations.

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Workplan Proposal. In previous years, there have only been a small number of units available on Alameda County’s tax defaulted property list. While the program will be beneficial in creating additional affordable housing opportunities, it is being set as a lower priority. Therefore, design and implementation of the program would be within 2-3 years.

Recommendation. Highly recommended that the City establish a program to convert underused and tax defaulted properties to permanent affordable housing in partnership with non-profit housing providers.

XXIII. Create a Zoning Exemption for Affordable Housing on Surplus Land in Residential Zones regardless of Density Maximums.

Summary	
Objective	To increase the number of affordable housing units developed on surplus land in residential zones by exempting the land from maximum density.
Benefits Market Rate Development	No.
Targeted Projects	Affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate income (see Appendix A for details)
State Priority for “Pro-housing City”	Use of Right Approval
Regional Housing Needs (RHNA)/ Housing Element Goals	Could produce units at all income levels: <ul style="list-style-type: none"> • Very low, low, moderate and above moderate
Level of Recommendation	Not Recommended
Proposed Timeline	Mid-term (2-3 years)

Policy Description. Permit 100% affordable housing developments on public land regardless of density maximums in residential and mixed-use zones. This exemption could be structured to exclude projects ineligible for state affordable housing financing program and on industrially zoned land.

Policy Analysis. This proposal may require General Plan Amendment and Zoning Text Amendments to allow densities on publicly owned land if it is not designated/zoned for residential uses. Additionally, new state law will allow increase density for 100 percent affordable housing developments. According to GIS, the City owns 335 parcels that have a Residential or Mixed-Use General Plan or Zoning designation and Successor Agency owns 13 parcels (7.7 acres) that could benefit by this proposal. Given limited staff resources and the limited potential benefits of this item, staff recommends pursuing proposals I (Density Bonus) and III (Upzoning) above instead.

Recommendation. Not Recommended.

STREAMLINING

TOPICS EVALUATED

Overview

Depending on the scope of the development, the approval process can take years to complete. During that time, construction costs, fees and financing costs can increase; and development standards change. This creates uncertainty for developers and increases risk for developers. The objective of streamlining is to accelerate the approval process for residential development.

XXIV. Streamlined Approval for Affordable Housing Projects Meeting Specific Criteria Consistent with SB 35.

Summary	
Objective	Expedite the approval of 100% affordable housing developments as required by state law.
Benefits Market Rate Development	No
Targeted Projects	Affordable housing; rental and ownership housing
Household Targeting	Very low, low, and moderate income (see Appendix A for details)
State Priority for "Pro-housing City"	Reduction of Permit Processing Time
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at variety of income levels: Very low, low, and moderate
Level of Recommendation	In Progress Recommended compliance with state law
Proposed Timeline	Short-term (1-2 years)

Policy Description. Develop an application process for ministerial review related to SB 35 streamlining eligible projects. Staff will identify Hayward's objective zoning and design review standards. This will exclude qualified projects from environmental review under CEQA and reduce the approval process to 90 days from 180 days.

Policy Analysis. Currently, the City is in progress of streamlining approval for affordable housing projects that are in conformance and compliance with SB 35 eligibility criteria. Furthermore, the City has developed a checklist tool for developers to utilize during the permitting process to verify that all necessary documents and obligations are met to expedite the permitting process. Planning has received the first application for streamlined approval for affordable housing and working with other City Departments to comply with the requirements of SB 35. This policy will expedite the approval process for affordable housing a mix-income projects that otherwise meet the criteria.

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Workplan Proposal. Continue to work with City Departments to ensure compliance with SB 35 and create a process that will expedite affordable housing developments that meet the criteria for streamlining.

Recommendation. Recommended that the City continue establishing a process to comply with SB 35 to streamline approvals for affordable housing.

XXV. Review Approval Process to Address Inefficiencies with the Goal of Reducing Overall Approval Time.

Summary	
Objective	<ul style="list-style-type: none"> Expedite the approval process by addressing inefficiencies. Comply with new state law
Benefits Market Rate Development	Yes. Will make improvements to address some of the developers concerns about approval times and early identification of required reports.
Targeted Projects	Market Rate, Mixed-income, Affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate-income (see Appendix A for details)
State Priority for "Pro-housing City"	Reduction of Permit Processing Time
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all of income levels: Very low, low, moderate and above moderate
Level of Recommendation	In Progress
Proposed Timeline	Short-term (1-2 years)

Policy Description. Identify internal bottlenecks that delay the development approval process and evaluate ways to address these delays in terms of contracting on-call consultants or specialists, re-deploying staff resources more efficiently, and adding staff, if necessary. Also, identify required studies early in the application process to avoid unnecessary delays, identify the reasons why some required studies do not get identified until subsequent submittals of an application, and establish a process to improve early preparation of lengthy studies.

Policy Analysis. These improvements will be administrative by nature and will not require Council approval. Currently, the City is in progress of evaluating areas of inefficiencies in the development process with the goal of reducing overall approval time. Additionally, there are several proposed policies listed here that are intended to help address some of those inefficiencies related to permit approval time. Developers have referenced in stakeholder meetings that approval times and lack of clear requirements can impact project feasibility. This policy would improve the application process and reduce requests for additional studies late in the application process.

Additionally, SB 330 Streamlining requires that the City publish on its website detailed information required for development application; provide development tools and

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resources; and develop system to track new deadlines for housing development applications (and ADUs).

Workplan Proposal. Continue work to address inefficiency and to comply with state law in order to expedite approval time. This work will be completed within 1-2 years.

Recommendation. Recommended that the City continue implementing improvements to the approval process and ensure compliance with state law.

XXVI. Provide "Package of Incentives" for Housing Projects Providing Affordable Housing.

Summary	
Objective	To synthesize policies that promote inclusion of affordable units.
Benefits Market Rate Development	Yes. This policy will provide clarity to developers about requirements, assist them in accessing benefits that mitigate cost of including affordable units in the project, and help them to comply with the Affordable Housing Ordinance.
Targeted Projects	Market Rate, Mixed-income, Affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate-income (see Appendix A for details)
State Priority for "Pro-housing City"	Reduction of Permit Processing Time
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all of income levels: Very low, low, moderate and above moderate
Level of Recommendation	Highly Recommended
Proposed Timeline	Mid-term (2-3 years)

Policy Description. Promote and incentivize new construction of mixed income and affordable housing by compiling a "Package of Incentives" of various incentives. There could be multiple packages that vary depending on the proportion of affordable units and the depth of affordability. The incentives and exemptions could include: an exemption or reduction of development impact fees, utility fee deferral, parking reductions and/or a waiver of physical building requirements imposed on development and identification of low-cost financing options or guidance for investing in an opportunity zone.

Policy Analysis. Staff recommends providing various types of packages contingent on the project meeting various affordability requirements. For example, an affordable housing project consisting of 50% income restricted units would receive lesser incentives than a 100% affordable housing project. After staff receives direction on the other proposals above, staff will design packages of incentives in greater detail. Staff would "package" policies and resources that help developers mitigate the costs with associated with affordable units to make it easier for developers to take advantage of these cost saving measures. If approved, staff would highlight the following: Project requirements for streamlining under SB 35, Density Bonus, Fee exemption and reductions, utility fee deferral, and special financing opportunities. This policy will demonstrate a partnership

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mentality that will problem solve by consolidating information that may increase feasibility of on-site affordable units.

Workplan Proposal. Creation of the “package of incentives” is dependent on approval of policies that incentivize inclusion of affordable housing on market rate projects; however, creation of the packages will be an administrative responsibility. This work will be completed within 2-3 years.

Recommendation. Recommended that the City create a “Package of Incentives”.

XXVII. Educational Work Session Regarding Project Feasibility, Residual Land Value and Implication of Demands Beyond Established Requirements

Summary	
Objective	Streamline approval process by reducing the number of last-minute requests imposed by City Council by providing an informational work session to discuss project feasibility, residual land value and implication of demands beyond established requirements.
Benefits Market Rate Development	Yes. Would reduce development timeline and unexpected expenses caused by last minute changes to the project that otherwise meets City Standards.
Targeted Projects	Market Rate, Mixed-income, Affordable housing; rental and ownership housing
Household Targeting	Very low, low, moderate and above moderate-income (see Appendix A for details)
State Priority for “Pro-housing City”	Reduction of Permit Processing Time
Regional Housing Needs (RHNA)/ Housing Element Goals	Will produce units at all of income levels: Very low, low, moderate and above moderate
Level of Recommendation	Highly Recommended
Proposed Timeline	Short-term (1-2 years)

Policy Description. Provide education to City Council about the implications of changes to a proposed project that meets all of the City’s established regulations.

Policy Analysis. Stakeholders have expressed concern that well intended project modifications have unintended consequence of affecting project feasibility. Developers have suggested education regarding providing training regarding development project feasibility, residual land value and the implication of adding additional components to a project that was not initially included the development designs and budget. This policy will create awareness that is intended to improve upfront certainty and expedite the approval process.

Workplan Proposal. Hire a consultant to provide education at an informal work session to ensure that decision makers are aware of the implications of adding additional project requirements. This work would be complete in 1-2 years.

Recommendation. Recommend holding an educational work session regarding development project feasibility, residual land value and the implication of adding additional components to a project that was not initially included the development designs and budget.

APPENDIX A-2019 INCOME LIMITS FOR ALAMEDA COUNTY AS ESTABLISHED BY CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

	Household Size							
Income Category	1	2	3	4	5	6	7	8
Extremely Low	\$26,050	\$29,750	\$33,450	\$37,150	\$40,150	\$43,100	\$46,100	\$49,050
Very low	\$43,400	\$49,600	\$55,800	\$61,950	\$66,950	\$71,900	\$76,850	\$81,800
Low	\$69,000	\$78,850	\$88,700	\$98,550	\$106,450	\$114,350	\$122,250	\$130,100
Median	\$78,200	\$89,350	\$100,550	\$111,700	\$120,650	\$129,550	\$138,500	\$147,450
Moderate	\$93,850	\$107,250	\$120,650	\$134,050	\$144,750	\$155,500	\$166,200	\$176,950

What the City of Hayward Can Do to Encourage More Housing Development? Feedback from Market Rate Developer Interviews

1. **Flexibility:** Promote flexibility within development standards, design guidelines and existing zoning without requiring a Planned Development or rezone that exposes a developer to a referendum. Every site and every adjacency is unique and not everything fits within a strict rulebook, especially due to changing market conditions and the unique conditions of infill sites that confront special challenges.
2. **Existing Regulations.** Honor the existing standards and regulations in the zoning without exacting more during the development process, which creates uncertainty, delays projects and jeopardizes financing.
3. **Definitive Obligations and More Upfront Certainty:** Provide upfront clarity of required or event potential impact fees, mitigation measures, agreements or early conditions of approval to solidify fees, obligations, and timing requirements and lock in regulations and codes at the time a project is deemed complete. Developers want upfront “certainty” about project requirements so that they can plan their costs and financing accordingly.
4. **Realistic Off-site Improvements:** One project cannot and should not be burdened to fix impacts greater than itself just because it’s viewed as having a deep pocket.
5. **Cost Impacts.** The Bay Area is currently experiencing inflationary cost escalation. As a result, the City’s development process should be careful about adding any requirements that add costs to projects, such as expensive roof top decks, significant design elements and exterior articulation, and more parking, which make projects more expensive, and potentially infeasible.
6. **Willing Compromise:** Constant “asks” month after month without some compromise on the cities’ part hinders and delays development. If the city wants development, then both sides will need to be willing to compromise on challenging issues.
7. **Expedite Permit Processing:** Review ways to decrease the time it takes to obtain entitlements – the longer it takes the more uncertainty the project will be built due to changing market, cost, financing and regulatory conditions. Work on a schedule from the very beginning of a process to help set expectations on both sides of the table and then work jointly to meet those timelines.
8. **Development Opportunities:** Clearly identify and market opportunities throughout the city for development.
9. **City Sponsored Zoning and General Plan (GP) Amendments:** If a City pre-zoned or amended the GP to a developable land use that the City supports ahead of the developer, risk is minimized for both the developer and their equity partners.

10. **Fee Freeze or Deferral:** Freezing or deferring fees are a huge help to proformas and project financial feasibility. Can certain fees be delayed until building permit, or ideally, until Certificate of Occupancy of the home itself? As some cities have done with below market rate fees, the city could get paid directly out of escrow. This helps the builder in every respect, especially when considering the fees that the city cannot control such as school impact fees. Additionally, provide flexibility in paying the affordable housing fee and not insisting on on-site affordable housing.
11. **Ground Floor Commercial Requirements.** There is not sufficient demand for retail and commercial uses to require these uses on the ground floor in all projects along Mission Boulevard and other major corridors. Additionally, these requirements increase costs and do not generate value for the project, which undermines the feasibility of a project. Focus on corner developments along Mission Blvd and other corridors for retail/commercial spaces and do not discount the potential for housing along the ground floor to create pedestrian vibrancy along this corridor as well.
12. **Early Grading Permit:** It greatly helps project viability if a developer can shorten the project duration by performing grading or clean-up prior to Improvement Plans and Final Map.
13. **Expeditious Plan Checking:** Anything that can be done to turn around reviews and commitments as quickly as possible helps housing feasibility and production.
14. **Creative Problem Solving:** Encourage a solution-oriented city culture when it comes to new housing development.
15. **Strong Staff Partnership.** Encourage strong staff partnership and authority to help guide, support and facilitate housing projects.
16. **Councilmember Education:** Educate the City Council to the impacts of their comments and the costs associated with them. Some City Councils like to redesign or “fix” a project without context or a true understanding of what Planning and the developer have gone through together for years in the entitlement process.
17. **CEQA:** This is where a developer is most vulnerable due to the unknowns, exposure from potential opposition (neighbors, unions, nimby’s, etc.), and the cost associated with resolution. How can the City help to mitigate this risk? Is it in their response to comments or how they qualify feedback on the CEQA document?
18. **No Union Mandates:** Eliminate pressure for mandatory union labor, as this is a major way to increase costs and render a project infeasible.
19. **Professional Studies and Reports:** Many cities require third-party reports then dismiss them because they disagree with the conclusions. Avoid requiring useless reports that increase costs and delay processing, if their conclusions are not going to be trusted.
20. **City Support:** It makes a difference when Planning Commissioners and City Councilmembers stand up for developers in a public forum. Nothing sends a positive, pro-housing message faster to the development community than a decisionmaker making a

public statement in favor of development in their town. There are countless benefits of development, and sometimes the community could be reminded of those benefits, such as impact fees, road improvements, retail, affordable units, school fees, open space, housing that supports jobs, site clean-up, blight removal due to redevelopment, etc.

21. **Other Miscellaneous Feedback:** Developers also provided other information that is helpful in understanding housing production in Hayward:

- Stacked flat multi-family housing projects are more expensive than other product types and are not currently feasible as a stand alone product in Hayward right now.
- Prices are going down and costs are staying the same or increasing slightly right now.
- Medium density housing products (18-25 units per acre) are highly feasible right now.
- It is becoming increasingly difficult to balance the needs of the surface area of new development as there are many competing uses, such as buildings, parks, parking, landscaping, stormwater treatment, and utilities.
- As new policy and planning ideas are considered, evaluate and be aware of any unintended consequences of these actions on the production of housing.
- If the City is going to promote alternative modes of transportation through developer funded transportation demand management plans, the streets need to be made safer.
- The quality of Hayward schools is a competitive disadvantage in terms of housing development compared to other nearby cities.

Multi-Family Market Rate Housing Production Incentives Forum November 14, 2019

City Approval Process and Fees

- Control fees and don't try to keep up with other cities that have different market conditions.
- Understand land residual – How do City policies impact financial feasibility?
- Educate City Council on construction costs and density implications on financial feasibility.
- Promote pre-application and CEDC meetings to obtain upfront certainty and clarity on project requirements. Avoid “late hits” from Utilities and Public Works Departments.
- Infill development requires creativity. Need policies that allow for flexibility.
- Staff attitude of “how do we make this project work?”/ Staff is doing a good job.
- Solve union issue – PLAs affect affordability and attainability
- More clarity on inclusionary requirements – fees or on-site? Provide incentive(s) for providing on-site requirement, but don't “punish” developments.
- Better fee transparency. Recommend developing a fee calculator like City of Dublin.
- Staff should be aware of financing rules/structure as it relates to feasibility of development including ADUs and adjust local regulations accordingly.
- Increase density bonus
- Fostering relationships to be sure Hayward is where folks want to invest such as school district and Hayward's image.
- Don't look to new development to solve all City's housing issues.
- Transparent rules and fees that are consistent and don't change during mid-project.
- Merge processes; tentative map and final map.
- Require on-site affordable units – can't fee out (remove option to pay in-lieu fee) with concession to lighten up RRSO
- Sliding scale of flexibility of regulations
- By right approval at certain densities
- Update base zoning districts to reflect current development patterns/needs
- PLAs
- CEQA and challenges related to CEQA
- Length of time to process building permits, especially small projects
- Identify “opportunity zones” and allow for a tax deferment incentive.
- Eliminate 50% of requirements to make project feasible
- Process is extremely costly and very time consuming. For example, park fees are extremely high.
- Impact fees should be exempted for affordable housing projects

- Feels that City Council opposes/not in favor of market-rate multi-family projects.
- Create a “Incentives Package/Checklist” that provides clear criteria for developers to receive development related incentives. This also has the potential to encourage market-rate developers to include affordable units in their project(s).
- Incentives for on-site affordable:
 - Streamline project schedule/timeline
 - Reduce development fees
 - Defer fees up until Certificate of Occupancy
 - Provide menu of items
 - Allow segregation of affordable housing
- Have the ability for developers to transfer their in-lieu fee as credit to an alternative off-site project of their choice.
- Provide clear obligations and streamline development process
- In favor of up zoning single family residential zones (R1) and consider same for commercial and industrial zones. This could potentially offset the issue of the increasing number of people experiencing homelessness.

New Funding Sources

- Do not issue/remove NOFA

Financial and Market Challenges

- Concerns about financing for multi-family housing impacted by rent control measures.
- Lack of labor supply.
- Townhomes most feasible product right now.
- Market-rate development is risky – some projects make no money.
- Ground floor retail is costly and doesn’t have a positive cash return. This can impact feasibility. Retail market is changing and risky. Mission Blvd. is too busy and not safe for pedestrians to walk which makes it not a good location for retail.
- Adaptable ground floor space; facades can be made to look like retail/pedestrian scale space.

Other City Efforts

- Educate public about feasibility issues associated with multi-family housing – not feasible right now due to high costs/lower rents.
- Homeless blight issues impact investment potential – Clean downtown helps attract investment.
- Remove arbitration and mediation component of RRSO and replace with a public hearing process that is not as time consuming (i.e. City of Fremont).
- Better streetscape concept/vision for Mission



ACCELERATING INFILL IN HAYWARD

OPTIONS
TO BOOST
HOUSING

DECEMBER 2019



INTRODUCTION

Hayward has approximately 160,000 residents, strategically located in the heart of the eastern San Francisco Bay Area. The city has convenient transportation access, with two BART stations providing easy access to job centers to the north in Oakland and San Francisco and to the south in Silicon Valley, the Amtrak Capitol Corridor train with access to San Jose and Sacramento, numerous local transit lines, three major freeways, and the Hayward Executive Airport. The city is the second-most diverse in California and home to three separate institutions of higher learning that educate more than 30,000 students.

At the same time, the city features many underused parcels, particularly in its downtown district near BART, around the South Hayward BART station, and along commercial corridors such as Mission Boulevard. The result is unmet demand for new housing and missed opportunities for investment and resulting tax revenue for the city. In addition, the lack of development – particularly housing – means many downtown and commercial districts will fail to meet their promise for exciting, walkable, and activated gathering places that can provide amenities for existing residents and new housing for a growing community.

City officials and business leaders are now seeking to identify promising solutions to boost infill development in Hayward ("infill" refers to building on unused and underutilized lands within existing development patterns, which is critical to accommodating growth and redesigning cities for environmental and social sustainability). In response, the Council of Infill Builders convened builders, public officials, financial leaders, and architects in Hayward in November 2019. The group identified key barriers and recommended solutions to encourage and expedite infill in Hayward. This policy brief summarizes these priority solutions, challenges, and next steps.



VISION FOR HAYWARD 2030 INFILL DEVELOPMENT

Participants at the November convening described a vision for the ideal infill scenario in Hayward by 2030, featuring:

- **An “18-hour” downtown and commercial corridors** with a strong local brand, based on Hayward’s unique history, culture and character, with bustling infill neighborhoods filled with residents and amenities that create activity beyond standard business hours
- **A walkable, urban city** that leverages and preserves its unique character, history and architecture
- **Sufficient housing** for a stable community of residents from “eight- to eighty-years old”
- **Housing density and diversity** to support an equitable, diverse community of residents and families in apartments, co-living homes, and other housing types with strong schools and day care options
- **Ground-floor and public space amenities** such as retail, food and services, including flexible spaces, with street festivals, plazas and parks to draw residents to infill neighborhoods
- **A stable, locally based business community** with job centers for residents
- **Increased personal mobility** through convenient multi-modal options and safe, two-way streets that prioritize BART riders, pedestrians and bikers
- **Optimized parking provision** that efficiently distributes parked vehicles among infill projects to promote BART, pedestrian, bicycle and scooter access

Achieving this vision requires identifying and overcoming the obstacles that make it unlikely to be realized on its own. The following section describes those obstacles and offers solutions for local and industry leaders.



BARRIERS AND SOLUTIONS FOR INFILL DEVELOPMENT IN HAYWARD

Common barriers often prevent developers from building infill projects in key locations, such as downtowns and near major transit. For the November 21, 2019 convening, the Council of Infill Builders surveyed participants in advance and discussed the most common barriers to infill in Hayward. Participants identified the following four priority barriers to infill and offered solutions to overcome each of them, discussed below.

1. **Pilot projects with public partnership** with possible con
1. **High costs and fees** to build infill
2. **Market uncertainty** due to unknown or weak demand for infill
3. **Lack of supporting uses** for infill in public spaces, such as the streets and streetscape
4. **Unusual parcels and challenging land assembly** to support infill

While additional barriers exist, participants agreed that these four represent the most common barriers that render infill difficult to accomplish in Hayward.

To help overcome these barriers, the group recommended **10 near-term, priority solutions**, in no particular order:

1. **Hire a mobility consultant to reconfigure the streets and identify strategic interventions** to boost walkability and transit, bike, and scooter access.
2. Task city economic development staff and outside downtown development experts to **identify priority amenities, including “magic mix” locations for feasible retail**, façade, and other downtown improvements, as well as educate the public on practical options.
3. Enable a **downtown and commercial district “art” fee** to pay for murals and façade improvements.
4. Improve **high-speed wireless internet** access across downtown and commercial corridors.
5. **Educate property owners and developers on parcel size and land assembly options** and facilitate relocation of existing businesses on unusual parcels through data sharing and inventories of downtown and commercial corridor businesses and parcels.
6. **Update and highlight city design guidelines that allow retail flexibility for infill projects**, such as through a retail in-lieu fee, comprehensive plan for amenities in areas without retail, and flexibility across multiple parcels to meet target retail goals.
7. **Highlight and encourage tiered and deferred fees for downtown projects**, including through a city website that maps and highlights fee structures.
8. **Fast-track approvals for infill projects**, including through pre-zoning, planning, and development permit reforms, as well as the option for “blended” density across parcels to meet plan goals.
9. Facilitate a dialogue with labor leaders to **boost construction labor supply and local job training programs and reduce project construction costs**.
10. Focus on **“catalyst projects” on public land** that can further infill goals.

These and other solutions are discussed in more detail in this report.

“It’s important to focus on how to keep costs down so these infill projects can work.”

- Felix AuYeung, MidPen Housing Corporation

Barrier # 1: High costs and fees to build infill in Hayward

Infill development is by its nature more expensive to build than low-rise, wood-frame construction. Multi-story infill construction in existing urbanized areas like Hayward faces a complicated regulatory process, expensive construction materials, and high-wage labor, as well as the challenge of building in developed neighborhoods and the attendant cost of upgrading older infrastructure. Permitting for infill projects can also be complicated, time consuming, and expensive. Other factors such as parking requirements and land use restrictions can contribute to high costs.

Solutions for High Construction Costs: *Provide Regulatory Flexibility and Dialogue with Labor Leaders and Property Owners*

To reduce the high cost of building sustainable infill development, Hayward city leaders could reform local permitting and regulatory requirements to allow more flexibility, while facilitating dialogue with labor leaders and local property owners to reduce costs.

SPECIFIC SOLUTIONS:

City leaders could:

Implement tiered and deferred fees for downtown projects in order to reduce costs. The city leaders could ensure lower fees for projects near the downtown and South Hayward BART stations and other commercial corridors. The city could also promote deferred fees for some infill projects, such as waiting until occupancy occurs to collect certain fees for those new projects. As some participants noted, this flexibility to defer fees until occupancy can greatly improve a project’s internal rate of return, which is in part dependent part on the time value of money. As a result, the city could potentially transform marginal infill projects into viable

deals for developers through deferred fees. City leaders could also relax the thresholds for projects to qualify for these incentives, to enable small businesses and smaller projects to benefit.

Promote and map existing fee incentives for infill projects. The city has already taken steps to defer some fees, but participants at the convening were unaware of some of these actions. As a result, the city may benefit by promoting these incentives prominently on its permitting website. In addition, developers would benefit from having all relevant fees for infill projects mapped and posted in one convenient website, to highlight beneficial fee structures and reduce the time for developers to ascertain these applicable fees.

Fast-track approvals through ministerial permitting for some infill projects. Participants noted that reduced permitting time and fewer opportunities for unexpected local agency vetoes would greatly reduce costs. City leaders could take steps like pre-zoning certain priority parcels for more compact infill development, advance planning of priority parcels, and developing more objective review standards. For example, city staff could update exterior design standards to make permitting ministerial for exterior features like balconies and recessed windows.

Develop an option for “blended” density across multiple parcels, instead of uniform requirements on each downtown parcel. Participants noted that stringent requirements for density on a specific parcel may make a project on that site infeasible, whereas a similar or more stringent density requirement on a nearby parcel may be more practical. As a result, flexibility to allow an “average” density across these multiple parcels could help make a lower-density project economically viable on one site while getting “credit” for increased density on another site. The averages would have to meet the city’s overall density goals, while allowing cross-subsidies through transferable density.

Promote existing regulatory flexibility on housing affordability requirements. Most new residential projects must include subsidized affordable units at below-market rates. The city has taken steps to provide developers with the option of instead subsidizing these affordable housing units off-site, with possible deferral on off-site affordable housing construction until a certain number of on-site market-rate homes come to market. Otherwise, requiring these units on each parcel could be economically challenging for some developers. An area-wide in-lieu affordable housing fee could therefore be a helpful option to

lower building costs for on-site market-rate housing. The city could promote these options via its website, such as the flexibility to build 100% affordable standalone developments, with contributions from nearby developments. The city would need to develop mechanisms to ensure that the affordable units actually get built if they are not included on-site with market rate-projects.

Update city design guidelines to allow retail flexibility for infill projects. Developers and city staff noted that ground-floor retail on some projects may not make economic sense, while nearby parcels may present better options for such uses. As a result, the city could help provide flexibility to meet these requirements. One solution participants discussed is a retail in-lieu fee, in which developers pay a fee not to provide on-site retail, which then generates revenue that the city can spend to boost retail in other locations, such as through streetscape improvements or subsidies for some retail uses. The city could also provide flexibility across multiple parcels to meet a target retail goal, with some parcels absorbing most of the retail and other parcels minimizing or not offering retail, in areas where retail would not be economically practical. Finally, the city could develop a plan for street-level activation and amenities in areas without retail, in order to boost walkability and street life without rigid retail requirements.

“Hayward should be incentivizing existing businesses to stay and expand.”

- Emily Boyd, TRI Pointe Homes

Facilitate a dialogue with labor leaders to boost construction labor supply and training programs and reduce project costs. High labor costs, in part due to an ongoing, state-wide construction labor shortage, is a major contributor to the overall increase in infill project costs. City leaders could facilitate a dialogue between developers and labor leaders to boost local college partnerships and vocational training programs in high school, in order to boost the supply of new workers. In exchange, construction trade groups might be willing to entertain reduced costs for labor on new projects.

“Off-site construction methods usually follow a pretty strict system. A lot of cities have zoning codes and other policies that will not accommodate houses built off-site.”

- Josh Roden, Brookfield Residential

Develop optimal parking policies to encourage market-driven supply that boosts walkability, biking and transit usage. Participants noted that excess parking supply and requirements adds to project costs and can reduce the walkability and transit-friendly nature of downtowns and commercial corridors. For example, the average cost of a parking space in a parking structure ranges from \$15,000 to \$30,000. Costs per unit in San Francisco for podium parking can range from \$17,500 to \$35,000 per unit, depending on the ratio of spaces per unit, and up to \$38,000 for underground parking. Ongoing operation and maintenance of parking structures can also be costly for rental properties. At the same time, some participants noted that lenders are reluctant to finance new projects in Hayward without sufficient on-site parking.

As a result, city leaders can develop parking policies that allow the market to determine supply while providing options to reduce the demand for on-site, decentralized parking that can increase project costs. For example, the city could explore the potential for centralized parking that can convert to other uses in the future if less parking is needed. In general, city leaders could reduce or eliminate minimum parking requirements, unbundle parking from housing (charging the cost of a parking space separately from the cost of renting or purchasing a home), and allow developers to use more shared parking.

Promote density bonus potential with access to data and greater transparency. State density bonus law allows developers to increase the density of their project in exchange for adding more affordable housing units. Participants noted that city leaders could improve the use of this program by making data related to density limits and affordable housing units more accessible and transparent.

Barrier # 2: Market uncertainty due to unknown or weak demand for infill

Given the high construction costs of multi-story infill projects, these projects must be able to attract buyers or renters from specific market segments that can pay higher rents per square foot, including young professionals, seniors, and singles who are willing to live in smaller spaces, as well as higher-income individuals, couples and families. Participants noted that Hayward's downtown, BART districts, and commercial corridors will need strong branding and local amenities, as well as buy-in from city officials, industry leaders, and the public for a long-term plan to boost demand for infill living and related activities.

Solutions for Market Uncertainty for Infill: *Improve Hayward's Branding and Amenities & Undertake Comprehensive Outreach Campaign*

To address the market uncertainty, Hayward leaders could seek to brand downtown and its commercial corridors based on its history, culture and geography as a place where people want to live and work. City and business leaders could also launch an outreach campaign to educate the public and receive input on the opportunities and economic realities of a vibrant infill area.

SPECIFIC SOLUTIONS:

City and business leaders could:

Leverage marketing expertise to create an alluring brand for Hayward, based on local history, culture, and geography. Participants noted that Hayward will need to have a 'there there' to attract residents and investment, potentially based on proximity to job centers in Oakland and Silicon Valley but also drawing on the cultural history and diversity of the community and/or local food traditions. The brand should be linked to clear policy to develop downtown and commercial corridors as infill communities and to target marketing to key demographics. City leaders could involve business associations in this process and improve lighting and other visible security measures to address any concerns about personal security in these areas.

“Hayward has a downtown that feels like a downtown. Like Napa, the city could take a few key steps to just tweak it and get a lot of benefit.”

- Aaron Roden, Landsea Homes

“You have to have a “there there.” Napa has a ‘there.’ They have benefitted from their commitment to food and wine. Housing is necessary, but you have to have a reason to come there.”

- Curt Johansen, TerraVerde Ventures

Improve high-speed wireless internet access across downtown and key commercial corridors. Participants noted that wi-fi internet access was unreliable in infill areas, leading to lost investment and commercial activity in these areas. They suggested working with private sector entities to provide low-cost or free internet access, by leveraging existing network providers.

Educate property owners, wealth managers, and the school district on Hayward’s infill potential. Redevelopment and investment in infill will require the cooperation of current property owners, as well as wealth managers who could facilitate investment in these properties. School district officials could also assist by engaging students in outreach and research projects for infill planning (see below), as well providing training for a labor workforce, as discussed above. City and business leaders could launch this outreach work through working lunches, roundtables, and briefings.

“Local businesses have an important impact. They make downtown more viable as a place to want to be.”

- James Edison, Willdan Financial Services

Educate city officials and stakeholders and involve local students on market realities for investing in infill. Participants suggested engaging high school students through stakeholder and student engagement programs like “UrbanPlan.” City and business leaders could also offer public trainings, including for city officials, on developer pro formas (a set of calculations that projects the financial return on a proposed real estate development) so that city leaders and residents can better understand economic realities for desired infill projects.

Task city economic development staff and outside downtown development experts to identify priority street-level amenities. City priorities include making downtown and commercial corridors more of a destination with attractive amenities, including street-level, ground-floor retail. A downtown development expert could assist the city to determine the “magic mix” of ideal locations for feasible retail, façade, and other infill improvements. Such an expert, in partnership with city economic development staff, could help educate city officials and the public on practical options. The end result could be a menu of options for amenities that would be attractive to residents in infill public spaces and that would reduce pressure on individual projects to provide less optimal amenities.

Educate city officials and the public on best practices and market realities for retail and other streetscape amenities. While many residents and local leaders may want abundant retail options for ground-level infill development, market realities may conflict. An outreach campaign, through working lunches, presentations, and roundtables, could help explore and educate options to activate the streetscape in Hayward beyond retail, such as through events, public spaces, and other uses like flexible work spaces and services.

“Neighborhoods in San Francisco are losing character. And with new construction, the street-level retail tends to be chains because they are the only ones that can afford the high rents.”

- Bob McLaughlin, New Albion Group

“What will retail be in 30 years? Today it is dining, food, and personal services. But which way is retail going? It is a collection of services. You want the right mix of amenities at the right time.”

- Steve Lawton, Main Street Property Services



Barrier # 3: Lack of supporting uses for infill in public spaces, such as the streets and public parcels

Hayward's public realm – such as the city streets, parks and publicly owned parcels – could be leveraged to attract more investment in infill. Current one-way streets and street designs are not conducive to pedestrian-friendly neighborhoods, while downtown and commercial corridor beautification, such as through murals and façade improvements, need a dedicated revenue stream. Such improvements in the public realm will encourage private sector investment in projects that meet the vision of infill in Hayward.

“Like downtown Walnut Creek, Hayward could choke some streets and add parklets. The city has a cool eclectic feeling and should keep it. It already has personality and character.”

- Brian Steele, Trumark

“You want a city to have a family feel. You have to focus on leveraging what you already have in Hayward.”

- Meea Kang, Related Development

Solutions for a Lack of Supportive Public Realm for Infill: *Redesign City Streets and Streetscapes and Beautify Infill Areas*

City and business leaders will need to reconfigure Hayward's street design and accompanying uses, as well as boost beautification efforts throughout downtown, the BART districts, and the commercial corridors. Pilot projects and more outreach to key stakeholders and local leaders can also help implement these solutions.

SPECIFIC SOLUTIONS:

City leaders could:

Hire a mobility consultant to reconfigure the streets and identify strategic interventions to boost walkability and bike, scooter and transit access. Hayward's proximity to BART and other transit lines is a critical asset, but the city still needs to facilitate "first/last mile" connections to these transit nodes. Participants recommended hiring an expert consultant to explore initial strategic interventions, at least as a start of a long-term plan. The focus should be on redesigning select streets for two-way and slower automobile traffic in order to boost walkability and related development. Participants thought it would be helpful to identify small steps that the city can take in the near term while it undertakes plans for longer-term improvements.

Apply for funding to state and county transportation agencies for strategic interventions in street design that can lead to a longer-term change. Participants noted that funding may be available from the Alameda County Transportation Commission and California Strategic Growth Council to reconfigure streets for reduced vehicle miles traveled and more pedestrian and transit access. These improvements could also lead to enhanced lighting, increased public safety, and stormwater controls, among other environmental benefits that may help attract grant funding.

"The proximity of the BART stations is one of Hayward's biggest attributes. A lot of millennials never want to own a car. The city should use the BART stations as a reason for why people would want to live here. They can go to San Francisco during the week and then hang out in Hayward on the weekends."

- Galen Wilson, Goldman Sachs

Conduct outreach to the public on proposed changes for the public realm, including street design. Such decisions on traffic and walkability can be controversial. City staff and business leaders will need to build support for such interventions, possibly by starting with initial pilot interventions that require less review and affect a smaller area. They could also begin with more popular tasks that have broad public support, such

as street cleaning and public safety improvements through better and more creative lighting.

Enable a downtown and commercial corridor district “art” fee to pay for murals and façade improvements. Participants noted that developers would be willing to pay such a fee if it paid for improvements in the public realm that would boost the profitability of their projects. The business improvement district could take the lead to implement this fee.

Barrier # 4: Unusual parcels and challenging land assembly inhibit infill development

Participants observed that Hayward has unusually shaped parcels that may pose a challenge to building larger infill projects that the community may want. In addition, existing property owners and businesses located in the middle of parcels that could otherwise be assembled for a larger project may hinder development opportunities in strategic areas.

“If you combine and redevelop too many unusual parcels, you may destroy the character of the downtown.”

- William Duncanson, BAR Architects

Solutions for Land Assembly and Unusual Parcels: *Facilitate Land Assembly and New Projects through Outreach and “Catalyst” Projects*

City leaders can address these parcel-size and land-assembly barriers through outreach and data sharing, as well as facilitating relationships among property owners and developers. In addition, the city staff can focus on “catalyst” projects on publicly owned parcels as a way to jumpstart activity in priority areas.

SPECIFIC SOLUTIONS:

City leaders could:

Educate property owners and developers on parcel size and land assembly options. City staff could help property owners assess opportunities for redevelopment. Staff could also facilitate re-use of certain land by helping current owners and businesses to relocate in order to redevelop a larger site with an unusual parcel configuration. City staff could accomplish this outreach and match-making through data-sharing and inventories of infill business and parcels.

“Alleys present often overlooked opportunities as places to activate with restaurants and other amenities.”

- Keith McCoy, Urban Mix Development

Facilitate dialogue among developers to partner on priority infill sites. Hayward’s goals for mixed-use infill projects may clash with the existing economics and business siloes of real estate development. For example, some developers only focus on housing, while others focus only on mixed-use or commercial projects at large scales. As a result, city leaders could help play “match-maker” among developers to facilitate partnerships on single or multiple parcels, in order to meet multiple goals of boosting housing, retail, and office projects.

Focus on “catalyst projects” on public land that can further infill goals for the city. City leaders could launch and support pilot infill projects on publicly owned parcels that meet certain criteria with expedited processing and other incentives. City leaders could also apply for state grants to jump-start the development of these catalyst projects. The goal would be to demonstrate the viability of infill projects in Hayward and stimulate revitalization of its priority, transit-rich neighborhoods.



CONCLUSION & NEXT STEPS: THE FUTURE OF INFILL IN HAYWARD

Hayward retains significant opportunity to create thriving, walkable, transit-friendly neighborhoods in its downtown district, South Hayward BART area, and commercial corridors. Its city staff has made progress to cultivate the potential, with over 3,700 units currently in the development pipeline. The city also recently approved a specific plan around its BART station. In addition, the city has approximately 200 acres of public land, for which it will soon seek proposals. To make the most of these opportunities and address the need for more infill housing and amenities, city and other local leaders could act together to implement some of the solutions identified in this policy brief. The result will be a more convenient, thriving, and environmentally and economically sustainable Hayward for existing and future residents.

“The City has adopted a culture of being innovative and creative. We want to promote housing.”

- Jennifer Ott, City of Hayward

CONVENING ATTENDEES

Participants:

Felix AuYeung, MidPen Housing Corporation
 Emily Boyd, TRI Pointe Homes
 William Duncanson, BAR Architects
 James Edison, Willdan Financial Services
 Curt Johansen, Terra Verde
 Meea Kang, Related Group
 Steve Lawton, Main Street Property Services
 Keith McCoy, Urban Mix Development
 Bob McLaughlin, New Albion Group
 Aaron Roden, Landsea Homes
 Josh Roden, Brookfield Residential
 Brian Steele, Trumark
 Scott Ward, Urban Mix Development
 Galen Wilson, Goldman Sachs

Facilitators/Note-Takers and Observers:

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 Marilee Hanson, Council of Infill Builders
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 Paul Nguyen, City of Hayward
 Mark Valentine, ReFrame It Consulting

ABOUT THE COUNCIL OF INFILL BUILDERS

The of Infill Builders is a 501(c)(3) nonprofit corporation of real estate Council professionals committed to improving California through infill development. Infill development revitalizes neighborhoods and communities, provides transportation choices, creates viable close-knit mixed-use areas, reduces greenhouse gas emissions and improves the overall economy. The Builders seek to educate the public about these benefits through research and outreach.

ACKNOWLEDGMENTS

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In addition, Ethan Elkind, Marilee Hanson and Terry Watt provided facilitation and note-taking assistance at the convening. We thank Scott Jacobs for designing this policy brief and Marilee Hanson for drafting assistance. All photos courtesy of the City of Hayward.

This report and its recommendations are solely a product of the Council of Infill Builders and do not necessarily reflect the views of all individual convening participants, reviewers, or observers.

ENDNOTES

- 1 “Development Pipeline,” City of Hayward, Fall 2019, p. 1. Available at: <https://www.hayward-ca.gov/sites/default/files/documents/development-pipeline-fall-2019.pdf> (accessed November 24, 2019).
- 2 Council of Infill Builders, *Bringing Downtown Back-Ways to Boost Infill Development in the San Joaquin Valley*, 2013, p. 8. Available at: <http://www.councilofinfillbuilders.org/wp-content/uploads/2016/02/Bringing-Downtown-Back.pdf> (accessed November 26, 2019).
- 3 Greenbelt Alliance, *Fixing the Foundation: Local Solutions for Infill Housing*, November 2013, p. 24. Available at: http://www.greenbelt.org/wp-content/uploads/2013/10/Greenbelt_Alliance_Fixing_the_Foundation.pdf (accessed November 26, 2019).
- 4 San Francisco Planning and Urban Redevelopment (SPUR), *San Francisco: Why does housing cost so much* presentation at SPUR, slide 10. Available at: https://www.spur.org/sites/default/files/events_pdfs/2017.05.30%20Why%20Does%20Housing%20Cost%20So%20Much%20-%20Hogan.pdf (accessed November 26, 2019).
- 5 Donald Shoup, “Cutting the Cost of Parking Requirements,” *ACCESS Magazine*, Issue 48, Spring 2016. Available at: <http://www.accessmagazine.org/spring-2016/cutting-the-cost-of-parking-requirements/> (accessed November 26, 2019).
- 6 Greenbelt Alliance, *supra*, at 24.
- 7 Council of Infill Builders, *supra*, at 8.
- 8 For more information on UrbanPlan, please visit: <https://americas.uli.org/programs/urbanplan/> (accessed November 25, 2019).



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Proposed Policies to Incentivize Housing Production for City of Hayward			
#	Topic	Policy Summary	Comments Received
Zoning/Housing Approvals			
1	Zoning/Housing Approvals	Adopt zoning text amendment to allow faith-based temporary shelters by right.	No - 3 votes
2	Zoning/Housing Approvals	Provide density bonus in excess of 35% (State law density bonus limit) for affordable housing.	Yes - 7 votes
3	Zoning/Housing Approvals	Expand single family residence land use categories to allow up to four units.	Yes - 11 votes
4	Zoning/Housing Approvals	Amend parking ordinance with elimination or modification to parking requirements.	Yes - 5 votes
5	Zoning/Housing Approvals	Allow emergency shelter sites in more areas within the City.	No - 2 votes
Accessory Dwelling Units (ADUs)			
6	ADUs	Reduce time to issue ADU permit.	Yes - 5 votes Reduce fees.
7	ADUs	Modify owner occupancy requirements for ADUs to allow property owner to reside in either primary residence or ADU. Alternately, allow property owner to rent primary dwelling and ADU separately or sublet individually while property owner resides elsewhere.	Yes - 5 votes No - 1 vote Oppose unless amended to exempt from RRSO.
8	ADUs	Amend replacement parking requirements for ADUs.	Yes - 2 vote No - 2 votes
9	ADUs	Permit ADUs to be sold separately from primary residence if property developed by nonprofit corporation and deed restriction on property to preserve for affordable housing.	Yes - 1 vote No - 2 votes Exempt ADUs from RRSO.

10	ADUs	Permit two ADUs per primary residence lot in city-wide single-family zones.	Yes - 3 votes No - 2 votes Prefer #3
11	ADUs	Eliminate parking requirements for ADUs.	Yes- 3 votes No - 1 vote
Fees/Transparency			
12	Fees/Transparency	Exempt affordable housing units (including on-site inclusionary units) from City development impact fees (excluding utility fees). Alternately, reduce or defer impact fees for affordable units.	Yes - 13 votes
13	Fees/Transparency	Reduce development impact fees for ADUs. Alternately, defer development impact fees for ADUs until occupancy permit.	Yes - 10 votes
14	Fees/Transparency	Defer utility fees for affordable housing/ADUs until service connection.	Yes - 7 votes Reduce fees if you pay them up front.
Funding			
15	Funding	Pursue voter-approved ballot measure for an affordable housing bond to fund affordable housing.	Yes - 8 votes No - 1 vote Make sure bond specifically calls out separate funding for ownership. With money for homeownership.
N/A	Funding	Pursue voter-approved ballot measure for a vacant parcel tax to fund homelessness and/or affordable housing.	Yes - 1 vote No - 9 votes
16	Funding	Establish an in-lieu fee on commercial uses for affordable housing.	Yes - 1 vote No - 7 votes

17	Funding	Abate or defer property tax for market rate and/or affordable housing projects that meet certain density or affordability requirements.	<p>Yes - 5 votes No - 3 votes</p> <p>Nonprofit affordable developers are already exempt from AC property taxes (welfare exemption).</p>
Public Lands			
18	Public Lands	Prioritize on-site affordable housing for residential projects related to the development of City owned land.	<p>Yes - 5 votes</p> <p>For City RFPs that are slated for single family development, allow for ADUs to satisfy the affordable requirement in its entirety.</p>
19	Public Lands	Convert underused and tax defaulted properties to permanent affordable housing in partnership with nonprofit affordable housing developer.	<p>Yes - 2 votes No - 3 votes</p>
20	Public Lands	Create a zoning exemption for affordable housing on surplus land in residential zones regardless of density maximums.	Yes - 4 votes
Streamlining			
21	Streamlining	Streamlining approval for affordable housing projects meeting specific criteria consistent with SB 35 (i.e., excluding qualified projects from environmental review).	<p>Yes - 5 votes</p> <p>Also provide application process for AB 2162 (supportive housing). Remove prevailing wage requirements.</p>
22	Streamlining	Review approval process to address inefficiencies with the goal of reducing overall approval time.	<p>Yes - 7 votes</p> <p>Designated staff person. Can use SB2 technical assistance money. Can you use funding through SB2 (technical assistance grants) to accomplish this?</p>

23	Streamlining	Provide "Package of Incentives" (i.e., reduction of development impact fees, parking reductions, and/or physical building concessions) for affordable housing projects and on-site inclusionary units that would vary by the number of affordable units and depth of affordability.	<p>Yes - 15 votes No - 1 vote</p> <p>This would be more beneficially advantages than just reducing/waiving impact fees, but neither would be helpful!</p> <p>For all residential development.</p>
General Comments			
1	Recommends to publish simple fee schedule for residential development.	General fee transparency - publish a very simple impact fee document that breaks out applicable fees for multi-family/town and single family so developers quickly understanding (and land owners) what the total city fees will be.	
2	Recommends to eliminate repetitive incentives and to cross reference proposed strategies.	Not missing anything but it would be good if certain incentives weren't unnecessarily doubled up through various mechanisms. For example, parking reductions can be achieved through a density bonus, so its less attractive to include that in a new "package of incentives". The package should include other things not found elsewhere, such as streamlining, funding, fee exemption, etc.	
3	Recommends roundtable discussion amongst industry experts.	Convene roundtable discussion between affordable, market rate residential developers and other stakeholders to learn more about what incentives they need and obstacles they have to manage.	
RRSO			
4	Concerned about RRSO's effect on future multi-family market rate development.	What effects will the RRSO have on any future market rate multi-family development?	
Multi-Family Market Rate Developments			
5	Recommends proposing/establishing more policies related to multi-family market rate development.	Why so little mention of market rate development (only mentioned once under funding section, items 4 on staff handout)?	
6	Concerned about City's support for multi-family market rate development.	Is Hayward actively/passively discouraging market rate multi-family housing development?	
7	Recommends increasing supply of market rate rental housing.	Please focus on increasing the supply of market rate rental housing.	
8	Recommends that every residential development should include a mix of unit types (i.e., 50, 80, and 120 of FMR).	Any new development needs to be a mix of type of housing - every building needs affordable, moderate, and market rate units. 50/80/120 of FMR.	

9	Recommends conducting sea level rise study for Hayward coast to determine potential environmental, housing, and development impacts.	Review impact of sea level rise on coastline in Hayward. How this may impact housing, flood insurance, and future development.
10	Recommends establishing City program to provide tenants temporary bail-out funds.	Given that JCE dis-incentivizes development, establish a city program that will help tenants with temporary bail-out funds that will help keep them housed.
11	Recommends consideration of infilling the bay.	Consider infilling the bay. Reference the Venus Project.
Zoning/Housing Approvals		
12	Recommends reviewing existing land uses to verify compatibility with surrounding land uses.	Review existing zoning in RS districts to see if it complies with surrounding area zoning. Some areas low density areas and neighbor high density - more consistency.
13	Recommends establishing a density bonus for affordable developments.	Consider a density bonus for "affordable" developments (AB 1763).
14	Recommends amending parking requirements for affordable housing developments.	Amend parking requirements for affordable housing developments - parking spaces/lifts are often cost prohibitive.
ADUs		
15	Concerned about effects of RRSO on ADUs.	What is the effect of the RRSO on ADUs?
16	Recommends exempting ADUs from RRSO.	Exempt ADUs from RRSO.
17	Recommends incentivizing ADUs serving low and moderate income households.	Incent creation of ADUs for low/moderate income households.
18	Recommends placing rent control for ADUs.	Rent control - ADUs.
Fees/Transparency		
19	Recommends providing incentives for BMR rental property owners.	How about incentivizing housing producers to keep rents low by providing a tax or fee credit for units rented below FMR for a year.
20	Recommends providing development incentives for affordable housing projects.	Help reduce affordable housing costs by reducing impact fees, development fees, utility fees, planning fees.
Funding		
21	Recommends establishing jobs-housing linkage fee.	Jobs and housing linkage fee.
22	Recommends City to provide funding for affordable housing.	There are only 2 items that involve city funds (#17 & 21). I would like the City to step up more to solve the problems.
23	Recommends researching impact of RRSO on fiscal feasibility of developing and maintaining properties.	Research impact of RRSO on the fiscal feasibility of developing and maintaining rental properties.

24	Recommends eligibility for increase in density for commercial mixed use sites.	Consider density bonus on commercial mixed use sites where community development identifies affordable housing.
25	Recommends expending A1 money and housing trust funds.	Spend A1 money and housing trust funds.
26	Recommends NOFA timeline to correspond with HCD funding deadlines.	Line NOFAs up with State HCD funding deadlines.
27	Recommends abatement of property tax for affordable housing developments.	Abate property tax just for affordable housing.
28	Recommends to charge market rate developments development fees.	Get in-lieu fees, impact fees, etc. from market rate development.
Public Lands		
29	Recommends providing a discount in cost of city owned land for projects exceeding the City's inclusionary housing ordinance requirements.	Discount city owned land for projects that exceed the City's inclusionary housing ordinance at a meaningful threshold - 25% (?)
30	Recommends City to work with community groups when acquiring a site to provide opportunity for community needs to be addressed.	Work with community groups to determine priorities regarding a site could be an opportunity to address community needs and affordable housing.
31	Recommends to conduct site feasibility studies.	Analyze properties to figure out whether or not housing or commercial makes sense.
32	Recommends establishing a diverse range of residential type structures to be allowed.	Increase diversity; tiny homes; rv parking (perm.); floating homes.
Streamlining		
33	Recommends establishing a voluntary SB 35 process.	Create a "voluntary" SB 35 process where a developer can opt-in to the protection of SB 35 but you can negotiate key elements of the project (i.e. They might use SB 35, but you and they a better deal if you negotiate.)
34	Recommends prioritizing affordable housing projects so that developers can meet funding deadline dates.	Streamline affordable housing projects in general you do not have to use SB35, but expedite approvals so developers can apply for financing with the City, County, and State, TCAC deadlines.
35	Recommends establishing an affordable housing density bonus application with development incentives.	Have an affordable housing density bonus application with paring reductions, waivers concessions for building standards. The developer can decided to use SB 35 as well to save on time.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: WS 20-011

DATE: March 3, 2020

TO: Mayor and City Council

FROM: City Manager
Development Services Director
DHIA Board of Directors

SUBJECT

Downtown Hayward Improvement Association (DHIA): Receive the Annual Report on DHIA Activities

RECOMMENDATION

That Council accepts the report and provides feedback to the DHIA regarding activities in Downtown Hayward.

SUMMARY

For several years, the City worked to establish a Community Benefit District (CBD) in Downtown Hayward. On July 10, 2018, Council adopted Resolution 18-151, establishing the Downtown Hayward CBD. The District, known as the Downtown Hayward Improvement Association (DHIA), has been formed, including the designation of a Board of Directors, and meets regularly to carry out the functions outlined in the District Management Plan. Key activities over the past year included: establishment of an employee workforce to aid in sidewalk cleaning, trash, and debris removal; financial support for community events in Downtown; and partnering with a public relations (PR) firm to establish consistent messaging about Downtown Hayward, enhancing its image to retain quality businesses and attract new ones to the district.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Annual Report Summary



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BACKGROUND

In early 2015, the City secured petitions to establish a CBD from over 50% of property owners in the proposed district. On May 15, 2018, the Council adopted a Resolution of Intention, triggering the issuance of ballots for proposed district property owners to vote to establish the Downtown Hayward CBD. On July 10, 2018, those ballots were counted, and no majority protest existed, thus Resolution 18-151 was adopted by the Council, establishing the Downtown Hayward CBD. The District has been formed, including the designation of a Board of Directors, which meets regularly to carry out the functions outlined in the District Management Plan.

DISCUSSION

The DHIA was established to administer the CBD for Downtown Hayward and held their first Board meeting in September 2018, where an Interim Board of Directors was self-appointed. Since establishment of the district, activities have primarily focused on: (1) establishing various Committees, including Executive, Sidewalk Operations, District Identity, and Land Use; (2) allocating the budgets for those committees; (3) understanding the baseline services already provided by the City to downtown to determine what activities DHIA could augment; (4) hiring staff to perform sidewalk cleaning and trash removal in downtown in coordination with the Downtown Streets Team; (5) providing financial support to some social events in the District; (6) creating a website (www.visithaywardca.com) to maintain transparency of District activities, and most recently; (7) partnering with Full Court Press, a Public Relations firm, to help create demand for businesses and property owners in Downtown and to improve the image of Downtown Hayward.

The purpose of the Executive Committee is to allocate the District budget and make decisions, based on committee recommendations, on how to prioritize those funds and support activities to enhance Downtown Hayward. In September 2019, the Annual Board of Director's Meeting was held and the permanent DHIA Board of Directors was established. The current DHIA Board Members include: Jeff Jurow (President), Resti Zaballos (Vice President), Dinesh Shah (Treasurer), Sara Buizer (Secretary), Ben Schweng, Michael Helenius, Kim Huggett, Bill Matheson, Thomas Leung, Nicole Franklin, and Catherine Ralston.

The Sidewalk Operations, Beautification, and Order (SOBO) Committee oversees the daily maintenance operations of the community benefit district as well as implements initiatives that are designed to enhance the beauty and safety of Downtown Hayward. Key accomplishments for this committee include:

- 14,500 pounds of litter removal
- 9,600 pounds of leaf removal
- 595 instances of graffiti removal
- 240 incidences of debris removal

Over the next year, the SOBO Committee will be focused on increasing security in downtown, including the launching of a pilot program of camera installation on private properties to aid the Hayward Police Department and the district members with prevention and documentation of crime within the district boundaries.

The District Identity and Streetscape Improvements (DISI) Committee focuses on actively curating and managing the identity of Downtown Hayward. As part of a comprehensive marketing strategy, the DISI committee seeks to promote the district through consistent branding, the enhancement and greening of public spaces, community-based special event organizing, and media relations outreach. Key activities during this past year included: 1) financial support of several events in Downtown including the Downtown Street Parties, Cinco de Mayo celebration, Light Up the Season event and the Vintage Alley Car Show;

2) creation of the district website; and 3) the recent hiring of the PR Firm Full Court Press. Over the next year, activities of this committee will focus on highlighting stories of new businesses and new construction in the district and to establish a seasonal decorations program to enhance the image of Downtown Hayward.

The Land Use Committee focuses on collaborating with existing and prospective property owners to establish a sense of continuity between new projects and the existing character of the downtown and to serve as a valuable mechanism for community feedback on new developments. Additionally, the Land Use Committee advocates on behalf of the community in matters pertaining to the overall pedestrian experience of Downtown Hayward, prioritizing initiatives that encourage walking and/or biking in our downtown area. Key activities of this committee this past year included support to City staff related to the Vacant Building Ordinance and the Bike and Pedestrian Master Plan. Future activities include support for additional City efforts related to the creation of a Sidewalk Vending Ordinance and updates to the alcohol beverage outlet regulations to support a more streamlined approach for businesses in Downtown.

ECONOMIC IMPACT

DHIA has an annual budget of approximately \$595,000. These funds are designated for specific services, above and beyond the baseline services provided by the City, to increase demand, commerce, and create a cleaner, safer, more dynamic community.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

FISCAL IMPACT

The City's annual assessment cost based on property owned by the City within the district boundaries is approximately \$163,844.62 and is included annually in the General Fund's Operating Budget.

PUBLIC CONTACT

All the meetings of the DHIA Board and its subcommittees are open to the public and are noticed appropriately in compliance with the Brown Act. In addition, all agendas and meeting minutes are posted to the DHIA website.

NEXT STEPS

DHIA will continue to meet and make decisions about how best to utilize the allocated funds to carry out the objectives of the Management District Plan.

Prepared by: Sara Buizer, AICP, Planning Manager

Recommended by: Laura Simpson, AICP, Development Services Director

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager



Overview of the Actions Taken and Tasks of the Downtown Hayward Improvement Association, Administrator of the Downtown Hayward Community Benefit District.

February 2020

The Downtown Hayward Improvement Association (DHIA), is a non-profit corporation established to administer the Downtown Hayward Community Benefit District, which was approved by a vote of the property owners in July 2018. The DHIA has a contract with the City of Hayward to administer the district as per the approved Management District Plan, the Assessment Engineer's report and the Brown Act. All meetings of the Board and its Committees are open to the public, as are the records of the Association. Two City staff members are voting members of the Board of Directors .

Below is a summary of the chronology of growth and decision making of the Board of Directors.

<i>Date</i>	<i>Subject</i>	<i>Action Taken</i>
2015 – 2018	District investigation and formation	Property vote by weighted majority to establish the district in July 2018. The City Council adopts a resolution of formation and the district is created.
Sept. 2018	Board established	The first meeting of the new property owner group is held and an interim Board is self appointed. Nominees must commit to paying their assessments when due, attending all Board meetings and being active on at least one Committee of the Board
	Name of organization	The name "Downtown Hayward Improvement Association" is adopted
	Appointment of interim Board	Interim Board self-appointed. Nominations for interim Board is kept open for 4 – 5 months after September meeting
	Approval of Articles of Incorporation	Articles of incorporation are adopted by the Interim Board and filed with the Secretary of State
	Interim officers appointed	Officers including the Interim President, Vice President, Secretary and Treasurer are made

DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION

22654 Main Street • Hayward, CA 94541

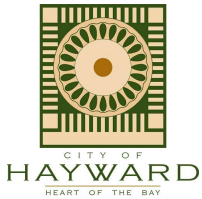
October 2018	Solicitation of new District manager, process begun	A sample RFP is presented to the interim Board to seek administrator of the district New City America, which is under contract with the City to set up the new management corporation, issues the RFP and does not bid on it
	Bank selected	First Republic Bank is selected pending the signed articles of incorporation from the Secretary of State. Signed Articles are received in October.
	Committee structure	A new Committee structure of the Board is established based upon the category of special benefits listed in the Management District Plan. They include: Sidewalk Operations, District Identity, Executive and Land Use Committees
	Committee Chairs	Committee Chairs are appointed by the Interim Board
	Bylaws	Bylaws, which were submitted to the Board prior to the meeting, are reviewed and approved. The bylaws are written to provide for open participation of stakeholders in Downtown, as well as setting up the non-profit as a charitable non-profit, or 501 c3, to take advantage of grants and partnerships with Foundations.
November	IRS application	Bylaws are submitted to the IRS for review
January 2019	RFP results	Though RFP for administration of the District is posted on the International Downtown Association and California Downtown Association website, there are no responses. Interim Board requests that New City America presents proposal for administration for consideration in February
	Hardship policy	NCA staff submit template for policy for Hardship reimbursement for those property owners with demonstrated economic hardship on their property in the CBD. Application for hardship reimbursement is also adopted. Policy in place
	Insurance	As per city contractual standards, insurance for general liability, auto, workers comp and Directors and Officers insurance is sourced
	Assessments	First assessments from the City and County are transferred to the DHIA
	Budget	First year budget is adopted by the Board. Budget categories reflect the categories of services within the Management District Plan approved by the property owners
February	Field Operations staff	Decision is made after debate of hiring the maintenance crew in-house and run the operations under the DHIA as compared to

		contracting out services. Employees are then solicited
	Management	New City America's proposal for management of the DHIA, with appropriate termination clauses, is unanimously approved by the Board
March	Security services	The Board and Sidewalk Operations Committee begin a lengthy discussion on seeking the installation of cameras on private property to help HPD to resolve current and future issues of district crime and vandalism. 50% of the first year Sidewalk Operations budget is allocated for this purpose
	Events	The District Identity Committee is charged with soliciting and recommending underwriting of Downtown events from the Hayward Chamber and Downtown Association
	Logo selected	The DHIA solicits area artists to come up with a logo based upon a nominal fee. Various logos are presented by the District Identity Committee and the Board approves one that includes Giuliani Plaza and the original City Hall. This logo will go on the Field Operations crew's vests, letterhead, publications, web site, social media and trash can placards
April	Non-profit status	The DHIA receives a letter of determination from the IRS confirming its status as a charitable, 501 c3.
	Former City Hall building behind Safeway/Zaballos Center	The status of the old City Hall high rise, abandoned in the late 1990s becomes a great concern to the Association. City is requested to expedite its demolition and seek a new developer
	Budget	A standard working budget for the DHIA is approved
	Events	The Chamber is approved for support by the DHIA District Identity Committee for summer events in Downtown
	Banners	The DHIA staff seeks to create a "general encroachment permit" to allow the district to manage, create and install various seasonal banners within the boundaries of the district. The DHIA permit with the City would also allow for new signage, tables/chairs/umbrellas and other improvement amenities throughout Downtown

	Downtown Specific Plan	The Downtown Specific Plan is presented by City Staff to the Land Use Committee and then to the Board of Directors. The DHIA Board unanimously supports the Specific Plan prior to the adoption by the City Council
	Proposed encroachment	The proposed encroachment of outdoor seating from the building to the east of Newman Park is reviewed and endorsed by the DHIA Board
May	Office lease	An office lease is secured in the new Green Shutter building which will provide staff and field operations offices
	HPD officers	DHIA talks to City staff about the ability to hire retired HPD officers to supplement patrols in Downtown
	Streetscape standards	Review of new development Streetscape standards for tree types, pedestrian lighting, sidewalk with and public spaces are reviewed by District Identity Committee. These standards are critical prior to new developments, particularly on A and C streets, Foothill and the properties east of Foothill
	Fiber Optic	The Land Use Committee review the problems in Downtown and the lack of fiber optic for high speed internet access. Land Use begins to study the issue to help facilitate new growth of business in Downtown
June	Old City Hall	City staff Board members report that the City has acquired the old City Hall site and an RFP for demolition will be issued in the late summer
	Summer Events	The Downtown Association requests support from the District Identity Committee for its two events in Downtown. The Board approves the underwrite
	New Chief	The DHIA President and VP meet with the new Chief of Police for HPD and report to the Board
	Navigation Center	City Manager's staff reports on the development of the new Navigation Center which will primarily focus, initially, on the homeless population in Downtown. The Navigation Center is operated by a non-profit in Berkeley. Request made for donations to the DHIA. DHIA Board requests that it would support donating the permanent benches (city owned) to the Navigation Center as our preference is for removable tables and chairs. City agrees
	RFP for website	An RFP is issued for the creation of a website through the DISI Committee. Two groups respond and one is selected

	Vacant building ordinance	City staff reports on the proposed vacant building ordinance. The ordinance appears to be fair and reasonable and the DHIA Board endorses the City efforts to reduce vacant buildings, particularly on A and B Streets
	Old City Hall demolition	The City staff board members report that a Demolition Company has been hired to take down the old City Hall and this work will commence in early 2020
November	Holiday preparations	The District Identity Committee votes to underwrite a holiday brochure for the Downtown Association and hires a photographer to take pictures for populating the web site once completed
	RFP for Public Relations and Social Media	The District Identity Committee is authorized to issue a new RFP for Public Relations/Social Media services. The goal is to create demand for businesses and property owners Downtown and improve the image of Downtown Hayward
	Leaf removal	DHIA staff is approved to purchase machines that will take up falling leaves throughout downtown. The leaves are segregated from other trash as per the requirements of Alameda County
	Camera system	A report is given on a trial period for installation of cameras on private property to aid HPD and the DHIA members to prevent and document crime within Downtown Hayward. It is the goal to have this system in place by mid-2020

Information for this report has been compiled by Marco Li Mandri, Executive Director, based upon DHIA Board minutes over the past 15 months.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: PH 20-015

DATE: March 3, 2020

TO: Mayor and City Council

FROM: Development Services Director

SUBJECT

Cannabis Retail Dispensary - Aunty Honeys: Adopt a Resolution Approving the Proposed ±3,578 Commercial Cannabis Retail Dispensary with Ancillary Retail Delivery within an Existing Building Located at 1147 B Street (Assessor Parcel No. 427-0011-021-00), Requiring Approval of Conditional Use Permit Application No. 201806127 and Exempt from the California Environmental Quality Act (CEQA) Pursuant to Section 15301 (Class 1); Esther Lopez (Applicant); Gregory Varr (Property Owner)

RECOMMENDATION

That Council adopts a Resolution (Attachment II) approving the Conditional Use Permit application for the proposed commercial cannabis retail dispensary with ancillary retail delivery use, based on Planning Commission's recommendation and the analysis set forth in this report and the findings and conditions of approval outlined in the resolution.

SUMMARY

The applicant, Aunty Honeys, is seeking Conditional Use Permit approval and a reduction of the 600-foot sensitivity buffer to establish a commercial cannabis retail dispensary with ancillary retail delivery within a vacant building located at 1147 B Street. The proposed use would provide cannabis and cannabis-related products to the members of the public that are 21 years and older for recreational use, and 18 years and older for medical use, as allowed by the State. The proposed project includes a security plan, odor control plan, and improvements to the retail tenant space and the parcel.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Project Plans
Attachment IV	Operation Plans
Attachment V	Security Plan
Attachment VI	Parking Study
Attachment VII	Public Comments



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BACKGROUND

In 2015, the State of California enacted a comprehensive regulatory framework (AB 243, AB 266, SB 643) for the licensing and enforcement of cultivation, manufacturing, retail sale, transportation, storage, delivery, and testing of medicinal cannabis in California. The legislation was collectively known as the Medical Cannabis Regulation and Safety Act (MCRSA).

On November 8, 2016, the voters of the State adopted Proposition 64, the Adult Use of Marijuana Act (AUMA), which legalized adult cannabis use, possession, and cultivation for non-medicinal purposes and created a regulatory framework for non-medicinal cannabis businesses. The intent of MCRSA and AUMA was to establish a comprehensive regulatory system for cultivation, production, and sale of cannabis and cannabis products.

On June 15, 2017, the State enacted Senate Bill 94, the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), which consolidated provisions of MCRSA into the regulatory framework of the AUMA, creating a unified regulatory system for medicinal and adult use cannabis. MAUCRSA specifically authorized local jurisdictions to adopt and enforce local ordinances to regulate cannabis businesses licensed pursuant to state law, including local zoning and land use requirements, business license requirements, and one or more types of businesses licensed pursuant to MAUCRSA.

On October 30, 2017¹ and November 28, 2017², respectively, the City Council enacted regulatory and land use ordinances authorizing cannabis businesses within the City of Hayward subject to compliance with local and state regulations. At the October meeting, the Council also established a request for proposals process by which the City would select commercial cannabis businesses. The process involved four stages to help differentiate applicants who meet the City's desired set of qualifications. These stages include:

1. Criminal Background Investigation
2. Competitive Scoring and Ranking
3. Proposal Interviews
4. City Council Approval

The RFP process commenced on December 8, 2017, with applications due on January 12, 2018. At that time, the City received 77 total applications for commercial cannabis companies. Four of these applications did not meet the background check requirements of the City's cannabis program; however, 73 applications were sent to a neutral, third party reviewer hired by the City to evaluate and score the proposals. Following an independent review by the outside consultants and interviews by key City staff, the City Manager recommended to City Council the award of commercial cannabis licenses to eleven commercial operators for land use activities that include cultivation, manufacturing, distribution, testing labs, delivery, and retail. Once selected, applicants had six months to file their land use applications. The applicant, Aunty Honeys, was one of the three companies selected for a commercial cannabis retail dispensary permit.

On March 19, 2019³, the City Council adopted Ordinance Nos. 19-06 and 19-07, reducing the overconcentration buffer between retail dispensaries from 1,000 feet to 500 feet; and, provided City Council the ability to waive or reduce the 600-foot buffer between commercial cannabis uses and sensitive uses, subject to special findings. The regulations were intended to decrease distance requirements in the Downtown area where lots are smaller and uses are

¹ October 30, 2017 City Council Minutes

<https://hayward.legistar.com/MeetingDetail.aspx?ID=570110&GUID=1F62F795-56FA-4667-9BD1-E5FDA22CB8C5&Options=info&Search=>

² November 28, 2017 City Council Minutes

<https://hayward.legistar.com/MeetingDetail.aspx?ID=573134&GUID=C82D348A-0412-4741-854C-23697F2AE444&Options=info&Search=>

³ March 19, 2017 City Council Minutes

<https://hayward.legistar.com/DepartmentDetail.aspx?ID=30850&GUID=ABB40C93-B4A0-406D-809B-03936402537F&Mode=MainBody>

closer to each other by design. Although the proposed project meets the 500-foot overconcentration buffer, the project site is in proximity of two sensitive land uses and as such, additional findings are required to be made as part of the Conditional Use Permit.

On January 23, 2020, the Planning Commission held a public hearing and voted 5-1-1 to recommend City Council approve the project.⁴ Several members of the public attended the meeting and spoke in favor of the proposed dispensary, and one member of the public spoke against the project.

DISCUSSION

Existing Conditions. The 0.41-acre parcel currently has two commercial structures: one structure is about ± 2,300 square feet (sq. ft.) and the other structure is about ± 3,578 sq. ft. Both structures front B Street and are separated by a shared driveway approach, which provides access to the common delivery area located to the rear of the parcel. Per the County assessor, the structures were constructed of a masonry material in 1955.

Currently, one of the buildings is vacant, and the other building is divided and occupied by a Thai food restaurant and a barbershop. As proposed, Aunty Honeys would occupy the ± 3,578 sq. ft. vacant commercial building located at 1147 B Street, previously a dry-cleaning business. Surrounding land uses include a combination of commercial, office, and service uses, including a church, a chapel, a nail salon, other retail uses, restaurants, cafes, and vacant tenant spaces.

Proposed Project. As proposed, the retail dispensary with ancillary delivery would occupy an existing ±3,578 square foot building located at 1147 B Street. The proposed retail dispensary would sell and deliver cannabis related products such as edibles, oils, and concentrates for both recreational and medical use and operate between the hours of 9 a.m. to 8 p.m., seven days a week. If approved, the hours for delivery service would run concurrently with the dispensary hours of operation.

As shown in the floorplan, two-thirds of the tenant space would be open to the public, and the rear third of the tenant space would be utilized as an inventory control room, office, and storage. The public entrance would be along the B Street frontage, and the vendor entrance would be located to the rear of the building, only accessible by way of the private rear yard and by way of a security fence. Additionally, there would be a front desk for customers to check-in, which would be setback from the retail area and a series of display cases to minimize visibility of the products from the entrance and storefront windows.

The applicant is also proposing several exterior modifications, which include:

- New security camera system
- Security lighting
- Trash enclosure
- Replacement of the existing fence fronting on B Street
- Replacement of the existing awning
- New paint for the exterior walls

⁴ January 23, 2019 Planning Commission
<https://hayward.legistar.com/Calendar.aspx>

- New charcoal filtration system
- Addition of a security fence to the rear of the building
- A proposed mural on the right side of the building.

A copy of the site and building plans are included (Attachment III) and a copy of the proposed business/operating plan is also included (Attachment IV).

Parking and Loading. Pursuant to Chapter 6 of the Development Code, Division 2.2.070(f), additional parking is not required for commercial uses under 5,000 sq. ft⁵. However, the site has access to on-street parking and is immediately adjacent to Municipal Parking Lot #4, which provides customers with four hours of free parking. Pursuant to the parking study conducted for the City's Downtown Specific Plan (approved in 2019), Municipal Parking Lot #4 was occupied at 50 percent or less of its capacity during peak weekday periods. An additional parking study for Municipal Parking Lot #4 was prepared by Advance Mobility Group (May 2019) on behalf of this project and determined the occupancy of the lot at 40 percent of its capacity (Attachment VI).

The applicant is proposing to make some minor parking lot improvements on-site that include the striping for two stalls to park delivery vehicles when they are not in service. Staff has included several conditions of approval that indicate at no times shall the delivery vehicles be stationed on public right-of-way (Condition # 7); and to prohibit delivery or delivery retail vehicles stationed on site overnight (Condition# 9).

Local Hiring and Training. Per the business proposal submitted on January 2018, Aunty Honeys has committed to prioritizing the hiring of local Hayward residents. Specifically, the business would like to hire 19 staff members, including:

- Director of Security
- Director of Compliance
- Director of Wellness
- Community Manager
- Two Relations Managers
- Quality Assurance Manager
- Inventory Manger
- Operations Manager
- Beautification Manger
- Two community service agents
- Four budtenders
- Three security guards.

All employees would be required to complete a five-module training course. Trainings would include security and diversion prevention, sanitation and safety, labeling and packaging, transportation, and inventory. Once employed, employees would be required to complete several cannabis trainings such as: patient-focused certification, diversity training, and safety and health in the cannabis industries.

⁵ Downtown Main Street Division 2.2.070(f)
<https://www.hayward-ca.gov/sites/default/files/Hayward%20Downtown%20Specific%20Plan.pdf>

Security Plan. The applicant submitted a detailed security plan to ensure public and product safety. According to the security plan, a minimum of two guards would be on site during the hours of operation. One security guard would be stationed at the main entrance to check identification cards for all individuals entering the establishment to ensure that they are 21 years or older (and 18 years or older with a medical cannabis card). The second security guard would walk the premise to deter loitering or consumption on site or within the adjacent municipal parking lot.

Other proposed security measures include 360 view cameras located within the interior and exterior of the building. The site would also have an alarm system, motion detection lighting, and a Security Plan, which addresses shipping, receiving, transactions, product storage, and inventory procedural. All proposed security measures have been reviewed and deemed appropriate by the Hayward Police Department.

Odor Control Plan. Pursuant to the odor control plan submitted by the applicant, the proposed dispensary would incorporate fans and a carbon filter system, reducing the possibility of detectable cannabis odor. Furthermore, per State regulations, Aunty Honeys would only receive cannabis products in final package form, meaning the product would be bagged and sealed at a separate location. No cannabis products sold at the dispensary would be exposed to open air, thereby reducing the possibility of detectable cannabis odor.

Pursuant to the Conditions of Approval, the proposed fans and filtration system must be included in the building permit application submittal. If approved, the applicant has committed to visually inspect all fans and filters each week to ensure proper functionality. The applicant would also replace all carbon filters on a quarterly basis. Additionally, the applicant would be required to maintain records of repairs and replacement for at least three years, to be made available to local or state authorities upon request.

Community Benefits. As part of the RFP review and selection criteria, the applicant committed to provide a community benefit that would encourage community building and to provide support to vulnerable populations, by way of referrals, to counselors specializing in mental health, domestic violence, drug abuse, and rehabilitation placement. Additionally, Aunty Honeys has pledged to support local organizations promoting environmental health and community outreach, such as the Downtown Street Team. Staff has included a condition of approval requiring the applicant to provide specific details of their Community Benefits program and to coordinate implementation of the Community Benefits program with City staff within six months if approved (Condition # 12).

Hayward 2040 General Plan. The project site is designated City Center – Retail and Office Commercial (CC-ROC) in the *Hayward 2040 General Plan*⁶. Allowable uses include retail, dining and service uses, entertainment and recreational uses and office and residential uses above ground floor commercial uses. As a retail use, commercial cannabis dispensaries would be consistent with the allowable uses in the CC-ROC land use designation.

⁶ Hayward 2040 General Plan
<https://www.hayward2040generalplan.com/>

The following General Plan Policies apply to the subject site, and to the establishment of such businesses in Hayward:

- Land Use Policy LU-2.1, Downtown Arts and Entertainment. The City shall encourage private-sector investment in Downtown to transform it into a safe, vibrant, and prosperous arts and entertainment district that offers enhanced shopping, dining, recreational, and cultural experiences and events for residents, families, college students, and visitors.
- Land Use Policy LU-2.16, Uses to Attract the Creative Class. The City shall encourage the development of uses and amenities to attract creative-class professionals and businesses to Hayward.
- Economic Development Policy ED-1.4. The City shall establish business attraction efforts that focus on small and medium-sized businesses within emerging and growing business sectors.
- Economic Development Goal ED-2. Cultivate a culture of entrepreneurship to encourage and support local business start-ups.

Further discussion of the consistency between the proposed use and policies related to Downtown retail is included in Attachment II.

Downtown Specific Plan (DTSP). The proposed cannabis dispensary and retail delivery business would be established in the Downtown (Urban) Neighborhood Area. Per the DTSP, the *Urban Neighborhood* Area should function as a gateway to the Downtown Core. The vision is for that area to evolve to include a combination of higher intensity urban buildings that are compatible in scale with existing taller buildings along Foothill Boulevard. The following Downtown Specific Plan policies apply to the subject site, and to the establishment of such businesses in Hayward:

- Policy Land Use 3 Opportunity Sites: Encourage the development and improvement of opportunity sites that have the potential to attract developer interest in the Downtown and generate more economic activity.
- Policy Community Development 6 Public Art: Promote the creation and funding of public art that contributes to the cultural experience of visiting the Downtown.

Zoning Ordinance. The project site is located within the Downtown Main Street (DT-MS) zone and is subject to the requirements set forward by the Downtown Specific Plan (DTSP), the Hayward 2040 General Plan, as well as the adopted Cannabis land use ordinance, and the regulatory framework for Commercial Cannabis Businesses⁷.

⁷ Hayward Commercial Cannabis Businesses Ordinance
https://library.municode.com/ca/hayward/codes/municipal_code?nodeId=HAYWARD_MUNICIPAL_CODE_CH6BUPRTR_ART14COCABU

Pursuant to Chapter 6 of the Development Code, Division 2.3 (Use Table) of the DTSP, Commercial Cannabis Retail Dispensaries are allowed in the DT-MS Zone subject to a Conditional Use Permit. Additionally, Section 10-1.3603(B)⁸ of the Hayward Municipal Code (HMC) requires all commercial cannabis businesses operating within the City of Hayward be subject to a 600-foot minimum setback from youth centers, sensitive land uses, and similar areas dedicated toward children activities. The required 600-foot setback may be reduced as part of the issuance of a Conditional Use Permit if it is found that the public convenience and necessity will be served by an alternate distance requirement and that alternative measures to assure public health and safety are in place with respect to a commercial cannabis business. In addition to the general findings in the City's Zoning Ordinance, the project is subject to four additional cannabis findings pursuant to Section 10-1.3609 of the HMC:

1. The proposed cannabis use will not be detrimental to the public health, safety, or general welfare in that the cannabis operation is situated in an appropriate location where sensitive land uses will not be adversely impacted; and
2. Appropriate measures have been taken to address nuisances related to odor, noise, exhaust, and waste related to the cannabis operation; and
3. The cannabis operation is designed to be safe, secure, and aesthetically compatible with the surrounding area; and
4. The cannabis operation will not place a burden on the provision of public services disproportionate to other industrial or commercial uses.

Further analysis related to the cannabis findings are included in Attachment II.

Mandatory Buffers. Pursuant to HMC Section 10-1.3607(c)(1) to avoid overconcentration of commercial cannabis retail dispensaries, such business shall be a minimum of 500 feet from any other such business. The proposed location satisfies this minimum distance requirement from the entitled cannabis dispensary (Hayward Station) approved at the corner of Main and B Streets.

Sensitive Uses. Pursuant to HMC Section 10-1.3603(B), commercial cannabis businesses are subject to a minimum 600-foot minimum setback from sensitive land uses, including schools (grades K through 12), day care centers, youth/recreation centers, designated open space areas, and parks that contain a children's playground. For this site, the applicant has requested an alternate distance requirement as the proposed location, if approved, would be situated within the 600-foot radius of two sensitive land uses. The Kumon Learning Center, an after-school tutoring center for children, is located (±200 feet away) at 22628 Foothill Boulevard. The Kid's Breakfast Club, a breakfast center that provides free breakfast and activities for children when schools are not in session, is located (±300 feet away) at 22542 2nd Street.

Characterized by a commercial core along B Street, the City's Downtown area has multiple small lots with buildings built to the street edge. By design, the businesses within Downtown

⁸ Hayward Municipal code Section 10-1.3603 (Commercial Cannabis Business)
https://library.municode.com/ca/hayward/codes/municipal_code?nodeId=HAYWARD_MUNICIPAL_CODE_CH10PLZOSU_ART1ZOOR_S10-1.3600CA_S10-1.3603COCABU

are near each other, making it difficult to maintain minimum distances between cannabis businesses and other uses that may be considered sensitive. However, attractive downtowns are often created and rooted in the mixing of uses that appeal to people of all ages, desires, and in the excitement of those uses and individuals connecting in the public realm.

Per HMC Section 10-1.3603(B), the deciding authority (City Council in this instance) may waive the minimum distance requirements provided that public convenience and necessity would be served by an alternative distance and provided adequate safety controls are in place to assure public health and safety. As noted above, an alternative distance requirement would be necessary because of the layout and nature of the Downtown area. Also, cannabis dispensaries are only allowed in Downtown and any proposed dispensary would more than likely require a reduction of minimum distances to allow a variety of uses near each other. As conditioned, staff believes that the on-site security guards, the numerous cameras at the entrance, and the queuing area fronting B Street along the proposed store-frontage would assure public health and safety. In addition to the consultant review of the business plan, the Hayward Police Department, Code Enforcement Division, and Fire Department have reviewed the project proposal with the Planning Division staff to ensure the use would operate in a safe manner. Conditions of Approval are included to ensure that the proposed use and operations of the cannabis business would provide a safe and secure environment for the surrounding neighborhood and mitigate potential impacts to adjacent properties (Conditions of Approval 5 through 26).

Further analysis is included in Attachment II.

Commercial Cannabis Permits. An applicant is required to obtain approval of a Commercial Cannabis Business Permit by the City to assure that all regulatory requirements are met. The applicant has satisfied this task.

The applicant must also obtain the necessary land use entitlements, which must be consistent with the Zoning Ordinance standards and which are the subject of this application. Following entitlement, the applicant will be required to obtain a cannabis license from the State. Failure to obtain the State license would be grounds for revoking the City's permit.

Commercial Cannabis Permits issued by the City are valid for one year and must be renewed annually following the completion of a mandatory safety inspection and demonstrated compliance with all local and State regulations, including any conditions of approval adopted as part of this Conditional Use Permit.

Environmental Review: The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1), Existing Facilities, in that the proposed use would occupy an existing commercial structure that was designed to accommodate retail uses.

Additionally, per the historic evaluation prepared by Richard Patenaude, AICP, the site is not considered historic nor does it contain any historic significance. Thereby, the proposed project does not require additional review for historic significance in accordance with the California Environmental Quality Act (CEQA).

ECONOMIC IMPACT

The proposed project will result in revitalization and activation of a currently vacant and underutilized property located in the Downtown Main Street Zone. Establishment of a cannabis retail dispensary in this location would provide a regional draw for customers who would likely patronize local surrounding businesses, resulting in increases in sales tax revenues. Additionally, the business would provide 19 new jobs, and efforts would be made to hire local Hayward residents, resulting in a projected \$500,000 in payroll to employees.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Grow the Economy. Specifically, this item relates to the implementation of the following project:

Project 2, Part 2b: Engage owners and encourage activation of vacant sites.

FISCAL IMPACT

The proposed project will include significant investment in an existing, vacant commercial space that would generate revenues related to provision of building permits for tenant improvements, annual renewal of the cannabis permit, and sales tax revenues. Cannabis businesses are required to pay a local seven percent tax rate on gross receipts.

According to the projection plan submitted by the applicant, the projected three-year revenue at the time of submission for the business was estimated at approximately \$6 million in sales. Should these projections be accurate, and revenue on that amount collected, this would generate approximately \$420,000 in cannabis tax revenues over the same time period.

While there would likely be some impact on public services, the proposed project includes a robust security plan, which should reduce the need for public services. Further, annual renewal of the cannabis permit would allow the City to determine if the business results in a negative or disproportionate impact to City services and to adjust conditions for renewal accordingly.

PUBLIC CONTACT

On November 30, 2018, an initial Notice of Application Receipt for the project application was sent to property owners, residents, and businesses within a 300-foot radius of the project site.

Following Notice of Receipt of Application, the City received two items of written correspondence on the project: one email from a member of the public who expressed concern with the dispensary and the possibility that it could result in “risky” behavior; and a letter from the Hayward Chamber of Commerce, who expressed support for the proposed cannabis dispensary in downtown Hayward. Following this correspondence, the applicant reached out to local businesses in the area and provided them a written letter describing the proposed day to day operations of the dispensary.

On January 7, 2020, a Notice of Public Hearing for the Planning Commission meeting was sent to property owners, residents, and businesses within 300-feet of the project site and published in The Daily Review newspaper.

Following the Planning Commission hearing, the City received three items of written correspondence on the project. Two emails from members of the public who expressed concern with the location of the dispensary, and one email in support of the project (Attachment VII).

On February 21, 2020 a Notice of Public Hearing for the City Council meeting was sent to property owners, residents, and businesses within 300-feet of the project site and published in The Daily Review newspaper.

NEXT STEPS

If the Conditional Use Permit is approved by the City Council, the applicant will apply for a State cannabis license, and may submit a building permit application for tenant improvements while the State is processing the cannabis permit. Following completion of tenant improvements and issuance of a State cannabis license, the use may be established.

Prepared by: Edgar Maravilla, Associate Planner

Recommended by: Laura Simpson, AICP, Development Services Director

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-__

Introduced by Council Member _____

RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A CANNABIS
RETAIL DISPENSARY WITH ANCILLARY RETAIL DELIVERY AT 1147 B
STREET; ESTHER LOPEZ ON BEHALF OF AUNTY HONEYS/GREGORY VARR
(APPLICANT/OWNER)

WHEREAS, on November 26, 2018, Esther Lopez, on behalf of Aunty Honeys, submitted Conditional Use Permit No. 201806127, to establish a cannabis retail dispensary with ancillary retail delivery at 1147 B Street, Assessor Parcel Numbers (APN) 427-0011-021-00; and

WHEREAS, in 2015, the State of California enacted a comprehensive regulatory framework (AB 243, AB 266, SB 643) for the licensing and enforcement of cultivation, manufacturing, retail sale, transportation, storage, delivery and testing of medicinal cannabis in California. The legislation was collectively known as the Medical Cannabis Regulation and Safety Act (MCRSA); and

WHEREAS, on November 8, 2016, the voters of the state adopted Proposition 64, the Adult Use of Marijuana Act (AUMA), which legalized adult cannabis use, possession and cultivation for non-medicinal purposes and created a regulatory framework for non-medicinal cannabis businesses. The intent of MCRSA and AUMA was to establish a comprehensive regulatory system for cultivation, production and sale of cannabis and cannabis products, thereby weakening the illicit market for cannabis; and

WHEREAS, on June 15, 2017, the State enacted Senate Bill 94, the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), which consolidated provisions of MCRSA into the regulatory framework of the AUMA, thereby creating a unified regulatory scheme for medicinal and adult use cannabis. MAUCRSA specifically authorizes local jurisdictions to adopt and enforce local ordinances to regulate cannabis businesses licensed pursuant to state law, including local zoning and land use requirements, business license requirements, and requirements related to reducing exposure to second hand smoke, or to completely prohibit the establishment or operation of one or more types of businesses licensed pursuant to MAUCRSA; and

WHEREAS, on October 30, 2017 and November 28, 2017, the City Council enacted regulatory and land use Ordinance Nos. 17-13 and 17-15, respectively, authorizing cannabis businesses within the City of Hayward subject to compliance with local and state laws; and

WHEREAS, on October 30, 2017, the City Council adopted Resolution No. 17-158, imposing a limit of three cannabis retail dispensaries within the City of Hayward. The proposed dispensary would be the second to be established within the city limits; and

WHEREAS, on March 20, 2018, the City Council adopted Ordinance No. 18-03, establishing a commercial cannabis tax for all products associated with medical or adult use of cannabis; and

WHEREAS, between December 2017 and January 2018, the City conducted a Request for Proposals (RFP) process and received 77 applications to establish commercial cannabis companies with the City, and issued commercial cannabis permits to eleven companies, one of which was the applicant; and

WHEREAS, on March 19, 2019, the City Council adopted Ordinance Nos. 19-06 and 19-07, reducing the overconcentration buffer between retail dispensaries from 1,000 feet to 500 feet; and, authority to waive or reduce the 600-foot buffer between commercial cannabis uses and sensitive uses, subject to special findings; and

WHEREAS, on January 9, 2020, notice of the Planning Commission public hearing was mailed to all property owners and residents within 300 feet of the project site as well as those who requested such notice; and was published in The Daily Review; and

WHEREAS, on January 23, 2020, the Planning Commission held a duly noticed public hearing on the proposed project and voted 5:1:1 to recommend City Council approval of the project; and

WHEREAS, on February 21, 2020, notice of the City Council public hearing regarding the project was mailed to all property owners and residents within 300 feet of the project site as well as those who requested such notice; and was published in The Daily Review; and

WHEREAS, on March 3, 2020, the City Council held a public hearing and accepted public testimony on the proposed project.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the following findings:

CALIFORNIA ENVIRONMENTAL QUALITY ACT

- A. The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1), Existing Facilities, in that the proposed use would occupy an existing commercial structure that was designed to accommodate retail uses.

CONDITIONAL USE PERMIT**A. The proposed use is desirable for the public convenience or welfare;**

The proposed retail cannabis dispensary would be desirable for the public convenience and welfare in that it would result in establishment of a cannabis retail delivery and cannabis retail dispensary in a vacant and underutilized commercial building within the Downtown Main Street (DT-MS) Zone. Cannabis retail sales are an increasing retail category that could contribute positively to the sales tax base in Hayward and attract a regional clientele to the area. There are relatively few locations that provide boutique cannabis and cannabis related products in the immediate area. Establishment of a cannabis dispensary and retail delivery within the DT-MS Zone would bring retail consumers to not only shop at Auntie Honeys, but also patronize surrounding businesses and restaurants, leading to a sense of activation of the commercial core, thus benefitting the City and neighborhood.

B. The proposed use will not impair the character and integrity of the zoning district and surrounding area;

The proposed commercial cannabis dispensary and retail delivery would occupy an existing building that has been vacant and underutilized for years. The subject building's lack of basic maintenance and investment of the site has resulted in a negative visual impact on the surrounding neighborhood. Occupancy of the vacant structure and proposed façade and site improvements would signal increased investment in the DT-MS Zone. Further, establishment of a new, unique retail use in the vacant building would activate the site possibly resulting in increased pedestrian traffic and patrons. Leading to more eyes on the streets and to a positive impact on the adjacent retail properties and the Downtown neighborhood.

To ensure that the proposed use would not impair the character and integrity of the applicable zoning district, the proposed dispensary would have an intake area fronting B Street to function as a buffer between public right of way and the cannabis retail display area.

C. The proposed use will not be detrimental to the public health, safety, or general welfare; and

The proposed cannabis retail and delivery retail use would not be detrimental to the public health, safety or general welfare in that the facility, as conditioned, would operate within the permit requirements and regulations established by State, County, and local laws. The applicant has provided an Odor Mitigation Plan to ensure that cannabis odors cannot be detected outside of the building, and a detailed Security Plan that includes installation of security cameras inside and outside of the building; positioning of security guards at all entrance; use of ID

scanners to verify patron age; robust commercial locks on all points of ingress and egress and alarm system; compliance with a State-mandated track and trace program to prevent diversion of cannabis; a records retention program; and identification of a local contact to handle all safety and security issues. Additionally, all retail delivery vehicles would have a State-mandated GPS tracking system, video and voice recording cameras, and no distinguishable signage shall be allowed on the delivery vehicles.

The applicant's Business and Security Plan was reviewed and evaluated by an independent consultant and determined to include procedures and protocols to ensure public safety. Additionally, the applicant and all employees associated with the business are subject to an extensive background check by the Hayward Police Department.

D. The proposed use is in harmony with applicable City policies and the intent and purpose of the zoning district involved.

Per Chapter 6 of the Downtown Specific Plan, Division 2.3, retail uses, such as a cannabis retail dispensary and retail deliver, are allowed uses in the DT-MS Zone. The proposed use would contribute positively to the tax base and could attract a regional clientele to the Downtown area meeting Economic Development Goals and Policies. However, the City's General Plan also calls for retail shopfront displays. In this case, due to the sensitivity of the product being retailed, the location would have a transparent front façade, but the frontage will not display cannabis or cannabis products. The visible frontage of the building would be used as a reception area. Thereby, still activating the street in similar fashion as a shopfront display. Ensuring compliance with the following General Plan Goals and Policies:

- Land Use Policy LU-2.1, Downtown Arts and Entertainment. The City shall encourage private-sector investment in Downtown to transform it into a safe, vibrant, and prosperous arts and entertainment district that offers enhanced shopping, dining, recreational, and cultural experiences and events for residents, families, college students, and visitors.
- Land Use Policy LU-2.2, Downtown Activities and Functions. The City shall maintain the Downtown as a center for shopping and commerce, social and cultural activities, and political and civic functions.
- Land Use Policy LU-2.3, Downtown Pedestrian Environment. The City shall strive to create a safe, comfortable, and enjoyable pedestrian environment in the Downtown to encourage walking, sidewalk dining, window shopping, and social interaction.
- Land Use Policy LU-2.4, Downtown Retail Frontages. The City shall require retail frontages and storefront entrances on new and renovated buildings within the

“retail core” of Downtown Hayward, which includes properties along B Street between Watkins Street and Foothill Boulevard, and Main Street between A Street and C Street. This policy does not apply to historic building originally designed without retail frontage or storefronts.

- Land Use Policy LU-2.16, Uses to Attract the Creative Class. The City shall encourage the development of uses and amenities to attract creative-class professionals and businesses to Hayward.
- Economic Development Goal ED-1. Diversify the economic base of Hayward to support a robust and stable economy with a diverse range of employment, shopping, and cultural opportunities for residents.
- Economic Development Policy ED-1.4. The City shall establish business attraction efforts that focus on small and medium-sized businesses within emerging and growing business sectors.
- Economic Development Goal ED-2. Cultivate a culture of entrepreneurship to encourage and support local business start-ups.

CANNABIS ORDINANCE

In addition to the required findings contained in Section 10-1.3125 (Conditional Use Permit), every land use application requiring discretionary review for cannabis and cannabis products shall be required to make the following findings prior to issuance:

- A. The proposed cannabis use will not be detrimental to the public health, safety, or general welfare in that the cannabis operation is situated in an appropriate location where sensitive land uses will not be adversely impacted;**

The proposed commercial cannabis dispensary would not be detrimental to the public health, safety or general welfare in that the facility, as conditioned, would operate within the permit requirements established by the State and by the City. Per the City’s Land Use requirements, retail cannabis dispensaries in conjunction with retail delivery are only geographically allowed in the Downtown areas, by way of a Conditional Use Permit.

Establishment of a cannabis retailer in a building located in the Downtown area would bring retail consumers to not only shop at Aunty Honeys, but also patronize surrounding businesses and restaurants. Further contributing to the City’s tax base, and there would be more eyes on the street, leading to an increase sense of activation. By design, the structures and businesses within the Downtown area are near each other and may result in location of sensitive uses within the minimum distance buffers. However, as described in the accompanying staff report. and in the finding related to alternative distances below. The proposed project would incorporate a robust Safety

and Security Plan. Including but not limited to on-site security guards, cameras, security lighting, employee background checks, Conditions of Approval related to loitering and nuisances, and a reception area fronting the building to function as a buffer between public right of way and the retail display area. Thus, assuring public health and safety within the vicinity of the subject site.

B. Appropriate measures have been taken to address nuisances related to odor, noise, exhaust, and waste related to the cannabis operation;

Physical and operational safeguards are in place to ensure this cannabis retail delivery and retail dispensary operate at the proposed location without impacts to other properties. The proposed project includes an Odor Mitigation Plan, a robust Security Plan including but not limited to installation of cameras inside and outside of the building, provision for on-site security guards, ID scanners, and employee background checks among other safety and security measures.

As part of the initial RFP process, the applicant's business plan for this use permit was reviewed and scored by an independent, outside consultant who determined this operator would meet the City's objectives related to best practices for the cannabis industry. Furthermore, per the proposed Conditions of Approval and by Ordinance, cannabis permits shall be renewed annually. Providing the City, a yearly opportunity to reevaluate the proposed business, and ensure compliance with the approved business plan, the conditions of approval, and all pertinent City regulations.

C. The cannabis operation is designed to be safe, secure and aesthetically compatible with the surrounding area; and

The proposed cannabis delivery and retail dispensary would occupy an existing building that has been vacant for years. The subject building's lack of basic maintenance and investment has resulted in a divested building. Occupancy of the vacant structure along with the façade and site improvements would signal increased investment in the Downtown area. Further, establishing a new, unique retail use in the vacant building would activate the area likely increasing pedestrian circulation and patrons to the area. Having a positive impact on the adjacent properties and Downtown neighborhood.

To ensure that the proposed use is designed to be aesthetically compatible with the surrounding area, specific conditions of approval would require that the building maintain a buffer between the public right of way and the cannabis retail area. In addition, the applicant would paint the building, add a mural, replace the existing awning, add security cameras, and security lighting to ensure safety and aesthetic compatibility with the surrounding area.

D. The cannabis operation will not place a burden on the provision of public services disproportionate to other industrial or commercial uses.

As proposed, the applicant would lease a currently vacant commercial space in the Downtown area. As conditioned, the proposed use would not place a burden on public services disproportionate to other commercial uses in the Downtown area. As conditioned, the applicant is required to adhere to the comprehensive Security and Safety Plan and conditions of approval, which prohibit loitering and on-site consumption. In addition, the applicant is subject to annual safety inspections, financial audits and conditions of approval review. Requiring inspection of the proposed cannabis retail use by the City's Code Enforcement Division, Police Department and Fire Department, as part of the cannabis permit renewal. Further, as conditioned, any excessive calls for service, including nuisance and code violations, may result in the revocation of the approval

E. The required 600-foot setback for sensitive uses may be reduced if it is found that the public convenience and necessity will be served by an alternate distance requirement, and that alternative measures to assure public health and safety are in place with respect to the commercial cannabis business.

Per the City's land use regulations, retail cannabis dispensaries are only allowed within the Downtown Area limits by way of a Conditional Use Permit. However, due to eclectic land uses currently located in the Hayward Downtown area, meeting the required 600-foot buffer from sensitive uses would be nearly impossible. Specifically, the proposed site would be within proximity to two sensitive uses. The Kumon center locates within ± 300 feet of the site, and the Breakfast Club located within ± 250 feet of the site.

By design, the structures and businesses within Downtown are near each other making it difficult to maintain minimum distances between cannabis businesses and sensitive uses. Allowing flexibility in the minimum distance requirement between the subject business and the nearby sensitive uses would be warranted in this instance to ensure that the subject building, which has been vacant and dilapidated for years, will be cleaned up, improved and activated. Leading to positive impacts by attracting a regional clientele who would visit Aunty Honeys and patronize surrounding businesses. As conditioned, staff believes that the alternative measures outlined in the Safety and Security Plan and the design measures to obscure views of the cannabis and cannabis products would assure public health and safety.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward, based on the foregoing findings, hereby adopts Conditional Use Permit Application 201806127, subject to the attached conditions of approval (Exhibit I.a).

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
 City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

ATTACHMENT II

Exhibit I.a

CONDITIONAL USE PERMIT APPLICATION NO. 201806127 – Establishment of a cannabis retail dispensary and ancillary retail delivery at 1147 B Street (APN 427-0011-021-00); Esther Lopez on behalf of Auntie Honeys (Applicant)/ Gregory Varr (Property Owner).

GENERAL

1. The applicant shall assume the defense of and shall pay on behalf of and hold harmless the City, its officers, employees, volunteers and agents from and against any or all loss, liability, expense, claim costs, suits and damages of every kind, nature and description directly or indirectly arising from the performance and action of this permit.
2. The applicant, property owner or designated representative shall allow the City's staff to access the property for site inspection(s) to confirm all approved conditions have been completed and are being maintained in compliance with all adopted city, state and federal laws.
3. Failure to comply with any of the conditions set forth in this approval, or as subsequently amended in writing by the City and agreed to by the applicant, may result in failure to obtain a building final and/or a Certificate of Occupancy until full compliance is reached. The City's requirement for full compliance may require minor corrections and/or complete demolition of a non-compliant improvement regardless of costs incurred where the project does not comply with design requirements and approvals that the applicant agreed to when permits were pulled to construct the project. The applicant acknowledges that the conditions set forth in this approval are not intended to supersede any obligations imposed pursuant to Chapter 6, Article 14 of the Hayward Municipal Code related to commercial cannabis permits, as it may be amended from time to time.
4. All outstanding fees owed to the City, including permit charges and staff time spent processing or associated with the development review of this application shall be paid in full prior to any consideration of a request for approval extensions and/or the issuance of a building permit.

Cannabis Dispensary Use & Operations

5. The applicant shall take all reasonable steps to discourage and correct conditions that constitute a public or private nuisance in parking areas, sidewalks, alleys and areas surrounding a permitted facility. Such conditions include but are not limited to: smoking; creating a noise disturbance; loitering; littering; and graffiti. Graffiti must be removed from property and parking lots under the control of the permittee within 72 hours of discovery.
6. The cannabis retail dispensary and retail delivery business may operate per the hours allowed by the State, 6 a.m. and 10 p.m. daily.

ATTACHMENT II

Exhibit I.a

7. The retail delivery vehicle shall not be stationed or loaded for delivery on public right of way.
8. During the business hours of operation, all retail delivery vehicles shall be stationed on site, in the designated parking area shown on the approved set of plan date stamped December 12, 2019.
9. After normal business hours, there shall be no delivery vehicles or retail delivery vehicles parked on-site overnight.
10. All loading and unloading of delivery vehicles or retail delivery vehicles shall be done to the rear of the building as shown on the approved set of plans date stamped December 12, 2019.
11. The cannabis dispensary shall operate according to these conditions of approval and the business plan submitted on January 12, 2018, included as part of the use permit application, including the hours of operation, intensity of use and mode/character of the proposed dispensary operation. Any future change or modification of the operational plan and/or any expansion of the approved use may require the submittal of a new use permit application and commercial cannabis permit and shall be subject to additional review and approval by the City prior to any change, modification or expansion.
12. The applicant shall provide a detailed Community Benefits program and coordinate the implementation of the proposed Community Benefits program with City staff within six months from use permit approval. The applicant will be subject to annual review and verification on the implementation of the approved Community Benefits program prior to permit renewal.
13. Permittees shall employ only persons at least 21 years of age at any permitted facility within the City of Hayward. Employee records shall be kept and maintained, and proof of age shall be provided to the City upon request.
14. Permittees shall have an on-site manager at each permitted facility within the City of Hayward who is responsible for overall operation during times that employees are conducting operations and shall provide the City with contact information for all such persons, including telephone number and email address. Permittees shall also provide the City with the name and contact information including phone number of at least one manager that can be reached 24-hours a day.
15. The proposed cannabis use shall operate in a manner to prevent possible diversion of cannabis and shall promptly comply with any track and trace program established by the State.
16. No outdoor storage or uses permitted. All cannabis related activities are to be conducted indoors.

ATTACHMENT II

Exhibit I.a

17. The applicant shall notify the City if it intends to transfer ownership or operational control of a Commercial Cannabis Business. The transferee shall be responsible for complying with all applicable local and state licensing requirements. Any conditions imposed upon the transferor by the original use permit shall be binding upon any subsequent transferees. Any transfer of ownership or operational control of a Commercial Cannabis Business which results in a lapse of normal operations for a period of six months or more shall be required to obtain a new use permit and/or commercial cannabis permit, consistent with Hayward Municipal Code Sections 101.3170 or 10-1.3270, as applicable.
18. Cannabis or cannabis products, whether for medicinal or adult recreational use, shall only be sold to individuals authorized by state law to purchase such cannabis or cannabis products.
19. No person who is younger than the minimum age established by state law for the purchase, possession or consumption of cannabis and cannabis-related products shall be allowed on the premises of a permitted Commercial Cannabis Business.
20. Subject to Section 10-1.3607 of the Hayward Municipal Code, consumption or ingestion of cannabis or cannabis products on the premises of a permittee, including outdoor areas and parking lots, is prohibited.

Security

21. The proposed cannabis use shall provide adequate security on the premises, including any on-site security, lighting and alarms, to ensure the public safety and the safety of persons within the facility and to protect the premises from theft. Additionally, all Commercial Cannabis Businesses and Cannabis Operators shall include a security and safety plan that includes the following minimum requirements:
 - a. *Security Cameras.* Security surveillance IP video cameras shall be installed at the public and vendor entrances, in the parking lot and throughout the building in accordance with the Security Room Diagram provided in the Conditional Use Permit Application. All cameras shall be maintained in good working order to provide coverage on a twenty-four (24) hour real-time basis of all internal and exterior areas where Cannabis is dispensed. The cameras shall allow for remote access to be provided to the Hayward Police Department. The security surveillance cameras shall be oriented in a manner that provides clear and certain identification of all individuals within those areas. IP cameras shall remain active at all times and shall be capable of operating under any lighting condition. Security video must use standard industry format to support criminal investigations and shall be maintained for ninety (90) days.

ATTACHMENT II

Exhibit I.a

- b. *Building Security.* All points of ingress and egress to the proposed use shall be secured with Building Code compliant commercial-grade, non-residential door locks and/or window locks. All heating, ventilating, air-conditioning and service openings shall be secured with steel bars and/or metal grating.
- c. *Security Guards.* The applicant shall provide at least two uniformed security guard licensed by the State of California. The security guards shall be stationed at each entrance when in use. The security guard(s) shall maintain order therein and prevent any activity which would interfere with the quiet enjoyment of their property by nearby resident(s). Said personnel shall carry his/her Guard Card on their person at all times and present it to any Peace Officer upon demand. Said personnel shall be clothed in such a manner as to be readily identifiable.
- d. *ID Scanners.* Security guards shall use an ID scanner to verify authenticity of IDs for all patrons who enter the business.
- e. *Alarm System.* A professionally monitored security alarm system shall be installed and maintained in good working condition. The alarm system shall include sensors to detect entry and exit from all secure areas and all windows. The applicant shall keep the name and contact information of the alarm system installation and monitoring company as part of the Commercial Cannabis Business's onsite books and records.
- f. *Secure Storage and Waste.* Commercial Cannabis products and associated product distribution and dispensing waste shall be stored and secured in a manner that prevents diversion, theft, loss, hazards and nuisance.
- g. *Transportation.* The proposed use shall implement procedures for safe and secure transportation and delivery of Commercial Medical and Non-Medical Cannabis, including all Cannabis products and currency, in accordance with local and state law. None of the vehicles associated with commercial use shall have markings or advertising that indicates the presence of cannabis on-site.
- h. *Emergency Access.* Security measures shall be designed to ensure emergency access is provided to the Hayward Police Department and Hayward Fire Department for all areas on the premises in the case of an emergency.
- i. *Background Checks.* All employees working in conjunction with the cannabis retail use shall be subject to background/LiveScan checks. Additionally, all employees shall furnish the Hayward Police Department a state or federal registered Identification Card, upon request.

ATTACHMENT II

Exhibit I.a

- j. *Inspections.* During regular business hours, the building premises shall be accessible, upon request, to an identified Hayward Police Department, Building Division or Code Enforcement employee for random and/or unannounced inspections.
- k. *Records Retention.* A licensed retailer must maintain financial records, personnel records, training records, contracts, permits, security records, destruction records, data entered into track-and-trace, and an accurate record of all sales for seven years. All records must be made available to the Hayward Police Department upon request
- l. *Local Contact.* Cannabis Operators shall also identify a local contact who will be responsible for addressing security and safety issues and shall provide and keep current that contact information to the Hayward Police Department as part of the permitting process.

Odor Control

- 22. No cannabis odors shall be detectable outside of the facility. The applicant shall incorporate and maintain adequate on-site odor control measures such that the odors resulting from cannabis stored and sold on-site cannot be readily detected from outside of the structure in which the Business operates or from other non-cannabis businesses adjoining the Commercial Cannabis Business.
- 23. The building permit applicant shall include duct work, filters and other recommendations included in the Odor Mitigation Plan and shall be certified by a professional engineer or industrial hygienist. The Odor Mitigation Plan submittal shall include the following:
 - a. Operational processes and maintenance plan, including activities undertaken to ensure the odor mitigation system remains functional;
 - b. Staff training procedures; and
 - c. Engineering controls, which may include carbon filtration or other methods of air cleansing, and evidence that such controls are sufficient to effectively mitigate odors from all odor sources. All odor mitigation systems and plans submitted pursuant to this subsection shall be consistent with accepted and best available industry-specific technologies designed to effectively mitigate cannabis odors.

ATTACHMENT II

Exhibit I.a

Commercial Cannabis Permit

24. The applicant shall obtain and maintain a valid Commercial Cannabis Permit from the City, including any other applicable State and local permits. Commercial Cannabis Permit applications and renewals are subject to the requirements of HMC Section 6-14.15. **Commercial Cannabis Permits are valid for a period of one year from the date that the permittee received land use approval and shall be renewed annually.** The permit is invalid if the term has expired and the annual fee, as established in the City of Hayward Master Fee schedule, has not been timely paid in full. Non-payment will result in a violation penalty fee in accordance with the Master Fee Schedule for Cannabis uses. Additionally, the City may invalidate or suspend a Commercial Cannabis Permit for excessive calls for service or nuisance citations.
25. The proposed commercial cannabis use shall not commence operations until the Business can demonstrate compliance with all necessary state and local licenses (dual licensing) and agency permits. Failure to demonstrate dual licensing in accordance with the Hayward Municipal Code shall be grounds for revocation of a City approved permit. Revocation of a local permit and/or a state license shall terminate the ability of the Commercial Cannabis Business to operate until a new permit and/or state license is obtained.
26. The applicant shall maintain books, records, accounts, public safety calls for service, and all data and information relevant to its operations of the commercial cannabis use, including the implementation of the proposed community benefits component, and allow the City access to such records for purposes of conducting an audit or examination to determine compliance with the Hayward Municipal Code, and other local regulations, including compliance with local tax obligations. Prior to the applicant's commercial cannabis permit renewal each year, the applicant shall provide these records to the City for review to verify compliance.

Interior and Exterior Building Design

27. The building colors and materials shown on the building permit plans shall match those shown on the plans and renderings, except as modified in these conditions of approval. Any revision to the approved colors and materials shall be reviewed and approved by the Planning Division prior to the issuance of a building permit.
28. Storefront shall be dedicated as a reception/waiting room as to function as a buffer from the retail area. As shown on (sheet A2.1) of the approved set of plans date stamped December 12, 2019.
29. Storefront windows shall be kept clear and free of all interior or exterior obstructions including but not limited to display cases, curtains, black out windows, and other methods of obscuring light and views into the building.

ATTACHMENT II

Exhibit I.a

30. Interior fixtures and structures including but not limited to interior cornice shall not block windows and shall not be placed in a manner to be visible from the sidewalk or entries. Interior fixtures shall be sized and/or placed in a manner to ensure that cannabis is not visible from the public right-of-way.
31. Windows shall not be blacked out or covered with interior shutters or curtains in a manner to block views into the tenant space.
32. All vents gutters, downspouts, flashings, electrical conduits, and other utilitarian fixtures shall be painted to match the color of the adjacent material unless specifically designed as an architectural element.
33. All lighting fixtures affixed to the building shall incorporate a shield to allow for downward illumination. No spillover lighting to adjacent properties is permitted and all exterior lighting on walls, shall be recessed/shielded to minimize visual impacts.
34. All exterior and rooftop mechanical equipment shall be screened. Mechanical and rooftop equipment shall include, but is not limited to, electrical panels, pull boxes, air conditioning units, gas meters, and other equipment. All rooftop screening and mechanical equipment shall be shown on the project plans and be subject to final review and approval by City staff prior to the issuance of an occupancy permit.
35. Any above-ground structures that may be required to provide utilities for the project shall be compatible as to location, form, design, exterior materials, and noise generation. The applicant shall obtain staff approval prior to issuance of any permits.

Signage

36. No signs are approved with this project. Any signs placed on-site or off-site shall be reviewed and approved by the Planning Division and a separate Sign Permit application shall be required, consistent with Hayward Municipal Code Sign Ordinance requirements.
37. The final design, location and size of the proposed mural on the side wall shall be reviewed and approved by the Planning Director and shall be installed prior to the issuance of the Certificate of Occupancy for the building.

ATTACHMENT II

Exhibit I.a

Expiration & Revocation

38. This Use Permit approval is void 36 months after the effective date of approval unless:
- a. Prior to the expiration of the 36-month period, a building permit application has been submitted and accepted for processing by the Building Official or a time extension of the approval has been granted by the Planning Director.
 - b. If a building permit is issued for construction of improvements authorized by the use permit approval, said approval shall be void two years after issuance of the building permit, or three years after approval of the application, whichever is later, unless the construction authorized by the building permit has been substantially completed or substantial sums have been expended in reliance on the conditional use permit approval. A request for an extension must be submitted in writing to the Planning Division at least 30 days prior to the above date.
 - c. Business operations have commenced in accordance with all applicable conditions of approval.
 - d. If this conditionally/administratively permitted use cease operation for a period of more than six consecutive months, it shall be deemed to be discontinued, and the use permit establishing said use shall become null and void. Reestablishment of said use shall only be permitted upon obtaining a new use permit.
39. City Staff may require modification, discontinuance or revocation of this Conditional Use Permit if its determined that the use is operated or maintained in a manner that it:
- a. Adversely affects the health, peace or safety of persons living or working in the surrounding area;
 - b. Contributes to a public nuisance; or
 - c. Has resulted in excessive nuisance activities including disturbances of the peace, illegal drug activity, diversion of commercial cannabis or commercial cannabis products, public intoxication, smoking in public, harassment of passerby, littering, or obstruction of any street, sidewalk or public way; or
 - d. Violates any provision of the Hayward Municipal Code or condition imposed by a City issued permit, or violates any provision of any other local, state, regulation, or order, including those of state law or violates any condition imposed by permits or licenses issued in compliance with those laws.

ATTACHMENT II

Exhibit I.a

CODE ENFORCEMENT DIVISION

40. All tenant improvements and modifications and/or demolition require approval of a building permit prior to the start of the work. Verified violations of the California Building Code Section 105.1 are subject to a penalty fee of 205% of the required permit fees in addition to the regular Building Division fees in accordance with the City of Hayward Master Fee Schedule.
41. The Commercial Cannabis establishment shall maintain and visibly post valid copies of all required State, Local, and Municipal permits, including but not limited to the State of California Cannabis Bureau license, the Hayward Cannabis license, City of Hayward business license, and other pertinent permits and licenses according to the specific cannabis use.
42. Every owner of real property within the City is required to manage the property in a manner so as not to violate the provisions of the Cannabis Ordinance and/or any State and Municipal regulations. The property owner remains ultimately liable for all penalties and fees as a result of violation of any of the requirements for the Commercial Cannabis operation thereof regardless of any contract or tenant agreement or other third parties.

BUILDING DIVISION

43. The project will require a building permit application and the associated plan review process. During the building permit review stage, detailed comments will be provided.
44. For the building permit submittal drawings, a lighting plan and T-24 energy report shall be included in the set.

PUBLIC WORKS ENGINEERING AND TRANSPORTATION

45. City's Encroachment Permit shall be secured for any work proposed in the public sidewalk or parking lot.
46. Applicant shall submit on-site and off-site outdoor lighting and photometric analysis plan in conjunction with the building permit submittal. The photometric site lighting plan shall include fixtures, mounting heights, light wattage and that demonstrates adequate site and off-site lighting without excessive glare, off-site impacts or "hot spots." All lighting shall be reviewed and approved by the City Engineer, Planning Division and Hayward Police Department prior to issuance of building permits.

ATTACHMENT II

Exhibit I.a

UTILITIES AND ENVIRONMENTAL SERVICES

47. Property has an existing 5/8" domestic water meter (account 9155). Any modifications to existing water services (upsized, downsized, relocated, abandoned, etc.) must be performed by City Water Distribution personnel at the applicant's or owner's expense.
48. The Fire Department will make the determination if fire sprinklers are required. New fire services must be installed by City Water Distribution Personnel at the owner's/applicant's expense. Fire service and fire hydrant installation costs are based on actual cost of work performed and equipment/ materials used with a time and material deposit due prior to the start of installation.
49. All domestic & irrigation water meters must have Reduced Pressure (RP) Backflow Prevention Assemblies, per SD-202. Backflow prevention assemblies shall be at least the size of the water meter or the water line on the property side of the meter, whichever is bigger. Backflow prevention assemblies on domestic water services shall be lead free.
50. Water meters and services must be located a minimum of two feet from top of driveway flare as per City Standard Details SD-213 thru SD-218. Water meters shall not be in setback areas or private driveways or roadways unless approved otherwise.
51. The property has an existing industrial sewer connection with a "grandfathered" sewer capacity of 210 gallons per day of domestic strength discharge. Additional sewer capacity to accommodate additional wastewater discharge over the "grandfathered" sewer capacity may need to be purchased. The proposed business' sewer capacity will be estimated based on information provided in the Industrial & Commercial Sanitary Sewer Connection form.
52. Sewer cleanouts shall be installed on each sewer lateral at the connection with the building drain, at any change in alignment, and at uniform intervals not to exceed 100 feet. Manholes shall be installed in the sewer main at any change in direction or grade, at intervals not to exceed 400 feet, and at the upstream end of the pipeline.
53. Complete the attached Industrial & Commercial Sanitary Sewer Connection form. Provide additional details regarding the proposed business, such as number of employees, volumes and types of wastewater discharge into the sewer system (if other than domestic), etc.
54. Wastewater Discharge Permit may be required. Contact Water Source Pollution Control at (510) 881-7900 to discuss the business operation and to determine if a Wastewater Discharge Permit is required.

ATTACHMENT II

Exhibit I.a

55. Provide a site or utility plan showing the sizes and locations of all existing and proposed water service lines, water meters, backflow prevention assemblies (per SD-202), and sewer lines.

SOLID WASTE

56. All trash enclosures must adhere to all the basic design guidelines provided in Section 3 of the City's Standard Design Requirements for Collection & Storage of Trash, Recyclables and Organics for Commercial Projects. All trash enclosures shall be adequately screened from view, utilizing a decorative wood or masonry wall or combination thereof and incorporate a roof, and doors which are compatible with the design of the primary building on site. The building permit submittal shall include a detailed set of plans that show the design details of the enclosures, including the location of all bins and label each bin with the capacity (ex: three cubic yards, four cubic yards, etc.) as well as the type of waste trash, recyclables, organics).
57. All trash bins must be removed from public right of way within four hours after collection.
58. Any waste, recycles, or organics not serviced by the City must be disposed of by the applicant as deemed necessary or as require by the City of Hayward.
59. Construction & Demolition Debris: The City requires that construction and demolition debris be recycled per certain ordinance requirements. Submittal of the Debris Recycling Statement will be required at the time of your building permit. The form can also be found at <http://www.hayward-ca.gov/services/city-services/construction-and-demolition-debris-disposal>. You may also visit Hayward's Green Halo webpage and create a waste management plan instead of filling in the Debris Recycling Statement.

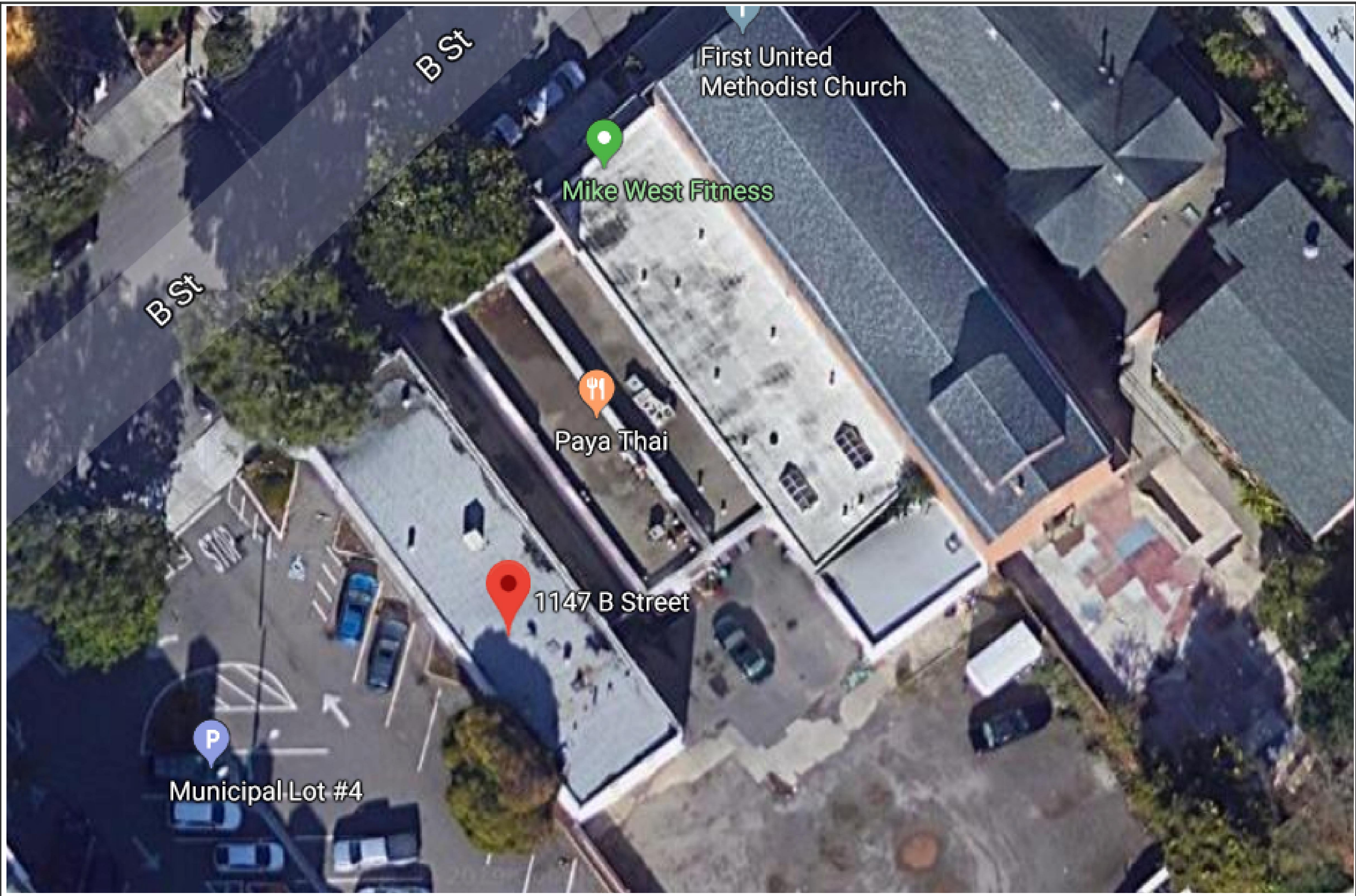
HAYWARD FIRE DEPARTMENT

60. A building permit is required for the installation of storage racks greater than six feet in height. A Fire Department Annual Operational Permit is required for any combustible storage (floor and/or rack) which exceeds 12 feet in height (Class I-IV type commodities), AND/OR any high hazard storage which includes commodities such as hazardous materials, flammable liquids, plastics, foam and rubber products, or any other classified commodity as dictated by the California Fire Code (CFC) and NFPA 13 Standards, which exceeds six feet in height.
61. All building units shall have approved address numbers, building numbers. Address identification of shall be placed in a position that is plainly legible and visible from the street or road fronting the property.

ATTACHMENT II

Exhibit I.a

62. Duct smoke detectors that are installed within the HVAC system (AHU's and Smoke Dampers) shall meet the California Mechanical Code for installation and the California Fire Code. Such detectors shall be interconnected to the building's main fire alarm control panel and zoned separately.
63. 2A:10BC type fire extinguishers are required throughout the building for every 75' feet of travel or every 3,000 square feet of space.
64. Illuminated Exit signs shall be installed as per the California Building/Fire Code(s).



AERIAL VIEW



VICINITY MAP



STREET VIEW

AUNT HONEY'S CANNABIS DISPENSARY
GREAM ENTERPRISE INC
TENANT IMPROVEMENT
1147 & 1149 "B" STREET HAYWARD, CALIFORNIA 94545

PROJECT INFORMATION

BUSINESS TYPE: RETAIL
OF STORIES: ONE (1)
LOT AREA: 17,860 SQ. FT.
AREA OF TI WORK: 3,578 SQ. FT.
APN: 427-0011-021-00

TYPE OF CONSTRUCTION: V-B
FIRE SPRINKLER: NO
OCCUPANCY TYPE: "B"
ZONING AREA: CC-C
PARCEL:

DESIGNER INFORMATION

dba RVL DESIGN SERVICES CA. LICENSE # 34187
DESIGNER: VICTOR LINO
PH. 510.828.6810
EMAIL: victor_derudegn@outlook.com

CONSULTANT: HENRY ZUO, P.E.
LIC.# M31960

CONSTRUCTION NOTES

- CONSTRUCTION ACTIVITIES SHALL BE LIMITED TO THE FOLLOWING HOURS OF OPERATION PER CITY OF HAYWARD ORDINANCES :
7 a.m. TO 7 p.m. MONDAY THROUGH FRIDAY
9 a.m. TO 6 p.m. SATURDAY AND SUNDAY
- FIRE DEPARTMENT ACCESS MUST BE PROVIDED AND MAINTAINED SERVICEABLE.
- PROVIDE AN EMERGENCY TELEPHONE ON THE JOB SITE.

PROJECT SCOPE OF WORK

THE SCOPE OF WORK UNDER THIS APPLICATION INCLUDES THE NECESSARY TENANT IMPROVEMENT TO ACCOMMODATE A NEW RETAIL/ DISPENSARY AND DELIVERY SERVICE FACILITY. THE FOLLOWING WORK INCLUDES: NEW NON-BEARING PARTITION WALLS TO CREATE A NEW UNISEX RESTROOM AND MANAGERS OFFICE. A NEW MECHANICAL HVAC ROOFTOP UNIT ARE BEING PROPOSED WITH NEW AIR DISTRIBUTION AND EXHAUST SYSTEM. IN ADDITION, BATHROOM FIXTURES WILL BE INSTALLED WITH PLUMBING LINES AND GENERAL LIGHTING, POWER OUTLETS/RECEPTACLES TO BE INSTALLED. NO UPGRADE TO THE EXISTING ELECTRICAL SERVICE AND GAS. NO ALTERATIONS AND/OR MODIFICATIONS TO THE EXISTING BUILDING SHELL. AND EXTERIOR WALLS ARE PROPOSED UNDER THIS APPLICATION.

COMPLIANCE NOTES

FIRE/ENVIRONMENTAL NOTES:

- A SEPARATE PERMIT IS REQUIRED FOR THE FIRE SUPPRESSION SYSTEM. OWNER, CONTRACTOR OR VENDOR TO PROVIDE A DEFERRED SUBMITTAL PACKAGE FOR THE FIRE SUPPRESSION SYSTEM REQUIREMENTS TO THE ALAMEDA COUNTY FIRE DEPARTMENT FOR APPROVAL.
- THE APPLICANT SHALL COMPLY WITH THE PROVISIONS OF PERMITS REQUIRED FROM ANY STATE OR REGIONAL AGENCIES, INCLUDING, BUT NOT LIMITED TO, THE BAY AREA QUALITY MANAGEMENT DISTRICT (BAAQMD), REGIONAL WATER QUALITY BOARD (RWQCB), UNION SANITARY DISTRICT, S (USD) POTW AND THE ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH, THE ALAMEDA COUNTY FIRE DEPARTMENT AND THE CITY OF HAYWARD ENVIRONMENTAL SERVICES.
- THE APPLICANT MUST IMMEDIATELY NOTIFY THE ALAMEDA COUNTY FIRE DEPARTMENT AND THE CITY OF HAYWARD ENVIRONMENTAL SERVICES HAZARDOUS MATERIALS UNIT OF ANY UNDERGROUND PIPES, TANKS OR STRUCTURES; ANY SUSPECTED OR ACTUAL CONTAMINATED SOILS; OR OTHER ENVIRONMENTAL ANOMALIES ENCOUNTERED DURING SITE DEVELOPMENT ACTIVITIES. ANY CONFIRMED ENVIRONMENTAL LIABILITIES WILL NEED TO BE REMEDIATED PRIOR TO PROCEEDING WITH SITE DEVELOPMENT.
- THE APPLICANT SHALL COMPLY WITH THE CURRENT CALIFORNIA BUILDING CODES, LOCAL ORDINANCES AND ALL APPLICABLE STATE, COUNTY AND CITY ENFORCEMENT/COMPLIANCE. ALL WORK AND INSTALLATION TO PERFORM MUST BE DONE IN ACCORDANCE TO THE CURRENT CODE SET FORTH BY THE STATE OF CALIFORNIA. CONTRACTOR SHALL BE RESPONSIBLE ON ALL BUILDING PROCESS, IMPROVEMENTS AND CHANGES TO BE DONE WITHIN THE SCOPE OF WORK DEPICTED OR NOT SPECIFIED IN THIS PERMIT DRAWINGS.
- BUILDING AND TENANT SPACE HAS NO FIRE SPRINKLERS AND FIRE ALARMS IN PLACE AND NO NEW INSTALLATION OF SUCH IS PART OF THIS SCOPE OF WORK. CONTRACTOR SHALL PROVIDE A SEPARATE DEFERRED SUBMITTAL FOR THE KITCHEN HOOD FIRE SUPPRESSION SYSTEM ONLY FOR PERMIT APPROVAL.

GENERAL NOTES

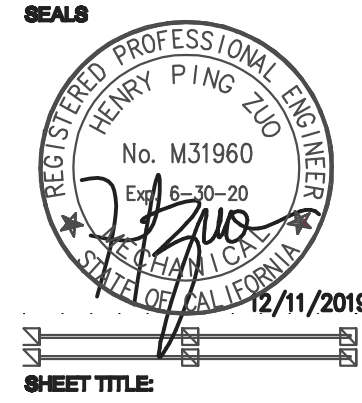
- BEFORE STARTING ANY WORK, THE CONTRACTOR SHALL VERIFY THE EXISTING SITE CONDITIONS AND ACCURACY OF THE SCOPE OF WORK AND SHALL INDICATE TO THE ARCHITECT ANY DISCREPANCIES THAT MAY BE DISCOVERED IN A TIMELY MANNER.
- ALL WALKWAYS FROM ACCESSIBLE PARKING TO THE ACCESSIBLE ENTRANCES OF THE BUILDING SHALL BE LEVEL WITH MAXIMUM SLOPE NOT TO EXCEED 1:20. CROSS WALKS ARE 2% MAXIMUM SLOPE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL APPLICABLE PERMITS AND FURNISHING THE OWNER WITH A COPY OF ALL PERMITS AND FINAL ACCEPTANCES GRANTED BY THE UTILITY COMPANIES AND REGULATORY AGENCIES INVOLVED.
- THE CONTRACTOR SHALL COMPLY WITH THE RULES AND REGULATIONS OF THE CITY OF HAYWARD REGARDING SITE ACCESS, DELIVERIES, HANDLING OF MATERIALS, DEBRIS, ETC.
- THE CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY UPON DISCOVERING ANY ASBESTOS AT THE JOBSITE IN ORDER FOR THE OWNER TO IMMEDIATELY MAKE ARRANGEMENT FOR PROPER REMOVAL BY A LICENSED ASBESTOS REMOVAL CONTRACTOR.
- DO NOT DISTURB THE ADJACENT OCCUPIED AREAS DURING CONSTRUCTION. ALWAYS KEEP PATHWAYS CLEAR AND CLEAN.
- ALL DIMENSIONS ARE TO BE WITHIN THE MARGIN OF ERROR OF 1/8" ALONG FULL HEIGHT AND ALONG FULL WIDTH OF WALLS.
- PROVIDE ADEQUATE WALL BACKING TO SUPPORT THE RELATIVE WEIGHT OF ALL WALL MOUNTED ITEMS AND FIXTURES.

DRAWING INDEX

SHEET #:	SHEET TITLE:
A1.0	SITE PHOTO, VICINITY MAP, LEGENDS & GEN. NOTES
A2.0	SITE DEVELOPMENT PLAN, PARKING & UTILITIES
A2.1	PROPOSED FLOOR PLAN, CCTV & LIGHTING PLAN
A2.2	BUILDING ELEVATION PLAN



Tel. 510.828.6810
Email: victor_derudegn@outlook.com
Visit us @ www.rvl-design.com



Tenant Improvement For:
AUNT HONEY'S CANNABIS DISPENSARY
GREAM ENTERPRISE INC
1147 "B" STREET, HAYWARD CALIFORNIA 945401
APN #: 427-0011-021-00

OWNER INFORMATION
Gregory S. Varr
TEL: (408) 252-0888
EMAIL: gsvarr@vafco.com

CONTRACTOR
BANKS CONSTRUCTION
GENERAL CONTRACTORS
TEL: (910) 821-6889

PROJECT NO:
VL 2018-001

DATE OF PLANS
November 05, 2018

ISSUE FOR PERMIT
MAY 08, 2019

REVISIONS
ISSUE FOR PERMIT
MAY 08, 2019

DRAWN BY:
VL

CHECKED BY:
HZ
ML

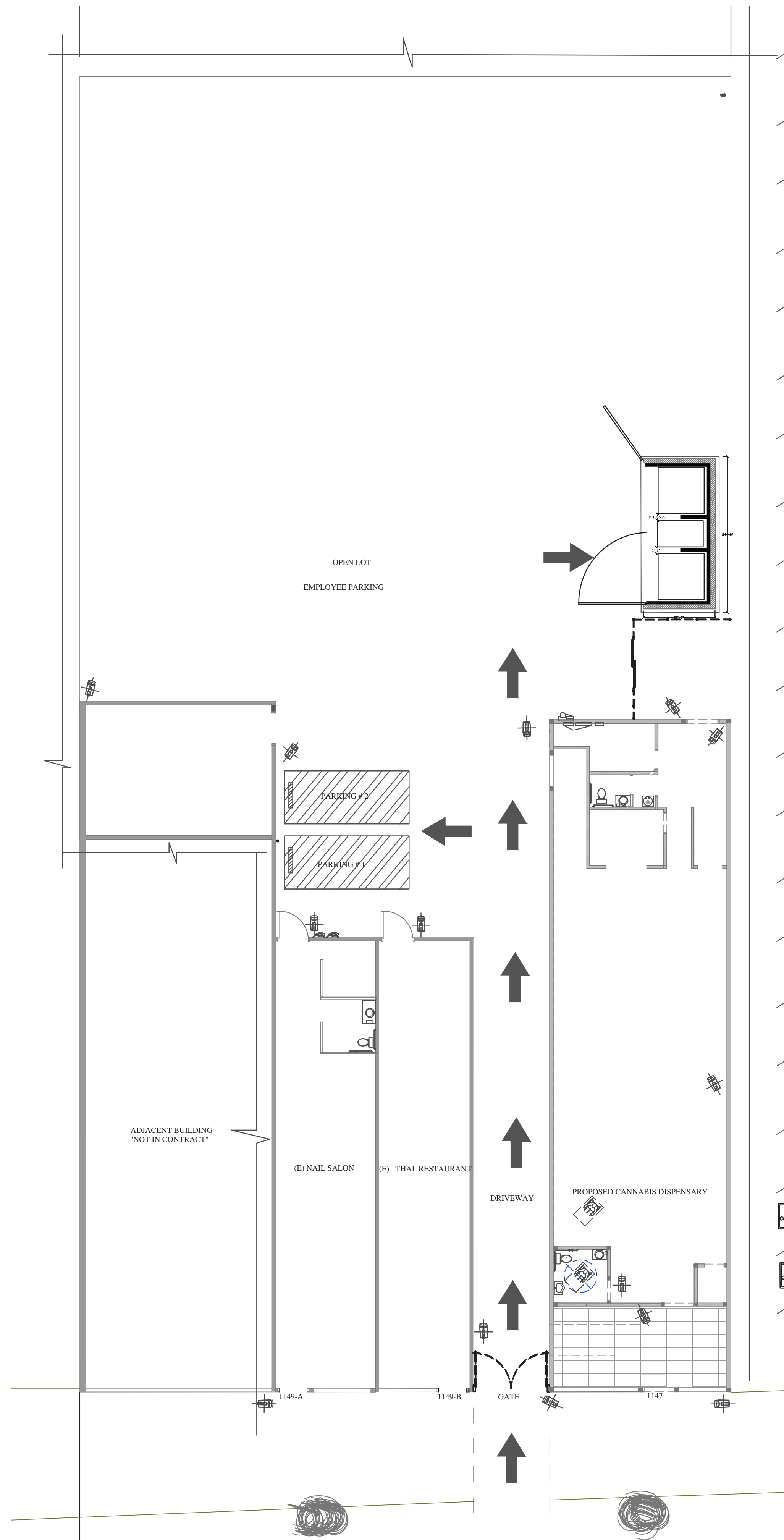
DATE NOVEMBER , 2018

SCALE 1/4" = 1'-0"

SHEET NAME:
ARCHITECTURAL

SHEET TITLE:
SITE PLAN,
VICINITY MAP,
BUILDING LEGEND
AND
GENERAL NOTES

SHEET NUMBER
A1.0



PROPOSED SITE PLAN

1
3/32" = 1'-0"

24' X 12' CONCRETE FLOOR SLAB
W/1.5% GRADE AND SLOPE AS REQUIRED

6" PARKING CURB/BUMPER

8" CMU WALL @10.5 FT. HT.

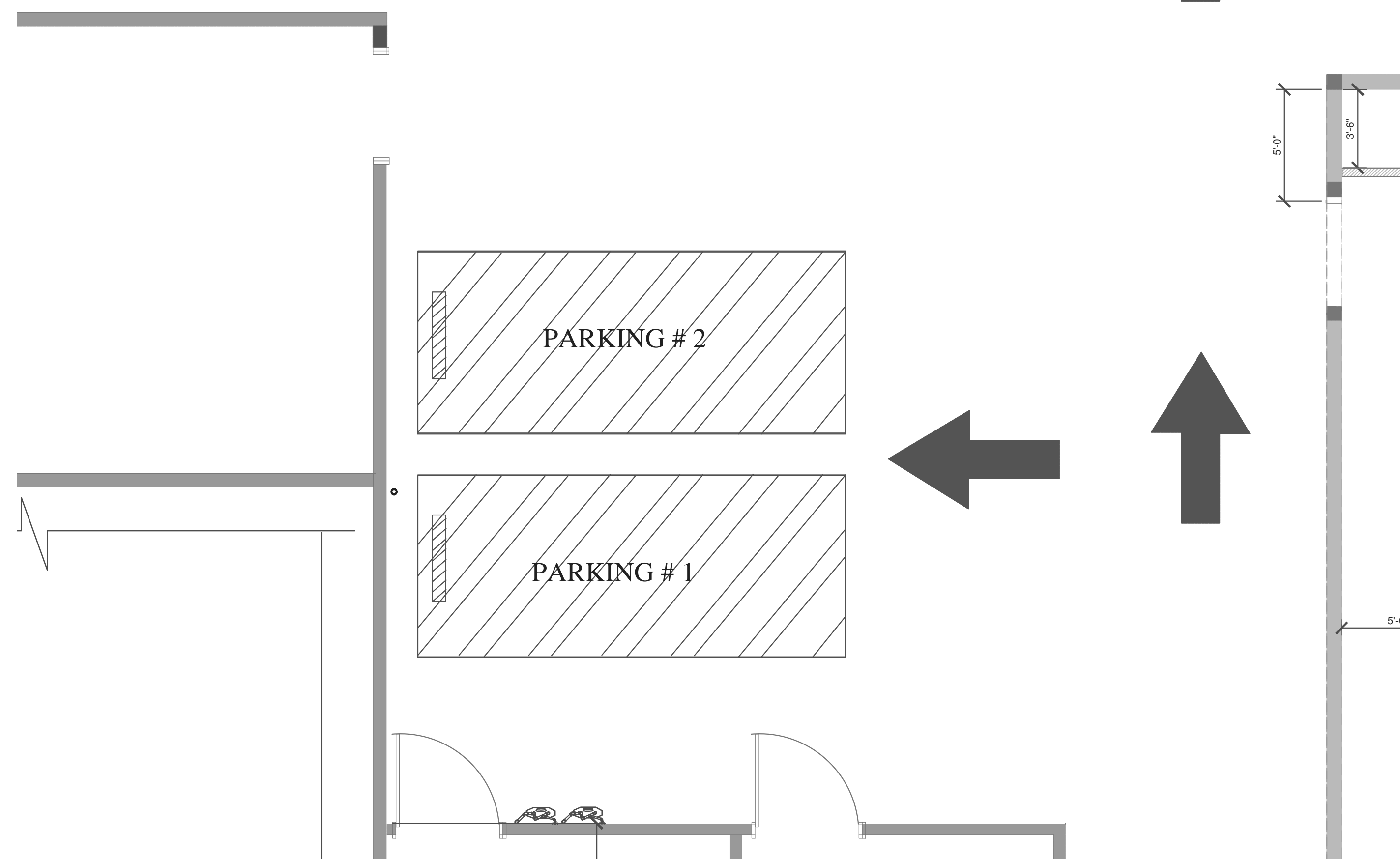
4 CUBIC YARDS
TRASH BIN

3 CUBIC YARDS ORGANIC
TRASH BIN (ONLY)

4 CUBIC YARDS
RECYCLABLE BIN

ENLARGED SCALE- TRASH BIN ENCLOSURE

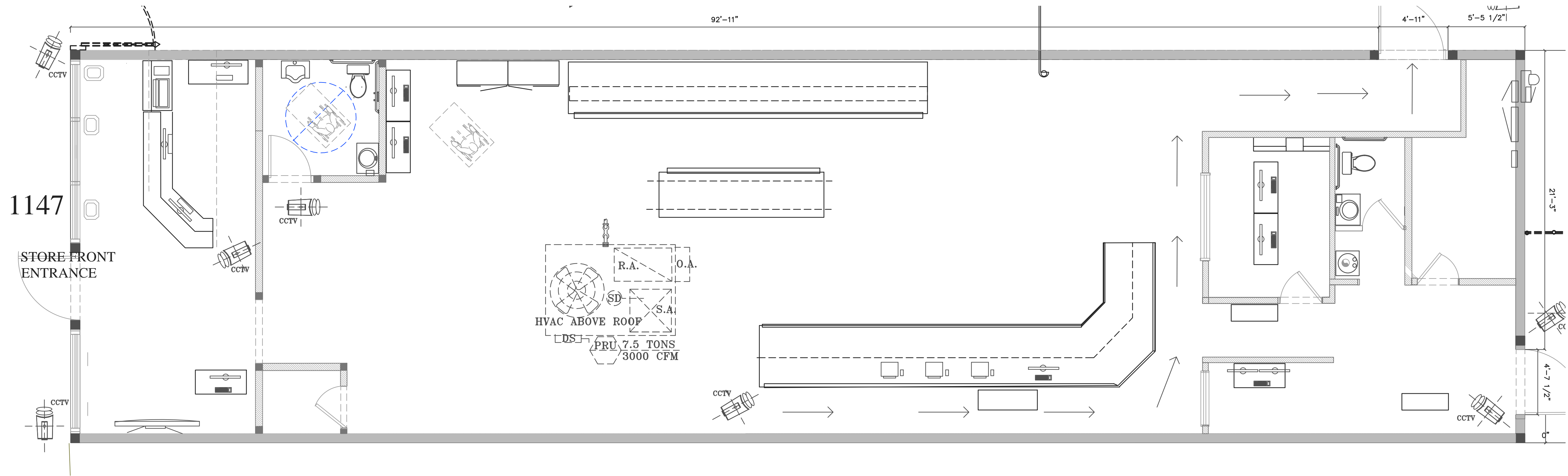
3
1/4" = 1'-0"



ENLARGED SCALE- PROPOSED PARKING STALLS

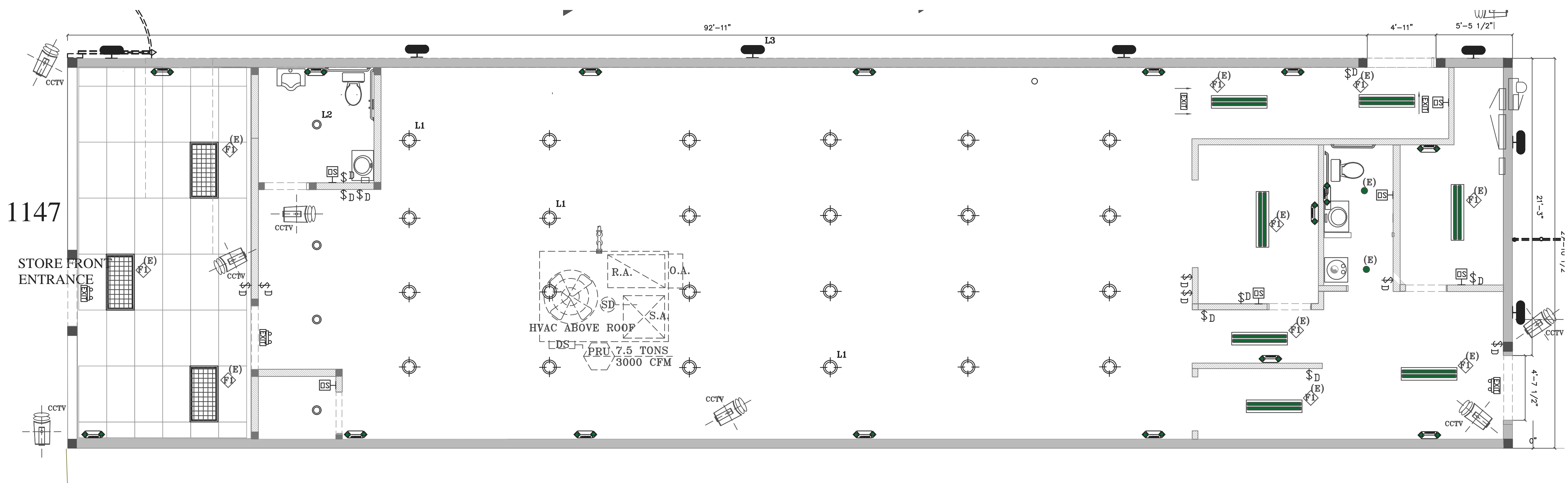
2
1/4" = 1'-0"

PROJECT: VL-1801 AUNT MARY CANNABIS DISPENSARY-TENANT IMPROVEMENT
All drawings and written material appearing herein constitute the original and unpublished work of the Engineer and the same may not be duplicated, used or disclosed without the written consent of RVL Design Services.



PROPOSED FLOOR PLAN

1
1/4" = 1'-0"



REFLECTED CEILING PLAN

2
1/4" = 1'-0"

RVL DESIGN SERVICES
CA License # 35147

REGISTERED PROFESSIONAL ENGINEER
HEAVY PILING
No. M31960
Exp. 6-30-20
10/16/2019
SHEET TITLE:

Tenant Improvement For:
AUNT MARY'S CANNABIS DISPENSARY
GREEN ENTERPRISE INC
1147 "B" STREET, HAYWARD, CALIFORNIA 94541
APN #: 427-0011-0211-00

OWNER INFORMATION
Gregory S. Varr
TEL: (408) 288-8888
EMAIL: gvarr@rvtcoo.com

CONTRACTOR
BANKS CONSTRUCTION
GENERAL CONTRACTORS
TEL: (916) 921-8888

PROJECT NO:
VL-2018-001

DATE OF PLANS:
November 05, 2018

ISSUE FOR PERMIT:
MAY 08, 2019

REVISIONS
ISSUE FOR PERMIT
MAY 08, 2019

DRAWN BY:
VL

CHECKED BY:
HZ
ML

DATE

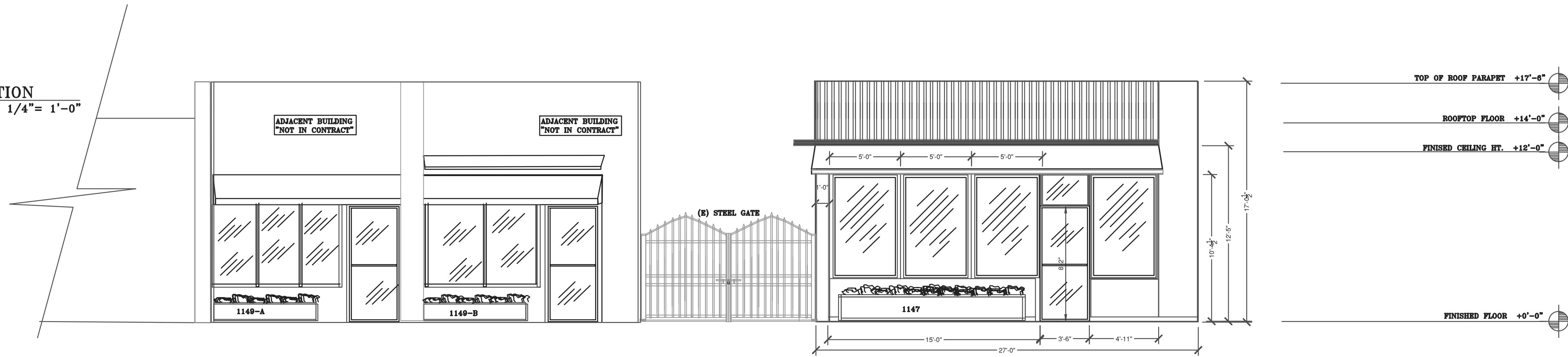
SCALE
1/4" = 1'-0"

SHEET NAME:
ARCHITECTURAL

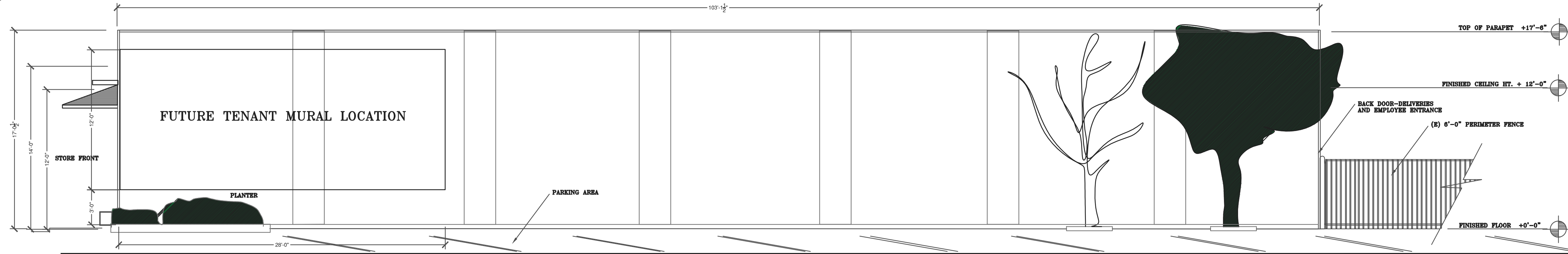
SHEET TITLE:
PROPOSED FLOOR PLAN AND CEILING PLAN

SHEET NUMBER:
A2.1

A
A-1 FRONT ELEVATION
SCALE 1/4"= 1'-0"



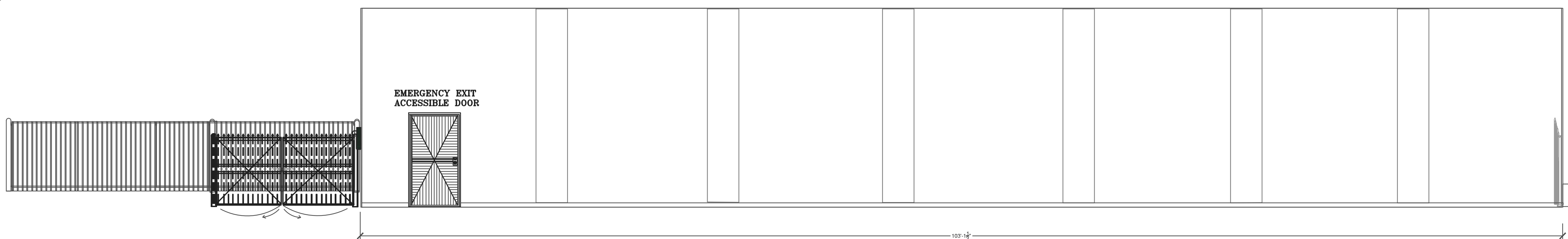
B
A-1 RIGHT SIDE ELEVATION
SCALE 1/4"= 1'-0"



C
A-1 REAR ELEVATION
SCALE 1/4"= 1'-0"



D
A-1 LEFT SIDE ELEVATION
SCALE 1/4"= 1'-0"



(E) BUILDING ELEVATION PLAN

**AUNTY HONEYS
COMMERCIAL CANNABIS RETAIL DISPENSARY
APPLICATION**

Date: January 12, 2018

To:
John Stefanski
Office of the City Manager
RE: CCP RFP City of Hayward
777 B Street Hayward, CA 94541
John.Stefanski@hayward-ca.gov

By submitting this proposal, the Applicant represents and warrants that:

- (a) The information provided is genuine and not a sham, collusive, or made in the interest or on behalf of any party not therein named, and that the Applicant has not directly or indirectly induced or solicited any other Applicant to put in a sham proposal, or any other Applicant to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage.
- (b) The Applicant has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of the City of Hayward.

Prepared on behalf of GREAM Enterprises, Inc DBA Aunty Honeys
By Green Rush Consulting

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

LIVESCAN FORMS

Completed LiveScan Background Check documentation is included for each member of the Applicant Team:

1. Esther Lopez, Applicant and sole Owner of Aunty Honeys and Chief Executive Officer
2. Melba Khan, financial backer of Aunty Honeys with no operational role

Completed LiveScan Background Check documentation is also included for three prospective employees with pivotal roles in Aunty Honeys:

3. Angela Casanave, Director of Compliance and Quality Assurance Manager
4. Isabel Pina-Ramirez, Director of Security
5. Marcella James, Community Relations Manager

Additional team members are listed in the application at the Director and Manager level and are described in the Management Experience section of the application. Upon licensure and prior to beginning active roles, these persons and all other prospective employees will undergo LiveScan background checks.

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

APPLICANT ATTESTATION FORM COVER PAGE

Completed Attestation Forms are included for each member of the Applicant Team:

1. Esther Lopez, Applicant and sole Owner of Aunty Honeys and Chief Executive Officer
2. Melba Khan, financial backer of Aunty Honeys with no operational role

Completed Attestation Forms are also included for three prospective employees with pivotal roles in Aunty Honeys:

3. Angela Clark-Casanave, Director of Compliance and Quality Assurance Manager
4. Isabel Pina-Ramirez, Director of Security
5. Marcella James, Community Relations Manager

Because of the substantive roles that these prospective employees will play, Aunty Honeys has high standards for their past level of business conduct. Their completion of this attestation form reflects those standards and their level of commitment to the proposed dispensary.

Upon request by the City of Hayward, Aunty Honeys will provide attestation forms from other similar high-level employees.

Please note: the field “Business Address” is left blank, as no current location for the Applicant has been secured. All mail related to this application and other business may be sent to:

The Business Center
1164 West Tennyson Road
Hayward, CA 94544

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

APPLICATION FORM/REQUIRED CONTENT COVER PAGE

TABLE OF CONTENTS

Application Forms

- Applicant Information
 - Copy of State Registration
- Co-Applicant Information

RFP Narrative

- Proposed Business Types
- Proposed Business Location(s)
- Business Plan and Operation
 - Attachments: Proof of Capitalization Attachments
 - Esther Lopez
 - Melba Khan
 - Attachments: Conceptual Site Plan
- Management Experience
 - Attachments:
 - Resumes
- Safety and Security Plan
 - Attachments: Sample Policy
- Community Benefits Proposal
- Product Testing and Safety
- Environmental Plan
- Labor and Employment Practices
 - Attachments:
 - Labor Peace Agreement
 - Commercial Cannabis Permit Program Declaration of Non-Discrimination
 - Non-Discrimination/Anti-Harassment and Complaint Procedure policy
 - Worker's compensation Letter of Intent
 - Cannabis Industry Workers' Compensation Application
- Applicant Certification
- Application Fee

APPLICANT INFORMATION

- Information on Applicant
 - Name (full, legal name): **Esther J Lopez**
 - Title: **Chief Executive Officer**
 - DOB: [REDACTED]
 - SS# [REDACTED]
 - Valid California driver's license # [REDACTED]
 - All other names used in the past: **N/A**
- If Applicant is corporation, nonprofit, or other business entity:
 - Full, true name of business: **GREAM ENTERPRISES, INC**
 - Doing Business As (DBA): **AUNTY HONEYS**
 - Type of Corporate Structure: **C-CORPORATION**
 - Attach a copy of State registration: **Attached**
- Contact Information:
 - Mailing Address: [REDACTED]
 - Primary phone number: [REDACTED]
 - Alternate phone number: [REDACTED]
 - Email address: [REDACTED]

4000046

**ARTICLES OF INCORPORATION
OF
GREAM ENTERPRISES, INC.**

FILED *gmh*
Secretary of State
State of California

14 **MAR 02 2017** *DM*

ARTICLE I

The name of this corporation is:
GREAM ENTERPRISES, INC.

ARTICLE II

The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.

ARTICLE III

The name and complete business address in the State of California of this corporation's initial agent for service of process is:

**ESTHER JESSIE LOPEZ
1164 WEST TENNYSON ROAD
HAYWARD, CALIFORNIA 94544**

ARTICLE IV

The corporation's complete business addresses are:

Initial Street Address: **1164 WEST TENNYSON ROAD
HAYWARD, CALIFORNIA 94544**

Initial Mailing Address: **1164 WEST TENNYSON ROAD
HAYWARD, CALIFORNIA 94544**

ARTICLE V

This corporation is authorized to issue only one class of shares of stock which shall be designated Common Stock, \$.001 par value; and the total number of shares which this corporation is authorized to issue is **1,000**.

ARTICLE VI

(a) The liability of directors of this corporation for monetary damages shall be eliminated to the fullest extent permissible under California law.

(b) This corporation is authorized to provide indemnification of agents (as defined in Section 317 of the California Corporations Code) through bylaw provisions, agreements with agents, vote of shareholders or disinterested directors, or otherwise, to the fullest extent permissible under California law.

(c) Any amendment, repeal or modification of any provision of this Article VI shall not adversely affect any right or protection of an agent of this corporation existing at the time of such amendment, repeal or modification.



ESTHER JESSIE LOPEZ

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CALIFORNIA STATE BOARD OF EQUALIZATION

TEMPORARY SELLER'S PERMIT

Valid 05/01/2018 through 07/01/2018



SR CH 103-187096

AUNTY HONEYS
CREAM ENTERPRISE INC
1164 W TENNYSON RD
HAYWARD, CA 94544-4422

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID FOR THE PERIODS SHOWN AND IS NOT TRANSFERABLE.

For general tax questions, please call our Customer Service Center at 1-800-400-7115 (TTY:711).
For information on your rights, contact the Taxpayers' Rights Advocate office at 1-888-324-2798 or 1-916-324-2798.

BOE-442-ST REV. 5 (11-14)

A MESSAGE TO OUR NEW PERMIT HOLDER

As a seller, you have rights and responsibilities under the Sales and Use Tax Law. In order to assist you in your endeavor and to better understand the law, we offer the following sources of help:

- Visiting our website at
- Visiting a field office
- Attending a Basic Sales and Use Tax Law class offered at one of our field offices
- Sending your questions in writing to any one of our offices
- Calling our toll-free Customer Service Center at 1-800-400-7115 (TTY:711)

As a seller, you have the right to issue resale certificates for merchandise that you intend to resell. You also have the responsibility of not misusing resale certificates. While the sales tax is imposed upon the retailer,

- You have the right to seek reimbursement of the tax from your customer
- You are responsible for filing and paying your sales and use tax returns timely
- You have the right to be treated in a fair and equitable manner by the employees of the California State Board of Equalization (BOE)
- You are responsible for following the regulations set forth by the BOE

As a seller, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a BOE representative when requested. You are also expected to notify us if you are buying, selling, adding a location, or discontinuing your business, adding or dropping a partner, officer, or member, or when you are moving any or all of your business locations. If it becomes necessary to surrender this permit, you should only do so by mailing it to a BOE office, or giving it to a BOE representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with the BOE, please contact the Taxpayers' Rights Advocate office for help by calling toll-free, 1-888-324-2798 or 1-916-324-2798. Their fax number is 1-916-323-3319.

Please post this permit at the address for which it was issued and at a location visible to your customers.

CALIFORNIA STATE BOARD OF EQUALIZATION
Sales and Use Tax Department



State of California Secretary of State

S

Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEES (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

FR55245

FILED

In the office of the Secretary of State
of the State of California

OCT-12 2017

This Space for Filing Use Only

1. CORPORATE NAME

GREAM ENTERPRISES, INC.

2. CALIFORNIA CORPORATE NUMBER

C4000046

No Change Statement (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

☐ If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

Complete Addresses for the Following (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE CITY STATE ZIP CODE

1164 W TENNYSON RD, HAYWARD, CA 94544

5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE

6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4 CITY STATE ZIP CODE

ESTHER LOPEZ 1164 W TENNYSON RD, HAYWARD, CA 94544

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

7. CHIEF EXECUTIVE OFFICER ADDRESS CITY STATE ZIP CODE

ESTHER JESSIE LOPEZ 1164 W TENNYSON RD, HAYWARD, CA 94544

8. SECRETARY ADDRESS CITY STATE ZIP CODE

MELBA KHAN 1164 W TENNYSON RD, HAYWARD, CA 94544

9. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE

ESTHER LOPEZ 1164 W TENNYSON RD, HAYWARD, CA 94544

Names and Complete Addresses of All Directors, including Directors Who are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.)

10. NAME ADDRESS CITY STATE ZIP CODE

ESTHER JESSIE LOPEZ 1164 W TENNYSON RD, HAYWARD, CA 94544

11. NAME ADDRESS CITY STATE ZIP CODE

12. NAME ADDRESS CITY STATE ZIP CODE

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS

ESTHER JESSIE LOPEZ

15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

1164 W TENNYSON RD, HAYWARD, CA 94544

Type of Business

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

RETAIL

17. BY SIGNING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

CEO

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

CO-APPLICANT INFORMATION

Last Name: Lopez	First Name: Esther	Middle Initial: J
Alias(es): N/A		
Title: Chief Executive Officer		
<div></div>		
Business Address:		
City:	State:	Zip:

Last Name: Khan	First Name: Melba	Middle Initial:
Alias(es): N/A		
Title: Investor		
<div></div>		
Business Address:		
City:	State:	Zip:

PROPOSED BUSINESS TYPES

ALL COMMERCIAL CANNABIS PERMITS FOR THE CITY OF HAYWARD

- Commercial Cannabis Retail Dispensary

COMMERCIAL CANNABIS PERMIT SOUGHT IN THIS APPLICATION

- Commercial Cannabis Retail Dispensary

STATE CANNABIS LICENSES

- The Applicant will apply for Type 10 Storefront Retail Licenses for both medical and adult use
- The Applicant does not currently hold any State cannabis licenses

PROPOSED BUSINESS LOCATION

Have you identified or secured location(s) for your proposed business?

- No: **The Applicant has not secured a location for the proposed business.**

Description of the proposed location(s): **N/A**

Have you confirmed that the proposed commercial cannabis business is allowed at this location under the City of Hayward Municipal Code Chapter 10 (Zoning Ordinance)?

- **The Applicant will perform the appropriate confirmation upon securing a location.**

Right to Occupy Proposed Location: Check the appropriate box indicating Applicant's right to occupy proposed location(s) and provide supporting documents if available:

- ~~Owner (provide copy of deed)~~
- ~~Tenant (provide copy of lease)~~
- ~~Intent to Lease/Purchase (provide letter of intent)~~
- **Not yet secured a location**

If Applicant is not the owner of the proposed location, provide following information for the current property owner:

- Full name,
- Residential address,
- Phone,
- Email,
- Proof of consent to operate a commercial cannabis business at the location.
- **The Applicant will provide the required information upon securing a location.**

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION BUSINESS PLAN AND OPERATION

OPERATIONS

Company Overview and Vision

Aunt Honey, a proposed commercial cannabis retail dispensary, is led by a team of women with deep roots in the Hayward community who seek to provide high-quality medical and adult use cannabis products at a fair price. Aunt Honey will draw from the leadership team's significant experience in the cannabis field to create a compassionate, supportive, and educational space for patients and customers who are seeking to understand how cannabis can play a beneficial role in their lives.

At its core, Aunt Honey is a collaborative group of individuals working for the common good, similar to a beehive. At the center of this hive is the Aunt, a warm and caring leader with open arms and a familiar presence. CEO Esther Lopez is the human embodiment of this Aunt, with a history of becoming the compassionate listening ear of her clients at The Business Center, a financial services business in Hayward. Ms. Lopez is driven to create and nurture businesses that take pride in earnestly serving the community, and has had success with as CEO of The Business Center.

For a period of time, The Business Center operated as a nationally-recognized franchise. While this exposure increased the company's profit margins, it could no longer offer the most affordable services for its customers, and many other community-oriented services were no longer available. After the contract period was fulfilled, CEO Esther Lopez promptly terminated the franchise partnership and resumed operations as an independent, local business prioritizing fair prices and offering free professional services to seniors and veterans. This shift demonstrates Ms. Lopez's commitment to the community as well as her ability to run a successful business that maintains a compassionate community focus. With Ms. Lopez at the helm, Aunt Honey will become a successful dispensary that balances contributing to the community with generating reasonable profits.

Day-to-Day Operations

Aunt Honey, as a commercial cannabis retail dispensary, will provide an accessible and secure purchasing environment for both medical and adult use customers. The knowledgeable staff will also share educational insight into product selection. The dispensary itself will further serve as a community hub, offering referrals and partnerships to appropriate third parties (described in detail in the Community Benefits plan).

Aunt Honey intends to build on its strengths and experience as a community-driven cohort of compassionate and knowledgeable leaders to develop a dispensary that is tailored to the unique needs of Hayward residents. To achieve its mission, Aunt Honey is committed to implementing the following goal in day-to-day operations:

- **Providing high-quality products at a reasonable price:** Aunt Honey will draw on decades of experience purchasing cannabis products in California to identify high-quality

cannabis and cannabis products that have been tested in full compliance with State of California requirements. Over time, Aunty Honeys envisions vertically integrating with an off-site cultivation facility in order to further ensure the quality and affordability of its products. When appropriate, Aunty Honeys plans to work with Harrens Lab in Hayward to verify the quality of products.

- **Creating a welcoming and supportive environment:** Aunty Honeys will design a clean, inviting, secure facility, and hire and train staff to provide a welcoming environment for all customers, particularly those who may be new to cannabis.
- **Contributing positively to the Hayward community:** As long-standing residents and business owners in Hayward, Aunty Honeys will build on existing relationships with community organizations to support Hayward's youth, seniors, ill, and low-income residents, and build a compassionate care program for patients who would otherwise struggle to afford medicine. Aunty Honeys also intends to benefit the Hayward community by creating local jobs, contributing tax revenue to the City, and beautifying the area surrounding the dispensary. (More details in the Community Benefits Plan.)
- **Offering educational services targeted to the Hayward community:** Decades of War on Drugs propaganda has fueled rampant misinformation on cannabis' uses and effects. Aunty Honeys will educate staff, patients, and customers on the latest science regarding the safe use of cannabis, different types of cannabis products and strains, and the use of cannabis for both wellness and treatment of illnesses. Aunty Honeys will provide open seminars for all to learn more about the cannabis plant and its uses. In addition, when appropriate, Aunty Honeys will provide referrals to substance abuse counselors.

Products and Services

Aunty Honeys will determine its line of cannabis products based on its assessment of the East Bay cannabis market, its relationship with licensed vendors, and data on consumer purchasing patterns provided through MJ Freeway. Over time, Aunty Honeys will adjust its product line based on regional and statewide data as well as customer feedback. Initial products and services will include:

- **Products for medical need:** Patients in Hayward and the East Bay often turn to cannabis for assistance in treating cancer, seizure disorders, arthritis, migraines, PTSD, ADD/ADHD, anxiety, depression, and insomnia, among other disorders. Aunty Honeys will carry a variety of products targeted to these ailments. In particular, Aunty Honeys will carry high-CBD and CBD-only products, which cause no psychoactive effects and which research shows high effectiveness for a number of common conditions.
- **A diversity of high-demand products:** Aunty Honeys' leadership team has found that sativa dominant strains are particularly popular among patients in the East Bay. The dispensary will stock these high-demand products along with a range of popular products including indicas, extracts, tinctures, high-potency and microdosed edibles, topicals, sprays, and live resins from state-licensed vendors. Aunty Honeys believes a diversity of products will best meet the demand. Aunty Honeys will also seek to carry branded products designed specifically for women.
- **Education on safe and effective cannabis use:** Many existing and potential cannabis consumers do not feel empowered to use cannabis in a way that will most benefit them.

Auntie Honeys will train staff on the latest research on cannabis' uses and will make open seminars available for patients and customers who want to learn more about cannabis.

- **On-demand cannabis delivery:** Soon after launch, Auntie Honeys plans to offer delivery services. Supplementing storefront retail sales will enable Auntie Honeys to reach patients and customers with less mobility or capacity to physically travel to a dispensary; as well as simply offer greater convenience for customers.

Over the longer term, Auntie Honeys plans to establish a licensed cultivation facility in order to vertically integrate a portion of its raw cannabis product.

At all times Auntie Honeys will comply fully with state and local law, including the requirement that all products come through a state-licensed distributor and fully-licensed supply chain.

Projected Customer Base

As shown in the financial pro forma below, Auntie Honeys is using a conservative customer estimate in line with the values Hayward City Staff used during a Fiscal Sustainability Workshop in October 2017. These estimates are based on data from San Jose, adjusted for the higher (15%) tax rate in Hayward. Based on these values, which yield approximately \$2.5 million in taxes for Hayward, the retail cannabis market in the City would be valued at approximately \$18 million.

Based on market data, a typical current California cannabis user will consume on average one eighth of dry cannabis flower and one half-gram of cannabis concentrate per week. At current market rates, this is a value of \$75. With the introduction of the recreational market and new cannabis users, and recognizing that Hayward's average income is only half that of the state average, Auntie Honeys conservatively estimates that average use per person will be half that amount. With this spending estimate and the estimated market for the City of Hayward, Auntie Honeys' included financial pro forma is based on an estimated customer base of 9,230 individuals, or approximately 6 percent of Hayward's population (159,000). Other estimates place cannabis use at as much as 15 percent of California's population, again making this a conservative estimate of customers.

Auntie Honeys estimates that 20 percent of sales will go through non-storefront delivery services, and remaining sales will be evenly divided among the proposed three storefront dispensaries. Therefore Auntie Honeys anticipates capturing slightly more than a quarter of the anticipated customers in Hayward, or nearly 2,500 customers and nearly \$5,000,000 in gross receipts.

Marketing Plan

Auntie Honeys' Marketing Plan is centered on establishing a brand identity as a woman-friendly dispensary carrying high quality, affordable products, and providing reliable cannabis education. Given the leadership team's roots in the community, Auntie Honeys is especially well positioned to take advantage of word-of-mouth marketing so long as its business operations meet high standards of quality. Word-of-mouth marketing is generally considered to be the gold standard for marketing: according to Forbes, 92% of consumers prioritize recommendations from friends and family over advertising, and 64% of marketing executives identify word-of-mouth as the single most effective form of marketing.

In addition to leveraging its position in the community, Aunty Honeys will pursue several strategies to increase its marketing reach:

- **Social media and web presence:** Aunty Honeys will establish and maintain social media profiles including Yelp, Google, Weedmaps, Massroots, and Leafly. Aunty Honeys will also establish and maintain a website with detailed educational information on cannabis' effects and uses, including safe use tips; cannabis product availability and descriptions; and promotions or special events.
- **Presence at cannabis events:** Aunty Honeys will establish a physical presence at key licensed cannabis industry events that draw large numbers of cannabis consumers, such as the Emerald Cup. With the new temporary event license established under recent BCC regulations, the landscape of cannabis events is likely to change, and Aunty Honeys will adapt to maintain a consistent presence prominent emerging events in the Bay Area.
- **Customer incentive programs:** Aunty Honeys will establish programs to encourage customer loyalty through a customer rewards program, as well as a referral bonus for customers who refer friends to the dispensary.

Hours of Operation

Aunty Honeys currently plans to operate from 9am-7pm, seven days per week. These operating hours are subject to change based on market conditions. Aunty Honeys will notify the City of any changes in operating hours and will not operate outside of state restrictions which limit operating hours to 6am-10pm.

Specialized Equipment

No specialized equipment will be used.

Hazardous Materials

The dispensary may use typical retail cleaning supplies in accordance with manufacturer's instructions and municipal, state, or federal requirements for safe storage and disposal. No other hazardous materials, including volatile solvents or gases, will be used by Aunty Honeys.

State-Licensed Vendors

In accordance with state law, Aunty Honeys will purchase all cannabis from a state-licensed distributor. At the present time, it is too early to determine which distributor, or combination of distributors, will be in the best position to supply Aunty Honeys with quality products at reasonable cost and in a secure fashion; however, Aunty Honeys will prioritize women-led and local distributors, as well as distributors who provide high quality pesticide-free cannabis products. Aunty Honeys will provide the City of Hayward with up-to-date information on its distributor partners upon request.

Frequency of Deliveries

Based on its understanding of other dispensary operations, Aunty Honeys anticipates receiving deliveries once per day. However, the precise frequency of deliveries will depend on customer demand as well as the capacity of distributors in the licensed marketplace. To streamline inventory management and decrease security risks during chain of custody transactions, Aunty

Honeys will work to keep deliveries of wholesale product to a minimum. Chain of custody transactions will meet the stringent standards and SOPs identified in the security plan, and will be updated to comply with and reflect state and local regulations and best practices.

Design Concept

The design and aesthetics of a retail establishment not only drives the customer experience and determines the clientele, it holds the power to transform the surrounding community. This rings more true than ever for cannabis businesses, where many neighborhood residents share concerns that a dispensary could negatively impact their community. Therefore, Aunty Honeys commits to integrating a dispensary design that fosters a communal feeling and serves as a catalyst for community revitalization.

Aunty Honeys plans to create a space that evokes an “urban contemporary” ambiance with warm, rustic interior design, employing local artisans to craft custom-built natural wood cabinetry. The overall design will feel open and inviting, evoking a feeling of relaxation in patients and visitors. Aunty Honeys will further select design elements including accent and display lighting to promote an intimate yet sophisticated experience. Furthermore, Aunty Honeys will engage in landscaping, maintenance, and periodic re-paintings to ensure that the facility’s exterior remains in pristine condition. A prominent East Bay artist, Norman Chuck (aka Vogue), will also be commissioned to create a community-oriented mural on the building exterior.

Regulatory Compliance

Aunty Honeys has designated a Director of Compliance responsible for ensuring conformance with all aspects of Hayward Municipal Code Chapters 10-1.3600 and 6-14, all statutory and regulatory requirements issued pursuant to MAUCRSA, and any regulatory clarifications issued by state or local authorities, including California’s Bureau of Cannabis Control. The Director of Compliance will be responsible for designing and implementing Standard Operating Procedures (SOPs) based on these regulations, as well as tracking changes to local and state regulation as they occur. Given the likelihood of rapid regulatory changes at the state level, in particular, Aunty Honeys understands that maintaining an adaptive and flexible compliance plan will be crucial to ensuring that its operations are fully compliant.

Aunty Honeys will not begin operations until it is in possession of valid local and state commercial cannabis permits, certificates, and licenses. Upon receiving a cannabis retail permit from Hayward, Aunty Honeys plans to apply for Type 10 Storefront Retail Licenses for both medical and adult use activity from the Bureau of Cannabis Control. After obtaining the relevant permits and licenses, Aunty Honeys will only do business with other state-licensed cannabis businesses. In particular, Aunty Honeys will only receive product shipments from state-licensed distributors who have completed testing and quality assurance required by state law.

SOPs will be promulgated for security, odor control, waste disposal, track and trace, inventory management, recordkeeping, quality assurance, and any other process required by state or local law or regulation. SOPs will also be implemented to ensure cannabis will be dispensed only to individuals with proper identification and documentation in compliance with Section 5402 of emergency BCC regulations. Aunty Honeys will implement procedures to ensure that all taxes –

including state sales tax, state cannabis excise tax, and any local tax determined by the City of Hayward – are collected and remitted. In compliance with state law, Aunty Honeys will retain all records associated with cannabis activity for a minimum of seven years. Records will be made available to Hayward authorities or the BCC upon request, and Aunty Honeys will make the premises available for inspection to ensure compliant operation.

Aunty Honeys operating procedures take further inspiration from the 2008 California Attorney General’s Guidelines that clarified the “collective and cooperative” model of business under SB 420. While these Guidelines are no longer the legal touchpoint for operations, many are reiterated in MAUCRSA regulations or are best practices in the industry.

With this inspiration, Aunty Honeys places emphasis on implementing and providing clear guidance to staff and customers with respect to: verifying medical recommendations, as applicable; purchasing cannabis only as provided by law; disallowing unlawful weapons and illicit drugs on the premises; adhering to a lawful supply chain with strict safeguards against distribution outside of California; and stringent age verification of all customers.

Aunty Honeys does not currently hold any local or state licenses for any cannabis activity, and will not commence operations until all appropriate licenses and permits are secured.

Startup Timeline

Q1 2018:

- Apply for City of Hayward Commercial Cannabis Business Permit
- Applicant interviews for the City of Hayward
- Identify correctly zoned and workable locations
- Identify appropriately licensed contractors, including for building renovations
- Network and develop licensed supply chain, including local distributors

Q2 2018:

- Finalize property details and apply for land use approval pursuant to the Hayward Zoning Ordinance; apply for Type 10 Storefront Retail Licenses for both medical and adult use licenses from California’s BCC; pay applicable fees, charges, taxes, and deposits
- Assess site security vulnerabilities and plan security installations with OnView Security
- Community outreach and education process
- Public hearing for the proposed location
- Review with building, fire, revenue, and police departments
- Renovation planning and building permits
- Network and develop licensed supply chain, including local distributors

Q3 2018:

- Anticipated receipt of land use and Conditional Use Permits
- Planned renovations and all components of physical build-out, including security and surveillance equipment, and all subsequent inspections required for building permits
- Finalize personnel decisions and secure contracts with necessary vendors
- Finalize all compliance requirements: Standard Operating Procedures, Employee Handbook, on-site manuals and filing system, installation and training on track and trace

- Provide initial training (detailed in Labor and Employment Practices)
- Test all policies and procedures, including track and trace system and security equipment, prior to acquisition of any cannabis product
- Continue to engage with local community
- Network and develop licensed supply chain, including local distributors

Q4 2018:

- Anticipated Grand Opening, pending all legal and compliance requirements and the acquisition of cannabis products from licensed distributors
- Maintain strict inventory and security protocols, including oversight on the correct implementation of all policies and procedures
- Submit City of Hayward renewal paperwork at least 60 days before expiration
- Continue to engage with local community
- Initial community benefits disbursement and provision of community services (detailed in Community Benefits Proposal)
- Initial tax payments to the City of Hayward and the State of California
- Evaluate and plan expansion to delivery services
- Network and develop licensed supply chain, including local distributors

FINANCIALS

Projected capital expenditures

As shown in the attached Proof of Capitalization, Aunty Honeys has additional reserves available to cover contingencies.

Phase 1 Costs & Consulting Fees	\$30,000.00
Application Fees (State & Local)	\$10,000.00
Accounting Fees	\$20,000.00
Pre-operational Payroll	\$50,000.00
Benefits	\$18,000.00
Staff Training	\$20,000.00
Property Lease Deposit and Fees	\$60,000.00
Site Remodel	\$200,000.00
Furniture, Fixtures & Equipment	\$100,000.00
Utilities	\$7,500.00
Security	\$75,000.00
Insurance	\$10,000.00
Website/Marketing	\$75,000.00
Administrative & Financing Fees	\$50,000.00
Cash Reserves (3-month operation)	\$200,000.00
	\$925,500.00

Operational costs and revenue

	Q1	Q2	Q3	Q4	Y1 TOTAL
Revenue					
Dry Flower	\$ -	\$ -	\$ -	\$ 779,333	\$ 779,333
Products	\$ -	\$ -	\$ -	\$ 334,000	\$ 334,000
Total Sales	\$ -	\$ -	\$ -	\$ 1,113,333	\$ 1,113,333
Dry Flower	\$ -	\$ -	\$ -	\$ 259,549	\$ 259,549
Concentrate/Manufactured Products	\$ -	\$ -	\$ -	\$ 167,000	\$ 167,000
<i>Card Processing Fees</i>	\$ -	\$ -	\$ -	\$ 26,631	\$ 26,630.93
Total Cost of Goods Sold	\$ -	\$ -	\$ -	\$ 453,180	\$ 453,180
Total Gross Margin	\$ -	\$ -	\$ -	\$ 660,154	\$ 660,154
<i>State and Local Sales Tax (30%)</i>	\$ -	\$ -	\$ -	\$ (198,046)	\$ (198,046)
Total Net Revenue	\$ -	\$ -	\$ -	\$ 462,107	\$ 462,107
Expenses					
Rent	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Manager and Staff Payroll	\$ 7,200	\$ 9,600	\$ 14,400	\$ 16,800	\$ 48,000
Benefits, payroll processing, tax	\$ 2,520	\$ 3,360	\$ 5,040	\$ 5,880	\$ 16,800
Security contractor	\$ -	\$ -	\$ -	\$ 20,000	\$ 80,000
Security monitoring & maintenance	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 6,000
Inventory control software	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 6,000
Marketing & Advertising	\$ -	\$ -	\$ 11,133	\$ 11,133	\$ 22,267
Office expenses	\$ -	\$ -	\$ 1,500	\$ 1,125	\$ 2,625
Equipment	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,500
Repairs and maintenance	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000
Janitorial	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Utilities & phone	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Business insurance (2% gross sales)	\$ -	\$ -	\$ -	\$ 22,267	\$ 22,267
Industry memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 6,000
Professional services	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 30,000
Community Benefit					\$ 50,000
Total Overhead Expenses	\$ 21,720	\$ 26,460	\$ 54,073	\$ 119,205	\$331,458
Operating Income (EBITDA)	\$(21,720)	\$(26,460)	\$(54,073)	\$ 342,902	\$130,649
<i>30% Provision Federal Taxes</i>					-\$ 39,195
Net Profit	\$(21,720)	\$(26,460)	\$(54,073)	\$ 342,902	\$91,454

Pricing: \$50 per eighth and 100 percent markup on concentrates/manufactured products.

PROOF OF CAPITALIZATION

Aunty Honeys has over \$80,000 in liquid assets and \$1.5 million available in financing, primarily from residential building equity. The attachments include a cover page detailing the enclosures and clearly describing where the funding will come from.

THREE-YEAR FINANCIAL PRO FORMA

The included financial pro forma is based on the following assumptions, designed to be realistic with respect to costs and conservative with respect to revenue:

- **Revenue:** Revenue projections are based on the assumption that Aunty Honeys will capture 26% of Hayward's projected cannabis market, as described above in Projected Customer Base. See three-year sales projections below; first year sales will start in Q4. Note that these estimates are very conservative and are based on the City of Hayward's cannabis market projections. Revenue could easily be double or more: Aunty Honeys is prepared to scale to meet demand.
- **Customer volume:** If three Hayward-based dispensaries are licensed, Aunty Honeys assumes 175 daily transactions.
- **Product costs:** Aunty Honeys assumes manufactured products will cost 50% of their retail sales price. Aunty Honeys assumes dry flower will cost approximately \$2,100/pound in Year 1, including packaging.
- **Compensation of employees:** Aunty Honeys shall compensate all employees at rates above the local living wage: hourly employees \$17.50-30; managers \$55-70,000; and directors \$70-100,000. Staff payroll expenses scale as the business grows.
- **Equipment costs:** Aunty Honeys anticipates approximately \$100,000 in equipment costs as well as \$200,000 in site remodel expenses. Aunty Honeys anticipates approximately \$12,000 annually in track and trace costs.
- **Utility costs:** Aunty Honeys anticipates annual utility costs to be approximately \$10,000.
- **Other costs:** Applicant shall utilize contract security guards and expects this cost to be \$80,000 annually, in addition to \$12,000 in annual security monitoring and maintenance. The Applicant has an annual marketing budget of 2% of gross sales.

Three-year sales projections	2018 (Q4)	2019	2020
	Year 1	Year 2	Year 3
TOTAL Dry Flower Sales (retail)	\$2,922,500	\$11,690,000	\$12,274,500
TOTAL Manufactured Sales (retail)	\$1,252,500	\$5,010,000	\$5,260,500
TOTAL CANNABIS SALES	\$4,175,000	\$16,700,000	\$17,535,000
TOTAL LOCAL SALE TAX (15%)	\$626,250	\$2,505,000	\$2,630,250
Delivery Dispensary Sales (20% of total)	\$835,000	\$3,340,000	\$3,507,000
Brick and Mortar Dispensary Sales	\$3,340,000	\$13,360,000	\$14,028,000
# Brick and Mortar Dispensaries	3	3	3
Annual Revenue Per Dispensary	\$1,113,333	\$4,453,333	\$4,676,000

Three-year operational costs and revenue

Projected Income Statement:

	Y1 (2018 Q4)	Y2 (2019)	Y3 (2020)
Revenue			
Dry Flower	\$ 779,333	\$ 3,117,333	\$ 3,273,200
Products	\$ 334,000	\$ 1,336,000	\$ 1,402,800
Total Sales	\$ 1,113,333	\$ 4,453,333	\$ 4,676,000
Dry Flower	\$ 259,549	\$ 1,038,196	\$ 1,090,105
Concentrate/Manufactured Products	\$ 167,000	\$ 668,000	\$ 701,400
<i>Card Processing Fees</i>	<i>\$ 26,631</i>	<i>\$ 106,524</i>	<i>\$ 111,850</i>
Total Cost of Goods Sold	\$ 453,180	\$ 1,812,719	\$ 1,903,355
Total Gross Margin	\$ 660,154	\$ 2,640,614	\$ 2,772,645
<i>State and Local Sales Tax (30%)</i>	<i>\$ (198,046)</i>	<i>\$ (792,184)</i>	<i>\$ (831,793)</i>
Total Net Revenue	\$ 462,107	\$ 1,848,430	\$ 1,940,851
Expenses			
Rent	\$ 15,000	\$ 60,000	\$ 60,000
Manager and Staff Payroll	\$ 48,000	\$ 540,000	\$ 540,000
Benefits, payroll processing & tax	\$ 16,800	\$ 189,000	\$ 189,000
Security contractor	\$ 80,000	\$ 80,000	\$ 80,000
Security monitoring & maintenance	\$ 6,000	\$ 12,000	\$ 12,000
Inventory control software	\$ 6,000	\$ 12,600	\$ 13,230
Marketing & Advertising	\$ 22,267	\$ 89,067	\$ 93,520
Office expenses	\$ 2,625	\$ 2,625	\$ 2,625
Equipment	\$ 4,500	\$ 4,500	\$ 4,500
Repairs and maintenance	\$ 12,000	\$ 12,000	\$ 12,000
Janitorial	\$ 5,000	\$ 20,000	\$ 20,000
Utilities & phone	\$ 5,000	\$ 5,250	\$ 5,513
Business insurance (2% gross sales)	\$ 22,267	\$ 89,067	\$ 93,520
Industry memberships	\$ 6,000	\$ 10,000	\$ 10,000
Professional services	\$ 30,000	\$ 30,000	\$ 30,000
Community Benefit	\$ 50,000	\$ 60,000	\$ 75,000
Total Overhead Expenses	\$ 331,458	\$ 1,216,108	\$ 1,240,908
Operating Income (EBITDA)	\$ 130,649	\$ 632,321	\$ 699,944
<i>30% Provision for Federal Taxes</i>	<i>\$ (39,195)</i>	<i>\$ 189,696</i>	<i>\$ 209,983</i>
Net Profit	\$ 91,454	\$ 822,018	\$ 909,927

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

PROOF OF CAPITALIZATION COVER PAGE

Bank statements, Pre-Approval letters, and Letters of Commitment are included for each investing member of the Applicant Team. Find below a breakdown of documents attached.

Esther Lopez

Applicant and sole Owner of Aunty Honeys & Chief Executive Officer

1. Bank Statement, Wells Fargo
 - a. Acct Ending 4598 total \$4316.91
 - b. Acct Ending 3132 total \$440.18
2. Bank Statement, Wells Fargo*
 - a. Acct Ending 2811 total \$6429.90
 - b. Acct Ending 6522 total \$565.46
3. Bank Statement, Wells Fargo
 - a. Acct Ending 2829 total \$2300.72
 - b. Acct Ending 6514 total \$508.94
4. Bank Statement, Wells Fargo, Acct Ending 50282 total \$14802.61
5. Pre-Approval Letter, Guild Mortgage Company, Mortgage Loan total \$544,000.00
6. Pre-Approval Letter**, Guild Mortgage Company, Mortgage Loan total \$376,000.00
7. Letter of Commitment

Melba Khan

Financial backer of Aunty Honeys with no operational role

8. Bank Statement, Citibank
 - a. Money Market Plus Account total \$7941.19
 - b. Credit Line total \$50,000.00
9. Pre-Approval Letter**, Guild Mortgage Company, Mortgage Loan total \$640,000.00
10. Letter of Commitment

* Ms. Lopez and Dawood Khan are both owners of this account. Upon request from the City of Hayward, Mr. Khan will attest to granting unrestrained consent for utilizing any and all funds represented, and will also provide a Live Scan.

** Dawood Khan co-owns these properties. However, Ms. Lopez and Ms. Khan are the investors in Aunty Honeys. Upon request from the City of Hayward, Mr. Khan will also provide a Live Scan.

ESTHER J. LOPEZ

1164 W Tennyson Hayward, Ca 94544 | 510-457-8393 | Taxtender@yahoo.com

01/09/20018

GREAM INC DBA AUNTY HONEYS

1164 W Tennyson Hayward, Ca 94544

Dear Aunty Honeys

This letter acknowledges that, upon Aunty Honey's procurement of local and state licensure, as issued by the City of Hayward and California's Bureau of Cannabis Control. I, Esther J. Lopez ("Investor") intend to provide an unrestricted cash loan to Aunty Honeys in the minimum amount of \$210,000.00 to be used for startup costs and operations of the dispensary facility, as needed.

It is acknowledged and understood that Aunty Honeys will repay this loan pursuant to the terms of a Loan Agreement between Investor and Aunty Honeys.

This agreement is made in good faith demonstrated by all parties. It is understood that all efforts possible will be made to turn Aunty Honeys into a sustainable venture enabling repayment of the loan with standard interest.

Attached is a copy of BANK STATEMENTS/LENDER APPROVAL LETTER demonstrating externally verified proof of such funds.

Sincerely,

Esther J. Lopez



MELBA KHAN

01/09/20018

GREAM INC DBA AUNTY HONEYS

Dear Aunty Honeys

This letter acknowledges that, upon Aunty Honey's procurement of local and state licensure, as issued by the City of Hayward and California's Bureau of Cannabis Control. I, Melba Khan ("Investor") intend to provide an unrestricted cash loan to Aunty Honeys in the minimum amount of \$390,000.00 to be used for startup costs and operations of the dispensary facility, as needed.

It is acknowledged and understood that Aunty Honeys will repay this loan pursuant to the terms of a Loan Agreement between Investor and Aunty Honeys.

This agreement is made in good faith demonstrated by all parties. It is understood that all efforts possible will be made to turn Aunty Honeys into a sustainable venture enabling repayment of the loan with standard interest.

Attached is a copy of BANK STATEMENTS/LENDER APPROVAL LETTER demonstrating externally verified proof of such funds.

Sincerely,

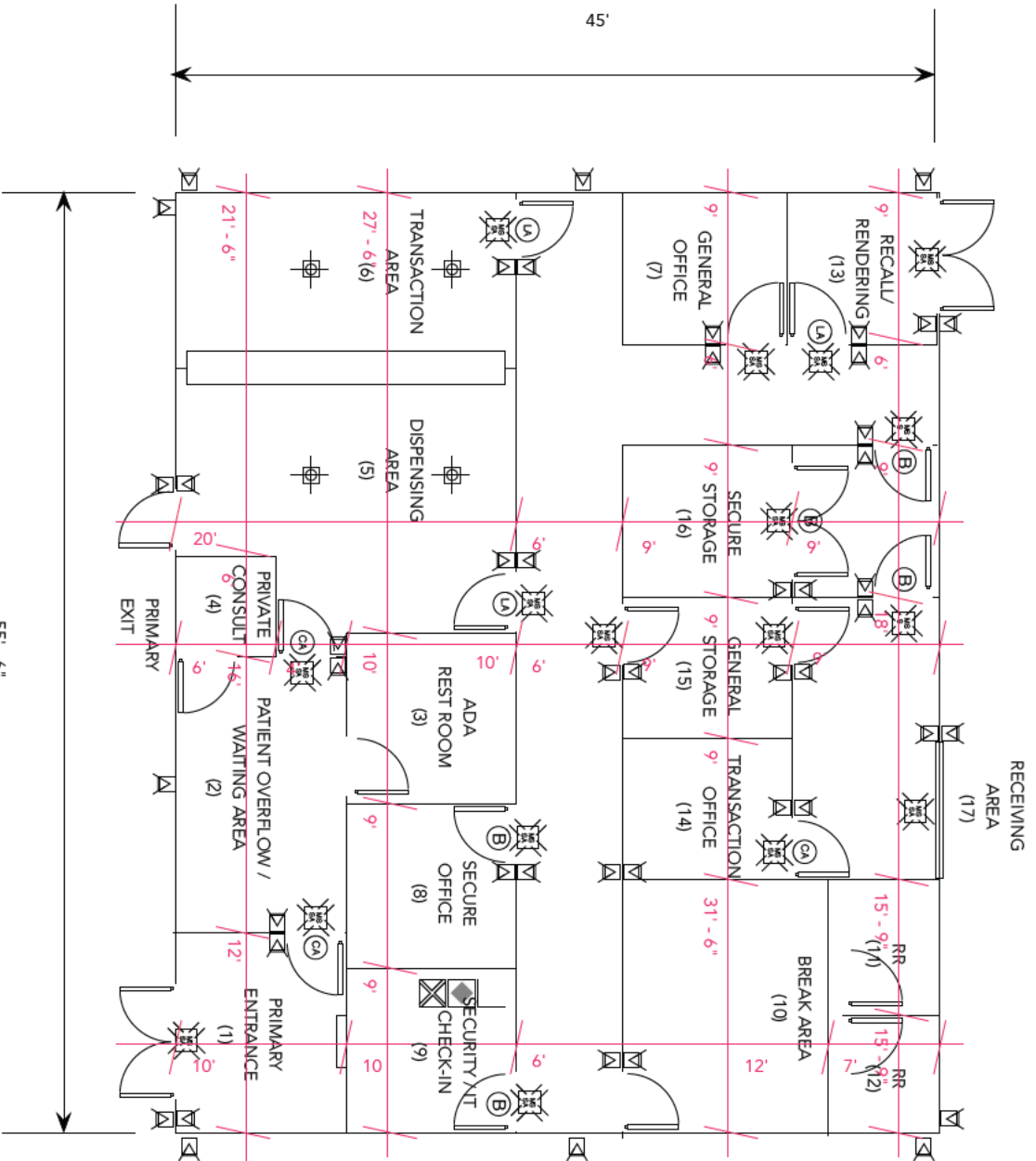
Melba Khan




The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

CONCEPTUAL SITE PLAN COVER PAGE

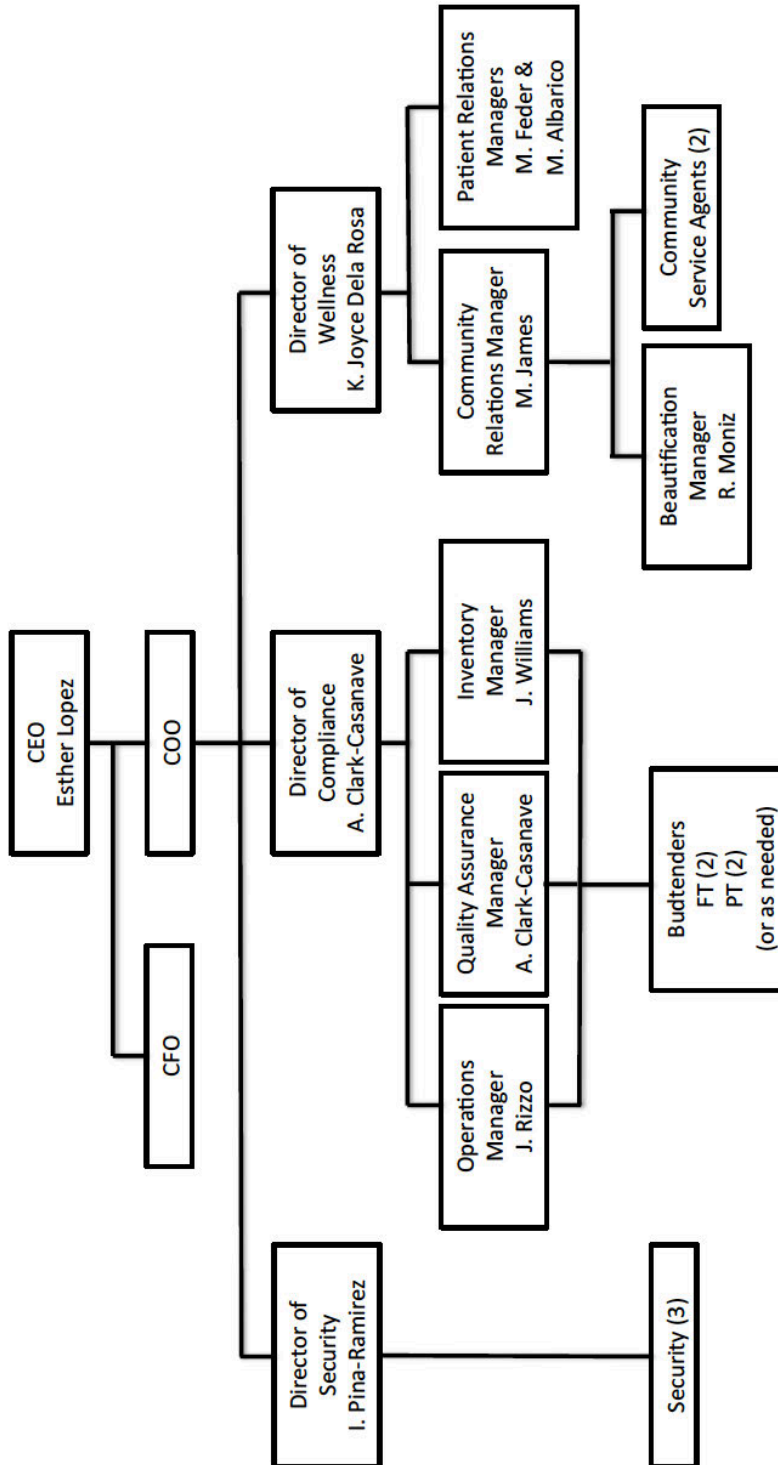
Enclosed is a conceptual site plan for Aunty Honeys. The current proposal is subject to change as these are developed in more detail and a final location for the dispensary facility is chosen by the Applicant and approved by the City of Hayward.



<input checked="" type="checkbox"/> BACKUP POWER	SECURITY ALARM SYSTEM	<input type="checkbox"/> SECURE SERVER / DATA STORAGE	CLIENT: ESTHER LOPEZ		
<input type="checkbox"/> BIOMETRIC ACCESS	<input type="checkbox"/> CONTROLLED ACCESS	<input type="checkbox"/> LIMITED ACCESS			
<input checked="" type="checkbox"/> MOTION SENSOR/ALARM	<input checked="" type="checkbox"/> DOME CAMERA	<input checked="" type="checkbox"/> SURVEILLANCE CAMERA			
			01.11.18	OAKLAND, CALIFORNIA	

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION MANAGEMENT EXPERIENCE

COMPANY STRUCTURE & ORGANIZATIONAL CHART



Aunty Honeys' leadership team brings together proven professionals with experience in cannabis business operations; community service and development; professional training and career advancement; holistic healing, patient care, and wellness; as well as Hayward-based leadership and business management. Aunty Honeys' leadership team has robust medical experience, which positions its team to cater to both medical and adult use cannabis markets; including providing both staff, patients, and customers with informed understanding of the impact and benefits of cannabis products. With this compassionate and competent team, Aunty Honeys will establish its brand as a leader in cannabis professionalism and community development.

Aunty Honeys is owned and operated by Esther Lopez, a local to Northern California, and is registered as a C corporation. Additional team members who will operate under her authority are listed in the application at the Director and Manager level. Upon licensure and prior to beginning active roles, these persons and all prospective employees will undergo LiveScan background checks. Furthermore, Aunty Honeys is committed to prioritizing the hiring, training and professional development of individuals who are residents of Hayward, California.

Aunty Honeys will provide programs to encourage people of all ages, races, and cultural and ethnic backgrounds to grow as role models. This ideology is reflected in the management and corporate structure, which showcases a leadership team composed entirely of highly successful and skilled women. With the team's deep ties to the Hayward community, Aunty Honeys will also draw on local connections as employees, contractors, and referral partners.

RELEVANT EXPERIENCE

CEO: Esther Lopez

The CEO for the applicant team is a successful businesswoman, single mother, and loyal friend and supporter to the Hayward Community for over 23 years. Ms. Lopez is the owner and operator of The Business Center, a financial services company located in the Tennyson Corridor, where she manages a team of seven who serve over 5000 loyal clients. Ms. Lopez has also been a California-licensed real estate agent in the Bay Area for 19 years, and has been a registered tax preparer since 2014. With community service at the core of her business model at The Business Center, Ms. Lopez and her business entity have helped rehabilitate and rejuvenate the community for seniors, veterans and those with mental disabilities for over 20 years. Ms. Lopez has also worked extensively with community youth volunteers. Ms. Lopez is a role model and success story, as she had been a ward of the court for a large portion of her childhood and has since then turned her life around, becoming a valued community leader and successful businesswoman. Ms. Lopez now oversees an impressive revenue stream in excess of a quarter million annually while providing free services for seniors and veterans, proving her ability to balance prosperous business management and ownership with a commitment to the community.

CEO Ms. Lopez also boasts 7 years of leadership and management experience in the legal cannabis industry, and is currently the cannabis buyer for a well-respected medical cannabis dispensary, Highway 29 Health Care, located in Vallejo, California. Her cannabis-related management experience includes overseeing and managing the high-volume purchasing, processing, and tracking and tracing of all cannabis inventory received by the company on a weekly basis; the coordination of purchasing; and ensuring all operations are conducted in compliance with California regulations and ordinances. Additionally, from her work at a

cannabis delivery service, The Greenerside in San Bruno, Ms. Lopez has extensive experience in marketing and human resources, with a focus on new member initiatives and community event planning. She was also in charge of implementing the track and trace system MJ Freeway for The Greenerside. Drawing upon her rich experience in cannabis business as well as business management and ownership in the city of Hayward, Ms. Lopez will oversee the quality of services provided by the dispensary, particularly in the areas of quality assurance and control, inventory management, and community services.

Director of Security: Isabel Pina-Ramirez

The Director of Security for the Applicant team has approximately 15-years of experience working with the Hayward Police Department, serving as a Community Service Officer. Before dedicating her time to local law enforcement, Mrs. Pina-Ramirez served in the Military Police for the United States Navy Reserves and was deployed on four separate occasions to: Japan, 2001-2002; Kuwait, 2003-2004; Bahrain, 2005-2006; and Kuwait, 2008-2009. In addition to her military and law enforcement background, the Director of Security holds a MBA and a B.S in Business Management. The Director of Security will use this unique blend of professional training to ensure that dispensary does not in any way pose a threat to the safety and security of the Hayward Community. The Director of Security will use her business planning expertise to design and implement a Public Safety Plan to preemptively address the concerns of local business owners and residents living in the area. This will require that all security personnel maintained by Aunty Honeys receive additional training in community engagement and duty.

Director of Wellness: Kathleen Joyce Dela Rosa, RN

Kathleen Joyce Dela Rosa is a Registered Nurse and has been practicing for the past 6 years. Certified by the American Heart Association, BCLS and the ACLS, Ms. Dela Rosa is a patient care specialist and will work vis-à-vis patients to help them determine the most appropriate means of medication. This will include discussing (with the patients, customers, and other staff) the known effects of the various cannabinoid and terpene profiles that are readily available on the market. As a RN, Ms. Dela Rosa has developed a sense of compassion for patients and brings with her a professional humility when discussing sensitive medical topics. She will work with the Patient Relations Manager and the Inventory Manager to ascertain—through quantitative and qualitative analysis, and focus group research—the most appropriate and effective cannabis products for the Hayward Community. By mobilizing her experience with existing data-collection practices and the professional medical industry, the Director of Wellness intends to identify and help treat the conditions that specifically affect the Hayward Community.

Operations Manager: Jill Rizzo

Jill Rizzo is a talented horticulturalist with more than 21 years of leadership and management experience in the cannabis industry. As the current Senior Manager for one of the Bay Area's most prominent cultivation facilities, AI Hydroponic Farms, Mrs. Rizzo has been training and developing staff members for the past 18 years. In this role, she has been responsible for implementing Standard Operating Procedures (SOPs); training and managing a large-sized staff; and managing greenhouse operations in order to maintain a year-long, perpetual harvest farm. In addition, Mrs. Rizzo was responsible for increasing net profit for the company by 85 percent; while at the same time implementing cultivation strategies that resulted in a 300 percent increase in harvest yields. As the Operations Manager for Aunty Honeys, Mrs. Rizzo will be responsible

for developing and implementing SOPs compliant with the MAUCRSA program. She will be responsible for training staff and will work directly with the Director of Compliance.

Inventory Manager: Josephina Williams

Josephina Williams is a track-and-trace inventory specialist. At The Greenerside, she worked hand-in-hand with CEO Esther Lopez to implement, train, and oversee the track and trace inventory system MJ Freeway. This co-experience will be invaluable as Ms. Williams works with Ms. Lopez to implement and oversee both MJ Freeway and Metrc, the programs that will be the track and trace inventory control systems for Auntie Honeys, providing the backbone for quality control as well as state and local compliance.

Ms. Williams is also an expert in community outreach and youth development. Since 2011 she has been dedicating her time to various efforts that include: No More Starving Students, a non-profit located in Los Angeles, California; the Castlemont education system; and Playworks, an Oakland-based non-profit that provides local schools with educational assistance programs. For the past 20 years, Playworks has been helping rejuvenate the classroom environment and culture by providing educational programs designed to enhance recess activities, transforming them into team-building and educational experiences that enrich local youth. Ms. Williams will work in conjunction with the Director of Wellness and the Community Relations Manager to ensure that Auntie Honeys provides effective outreach programs in Hayward. In particular, Ms. Williams will contribute to outreach programs designed to impact local youth.

Patient Relations Manager (1 of 2): Monica Feder

Monica Feder has 18 years of experience working in a professional medical environment, and is a customer care specialist who will work with the Director of Wellness to oversee the quality of customer care and education. Mrs. Feder is a degreed Medical Assistant with 7 years of medical office management experience. As an office manager, her responsibilities included: coordinating assessment meetings for clients and caregivers; maintaining patient scheduling calendars; coordinating office staff; and, the maintenance and sterilization of medical apparatuses. At Auntie Honeys, Mrs. Feder will be responsible for the coordination of private patient consultations and broader educational efforts. Additionally, Mrs. Feder will aid the Director of Wellness in the collection of data pertaining to the consumption, usage and administration of cannabis. This data will be used for qualitative and quantitative analysis to help determine the cannabis strains, product types, and cannabinoid profiles that are best suited to the unique conditions of the Hayward Community. Mrs. Feder has worked in Hayward for 13 years.

Beautification Manager: Roberta Moniz

Roberta Moniz brings unique management and leadership experience from state municipalities. As the traffic manager for the California Department of Transportation, Ms. Moniz has overseen state projects including traffic controls and closures for Santa Clara County, where she prioritized public safety. Ms. Moniz also researched initiatives to protect the public, wildlife, and environment, and beautify public roadways through tasteful landscaping. As the Beautification Manager, Ms. Moniz will use this experience as she oversees landscape and storefront design. Further, Ms. Moniz shall execute Auntie Honeys' vision as a hive of friendly, familiar faces, ready to serve its neighborhood and community, through welcoming, beautiful decor.

MANAGEMENT EXPERIENCE IN THE HAYWARD COMMUNITY

CEO Esther Lopez and Director of Security Isabel Pina-Ramirez, as described above, have extensive management experience in the Hayward community. Ms. Lopez owns and operates The Business Center on The Tennyson Corridor, and has for 22 years, while Mrs. Pina-Ramirez has spent over 15 years in senior roles with the City of Hayward. In putting together the team described above, many who grew up in Hayward or in the Bay Area, Ms. Lopez has demonstrated her intention to create a dispensary that is locally-focused. In addition to all the team members with existing senior experience, Ms. Lopez hopes to provide growth opportunities for talented Hayward locals, including those already identified and listed below:

Director of Compliance and Quality Assurance Manager: Angela Clark-Casanave

Angela Clark-Casanave holds over 30 years of experience in the customer service industry. At United Airlines, Ms. Clark-Casanave has worked closely with federal regulatory agencies, such as the FAA and TSA, to maintain aircraft and passenger safety and ensure compliance with all federal regulations, as well as United Airlines' stringent policies and procedures. Working closely with the CEO and the Inventory Manager, Ms. Clark-Casanave will bring this rich compliance and safety-focused experience to ensure the compliance of all dispensary operations and cannabis products at Auntie Honeys. Ms. Clark-Casanave is a longtime Hayward resident.

Community Relations Manager: Marcella James

Marcella James has 20 years of customer service experience in the healthcare and distribution industries. For the past 12 years Ms. James has been with Kaiser Permanente as the first point of contact for patients and their families, and worked closely with medical staff and law enforcement. Ms. James will be responsible for outreach and communication with the surrounding residential and business communities. She will work with the Patient Relations Managers and the leadership team to create and implement a robust Community Benefits Proposal that positively impacts the Hayward community. Ms. James is a Hayward native and has lived in the same Hayward home for 44 years.

Patient Relations Manager (1 of 2): Monica Albarico

Monica Albarico has over 14 years of customer service experience and experience providing office assistance to Bay Area and Hayward small businesses. Ms. Albarico is also a degreed Medical Assistant from Bryman College in Hayward. Ms. Albarico will work closely with the Director of Wellness as well as Patient Relations Manager, Mrs. Feder, to aid in the coordination of private patient consultations and educational efforts. Ms. Albarico is a Hayward native.

CANNABIS REFERENCES

CEO Esther Lopez acted as the purchaser for Highway 29, a permitted dispensary in Vallejo.

Highway 29 (Cannabis Dispensary)

3737 Sonoma Blvd. Vallejo, CA 94589 - Dispensary

707-645-8303

LisaHighway29@gmail.com

TEAM MEMBER RESUMES

Enclosed are resumes from all prospective team members, including managerial, non-managerial, and referral/advisor. The resume cover page identifies each person's proposed role.

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

RESUME COVER PAGE

Resumes are included for each known member of the Applicant Team, including management and non management team members, as well as resumes from other individuals working with the Applicant who have no operational role.

Management Team

1. Esther Lopez, Applicant and sole Owner of Aunty Honeys and Chief Executive Officer
2. Isabel Pina-Ramirez, Director of Security
3. Kathleen Joyce Dela Rosa, RN, Director of Wellness
4. Jill Rizzo, Operations Manager
5. Josephina Williams, Inventory Manager
6. Monica Feder, Patient Relations Manager
7. Roberta Moniz, Beautification Manager
8. Angela Clark-Casanave, Director of Compliance and Quality Assurance Manager
9. Marcella James, Community Relations Manager
10. Monica Albarico, Patient Relations Manager

Non-management Team Members

11. Selina Margain, part time employee (possibly Budtender)
12. Rebeca Andrade, part time employee (possibly Budtender)

Other Individuals of Interest

13. Melba Khan, financial backer of Aunty Honeys
14. Stephanie Vizcaino, Patient Care and Community Benefit Advisor
15. Angela De La Cruz, Patient Care and Community Benefit Advisor

Esther Lopez

The Business Center

Outgoing entrepreneur looking to beautify and restore the city of Hayward by creating more jobs in the community with my professional expertise by pioneering the Cannabis industry in Hayward.

Skills

- Licensed Realtor
- Licensed Tax Preparer
- Marketing Guru
- Community Youth Volunteer
- Entrepreneur

Experience

OCTOBER 1996 – PRESENT

CEO/ The Business Center/ Bay City Real Estate & Loan, Hayward CA

Operating a successful business for over 21 years in the Tennyson corridor of Hayward. Managing a medium staff. Rehabilitated the community of Seniors, Veterans and the Mentally Disabled of Hayward for over 20 years.

AUGUST 2012 – PRESENT

Cannabis Buyer / Highway 29 Health Care, Vallejo CA

Managed processing, ordering, tracking and receiving high volume of weekly purchases. Analyzing weekly demands and high profit margins. Coordinate purchasing activities with retail managers and inventory team members. Enforced California legal requirements for cannabis handling and processing.

FEBRUARY 2011 – FEBRUARY 2013

Marketing and HR / The Greenerside, San Bruno CA

Lead new member initiatives, prioritized weekly events and staff meeting on long term calendar. Tracked success of events and generated reports of profitability for each activity. Managed social accounts alongside weedmaps.com. Managed gorilla marketing tactics, industry and non-industry strategies. Verified patient recommendations.

JUNE 1997 – OCTOBER 2000

Artist Relations Marketing Manager/ Glass House Records, Los Angeles CA

Planned, administered and supervised all concert activities including facility, equipment rental and staging requirement as well as other logistical arrangements. Coordinate activities with music personnel, artist staff, guest artist and production staff. Served as a member of management negotiating team for collective bargaining agreement.

Accomplishments

A successful single businesswoman, mother, daughter and loyal friend to the community of Hayward for over 23 years. Strengthening revenue to other patrons in the community of Hayward with my growing clientele of over 5000 loyal customers.

ISABEL PINA- RAMIREZ

OBJECTIVE

Determines to provide a safe and secure surroundings by contributing my knowledgeable and professional skill set in security and protection with over 16 years of experience.

EXPERINCE

- | | |
|-----------|---|
| 2001-2015 | Community Service Officer, <i>Hayward Police Department</i>

Primary Duty was in processing/out processing of inmates; transportation to city court or county jail; search inmates/property; booking of inmates; warrant checks; court ordered OR booking process for walk-ins; Drug/Sex Offender Registration; cell/inmate checks for duration of shift; female drug offense full body searches; confiscation of narcotics if brought into the jail; responsibility of feeding inmates during shift; moving inmates from different cells if necessary for many reasons (Gang Affiliation, Case Sensitivity; Sexual Offender; Sexual Orientation, etc); report writing. |
| 1999-2013 | Military Police, <i>United States Navy Reserves</i>

4 Deployments
(Japan 2001-2002, Kuwait 2003-2004, Bahrain 2005-2006, Kuwait 2008-2009)
Various areas visited while inconus (In Country).
Each deployment was mission oriented as well as the training.
Honorably Discharged |

EDUCATION

- | | |
|------|--|
| 2016 | Bachelors of Science, Management, <i>University of Phoenix</i> |
| 2017 | Master Degree, Business, <i>University of Phoenix</i> |

Kathleen Joyce Dela Rosa

Experience Registered Nurse

Berman Skin Institute, San Francisco, CA

August 2013 – Present

- Trained, certified, and perform Laser Hair Removal, Tattoo Removal, Botox, Fillers, Cryotherapy, Hyfrecator, Excimer Laser and UVB light treatments for Vitiligo, Psoriasis, Blue Light treatments for Acne and Actinic Keratoses, and other laser treatments for aesthetic improvement using devices: Photofacial Broad Band Light, Candela Pulse Dye Laser, Reliant Fraxel Laser, Q-switched Yag Laser, and Candela Gentlemax/-yag/-lase.
- Facilitate new prescriptions, refills, and prior authorizations.
- Take part in community health events; i.e. I assisted in Skin Cancer Screenings at the Facebook Health Center in 2014.

Medical Assistant

Berman Skin Institute, San Francisco, CA

June 2001 – August 2013

- Set-up surgical procedures, assist providers during surgery, and recover patients post-op.
- Prepare for accreditation and take part in quality improvement processes
- Help physicians and nurses examine and treat patients.

Medical Assistant

Southeast Bay Pediatrics Medical Group, Fremont, CA

March 1999 – May 2001

- Prepared and administered medications as directed by a physician and performed routine immunizations.
- Tested for routine labs such as strep throat and anemia
- Interviewed patients to obtain medical information, measured vital signs, weight, and height.

Education Baccalaureate in Nursing

San Francisco State University, San Francisco, CA May 2012

License Registered Nurse, License number: 849871

Certifications American Heart Association BCLS and ACLS, Head Start Audiometry, Allergan Botox, Juvederm, Candela, Reliant Lasers Zeltiq Coolsculpting

JILL RIZZO



OBJECTIVE

Talented Horticulturalist with more than 21 years of experience in Cannabis Growing, Cannabis Business and Cannabis Culture which I plan to implement as Director of Ordering and Training.



EXPERIENCE

Senior Manager | AI Hydroponic Farms

OCTOBER 2000 – PRESENT

Managed greenhouse operations and field crops. Duties included planning plantings, ordering seeds and plants and maintenance of plants and equipment services.

Organized records in Microsoft office to maintain up to date information regarding, reports and supplies to fulfill customer order requirements.

Collaborated in recruiting and training new staff. Completed weekly schedules according to payroll policies. Oversaw and trained a large staff to deliver outstanding customer service.

Increased total profits by 85% by informing clients with expert product and service information. Cross-trained in other departments to increase sales and product knowledge.

Implemented standard operating procedures. Such as advanced soil, nutrients and growing knowledge. Participated in multiple trimming sessions. Obtained general hydroponic knowledge with the desire to learn all aspects of this field.

Supervised the set-up of multiple grow rooms and ordered inventory along with organizing inventory when shipments are received.

Scheduled harvests based on weather conditions and market demands.

Utilized greenhouses year-round to have multiple harvests. Growing from seeds and clones to established strains. Knowledgeable of the strains needed for oils and the benefits it provides.



SKILLS

- Garden Management
- Flowering Specialist
- Cloning/ Breeding
- Biological Pest Management
- Soil and Hydroponic Mediums
- Composting and Super Soil



ACCOMPLISHMENTS

Oversaw and implemented cultivation strategies which resulted in a 300% increase in harvest over the company's previous cultivation strategies.

Josephina Williams



Establishing professional relationships and providing excellent customer service in the cannabis industry as a Cannabis Buyer.

Education

March 2015 | Bachelors of Science in Kinesiology

- Emphasis: Nonprofit Business Management with Community Leadership; Minor: Gender, Woman and Sexuality Studies

Experience

August 2016 – June 2017 | Program Coordinator
Playworks | Oakland, CA

Transform the culture of the school community through creating opportunities for safe, healthy, and inclusive play. Exercise initiative and good judgment to inspire, train, and support a group of youth leaders. In addition, developed skills and knowledge about physical activity programming and instruction for youth in educational and community-based contexts.

August 2015 – June 2016 | Instructional Aide
Castlemont Community Transition Leader | Oakland, CA

Reviews and reinforces classroom lessons and learning experiences with students, assists in formulating and conducting classroom activities. Provides information to assist the teacher in evaluation of the learning process, behavior management programs, individual student needs and progress and recommends appropriate action

September 2011 – June 2015 | Volunteer
No More Starving Students | Los Angeles, CA

Oversee daily operations and maintenance of program, developed No More Starving students. By laws and Constitution, create and structure programs, plan and participate in events.

February 2011 – February 2013 | Delivery Coordinator
The Greenerside | San Bruno, CA

Assisted in patient verification, coordinated schedules with drivers and staff. Generated events in southern California.

OBJECTIVE:

Establishing professional customer service and providing the best medical experience for patients as Director of Patient Relations with over 18 years of experience.

EDUCATION:

Heald College • June 2011

- ASA Degree Medical Assistant

EXPERIENCE:

Dr. McNemar Cosmetic and Blum Facial Surgery

Lead Medical Assistant/ Office Coordinator • December 2015 – Present

- Coordinated office staff, HMO and PPO referrals along with time card collection and payroll responsibilities
- Prepare surgical trays with in office procedures by drawing up medication, suture removals and drain removals; Initiate proposal for cosmetic procedure and close proposal deals; Advise patients with post op instructions

Dr. Dat Tien Nguyen, M.D.

Supervisor/ Medical Assistant • September 2013 – December 2015

- Track Bariatric patients through pre-op requirements, schedule office visits for in/outpatient procedures, rooming (taking vitals, updating medications), sterile and non-sterile tray setup, assist with in-office procedures, data entry and patient education
- Obtain authorizations forms from insurance companies, sterilization, responsible for office inventory and supervising front office staff

Modesto Radiology Imaging

Receptionist • March 2013 - August 2013

- Checked in patients and scheduled appointments.
- Processed patients payments during check-in. Handled multiple priorities while maintaining a professional and service-oriented style.

Visiting Angels

Coordinator • October 2012 - April 2013

- Schedule caregivers for client jobs. Coordinate assessment meetings for potential clients and care giver introduction meetings.
- Specialized in emergency situations. Replace sick caregivers. Provide on-call weekend support and assist with after hour issues that require quick resolution.

SKILLS:

- Over 18 years of medical office experience
- Experienced in medical office processes
- Post op procedures
- Excellent customer service and office administrative skills
- Maintained autoclave instrument skills

MONICA FEDDER

1749 San Gabriel, Modesto, CA 95205 • (202) 744-1111 • mofeder@visitingangels.com

Roberta Moniz

Objective

- Seeking to give my professional services for landscape and store front architect, hoping to beautify, develop and maintain a beautiful surrounding for customers and employees.

Accomplishments

CERTIFICATION:

- United States Emergency Response Personnel for Debriefing and Defusing, Critical Situations.
- Dispatcher Certification
- Drug and Alcohol Counselor
- Class A California Driver License

LEADERSHIP

- 1st Female Responder to the 1998 Lima Puritan Earthquake
- Professional Dispatcher during Oakland Fire Storm
- S.A.I.N: Substance Abuse Information Network

Experience

TRAFFIC MANAGER | CALIFORNIA DEPARTMENT OF TRANSPORTATION | JULY 2005- DEC 2008

- Over seen all road closures in Santa Clara County, including state right away, conventional highways, interstates and state freeways.
- Approve all closures, assuring safety was the number one priority for the public.
- Assured all provisions were met by contracts, which included all state projects, Cal trans road and landscape.
- Researched the required impact to protect the public, wildlife and greenery.

EQUIPMENT OPERATOR | CALTRANS HIGHWAY | FEB 1997- JULY 2005

- Operated large equipment including manual big Riggs 10 to 16 gears.
- Supervised all community workers assigned by the courts
- Conducted backhoes, gadwalls, power tools, paved asphalt and concrete roads.
- Participated in traffic controls, closures, dispose of large and small debris along with 24 hr. emergency response.

MAINTAINANCE | CALTRANS HIGHWAY | JAN 1998- FEB 2001

- Operated Manual Big Riggs 10- 16 gears
- Assisted in Large and small construction sites
- 24-hour emergency response team

ANGELA CLARK- CASANAVE

ACCOMPLISHMENTS A professional individual with over 30 years in the Customer Service Industry. Trained in first response actions and effective communication skills needed to relay emergency information in a timely concise manor using air to ground communication system. Diplomatic and tactful with professionals and non-professionals at all levels.

SKILLS & ABILITIES

- Knowledge of Federal Aviation Administration Regulations
- Airline Emergency Procedures and Equipment Use Current thru 8-2017
- Certified in CPR and AED Use Current thru 8-2017

**PROFESSIONAL
EXPERIENCE**

INTERNATIONAL FLIGHT ATTENDANT, UNITED AIRLINES

June 1986 - August 2016

- Responsible for heavy customer service for domestic and international markets. As Lead Flight Attendant, coordinate and manage flight and crew on a flight.
- Prepare international customs and documentation disbursement as well as aircraft documentation and verification of all crew members' Passport and Visa.
- Greet and assist guests with carry-on baggage stowage. Deliver onboard announcements and ensure the safety of all guests providing a welcoming environment during their flight.
- Calmly resolve passenger situations during flight, including disorderly passengers, and medical emergencies. Respond and provide leadership during an emergency, including aircraft evacuation.
- Maintain aircraft security before and after flight ensuring compliance with all Federal Aviation Administration Regulations and United Airlines' policies and procedures.

CUSTOMER SERVICE, BANK OF AMERICA

January 1987 - June 1999

- Responsible for the handling, processing and servicing of clients' branch transactions in a prompt, efficient, and accurate manner, adhering to all bank security, audit, and compliance requirements.
 - Greeted clients and assisted them with financial transactions including product services; CD's, checking accounts, home loans, and Investments. Identified referral opportunities and cross sell bank services effectively, dealing tactfully and efficiently with demanding customers.
 - Controlled and monitored the levels of cash in the teller drawer and followed all check cashing and cash handling procedures.
 - Maintained and balanced currency, coin, and checks in cash drawers at ends of shifts, and calculated daily transactions using computers, calculators, or adding machines. Processed and Audited ATM - cash and checks transactions.
-



Objective: To obtain and hold a position within a company that will allow me to utilize my skills in patient/client services and communications. To work for an employer that will encourage learning as well as growth.

Skills: Over 20 years of strong Customer Service experience (all areas). Excellent client relations (in person, phones & electronic communications). General Office skills; data entry, invoicing (AP/AR), creating spread sheets, letters, and other documents. Efficient multitasking. Sensitive and conscious of confidential matters.

Employment History:

Aug. 2005 to Present Kaiser Permanente Registration Representative/Emergency Department

Greet and register patients arriving with minor to severe health concerns and issues. Cash Handling; collection of patient share of cost/copay fees. Research and reconcile insurance coverages as needed. Heavy interaction with medical staff, patients and their families, law enforcement. General office duties.

Sept. 1997 to Dec. 2000 Seko Worlwide Customer Service/Operations

Dec. 2004 to Apr. 2005 Re-Hired

Heavy Customer Service assisting clients with scheduling and routing freight shipments (Air/Ground), Domestic and International freight. AP/AR. Created and maintained spread sheets and other documents: Bills of Lading, Insurance, Hazmat and safety documents when appropriate. Heavy contact with vendors.

Education:

1991	Brenkwitz High School	Hayward, CA	Diploma
2016	Chabot College	Hayward, CA	Continuing Education

MONICA MARIE ALBARICO

Summary

With over 14 years of customer service experience, I am very dependable, I work well under pressure, I can multi-task and could work independently or in a team environment.

Education

Accounting Certificate | Spectrum School

Medical Assistant | Bryman School

Experience

Belilove Company-Engineering

Office Coordinator | March 2012- Present

- Performed general clerical day to day functions
- Assist Engineers, by quoting customers and follow order processor
- Purchasing from vendors and follow up with orders
- Assembling and QC for manufactured products
- Answered inbound phone calls (approx. 50- 75 calls per day)

Skelton Heating & Air Conditioning

Customer Service | May 2010- February 2012

- Provided customer service to vendors
- Answered inbound phone calls (approx. 100- 150 calls per day)
- Performed accounts receivable functions, data entry, post billing for cash & credit cards and schedule appointments.

Adesa Golden Gate Auto Auction

Data Entry Clerk | June 2001- March 2010

- Responsible for checking in vehicles into master inventory system for entire auction on national levels
- Collected monies from dealers that were purchasing vehicles within the auction
- Heavy data entry, filing, faxing, email, scheduling appointments, billing, cash transactions, invoicing, dispatching and order supplies

SELINA MARGAIN

SKILLS

10 -key by touch, Type 55 wpm with superior accuracy, knowledge of Microsoft Word, Outlook, Excel, Power Point, Adobe Illustrator, Photoshop CS6. I can operate a fax machine, copy machine, and a scanner.

EXPERIENCE

Inside Sales/ Receptionist | Classic Party Rentals
October 2016- July 2017

Developed interpersonal relationships with clients acting as a liaison between Outside Sales Consultants and clients. Prepared accurate quotes for clients by entering orders in the CRM software.

Assistant Manager | Johnny Apple Seed Cafe
August 2013 – September 2016

Oversaw eight employees, assisted with schedules, creating menus daily, as well as catering day and night events. Maintained a clean environment, sustained inventory with Sysco and Costco, and performed order processing and daily deposits.

Data Entry Clerk | Service West Inc
November 2009 – October 2011

Scheduled appointments for carrier's delivering merchandise to our facility. Successfully input daily inventory into File-maker Pro. Filed invoices by alphabetical order and mailed invoices to customers

EDUCATION

Animation and Visual Effects | May 2010 | Expression College

Diploma | June 1999 | San Lorenzo High School

OBJECTIVE

To perform my business administrative skills to add growth to an employer or company.



By Request

By Request

LEADERSHIP

Detail oriented team player with strong interpersonal and organizational skills with a respect and focus on quality. Well organized, provide a professional and consistent attitude. Preserve approachable customer service skills and communication skills to satisfy customer requirements.

Rebeca Andrade



OBJECTIVE

To secure a professional medical assisting position in a reputable medical facility where I can contribute my 18 years of experience and continue to develop & enhance my knowledge in the medical field.

SKILLS

- Knowledge of the verification process and requirements for medical insurance benefits & eligibility (PPO, HMO, Medi-Cal, Medicare)
- Knowledge of HMO & PPO requirements for Authorizations, billing claims submission & edits
- Knowledge of scheduling, registration, and admission process for patients
- Able to prepare and administer injections
- Extensive knowledge of electronic medical records system, EPIC, iKnowMed, All scripts, Citrix, GE Centricity practice management systems
- Exceptional interpersonal and communication skills, and medical terminology
- Familiar with HIPPA laws and requirements
- Typing speed 55 wpm
- Efficient in ICD-9, ICD-10 and CPT coding, Microsoft Word
- Detail oriented, organized, punctual and attentive to the needs of patients and colleagues
- Fast learner, dependable, ability to work in a busy environment while under minimal or no supervision, and also as a team player

EXPERIENCE

Gopala Kolluru M.D., Fremont, CA
Medical Assistant July 2017-Current

- Answering multi phone lines
 - Preparing patients for examinations by rooming patients, taking and recording initial patient history into EMR, taking and recording accurate vital signs into EMR
 - Obtaining insurance authorizations
 - Stocking and cleaning exam rooms
 - Collection of co-payments, self-payments, and balances due
 - Medical billing
-

- patient history into EMR, taking and recording accurate vital signs into EMR
- Preparing & administering vaccines and documenting in EMR
- Answering multiple phone lines
- Assisting physicians with minor procedures
- Preparing specimens for laboratory pickup
- Accurately documenting test results, messages and other various information in the patients EMR
- Ensuring smooth patient flow during the day
- Making confirmation and follow up phone calls
- Stocking and cleaning waiting and exam rooms
- Managing physicians calendars and events
- Ordered all office & medical supplies and maintained inventory
- Patient check in and check out
- Collecting co-payments, balances due, self-payments and posted payments to patients accounts
- Medical billing, claims & edits
- HMO & PPO insurance authorizations & eligibility
- Patient check in and check out
- Responsible for facilitating patient admits to various hospitals
- Scheduled various inpatient and outpatient appointments and surgeries
- Scanned patient documents into the EMR
- Front desk supervisor, responsible for training all new employees
- Communicated with patients, family members, staff members and other doctor offices regarding patient care, benefits and authorizations
- Prescription refills

San Francisco Perinatal Associates, San Francisco, CA

Patient Service Representative/Insurance & Authorization Coordinator, April 2006 to March 2010

- Patient check in and check out
- Preparing and administering vaccines
- Collecting co-payments, balances due & self-payments and posting charges in patient accounts
- Data entry & updating patient information in the EMR
- Preparing specimens for laboratory pick up
- Accurately documenting in the patients electronic medical record
- Ensuring smooth patient flow during the day
- Answering multiple phone lines and making follow up phone calls
- Responsible for all HMO authorizations, PPO benefit & eligibility verification, billing claims & edits
- Communicating with patients, family members & staff members regarding patients benefits and authorizations
- Preparing all patient charts and paperwork requirements prior to patient visits
- Training new employees on all office processes including authorizations, benefits, eligibility and scheduling.

The Business Center
1164 West Tennyson Road
Hayward, CA 94544
(510) 781-0151 Fax: (510) 781-0749

Melba Khan

A caring entrepreneur looking for new opportunities to provide better service to my loyal clientele

Experience:

Technician | **Summit Hospital** | San Francisco, CA
January 1984 to January 1987

Technician | **Seaton Medical Hospital** | Daily City, CA
April 1989 to May 2012

23 years of experience with EGG, Cardiograms, EKG, Holter monitors, V.E.R, B.A.E.R and S.S.E.R. Loyal to the medical field with a high reputation with patients, management and associates.

Owner | **Bay City Financial Service** | Hayward, CA
January 1999 to Present

Owner of a successful business and an accomplished figure in the Latino community with over 18 years of experience. By providing a safe and accurate place for services including Notary Public, tax preparer, immigration service and translations.

Stephanie Vizcaino
**HIGHLIGHTS OF QUALIFICATIONS**

- Certified as Registered Addiction Specialist, Clinical Supervisor and Forensic Counselor.
- Seven years experience working in the Drug and Alcohol field.
- Three years experience working in the Harm Reduction field.
- Ability to maintain excellent relationship management with residents and staff members.
- Highly professional with integrity and respect for diversity.
- Exemplary problem solving working to find the best solutions in any given situation.+
- Excellent verbal and written communication skills.
- Detailed oriented, ability to maintain record keeping and reporting.

EXPERIENCE

- Work collaboratively with Director of Operations and Executive Director.
- Provide guidance and direction to staff in support of client's treatment plans.
- Monitor day to day program activities to ensure operations meet agency requirements.
- Measure and evaluate program performance; collect data and provide routine request reports.
- Ensure that in-take; initial assessments and treatment plan are completed within program guidelines.
- Review and evaluate client's progress in relation to measurable goals described in treatment plan.
- Coordinate Counseling efforts with Mental Health professionals i.e., doctors, nurses and social workers.
- Monitored and record clients progress to ensure that goals and objectives are met.
- Maintain resource directory for referrals to various service providers.
- Assure all logs i.e.; classroom, med and communications logs are properly maintained.

WORK HISTORY

01/06 – Present	Program Manager/Case Manager	Women on the Way Recovery Home, Hayward, CA
01/07 – 06/10	Lead Counselor	Lifeline Treatment Center, Oakland, CA
06/90 – 01/01	City Carrier	U.S. Postal Services, Fremont, CA

EDUCATION

Current	Substance Abuse/Social Services	Samuel Merritt Community College, Oakland, CA
2010 – Current	C.E.U. for Substance Abuse	Breining Institute Online Courses
1985	Diploma General Education	Tennyson High School, Hayward, CA

References available upon request

10/20/2017 13:40

(FAX)

P.002/002



Angela De La Cruz

Case Manager

ABOUT ME

I have 8 ½ years of past AOD counseling experience and currently certified with the CAADE. I have worked both social and medical model facilities. I am a motivated individual who enjoys helping others and takes great pride in the work that I do. I understand the value of working with others and also believe working in a team approach.

EMPLOYMENT

BAYMARK / August 2016 – September 2

AOD Counseling, Case management for methadone maintenance 21 day detox, operated meth a soft computer system, met monthly client counseling requirements, proper documentation of client progress, performed client intakes/discharges, assisted clients and made necessary referrals, and created Tx. plans

MWRP/ March 2016 to August 2016

AOD Counseling, Group facilitator, Intake coordinator proper documentation of client progress. Performed client intake and discharges. Assisted patients and made necessary referrals.

BAART / January 2010 to February 2013

AOD Counseling, Case management for methadone maintenance 21 day detox, operated meth a soft computer system, met monthly client counseling requirements, proper documentation of client progress, performed client intakes/discharges, assisted clients and made necessary referrals, and created Tx. plans

LIFE LINE TX SERVICES/ July 2007 to August 2009

AOD Counseling, Case management for methadone maintenance 21 day detox, operated meth a soft computer system, met monthly client counseling requirements, proper documentation of client progress, performed client intakes/discharges, assisted clients and made necessary referrals, and created Tx. plans

EDUCATION

FOOTHILL HIGH 1994
CHABOT COLLEGE 2007
CAARR 2008
BRIENING INSTITUTE
2010
CAADE #

D0910241359

SKILLS

Alcohol and Dug

Operate Towers Computer System

Operate Meth Soft Computer System

Group Facilitation

Case Management

Medi-Cal Billing

Accurately Type 35 wpm

CONTACT

916 692 6116

A.delacruz0218@gmail.com

310 Caswell Ave Oakland CA, 94603

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION SAFETY AND SECURITY PLAN

OVERVIEW

Aunty Honeys' Safety and Security Plan is designed to keep all employees, clientele, the community, and cannabis materials safe and secure. To that end, it complies with all aspects of California state cannabis law and regulation; OSHA standards; Hayward Municipal Code Chapters 10-1.3600 and 6-14; and best practices in dispensary security management.

Aunty Honeys' Director of Security, Isabel Pina-Ramirez, will coordinate with the Hayward Police Department on safety and security. She will also be responsible for updating the Safety and Security Plan with site-specific details once a final location is determined, as well as in the event of changes in state or local regulation, new information on best practices, or feedback from the Hayward Police Department or other law enforcement agencies.

In addition, in accordance with Hayward Municipal Code Chapter 6-14.13, Aunty Honeys shall have an on-site manager during all times that employees are conducting operations. All on-site managers shall work closely with the Director of Security to ensure that all elements of the Safety and Security Plan are consistently and correctly implemented.

GENERAL SAFETY POLICY AND PROTOCOLS

Aunty Honeys is laying the groundwork to provide a safe environment for employees, clientele, vendors, and the surrounding community. By designating senior staff members with clear responsibilities for emergency situations and for preventing and eliminating hazards, Aunty Honeys strives for an incident-free workplace. The Director of Security has primary authority over safety and security issues, but will be supported by all supervisors and employees, all of whom will have clear responsibilities detailed in the employee handbook and covered during initial and annual employee training.

In particular, Aunty Honeys will:

- Develop fliers to distribute to the City Manager, Hayward Police Department, and all residents, businesses, and property owners within 100 ft of the dispensary. These fliers will include contact information (phone, secondary phone, and email) for the Community Relations Manager.
- Designate a contact person, either an employee such as the Director of Security or a security vendor, who will be available 24/7 for City inquiries, emergency access, or security concerns. This information will be provided to the City Manager and Hayward Police Department.
- Designate on-site managers, at least one of whom shall be present during all operating hours, and provide their contact information to the City Manager
- Contract with experienced security firms to install, monitor, and maintain security equipment and provide security guards as appropriate. Initially, Aunty Honeys will

contract with OnView Security Services, a Fremont-based security firm Aunty Honeys has already reviewed with Hayward Police Department and that has signed a letter of intent to provide these services. Prior to changing companies, Aunty Honey will notify the City of Hayward and Hayward Police Department.

- Maintain on-site the current contact information for the security alarm company. This will be kept current and available for inspection at all times.

Fire Prevention, Detection & Response

As a retail dispensary, Aunty Honeys does not have comparable fire hazards to the lighting in a cultivation facility or the chemicals in a processing facility. As a result, Aunty Honeys will follow fire safety management protocols typical of a retail environment: designating and training persons who will be on-site and in charge of fire safety management (primarily the Director of Security and on-site managers); performing and documenting an annual fire risk assessment; generating and updating a Fire Safety and Emergency Response Plan; maintaining a fire safety checklist and logbook; performing annual maintenance of fire extinguishers; incorporating fire safety procedures into initial and annual training (including not blocking or holding open fire doors); and additional measures as deemed necessary or recommended by inspectors.

In terms of fire detection, Aunty Honeys will contract with OnView Security Services to install a security alarm system capable of detecting smoke, fire and carbon monoxide. In compliance with National Fire Protection Association recommendations, smoke detectors will be positioned in the center of the ceiling of each room or as necessary in larger rooms. Aunty Honeys will test all fire alarm and notification systems every 30-day period at minimum.

The Director of Security will also be responsible for training all employees on all aspects of the Fire Safety and Evacuation Plan. Fire inspectors may devise or advise on all such training, which will be tailored to the chosen location. During training, staff will be appointed as lead fire safety captains and equipped with conspicuous caps to wear in the event of a fire emergency. Training will include, at minimum: the location of all points of emergency egress, and/or escape routes; procedures to assist individuals that are unable to use the general means of egress and/or escape route(s); proper accounting of personnel following evacuation; and the identification of individuals in need of immediate rescue or medical attention.

The Director of Security will ensure the safety of the facility and personnel by establishing the proper protocol for Emergency Evacuation Drills. All aspects of the Emergency Evacuation Drill will be compliant with California Fire Code Sections 405.1-405.9. All Fire Safety and Evacuation Plans will be made available to the neighboring buildings, businesses and establishments.

Employee-Specific Safety Policies and Training

Each employee will undergo safety and security training prior to beginning work. The Director of Compliance will conduct an initial training for all employees based on best practices, regulation, and input from relevant State and local agencies. Trainings will include the following:

- Review of the employee handbook;
- Training for security procedures and SOPs, including building orientation; procedures for access to limited-access areas; and best practices for preventing security incidents; and
- Training for non-medical emergencies, including bomb threats, fires, explosions, chemical release, natural disasters, and raids. Supplemental training will be provided as necessary, including refresher training once per year.

Supervisors and security staff will be trained in CPR, proper use of automatic electronic defibrillators (AEDs), and Red Cross certified adult and pediatric first aid. All personnel will be trained in procedures to use on-site AEDs and to alert authorities in the event of a medical emergency in the facility.

Procedures will be revised and updated as necessary with supplemental trainings. Employees and supervisors will receive refresher training at least once per year, or when regulations or best practices change.

GENERAL SECURITY POLICIES AND PROTOCOLS

The Director of Security will oversee the implementation of all security policies and procedures, and will work with the CEO on security vendor decisions. At this point, Aunty Honeys has contracted OnView Security Services, a qualified security vendor located in Fremont, to provide security services. OnView has provided an estimated cost of services and is willing to provide security services contingent upon Aunty Honeys receipt of a license from the City of Hayward. OnView personnel have twenty-five years of technical experience in private security operations, alarm response protocol, and fire safety. Aunty Honeys will coordinate with OnView to provide security equipment and personnel, as detailed below.

As a condition of employment, employees will undergo a LiveScan background check. Only criminal records that are prohibited under State or local law or regulations will be considered disqualifying. Records will be provided to appropriate State and local agencies if required; in accordance with Hayward Municipal Code Chapter 6-14.12, the LiveScan background check for all on-site managers shall be provided to the City.

Transactional Security

Chain of custody is the time of highest security risk for a cannabis dispensary, and Aunty Honeys will therefore take extra precautions during this time. Aunty Honeys will receive shipments of cannabis product only from state-licensed distributors at an entrance not open to or visible to the public. Shipments will be scheduled in advance, and unscheduled or unexpected shipments will not be accepted. All shipments will be checked against a shipping manifest containing information on the identity of the distributor, expected time of delivery, and expected inventory.

When product is in the process of being transferred, the following security protocols will be implemented:

- All transactions will be conducted under video surveillance and with at least two dispensary employees – including one manager – and one security personnel present.

- The distributor will only be accepted on premises if it is in the vicinity of the scheduled delivery time. If not, an employee of the dispensary will record the distributor's information and require the distributor to leave.
- If the distributor is authorized, security will notify a supervisor that the distributor is on-site and record the time, date, distributor identity, and vehicle information.
- Security will verify driver identification prior to entry.
- An employee of the dispensary responsible for chain of custody transactions will verify the transportation and delivery manifest and accept the shipment.
- Upon receipt, all cannabis goods will be transported directly to the secure area. Cannabis products will be kept under video surveillance at all times.
- Access to the secure product area will be limited to supervisors, who will always require a second employee accompany them into the room.

Distributor partners will be expected to follow all security SOPs promulgated by Aunty Honeys. Aunty Honeys will adopt any additional security protocols required by the distributor.

Customer Security

Aunty Honeys customer security protocols are designed to prevent and deter theft inside the facility, as well as ensure customer safety inside and within the vicinity of the dispensary. Customers will only have access to a single main entrance clearly marked on the exterior of the facility. A security guard will be posted at the main entrance at all times during operating hours to deter loitering and consumption and prevent incidents outside the dispensary, and will verify date of birth prior to allowing entrance to the dispensary. The security guard will be trained to respond safely and appropriately to any individuals smoking, creating a noise disturbance, loitering, littering, or vandalizing property within the vicinity of the premises; and will also be trained to recognize any potentially offensive odors that require dispensary action.

When a customer enters the dispensary, they will enter a reception area which will be set off from the retail area of the facility by a locked and secure door. A security guard will be present in the reception area to prevent security incidents. The customer will be checked in by an employee, who will verify that the customer is either a) over 21 years of age, or b) over 18 years of age and possesses a valid physicians' recommendation for the medical use of cannabis. In compliance with Section 5402 of Bureau of Cannabis Control (BCC) regulation, the following forms of identification will be accepted:

- A document issued by a federal, state, county, or municipal government that contains the name, date of birth, physical description, and picture of the person;
- A valid identification card issued to a member of the Armed Forces that includes a date of birth and a picture of the person; or
- A valid passport issued by the United States or by a foreign government.

If the customer's identification is sufficient, the employee will remotely unlock the door and allow the customer to enter the retail area. If the customer's identification is insufficient, they will not be granted access to the retail area and will be asked to leave.

Once in the retail area, the customer will not have access to any limited-access areas of the facility. A security guard will be present. Cameras will be strategically placed within the retail area to ensure clear and certain recognition of all persons within the area.

Third-Party Contractor Security

Aunty Honeys will minimize the use of contractors aside from security guards and a qualified security company tasked with maintaining the dispensary's surveillance and alarm systems. However, when necessary, Aunty Honeys will work with contractors with appropriate state licensure or permits. Third-party contractors will be granted badges that will offer access to areas of authorized entry on the premises and shall be accompanied by a dispensary employee with authorized access at all times.

Product Security

Aunty Honeys will implement strict procedures to protect against burglary or diversion of cannabis product. Aunty Honeys will not store or maintain more cannabis or cannabis products than are required for the normal, efficient operation of the dispensary. Immediately following receipt from a distributor, all cannabis products will be transported to the storage room under video surveillance. The storage room will only be accessible by authorized personnel, and two persons will always be present during access. The number of personnel authorized for access will be the minimum necessary for the dispensary's day-to-day operations. Storage areas will be monitored under video surveillance and secured with a motion detector at all times. Access to the storage area will be limited to hours of operation, which will extend approximately an hour before and after the time in which the dispensary is open to the public (only as long as required for inventory management).

In addition to physical security, stringent inventory management is crucial to preventing diversion of cannabis product. Aunty Honeys will utilize the MJ Freeway API in conjunction with the state-mandated Metrc track and trace system to track all inventory within the facility. MJ Freeway includes a suite of tools for compliant inventory management including automatic recordkeeping, flexibility to adapt to changing state regulations, and tracking each action performed in the system to ensure accountability. Aunty Honeys will designate a track and trace system administrator to receive training from the state for compliant use of track and trace, and the administrator will implement SOPs and train other employees on the track and trace system.

In compliance with Section 5424 of BCC regulation, Aunty Honeys will perform a full inventory reconciliation at least once every fourteen days. If a significant discrepancy in inventory is detected or if there is evidence of theft, diversion, or loss, or any other criminal activity pertaining to the operation of the facility and/or employees of the dispensary, Aunty Honeys will immediately notify the law enforcement and the BCC, within 24 hours, and perform an audit of the track and trace system to identify the cause of the discrepancy. Notification will include all information required by state and local law.

Delivery Security

Aunty Honeys will consider delivery services once it receives a state license and has established its business. Aunty Honeys procedures for security during delivery operations are modeled on best practices for delivery security and BCC regulations as described in Sections 5415-5421 of emergency regulation. All deliveries will be performed by a direct employee of the dispensary who is at least 21 years of age and who has been thoroughly trained on delivery SOPs.

Procedures for delivery security will include the following:

- Delivery vehicles will not be marked in any way to suggest that it is transporting cannabis products.
- Delivery vehicles will be fully enclosed. No product will be visible from the exterior of the vehicle.
- Delivery vehicles will be equipped with an active vehicle alarm system that will activate upon any unauthorized entry.
- Delivery vehicles will be equipped with a GPS capable of tracking the vehicle's location at all times.
- At all times when not in active transfer to a customer, cannabis products will be locked in a box that is secured to the inside of the vehicle.
- Delivery vehicles will not carry in excess of \$3,000 of cannabis goods at any time.
- Delivery vehicles will take the most direct possible route to their destination, except for necessary breaks for rest, fuel, repair, or temporary traffic detours due to construction or an accident.

For each delivery, Aunty Honeys will prepare a manifest that includes the name, address, phone number, and intended method of payment for the customer and verify that this information remains accurate. Any suspicious activity or previous incidents involving that customer or location will be noted. Delivery drivers will keep a minimal quantity of cash in the delivery vehicle and will not accept large bills from customers.

Ingress and Egress

Points of ingress and egress will be determined partially by the final location that Aunty Honeys secures. In principle, Aunty Honeys anticipates having three entrances and exits: a main entrance for customers and employees; an exit leading out of the retail area, primarily for customers who have completed a purchase; and an accessory entrance for receiving wholesale purchases from a distributor, which will not be publicly accessible and will be enclosed by a secure gate.

Customers will only be permitted to enter the dispensary through a main entrance that opens into a patient intake area, where their identification, age, and medical status (if applicable) will be verified prior to granting entry to the retail area. The flow of customers through the facility is described in greater detail in the "customer security" section below. Procedures related to the receiving entrance are described in greater detail in the "transactional security" section above.

All points of ingress and egress will be secured with building code compliant commercial-grade, non-residential door and window locks. Outside of public operating hours, all entrances and exits from the premises will be locked and secured with an active alarm system. Access outside of operating hours will be limited to specifically authorized employees and security contractors.

Aunty Honeys shall ensure emergency access is provided to the Hayward Police Department and Hayward Fire Department for all areas on the premises at all times in the case of an emergency. This shall be ensured by designating a contact person who is an employee or contractor with access to all areas on the premise, including limited access areas in the facility, who will be on-call 24/7 to authorize and enable egress to Hayward Police and/or Fire Departments.

Perimeter Security

Surveillance cameras will provide a three hundred and sixty degree view of all points outside the facility, with clear and certain facial recognition of all persons within at least twenty feet. Exterior cameras will be capable of operating under all lighting conditions; however, to ensure that they are as effective as possible and meet state security requirements, Aunty Honeys will also install motion-activated lighting that enhances the range and resolution of surveillance cameras. Motion-activated lighting will also serve to deter break-ins outside of operating hours. All publically-accessible entrances and exits will also be lighted consistently outside of operating hours. As described above, all points of ingress and egress, including windows, will be locked and secured with an active alarm system sensors monitored at all times by a third party security company.

Aunty Honeys will assess the specifics of its final location to determine if and where it will be necessary to install gates or fencing. Aunty Honeys will plan to install gates or other physical barriers around the shipping and receiving area to ensure physical security during chain of custody transactions. Aunty Honeys will also consider installing gates to limit access to the employee parking area.

During operating hours, a security guard will be posted outside the main entrance at all times and will deter loitering, public consumption, or other nuisances in the vicinity of the facility.

Internal Security Measures and Controlled Access

Access to the patient intake area and retail area will be limited according to the procedures in the “customer security” section above. Areas outside of the patient intake area and retail area will be designated “limited-access” and will only be accessible to employees, contractors or authorized visitors who will be accompanied by an employee at all times. All limited-access areas of the dispensary will be kept under video surveillance at all times.

Limited-access areas will be accessible on an as-needed basis to employees and contractors: if there is not a reason for personnel to have access to an area, they will not have access to it. Employees will be issued an employee badge and key fob that will selectively grant access to those areas that are authorized for each employee.

Sensitive areas, including vault and storage areas will be secured with additional measures. Entry to these areas will be secured with a biometric lock system in addition to an employee badge and key fob. The system will log the time, date, and identity of each attempted entry. These rooms will also be equipped with an active alarm system. Employees will be required to wear, at all times, laminated or plastic coated badges that conform to all BCC requirements.

Security Systems, Equipment & Maintenance

Aunty Honeys will use security systems and equipment recommended by OnView Security Services. To ensure that all equipment remains in working order, Aunty Honeys will establish a contract for regular maintenance that includes monthly inspections and on-call repair or replacement. Equipment will be replaced on a regular basis, in accordance with manufacturer recommendations or in the event that state or local regulations require specifications that are not met with the existing equipment. Any necessary repairs will be conducted promptly once a concern is identified. Monthly inspections will include verifying proper operation of surveillance cameras and recording devices, testing door alarms and locks, and verifying the proper operation of motion sensors. In addition, as part of the evening routine, a security guard will verify that lighting works properly each day.

Lighting

Aunty Honeys will install motion-activated lights that will activate in the event of persons in the vicinity of the dispensary outside of operating hours. These lights will serve to both enhance the capabilities of exterior cameras, and deter burglary. All entrances and exits will be lighted at all times outside of operating hours. Lights will activate 30 minutes before sunset and deactivate 30 minutes after sunrise.

Surveillance Equipment

Surveillance cameras will be installed at the following locations:

- Any area where loading or unloading of cannabis products occurs;
- Any area where cannabis products are transported into or through the facility;
- All limited-access areas;
- All storage areas;
- The patient intake area;
- All entrances and exits, including windows; and
- At multiple points at the point of sale in the retail area, so to be able to clearly identify all individuals in the area, including staff and customers.

Surveillance cameras will meet the following standards for resolution, clarity:

- Interior security cameras will have a resolution of 2.0MP, and exterior security cameras will have a resolution of 4.0MP. These standards will produce a resolution well in excess of the state-required 1280x720 pixels.

- All cameras will be IP enabled, use standard industry format to support criminal investigations, and allow for remote access by the Hayward Police Department or state agencies as required (including using TCP protocol).
- Exterior cameras will have the capacity to clearly record activity occurring within twenty feet of all points of entry and exit of the facility.
- All recordings will be recorded onto a digital device and retained for a minimum of 90 days in compliance with state regulation. Recordings will be secured in a locked room accessible only to authorized personnel.
- Cameras will be equipped with night vision and capable of operating under any lighting condition.
- Cameras will remain active and recording 24 hours per day, 365 days per year.
- Cameras will be oriented to provide clear and certain identification of all individuals within each area.
- Cameras will operate at a minimum of 15 FPS.
- Recorded images will clearly and accurately display the time and date.
- The surveillance system will include failure notification system that provides notification of any interruption or failure of the video surveillance system or storage device.

Alarm System

Aunty Honeys will work with OnView Security Services to install, monitor, and maintain a comprehensive electronic security system, including security alarms. The alarm system will include sensors to detect entry and exit from all secure areas and all windows, exterior walls, interior storage and vault areas, and security gates. Aunty Honeys Director of Security will serve as the point of contact for all security and alarm issues. The alarm system will include a fully redundant back-up alarm system in case of a power or technical failure.

Contact information for OnView Security Services, or any other licensed security company which Aunty Honeys contracts with for alarm system and monitoring, will be maintained on Aunty Honeys premises and made available to the City or law enforcement on request.

Locks

Outside of operating hours, all limited-access areas, windows, and points of entry and exit will be securely locked using commercial-grade, nonresidential door or window locks. In patrols before and after operating hours, a Security Guard will walk the perimeter and verify that all locks are engaged. During opening, in the event that any lock is not engaged, they will immediately notify law enforcement and the dispensary supervisor and follow security procedures for a potential theft.

Security Personnel

Aunty Honeys will contract with a qualified local security vendor, such as OnView Security Services, to provide security personnel necessary to secure 1) the exterior of the dispensary near the main public entrance, 2) the retail area of the dispensary, 3) the shipping and receiving area

during transactions with a distributor, and 4) the dispensary parking lot. All security personnel will possess a valid Department of Consumer Affairs Security Guard Card and will operate in compliance with private security requirements contained in Chapters 11.4 and 11.5 of Division 3 of the California Business and Professions Code.

Diversion Prevention & Track and Trace

The primary methodology for preventing diversion is correctly using the track and trace system, with sufficient supervisor oversight, in combination with physical checks on inventory. Aunty Honeys will be implementing the state-mandated Metrc system in addition to MJ Freeway. All persons using these systems will receive appropriate training, and the on-site managers will monitor or spot-check transactions to verify the procedures are followed correctly. They will also perform daily reconciliation of inventory removed from or returned to the secure product area, to verify that physical totals of this subset of the total inventory matches the expected amount in the track and trace system.

In addition, as described in the attached sample policy and required under Section 5424 of Bureau of Cannabis Control (BCC) regulation, Aunty Honeys plans to perform physical audits of the inventory on a bi-weekly basis. The attached sample policy also describes Aunty Honeys' robust investigation policy in the event of any discrepancies.

HAZARDOUS MATERIALS

As Aunty Honeys is a proposed commercial retail dispensary, no hazardous materials (except cleaning supplies used and stored according to manufacturer recommendations) will be used.

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

SAMPLE SECURITY POLICY COVER PAGE

Enclosed is a sample written policy for Aunty Honeys. The current proposed table of contents for the standard operating procedures (subject to change as these are developed in more detail) is enclosed first for context, followed by the details of the proposed Aunty Honeys Tracking procedures. These procedures are the core of the system that will be used to track and monitor cannabis on-site in order to prevent diversion.

STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS

1. Receipt
 - 1.1. Ordering Wholesale Cannabis
 - 1.2. Receiving or Refusing Wholesale Deliveries of Cannabis
2. Storage
 - 2.1. Storing and Retrieving Cannabis in the Secure Room
 - 2.2. Storing Cannabis in Display Cases
 - 2.3. Storing Cannabis Waste and Recalled Cannabis
3. Packaging & Labeling
 - 3.1. Packaging Cannabis
 - 3.2. Labeling Cannabis
4. Handling
 - 4.1. Maintaining a Clean, Orderly, and Sanitary Facility
 - 4.2. Maintaining Clean and Accurate Equipment
 - 4.3. Handling Cannabis
 - 4.4. Maintaining Personal Cleanliness
5. Tracking
 - 5.1. Reporting Suspected Theft or Diversion
 - 5.2. Auditing the Physical Inventory
 - 5.3. Reporting Quarterly Inventory
6. Dispensing
 - 6.1. Dispensing Cannabis at the Dispensary
 - 6.2. Dispensing Cannabis via Delivery
 - 6.3. Verifying Qualifying Patient or Caregiver Status
 - 6.4. Providing Information to Qualifying Patients or Caregivers
 - 6.5. Declining to Dispense Cannabis
7. Waste & Disposal
 - 7.1. Cannabis Disposal
8. Complaints and Adverse Events
 - 8.1. Responding to Complaints and Adverse Events
9. Maintaining Standard Operating Procedures
 - 9.1. Creating New SOPs
 - 9.2. Updating SOPs
 - 9.3. Monitoring Regulations

5. TRACKING

5.1. Reporting Suspected Theft or Diversion

Revision #: 000	Effective Date:	Overseen by: Operations Manager (OM)
Cause of Revision: <input type="checkbox"/> Regulatory change <input type="checkbox"/> Equipment change <input type="checkbox"/> Efficiency improvement <input type="checkbox"/> _____		Approval Authority: Name: ID: Date: Signature upon approval:
Review Required: <input type="checkbox"/> Legal/Compliance <input type="checkbox"/> Subject Matter Expert <input type="checkbox"/> Owner <input type="checkbox"/> _____	Reviewer approval [initials]:	Next Scheduled Review: Date: Authority Required: OM

Regulatory references

Bureau of Cannabis Control Proposed Emergency Regulation Article 3 Section 5036: Notification of Theft, Loss, and Criminal Activity

Purpose

To promptly document and report any actual or suspected loss or theft of cannabis from the dispensary to the appropriate law enforcement agency, the City Manager of Hayward, and the BCC within 24 hours.

Responsibility

Inventory Manager (IM)

- To consistently monitor the dispensary inventory and verify any discrepancy or loss
- To oversee all shipments and, if applicable in the future, deliveries
- To report suspicions to the DOC or OM

Director of Compliance (DOC)

- To oversee all investigations and verify compliance with requirements
- To liaise with law enforcement, the City Manager of Hayward, and the BCC
- To report suspicions to the IM or OM

Operations Manager (OM)

- To initiate internal investigations
- To liaise with law enforcement, the City Manager of Hayward, and the BCC
- To report suspicions to the IM or DOC

Budtenders

- To report suspicions to the IM, DOC, or OM

Procedures

Initial investigation of suspected theft or diversion

If an employee finds evidence of suspected theft or diversion, the employee shall immediately notify the OM, IM, or DOC. If the DOC, OM, or IM finds evidence of suspected theft or diversion, or upon notification by a employee, they shall immediately notify each other.

The OM shall immediately initiate an investigation to confirm or rectify the suspected theft or diversion:

1. Review the details presented by the employee reporting the issue
 - a. Create an initial incident report detailing the date, incident or discrepancy description, identification of any licensees or employees involved, and chain of events
2. Investigate the possibility of an inventory maintenance error
 - a. If an employee is deemed responsible for an error, the OM shall log the error, add a note to the file of the employee, and have the employee retrained by the IM on proper inventory maintenance
3. If the OM confirms theft or diversion or has reason to suspect theft or diversion, the OM shall report to the City Manager of Hayward, the BCC, and law enforcement within 24 hours of the initial notification by the employee
4. The DOC shall follow up with the OM at regular intervals, not exceeding six hours or the end of the business day, whichever comes first, in order to ensure the investigation proceeds in a timely fashion and that the City Manager of Hayward, the BCC, and law enforcement are notified promptly

Formal incident investigation

Upon discovering or being notified of a problem at the facility, the OM shall:

1. Initiate investigation: The OM completes the initial investigation of suspected theft or diversion, as described above. In the event that the initial investigation confirms a security incident, the OM will continue with the remainder of this protocol.
2. Preserve evidence: The OM will take immediate action to secure and protect, from destruction or interference, any relevant accounting, administrative, or security records. If deemed necessary, the OM may suspend an employee(s) if there is evidence of misuse of resources or if the employee's continued presence may interfere with the investigation.
3. Determine roles/responsibility: During the initial meeting, the OM will propose a course of action for the investigation, including designating an investigator. In many cases, this will be the OM or the IM. If appropriate, this may include an external investigator or auditor, in the event of financial records issue. In all cases, the investigator, whether internal or external, should have: an ability to investigate objectively; no stake in the outcome; working knowledge of employment and labor laws; strong interpersonal skills and ability to be perceived as neutral and fair; attention to detail; and an appropriate

temperament for conducting interviews. This meeting may also include legal counsel to ensure the dispensary has relevant advice regarding the rights of employees, especially when individuals are at risk of self-incrimination.

4. **Develop investigative plan:** Prior to taking other actions, the investigator will record an investigative plan that includes the outline from Step 1, a proposed witness and expert list, a requested evidence list (including surveillance), planned interview questions, and a process for retention of documentation. The investigator will have the authority to interview employees, contractors, and other witnesses or experts if necessary; to inspect facilities and records; and to request information the investigator deems relevant and necessary to the investigation. If appropriate, a union representative or advisor will be requested to be present during any witness interviews. In all cases, the investigative plan will include a timeline with a final report within 30 business days of the initial incident report.
5. **Conduct investigation:** After receiving approval from the OM, and legal counsel if appropriate, the investigator will implement the investigative plan. The investigator will provide updates to the OM, DOC, IM, and other individuals as required at appropriate time intervals.
6. **Draft report:** The investigator will prepare and review a draft report with the appropriate stakeholders. This report will include the scope and nature of the allegations, including dates and times, a record of how and when the incident came to the company's attention, parties involved, key factual and credibility findings (including sources), interviews conducted, evidence reviewed, employer policies/guidelines and applicability to the investigation, conclusion reached, party or parties responsible for final determination, recommendations, and issues that could not be resolved and reasons for lack of resolution. During this meeting, if the report is deemed sufficiently complete, the group will determine actions.
7. **Actions:** Appropriate next actions by OM may include: disciplinary measures up to and including termination, training programs, modifications to the standard operating procedures, modification to the security and surveillance plan or equipment, or other actions as appropriate. Any disciplinary procedures must be in accordance with any labor agreements and must be reviewed by legal counsel or HR professional prior to the action being taken.
8. **Draft final report:** The investigator will update the report as necessary from Step 7. The final report must include actions taken and must clearly document a good-faith basis for any actions taken during or as a result of the investigation. If this investigation is in response to a reportable event, the final report will be provided to the City Manager of Hayward and the BCC. In all cases, the final report shall be submitted to the City Manager of Hayward and the BCC within 30 business days.
9. **Follow-up:** The OM will follow up as appropriate. This may include reviewing surveillance to ensure new standard operating procedures are being implemented correctly, informing other employees of the outcome of the investigation, asking employees for feedback on the investigation or actions taken, or other follow-up as appropriate. The OM will also review the investigation process and review whether or not

the investigation process should be revised. Any amendments to the SOPs shall follow 9.2 Updating SOPs and shall include appropriate re-training of and notification to all employees.

Shipment-related inventory investigation

In the event that an employee identifies a discrepancy during or after the receipt of a cannabis shipment, the employee will notify the IM and follow the protocol above for the initial investigation of suspected theft or diversion.

In the event that the OM determines that the incident is not merely a solvable inventory discrepancy, the OM shall assign the IM to conduct an investigation:

1. Evaluate incident severity: The IM shall use the initial incident report to evaluate the severity and impact of the inventory discrepancy, and classify it as a low, medium, or high impact incident.
2. Request shipping licensee's assistance: The IM shall send a formal request to the shipping licensee to generate and submit within 7 business days a preliminary report of an investigation of the discrepancy. This report should be submitted to both the City Manager of Hayward, the BCC, and to the DOC.
 - a. The IM shall immediately follow the written request with a phone call to the licensee to ensure the request is received.
 - b. The IM shall immediately notify the City Manager of Hayward and the BCC that the formal report request has been initiated with the shipping licensee.
 - c. The IM shall follow-up in writing and by phone after three business days to check on progress, and after six business days with a reminder of the deadline for report submission.
 - d. Upon receipt of the initial investigation report from the shipping licensee, the IM will phone the shipping licensee to set a deadline for the final incident report from the shipping licensee. The IM will follow this phone call with a formal written request for the final incident report from the shipping licensee that includes the agreed-upon deadline. This deadline will not be more than 20 days after the submission of the initial report. The IM will then notify the City Manager of Hayward and the BCC of the final report request and deadline.
 - e. The IM shall follow-up in writing and by phone one day before the deadline for the final incident report to ensure that the report is submitted on time.
3. Initiate a Root Cause Analysis (RCA) report: The IM shall use the initial incident report, the shipping licensee's preliminary report, and any additional available information to document the factors that contribute to the incident. The RCA report will state a 20-day deadline for resolution of the issue, and it will track the incident, root cause, investigation, and remediation. The RCA will assign an incident number, identify the shipping licensee and related electronic manifest, and detail the date, problem statement, who detected the issue, what area was affected, what product was affected, a chronology of events/timeline, investigative team, investigative method, findings and presumed root cause, and Remediation Plan.

4. Incident investigation: The IM shall follow the steps detailed above in the formal incident investigation, taking the lead role instead of the OM and producing the completed RCA report as its deliverable. Once received, the IM shall integrate findings from the shipping licensee's final report. The IM shall be responsible for ensuring the Remediation Plan is implemented.
5. Notify the City Manager of Hayward and the BCC: The IM shall be responsible for submitting to the City Manager of Hayward and the BCC a copy of the RCA report or a summary of its findings, corrective actions planned or taken based on its analysis, and any preventive actions that will be implemented as part of the SOPs. This report shall be submitted using the method designated by the City Manager of Hayward and the BCC within 30 business days of the discovery of the discrepancy that led to the investigation.

Notifying law enforcement of suspected criminal activities

Upon determining that an employee is attempting to deceive or impede a supervisor, investigator, or investigation, or discovering that an employee is engaged in criminal activities, the DOC or OM shall:

1. Halt all internal investigations
2. Notify law enforcement immediately
3. Unless otherwise directed by law enforcement, suspend the employee until the matter is investigated and resolved
4. Preserve all related evidence and resources
5. Notify the City Manager of Hayward and the BCC
6. Follow law enforcement directives

5.2. Auditing the Physical Inventory

Revision #: 000	Effective Date:	Overseen by: Inventory Manager (IM)
Cause of Revision: <input type="checkbox"/> Regulatory change <input type="checkbox"/> Equipment change <input type="checkbox"/> Efficiency improvement <input type="checkbox"/> _____		Approval Authority: Name: ID: Date: Signature upon approval:
Review Required: <input type="checkbox"/> Legal/Compliance <input type="checkbox"/> Subject Matter Expert	Reviewer approval [initials]:	Next Scheduled Review: Date: Authority Required:

<input type="checkbox"/> Owner		IM
<input type="checkbox"/> _____		

Regulatory references

Bureau of Cannabis Control Proposed Emergency Regulation Article 6: Track and Trace Requirements

Purpose

To deter diversion and to ensure the accuracy of the inventory tracking system

Responsibility

Inventory Manager (IM)

- To oversee opening inventory verification
Operations Manager (OM)

- To oversee closing inventory verification
Budtenders

- To accompany the Operations Manager (OM) or Inventory Manager (IM) during the physical cannabis inventory count

Procedures

Close of business inventory count

While returning all cannabis products [that have been removed for access during the day] to the secure storage, the OM and one or more accompanying Budtender(s) shall:

1. Count all cannabis products being returned to the full inventory

Upon completion, the OM shall:

1. Reconcile the physical count with the report from the electronic tracking system
2. Enter a report into the dispensary's recording system, MJ Freeway, which interfaces with the state's track and trace program, Metrc

Start of business inventory count

While preparing cannabis products to be available for Budtender access during the day, the IM and one or more accompanying Budtender(s) shall:

1. Count all cannabis products being removed from the inventory

Upon completion, the IM shall:

1. Reconcile the physical count with the previous evening's count
2. Check the electronic tracking system for items that should be marked unusable, such as those that are past the expiration date

- a. All such products will be recorded in accordance with 2.3 Storing Cannabis Waste and Recalled Cannabis and marked for disposal in accordance with 7.1 Cannabis Disposal
3. Enter a report into the dispensary's recording system, MJ Freeway, which interfaces with the state's track and trace program, Metrc

In the event of a discrepancy

Upon identifying a discrepancy, the OM or IM and accompanying Budtender shall:

1. Verify the physical inventory count
2. Review the day's events and identify any occurrences that could have led to an incorrect record
3. Document all findings
4. Notify all of the OM, IM, and Director of Compliance (DOC) not present
5. Initiate the procedures in 5.1 Reporting Suspected Theft or Diversion

5.3 Auditing Physical Inventory

Revision #: 000	Effective Date:	Overseen by: Inventory Manager (IM)
Cause of Revision: <input type="checkbox"/> Regulatory change <input type="checkbox"/> Equipment change <input type="checkbox"/> Efficiency improvement <input type="checkbox"/> _____		Approval Authority: Name: ID: Date: Signature upon approval:
Review Required: <input type="checkbox"/> Legal/Compliance <input type="checkbox"/> Subject Matter Expert <input type="checkbox"/> Owner <input type="checkbox"/> _____	Reviewer approval [initials]:	Next Scheduled Review: Date: Authority Required: ICCO

Regulatory references

Bureau of Cannabis Control Proposed Emergency Regulation Article 6: Track and Trace Requirements

Purpose

To reconcile all daily inventory records, to ensure the completeness and accuracy of the inventory control system, and to inform business decisions

Responsibility

Inventory Manager (IM)

- To reconcile all inventory records and report on business trends

Procedures

Bi-weekly inventory reconciliation

On a bi-weekly basis, the IM shall:

1. Prepare a physical inventory of all cannabis products on-site
 - a. A second employee shall be present at all times and shall verify and initial all counts
2. Compare expected inventory, as listed in the electronic tracking system, with the physical inventory
 - a. Flag any discrepancy or shrinkage for review
3. Review all inventory records
 - a. Review past trends in patient data and identify changes
 - i. Popular items or strains
 - ii. Popular purchasing times and days
 - iii. Average patient basket price (anonymous)
 - iv. Average patient expenditure per month (anonymous)
 - v. Average sales per day and per day of the week
 - vi. Other trends as identified
 - b. Review all investigations into loss or discrepancies
4. Audit the inventory control system
 - a. Verify that no expired products remain on the premises
 - b. Verify that all cannabis that has been marked for destruction or disposal has been dealt with in accordance with 7.1 Cannabis Disposal
 - c. Note all products or strains that have not sold prior to their expiration date
5. Prepare a report for the dispensary records
 - a. Include recommendations for future inventory acquisition
 - b. Include an income statement, balance sheet, summary of weekly cannabis inventory, wholesale costs, and sales summary
 - c. Summarize any inventory discrepancies and investigations initiated

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION COMMUNITY BENEFITS PROPOSAL

COMMUNITY VISION

Aunty Honeys' CEO, Esther Lopez, has a vision of a dispensary that Hayward residents are proud to call their own. As a Hayward native and business owner for over 22 years, Ms. Lopez is deeply committed to the community and strives to craft a space that will contribute to elevating her community. As detailed in the sections below, Ms. Lopez intends to build the dispensary in much the same way she has shaped her existing real estate and tax services: a hub for community-building, a vessel for caring for vulnerable populations, and a skill-building opportunity for the local workforce. With the support of a leadership team who shares roots in Hayward and the Bay Area, Ms. Lopez will also specifically focus on health education and prevention strategies, economic benefits to the City, alignment with City of Hayward strategic initiatives, neighborhood benefits and improvements, and community outreach and support. Because of Aunty Honeys' close integration with the community, the dispensary will adapt quickly to changing needs by the community and the City of Hayward.

The implementation of this vision will be grounded in the leadership team's deep roots in the Hayward community. The desire to benefit the community is at the core of Ms. Lopez's reason for starting this business. Under her leadership, Aunty Honeys will go beyond an abstract laundry list of promises or simply hiring a Community Liaison. Aunty Honeys will be an integral, long-term partner in the community.

In creating this Community Benefits Plan, Aunty Honeys has focused on a realistic account of its strengths and limitations. Aunty Honeys does not believe that any dispensary, or the sum total of many cannabis businesses, or the financial resources they collectively generate, can solve all of the challenges in the community. In light of that, rather than seek to solve everything, Aunty Honeys' goal is to deliver specific and targeted benefits that will address Hayward's most important needs and take advantage of the strengths of the Aunty Honeys team.

HEALTH EDUCATION AND PREVENTION STRATEGIES

Establishing a dispensary in Hayward in 2018 provides Aunty Honeys with a unique opportunity to contribute to health education and substance abuse prevention. With medical cannabis authorized by California voters in 1996, local residents have had over two decades to become familiar with the idea of medical cannabis. However, a lot of misinformation remains. With the emerging state regulations and opportunities for licensed entities to provide both medical and adult-use products and services, Aunty Honeys will be able to provide resources with respect to cannabis and its medical properties to a broader audience. Aunty Honeys will complement these resources with educational materials and contact information for services available to Hayward residents, such as access to medical and dental resources at the Firehouse Center and information about services provided by Tiburcio Vasquez Health Center (whose core mission is to provide multicultural services, including mental health and chronic disease education, as well as bilingual services).

Aunty Honeys also recognizes that Downtown Hayward, where the proposed dispensary will

likely be located, has had an increase in drug addiction in recent years. Aunty Honeys takes its responsibility as a cannabis retailer seriously, and plans to take a proactive approach to ensure that the dispensary does not contribute to the challenges in this area. With licensed medical professionals on its leadership and operational team, Aunty Honey will develop policies and procedures that will enable all staff members to provide respectful and effective services to persons who may need substance abuse counseling.

Aunty Honeys has identified specific and appropriate counselors who it will be able to refer customers to. The first of these counselors, Stephanie Vizcaino, runs Women on the Way Recovery Center in the Bay Area, a licensed California Drug and Alcohol nonprofit organization that provides a safe and loving home where women can regain their health, mental stability and dignity through a program of recovery and education. Aunty Honeys will also refer customers and patients to Angela De La Cruz, who is an alcohol and drug counselor and case manager for methadone maintenance and 21-day detox programs. Both Ms. De La Cruz and Ms. Vizcaino are Hayward locals and grew up in the Tennyson Corridor. Additionally, Ms. De La Cruz and Ms. Vizcaino will act as patient care and community benefit advisors and will support Aunty Honeys in creating and offering educational programs related to substance abuse and adverse events to staff, patients, and customers.

In addition, Aunty Honeys will provide educational resources about Project Eden, a local program offering services for substance abuse prevention, intervention, and treatment including for youth and families. Aunty Honeys will also share materials about the Hayward Coalition for Healthy Youth, another program dedicated to minimizing substance abuse and improving overall health of local youth. This topic is a passion for CEO Esther Lopez, who grew up in Hayward: she and her friends and cousins enjoyed La Vista skating rink, Holiday Bowl, and the Red Devil BMX track in neighboring Union City. Looking around today, Ms. Lopez sees a lack of outdoor activities and social opportunities for youth to develop skills. Aunty Honeys will therefore support programs offered by the above groups through direct financial contributions and through staff volunteer programs, in addition to other groups offering youth-oriented programs, such as Eden Area Youth Group or the employment training offered by Elevating Soulciety. With several members of the Aunty Honeys' team having seen first-hand the difficulties that youth and substance abuse can result in, this cause is one that the team passionately cares about dedicating time to.

Aunty Honeys will also develop an educational series with guest speakers. The intention is to host a quarterly event with topics covering substance abuse prevention, teen pregnancy, HIV and STDs, career opportunities, and financial basics including the importance of savings and credit history.

ECONOMIC BENEFITS

In addition to the local employment opportunities described above, Aunty Honeys will become a significant contributor to the local economy. With the conservative estimates used in Aunty Honeys' financial pro forma (included in the Business Plan and Operation section), the dispensary would contribute \$400,000 to the City directly from taxes. In addition to this, with CEO Esther Lopez and her team already embedded in the local community, they have the

network in place to hire local, train local, and support local. Anticipated payroll, largely returning to Hayward natives, is over \$500,000 per year. Contracts with local vendors will also be significant, with \$80,000 per year on security alone.

As an independent business with a demonstrated emphasis on local economic development, Auntie Honeys will have a multiplier effect on the local economy. First, as described above, Auntie Honeys will have a direct impact through hiring local employees and working with local businesses, as well as required spending, such as purchasing inventory, utilities, and equipment. Second, these expenditures themselves lead to an indirect impact by recirculating throughout the local economy, causing additional business-to-business spending. Third, Auntie Honeys contributes to induced impact, or additional consumer spending, as employees, business owners, and others spend their additional income in the local economy. A conservative estimate of the multiplier effect on the local economy is 1.5 times the direct expenses—a higher multiplier than typically seen with franchise-style businesses headquartered in other areas. With this multiplier effect, Auntie Honeys would contribute approximately \$1.8 million to the local economy, in addition to the tax revenue for the City of Hayward.

Above and beyond these economic benefits through regular business activities, Auntie Honeys plans to dedicate five percent of net profits—above and beyond the taxes paid to the City—for contributions towards City of Hayward funding priorities or initiatives that contribute to those priorities.

Local Employment

Auntie Honeys is committed to implementing a business model that supports the local community while maintaining sustainable revenue. As such, the Applicant has developed a hiring plan that ensures its operations prioritize the hiring of locally-based applicants for employment. Auntie Honeys intends to participate in local recruiting efforts, including but not limited to events held by the City of Hayward and local Employment Development Department office. The Labor and Employment Practices plan describes local hiring in more detail.

Further, Auntie Honeys commits to providing opportunities for growth in management and leadership. With the talented leadership team CEO Esther Lopez has brought together, Auntie Honeys will provide mentorship opportunities for talented individuals from the City of Hayward who are capable and ready to advance in their careers. Ms. Lopez has already identified some of these individuals as part of the proposed team, as discussed in the Business Plan.

ALIGNMENT WITH CITY OF HAYWARD STRATEGIC INITIATIVES

Auntie Honeys is fully supportive of the City of Hayward priorities (safe, clean, green, and thrive), as well as its strategic initiatives.

Tennyson Corridor Strategic Initiative

With CEO Esther Lopez's other business (The Business Center) located on the Tennyson Corridor, Ms. Lopez has seen firsthand the need for improvements in the Tennyson Corridor Strategic Initiative, especially with the mental health and homeless issues plaguing the population. To that end, Auntie Honeys anticipates contributing \$50,000 to Hayward community

outreach programs, such as the Downtown Streets Team's expansion into the Tennyson Corridor. This innovative group works to help people transition into housing while simultaneously strengthening the business community. This will contribute to the Tennyson Corridor Strategic Initiative's Goal 5: *Increase Community Resiliency*, leading to: an increased awareness of and access to City Services, in particular to the medical and dental services at Firehouse Clinic; increase resident emergency preparedness, by increasing their stability and reducing vulnerability; and facilitate economic development and growth opportunities, by implementing the Downtown Streets Team's innovative approaches.

In addition, in support of Goal 1: *Create a Community Vision for the Corridor*, Aunty Honeys plans to offer the City targeted funding that could be used to finance urban planning, streetscape improvements, and infrastructure investment.

Aunty Honeys will finalize a location in the area designated for cannabis business activities by the City of Hayward and the State of California. Commercial cannabis retail is not allowed in the Tennyson Corridor, so improvements to the selected location will not directly contribute to the goals of this Strategic Initiative. However, much of the vision that CEO Esther Lopez has will bring improvements similar to the Strategic Initiative to the neighborhood of the facility:

1. In the spirit of Goal 2: *Increase Pedestrian and Bicyclist Safety*, as detailed in the Safety and Security Plan, Aunty Honeys will install lighting around the facility exterior for security purposes, with the benefit of providing a safer environment for pedestrians and cyclists (identified by the City as Objective 4). Aunty Honeys would also welcome the opportunity to collaborate with the City to further improve safety measures for the surrounding community (Objective 3), such as through training of the dispensary's on-site security personnel. As described in the Environmental Plan, Aunty Honeys also intends to expand the availability of bike racks.
2. In the spirit of Goal 3: *Improve Community Appearance*, Aunty Honeys is strongly committed to doing its part to beautify the area. CEO Esther Lopez is a proud Hayward resident, and will establish a dispensary that her community can take pride in as well. Once a final location is selected, Aunty Honeys will develop a detailed landscaping plan, and will immediately begin to maintain the surrounding area, including trash and graffiti cleanup.
3. In the spirit of Goal 4: *Foster a Cohesive Sense of Place*, Aunty Honeys plans to commission a mural to beautify the exterior of the space while maintaining or improving the neighborhood character, described more in Neighborhood Improvements below.
4. In the spirit of Goal 5: *Increase Community Resiliency*, Aunty Honeys plans to improve access to services needed by the community. As discussed in the section below on Vulnerable Populations, this will include referrals to the Firehouse Clinic with medical and dental services, as well as a particular focus on facilitating services for the homeless and individuals with mental health issues.

Complete Communities and Complete Streets

Aunty Honeys also supports the Complete Communities and Complete Streets strategic initiatives, and will primarily support these through tax payments and active participation in conversations with the City of Hayward. However, as a woman-led, woman-owned, woman-financed organization with a significant number of multi-cultural team members, Aunty Honeys also contributes to the diversity valued in Complete Communities Goal 1: *Improve Quality of Life for Residents, Business Owners, and Community Members in All Hayward Neighborhoods*. Aunty Honeys' robust Security Plan and embedded knowledge of the community will also contribute to this goal's objective of increasing neighborhood safety.

Hayward 2040 General Plan

Aunty Honeys is supportive of the Hayward 2040 General Plan. By seeking to identify and adapt an existing property in Downtown Hayward, the project is in support of LU-5.6 Adaptive Reuse, Renovation or Redevelopment. As a dispensary, Aunty Honeys would be a new commercial business, in line with ED-1.11 Local Serving Retail, encouraging local spending within Hayward. The cannabis industry is also one of the fastest growing sectors in the nation, supporting ED-3.2 Fast Growing Industries. As a locally-owned entity, Aunty Honeys is best positioned to reinvest in and expand Hayward's new foray into this industry (as described in the Economic Benefits section above). Finally, through partnerships and referrals for vulnerable populations, as well as financial contributions, Aunty Honeys will facilitate the ability of existing health care facilities (particularly mental health and substance abuse facilities) to meet the needs of residents, in accordance with HLQ-4.1 Adequate Health Care Facilities.

NEIGHBORHOOD BENEFITS AND IMPROVEMENTS

Aunty Honeys is committed to contributing to the quality of the surrounding neighborhood and becoming an institution that the neighborhood is proud to include in the community. Aunty Honeys will maintain a clean and attractive exterior, clean any litter or dumping that accumulates outside the dispensary, and remove any graffiti on the building within 48 hours.

Additionally, Aunty Honeys plans to commission a mural. The proposed artist is Norman Chuck (aka Vogue), a Bay Area local who recently completed a mural honoring those lost in the Oakland Ghost Ship fire. He is an American graffiti artist, calligraphist, illustrator and graphic designer best known for his photorealistic "Spraycan Art" and Murals. The subject for the mural will be carefully considered to best reflect the community's character, with input from local residents and business owners.

Community-Building

Much of the Aunty Honeys team grew up in Hayward, many graduating from Tennyson High and continuing to work in the community in the years since. CEO Esther Lopez is one of these native Hayward residents, and has contacts with 5,000 clients of her current real estate and tax services business, in addition to small business connections formed through events held by the City of Hayward. As a result, Aunty Honeys has a rich network of contacts in the neighborhood. Aunty Honeys will capitalize on this by hiring local employees, securing local vendors (like the Fremont-based OnView security company who already has a letter of commitment with Aunty Honeys), and offering community message boards within the dispensary. As an owner who is

present and engaged in the Hayward community, Ms. Lopez will continue to enrich this element of the dispensary in the years to come.

Ms. Lopez also intends to build on the model of community-building that has proven successful at The Business Center, another Hayward business where she is the CEO. In that space, Esther has created a culture of trust that means her clients reach out to her not only for the services listed on her business cards, but also when any other problems arise. The Business Center has become a vibrant hub of connectivity as Ms. Lopez and others working in the space help solve a variety of problems for their clients, often by referring those clients to other local businesses.

Vulnerable Populations

As a proud local and business owner, CEO Esther Lopez has a history of providing leadership in the support of vulnerable populations and is excited about the prospect of expanding that support through the opportunities provided by opening a dispensary. She currently provides free tax services to senior citizens and veterans, and envisions Aunty Honeys expanding on that support. The dispensary will seek both medical and adult use permits from the state, and will develop programs to support vulnerable patients (including seniors, veterans, those qualifying for SSI, or requesting based on unique circumstances) with needed medication through 20% discount, free provision, or other program allowed under state regulations.

As a business owner currently located in the Tennyson Corridor, Ms. Lopez has also seen the need for support systems for the homeless, for individuals with mental health issues, and for patients in residential rehabilitation facilities. Ms. Lopez regularly finds men and women sleeping under the awning of The Business Center and has spoken directly with them to determine their most immediate needs. She believes there is a clear need to allocate additional resources towards beds, hot meals, job assistance, and access to mental health services. Under her vision, Aunty Honeys will support Hayward community outreach programs, such as the Downtown Streets Team that helps restore the lives of the homeless in their expansion to the Tennyson Corridor. Aunty Honeys would also like to contribute to resolving root causes and will refer willing individuals to counselors specializing in mental health, domestic violence, drug abuse, and rehabilitation placement.

CEO Esther Lopez has brought Monica Feder onboard as a Patient Relations Manager, the same position she has held for 13 years at Bay Valley Medical, a hospital located in the Tennyson Corridor. This experience gives Mrs. Feder significant insight into the challenges facing the vulnerable populations in the area. She will help Aunty Honeys' staff respond respectfully and appropriately when encountering members of these groups in the dispensary, and will provide insight into the implementation of the Community Benefits Proposal.

The Aunty Honeys leadership has worked to identify pressing needs in Downtown Hayward that the dispensary can support through provision of services or referrals. In addition to referrals to substance abuse counselors as described in the Health Education section above, Aunty Honeys will look for opportunities to fund and partner with community organizations that support breast cancer screenings, free dental hygiene services, free STD testing, and counseling services. These priorities reflect the needs that Aunty Honeys' leadership team has identified as most critical in

the Hayward community. In addition, Auntie Honeys will also provide monthly opportunities for free dental cleaning for anyone who signs up at the dispensary. CEO Esther Lopez has already spoken with dental hygienists local to Hayward who are interested in collaborating to provide this service. CEO Lopez plans to seek partnership opportunities for this program with the Firehouse Clinic or other community-based organizations. Auntie Honeys will also offer HIV and Hepatitis C testing, with the frequency of those services based on demand. This testing would be in partnership with the Tiburcio Vasquez Health Center or other similar groups.

In recent years, the City of Hayward has experienced substantial challenges with homelessness, mental health issues, and drug addiction. To help address these challenges, Auntie Honeys plans to collaborate with Women on the Way, a holistic women's recovery program that is already carrying out important work to address substance abuse and housing insecurity among vulnerable individuals in the community.

COMMUNITY OUTREACH AND SUPPORT

Community is the foundation of Auntie Honeys' approach. CEO Esther Lopez will work closely with the designated Community Relations Manager, Marcella James, to implement a proactive approach for working with local stakeholders. Ms. Lopez is already well-connected with the City of Hayward business community, as she operates The Business Center on the Tennyson Corridor and regularly attends meetings the City of Hayward hosts for local business owners. In that role she is already engaging with business owners and Hayward residents, explaining her vision for Auntie Honeys.

Once Auntie Honeys secures a location for the proposed dispensary, Ms. Lopez and Ms. James will implement an outreach plan to open a dialogue with the surrounding community. At a minimum, this will include providing businesses and residents within a 1000 ft radius of the dispensary with fliers containing an explanation of the proposed dispensary and contact information for Ms. James. Ms. Lopez and Ms. James will also identify business organizations and community groups that represent the neighborhood, and seek to arrange presentations during which Auntie Honeys will explain the project, listen to concerns, and propose ways to address community worries. Ms. Lopez and Ms. James will also approach members of the Hayward City Council to discuss and address concerns.

As required by the RFP process, Auntie Honeys will also prepare for the public hearing required under Hayward Municipal Code Chapter 10 (Zoning). This may include preparing handout materials addressing common concerns such as substance abuse prevention, safety and security, preventing youth access, odor control, and public consumption.

All current materials will be available on-site for patrons of the dispensary.

Community Outreach and Support Designee Contact Info:

Marcella James

27692 E. 16th Street, Hayward, CA 94544

Phone: 510-432-9209

Email: cellajames@aol.com

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION PRODUCT TESTING AND SAFETY

PRODUCT TESTING AND SAFETY

Aunty Honeys will ensure product quality by partnering only with reputable, compliant, and licensed cultivators, manufacturers, and distributors who have had their products tested for biological and chemical contaminants in compliance with California state law. State law assigns state-licensed distributors with primary responsibility for quality assurance and testing. All quality assurance and testing standards must be met before distributors are authorized to transport cannabis goods to dispensaries for final sale.

Given these requirements, Aunty Honeys' role in ensuring product quality is not the direct testing of products, but rather performing due diligence. To that end, Aunty Honeys will adopt several procedures to ensure its products meet or exceed standards required by California state law:

- **Quality assurance:** Aunty Honeys will designate a Quality Assurance Manager responsible for all product testing, safety, quality, as well as responsiveness to customer feedback. Upon receiving cannabis products from a distributor, the Quality Assurance Manager or a designee will:
 - Verify that each product has received a Certificate of Analysis from a licensed testing laboratory certifying that the product meets safety standards required by California state law.
 - Visually inspect incoming products to detect lapses in packaging, labeling, or product quality.
- In accordance with Section 5406 of emergency state regulations, through inventory tracking alerts (if available) and through visual inspection of products at time of sale, Aunty Honeys will verify that cannabis goods have not exceeded their expiration or sell-by date prior to sale to a customer.
- **Responsible supply chain:** Aunty Honeys will only contract with high-quality and reputable licensed distributors, cultivators, and manufacturers, as determined by demonstrated compliance with California law and adherence to Good Manufacturing Practices. Aunty Honeys will cease to do business with any suppliers that demonstrate repeated violations, customer complaints, or poor product quality.
- **Exceeding required testing standards:** Emergency cannabis licensing regulations in the State of California allow a “grace period” in which cannabis products are not required to be tested, so long as the product is labeled to inform the customer of that fact. Given the severe pesticide issues which have been identified over the past several years in California, however – when no testing was required at a state level – Aunty Honeys does not believe it is in the interest of its patients and customers to sell any product that has not been certified as compliant by a licensed testing laboratory. Investigations over the past

year have found significant quantities of cannabis tainted with myclobutanil, a pesticide which is converted to hydrogen cyanide upon combustion. This includes a white paper released by Steep Hill Labs in 2017 which found over 65% of cannabis products tainted with myclobutanil, and over 75% of products containing a level of pesticides that would result in test failure under current state standards. Aunty Honeys firmly believes that all cannabis products should be tested to strict standards, and will only acquire and sell cannabis products with Certificates of Analysis that demonstrate compliance with state safety standards even during the state-allowable grace period.

In addition, all testing standards required by the California Bureau of Cannabis Control (BCC) emergency regulations, and any subsequent state or local requirements, will be met or exceeded for all products carried by Aunty Honeys. This includes testing for cannabinoids, heavy metals, foreign materials, microbial impurities, mycotoxins, homogeneity, moisture content, residual pesticides and solvents, and terpenoids.

- **Return of products:** In the event that a product is defective or does not meet high quality standards, Aunty Honeys will accept returns of cannabis products. Contact information for product complaints will be made available to customers, and quality assurance personnel will promptly respond to complaints. Any product that is required to be destroyed, including all returned products, will be rendered unusable and recognizable and disposed of in compliance with Section 5055 of emergency BCC regulations or the comparable permanent regulation. If a complaint or complaints about a cannabis product indicates that a recall may be necessary, Aunty Honeys will work with state regulators and the vendor to determine if a recall is warranted.
- **Compliance with product recalls:** In the event that a product has been recalled, Aunty Honeys will follow all required steps to return or destroy product in compliance with BCC regulations.
- **Audit of problems:** Quality concerns may be identified through inventory audits, inventory control tracking software, complaints by employees or clientele, or any other means. In the event of such a concern, once the issue has been resolved, the Quality Assurance Manager will review and update policies and procedures to reduce the likelihood that the concern will be repeated; or to ensure that the concern will be caught prior to purchase or sale. Such reviews will take place in a timely manner and at least within one month of the concern being raised.
- **Relationship with Harrens Lab:** CEO Esther Lopez recently toured the Harrens Lab, a Hayward-based cannabis testing facility. Assuming the laboratory receives state and local licensing, Aunty Honeys will maintain a relationship with Harrens Lab. This may include education with respect to testing standards and understanding test results, seeking product testing under unusual circumstances, or recommending a testing facility to local distribution companies.

These procedures will ensure that Aunty Honeys meets and exceeds all state requirements for all cannabis products, including flower, concentrates, topical, and edibles. In doing so, Aunty

Honeys will also, in most cases, substantially exceed federal safety standards for analogous products. Although the federal government does not promulgate testing standards for cannabis products, state standards developed by the Bureau of Cannabis Control rely on a combination of cannabis-specific research and existing federal standards for food, drugs, and tobacco. The BCC considered existing standards from the U.S. Pharmacopeial Convention (USP), the National Institute for Occupational Safety and Health, and the American Conference of Governmental Industrial Hygienists in addition to Cal/OSHA and the California Department of Industrial Relations in determining their acceptable allowances for pesticides, contaminants, and residual solvents. In most cases, BCC standards are set at the limits of detection: meaning, effectively, at zero. These standards are more stringent than those typically applied to food products, and substantially more stringent than pesticide standards applied to tobacco, which is not heavily regulated for biological and chemical contaminants.

Aunty Honeys will store all cannabis products in a designated and secure storage area, with access limited to authorized personnel. To ensure product safety and prevent degradation, all cannabis and cannabis products will be stored in accordance with the standards set by USP 34, Section 10: Preservation, Packaging, Storage, and Labeling. The USP describes in detail best practices for storage of prescription drugs, including climate control, humidity control, and protection from light. Temperature and humidity will be selected to promote product stability and to avoid any sudden changes that may lead to condensation, bacterial growth, or other problems. The storage area will have sufficient lighting and ventilation to support the desired temperature and humidity conditions. The Quality Assurance Manager and Inventory Manager will work with distributors and other supply chain partners to implement any other controls necessary to ensure safe storage for specific products.

INVENTORY MANAGEMENT PLAN

Aunty Honeys will utilize the state-mandated Metrc track and trace system, in conjunction with the MJ Freeway API, to facilitate its inventory management. MJ Freeway will enable Aunty Honeys to supplement Metrc's protections against unlawful diversion of cannabis product with automated systems for compliance, accounting, tax remittance, auditing, and data collection. Each of these systems are capable of tracking cannabis batches and lots from seed to sale with unique identifiers, including the verification of weight, amount, and valid movement through the supply chain.

Aunty Honeys will designate an owner as the state-required account manager for operation of the Metrc track and trace system. The account manager will be responsible for promptly attending state mandated track and trace training on proper usage of the Metrc system. Once training is completed, the account manager will designate a limited number of employees as users who will each create unique logins. Each user will only be authorized to enter into the track and trace system under their own username and password, ensuring that all entries into the system will be tied to a responsible party.

Authorized track and trace users will enter all events required by Section 5049 of BCC regulation into the track and trace system, including: receipt, return, destruction, spoilage, or sale of cannabis goods; identity of the cannabis or cannabis product; and information associated with

the time, date, and identity of incoming shipments from a distributor. All track and trace information will be entered promptly for each transaction, in most cases immediately. If feasible, Aunty Honeys will use transportation and delivery manifests for verification and automatic updating of the track and trace system. In all cases, track and trace information will be fully updated by 11:59pm on the day that a transaction occurs. All records will be kept for seven years in compliance with state law.

In compliance with Section 5424 of BCC regulation, Aunty Honeys will perform a full inventory reconciliation at least once every fourteen days. If a significant discrepancy in inventory is detected or if there is evidence of theft, diversion, or loss, Aunty Honeys will immediately notify law enforcement and the BCC and perform an audit of the track and trace system to identify the cause of the discrepancy.

Aunty Honeys will designate a Quality Assurance Manager who will oversee all inventory control procedures, including those detailed above. The QA Manager will also be responsible for training other employees on these procedures and on safe product handling and storage procedures, and verifying compliance with these best practices.

Designated employees will receive training on MJ Freeway and Metrc with the purpose of monitoring the misuse and diversion of cannabis. This will include training on the information required to be submitted, transmitting information as specified by California's Bureau of Cannabis Control rules and regulations, time limits on information transmittal, and contingency solutions if the dispensary suffers a mechanical or electrical failure or is unable to meet transmittal deadline for other reasons beyond its control. Specific transmittal information will include dispensary identification, patient identification, physician recommendation date and identification, date, quantity, and number of days' supply of dispensation, and originating source of cannabis. Employees will receive training on patient confidentiality within the database as well.

PRODUCT LABELING STANDARDS

California state law limits dispensaries' responsibilities for packaging and labeling, and assigns most of these responsibilities to cultivators, manufacturers, and distributors. In compliance with Section 5412 of BCC regulations, Aunty Honeys will not accept any cannabis goods that are not in their final packaged form, and will not repackage or relabel any cannabis goods following receipt from a distributor, except where explicitly provided for by California state regulations.

The California Department of Public Health and California Department of Food and Agriculture have developed product packaging and labeling standards and will enforce these standards for products developed by manufacturers and cultivators. Labeling standards for manufactured products are described in Sections 40400-40415 of the DPH regulations and include prescribed caution labels; potency information; a universal symbol indicating THC content; information on the manufacturer and date of manufacture; applicable expiration dates; ingredient and allergen information; and restrictions on packaging or labeling contents that would appeal to children. Labeling standards for non-manufactured cannabis products are outlined in Sections 26070, 26120, and 26121 of the Business and Professions Code.

Upon receiving inventory from a distributor, the Quality Assurance Manager or a designee will inspect products to ensure there are no visible breaches in packaging, non-compliant labeling, or other apparent issues in quality. Later, when products are sold to a customer, retail employees will perform a second quality assurance check. In compliance with Section 5413 of BCC regulations, all cannabis products will be placed in an opaque exit package at the point of sale.

Prior to employees beginning work at the dispensary, they will undergo training to ensure all packaging and labeling protocols are understood and followed. Additional packaging and labeling training information is described in the Labor and Employment Practices plan in this application.

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION ENVIRONMENTAL PLAN

NEIGHBORHOOD IMPACT AND NUISANCE MITIGATION

Aunty Honeys is committed to having a net positive effect on the surrounding community and contributing to a vibrant and attractive Downtown Hayward. Aunty Honeys has designated a Community Relations Manager, Marcella James, responsible for proactively dealing with potential nuisance issues. The Community Relations Manager will also be responsible for promptly responding to and resolving complaints from customers, neighbors, or city officials.

Upon securing a properly zoned and compliant location, the Community Relations Manager will make every effort to speak with all businesses and neighbors within 100 feet of the facility, as well as passing out fliers. Fliers will include the name, phone number, secondary phone number and e-mail address of the Community Relations Manager. When this contact information changes, the Community Relations Manager will provide updated fliers in a timely manner.

Noise Mitigation

Under normal operational practices, the Dispensary should not produce excessive noise. Aunty Honeys will ensure that excessive crowds of customers will not congregate within or outside the dispensary at any time in order to minimize the risk of a noise disturbance. To prevent large crowds from gathering, Aunty Honeys will provide sufficient overflow space inside the dispensary, and temporary barriers outside if required and in accordance with City of Hayward regulations. As described in greater detail in the Security Plan, security personnel outside the dispensary will deter and address any disturbances or nuisances in the vicinity of the facility. Furthermore, Aunty Honeys will provide signage to remind customers, vendors, visitors, and employees to maintain a quiet presence in and around the perimeter of the facility, including entrance points and parking areas.

Foot and Vehicle Traffic

Aunty Honeys does not yet have a specific location, but will prioritize options which either have dedicated parking or are close to parking such as the City of Hayward Parking Lot. Aunty Honeys will implement efficient procedures within the dispensary, which will both reduce the length of time public parking spaces would be used and reduce the likelihood of excessive patrons interfering with foot traffic.

If for any reason the interior waiting area becomes full, Aunty Honeys will provide a retractable temporary barrier to prevent customers who are waiting for entrance from interfering with other foot traffic. Such barriers would be established in accordance with the City of Hayward Municipal Code and other provisions.

Aunty Honeys is also planning to provide delivery service at a later stage, using energy efficient vehicles. By offering delivery, Aunty Honeys can not only provide services to customers without easy access to the retail storefront, but also reduce foot and vehicle traffic near the proposed dispensary.

Waste Production and Water Usage

Aunty Honeys does not anticipate an increase in waste production or water usage as part of its dispensary operations as compared with a typical retail operation. However, Aunty Honeys is committed to water conservation and responsible discharge of cannabis and other waste. Procedures for each of these are discussed in greater detail below.

Safety Concerns

Aunty Honeys takes safety and security very seriously, as detailed in the Security Plan. With proper security procedures in place, Aunty Honeys does not anticipate that the dispensary's operations will result in increased safety concerns for the surrounding area. An April 2016 report generated by the City of Oakland summarized Oakland's experience with safety in the vicinity of dispensaries, finding that:

“crime statistics suggest licensed medical cannabis facilities have zero to negative impact on crime. For example, on average, calls for service to the Oakland Police Department went down 2.5 percent within 500 feet of a City Of Oakland licensed dispensary the year after the dispensary opened compared to the year prior.”

Academic studies published in peer reviewed journals including PLoS One, the Journal of Economic Analysis & Policy, and the Journal of Studies on Alcohol and Drugs have also consistently found a decrease in crime in the areas surrounding new dispensaries. These studies were conducted in demographically and geographically diverse locations including Sacramento, Los Angeles, and Denver, and tend to attribute decreases in crime to well-executed dispensary Security Plans.

As detailed in the Security Plan, if an incident does occur in or around the dispensary, the Director of Security will collaborate with City of Hayward police to prevent or deter recurrence.

Neighborhood Beautification and Blight Abatement

Aunty Honeys is committed to being a proud Hayward institution. Maintenance of a clean and attractive exterior is central to both Aunty Honeys branding and marketing strategy and its commitment to the overall vitality of the neighborhood. Aunty Honeys will engage in landscaping, maintenance, and periodic re-paintings to ensure that the facility remains in pristine condition. A prominent East Bay artist, Norman Chuck (aka Vogue), will also be commissioned

to create a mural on the building's exterior. Vogue has produced iconic works in the Bay Area, including one to honor the lives lost in the Ghost Ship fire.

Aunty Honeys will participate in Hayward's Adopt-A-Block program to ensure that the area surrounding the dispensary is kept free from litter, graffiti and blight. All graffiti in the vicinity of the premises will be removed within 48 hours.

WASTE DISPOSAL

As a retail business, Aunty Honeys does not anticipate generating industrial waste. In some cases, however, it will be necessary to dispose of cannabis waste. Reasons for disposal of cannabis waste include return of product from a customer, or products in inventory that have passed their "sell by" date or otherwise do not meet quality assurance standards. All cannabis waste will be disposed of pursuant to a process managed by the Quality Assurance Manager following strict SOPs that are designed in compliance with California state regulations.

In compliance with Section 5054 of BCC regulation and federal guidance for disposal of controlled substances, all cannabis products will be removed from their packaging and rendered unrecognizable and unusable prior to disposal. All cannabis waste will be directly disposed of and cannabis waste will never be sold. An employee will mark cannabis products for disposal and supervise the segregation of the material from viable cannabis product in the storage area marked for cannabis disposal. Cannabis marked for disposal will be stored in a secured and covered disposal bin. The room in which the disposal bin is stored will be secured and will be limited to access by authorized personnel, and the storage area will be covered by video surveillance at all times.

Prior to initiating the destruction of cannabis marked for disposal, a manager will verify that all surveillance cameras covering the designated destruction area are functioning correctly. After being rendered unusable, all cannabis waste will be transported directly to a waste disposal facility. All destruction of cannabis and cannabis waste disposal will be entered into the track and trace system and all records will be maintained for a minimum of seven years.

WATER CONSERVATION

As a retail business, Aunty Honeys does not anticipate substantial water usage. For marginal water usage on site, however, Aunty Honeys will follow retail industry best practices and City of Hayward guidelines for reducing water consumption, including the following:

- Regularly scheduling maintenance on HVAC systems;
- Monitoring water bills to detect excess water usage or leaks;
- Installing high-efficiency toilets;
- Installing rain barrels to collect excess rainwater;

- Landscaping using low-water usage techniques, consistent with guidelines in the Hayward Lawn Conversation Rebate Program and Hayward Water Efficient Landscape Ordinance;
- Conforming to all design guidelines, as applicable based on location; and
- Installing faucet aerators.

ODOR CONTROL

As a dispensary, Aunty Honeys will have a substantially lower risk of odor issues than a cultivation or distribution operation. Given that state law requires all cannabis products to arrive at a retailer in final packaged form, cannabis products will not be exposed to open air and therefore are not likely to generate detectable odor, either inside or outside the facility. Unlike a cultivation facility, then, Aunty Honeys will not require systematic, large-scale carbon filtration to prevent odors generated by normal business operations.

Aunty Honeys' Odor Control Plan seeks to identify and mitigate any unpleasant odor which does occur. Key policies include: preventing on-site consumption of cannabis; training employees not to remove any cannabis product from its packaging; and training employees and contracted security personnel to detect and report unacceptable odors both inside and outside the facility.

Storage areas that contain large amounts of packaged cannabis product may conceivably generate some odor. If necessary, Aunty Honeys will install activated carbon filters and fans in storage areas with sufficient CFM capacity to fully eliminate these odors. All atmosphere that is purged from the storage area will also undergo HEPA filtration to ensure that no detectable odors leave the vault area and that all mold and contaminants are removed from the airstream.

Aunty Honeys does not anticipate significant cannabis odors will be generated from the retail area of the facility. This air will be exhausted continually.

Each of the above odor control strategies will be subject to immediate change if undesirable odors are detected at any point inside or outside the facility. If necessary, Aunty Honeys will install additional filters and fans with sufficient CFM to fully scrub odor from air in any portion within the facility prior to exhaust outside of the facility. In the event that odors are detected despite existing filters and fans, the Quality Assurance Manager or designee (including appropriate vendor) will inspect all odor control equipment to ensure proper operation and to promptly resolve any issues. All fans will be inspected visually each week to ensure proper functionality and all carbon filters will be replaced each quarter. Records of repair and replacement will be retained for at least three years and will be made available to local or state authorities as requested.

ENERGY EFFICIENCY, SUSTAINABILITY, AND RECYCLING

Aunty Honeys views energy efficiency as essential for both its long-term financial sustainability and for its benefits to the environment. Upon identifying a location, Aunty Honeys will conduct a full assessment of the proposed facility's existing energy usage to determine priorities for improvement. In this process, leadership will work closely with the Hayward Building Division to screen all proposed energy efficiency improvements and to identify the most pressing needs. Aunty Honeys will also identify priorities using the Hayward Climate Action Plan, California Building Energy Efficiency Standards, and assessment by East Bay Energy Watch.

While Aunty Honeys cannot commit to specific improvements prior to finalizing a location, the following improvements will be strongly considered:

- Installing high-efficiency lighting;
- Reducing lighting use through motion-activated internal and external lighting;
- Installing high-efficiency toilets;
- Installing faucet aerators;
- Monitoring water bills to detect excess water usage or leaks;
- Installing rain barrels to collect excess rainwater, to supplement landscape irrigation;
- landscaping with native, drought resistant plants;
- Landscaping using low-water techniques, consistent with guidelines in the Hayward Lawn Conversation Rebate Program and Hayward Water Efficient Landscape Ordinance;
- Conducting a review of building insulation;
- Conducting routine maintenance on HVAC systems;
- Pursuing Hayward Green Business Certification;
- Encouraging employees to make responsible energy choices, including recycling and mitigation of water and energy usage;
- Encouraging employee carpooling and use of public transit;
- Installing bicycle parking in the vicinity of the facility, if not already available;
- Conducting a review of building insulation, including windows;
- Prioritizing local vendors, distributors, and testing laboratories to reduce transportation energy usage;
- Prioritizing vendors with certified environmentally responsible practices, particularly cultivation businesses who demonstrably mitigate energy and water consumption; and
- Assessing the feasibility of LEED certification.

Aunty Honeys will fully comply with Hayward business recycling mandates for disposal of recyclable materials and organic non-cannabis waste. Employees will be trained in SOPs for recycling and customers will be encouraged to recycle inside the facility. Aunty Honeys will also pursue relationships with packaging vendors to ensure that exit packages will be recyclable.

AUNTY HONEYS COMMERCIAL CANNABIS RETAIL APPLICATION LABOR AND EMPLOYMENT PRACTICES

HIRING PLAN

Aunty Honeys is committed to implementing a business model that both supports the local community as well as is sustainable in the long term. As such, Aunty Honeys has developed a Hiring Plan that ensures its operations prioritize the promotion of the local economy. The Hiring Plan encompasses a Labor Peace Agreement, local hiring preference, training requirements, commitment to living wage, a nondiscrimination policy, and Worker's Compensation Policy.

LABOR PEACE AGREEMENT

Aunty Honeys certifies that a Labor Peace Agreement is in place; a copy of the agreement is attached. No current pre-existing recognition from a certified labor union is in place; however, a collective bargaining agreement with a certified labor union is currently being negotiated and will be in place prior to commencing operations.

LOCAL HIRING PREFERENCE

Aunty Honeys is committed to implementing a business model that both supports the local community as well as is sustainable in the long term. As such, Aunty Honeys has developed a hiring plan that ensures its operations prioritize the hiring of locally based applicants for employment. Aunty Honeys will participate in local recruitment opportunities, including but not limited to events held by the City of Hayward and the local Employment Development Department office.

Aunty Honeys is committed to providing opportunities for professional development as well as management and director level positions to lifelong residents of the city of Hayward. In addition to CEO Esther Lopez's long history in Hayward, Aunty Honeys plans to provide the following director- and management- level opportunities to a selection of talented women native to or who work in the city of Hayward:

- Director of Security: Isabel Pina-Ramirez – born and raised in Hayward, where she recently retired from the Hayward Police Department
- Community Relations Manager: Marcella James – born and raised in Hayward and has lived in the same home for 44 years
- Patient Relations Manager: Monica Feder – worked in Hayward for 13 years
- Patient Relations Manager: Monica Marie Albarico – born and raised in Hayward

More information about these selected individuals, along with copies of their resume, are available in the Business Plan section of this application. Furthermore, with approval of the state and local permitting agencies, Aunty Honeys intends to eventually provide delivery services, as well as operate a licensed cultivation facility. With these additions to its business structure, Aunty Honeys will be able to provide further leadership roles and opportunities to Hayward residents.

TRAINING AND CONTINUING EDUCATION

All Dispensary Agents must complete the following trainings prior to beginning work at the Applicant's dispensary:

Initial Training

- This training period will also feature detailed training on compliance, diversion prevention, applicable laws, policies and procedures. It will be arranged in the following modules:
 - Module 1: Security and Diversion Prevention
 - The Operations Manager will arrange with a security consultant to train all initial employees on proper safety and security procedures.
 - This training will be recorded, and made available to employees.
 - All subsequently hired employees shall watch the recording and take required supplementary training on additional or modified procedures prior to beginning typical duties.
 - In addition to training on standard security procedures and the use of all equipment, including duress, holdup, panic, and wireless alarms, each employee will receive training on responding to threatening events, burglaries, and raids.
 - Reporting suspicious behavior or evidence of diversion
 - On-site use of cannabis and use of cannabis by employees during work hours is prohibited
 - Module 2: Sanitation and Safety
 - Personal hygiene
 - Handling Cannabis Products
 - Cleaning and sanitizing the facility
 - Labeling and storing toxic solvents
 - Waste removal procedures
 - When and how to utilize PPE
 - Module 3: Transportation
 - Shipping protocol
 - Delivery protocol
 - Transportation Manifests
 - Driver and passenger protocol
 - Module 4: Inventory
 - How to update the state-mandated electronic track and trace system, Metrc
 - How to perform daily, monthly, and annual inventory reconciliation procedures
 - How to respond to inventory discrepancies
 - How to monitor MJ Freeway and Metrc for the misuse and diversion of cannabis.
 - Protocols for inventory tracking at receipt of Cannabis Product
 - How to handle complaints and product returns
 - Procedures for recalls
 - Module 5: Labeling and Packaging

- How to recognize a compliant label or package
- How to recognize a non-compliant label or package
- How to create a receipt
- What to do in the event of a non-compliant label or package
- Proper protocol for interfacing with patients and caregivers who need special accommodations (e.g. a larger sized type on their receipt)

In addition to the above training, staff will be required to attend a CPR certification course. Upon completion of initial training, employees will be issued or assigned uniforms and then permitted to begin working at the dispensary.

Updated Training

- Employees will undertake annual training refresher courses, as well as ad hoc training when regulations, research, or procedures change
 - The Director of Compliance will monitor BCC and the City of Hayward for regulatory updates. The CEO will also discuss industry trends and upgrades with advisors and consultants annually, at minimum. When relevant regulations or recommendations change, the Director of Compliance or CEO will coordinate with the Operations Manager to ensure dispensary employees receive updated training.
- When available, employees will be offered the opportunity to attend BCC training seminars

ASA's Patient-Focused Certification Training

- Employees will take this training within one calendar year of employment. The curriculum consists of the following components:
 - Cannabis as Medicine
 - Cannabis Business Operations
 - Understanding Cannabis Law
 - State and Local Legal Compliance
 - Distribution Operations

Diversity Training

- Applicant will undertake this training annually
- Identification and prevention of harassment based on race, sex, gender, disability status, religion or national origin. This training will include:
 - A clear grievance procedure or set of steps for an employee who has experienced or witnessed discrimination
 - A declaration of the Aunty Honeys' commitment to prompt investigation of complaints of discrimination
 - A promise of protection against retaliation
 - A commitment by Aunty Honeys to be legally bound by its policy

- Auntie Honeys will hire the National Diversity Council to train all new employees on diversity and inclusion. These annual, mandatory cultural competency workshops will teach employees how they can make the workplace a more welcoming place for all, examine hidden and overt bias, and give employees conflict-resolution skills and tips about how to be workplace allies. It will also include training on specific issues, including but not limited to the following:
 - Gender Identity and Inclusivity
 - e.g. What pronoun a transitioning coworker might prefer, they can politely ask their coworker how they would like to be addressed.
 - Neurodivergence and Inclusivity
 - Racial Equity
- Participant Involvement in Training
 - Before a diversity training, all Dispensary Employees will have the opportunity to fill out an anonymous questionnaire about which topics they would like to learn about in the upcoming training.

Colorado's OSHA's "Guide to Worker Safety and Health in the Marijuana Industry" Training

- All employees will undertake this training, which is designed to achieve the following objectives:
 - Assist in the recognition of occupational health hazards that might be present within the cannabis industry.
 - Identify specific existing federal, state, and local safety and health related regulations that may apply to the cannabis industry.
 - Provide initial recommendations for engineering, administrative and personal protective equipment controls that can be used to help eliminate or reduce hazards in the cannabis industry.
 - Provide information and resources to assist employers in developing written workplace safety and health programs.
 - Provide information to help develop cannabis worker safety training program.

LIVING WAGE

Auntie Honeys is committed to implementing a business model that both supports the local community as well as is sustainable in the long term. As such, the Applicant intends to remunerate all employees, at minimum, at a wage that is considered a living wage. The current minimum hourly wage in Hayward is \$10, however the living wage is approximately \$16. No employee shall receive hourly wages less than \$16. Regular raises will be available based on length of time employed, with various incentives also available to appropriate staff. In addition, all full time staff will receive benefits, including health care and paid time off that exceeds local and state requirements.

Estimated Wage Scale

WAGE SCALE

Staff Level	Minimum Salary	Maximum Salary
Director	\$70,000 (annual)	\$100,000 (annual)
Manager	\$55,000 (annual)	\$70,000 (annual)
Hourly Staff	\$17.50 (hourly)	\$30.00 (hourly)

NON-DISCRIMINATION

Aunty Honeys is committed to equal employment opportunities and does not discriminate against qualified employees or applicants because of race, color, ethnicity, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, national origin, ancestry, citizenship, age, veteran status, marital status, physical disability, mental disability, medical condition, political activity or any other characteristic protected by local, state, or federal law.

Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including but not limited to recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination. Aunty Honeys' policy prohibits harassment of applicants or employees related to these issues. A signed copy of Aunty Honeys Non-Discrimination/Anti-Harassment and Complaint Procedure policy as well as their Commercial Cannabis Permit Program Declaration of Non-Discrimination are attached to this plan.

Reasonable Accommodations for Persons with Disabilities

Aunty Honeys complies with the Americans for Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. In addition, individuals with a disability who use or are accompanied by guide dogs, signal dogs, or service dogs are protected classes in California.

Aunty Honeys intends to provide accommodation in the hiring, placement, and advancement of employees with disabilities, and intends to seek out those with disabilities, who can, with or without accommodation, perform essential functions of the job. The Company encourages employees and other sources to recommend for employment individuals with disabilities whom they believe can, with or without accommodations, perform the job function.

An applicant or employee who believes they need accommodation of a disability should discuss the need with their supervisor.

WORKER'S COMPENSATION

Aunty Honeys has safeguards and policies and procedures in place to protect employees from workplace hazards. In the event that an employee is involved in a workplace incident or illness, Aunty Honeys has purchased a Worker's Compensation policy from Heffernan Insurance Brokers. The policy applies to bodily injury by accident and bodily injury or disease caused or aggravated by the conditions of the Applicant's employment. Please see the attached Worker's Compensation Letter of Intent and Cannabis Industry Workers' Compensation Application.

The following documents are hereby segregated as Confidential – Proprietary Trade Secret Information and are exempt from disclosure pursuant to the Public Records Act

LABOR AND EMPLOYMENT PRACTICES ATTACHMENTS

The following documents, referenced in the Labor and Employment Practices Plan, are listed below:

1. Labor Peace Agreement
2. Commercial Cannabis Permit Program Declaration of Non-Discrimination
3. Non-Discrimination/Anti-Harassment and Complaint Procedure Policy
4. Worker's Compensation Letter of Intent
5. Cannabis Industry Workers' Compensation Application

Labor Peace Agreement

By and between

County Honey ("Employer")

and

Teamsters Joint Councils #7 and #42

Whereas Employer holds or intends to apply for one or more State Licenses to engage in commercial cannabis activity, and intends to become a licensee to engage in commercial cannabis activity, as such terms are defined by section 19300 of the Business and Professions Code;

Whereas Union represents employees working within industries engaged in cultivating, processing, warehousing or transportation of perishable and consumer products, and such industries are within the historical and recognized jurisdiction of the Union;

Whereas Employer desires to construct and operate commercial cannabis activities within the Union's geographic jurisdiction, and desires to do so without disruption, unrest or delay that may be occasioned by labor disputes;

Whereas the Union seeks a means of efficiently and amicably resolving disputes relating to its representation of employees engaged in the industry in which Employer seeks to operate;

Whereas the parties intend this agreement to satisfy the provisions of Business and Professions Code 19300(p) and 1931, and terms used herein shall have the definitions as set forth in Business and Professions Code section 19300;

Wherefore, the Parties voluntarily enter into this agreement, which shall be binding on them:

1. Scope and term:

- A. **Scope.** This agreement shall apply with respect to any and all commercial cannabis operations in which the Employer currently engages and any operations the Employer engages in the future, in addition to any businesses acquired by the Employer with respect to employees not already represented by a labor organization. This Agreement shall be submitted with any application made by Employer to obtain any License to engage in commercial cannabis activities.
- B. **Term.** This agreement shall be in effect and binding upon the parties from the date on which it is executed and continuing for all periods during which the Employer engages in commercial cannabis activities within the state of California. This agreement shall be binding with respect to all employees engaged in commercial cannabis activities employed by the employer, but shall cease to apply to employees for whom (1) a labor organization is recognized pursuant to the procedures set forth herein and the parties have entered into a collective bargaining agreement covering such employees; or (2) the National Labor Relations Board has issued a certification with respect to such employees.

2. Obligations of the Employer

A. **Neutrality.** The Employer shall remain neutral with respect to the Union and its representation of employees covered by this agreement. Neutrality means that the Employer shall make no written or oral statement or take any action opposing or advocating unionization. The Employer also shall not demean the Union as an organization or its representatives as individuals, nor portray the Union in a bad light. The Employer shall neither retaliate against, disparage nor pressure any employee for voicing his or her support or opposition of the Union or union representation, and shall not conduct captive audience meetings. The Employer will inform all managerial employees, supervisors, or other agents of the Employer of their obligations under this Agreement and will take prompt and appropriate action to stop and correct any violations of this Agreement up to and including termination from employment for any violations of this neutrality provision.

B. **Union Access.** The Company recognizes the Union's right to communicate with the workers it seeks to organize and the Union recognizes that access must accommodate the Company's concerns with minimizing disruption of business and productivity. The Company shall permit Union representatives access to employer property and facilities for the purpose of communicating with employees about Union representation. Employees will be allowed to distribute literature and distribute and collect authorizations cards.

C. **Employee/Eligibility List.** Upon the hiring of any non-supervisory and non-management employees who will be engaged in commercial cannabis activities, the Employer shall provide to the Union the names, addresses, telephone numbers and email addresses of all such employees, together with a designation of the work location and department/function of each listed employee, which shall be described with respect to one or more of the following categories: cultivation, manufacture, processing, laboratory, labeling, packaging, storing or warehousing, transporting, distribution, sale, or security/guards.

The Employer shall update this submission regularly and no less often than weekly if requested by the Union. Such list shall be used, and be regarded as a conclusive eligibility list for the purpose of determining whether the Union enjoys a majority of support among the employees, or a subset of such employees appropriate for purposes of collective bargaining as defined herein.

Any disputes regarding eligibility, the eligibility list, or the sufficiency or authenticity of the Union's showing of interest shall be determined by the neutral third party appointed to ascertain the sufficiency of the Union's showing of interest.

D. **No Lockout:** The employer may not engage in a lockout

3. Obligations of the Union

A. **Union Neutrality.** The Union agrees to communicate with employees in a positive manner and shall not denigrate the Company, its managers, supervisors, agents or representatives. The Union shall not present or portray the Employer in a bad light to employees or to the public.

- B. **Non-disruption of business operations.** The Union's activities shall not disrupt or interfere with the Employer's operations or business.
- C. **No Strike.** The union and any employees it represents will not engage in or encourage any strikes, slowdowns, picketing or other concerted activity. The union will not engage in any hand-billing directed at the public except insofar as the parties agree in advance that such hand-billing is appropriate and not a breach of this agreement.
- D. **Assignment of Local Union.** The respective Joint Council which has the geographic jurisdiction shall assign

4. Recognition and Representation

- A. **Bargaining Unit.** The Employer shall recognize the Union upon the presentation of a confirmed showing of majority support, consisting of signed authorization cards of a majority of employees in a unit appropriate for collective bargaining. An appropriate unit may comprise of one or more of the following as designated by the Union upon its presentation of majority support:
 - (1) all employees employed by the employer under a single License;
 - (2) all employees employed at a single location ;
 - (3) all employees employed within a particular classification at a particular location;
 - (4) all employees engaged in commercial cannabis activities.(A unit shall not include supervisors, management, or confidential employees. The Employer shall recognize the Union with respect to guards/security personnel.)
- B. **Recognition and Majority Interest.** When the Union has received signed authorization cards from a majority of employees in the unit, the Union will notify the Employer in writing and request recognition. Within five (5) days of such notification, the parties shall designate a neutral, disinterested third party to oversee the recognition process. Absent agreement on a neutral third party, the parties shall request the State Mediation and Conciliation Service to provide a neutral third party. The Union will present the authorization cards to the neutral third party for inspection and verification. Any authorization card which is dated more than one year prior to the date of the count by the neutral third party shall be considered stale and not counted. The neutral third party shall issue his/her written verification which shall also define the bargaining unit upon which the Employer shall recognize the Union as the exclusive bargaining representative of such employees of such unit(s).
- C. **Costs.** The Employer and the Union agree to equally share in the costs of this verification procedure.

5. Collective Bargaining Obligations

- A. **Commencement and Scope of Bargaining.** Within ten days of the issuance of a verification and concomitant recognition, the parties shall meet and confer in good faith, in person, to negotiate a collective bargaining agreement with respect to any mandatory

subject of bargaining over which either party desires to negotiate, and any permissive subjects over which the parties mutually agree to bargain.

- B. **Obligation to Bargain in Good Faith.** The parties shall meet thereafter no less often than weekly until a contract is reached or until one or the other party invokes the impasse procedure set forth below for the resolution of impasse disputes. The parties shall "TA" any proposals, or parts of proposals, on which they have tentatively agreed.
- C. **Discipline for Just Cause.** Following verification and recognition, the employer shall not discipline an employee represented by the Union without just cause. Disputes over just cause discipline shall be resolved in accordance with the procedure for resolution of disputes.

6. Resolution of Disputes

- A. **Notice of breach.** Should a party determine that the other may be in breach of this agreement, it shall inform the other in writing. The party so informed shall have 24 hours to cease and desist from the practice and/or provide an explanation of its action. In the event the aggrieved party is not satisfied, it shall invoke this dispute resolution procedure as the sole means of resolving the dispute.
- B. **Resolution of Disputes.** Any and all disputes regarding the interpretation, application or compliance with this Agreement shall be subject to binding arbitration, with the sole exception being injunctive relief sought for the purpose of maintaining the *status quo* pending the resolution of the particular dispute under this procedure.

Should a dispute arise, either party may request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service ("FMCS"). Arbitrators on the FMCS Panel must be members of the National Academy of Arbitrators from Northern California. The parties shall alternately strike from the FMCS Panel. The selected arbitrator shall provide dates and the parties shall agree on a date that is no longer than sixty days following the date on which they have selected the arbitrator. If he or she is unable to offer dates within such sixty day period, the jurisdiction to hear the dispute shall be offered to each arbitrator on the FMCS Panel in the reverse order that they were struck by the parties.

At the conclusion of the hearing, the parties may submit oral argument, but neither party shall submit any written briefs. A final written decision may be issued by the arbitrator at the conclusion of the hearing or within three days of the close of the hearing. The parties shall request the arbitrator who first hears a dispute under this provision to accept designation as a permanent arbitrator if s/he is willing to continue to hear and resolve disputes on an expedited basis.

- C. **Exceptional Remedies for Willful Breach.** In the event the Arbitrator finds a party has willfully breached this agreement, s/he shall impose the following remedies as appropriate to fully remedy the breach: Injunctive relief; award of attorney's fees and arbitration costs; extension of the term of this agreement; foreseeable, reliance, consequential or actual damages; specific performance; and liquidated damages in an amount of no less than \$5,000. In the event a prevailing party must proceed to a court of

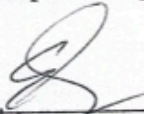
law to confirm and/or enforce an award issued under this agreement, the losing party shall be liable for payment of reasonable attorneys' fees and costs incurred to enforce and obtain compliance with the award.

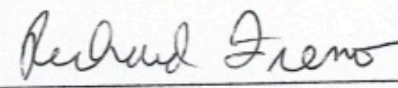
D. Resolution of Bargaining Impasse. In the event the parties reach an impasse with respect to their collective bargaining obligations, the parties shall engage the arbitrator, or another arbitrator selected in accordance with the procedures above, to resolve any outstanding contract terms. The parties shall provide a list of terms to which they have tentatively agreed, and a list of outstanding items including the party's last best and final offer. The arbitrator may hear presentations of the parties with respect to the outstanding issues, request statements, convene fact-finding, or otherwise obtain information regarding industry practice or standards pertinent to resolving the outstanding issues. The arbitrator shall then issue a written resolution in the form of contract provisions which shall resolve each outstanding issue in addition to the terms that were tentatively agreed to. The parties shall execute a collective bargaining agreement containing such terms which shall be effective from the date on which the arbitrator renders his/her decision and continuing for a period of one year thereafter. To the extent the terms cannot be immediately put into effect, they shall be put into effect as soon as practical and retroactive to the date of the issuance of the decision or ratification by the affected membership if so required by the Union's constitution or bylaws. The terms determined by the arbitrator shall remain in effect for one year, and continue thereafter unless reopened by either party upon sixty days advance written notice from the anniversary date of the date of the issuance of the order.

7. Severability. To the extent one or more terms of this agreement are determined to be invalid by a court of law or by a final decision of an administrative agency that is appealable only to a court of law, the remaining provisions shall be unaffected and shall remain in force and effect.

8. Warranty of Authority. The parties warrant that their respective representatives who have executed this agreement have full authority to bind and obligate the parties to the terms set forth herein.

Agreed and accepted this 21 date of November 2017

By: 
Name: ESTHER J. LOPEZ
Title:
For Employer: Aunty Honey

By: 
Name: Richard Ferno
Title: Trustee
For the Union



Commercial Cannabis Permit Program

Declaration of Non-Discrimination

Applicant certifies that it shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation, or other prohibited basis.

Applicant Signature

01-09-18

Date

ESTHER J LOPEZ

Applicant Name (please print)

Auntie Honey's

Applicant company (if applicable)



AUNTY HONEYS NONDISCRIMINATION/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Objective

Aunty Honeys is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Aunty Honeys expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Aunty Honeys has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Aunty Honeys will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with any members of upper management.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Aunty Honeys prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Aunty Honeys to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Aunty Honeys prohibits any such discrimination or harassment.

Retaliation

Aunty Honeys encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Aunty Honeys to promptly and thoroughly investigate such reports. Aunty Honeys prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual

advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Auntie Honeys (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Aunty Honeys encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of upper management. See the complaint procedure described below.

In addition, Aunty Honeys encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Aunty Honeys recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or any member of upper management.

Aunty Honeys encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Aunty Honeys will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Aunty Honeys believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Aunty Honeys executive director or the chief executive officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

ESTHER J. LOPEZ

(Print Name of Company Official)

CEO

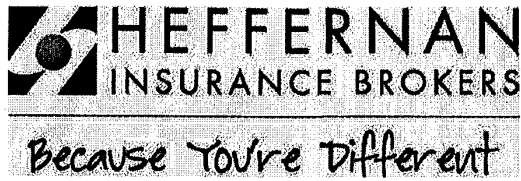
(Title)



(Signature of Company Official)

Jan 5, 2018

(Date)



December 18, 2017

RE: Greams Enterprises, Inc | Letter of Intent

To Whom It May Concern;

This letter is confirmation that Greams Enterprises, Inc has contacted us, and filled out the necessary applications to obtain workers' compensation for their operation doing business in CA as "Auntie Honeys". We are currently working with our carrier partners to complete the underwriting process and expect to have a quotation for coverage shortly. Thank you for your time in reviewing this matter.

Please feel free to call me with any questions at (415) 808-1368

Sincerely,

A handwritten signature in black ink, appearing to read "Marshall Nehring".

Marshall Nehring

Producer, Heffernan Insurance Brokers



HEFFERNAN INSURANCE BROKERS

A Member of the Heffernan Group



Cannabis Industry Workers' Compensation Application

Legal Business Name: Greems Enterprises INCFEIN # (Tax ID): 82-1357462DBA(s): Aunt HoneyYears in Business: 2017Summary of Operations: Retail Cannabis1164 W. Tennyson Road Hayward, CA 94544 (mailing address)We are currently applying for a Permit and we are required to show a letter of intent.

Employee Breakdown (Current):

Full Time	Part Time	Seasonal	Volunteer	Leased

Employee Breakdown (2018 Expected):

Full Time	Part Time	Seasonal	Volunteer	Leased
6	2			

Payroll/Premium Breakdown:

	2018 Projected	2017-18 (if any)	2016-17 (if any)	2015-16 (if any)
Class/Payroll	8017/420,000.00	8017/28,000		
Class/Payroll	8810/100,000	8810/20,000		
Class/Payroll				
Class/Payroll				
Premium				

Ownership Breakdown:

Your Entity's Ownership

Name	Title	% Ownership
Esther J. Lopez	CEO	100%

List Your % Ownership In Any Related Business:


List Any Other Entities with Ownership In Your Business:

APPLICANT CERTIFICATION COVER PAGE

Enclosed is the Signed Applicant Certification

Applicant Certification

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature:  _____ Date: Jan. 11, 2018

The information contained on this document is subject to disclosure under the Public Records Act.



Elite Security Group

B STREET SITE SECURITY PLAN 2019

SUBJECT: SITE SECURITY PLAN

DATE: April 2019

SITE: 1147 "B" Street, Hayward CA

The following document shall outline the needed security details of **AUNTY HONEY'S**, for the well-being of all those involved. **ELITE SECURITY GROUP INC.**, here after referred to as "**ESG**", will do everything in their power to comply and follow all City and State regulations pertaining to the security of this facility. It is with pleasure that we can further our working relationship and ensure the safety of the site and the surrounding community by being an important part of this project.

This Security Plan will layout the "Standard Operating Procedures" (**SOP'S**), for this specific site. This Security Plan encompasses the physical, cyber and procedural security for the site specifically. This plan will contain a comprehensive overview of all security aspects to be deployed at "B" Street. Security Officers, Employees and all parties involved will have knowledge of this plan, along with being granted access to hard copies, or electronic copies as requested.

DISTRIBUTION: A copy of this plan will be available at the following locations.

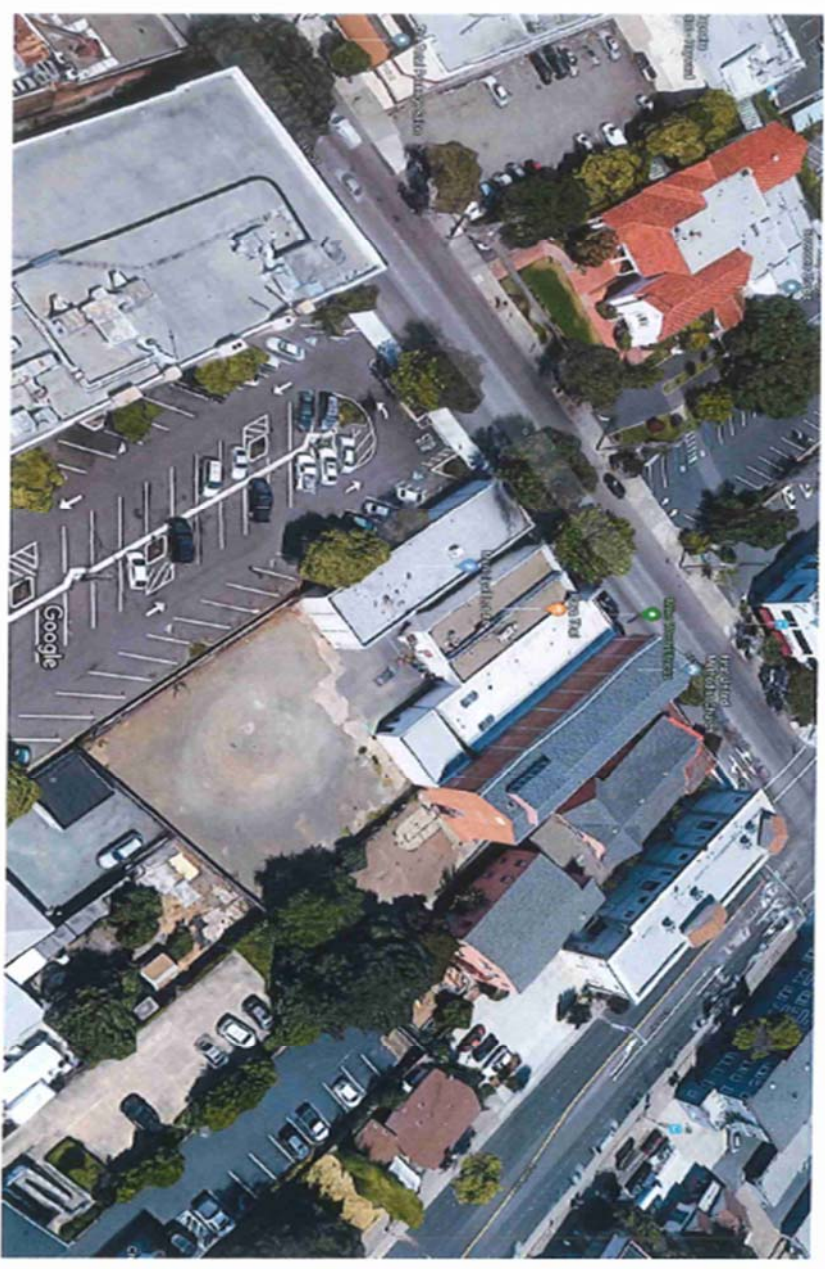
- Elite Security Group Inc., Headquarters.
- Elite Security Group Inc., Control Room
- Elite Security Group Inc., CEO
- Elite Security Group Inc., Operational Supervisors. (Corporals and Sergeant)
- Aunty Honey's, Headquarters
- Aunty Honey's, Ester Lopez Owner
- Aunty Honey's, Robert Taylor Emergency Action Plan Manager

Robert S. Taylor
CEO
Elite Security Group Inc.



NC.

Google Maps



Imagery ©2011 Google, Map data ©2011 Google

SECTION 2

SECURITY SYSTEMS:

Aunty Honey's utilizes many forms of security to ensure the safety of the facility and its staff. These security systems will be a compliment to the policies, procedures and measures taken by all parties involved to the safety of the community and its partners, and will be activated anytime that the facility is not staffed. Security systems are equipped to continue functioning for at least 24 hours in case of power failure.

1. HAYWARD

HAYWARD is known to have a great police force along with having a great community that stays actively involved with all aspects of community issues. Having this as a hub to create a unique and diverse partnership will be the greatest aspect for the project and security of all involved.

2. EXTERIOR LIGHTING

Exterior lighting is strategically mapped out to give the exterior a robust and illuminated image. Motion sensor lights are placed in ideal locations that will give security and Law Enforcement a clear image of surrounding areas of the building. Lighting plays a large roll in detecting unwanted access when areas are brightly lite up to give the impression of activity at the facility. Highlighting the perimeter gives all parties a clear view of surroundings. Exterior lighting acts as a deterrent along with giving CCTV better views of activity on the exterior of the building.

3. CCTV

Aunty Honey's will be deploying a large number of High Definition (HD) 720 & 1080p cameras throughout the facility. Cameras are day/night capable. There are interior and exterior cameras that are all monitored from multiple areas of the facility. **ESG** has highly trained and accredited control room operators that monitor the cameras 24 hours a day.

The angle of cameras may be adjusted from the control room. Functions include, panning, zooming, tilting, facial recognition and license plate recognition capabilities. Cameras are monitored in the security control room, recorded offsite at a third-party location, and have frame rates that exceed 15/s. Management shall have access to the stored footage within an hour, which will be in a standard viewing format so no special software will be required for viewing.

Remote access to the footage of the security camera system that depicts the exterior of the building and public rights of way will be provided to HPD. Security and ownership have the ability to capture and play back sections of film for monitoring and retrieval purposes.

CCTV cameras, controls and monitoring have been upgraded and expanded to increase critical protection to all vital areas. Exterior cameras facing the parking lot shall have sufficient resolution to capture license plates and facial features.

- a. All entrances and exits to gain facial recognition.
- b. Points of vehicular access, including Lot 4, which would allow for license plate capturing.
- c. All vital packaging areas, weighing and counting areas.
- d. All safes and storage areas.
- e. Parking areas adjacent to the dispensary, including neighboring parking spaces in City Lot 4 and street parking along the street outside the front of the dispensary.
- f. All loading and unloading areas.
- g. All customer interaction areas (sales floor)
- h. All packing, labeling and loading areas
- i. Access point to Security and recording rooms.
- j. All exterior sides of the building, including adjacent public rights of way.

A monitor will be located with a visual of City Lot 4, which will provide parking for employees and customers. This will enable employees to see conditions of the lot prior to departure.

All video footage is store for minimum 90 days in multiple formats for ease of access. Closed Circuit Television (CCTV) footage is in high definition and has night vision capabilities. All CCTV footage is accessible to Law Enforcement upon request.

Footage is recorded and stored with Bay Alarm. All video of incidents and any documentation of incidents will be kept by **ESG** for minimum 7 years.

4. ELECTRONIC ACCESS CONTROL

Aunty Honey's utilizes a state-of-the-art Electronic Access Control system, which will be installed throughout the facility to better secure the location. Electronic Access Control gives, Security and Ownership the ability to control and monitor who is in and out of the facility at any given time. Security and ownership can audit rooms within the facility for access. The Card Access system can be used for gates, exterior doors and interior doors. Access cards can be issued with names, photos and job titles giving the facility another level of security to ensure "visitors" are not in the wrong areas. Like all cameras the card access system is monitored 24 hours a day/ 7 days a week and recorded on and offsite for audit purposes.

5. INTRUSION ALARMS

Intrusion alarms are utilized throughout the facility, these alarms serve multiple purposes.

- a. Providing monitoring 24 hours a day, in remote locations where staff may not always be present.
- b. Notify security, management, and/or HPD when something has been accessed.
- c. Protect against unwanted entry.

The alarm sensors include, door/window contacts, motion detection and seal breaking. All of these sensors and intrusion alarms are monitored on and offsite 24 hours a day. A log of when the alarm system is armed and disarmed, and by whom, will be kept in a log. All sensors are

installed by qualified technicians and carry warranties along with being tested prior to implementation.

Intrusion alarms can be audible and silent. Panic buttons, or holdup/distress alarms, will be provided to all staff in respective areas to ensure safety of all parties. Panic buttons will be strategically placed throughout the facility, particularly in the transport area, manager's office, including where the safes are located, and the lobby, to give the assurance that in the event of an incident, authorities will be notified. To help with monitoring and taking a proactive approach to the safety of the facility, two-way radios and cellular back-up will be utilized. All alarms are sent to the control center as well as to an offsite facility. Communication with the management staff, security personnel, and HPD are part of the function of Security.

6. **ELITE SECURITY GROUP INC.**

ESG employs many former and current, Military and Law Enforcement professionals. Setting a standard of excellence to ensure that all clients, property and community is protected. All Officers are accredited with the appropriate licenses according to the Bureau of Security and Investigative Services (BSIS), audits are done frequently to ensure all Officers are up to date. **ESG**, provides above and beyond training for all officers, including but not limited to, CPR, First-Aid and AED, Blood Borne Pathogens(BBP), Firearms Training, Self Defense, Handcuffing, Active Shooter, Medical Responding to an Active Shooter and Emergency Response. Officers are placed at high traffic areas to ensure thorough searching, verifying identity and age is taking place. Officers are deployed to roving patrols of the interior and exterior of the building. Officers are to physically touch all doors to ensure proper sealing of specific areas to help mitigate odor issues and safety risks. Officers while patrolling monitor for any leaks, odors or breaches to the structure. Officers are deployed in the Control Room to monitor and dispatch other Officers to areas of concern.

ESG will maintain strict records of all guests with a visitor's log which is maintained and kept at Headquarters for minimum of seven (7) years. Logs can be scanned and stored electronically as well. All guests must be of the appropriate age to enter the facility and will be monitored according to city regulations. **ESG** has an expansive incident reporting system the will be utilized with all areas of the facility needing to keep record of incidents. **ESG** will work closely with Law Enforcement to ensure that the proper communication continues to happen to keep all beat Officers abreast of dealings with the community. Meetings can be scheduled to ensure proper communication happens.

Officers at **ESG** are vested similar to what a Police Officer Standard Training (POST) background is. Officers when coming to work for **ESG**, must complete a Personal History Statement(PHS), which is kept in the Officers Personnel file at Headquarters. All Officers are subject to Drug Testing and any use of drugs or alcohol while on duty is prohibited. Officers are not permitted to partake in any method of consumption with regards to cannabis. Officers are to be of sound body and mind. Working closely with Law Enforcement has created a better working relationship and community with other sites that **ESG** is currently working. **ESG** also deploys body cameras on all Officers at all sites. **ESG** shall heed all regulations in pertaining to weapons onsite. Currently Working other locations, all officers are armed according to the CA State laws and regulations.

SECTION 5

MAINTENANCE AND TESTING

ALL SECURITY SYSTEMS AND EQUIPMENT ARE TESTED MAINTAINED ACCORDING TO FACTORY SPECIFICATIONS. All systems are testing and maintained to ensure its continuous and effective operation.

- Maintenance is performed in accordance with manufacturers guidance and recommendations.
- All maintenance is scheduled, tracked and recorded to ensure proper function continues.
- All maintenance is performed by certified and professional services to ensure the proper functionality is not compromised.
- All records can be located in the Security Control Room.

All maintenance and testing is done in accordance and monitored by security to ensure that proper in and out methods do not lead to a breach of the facility. All personnel on site to perform work, will check in and out with security. In some instances, workers will be accompanied by security and monitored while work is being performed. Officers are to then write a detailed report of what happened and then turn into the supervisor for review.

SECTION 6

ISSUED KEYS

This policy is to be used when issuing and returning keys within **Aunty Honey's**. This will also detail what to do if a key was lost or stolen. The use of unauthorized or duplicated keys is not permitted.

The key system will be entered into the computer based Key Control Program for on-going monitoring and updating. The system will be maintained by the Key Administrator, TBD..... The Administrator has the responsibility to maintain, monitor and alter the records as needed. All keys will be issued through the Administrator.

All Keys to be issued through the Administrator are to be approved by Ownership prior to Issuance. All Approvals shall be passed to Security for proper recording of information.

All keys and permissions are to be recorded with Security to ensure the proper individuals are in areas that they are permitted and not without authority to be in other areas.

Keys shall not be left unattended at any time. Keys shall not be loaned. If an individual needs to gain access to a specific area and does not have their keys, they will need to obtain approval through the proper chain of command to gain access with Security and Management.

If keys are lost or stolen, Security will be notified immediately. Security will then fill out an incident report for proper documentation. All incidents will be recorded and forwarded.

Keys shall be assigned to individuals, vital information will be recorded and maintained at the Control Room for proper documentation.

Key Cards will follow these same rules and regulations.

SECTION 7

IDENTIFICATION BADGES

Identification badges shall be issued to all employees, security and visitors that will have prolonged access to the facility. Only exception to this is on the sales floor. All customers will be identified through access control. Sales representatives will have their employee badges on.

- All employees will wear their identification badges
- Badge shall be worn above the waist
- While performing duties in controlled areas, employees shall have their ID's readily available.
- Any employee who forgets their ID, should notify their supervisor and security immediately upon arriving at the facility.
- Any lost, stolen or misplaced ID shall be reported to Security and Ownership immediately.
- Any person not wearing a badge in secured areas shall be questioned by other employees and security to avoid any incident or theft.
- Vehicles entering secured areas, shall stop to show proper identification to Security.
- Employees shall not allow other employees to enter the facility with their ID badge.
- Non-compliance shall be reported immediately.
- Badges shall not be worn off-site, unless for official business
- Violation of this policy may lead to disciplinary action, including termination.

Contractors are to be accompanied or assigned visitor badges. This system shall be at the sole discretion of ownership.

Visitor Badges shall be issued and returned at the start and end of the Visit. Security will gather vital information and record it in the visitor log.

All ID Access Badges shall be surrendered at the request of ownership or Security for reasons discussed and agreed upon by both parties. If an Employee is terminated, ID's shall be surrendered at that time.

SECTION 8

SECURITY MEASURES

This policy addresses the responsibility of all employees to comply with **Aunty Honey's** security measures. Employees and contractors are prohibited from tampering with or obstructing the view of security cameras and/or security-related equipment. This policy also addresses interfering with or disabling any other security-related measures.

Aunty Honey's relies on comprehensive security systems and measures to ensure our employees, contractors and visitors remain safe and our critical assets are protected. Many of these security measures are required by State law due to the nature of processes. All employees are expected to know and support the security measures related to their jobs.

Security cameras strategically placed throughout the facility have an integral role in security. Unauthorized interference with these cameras can jeopardize people and facilities. Therefore, no employee shall knowingly tamper with or obstruct the view of any security camera or security-related equipment.

Aunty Honey's has carefully implemented a number of other integrated security measures, including but not limited to electronic access control, restricted access, intrusion alarms, locked doors/gates/windows and lighting. No employee shall knowingly disable, circumvent, bypass or compromise any of these security measures.

Any employee having knowledge of any tampering with, circumvention of or breach of security or security measures shall notify either their supervisor or **ESG** immediately.

Investigations of alleged violations of this policy will be conducted under the direction of the Security director. If the director is unavailable, then the general counsel/chief compliance officer will assume

such responsibility. At the conclusion of the investigation, any employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

SECTION 9

EMERGENCY RESPONSE

Emergency response shall be in accordance with an "all-hazards" approach. Such incidents/events may include:

- Bomb Threats
- Fires
- Earthquakes
- Hazardous Materials Release
- Floods
- Windstorms
- Civil Disturbances
- Pandemic Flu
- Serious Accidents
- Criminal Activity

Aunty Honey's shall implement the principles of the Incident Command System (ICS) when managing significant incidents/events. Implementation may include:

- Assemble an Incident Management Team (organizational chart attached). Assignments will be based upon individual qualifications and positions.
- Coordinate with internal and external stakeholders (i.e. law enforcement, fire services)
- Establish Unified Command when appropriate

Emergency Action Plans (EAPs) – **Aunty Honey's** maintains EAPs for each of its projects. These EAPs should be referenced during the course of any emergency. Information contained in these EAPs includes:

- Notification Flow Chart
- Project Description
- Responsibilities
- Inundation Maps
- MDS

In the event of an Emergency, Security will help with the flow of information that is communicated with the appropriate agencies. Most of the Security staff has been trained to run an incident command post or has training to maintain the situation until relieved of command.

EMERGENCY TELEPHONE NOTIFICATION

Emergency notification shall be done in accordance with chain of command within each company's specific structure. This information is subject to change.

ELITE SECURITY GROUP INC.

Site Supervisor	TBD	
JD Nannery	Operation Manager	707-731-7775
Robert Taylor	CEO	925-597-7648

AGENCIES

Hayward Police Department	510-293-7272
Hayward Fire Department	510-583-4900
Emergency	9 – 1 – 1
Alameda County Water District	510-668-6500
PG & E Emergency	800-743-5000

AUNTY HONEY'S

Ester Lopez	Owner	510-457-8393
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CONTROL ROOMS

Sales Floor	TBD	TBD
Distribution	TBD	TBD
Security	On-Duty Officer	TBD

SUSPECTED EXPLOSIVE DEVICES

What might indicate "suspected explosive devices?"

- Package that is not supposed to be there/ no label
 - Short piece of pipe
 - Tinfoil
 - Sawdust
 - Brick dust
 - Wood chips
 - Electrical wire out of place
 - String or fishing line
 - Dirty ropes (fuses)
 - Partly open drawer
 - Fresh plaster or cement
 - Disturbed carpeting
 - Loose electrical fittings
 - Greasy paper wrapping
1. Do not touch the device or substance
 2. Evacuate and notify authorities immediately.
 3. Security to do a sweep for more suspicious objects.
 4. Designate a liaison for meet authorities upon arrival
 5. Conduct accountability to ensure everyone is present

Once cleared and allowed to enter the facility again, all parties that have information pertaining to the issue shall write a descriptive narrative for security, which will be placed with incident reports

done by security and then reported and stored into the system for further review or to establish patterns.

All incidents shall be treated as real and not taken lightly. Evacuation plans for each department are to be placed near doorways to ensure the routes are followed for safety of all parties involved.

SUSPICIOUS MAIL

CHARACTERISTICS OF SUSPICIOUS PACKAGES AND LETTERS:

- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles for recipient.
- Addressed to no Specific individual
- Title, but no name.
- Misspellings of common words.
- Oily stains, discolorations
- Plain envelope with no return address
- Excessive weight.
- Lopsided or uneven envelope, thick or lumpy package.
- Ticking or buzzing sound, sloshing sound or unusual smell.
- Protruding wires or aluminum foil.
- Excessive security material such as masking tape, string, filament tape, etc.
- Marked with restrictive endorsements, such as "Personal" or "Confidential", or alternatively, "Open This Envelope."

IF YOU RECEIVE A SUSPICIOUS UNOPENED ENVELOPE OR ENVELOPE THAT APPEARS EMPTY:

- Call Elite Security Group Inc.
- Notify Safety Personnel

IF YOU RECEIVE A SUSPICIOUS PACKAGE:

- DO NOT OPEN any package or envelope.
- DO NOT PANIC (may cause others to panic)
- DO NOT TOUCH, SMELL or TASTE THE SUBSTANCES
- LEAVE IT and evacuate IMMEDIATE AREAS
- KEEP others from entering for the safety of all parties.
- Compile a list of others who were in the immediate area to ensure complete follow-up.
- Call Elite Security Group Inc. (number listed above)
- Notify HAYWARD PD and Fire
- Notify Safety Manager
- Notify Ownership

IF YOU RECEIVE A SUSPICIOUS UNOPENED ENVELOPE WITH POWDER WHICH SPILLS OUT:

- Leave it and evacuate the room.
- Wash hands with soap and water. Ensure no substance was left on any part of clothing or body.
- Call Elite Security Group Inc.
- Notify HAYWARD PD
- Notify Safety Manager
- Notify Ownership

BUILDING EVACUATIONS

Reasons to evacuate may include and not limited to:

- Fires
- Bomb Threats
- Power Outages, short circuits, overloaded breakers
- Earthquakes
- Water/Gas Leak once detected and notifying security.
- Hostage Situation/ active shooters

Methods of Notification:

1. Intercom system
2. Alarm.
3. two-way radios
4. Physical contact from Security or Management.
5. Direct or electronic from authorized emergency personnel.

Do Not:

1. Use elevators (not always applicable)
2. Gather in lobbies or open areas within the facility.
3. Bring disabled individuals into stairwells without fire department approval.
4. Open a door without first checking for heat.
5. Run or panic, utilizing exits and pathways will help with safety.
6. Re-enter the building until given "all clear"

Disabled individuals or others who need assistance should:

1. Be assisted by Security or the Authorities.
2. Be evacuated only under the direction of authorized emergency personnel (i.e. Fire Department or Law Enforcement)

Course of Action:

- Emergency recognized.
- If the emergency is a fire, have only trained employees try to extinguish the fire with appropriate extinguishers.
- 9-1-1
- Intercom announcement:
- Evacuate the building at once.
- **Preserve any and all evidence**, if applicable, and remain accessible for discussion with law enforcement personnel.
- **Do not touch any suspicious items** or suspected bombs.

Employee Responsibilities:

1. Each employee is expected to know the location of the fire extinguishers, emergency exits, and first aid supplies.
2. Extinguish the fire by using a portable fire extinguisher if safe to do so and if you have been trained to use a fire extinguisher.
3. Evacuation Route-Preplan your escape route based on your familiarity with the building. Always take the nearest stairwell. All stairwells are fire corridor rated. (if applicable)
4. Do not re-enter the building. Enter only after "all clear"
5. Regular review of attached floor plans and evacuation plan maps is recommended.

Security:

1. Recognized as a designated authority in the event of an emergency.
2. Responsible for sweeping the building to ensure all parties have evacuated.
3. Equipped with identifying apparel and a flashlight. (issued by **ESG**)
4. Responsible for complete evacuation.
5. Responsible for knowing the general identity and physical ability of employees in the facility.
6. Familiar with the location of emergency exits, emergency equipment, and trained in emergency response procedures.

SECTION 10

GENERAL STATEMENT:

ESG provides contracted services to **Aunty Honey's**. This manual addresses policies, procedures, and information associated with these services.

This manual is intended to serve as a guide for **ESG** employees, so they may understand the expectations of conduct and performance. This manual will assist them in making decisions and carrying out their duties in a manner consistent with those expectations from Hayward and **Aunt Honey's**. It should be noted that this manual is not intended to address every situation that may arise, and situations will be addressed in a timely and professional manner. **ESG** employees are expected to use good judgment and be professional during all incidents that arise on the specific site.

Any and all situations that arise, not noted in this outline, will be brought to supervisors according to the chain of command outlined in company handbooks. Officers are encouraged to make the recommendations as to have a sense of ownership in the work to be completed.

POST ORDER OUTLINING FURTHER ACTIVITIES ARE PRODUCED ONSITE AND ARE SITE SPECIFIC. POST ORDERS ARE GENERAL RULES IN NATURE FOR MULTIPLE INCIDENTS THAT OFFICERS ARE TRAINED ON FOR EACH SPECIFIC SITE. POST ORDERS ARE MODIFIED CONTINUOUSLY FOR THE BETTERMENT OF EACH SITE. ALL CHANGES ARE PASSED THROUGH A NETWORK OF MANAGEMENT AND OWNERSHIP.

ELITE SECURITY GROUP INC.



Memo

To:

Aunty Honeys
1164 W. Tennyson Road
Hayward, CA 94544
email: taxtender@yahoo.com

From:

Advanced Mobility Group
2999 Oak Road Suite 420
Walnut Creek, CA 94597

Date: May 22, 2019

Reference: Commercial Cannabis Retail Dispensary Trip Generation Memorandum

This memorandum presents the trip generation analysis conducted for a proposed commercial cannabis retail dispensary in the City of Hayward. The main objective of the study was to conduct data collection at three comparable commercial cannabis retail dispensaries that are operational to determine the expected trip generation from the proposed project.

The proposed project parking would be at the City of Hayward Municipal Parking Lot #4, which is located near the proposed project site on Second Street, Between B and C Street. The parking lot has a total of 112 parking spaces and there are 4 access driveways to and from the parking lot. The parking occupancy at the parking lot has a distinctive peaking on Saturday evenings and Friday afternoon (lunch time). During all other time periods the parking lot is not fully occupied, and approximately 20 to 45 spaces are occupied out of the total 112 spaces. Some of these spaces would be utilized by the proposed project.

ITE TRIP GENERATION

Institute of Transportation Engineers (ITE) provides trip generation rates for the Land Use (Marijuana Dispensary – Land Use 882) in the *Trip Generation Manual, 10th Edition, 2017*. The marijuana dispensary land use is defined as a standalone facility where cannabis is sold to patients or consumers in a legal manner.

Table 1: ITE Trip Generation Rates
Weekday Average

Trips			Rate
	Enter %	Exit %	Trips per KSF
Daily	50%	50%	252.70
AM Generator	52%	48%	20.88
AM Adjacent Street (7-9am)	56%	44%	10.44
PM Generator	50%	50%	29.93
PM Adjacent Street (4-6pm)	50%	50%	21.83

Weekend Average

Trips			Rate
	Enter %	Exit %	Trips per KSF
Daily	50%	50%	259.31

Reference: Marijuana Dispensary Trip Generation Memorandum

AM Generator	-%	-%	36.43
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As shown in **Table 1**, ITE rates for marijuana dispensaries are available for weekdays, but data is very limited for the weekends. The weekday trip rates were based on four separate studies with data collected in Oregon and Colorado. Based on the trip rates, a dispensary is expected to generate approximately 10.44 trips per 1,000 square feet (ksf) during the a.m. peak period (7-9 a.m.) and 21.83 trips/ksf during the p.m. peak period (4-6 p.m.).

DATA COLLECTION

In order to get local data from dispensaries operating in California, AMG collected 7-day, including weekdays and weekends, driveway counts between 6 a.m. and 11 p.m. at the following dispensaries in the Bay Area:

1. Blum Dispensary located at 578 W. Grand Avenue, Oakland, CA 94612. The dispensary is 4,000 square feet in size.
2. Blum Dispensary located at 1915 Fairway Drive, San Leandro, CA. The Blum Dispensary in San Leandro is in a building of approximately 13,300 square feet, but only utilizes approximately 3,595 square feet of the commercial space for its retail dispensary operation.
3. Telegraph Health Center located at 3003 Telegraph Avenue, Oakland, CA 94609. This dispensary is approximately 4,000 square feet in size.

Based on the data collected at each of the location, the following tables summarizes the trip generation rates for each location.

Table 2: Trip Generation Rates – Blum Oakland
Weekday Average

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	63.25
AM Generator	56%	44%	6.83
AM Adjacent Street (7-9am)	67%	33%	1.25
PM Generator	48%	52%	8.75
PM Adjacent Street (4-6pm)	46%	54%	7.00

Weekend Average

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	26.25
AM Generator	53%	47%	2.38
AM Adjacent Street (7-9am)	100%	0%	0.13

May 22, 2019
Sender's Email

Reference: Marijuana Dispensary Trip Generation Memorandum

PM Generator	46%	54%	5.13
PM Adjacent Street (4-6pm)	52%	48%	3.88

Reference: Marijuana Dispensary Trip Generation Memorandum

Table 3: Trip Generation Rates – Blum San Leandro
Weekday Average

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	47%	53%	27.54
AM Generator	50%	50%	3.34
AM Adjacent Street (7-9am)	59%	41%	0.93
PM Generator	43%	57%	5.19
PM Adjacent Street (4-6pm)	42%	58%	3.89

Weekend Average

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	48%	52%	30.74
AM Generator	45%	55%	2.78
AM Adjacent Street (7-9am)	100%	0%	0.28
PM Generator	52%	48%	6.40
PM Adjacent Street (4-6pm)	52%	48%	6.12

Table 4: Trip Generation Rates – Telegraph Health Center
Weekday Average

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	34.42
AM Generator	52%	48%	5.25
AM Adjacent Street (7-9am)	75%	25%	2.08
PM Generator	50%	50%	5.50
PM Adjacent Street (4-6pm)	34%	66%	4.17

Weekend Average

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	24.38
AM Generator	48%	53%	4.75
AM Adjacent Street (7-9am)			
PM Generator	45%	55%	4.25
PM Adjacent Street (4-6pm)	50%	50%	2.75

Reference: Marijuana Dispensary Trip Generation Memorandum

As shown in Tables 2, 3, and 4, the trip generation rates observed at the three Bay Area dispensaries are significantly lower than the trip generation rates as published by ITE. Based on the collected data, the highest trip generation rate for a.m. peak period (7-9 a.m.) is 2.08 trips/ksf during the weekday and weekend rates are much lower. The highest trip generation rates for p.m. peak period (4-6 p.m.) is 7 trips/ksf during the weekday and 6.12 trips/ksf during the weekend. The detailed data collected at 15-minutes intervals for the three study locations are included in Appendix A.

TRIP GENERATION

The proposed commercial cannabis retail dispensary in Hayward is approximately 5,686 square feet in size. Using the highest trip rate information from the three count locations, the proposed project is expected to generate 12 trips during the a.m. peak period and 40 trips during the p.m. peak period on a weekday. It is expected to generate 2 trips during the a.m. peak period and 35 trips during the p.m. peak period during the weekends. Table 5 summarizes the trip generation for the proposed project.

Table 5: Trip Generation

	Weekday		Weekend	
	Rate	Total	Rate	Total
	Trips per Ksf	Trips	Trips per Unit	Trips
Daily	63.25	360	30.74	175
AM Generator	6.83	39	4.75	28
AM Adjacent Street (7-9am)	2.08	12	0.28	2
PM Generator	8.75	50	6.40	37
PM Adjacent Street (4-6pm)	7.00	40	6.12	35

Advanced Mobility Group



Joy Bhattacharya, PE, PTOE
Vice President, Innovative Transportation Solutions
Phone: (415) 688-0024
Joy@amobility.com

TRIP GENERATION DATA

Driveway In & Out

Location: 578 W Grand Ave

Date: 01/16/2019

City: Oakland

Day: Wednesday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	2	1	3
7:00 AM	0	0	0
7:15 AM	1	0	1
7:30 AM	0	1	1
7:45 AM	1	0	1
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	1	0	1
8:45 AM	0	0	0
9:00 AM	1	0	1
9:15 AM	1	0	1
9:30 AM	1	1	2
9:45 AM	4	0	4
10:00 AM	3	2	5
10:15 AM	5	4	9
10:30 AM	6	3	9
10:45 AM	5	4	9
11:00 AM	1	4	5
11:15 AM	2	2	4
11:30 AM	2	1	3
11:45 AM	2	4	6
12:00 PM	3	3	6
12:15 PM	5	2	7
12:30 PM	5	4	9
12:45 PM	1	4	5
1:00 PM	2	0	2
1:15 PM	3	4	7
1:30 PM	0	1	1
1:45 PM	5	2	7
2:00 PM	7	8	15
2:15 PM	2	5	7
2:30 PM	1	2	3
2:45 PM	3	1	4
3:00 PM	3	4	7
3:15 PM	6	5	11
3:30 PM	3	4	7
3:45 PM	4	4	8
4:00 PM	5	6	11
4:15 PM	1	5	6
4:30 PM	4	1	5
4:45 PM	2	3	5
5:00 PM	0	2	2
5:15 PM	1	2	3
5:30 PM	1	1	2
5:45 PM	5	3	8
6:00 PM	5	6	11
6:15 PM	3	2	5
6:30 PM	2	4	6
6:45 PM	3	2	5
7:00 PM	1	4	5
7:15 PM	0	1	1
7:30 PM	2	0	2
7:45 PM	2	2	4
8:00 PM	0	1	1
8:15 PM	1	2	3
8:30 PM	1	1	2
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	2	1	3
Totals	132	130	262

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	3	2	1
6:15	0	0	3	2	1
6:30	0	0	4	3	1
6:45	2	1	5	3	2
7:00	0	0	3	2	1
7:15	1	0	3	2	1
7:30	0	1	2	1	1
7:45	1	0	2	2	0
8:00	0	0	1	1	0
8:15	0	0	2	2	0
8:30	1	0	3	3	0
8:45	0	0	4	3	1
9:00	1	0	8	7	1
9:15	1	0	12	9	3
9:30	1	1	20	13	7
9:45	4	0	27	18	9
10:00	3	2	32	19	13
10:15	5	4	32	17	15
10:30	6	3	27	14	13
10:45	5	4	21	10	11
11:00	1	4	18	7	11
11:15	2	2	19	9	10
11:30	2	1	22	12	10
11:45	2	4	28	15	13
12:00	3	3	27	14	13
12:15	5	2	23	13	10
12:30	5	4	23	11	12
12:45	1	4	15	6	9
13:00	2	0	17	10	7
13:15	3	4	30	15	15
13:30	0	1	30	14	16
13:45	5	2	32	15	17
14:00	7	8	29	13	16
14:15	2	5	21	9	12
14:30	1	2	25	13	12
14:45	3	1	29	15	14
15:00	3	4	33	16	17
15:15	6	5	37	18	19
15:30	3	4	32	13	19
15:45	4	4	30	14	16
16:00	5	6	27	12	15
16:15	1	5	18	7	11
16:30	4	1	15	7	8
16:45	2	3	12	4	8
17:00	0	2	15	7	8
17:15	1	2	24	12	12
17:30	1	1	26	14	12
17:45	5	3	30	15	15
18:00	5	6	27	13	14
18:15	3	2	21	9	12
18:30	2	4	17	6	11
18:45	3	2	13	6	7
19:00	1	4	12	5	7
19:15	0	1	8	4	4
19:30	2	0	10	5	5
19:45	2	2	10	4	6
20:00	0	1	6	2	4
20:15	1	2	5	2	3
20:30	1	1	2	1	1
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	1	0	1
21:30	0	0	1	0	1
21:45	0	0	1	0	1
22:00	0	1	4	2	2
22:15	0	0			
22:30	0	0			
22:45	2	1			
Totals	132	130			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	262	50%	50%	65.50
AM Generator	32	59%	41%	8.00
AM Adjacent Street (7-9am)	3	67%	33%	0.75
PM Generator	37	49%	51%	9.25
PM Adjacent Street (4-6pm)	27	44%	56%	6.75

Driveway In & Out

Location: 578 W Grand A
City: OaklandDate: 01/17/2019
Day: Thursday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	1	1	2
7:00 AM	1	0	1
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	1	1	2
8:15 AM	0	0	0
8:30 AM	1	0	1
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	5	1	6
10:00 AM	3	0	3
10:15 AM	1	2	3
10:30 AM	2	1	3
10:45 AM	3	2	5
11:00 AM	6	3	9
11:15 AM	0	4	4
11:30 AM	4	1	5
11:45 AM	3	3	6
12:00 PM	4	2	6
12:15 PM	1	5	6
12:30 PM	3	3	6
12:45 PM	3	2	5
1:00 PM	2	3	5
1:15 PM	3	1	4
1:30 PM	3	2	5
1:45 PM	2	3	5
2:00 PM	4	6	10
2:15 PM	6	6	12
2:30 PM	3	4	7
2:45 PM	4	3	7
3:00 PM	3	4	7
3:15 PM	6	4	10
3:30 PM	3	3	6
3:45 PM	3	3	6
4:00 PM	4	5	9
4:15 PM	4	3	7
4:30 PM	6	3	9
4:45 PM	1	5	6
5:00 PM	5	3	8
5:15 PM	3	4	7
5:30 PM	5	4	9
5:45 PM	1	5	6
6:00 PM	1	3	4
6:15 PM	2	0	2
6:30 PM	1	5	6
6:45 PM	1	0	1
7:00 PM	4	1	5
7:15 PM	2	5	7
7:30 PM	1	2	3
7:45 PM	0	1	1
8:00 PM	1	2	3
8:15 PM	2	1	3
8:30 PM	0	1	1
8:45 PM	0	1	1
9:00 PM	1	0	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	2	1	3
Totals	132	129	261

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	2	1	1
6:15	0	0	3	2	1
6:30	0	0	3	2	1
6:45	1	1	3	2	1
7:00	1	0	1	1	0
7:15	0	0	2	1	1
7:30	0	0	2	1	1
7:45	0	0	3	2	1
8:00	1	1	3	2	1
8:15	0	0	1	1	0
8:30	1	0	1	1	0
8:45	0	0	1	1	0
9:00	0	0	7	6	1
9:15	0	0	10	9	1
9:30	1	0	13	10	3
9:45	5	1	15	11	4
10:00	3	0	14	9	5
10:15	1	2	20	12	8
10:30	2	1	21	11	10
10:45	3	2	23	13	10
11:00	6	3	24	13	11
11:15	0	4	21	11	10
11:30	4	1	23	12	11
11:45	3	3	24	11	13
12:00	4	2	23	11	12
12:15	1	5	22	9	13
12:30	3	3	20	11	9
12:45	3	2	19	11	8
13:00	2	3	19	10	9
13:15	3	1	24	12	12
13:30	3	2	32	15	17
13:45	2	3	34	15	19
14:00	4	6	36	17	19
14:15	6	6	33	16	17
14:30	3	4	31	16	15
14:45	4	3	30	16	14
15:00	3	4	29	15	14
15:15	6	4	31	16	15
15:30	3	3	28	14	14
15:45	3	3	31	17	14
16:00	4	5	31	15	16
16:15	4	3	30	16	14
16:30	6	3	30	15	15
16:45	1	5	30	14	16
17:00	5	3	30	14	16
17:15	3	4	26	10	16
17:30	5	4	21	9	12
17:45	1	5	18	5	13
18:00	1	3	13	5	8
18:15	2	0	14	8	6
18:30	1	5	19	8	11
18:45	1	0	16	8	8
19:00	4	1	16	7	9
19:15	2	5	14	4	10
19:30	1	2	10	4	6
19:45	0	1	8	3	5
20:00	1	2	8	3	5
20:15	2	1	6	3	3
20:30	0	1	3	1	2
20:45	0	1	2	1	1
21:00	1	0	1	1	0
21:15	0	0	1	0	1
21:30	0	0	1	0	1
21:45	0	0	1	0	1
22:00	0	1	4	2	2
22:15	0	0			
22:30	0	0			
22:45	2	1			
Totals	132	129			

	Trips			Rate	
	Total	Enter %	Exit %	Trips per Unit	
Daily	261	51%	49%	65.25	
AM Generator	24	54%	46%	6.00	
AM Adjacent Street (7-9am)	3	67%	33%	0.75	
PM Generator	36	47%	53%	9.00	
PM Adjacent Street (4-6pm)	31	48%	52%	7.75	

Driveway In & Out

Location: 578 W Grand A
City: OaklandDate: 01/18/2019
Day: Friday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	1	1	2
7:00 AM	1	0	1
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	1	0	1
8:15 AM	0	0	0
8:30 AM	1	1	2
8:45 AM	0	0	0
9:00 AM	1	1	2
9:15 AM	0	1	1
9:30 AM	1	0	1
9:45 AM	2	0	2
10:00 AM	5	3	8
10:15 AM	3	2	5
10:30 AM	5	6	11
10:45 AM	1	4	5
11:00 AM	4	2	6
11:15 AM	1	2	3
11:30 AM	6	4	10
11:45 AM	1	2	3
12:00 PM	2	2	4
12:15 PM	0	3	3
12:30 PM	2	0	2
12:45 PM	3	2	5
1:00 PM	1	1	2
1:15 PM	4	2	6
1:30 PM	7	3	10
1:45 PM	2	5	7
2:00 PM	6	6	12
2:15 PM	2	4	6
2:30 PM	8	4	12
2:45 PM	5	6	11
3:00 PM	5	4	9
3:15 PM	6	7	13
3:30 PM	9	3	12
3:45 PM	2	4	6
4:00 PM	5	6	11
4:15 PM	7	5	12
4:30 PM	2	5	7
4:45 PM	4	2	6
5:00 PM	1	6	7
5:15 PM	3	3	6
5:30 PM	4	2	6
5:45 PM	4	2	6
6:00 PM	3	6	9
6:15 PM	4	1	5
6:30 PM	5	4	9
6:45 PM	4	5	9
7:00 PM	1	6	7
7:15 PM	7	2	9
7:30 PM	5	7	12
7:45 PM	2	6	8
8:00 PM	0	1	1
8:15 PM	1	2	3
8:30 PM	0	0	0
8:45 PM	0	2	2
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	1	1
9:45 PM	1	0	1
10:00 PM	1	0	1
10:15 PM	1	1	2
10:30 PM	0	1	1
10:45 PM	0	2	2
Totals	163	163	326

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	2	1	1
6:15	0	0	3	2	1
6:30	0	0	3	2	1
6:45	1	1	3	2	1
7:00	1	0	1	1	0
7:15	0	0	1	1	0
7:30	0	0	1	1	0
7:45	0	0	3	2	1
8:00	1	0	3	2	1
8:15	0	0	4	2	2
8:30	1	1	5	2	3
8:45	0	0	4	2	2
9:00	1	1	6	4	2
9:15	0	1	12	8	4
9:30	1	0	16	11	5
9:45	2	0	26	15	11
10:00	5	3	29	14	15
10:15	3	2	27	13	14
10:30	5	6	25	11	14
10:45	1	4	24	12	12
11:00	4	2	22	12	10
11:15	1	2	20	10	10
11:30	6	4	20	9	11
11:45	1	2	12	5	7
12:00	2	2	14	7	7
12:15	0	3	12	6	6
12:30	2	0	15	10	5
12:45	3	2	23	15	8
13:00	1	1	25	14	11
13:15	4	2	35	19	16
13:30	7	3	35	17	18
13:45	2	5	37	18	19
14:00	6	6	41	21	20
14:15	2	4	38	20	18
14:30	8	4	45	24	21
14:45	5	6	45	25	20
15:00	5	4	40	22	18
15:15	6	7	42	22	20
15:30	9	3	41	23	18
15:45	2	4	36	16	20
16:00	5	6	36	18	18
16:15	7	5	32	14	18
16:30	2	5	26	10	16
16:45	4	2	25	12	13
17:00	1	6	25	12	13
17:15	3	3	27	14	13
17:30	4	2	26	15	11
17:45	4	2	29	16	13
18:00	3	6	32	16	16
18:15	4	1	30	14	16
18:30	5	4	34	17	17
18:45	4	5	37	17	20
19:00	1	6	36	15	21
19:15	7	2	30	14	16
19:30	5	7	24	8	16
19:45	2	6	12	3	9
20:00	0	1	6	1	5
20:15	1	2	5	1	4
20:30	0	0	2	0	2
20:45	0	2	3	0	3
21:00	0	0	2	1	1
21:15	0	0	3	2	1
21:30	0	1	5	3	2
21:45	1	0	5	3	2
22:00	1	0	6	2	4
22:15	1	1			
22:30	0	1			
22:45	0	2			
Totals	163	163			

	Trips			Rate	
	Total	Enter %	Exit %	Trips per Unit	
Daily	326	50%	50%	81.50	
AM Generator	29	48%	52%	7.25	
AM Adjacent Street (7-9am)	3	67%	33%	0.75	
PM Generator	45	53%	47%	11.25	
PM Adjacent Street (4-6pm)	36	50%	50%	9.00	

Driveway In & Out

Location: 578 W Grand A
City: OaklandDate: 01/19/2019
Day: Saturday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	1	0	1
6:15 AM	0	1	1
6:30 AM	0	0	0
6:45 AM	1	0	1
7:00 AM	1	0	1
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	0	0	0
9:45 AM	0	0	0
10:00 AM	1	0	1
10:15 AM	1	1	2
10:30 AM	0	1	1
10:45 AM	2	1	3
11:00 AM	1	1	2
11:15 AM	3	1	4
11:30 AM	0	2	2
11:45 AM	4	0	4
12:00 PM	1	4	5
12:15 PM	3	1	4
12:30 PM	2	4	6
12:45 PM	3	2	5
1:00 PM	2	3	5
1:15 PM	2	1	3
1:30 PM	4	1	5
1:45 PM	1	5	6
2:00 PM	4	2	6
2:15 PM	3	1	4
2:30 PM	5	4	9
2:45 PM	8	3	11
3:00 PM	1	5	6
3:15 PM	6	4	10
3:30 PM	4	10	14
3:45 PM	0	1	1
4:00 PM	3	1	4
4:15 PM	3	4	7
4:30 PM	4	2	6
4:45 PM	3	4	7
5:00 PM	3	3	6
5:15 PM	6	6	12
5:30 PM	0	4	4
5:45 PM	5	2	7
6:00 PM	0	3	3
6:15 PM	1	1	2
6:30 PM	0	1	1
6:45 PM	1	0	1
7:00 PM	0	1	1
7:15 PM	0	1	1
7:30 PM	7	1	8
7:45 PM	4	5	9
8:00 PM	1	4	5
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	2	2
Totals	105	105	210

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	1	0	3	2	1
6:15	0	1	3	2	1
6:30	0	0	2	2	0
6:45	1	0	2	2	0
7:00	1	0	1	1	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	0	0	0
9:15	0	0	1	1	0
9:30	0	0	3	2	1
9:45	0	0	4	2	2
10:00	1	0	7	4	3
10:15	1	1	8	4	4
10:30	0	1	10	6	4
10:45	2	1	11	6	5
11:00	1	1	12	8	4
11:15	3	1	15	8	7
11:30	0	2	15	8	7
11:45	4	0	19	10	9
12:00	1	4	20	9	11
12:15	3	1	20	10	10
12:30	2	4	19	9	10
12:45	3	2	18	11	7
13:00	2	3	19	9	10
13:15	2	1	20	11	9
13:30	4	1	21	12	9
13:45	1	5	25	13	12
14:00	4	2	30	20	10
14:15	3	1	30	17	13
14:30	5	4	36	20	16
14:45	8	3	41	19	22
15:00	1	5	31	11	20
15:15	6	4	29	13	16
15:30	4	10	26	10	16
15:45	0	1	18	10	8
16:00	3	1	24	13	11
16:15	3	4	26	13	13
16:30	4	2	31	16	15
16:45	3	4	29	12	17
17:00	3	3	29	14	15
17:15	6	6	26	11	15
17:30	0	4	16	6	10
17:45	5	2	13	6	7
18:00	0	3	7	2	5
18:15	1	1	5	2	3
18:30	0	1	4	1	3
18:45	1	0	11	8	3
19:00	0	1	19	11	8
19:15	0	1	23	12	11
19:30	7	1	22	12	10
19:45	4	5	14	5	9
20:00	1	4	5	1	4
20:15	0	0	1	0	1
20:30	0	0	1	0	1
20:45	0	0	1	0	1
21:00	0	1	1	0	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	2	0	2
22:15	0	0			
22:30	0	0			
22:45	0	2			
Totals	105	105			

	Trips			Rate	
	Total	Enter %	Exit %	Trips per Unit	
Daily	210	50%	50%	52.50	
AM Generator	19	53%	47%	4.75	
AM Adjacent Street (7-9am)	1	100%	0%	0.25	
PM Generator	41	46%	54%	10.25	
PM Adjacent Street (4-6pm)	31	52%	48%	7.75	

Driveway In & Out

Location: 578 W Grand A Date: 01/20/2019
 City: Oakland Day: Sunday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM			0
6:15 AM			0
6:30 AM			0
6:45 AM			0
7:00 AM			0
7:15 AM			0
7:30 AM			0
7:45 AM			0
8:00 AM			0
8:15 AM			0
8:30 AM			0
8:45 AM			0
9:00 AM			0
9:15 AM			0
9:30 AM			0
9:45 AM			0
10:00 AM			0
10:15 AM			0
10:30 AM			0
10:45 AM			0
11:00 AM			0
11:15 AM			0
11:30 AM			0
11:45 AM			0
12:00 PM			0
12:15 PM			0
12:30 PM			0
12:45 PM			0
1:00 PM			0
1:15 PM			0
1:30 PM			0
1:45 PM			0
2:00 PM			0
2:15 PM			0
2:30 PM			0
2:45 PM			0
3:00 PM			0
3:15 PM			0
3:30 PM			0
3:45 PM			0
4:00 PM			0
4:15 PM			0
4:30 PM			0
4:45 PM			0
5:00 PM			0
5:15 PM			0
5:30 PM			0
5:45 PM			0
6:00 PM			0
6:15 PM			0
6:30 PM			0
6:45 PM			0
7:00 PM			0
7:15 PM			0
7:30 PM			0
7:45 PM			0
8:00 PM			0
8:15 PM			0
8:30 PM			0
8:45 PM			0
9:00 PM			0
9:15 PM			0
9:30 PM			0
9:45 PM			0
10:00 PM			0
10:15 PM			0
10:30 PM			0
10:45 PM			0
Totals	0	0	0

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	0	0	0
9:15	0	0	0	0	0
9:30	0	0	0	0	0
9:45	0	0	0	0	0
10:00	0	0	0	0	0
10:15	0	0	0	0	0
10:30	0	0	0	0	0
10:45	0	0	0	0	0
11:00	0	0	0	0	0
11:15	0	0	0	0	0
11:30	0	0	0	0	0
11:45	0	0	0	0	0
12:00	0	0	0	0	0
12:15	0	0	0	0	0
12:30	0	0	0	0	0
12:45	0	0	0	0	0
13:00	0	0	0	0	0
13:15	0	0	0	0	0
13:30	0	0	0	0	0
13:45	0	0	0	0	0
14:00	0	0	0	0	0
14:15	0	0	0	0	0
14:30	0	0	0	0	0
14:45	0	0	0	0	0
15:00	0	0	0	0	0
15:15	0	0	0	0	0
15:30	0	0	0	0	0
15:45	0	0	0	0	0
16:00	0	0	0	0	0
16:15	0	0	0	0	0
16:30	0	0	0	0	0
16:45	0	0	0	0	0
17:00	0	0	0	0	0
17:15	0	0	0	0	0
17:30	0	0	0	0	0
17:45	0	0	0	0	0
18:00	0	0	0	0	0
18:15	0	0	0	0	0
18:30	0	0	0	0	0
18:45	0	0	0	0	0
19:00	0	0	0	0	0
19:15	0	0	0	0	0
19:30	0	0	0	0	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	0	0	0
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	0	0			

	Trips			Rate	
	Total	Enter %	Exit %	Trips per Unit	
Daily	0	#DIV/0!	#DIV/0!	0.00	
AM Generator	0	#DIV/0!	#DIV/0!	0.00	
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00	
PM Generator	0	#DIV/0!	#DIV/0!	0.00	
PM Adjacent Street (4-6pm)	0	#DIV/0!	#DIV/0!	0.00	

Driveway In & Out

Location: 578 W Grand A
City: OaklandDate: 01/21/2019
Day: Monday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	1	1
6:30 AM	0	0	0
6:45 AM	2	0	2
7:00 AM	1	0	1
7:15 AM	1	0	1
7:30 AM	1	1	2
7:45 AM	0	1	1
8:00 AM	2	0	2
8:15 AM	0	1	1
8:30 AM	2	0	2
8:45 AM	1	0	1
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	2	0	2
10:00 AM	3	2	5
10:15 AM	3	2	5
10:30 AM	1	2	3
10:45 AM	3	1	4
11:00 AM	2	1	3
11:15 AM	3	2	5
11:30 AM	1	3	4
11:45 AM	1	0	1
12:00 PM	0	2	2
12:15 PM	6	1	7
12:30 PM	1	4	5
12:45 PM	2	2	4
1:00 PM	1	2	3
1:15 PM	0	2	2
1:30 PM	1	0	1
1:45 PM	3	3	6
2:00 PM	1	2	3
2:15 PM	3	0	3
2:30 PM	2	2	4
2:45 PM	2	3	5
3:00 PM	2	2	4
3:15 PM	1	2	3
3:30 PM	1	1	2
3:45 PM	4	2	6
4:00 PM	2	3	5
4:15 PM	2	4	6
4:30 PM	3	2	5
4:45 PM	1	2	3
5:00 PM	3	1	4
5:15 PM	4	4	8
5:30 PM	1	8	9
5:45 PM	2	2	4
6:00 PM	1	3	4
6:15 PM	3	0	3
6:30 PM	3	3	6
6:45 PM	1	1	2
7:00 PM	1	2	3
7:15 PM	1	1	2
7:30 PM	0	1	1
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	1	2	3
8:30 PM	0	0	0
8:45 PM	0	1	1
9:00 PM	0	0	0
9:15 PM	0	1	1
9:30 PM	0	0	0
9:45 PM	1	0	1
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	1	1	2
Totals	92	91	183

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	3	2	1
6:15	0	1	4	3	1
6:30	0	0	4	4	0
6:45	2	0	6	5	1
7:00	1	0	5	3	2
7:15	1	0	6	4	2
7:30	1	1	6	3	3
7:45	0	1	6	4	2
8:00	2	0	6	5	1
8:15	0	1	4	3	1
8:30	2	0	3	3	0
8:45	1	0	2	2	0
9:00	0	0	3	3	0
9:15	0	0	8	6	2
9:30	1	0	13	9	4
9:45	2	0	15	9	6
10:00	3	2	17	10	7
10:15	3	2	15	9	6
10:30	1	2	15	9	6
10:45	3	1	16	9	7
11:00	2	1	13	7	6
11:15	3	2	12	5	7
11:30	1	3	14	8	6
11:45	1	0	15	8	7
12:00	0	2	18	9	9
12:15	6	1	19	10	9
12:30	1	4	14	4	10
12:45	2	2	10	4	6
13:00	1	2	12	5	7
13:15	0	2	12	5	7
13:30	1	0	13	8	5
13:45	3	3	16	9	7
14:00	1	2	15	8	7
14:15	3	0	16	9	7
14:30	2	2	16	7	9
14:45	2	3	14	6	8
15:00	2	2	15	8	7
15:15	1	2	16	8	8
15:30	1	1	19	9	10
15:45	4	2	22	11	11
16:00	2	3	19	8	11
16:15	2	4	18	9	9
16:30	3	2	20	11	9
16:45	1	2	24	9	15
17:00	3	1	25	10	15
17:15	4	4	25	8	17
17:30	1	8	20	7	13
17:45	2	2	17	9	8
18:00	1	3	15	8	7
18:15	3	0	14	8	6
18:30	3	3	13	6	7
18:45	1	1	8	3	5
19:00	1	2	8	3	5
19:15	1	1	5	2	3
19:30	0	1	6	2	4
19:45	1	1	5	2	3
20:00	0	0	4	1	3
20:15	1	2	4	1	3
20:30	0	0	2	0	2
20:45	0	1	2	0	2
21:00	0	0	2	1	1
21:15	0	1	3	1	2
21:30	0	0	2	1	1
21:45	1	0	2	1	1
22:00	0	1	3	1	2
22:15	0	0			
22:30	0	0			
22:45	1	1			
Totals	92	91			

	Trips			Rate	
	Total	Enter %	Exit %	Trips per Unit	
Daily	183	50%	50%	45.75	
AM Generator	17	59%	41%	4.25	
AM Adjacent Street (7-9am)	6	67%	33%	1.50	
PM Generator	25	40%	60%	6.25	
PM Adjacent Street (4-6pm)	25	40%	60%	6.25	

Driveway In & Out

Location: 578 W Grand A
City: OaklandDate: 01/22/2019
Day: Tuesday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	1	0	1
6:30 AM	1	1	2
6:45 AM	0	0	0
7:00 AM	3	1	4
7:15 AM	1	0	1
7:30 AM	1	2	3
7:45 AM	1	0	1
8:00 AM	0	0	0
8:15 AM	0	1	1
8:30 AM	0	0	0
8:45 AM	2	0	2
9:00 AM	0	1	1
9:15 AM	1	1	2
9:30 AM	3	2	5
9:45 AM	4	1	5
10:00 AM	5	1	6
10:15 AM	3	4	7
10:30 AM	2	2	4
10:45 AM	4	5	9
11:00 AM	2	3	5
11:15 AM	2	2	4
11:30 AM	1	0	1
11:45 AM	1	0	1
12:00 PM	1	2	3
12:15 PM	4	1	5
12:30 PM	2	4	6
12:45 PM	4	3	7
1:00 PM	7	8	15
1:15 PM	2	2	4
1:30 PM	3	2	5
1:45 PM	2	2	4
2:00 PM	2	2	4
2:15 PM	4	2	6
2:30 PM	1	2	3
2:45 PM	1	3	4
3:00 PM	3	3	6
3:15 PM	3	2	5
3:30 PM	4	8	12
3:45 PM	4	0	4
4:00 PM	0	1	1
4:15 PM	2	2	4
4:30 PM	2	3	5
4:45 PM	3	4	7
5:00 PM	3	1	4
5:15 PM	4	4	8
5:30 PM	2	4	6
5:45 PM	3	5	8
6:00 PM	3	3	6
6:15 PM	0	0	0
6:30 PM	2	4	6
6:45 PM	3	2	5
7:00 PM	2	4	6
7:15 PM	0	1	1
7:30 PM	1	1	2
7:45 PM	0	0	0
8:00 PM	1	0	1
8:15 PM	0	1	1
8:30 PM	0	1	1
8:45 PM	1	0	1
9:00 PM	0	0	0
9:15 PM	0	1	1
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	1	2	3
Totals	118	118	236

AREA

4000 sq. ft.

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	3	2	1
6:15	1	0	7	5	2
6:30	1	1	7	5	2
6:45	0	0	8	5	3
7:00	3	1	9	6	3
7:15	1	0	5	3	2
7:30	1	2	5	2	3
7:45	1	0	2	1	1
8:00	0	0	3	2	1
8:15	0	1	4	2	2
8:30	0	0	5	3	2
8:45	2	0	10	6	4
9:00	0	1	13	8	5
9:15	1	1	18	13	5
9:30	3	2	23	15	8
9:45	4	1	22	14	8
10:00	5	1	26	14	12
10:15	3	4	25	11	14
10:30	2	2	22	10	12
10:45	4	5	19	9	10
11:00	2	3	11	6	5
11:15	2	2	9	5	4
11:30	1	0	10	7	3
11:45	1	0	15	8	7
12:00	1	2	21	11	10
12:15	4	1	33	17	16
12:30	2	4	32	15	17
12:45	4	3	31	16	15
13:00	7	8	28	14	14
13:15	2	2	17	9	8
13:30	3	2	19	11	8
13:45	2	2	17	9	8
14:00	2	2	17	8	9
14:15	4	2	19	9	10
14:30	1	2	18	8	10
14:45	1	3	27	11	16
15:00	3	3	27	14	13
15:15	3	2	22	11	11
15:30	4	8	21	10	11
15:45	4	0	14	8	6
16:00	0	1	17	7	10
16:15	2	2	20	10	10
16:30	2	3	24	12	12
16:45	3	4	25	12	13
17:00	3	1	26	12	14
17:15	4	4	28	12	16
17:30	2	4	20	8	12
17:45	3	5	20	8	12
18:00	3	3	17	8	9
18:15	0	0	17	7	10
18:30	2	4	18	7	11
18:45	3	2	14	6	8
19:00	2	4	9	3	6
19:15	0	1	4	2	2
19:30	1	1	4	2	2
19:45	0	0	3	1	2
20:00	1	0	4	2	2
20:15	0	1	3	1	2
20:30	0	1	3	1	2
20:45	1	0	2	1	1
21:00	0	0	1	0	1
21:15	0	1	2	0	2
21:30	0	0	1	0	1
21:45	0	0	1	0	1
22:00	0	1	4	1	3
22:15	0	0			
22:30	0	0			
22:45	1	2			
Totals	118	118			

	Trips			Rate	
	Total	Enter %	Exit %	Trips per Unit	
Daily	236	50%	50%	59.00	
AM Generator	26	54%	46%	6.50	
AM Adjacent Street (7-9am)	9	67%	33%	2.25	
PM Generator	32	47%	53%	8.00	
PM Adjacent Street (4-6pm)	26	46%	54%	6.50	

Driveway In & Out

Location: 1911 Fairway D Date: 01/16/2019
City: San Leandro Day: Wednesday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	1	0	1
8:45 AM	1	1	2
9:00 AM	1	0	1
9:15 AM	0	0	0
9:30 AM	3	1	4
9:45 AM	1	4	5
10:00 AM	2	0	2
10:15 AM	0	2	2
10:30 AM	3	1	4
10:45 AM	2	3	5
11:00 AM	1	4	5
11:15 AM	1	0	1
11:30 AM	0	0	0
11:45 AM	1	0	1
12:00 PM	1	0	1
12:15 PM	0	1	1
12:30 PM	1	0	1
12:45 PM	1	2	3
1:00 PM	1	2	3
1:15 PM	4	4	8
1:30 PM	1	2	3
1:45 PM	3	0	3
2:00 PM	0	2	2
2:15 PM	1	1	2
2:30 PM	1	3	4
2:45 PM	1	2	3
3:00 PM	0	0	0
3:15 PM	0	0	0
3:30 PM	3	2	5
3:45 PM	0	0	0
4:00 PM	1	2	3
4:15 PM	3	3	6
4:30 PM	0	1	1
4:45 PM	0	0	0
5:00 PM	3	4	7
5:15 PM	1	1	2
5:30 PM	0	1	1
5:45 PM	0	1	1
6:00 PM	0	1	1
6:15 PM	0	1	1
6:30 PM	1	0	1
6:45 PM	0	0	0
7:00 PM	0	0	0
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	44	53	97

AREA

3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	1	1	0
8:00	0	0	3	2	1
8:15	0	0	4	3	1
8:30	1	0	4	3	1
8:45	1	1	7	5	2
9:00	1	0	10	5	5
9:15	0	0	11	6	5
9:30	3	1	13	6	7
9:45	1	4	13	6	7
10:00	2	0	13	7	6
10:15	0	2	16	6	10
10:30	3	1	15	7	8
10:45	2	3	11	4	7
11:00	1	4	7	3	4
11:15	1	0	3	3	0
11:30	0	0	3	2	1
11:45	1	0	4	3	1
12:00	1	0	6	3	3
12:15	0	1	8	3	5
12:30	1	0	15	7	8
12:45	1	2	17	7	10
13:00	1	2	17	9	8
13:15	4	4	16	8	8
13:30	1	2	10	5	5
13:45	3	0	11	5	6
14:00	0	2	11	3	8
14:15	1	1	9	3	6
14:30	1	3	7	2	5
14:45	1	2	8	4	4
15:00	0	0	5	3	2
15:15	0	0	8	4	4
15:30	3	2	14	7	7
15:45	0	0	10	4	6
16:00	1	2	10	4	6
16:15	3	3	14	6	8
16:30	0	1	10	4	6
16:45	0	0	10	4	6
17:00	3	4	11	4	7
17:15	1	1	5	1	4
17:30	0	1	4	0	4
17:45	0	1	4	1	3
18:00	0	1	3	1	2
18:15	0	1	2	1	1
18:30	1	0	1	1	0
18:45	0	0	0	0	0
19:00	0	0	0	0	0
19:15	0	0	0	0	0
19:30	0	0	0	0	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	1	0	1
20:30	0	0	1	0	1
20:45	0	0	1	0	1
21:00	0	1	1	0	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	44	53			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	97	45%	55%	26.98
AM Generator	16	38%	63%	4.45
AM Adjacent Street (7-9am)	3	67%	33%	0.83
PM Generator	17	41%	59%	4.73
PM Adjacent Street (4-6pm)	14	43%	57%	3.89

Driveway In & Out

Location: 1911 Fairway D Date: 01/17/2019
City: San Leandro Day: Thursday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	1	0	1
8:00 AM	0	1	1
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	1	1
9:00 AM	1	0	1
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	1	1	2
10:00 AM	5	2	7
10:15 AM	0	2	2
10:30 AM	2	2	4
10:45 AM	1	0	1
11:00 AM	0	1	1
11:15 AM	1	0	1
11:30 AM	2	2	4
11:45 AM	1	2	3
12:00 PM	0	1	1
12:15 PM	2	2	4
12:30 PM	2	0	2
12:45 PM	2	0	2
1:00 PM	3	2	5
1:15 PM	2	3	5
1:30 PM	0	1	1
1:45 PM	1	0	1
2:00 PM	0	2	2
2:15 PM	0	2	2
2:30 PM	1	0	1
2:45 PM	3	1	4
3:00 PM	0	1	1
3:15 PM	2	3	5
3:30 PM	2	4	6
3:45 PM	1	0	1
4:00 PM	2	4	6
4:15 PM	1	2	3
4:30 PM	0	0	0
4:45 PM	1	2	3
5:00 PM	1	0	1
5:15 PM	0	0	0
5:30 PM	0	0	0
5:45 PM	0	1	1
6:00 PM	3	2	5
6:15 PM	4	4	8
6:30 PM	1	1	2
6:45 PM	1	2	3
7:00 PM	1	2	3
7:15 PM	1	1	2
7:30 PM	1	1	2
7:45 PM	1	0	1
8:00 PM	0	1	1
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	1	1	2
9:30 PM	0	1	1
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	56	62	118

AREA

3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	1	1	0
7:15	0	0	2	1	1
7:30	0	0	2	1	1
7:45	1	0	2	1	1
8:00	0	1	2	0	2
8:15	0	0	2	1	1
8:30	0	0	2	1	1
8:45	0	1	3	2	1
9:00	1	0	4	3	1
9:15	0	0	10	7	3
9:30	1	0	12	7	5
9:45	1	1	15	8	7
10:00	5	2	14	8	6
10:15	0	2	8	3	5
10:30	2	2	7	4	3
10:45	1	0	7	4	3
11:00	0	1	9	4	5
11:15	1	0	9	4	5
11:30	2	2	12	5	7
11:45	1	2	10	5	5
12:00	0	1	9	6	3
12:15	2	2	13	9	4
12:30	2	0	14	9	5
12:45	2	0	13	7	6
13:00	3	2	12	6	6
13:15	2	3	9	3	6
13:30	0	1	6	1	5
13:45	1	0	6	2	4
14:00	0	2	9	4	5
14:15	0	2	8	4	4
14:30	1	0	11	6	5
14:45	3	1	16	7	9
15:00	0	1	13	5	8
15:15	2	3	18	7	11
15:30	2	4	16	6	10
15:45	1	0	10	4	6
16:00	2	4	12	4	8
16:15	1	2	7	3	4
16:30	0	0	4	2	2
16:45	1	2	4	2	2
17:00	1	0	2	1	1
17:15	0	0	6	3	3
17:30	0	0	14	7	7
17:45	0	1	16	8	8
18:00	3	2	18	9	9
18:15	4	4	16	7	9
18:30	1	1	10	4	6
18:45	1	2	10	4	6
19:00	1	2	8	4	4
19:15	1	1	6	3	3
19:30	1	1	4	2	2
19:45	1	0	2	1	1
20:00	0	1	1	0	1
20:15	0	0	1	0	1
20:30	0	0	3	1	2
20:45	0	0	4	1	3
21:00	0	1	4	1	3
21:15	1	1	3	1	2
21:30	0	1	1	0	1
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	56	62			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	118	47%	53%	32.82
AM Generator	15	53%	47%	4.17
AM Adjacent Street (7-9am)	2	50%	50%	0.56
PM Generator	18	39%	61%	5.01
PM Adjacent Street (4-6pm)	12	33%	67%	3.34

Driveway In & Out

Location: 1911 Fairway D Date: 01/18/2019
City: San Leandro Day: Friday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	1	0	1
7:30 AM	0	1	1
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	2	1	3
8:45 AM	1	0	1
9:00 AM	4	0	4
9:15 AM	2	3	5
9:30 AM	0	3	3
9:45 AM	1	2	3
10:00 AM	1	2	3
10:15 AM	5	1	6
10:30 AM	0	2	2
10:45 AM	3	1	4
11:00 AM	1	1	2
11:15 AM	3	5	8
11:30 AM	1	0	1
11:45 AM	3	5	8
12:00 PM	2	1	3
12:15 PM	3	4	7
12:30 PM	0	2	2
12:45 PM	2	1	3
1:00 PM	4	2	6
1:15 PM	1	2	3
1:30 PM	3	3	6
1:45 PM	1	1	2
2:00 PM	1	1	2
2:15 PM	2	1	3
2:30 PM	1	5	6
2:45 PM	2	4	6
3:00 PM	3	3	6
3:15 PM	1	1	2
3:30 PM	0	4	4
3:45 PM	0	2	2
4:00 PM	2	1	3
4:15 PM	2	1	3
4:30 PM	2	3	5
4:45 PM	2	1	3
5:00 PM	1	0	1
5:15 PM	4	3	7
5:30 PM	1	1	2
5:45 PM	1	2	3
6:00 PM	1	3	4
6:15 PM	1	1	2
6:30 PM	3	3	6
6:45 PM	0	2	2
7:00 PM	9	5	14
7:15 PM	3	5	8
7:30 PM	3	1	4
7:45 PM	0	3	3
8:00 PM	0	1	1
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	1	1
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	2	2
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	89	104	193

AREA

3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	1	1	0
6:45	0	0	2	1	1
7:00	0	0	2	1	1
7:15	1	0	2	1	1
7:30	0	1	1	0	1
7:45	0	0	3	2	1
8:00	0	0	4	3	1
8:15	0	0	8	7	1
8:30	2	1	13	9	4
8:45	1	0	13	7	6
9:00	4	0	15	7	8
9:15	2	3	14	4	10
9:30	0	3	15	7	8
9:45	1	2	14	7	7
10:00	1	2	15	9	6
10:15	5	1	14	9	5
10:30	0	2	16	7	9
10:45	3	1	15	8	7
11:00	1	1	19	8	11
11:15	3	5	20	9	11
11:30	1	0	19	9	10
11:45	3	5	20	8	12
12:00	2	1	15	7	8
12:15	3	4	18	9	9
12:30	0	2	14	7	7
12:45	2	1	18	10	8
13:00	4	2	17	9	8
13:15	1	2	13	6	7
13:30	3	3	13	7	6
13:45	1	1	13	5	8
14:00	1	1	17	6	11
14:15	2	1	21	8	13
14:30	1	5	20	7	13
14:45	2	4	18	6	12
15:00	3	3	14	4	10
15:15	1	1	11	3	8
15:30	0	4	12	4	8
15:45	0	2	13	6	7
16:00	2	1	14	8	6
16:15	2	1	12	7	5
16:30	2	3	16	9	7
16:45	2	1	13	8	5
17:00	1	0	13	7	6
17:15	4	3	16	7	9
17:30	1	1	11	4	7
17:45	1	2	15	6	9
18:00	1	3	14	5	9
18:15	1	1	24	13	11
18:30	3	3	30	15	15
18:45	0	2	28	15	13
19:00	9	5	29	15	14
19:15	3	5	16	6	10
19:30	3	1	8	3	5
19:45	0	3	4	0	4
20:00	0	1	2	0	2
20:15	0	0	2	0	2
20:30	0	0	2	0	2
20:45	0	1	4	0	4
21:00	0	1	3	0	3
21:15	0	0	2	0	2
21:30	0	2	2	0	2
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	89	104			

	Trips		Rate	
	Total	Enter %	Exit %	Trips per Unit
Daily	193	46%	54%	53.69
AM Generator	20	45%	55%	5.56
AM Adjacent Street (7-9am)	4	75%	25%	1.11
PM Generator	30	50%	50%	8.34
PM Adjacent Street (4-6pm)	16	56%	44%	4.45

Driveway In & Out

Location: 1911 Fairway D Date: 01/19/2019
City: San Leandro Day: Saturday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	1	0	1
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	1	1	2
9:45 AM	1	0	1
10:00 AM	2	0	2
10:15 AM	0	1	1
10:30 AM	0	1	1
10:45 AM	1	1	2
11:00 AM	1	0	1
11:15 AM	3	3	6
11:30 AM	0	2	2
11:45 AM	0	0	0
12:00 PM	2	0	2
12:15 PM	2	1	3
12:30 PM	1	4	5
12:45 PM	2	2	4
1:00 PM	1	0	1
1:15 PM	4	1	5
1:30 PM	0	1	1
1:45 PM	1	3	4
2:00 PM	0	2	2
2:15 PM	0	1	1
2:30 PM	1	3	4
2:45 PM	0	0	0
3:00 PM	2	0	2
3:15 PM	2	3	5
3:30 PM	2	1	3
3:45 PM	4	2	6
4:00 PM	1	4	5
4:15 PM	1	2	3
4:30 PM	7	4	11
4:45 PM	3	1	4
5:00 PM	1	4	5
5:15 PM	0	0	0
5:30 PM	0	0	0
5:45 PM	1	1	2
6:00 PM	4	0	4
6:15 PM	2	3	5
6:30 PM	1	1	2
6:45 PM	1	5	6
7:00 PM	0	1	1
7:15 PM	0	0	0
7:30 PM	2	0	2
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	1	1	2
9:15 PM	0	4	4
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	59	64	123

AREA 3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	1	1	0
6:45	0	0	1	1	0
7:00	0	0	1	1	0
7:15	1	0	1	1	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	2	1	1
9:00	0	0	3	2	1
9:15	0	0	5	4	1
9:30	1	1	6	4	2
9:45	1	0	5	3	2
10:00	2	0	6	3	3
10:15	0	1	5	2	3
10:30	0	1	10	5	5
10:45	1	1	11	5	6
11:00	1	0	9	4	5
11:15	3	3	10	5	5
11:30	0	2	7	4	3
11:45	0	0	10	5	5
12:00	2	0	14	7	7
12:15	2	1	13	6	7
12:30	1	4	15	8	7
12:45	2	2	11	7	4
13:00	1	0	11	6	5
13:15	4	1	12	5	7
13:30	0	1	8	1	7
13:45	1	3	11	2	9
14:00	0	2	7	1	6
14:15	0	1	7	3	4
14:30	1	3	11	5	6
14:45	0	0	10	6	4
15:00	2	0	16	10	6
15:15	2	3	19	9	10
15:30	2	1	17	8	9
15:45	4	2	25	13	12
16:00	1	4	23	12	11
16:15	1	2	23	12	11
16:30	7	4	20	11	9
16:45	3	1	9	4	5
17:00	1	4	7	2	5
17:15	0	0	6	5	1
17:30	0	0	11	7	4
17:45	1	1	13	8	5
18:00	4	0	17	8	9
18:15	2	3	14	4	10
18:30	1	1	9	2	7
18:45	1	5	9	3	6
19:00	0	1	3	2	1
19:15	0	0	2	2	0
19:30	2	0	2	2	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	2	1	1
20:30	0	0	6	1	5
20:45	0	0	6	1	5
21:00	1	1	6	1	5
21:15	0	4	4	0	4
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	59	64			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	123	48%	52%	34.21
AM Generator	11	45%	55%	3.06
AM Adjacent Street (7-9am)	1	100%	0%	0.28
PM Generator	25	52%	48%	6.95
PM Adjacent Street (4-6pm)	23	52%	48%	6.40

Driveway In & Out

Location: 1911 Fairway D Date: 01/20/2019
City: San Leandro Day: Sunday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	1	0	1
9:00 AM	0	0	0
9:15 AM	1	0	1
9:30 AM	0	1	1
9:45 AM	0	1	1
10:00 AM	1	0	1
10:15 AM	0	0	0
10:30 AM	1	3	4
10:45 AM	0	0	0
11:00 AM	1	1	2
11:15 AM	1	0	1
11:30 AM	1	1	2
11:45 AM	1	1	2
12:00 PM	0	0	0
12:15 PM	0	3	3
12:30 PM	3	1	4
12:45 PM	2	1	3
1:00 PM	1	0	1
1:15 PM	3	2	5
1:30 PM	3	2	5
1:45 PM	0	1	1
2:00 PM	2	2	4
2:15 PM	1	2	3
2:30 PM	0	1	1
2:45 PM	0	0	0
3:00 PM	0	1	1
3:15 PM	0	0	0
3:30 PM	1	0	1
3:45 PM	2	1	3
4:00 PM	2	2	4
4:15 PM	0	1	1
4:30 PM	1	2	3
4:45 PM	2	1	3
5:00 PM	4	3	7
5:15 PM	2	1	3
5:30 PM	3	5	8
5:45 PM	0	0	0
6:00 PM	0	1	1
6:15 PM	0	0	0
6:30 PM	1	1	2
6:45 PM	2	1	3
7:00 PM	0	1	1
7:15 PM	2	1	3
7:30 PM	1	2	3
7:45 PM	0	1	1
8:00 PM	1	1	2
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	2	2
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	47	51	98

AREA

3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	1	1	0
8:15	0	0	1	1	0
8:30	0	0	2	2	0
8:45	1	0	3	2	1
9:00	0	0	3	1	2
9:15	1	0	4	2	2
9:30	0	1	3	1	2
9:45	0	1	6	2	4
10:00	1	0	5	2	3
10:15	0	0	6	2	4
10:30	1	3	7	3	4
10:45	0	0	5	3	2
11:00	1	1	7	4	3
11:15	1	0	5	3	2
11:30	1	1	7	2	5
11:45	1	1	9	4	5
12:00	0	0	10	5	5
12:15	0	3	11	6	5
12:30	3	1	13	9	4
12:45	2	1	14	9	5
13:00	1	0	12	7	5
13:15	3	2	15	8	7
13:30	3	2	13	6	7
13:45	0	1	9	3	6
14:00	2	2	8	3	5
14:15	1	2	5	1	4
14:30	0	1	2	0	2
14:45	0	0	2	1	1
15:00	0	1	5	3	2
15:15	0	0	8	5	3
15:30	1	0	9	5	4
15:45	2	1	11	5	6
16:00	2	2	11	5	6
16:15	0	1	14	7	7
16:30	1	2	16	9	7
16:45	2	1	21	11	10
17:00	4	3	18	9	9
17:15	2	1	12	5	7
17:30	3	5	9	3	6
17:45	0	0	3	1	2
18:00	0	1	6	3	3
18:15	0	0	6	3	3
18:30	1	1	9	5	4
18:45	2	1	10	5	5
19:00	0	1	8	3	5
19:15	2	1	9	4	5
19:30	1	2	6	2	4
19:45	0	1	3	1	2
20:00	1	1	2	1	1
20:15	0	0	2	0	2
20:30	0	0	2	0	2
20:45	0	0	2	0	2
21:00	0	2	2	0	2
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	47	51			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	98	48%	52%	27.26
AM Generator	9	44%	56%	2.50
AM Adjacent Street (7-9am)	1	100%	0%	0.28
PM Generator	21	52%	48%	5.84
PM Adjacent Street (4-6pm)	21	52%	48%	5.84

Driveway In & Out

Location: 1911 Fairway D
City: San Leandro

Date: 01/21/2019
Day: Monday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	2	1	3
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	2	0	2
8:15 AM	0	0	0
8:30 AM	1	2	3
8:45 AM	3	0	3
9:00 AM	1	0	1
9:15 AM	1	0	1
9:30 AM	0	1	1
9:45 AM	1	0	1
10:00 AM	0	0	0
10:15 AM	1	1	2
10:30 AM	0	0	0
10:45 AM	0	1	1
11:00 AM	2	1	3
11:15 AM	2	1	3
11:30 AM	1	2	3
11:45 AM	2	2	4
12:00 PM	2	2	4
12:15 PM	1	2	3
12:30 PM	1	2	3
12:45 PM	2	2	4
1:00 PM	3	2	5
1:15 PM	1	3	4
1:30 PM	1	0	1
1:45 PM	3	3	6
2:00 PM	0	3	3
2:15 PM	1	0	1
2:30 PM	3	2	5
2:45 PM	1	1	2
3:00 PM	1	4	5
3:15 PM	1	0	1
3:30 PM	2	2	4
3:45 PM	1	1	2
4:00 PM	1	1	2
4:15 PM	1	1	2
4:30 PM	2	2	4
4:45 PM	0	2	2
5:00 PM	1	1	2
5:15 PM	2	1	3
5:30 PM	2	2	4
5:45 PM	1	0	1
6:00 PM	1	2	3
6:15 PM	0	0	0
6:30 PM	0	2	2
6:45 PM	1	2	3
7:00 PM	1	0	1
7:15 PM	0	1	1
7:30 PM	2	1	3
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	1	3	4
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	59	62	121

AREA

3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	3	2	1
6:45	0	0	3	2	1
7:00	0	0	3	2	1
7:15	2	1	5	4	1
7:30	0	0	2	2	0
7:45	0	0	5	3	2
8:00	2	0	8	6	2
8:15	0	0	7	5	2
8:30	1	2	8	6	2
8:45	3	0	6	5	1
9:00	1	0	4	3	1
9:15	1	0	3	2	1
9:30	0	1	4	2	2
9:45	1	0	3	2	1
10:00	0	0	3	1	2
10:15	1	1	6	3	3
10:30	0	0	7	4	3
10:45	0	1	10	5	5
11:00	2	1	13	7	6
11:15	2	1	14	7	7
11:30	1	2	14	6	8
11:45	2	2	14	6	8
12:00	2	2	14	6	8
12:15	1	2	15	7	8
12:30	1	2	16	7	9
12:45	2	2	14	7	7
13:00	3	2	16	8	8
13:15	1	3	14	5	9
13:30	1	0	11	5	6
13:45	3	3	15	7	8
14:00	0	3	11	5	6
14:15	1	0	13	6	7
14:30	3	2	13	6	7
14:45	1	1	12	5	7
15:00	1	4	12	5	7
15:15	1	0	9	5	4
15:30	2	2	10	5	5
15:45	1	1	10	5	5
16:00	1	1	10	4	6
16:15	1	1	10	4	6
16:30	2	2	11	5	6
16:45	0	2	11	5	6
17:00	1	1	10	6	4
17:15	2	1	11	6	5
17:30	2	2	8	4	4
17:45	1	0	6	2	4
18:00	1	2	8	2	6
18:15	0	0	6	2	4
18:30	0	2	7	2	5
18:45	1	2	8	4	4
19:00	1	0	5	3	2
19:15	0	1	4	2	2
19:30	2	1	3	2	1
19:45	0	0	0	0	0
20:00	0	0	4	1	3
20:15	0	0	4	1	3
20:30	0	0	4	1	3
20:45	1	3	4	1	3
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	59	62			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	121	49%	51%	33.66
AM Generator	14	50%	50%	3.89
AM Adjacent Street (7-9am)	8	75%	25%	2.23
PM Generator	16	44%	56%	4.45
PM Adjacent Street (4-6pm)	11	45%	55%	3.06

Driveway In & Out

Location: 1911 Fairway D
City: San Leandro

Date: 01/22/2019
Day: Tuesday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	2	0	2
7:30 AM	0	0	0
7:45 AM	1	0	1
8:00 AM	0	2	2
8:15 AM	1	1	2
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	0	0	0
9:45 AM	0	0	0
10:00 AM	0	0	0
10:15 AM	0	1	1
10:30 AM	0	0	0
10:45 AM	0	0	0
11:00 AM	0	0	0
11:15 AM	0	1	1
11:30 AM	0	0	0
11:45 AM	0	0	0
12:00 PM	0	0	0
12:15 PM	0	1	1
12:30 PM	0	0	0
12:45 PM	0	0	0
1:00 PM	0	0	0
1:15 PM	0	0	0
1:30 PM	0	0	0
1:45 PM	0	0	0
2:00 PM	0	0	0
2:15 PM	2	1	3
2:30 PM	3	0	3
2:45 PM	0	2	2
3:00 PM	2	0	2
3:15 PM	0	2	2
3:30 PM	2	0	2
3:45 PM	7	3	10
4:00 PM	1	4	5
4:15 PM	0	2	2
4:30 PM	2	2	4
4:45 PM	1	0	1
5:00 PM	1	2	3
5:15 PM	2	1	3
5:30 PM	2	2	4
5:45 PM	3	3	6
6:00 PM	0	1	1
6:15 PM	1	0	1
6:30 PM	0	1	1
6:45 PM	4	1	5
7:00 PM	0	3	3
7:15 PM	1	2	3
7:30 PM	0	0	0
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	1	1
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	1	1
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	1	1	2
10:45 PM	0	0	0
Totals	40	42	82

AREA

3595 sq. ft.

1911 Fairway Dr Dwy 1 & Fairway Dr					
Area			3595		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	2	2	0
6:45	0	0	2	2	0
7:00	0	0	3	3	0
7:15	2	0	5	3	2
7:30	0	0	5	2	3
7:45	1	0	5	2	3
8:00	0	2	4	1	3
8:15	1	1	2	1	1
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	0	0	0
9:15	0	0	0	0	0
9:30	0	0	1	0	1
9:45	0	0	1	0	1
10:00	0	0	1	0	1
10:15	0	1	1	0	1
10:30	0	0	1	0	1
10:45	0	0	1	0	1
11:00	0	0	1	0	1
11:15	0	1	1	0	1
11:30	0	0	1	0	1
11:45	0	0	1	0	1
12:00	0	0	1	0	1
12:15	0	1	1	0	1
12:30	0	0	0	0	0
12:45	0	0	0	0	0
13:00	0	0	0	0	0
13:15	0	0	0	0	0
13:30	0	0	3	2	1
13:45	0	0	6	5	1
14:00	0	0	8	5	3
14:15	2	1	10	7	3
14:30	3	0	9	5	4
14:45	0	2	8	4	4
15:00	2	0	16	11	5
15:15	0	2	19	10	9
15:30	2	0	19	10	9
15:45	7	3	21	10	11
16:00	1	4	12	4	8
16:15	0	2	10	4	6
16:30	2	2	11	6	5
16:45	1	0	11	6	5
17:00	1	2	16	8	8
17:15	2	1	14	7	7
17:30	2	2	12	6	6
17:45	3	3	9	4	5
18:00	0	1	8	5	3
18:15	1	0	10	5	5
18:30	0	1	12	5	7
18:45	4	1	11	5	6
19:00	0	3	8	2	6
19:15	1	2	5	2	3
19:30	0	0	2	1	1
19:45	1	1	3	1	2
20:00	0	0	1	0	1
20:15	0	0	1	0	1
20:30	0	1	2	0	2
20:45	0	0	1	0	1
21:00	0	0	1	0	1
21:15	0	1	1	0	1
21:30	0	0	0	0	0
21:45	0	0	2	1	1
22:00	0	0	2	1	1
22:15	0	0			
22:30	1	1			
22:45	0	0			
Totals	40	42			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	82	49%	51%	22.81
AM Generator	5	60%	40%	1.39
AM Adjacent Street (7-9am)	5	60%	40%	1.39
PM Generator	21	48%	52%	5.84
PM Adjacent Street (4-6pm)	16	50%	50%	4.45

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/16/2019
Day: Wednesday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	1	0	1
7:45 AM	1	0	1
8:00 AM	2	0	2
8:15 AM	4	0	4
8:30 AM	0	2	2
8:45 AM	2	0	2
9:00 AM	4	0	4
9:15 AM	1	1	2
9:30 AM	3	1	4
9:45 AM	1	0	1
10:00 AM	1	0	1
10:15 AM	1	0	1
10:30 AM	1	3	4
10:45 AM	1	0	1
11:00 AM	0	0	0
11:15 AM	1	0	1
11:30 AM	0	0	0
11:45 AM	3	0	3
12:00 PM	1	4	5
12:15 PM	2	1	3
12:30 PM	0	2	2
12:45 PM	3	2	5
1:00 PM	2	2	4
1:15 PM	2	1	3
1:30 PM	0	5	5
1:45 PM	0	0	0
2:00 PM	1	0	1
2:15 PM	1	1	2
2:30 PM	0	0	0
2:45 PM	0	1	1
3:00 PM	2	4	6
3:15 PM	1	1	2
3:30 PM	1	4	5
3:45 PM	1	1	2
4:00 PM	2	2	4
4:15 PM	1	1	2
4:30 PM	0	0	0
4:45 PM	0	2	2
5:00 PM	3	2	5
5:15 PM	0	0	0
5:30 PM	1	2	3
5:45 PM	0	0	0
6:00 PM	0	3	3
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	0	0	0
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	51	48	99

AREA4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	1	1	0
7:00	0	0	2	2	0
7:15	0	0	4	4	0
7:30	1	0	8	8	0
7:45	1	0	9	7	2
8:00	2	0	10	8	2
8:15	4	0	12	10	2
8:30	0	2	10	7	3
8:45	2	0	12	10	2
9:00	4	0	11	9	2
9:15	1	1	8	6	2
9:30	3	1	7	6	1
9:45	1	0	7	4	3
10:00	1	0	7	4	3
10:15	1	0	6	3	3
10:30	1	3	6	3	3
10:45	1	0	2	2	0
11:00	0	0	4	4	0
11:15	1	0	9	5	4
11:30	0	0	11	6	5
11:45	3	0	13	6	7
12:00	1	4	15	6	9
12:15	2	1	14	7	7
12:30	0	2	14	7	7
12:45	3	2	17	7	10
13:00	2	2	12	4	8
13:15	2	1	9	3	6
13:30	0	5	8	2	6
13:45	0	0	3	2	1
14:00	1	0	4	2	2
14:15	1	1	9	3	6
14:30	0	0	9	3	6
14:45	0	1	14	4	10
15:00	2	4	15	5	10
15:15	1	1	13	5	8
15:30	1	4	13	5	8
15:45	1	1	8	4	4
16:00	2	2	8	3	5
16:15	1	1	9	4	5
16:30	0	0	7	3	4
16:45	0	2	10	4	6
17:00	3	2	8	4	4
17:15	0	0	6	1	5
17:30	1	2	6	1	5
17:45	0	0	3	0	3
18:00	0	3	3	0	3
18:15	0	0	0	0	0
18:30	0	0	0	0	0
18:45	0	0	0	0	0
19:00	0	0	0	0	0
19:15	0	0	0	0	0
19:30	0	0	0	0	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	0	0	0
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	51	48			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	99	52%	48%	24.75
AM Generator	13	46%	54%	3.25
AM Adjacent Street (7-9am)	10	80%	20%	2.50
PM Generator	17	41%	59%	4.25
PM Adjacent Street (4-6pm)	10	40%	60%	2.50

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/17/2019
Day: Thursday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	1	0	1
8:00 AM	2	0	2
8:15 AM	1	0	1
8:30 AM	2	2	4
8:45 AM	0	0	0
9:00 AM	3	0	3
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	2	2	4
10:00 AM	4	3	7
10:15 AM	4	2	6
10:30 AM	0	1	1
10:45 AM	1	0	1
11:00 AM	2	1	3
11:15 AM	2	2	4
11:30 AM	4	3	7
11:45 AM	1	3	4
12:00 PM	0	0	0
12:15 PM	0	0	0
12:30 PM	0	1	1
12:45 PM	0	1	1
1:00 PM	0	0	0
1:15 PM	4	2	6
1:30 PM	1	0	1
1:45 PM	1	0	1
2:00 PM	4	3	7
2:15 PM	3	1	4
2:30 PM	1	1	2
2:45 PM	1	2	3
3:00 PM	2	1	3
3:15 PM	1	2	3
3:30 PM	1	0	1
3:45 PM	0	3	3
4:00 PM	1	1	2
4:15 PM	2	2	4
4:30 PM	1	4	5
4:45 PM	0	1	1
5:00 PM	1	1	2
5:15 PM	3	3	6
5:30 PM	0	6	6
5:45 PM	0	2	2
6:00 PM	0	0	0
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	1	0	1
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	1	1
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	58	58	116

AREA

4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	1	1	0
7:15	0	0	3	3	0
7:30	0	0	4	4	0
7:45	1	0	8	6	2
8:00	2	0	7	5	2
8:15	1	0	8	6	2
8:30	2	2	7	5	2
8:45	0	0	4	4	0
9:00	3	0	8	6	2
9:15	0	0	12	7	5
9:30	1	0	18	11	7
9:45	2	2	18	10	8
10:00	4	3	15	9	6
10:15	4	2	11	7	4
10:30	0	1	9	5	4
10:45	1	0	15	9	6
11:00	2	1	18	9	9
11:15	2	2	15	7	8
11:30	4	3	11	5	6
11:45	1	3	5	1	4
12:00	0	0	2	0	2
12:15	0	0	2	0	2
12:30	0	1	8	4	4
12:45	0	1	8	5	3
13:00	0	0	8	6	2
13:15	4	2	15	10	5
13:30	1	0	13	9	4
13:45	1	0	14	9	5
14:00	4	3	16	9	7
14:15	3	1	12	7	5
14:30	1	1	11	5	6
14:45	1	2	10	5	5
15:00	2	1	10	4	6
15:15	1	2	9	3	6
15:30	1	0	10	4	6
15:45	0	3	14	4	10
16:00	1	1	12	4	8
16:15	2	2	12	4	8
16:30	1	4	14	5	9
16:45	0	1	15	4	11
17:00	1	1	16	4	12
17:15	3	3	14	3	11
17:30	0	6	8	0	8
17:45	0	2	2	0	2
18:00	0	0	0	0	0
18:15	0	0	1	1	0
18:30	0	0	1	1	0
18:45	0	0	1	1	0
19:00	1	0	1	1	0
19:15	0	0	0	0	0
19:30	0	0	1	0	1
19:45	0	0	1	0	1
20:00	0	0	1	0	1
20:15	0	1	2	0	2
20:30	0	0	1	0	1
20:45	0	0	1	0	1
21:00	0	1	1	0	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	58	58			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	116	50%	50%	29.00
AM Generator	18	61%	39%	4.50
AM Adjacent Street (7-9am)	8	75%	25%	2.00
PM Generator	16	56%	44%	4.00
PM Adjacent Street (4-6pm)	16	25%	75%	4.00

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/18/2019
Day: Friday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	2	0	2
7:45 AM	1	0	1
8:00 AM	2	0	2
8:15 AM	4	0	4
8:30 AM	3	1	4
8:45 AM	0	2	2
9:00 AM	4	2	6
9:15 AM	1	0	1
9:30 AM	3	2	5
9:45 AM	5	2	7
10:00 AM	4	1	5
10:15 AM	1	1	2
10:30 AM	3	3	6
10:45 AM	4	3	7
11:00 AM	1	5	6
11:15 AM	5	4	9
11:30 AM	1	2	3
11:45 AM	3	2	5
12:00 PM	3	2	5
12:15 PM	2	1	3
12:30 PM	5	4	9
12:45 PM	2	1	3
1:00 PM	0	1	1
1:15 PM	2	2	4
1:30 PM	5	6	11
1:45 PM	5	6	11
2:00 PM	3	3	6
2:15 PM	4	4	8
2:30 PM	1	3	4
2:45 PM	4	4	8
3:00 PM	5	5	10
3:15 PM	2	4	6
3:30 PM	3	4	7
3:45 PM	4	4	8
4:00 PM	3	2	5
4:15 PM	3	3	6
4:30 PM	0	2	2
4:45 PM	1	6	7
5:00 PM	2	2	4
5:15 PM	2	4	6
5:30 PM	4	3	7
5:45 PM	3	7	10
6:00 PM	0	2	2
6:15 PM	2	1	3
6:30 PM	4	3	7
6:45 PM	2	1	3
7:00 PM	4	2	6
7:15 PM	0	0	0
7:30 PM	2	1	3
7:45 PM	4	2	6
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	1	0	1
8:45 PM	0	0	0
9:00 PM	2	1	3
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	136	126	262

AREA

4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	2	2	0
7:00	0	0	3	3	0
7:15	0	0	5	5	0
7:30	2	0	9	9	0
7:45	1	0	11	10	1
8:00	2	0	12	9	3
8:15	4	0	16	11	5
8:30	3	1	13	8	5
8:45	0	2	14	8	6
9:00	4	2	19	13	6
9:15	1	0	18	13	5
9:30	3	2	19	13	6
9:45	5	2	20	13	7
10:00	4	1	20	12	8
10:15	1	1	21	9	12
10:30	3	3	28	13	15
10:45	4	3	25	11	14
11:00	1	5	23	10	13
11:15	5	4	22	12	10
11:30	1	2	16	9	7
11:45	3	2	22	13	9
12:00	3	2	20	12	8
12:15	2	1	16	9	7
12:30	5	4	17	9	8
12:45	2	1	19	9	10
13:00	0	1	27	12	15
13:15	2	2	32	15	17
13:30	5	6	36	17	19
13:45	5	6	29	13	16
14:00	3	3	26	12	14
14:15	4	4	30	14	16
14:30	1	3	28	12	16
14:45	4	4	31	14	17
15:00	5	5	31	14	17
15:15	2	4	26	12	14
15:30	3	4	26	13	13
15:45	4	4	21	10	11
16:00	3	2	20	7	13
16:15	3	3	19	6	13
16:30	0	2	19	5	14
16:45	1	6	24	9	15
17:00	2	2	27	11	16
17:15	2	4	25	9	16
17:30	4	3	22	9	13
17:45	3	7	22	9	13
18:00	0	2	15	8	7
18:15	2	1	19	12	7
18:30	4	3	16	10	6
18:45	2	1	12	8	4
19:00	4	2	15	10	5
19:15	0	0	9	6	3
19:30	2	1	9	6	3
19:45	4	2	7	5	2
20:00	0	0	1	1	0
20:15	0	0	4	3	1
20:30	1	0	4	3	1
20:45	0	0	3	2	1
21:00	2	1	3	2	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	136	126			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	262	52%	48%	65.50
AM Generator	28	46%	54%	7.00
AM Adjacent Street (7-9am)	12	75%	25%	3.00
PM Generator	36	47%	53%	9.00
PM Adjacent Street (4-6pm)	27	41%	59%	6.75

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/19/2019
Day: Saturday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	3	1	4
9:30 AM	1	0	1
9:45 AM	0	0	0
10:00 AM	5	2	7
10:15 AM	3	1	4
10:30 AM	2	1	3
10:45 AM	2	2	4
11:00 AM	1	1	2
11:15 AM	4	4	8
11:30 AM	1	2	3
11:45 AM	3	4	7
12:00 PM	1	0	1
12:15 PM	0	0	0
12:30 PM	0	0	0
12:45 PM	0	1	1
1:00 PM	0	0	0
1:15 PM	2	2	4
1:30 PM	3	8	11
1:45 PM	0	0	0
2:00 PM	2	2	4
2:15 PM	3	2	5
2:30 PM	0	1	1
2:45 PM	2	2	4
3:00 PM	1	3	4
3:15 PM	1	1	2
3:30 PM	2	2	4
3:45 PM	2	2	4
4:00 PM	1	0	1
4:15 PM	1	2	3
4:30 PM	0	0	0
4:45 PM	2	2	4
5:00 PM	0	0	0
5:15 PM	0	0	0
5:30 PM	1	1	2
5:45 PM	0	0	0
6:00 PM	1	1	2
6:15 PM	1	1	2
6:30 PM	0	0	0
6:45 PM	1	1	2
7:00 PM	1	1	2
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	1	1	2
8:45 PM	1	1	2
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	56	56	112

AREA

4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	4	3	1
8:45	0	0	5	4	1
9:00	0	0	5	4	1
9:15	3	1	12	9	3
9:30	1	0	12	9	3
9:45	0	0	14	10	4
10:00	5	2	18	12	6
10:15	3	1	13	8	5
10:30	2	1	17	9	8
10:45	2	2	17	8	9
11:00	1	1	20	9	11
11:15	4	4	19	9	10
11:30	1	2	11	5	6
11:45	3	4	8	4	4
12:00	1	0	2	1	1
12:15	0	0	1	0	1
12:30	0	0	5	2	3
12:45	0	1	16	5	11
13:00	0	0	15	5	10
13:15	2	2	19	7	12
13:30	3	8	20	8	12
13:45	0	0	10	5	5
14:00	2	2	14	7	7
14:15	3	2	14	6	8
14:30	0	1	11	4	7
14:45	2	2	14	6	8
15:00	1	3	14	6	8
15:15	1	1	11	6	5
15:30	2	2	12	6	6
15:45	2	2	8	4	4
16:00	1	0	8	4	4
16:15	1	2	7	3	4
16:30	0	0	4	2	2
16:45	2	2	6	3	3
17:00	0	0	2	1	1
17:15	0	0	4	2	2
17:30	1	1	6	3	3
17:45	0	0	4	2	2
18:00	1	1	6	3	3
18:15	1	1	6	3	3
18:30	0	0	4	2	2
18:45	1	1	4	2	2
19:00	1	1	4	2	2
19:15	0	0	2	1	1
19:30	0	0	2	1	1
19:45	1	1	4	2	2
20:00	0	0	4	2	2
20:15	0	0	4	2	2
20:30	1	1	4	2	2
20:45	1	1	2	1	1
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	56	56			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	112	50%	50%	28.00
AM Generator	20	45%	55%	5.00
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	20	40%	60%	5.00
PM Adjacent Street (4-6pm)	8	50%	50%	2.00

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/20/2019
Day: Sunday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	0	0	0
9:45 AM	2	1	3
10:00 AM	3	1	4
10:15 AM	1	4	5
10:30 AM	3	3	6
10:45 AM	0	0	0
11:00 AM	0	0	0
11:15 AM	2	2	4
11:30 AM	3	3	6
11:45 AM	2	1	3
12:00 PM	1	2	3
12:15 PM	2	2	4
12:30 PM	1	1	2
12:45 PM	3	1	4
1:00 PM	0	0	0
1:15 PM	0	0	0
1:30 PM	0	0	0
1:45 PM	0	0	0
2:00 PM	0	0	0
2:15 PM	0	0	0
2:30 PM	1	1	2
2:45 PM	0	0	0
3:00 PM	2	2	4
3:15 PM	1	2	3
3:30 PM	0	1	1
3:45 PM	0	0	0
4:00 PM	1	0	1
4:15 PM	0	1	1
4:30 PM	0	0	0
4:45 PM	2	2	4
5:00 PM	2	2	4
5:15 PM	2	2	4
5:30 PM	1	1	2
5:45 PM	1	0	1
6:00 PM	2	2	4
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	1	1	2
7:15 PM	1	1	2
7:30 PM	0	0	0
7:45 PM	1	3	4
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	41	42	83

AREA

4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	3	2	1
9:15	0	0	7	5	2
9:30	0	0	12	6	6
9:45	2	1	18	9	9
10:00	3	1	15	7	8
10:15	1	4	11	4	7
10:30	3	3	10	5	5
10:45	0	0	10	5	5
11:00	0	0	13	7	6
11:15	2	2	16	8	8
11:30	3	3	16	8	8
11:45	2	1	12	6	6
12:00	1	2	13	7	6
12:15	2	2	10	6	4
12:30	1	1	6	4	2
12:45	3	1	4	3	1
13:00	0	0	0	0	0
13:15	0	0	0	0	0
13:30	0	0	0	0	0
13:45	0	0	2	1	1
14:00	0	0	2	1	1
14:15	0	0	6	3	3
14:30	1	1	9	4	5
14:45	0	0	8	3	5
15:00	2	2	8	3	5
15:15	1	2	5	2	3
15:30	0	1	3	1	2
15:45	0	0	2	1	1
16:00	1	0	6	3	3
16:15	0	1	9	4	5
16:30	0	0	12	6	6
16:45	2	2	14	7	7
17:00	2	2	11	6	5
17:15	2	2	11	6	5
17:30	1	1	7	4	3
17:45	1	0	5	3	2
18:00	2	2	4	2	2
18:15	0	0	2	1	1
18:30	0	0	4	2	2
18:45	0	0	4	2	2
19:00	1	1	8	3	5
19:15	1	1	6	2	4
19:30	0	0	4	1	3
19:45	1	3	4	1	3
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	0	0	0
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	41	42			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	83	49%	51%	20.75
AM Generator	18	50%	50%	4.50
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	14	50%	50%	3.50
PM Adjacent Street (4-6pm)	14	50%	50%	3.50

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/21/2019
Day: Monday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	1	1	2
9:30 AM	0	0	0
9:45 AM	0	0	0
10:00 AM	0	0	0
10:15 AM	2	0	2
10:30 AM	0	1	1
10:45 AM	2	2	4
11:00 AM	2	3	5
11:15 AM	0	0	0
11:30 AM	3	0	3
11:45 AM	1	1	2
12:00 PM	0	0	0
12:15 PM	0	3	3
12:30 PM	1	1	2
12:45 PM	1	1	2
1:00 PM	1	1	2
1:15 PM	1	1	2
1:30 PM	0	0	0
1:45 PM	0	0	0
2:00 PM	0	0	0
2:15 PM	0	0	0
2:30 PM	2	2	4
2:45 PM	1	1	2
3:00 PM	2	1	3
3:15 PM	0	1	1
3:30 PM	1	1	2
3:45 PM	0	0	0
4:00 PM	1	1	2
4:15 PM	2	2	4
4:30 PM	1	1	2
4:45 PM	2	2	4
5:00 PM	0	0	0
5:15 PM	0	0	0
5:30 PM	2	1	3
5:45 PM	1	2	3
6:00 PM	1	1	2
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	2	2	4
7:15 PM	0	0	0
7:30 PM	1	1	2
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	1	1	2
9:30 PM	1	1	2
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	1	1	2
Totals	38	38	76

AREA 4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	2	1	1
8:45	0	0	2	1	1
9:00	0	0	2	1	1
9:15	1	1	2	1	1
9:30	0	0	2	2	0
9:45	0	0	3	2	1
10:00	0	0	7	4	3
10:15	2	0	12	6	6
10:30	0	1	10	4	6
10:45	2	2	12	7	5
11:00	2	3	10	6	4
11:15	0	0	5	4	1
11:30	3	0	8	4	4
11:45	1	1	7	2	5
12:00	0	0	7	2	5
12:15	0	3	9	3	6
12:30	1	1	8	4	4
12:45	1	1	6	3	3
13:00	1	1	4	2	2
13:15	1	1	2	1	1
13:30	0	0	0	0	0
13:45	0	0	4	2	2
14:00	0	0	6	3	3
14:15	0	0	9	5	4
14:30	2	2	10	5	5
14:45	1	1	8	4	4
15:00	2	1	6	3	3
15:15	0	1	5	2	3
15:30	1	1	8	4	4
15:45	0	0	8	4	4
16:00	1	1	12	6	6
16:15	2	2	10	5	5
16:30	1	1	6	3	3
16:45	2	2	7	4	3
17:00	0	0	6	3	3
17:15	0	0	8	4	4
17:30	2	1	8	4	4
17:45	1	2	5	2	3
18:00	1	1	2	1	1
18:15	0	0	4	2	2
18:30	0	0	4	2	2
18:45	0	0	6	3	3
19:00	2	2	8	4	4
19:15	0	0	4	2	2
19:30	1	1	4	2	2
19:45	1	1	2	1	1
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	2	1	1
20:45	0	0	4	2	2
21:00	0	0	4	2	2
21:15	1	1	4	2	2
21:30	1	1	2	1	1
21:45	0	0	0	0	0
22:00	0	0	2	1	1
22:15	0	0			
22:30	0	0			
22:45	1	1			
Totals	38	38			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	76	50%	50%	19.00
AM Generator	12	50%	50%	3.00
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	12	50%	50%	3.00
PM Adjacent Street (4-6pm)	12	50%	50%	3.00

Driveway In & Out

Location: 3003 Telegraph
City: Oakland

Date: 01/22/2019
Day: Tuesday

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	1	0	1
7:45 AM	1	0	1
8:00 AM	1	1	2
8:15 AM	2	1	3
8:30 AM	1	0	1
8:45 AM	0	0	0
9:00 AM	2	0	2
9:15 AM	1	0	1
9:30 AM	1	0	1
9:45 AM	3	2	5
10:00 AM	1	2	3
10:15 AM	1	0	1
10:30 AM	1	2	3
10:45 AM	1	1	2
11:00 AM	1	1	2
11:15 AM	3	4	7
11:30 AM	5	4	9
11:45 AM	4	4	8
12:00 PM	4	4	8
12:15 PM	0	1	1
12:30 PM	4	6	10
12:45 PM	5	3	8
1:00 PM	2	2	4
1:15 PM	2	2	4
1:30 PM	3	1	4
1:45 PM	7	7	14
2:00 PM	1	2	3
2:15 PM	3	2	5
2:30 PM	6	5	11
2:45 PM	2	2	4
3:00 PM	2	3	5
3:15 PM	0	0	0
3:30 PM	1	0	1
3:45 PM	1	2	3
4:00 PM	1	3	4
4:15 PM	4	4	8
4:30 PM	2	3	5
4:45 PM	0	4	4
5:00 PM	3	2	5
5:15 PM	2	1	3
5:30 PM	4	8	12
5:45 PM	0	0	0
6:00 PM	0	1	1
6:15 PM	2	2	4
6:30 PM	0	0	0
6:45 PM	1	0	1
7:00 PM	1	3	4
7:15 PM	3	3	6
7:30 PM	1	1	2
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	1	1	2
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	98	100	198

AREA 4000 sq. ft.

3003 Telegraph Ave Dwy & 30th St					
Area			4000		
Date	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	1	1	0
7:00	0	0	2	2	0
7:15	0	0	4	3	1
7:30	1	0	7	5	2
7:45	1	0	7	5	2
8:00	1	1	6	4	2
8:15	2	1	6	5	1
8:30	1	0	4	4	0
8:45	0	0	4	4	0
9:00	2	0	9	7	2
9:15	1	0	10	6	4
9:30	1	0	10	6	4
9:45	3	2	12	6	6
10:00	1	2	9	4	5
10:15	1	0	8	4	4
10:30	1	2	14	6	8
10:45	1	1	20	10	10
11:00	1	1	26	13	13
11:15	3	4	32	16	16
11:30	5	4	26	13	13
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12:30	4	6	26	13	13
12:45	5	3	20	12	8
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13:15	2	2	25	13	12
13:30	3	1	26	14	12
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14:00	1	2	23	12	11
14:15	3	2	25	13	12
14:30	6	5	20	10	10
14:45	2	2	10	5	5
15:00	2	3	9	4	5
15:15	0	0	8	3	5
15:30	1	0	16	7	9
15:45	1	2	20	8	12
16:00	1	3	21	7	14
16:15	4	4	22	9	13
16:30	2	3	17	7	10
16:45	0	4	24	9	15
17:00	3	2	20	9	11
17:15	2	1	16	6	10
17:30	4	8	17	6	11
17:45	0	0	5	2	3
18:00	0	1	6	3	3
18:15	2	2	9	4	5
18:30	0	0	11	5	6
18:45	1	0	13	6	7
19:00	1	3	12	5	7
19:15	3	3	8	4	4
19:30	1	1	2	1	1
19:45	0	0	0	0	0
20:00	0	0	2	1	1
20:15	0	0	2	1	1
20:30	0	0	2	1	1
20:45	1	1	2	1	1
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	98	100			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	198	49%	51%	49.50
AM Generator	32	50%	50%	8.00
AM Adjacent Street (7-9am)	7	71%	29%	1.75
PM Generator	33	52%	48%	8.25
PM Adjacent Street (4-6pm)	24	38%	63%	6.00

Fwd: Against marijuana stores

ATTACHMENT VII

CAUTION: This is an external email. Do not click on links or open attachments unless you know the content is safe.

----- Forwarded message -----

From [REDACTED]
Date: Sat, Feb 15, 2020 at 12:14
Subject: Against marijuana stores
To: edgar.marazilla@hayward-ca.gov <edgar.marazilla@hayward-ca.gov>
CC: merry.monlux@hayward-ca.gov <merry.monlux@hayward-ca.gov>

Morning, Mr. Marazilla,
I am one of the Hayward residents, I m strong disagree to build the marijuana stores in Hayward, not only for our kids but also for our community,
Hayward residents [REDACTED]

Please Reject Aunty Honeys in Downtown Hayward



To Al Mendall; Barbara Halliday; Colleen Kama; Elisa Marquez; Francisco Zermeno; Mark Salinas; Sara Lamnin

Cc Merry Monlux; Edgar Maravilla

[↩ Reply](#)

[↩ Reply All](#)

[→ Forward](#)

[...](#)

Mon 2/17/2020 2:25 PM

CAUTION:This is an external email. Do not click on links or open attachments unless you know the content is safe.

Dear Council Member,

We are Hayward residents from Jackson Triangle raising three children and we are writing to you in hopes that you will reject the proposal to put in a cannabis dispensary, Aunty Honeys, in downtown Hayward that was recently recommended for approval by the Planning Commission. The City has taken great steps forward in making the downtown area a destination for families with the construction of the new library and adjacent plaza. While approving this proposal would bring jobs and revenue for the City in the short term, it would be a step backwards for the overall vision for the downtown and long term benefits to the City.

We are hoping that the vision for the City of Hayward would be to attract young families by being a City where people would want to raise their children. As seen in other cities, the fulfillment of this vision would create a higher demand for housing, which in turn would increase home values and generate additional revenue for the City through the collection of property taxes. One step for fulfilling this vision would be to create destinations where young families could spend their free time, and consequently a city a family would want to call home. Having a cannabis dispensary in the downtown area would have the opposite effect, as a young family would not want to go to a place where they could be exposed to marijuana, including second hand smoke and recreational drug users. Other Hayward families have expressed similar sentiments, that they wouldn't want to spend time in an area with a cannabis dispensary, with a more extreme response of wanting to move out of a City that supports the cannabis industry.

The best direction would be for the City to be more restrictive towards the cannabis industry, but if that can not be addressed at this time, the next best thing would be to, at the very least, push these businesses to the industrialized areas in the outskirts of the City away from the general public. Although prohibited by law, people already consume marijuana in public areas, and by placing a dispensary in the downtown area, this would only increase exposure of marijuana smoke and its users to the general public.

Additionally, downtown Hayward is within walking distance from Bret Harte Middle School and Hayward High School. Being in close proximity to these schools would potentially expose our city's high school and middle school students to marijuana. Speaking as parents, we would not be comfortable sending our children to a school that is within walking distance of a cannabis dispensary. As mentioned previously, this could expose our students to second hand marijuana smoke and recreational drug users. Exposure at an early age (more so than later) could lead to addiction, serve as a gateway drug to more dangerous drugs, and impair cognitive function/ability.

Our hope is that you will understand our perspective and will vote for what would be the best direction to fulfill the long term vision for our City by rejecting the proposal to bring Aunty Honeys (or any cannabis businesses) to downtown Hayward.

Please let us know if you have any questions.

Thank you for your time.

Sincerely,

[Redacted Signature]

From: [REDACTED]
Sent on: Friday, December 14, 2018 4:28:29 PM
To: [REDACTED]
Subject: Ref no- 201806127

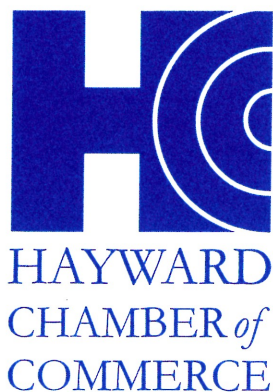
Hi,
We cannot be present for the hearing on dec 18
But wanted to let you know we OPPOSE the
Permit to operate cannabis dispensary in location near the property for increase
In risky behavior people.

Sincerely,

[REDACTED]

[Newark, CA 94560](#)

[REDACTED]



December 6, 2018

RECEIVED

DEC 13 2018

PLANNING DIVISION

Jeremy W. Lochirco
Principal Planner
City of Hayward
777 B Street
Hayward, CA 94541

Jeremy,

The Hayward Chamber of Commerce is pleased to endorse the application for a conditional use permit for Aunty Honeys as a cannabis dispensary in downtown Hayward. Please include this letter of support in any materials connected with the CUP application

The Aunty Honeys team, led by Esther Lopez, will have a staff of industry professionals that will operate the business with care, safety and security. It will be a tremendous enhancement to downtown Hayward.

The chamber is impressed with the high professional standards of Aunty Honeys business plan and how the company will use sound, ethical business principles. In addition, meeting with Ms. Lopez has given me assurance Aunty Honeys will be a good corporate citizen in Hayward. She is committed to "community benefits" such as appropriate civic service and support of the business community as a whole, nonprofit organizations, and education.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Kim Huggett', with a long horizontal line extending to the right.

Kim Huggett
President & CEO

Aunty Honeys



[Redacted Name]

To Edgar Maravilla

You replied to this message on 2/18/2020 2:57 PM.

↩ Reply

↩ Reply All

➡ Forward

⋮

Tue 2/18/2020 2:53 PM

Dear Mr. Maravilla,

Hoping you are having a wonderful day. Today, I am writing to give you confirmation on a person what I have worked with for the past 5 years. I met Esther 5 years ago from one of her purchasing clients. This client was a very difficult client as she would change her mind every few weeks on what she wanted and Esther gave her not only her full attention to detail, but also gave her extra time and efforts when the client called on the weekends and holidays. This is the Esther that I know,.... Always going the extra mile and never expecting anything extra back for the efforts. Jameie is only one of the many clients that we have worked with over the past 5 years.

Compassion is a word that closely describes how Esther Lopez is and always will be. I have seen her in times where she has spent all of her patience and energy and knowledge to help others where those others might have not appreciated her full endeavors. Nevertheless, she will always give her 1000% to anyone and everyone in the community that might need help. On many occasions, she will work extra time for clients with no expectation of higher pay. She also spends a lot of personal time and money cultivating the City of Hayward and all of her resources for the love and growth of this city.

I absolutely believe that Aunty Honeys will be a rock in this community and will always be there to help the city if called upon.

Aunty Honeys will continue to help the City of Hayward grow through future jobs and taxes as well.

I am here as a very vocal supporter or Esther Lopez and Aunty Honeys. Happy to speak with you if you had any concerns,

Sincerely,

Caution: Wire transfer fraud is on the rise. If you receive an email or text message containing wire instructions, **call the closing agent or attorney at a verified phone number immediately to confirm the information prior to sending the funds.** You will never receive wire instructions or changes to previously provided wire instructions from Guild Mortgage Company. Any such communications should be considered suspicious and reported to your Loan Officer.

[Redacted Name]

Senior Loan Officer





File #: LB 20-002

DATE: March 3, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT

Electrification Reach Codes: Adopt a Resolution and Introduce an Ordinance to Adopt Electrification Reach Codes for the 2019 California Energy Code and California Green Building Standards Code

RECOMMENDATION

That Council adopts a resolution (Attachment II) and introduces an ordinance (Attachment III) to adopt electrification reach codes for the 2019 California Energy Code and California Green Building Standards Code.

SUMMARY

This report presents an ordinance to address the electrification of buildings and vehicles related to new construction. Every three years, the California Building Code undergoes a full update and the 2019 Code became effective on January 1, 2020. Local jurisdictions can implement codes that are more stringent than the State Code. These are known as “Reach Codes” and can address the electrification of buildings and vehicles at the time of construction of new buildings.

The proposed Reach Codes would modify Part 6 (California Energy Code) and Part 11 (California Green Building Standards Code, aka CALGreen) of the California Building Code (Title 24 of the California Code of Regulations). This report includes an overview of the Statewide cost-effectiveness study, details findings, and provides recommended reach codes for the 2019 building cycle.

The Council Sustainability Committee reviewed this item at several Committee meetings including the September 17, 2019 and October 30, 2019 meetings, and recommended draft ordinances that would require:

- New low-rise residential (single-family and multi-family up to three stories) buildings be constructed as all-electric (with no natural gas plumbing);
- Non-residential and high-rise residential buildings be either all-electric or be constructed as mixed-fuel, but with extra energy efficiency, solar, and battery storage; and
- Additional electric vehicle (EV) charging infrastructure in all new buildings.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Reach Code Ordinance
Attachment IV	GHG and Cost Savings
Attachment V	Editorial from Wall Street Journal
Attachment VI	The Windsor Times: Town of Windsor Sued Over Reach Code
Attachment VII	Comments Received



DATE: March 3, 2020

TO: Mayor and City Council

FROM: Director of Public Works
Development Services Director

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- Additional electric vehicle (EV) charging infrastructure in all new buildings.

BACKGROUND

All-electric buildings are one of the key strategies to decarbonizing the state's building stock. The state's electric system is rapidly becoming cleaner, driven by escalating renewable portfolio standards and cleaner product offerings by the utilities and community choice energy programs, including East Bay Community Energy (EBCE). In addition, advances in electric heat pumps and other electrical equipment are yielding much higher overall efficiencies than their natural gas counterparts. Electric heat pumps, unlike traditional electric resistance heaters, do not generate heat, but concentrate and transfer it for end uses such as space conditioning/heating and water heating. This process uses less primary energy and emits much less carbon, particularly when it is powered by renewable energy. Induction cooktops are also gaining popularity and are significantly more efficient than gas stoves.



Figure 1. Example of a Commercial Induction Cooktop



Figure 2. Example of a Residential Heat Pump Water Heater

According to EBCE, on a BTU basis, electricity is approximately three times more expensive than natural gas. However, some heat pump equipment is approximately three times more efficient than similar natural gas-powered equipment. A heat pump water heater is more expensive than a natural gas water heater, but over the life of the equipment, the overall cost is similar. More significant cost savings associated with building electrification come from the avoided infrastructure and plumbing needed to serve a new building with natural gas.

Reach Code Adoption Process

Every three years, the State of California adopts new building standards that are organized in Title 24 of the California Code of Regulations, referred to as the California Building Standards Code. This regular update is referred to as a “code cycle.” The last code cycle was adopted in 2016 and was effective as of January 1, 2017. The 2019 code was adopted in 2019 and became effective January 1, 2020. Cities and counties can adopt reach codes that require items that are above minimum state code requirements. However, these reach codes must be filed with the State.

In addition, the California Energy Commission (CEC) requires that a cost-effectiveness study be conducted and filed in the case of local amendments to the Energy Code (Title 24, Part 6). It is required that the City demonstrate to the CEC, using a cost-effectiveness study, that the amendments to the code are financially responsible and do not represent an unreasonable burden to non-residential and residential applicants. A cost-effectiveness study is not required for amendments to the Green Building Code (Title 24, Part 11).

Funded by the California investor-owned utilities, the California Statewide Codes and Standards Program led the development of a cost-effectiveness study¹ for Energy Code reach codes that examined different performance-based approaches for new construction of low-rise residential (single-family and multi-family up to 3 stories) and non-residential building types. Staff has worked closely with EBCE’s consultants to interpret the study’s results and infer what options may or may not be cost-effective for the building types that are prevalent in Hayward.

EBCE has also provided consultant support to assist cities in understanding the cost-effectiveness study results and adopting reach codes. The proposed reach codes meet the requirements of the CEC for cost-effectiveness, and are also a cost-effective approach for constituents, contractors, and developers pursuing new construction with the city limits. In addition, the analysis results show that all-electric buildings are typically less expensive to construct. Costs include incremental capital costs, and, in some cases, higher energy costs. In general, the first costs of an all-electric building are lower than a mixed-fuel building due to the lack of gas plumbing. More detail about the cost-effectiveness of the proposed reach code is included in the Economic Impact section of this report and in Attachment IV.

Sustainability Committee Meetings

The Committee has considered several reports on building and vehicle electrification. All reports are available on the City’s website².

On July 16, 2018, the Committee considered a report titled *Building Electrification & Reducing Natural Gas Use*³. The Committee recommended supporting and encouraging East Bay Community Energy (EBCE) to address electrification of existing buildings. The Committee

¹ <https://localenergycodes.com/content/2019-local-energy-ordinances/>

² <https://www.hayward-ca.gov/reach-code>

³ Report is available at <https://hayward.legistar.com/LegislationDetail.aspx?ID=3551018&GUID=718DCC1C-13F6-41D0-8833-C72B0B86DCE5&Options=&Search=>

also expressed support for phasing out the use of natural gas in new construction and, eventually, no longer permitting new natural gas lines for new construction. The Committee noted that heat pump water heaters in new construction may be a good place to start and that any new regulations should come with sufficient advance notice to developers and builders.

On January 14, 2019, the Committee considered a report titled *Natural Gas Use in New Construction*⁴, which described the current regional effort to develop a reach code that would encourage all-electric construction. The Committee supported the idea of a reach code and asked staff to engage with local builders and developers and noted that a reach code would be most effective if all cities in the area would adopt the same requirements.

On May 13, 2019, the Committee considered a report titled *Update on Possible Reach Code for Building and Vehicle Electrification*⁵ that included a summary of the cost-effectiveness studies prepared by the California Energy Codes and Standards program. The Committee indicated support for not allowing natural gas in new single-family and low-rise (up to three stories) multi-family homes. For non-residential, the Committee prefers that buildings be all-electric, but mixed fuel buildings should be allowed where flexibility is needed for certain building types. The Committee also supported requiring electric vehicle (EV) charging infrastructure in new construction.

On September 17, 2019, the Committee considered a report titled *Draft Electrification Reach Codes for 2019 California Energy Code and California Green Building Standards Code*. The Committee was in favor of an electric-only requirement for low-rise residential construction and noted that the codes are necessary to help meet the State's goal of carbon neutrality by 2045.

On October 30, 2019, the Committee considered a report titled *Revised Draft Electrification Reach Codes for 2019 California Energy Code and California Green Building Standards Code*. One community member spoke and asked about the electrical grid's potential threats from hacking and earthquakes. The Chair of the Committee, Councilmember Mendall, responded that these issues are being addressed on several fronts and that the City will continue to consider and discuss these issues with EBCE and the California Public Utilities Commission (CPUC). The Committee asked about electrifying existing buildings and staff indicated this issue would be addressed at a later date. The Committee noted that new buildings need to be all electric in order to meet Hayward's and the state's long term GHG reduction goals.

Since the Committee meeting on October 30, 2019, staff made several changes to the draft codes:

⁴ Report is available at <https://hayward.legistar.com/LegislationDetail.aspx?ID=3834310&GUID=B84DE7FD-6A5A-43D6-A042-26992FFF031C&Options=&Search=>

⁵ Report is available at <https://hayward.legistar.com/LegislationDetail.aspx?ID=3946057&GUID=61EEA528-55E8-4C6D-BAD3-24211EC64ABA&Options=&Search=>

- Added exemptions in the Energy Code amendments for unusual circumstances where an applicant can show that due to exceptional characteristics of the structure, property, or business involved, a literal enforcement of the code will result in practical infeasibility.
- Added exemptions in the Green Building Standards amendments for cases where an applicant provides documentation detailing that the increased cost of utility service or on-site transformer capacity would exceed an average of \$4,500 among parking spaces with Level 2 EV Ready Spaces.
- Provided for the use of automatic load management systems, which allow multiple EV chargers or EV-Ready electric vehicle outlets to share a circuit or panel and automatically reduce power at each charger, providing the opportunity to reduce electrical infrastructure costs and/or provide demand response capability.
- Replaced the term “natural gas” with “fuel gas.” Fuel Gas is defined in the California Mechanical and Plumbing Codes to include both natural gas and propane.
- Added language to specifically allow the use of outdoor cooking appliances or backup power generation fueled by a free-standing Fuel Gas tank.

Reach Codes in Other Cities

As of February 13, 2020, a total of 27 local jurisdictions throughout California have adopted electrification reach codes. On July 16, 2019, the City of Berkeley adopted a ban on the installation of natural gas infrastructure in new buildings. The ban, effective January 1, 2020, is not an amendment of the Energy Code, but is incorporated into the city’s health and safety code and will be implemented as conditions of approval during the planning approval process. Because some development proposals do not require formal planning approval prior to submittal of a building permit application, the City of Berkeley also adopted a reach code, which will apply to projects that do not require a planning permit or a zoning certificate. In November 2019, the California Restaurant Association sued the City of Berkeley claiming that Berkeley’s gas ban “imposes irreparable harm,” that certain foods can only be prepared using gas, and that the ban will increase operational costs for restaurants. The Association also argues that the City of Berkeley doesn’t have the authority to impose the ban.

The cities of San Jose, San Mateo, Menlo Park, and some cities outside of the Bay Area have adopted reach codes that became effective January 1, 2020. On October 16, 2019, the Town of Windsor adopted a reach code requiring low-rise residential buildings to have only electric appliances and mechanical systems. As described in Attachments V and VI, on November 19, 2019, a lawsuit was filed against both the Town of Windsor and the town council claiming that an environmental impact report (EIR) should be prepared to satisfy the requirements of the California Environmental Quality Act (CEQA). Of all the cities that have adopted reach codes, none have prepared an EIR.

The City of Berkeley is currently the only city in Alameda County with a reach code, which bans natural gas. Staff is working with EBCE and the other cities in Alameda County to develop similar reach codes. Some cities expect to have reach codes take effect during the first quarter of 2020 and some will be later in 2020. Following is a brief summary of activities in neighboring cities:

- Albany – Developing an ordinance similar to Berkeley’s gas ban. City Council consideration is tentatively scheduled for December 2020.
- Berkeley – Reach Codes adopted on December 3, 2019.
- Emeryville – City Council held a study session on November 19, 2019.
- Fremont – Sustainability Commission discussed reach codes in September and October 2019. Staff expects to present to City Council in January or February 2020.
- Livermore – Exploring idea of reach codes during update of climate action plan.
- Oakland – Staff is expecting to present reach codes to City Council in the near future.

DISCUSSION

For multiple reasons, including health, safety, economics, and environmental benefits, there is growing interest in all-electric new construction, or “building electrification,” which means that the buildings would not have any fossil fuel services. All-electric buildings have electric appliances for space heating, water heating, clothes-drying, and cooking. A major reason to encourage building electrification stems from the fact that EBCE is providing carbon-free electricity and eliminating the use of natural gas can greatly reduce greenhouse gas emissions from the building sector.

The proposed codes are similar to those being considered by other local governments and are based on a model ordinance developed through a collaborative effort involving the CEC, the State’s major utilities, several community choice aggregators including EBCE, and representatives from local governments.

Recommended reach code requirements for newly constructed buildings are:

Single-family Residential

- All new single-family homes must be all-electric and meet the basic requirements of the state’s 2019 Code, which includes some solar photovoltaics.
- Free-standing accessory dwelling units less than 400 square feet are exempt, which means they can include natural gas appliances for water heating, space heating, etc.⁶

Multi-family Residential (up to 3 stories)

- All new low-rise multi-family buildings must be all-electric and meet the basic requirements of the state’s 2019 Code.

Non-residential (including high-rise residential)

- An all-electric building must meet the basic requirements of the state’s 2019 Code.
- Mixed-fuel buildings must:

⁶ A home of this size may not have the space needed for a heat pump water heater and may be connected to the main panel of the primary dwelling, which may have capacity constraints.

- Install solar panels on the entire Solar Zone⁷; and
- Meet a minimum compliance margin of 10% (or 15% for office and retail) better than the calculated energy budget; or
- Comply with a prescriptive list of energy efficiency requirements.

For non-residential buildings, staff feels it is important to allow the flexibility that the mixed-fuel option provides. There are certain commercial and industrial building types that would be very challenging or infeasible to build as all-electric. For residential construction (single-family and multi-family up to three stories), all-electric construction is a practice already demonstrated in several completed projects across California and will be incorporated in some projects already approved in Hayward. The full text of the recommended amendments to the Energy Code (California Building Code, Title 24, Part 6) is included in Attachment III.


Reach Code for Electric Vehicle Charging Infrastructure

Local residents are showing a significant interest in electric vehicles. It is widely known that availability of EV charging infrastructure is a critical component to EV adoption. Meanwhile, it is significantly more expensive to install charging infrastructure as a retrofit than it is during new construction. As such, ensuring that newly constructed residential and non-residential parking has ample EV charging capability will reduce long-term costs of EV infrastructure installation, while helping to increase EV adoption and decrease transportation-related greenhouse gas emissions. While California's new minimum requirements are a step forward, it is unlikely that the requirements are enough to keep pace with expected EV growth looking towards 2030.

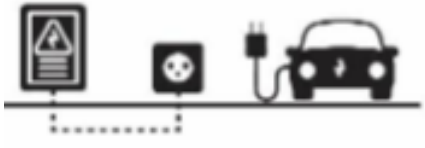

Unlike amendments to the Energy Code, a cost-effectiveness study is not required for amendments to Title 24, Part 11, or the Green Building Code "CALGreen" which covers items such as electric vehicle (EV) charging infrastructure.

Electric Vehicle (EV) charging requirements in California can generally be broken into three categories:

Table 1. EV Charging Infrastructure

EV Capable:		Conduit is installed to parking space, and building electrical system has ample capacity to serve future load. An electrician would be required to complete the circuit before charging is possible.
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⁷ Solar Zone – The Energy Code defines the solar zone as an allocated space that is unshaded, unpenetrated, and free of obstructions. It serves as a suitable place that solar panels can be installed at a future date.

EV Ready:		Parking space is provided with all power supply and associated outlet, such that a charging station can be plugged in and a vehicle can charge.
EV Charger Installed:		All supply equipment is installed at a parking space, such that an EV can charge without additional equipment. (Staff does not recommend installation of charging equipment. EVs and EV charger technologies are evolving rapidly and unused installations could become outdated quickly.)

EV charging capacity and speed can be summarized as three categories:

- Level 1: Capable of charging at 120V, 20A. This is equivalent to a standard home outlet and can provide approximately 5 miles of Range Per Hour (RPH) of charging. (Staff is not recommending requirements for Level 1 chargers as they are not expected to be useful as technology advances. In the near future, EVs are expected to have larger capacity batteries, which will take a very long time to charge using a Level 1 charger.
- Level 2: Capable of charging at 240V, 30-40A. This is the service capacity typically used for larger appliance loads in homes and can provide 12 to 25 miles of RPH.
- Level 3 (Direct Current or DC Fast Charging): Capable of charging at 480V and can provide 100 miles or more of RPH. This is the type of charger used for Tesla Superchargers and DC Fast Chargers at some shopping centers (There are two at the City Hall parking structure and two at the Target store parking lot along West A Street.)

The 2019 California Green Building Code Update (Title 24, Part 11) increases requirements for electric vehicle charging infrastructure in new construction, including:

- New one- and two-family dwellings and townhouses with attached private garages: must be Level 2 EV-capable
- Multi-family dwellings: 10% of parking spaces must be Level 2 EV-capable
- Non-residential: 6% of parking spaces must be Level 2 EV-capable

Recommended reach code requirements for EV infrastructure are:

Residential

- Single Family Dwelling: For each dwelling unit, install two dedicated Level 2 EV Ready circuits.

- Exception: For each dwelling unit with only one parking space, install one Level 2 EV Ready circuit
- Multi-Unit Dwelling, <20 units: Per unit, a single Level 2 EV Ready circuit
 - Exception: Not required for units without parking
- Multi-Unit Dwelling, >20 units: 75% of the units, a single Level 2 EV Ready circuit per unit; 25% of the units, a single Level 2 EV Capable circuit per unit
 - Exception: Not required for units without parking

Non-Residential Office

- When 10 or more parking spaces are constructed, 20% of the parking spaces must have a Level 2 EV Ready circuit
- An additional 30% of the parking spaces must be EV Capable at the “pinch points” utilizing at least Level 2-sized conduit with panel capacity sufficient to accommodate the required number of EV capable parking spaces. Pinch points are defined as the areas where conduit should be installed at the time of new construction so that future installations do not require walls to be opened or asphalt dug up.

Non-Residential, Non-Office

- When 10 or more parking spaces are constructed, 15% of the parking spaces must have a Level 2 EV Ready circuit
- For parking lots with more than 100 spaces, after a minimum of 15 Level 2 EV Ready spaces are installed, a single DC fast charger (Level 3) may be installed to substitute for the next 15 Level 2 EV Ready spaces.

The full text of the recommended amendments to CALGreen (California Building Code, Title 24, Part 11) is included in Attachment III.

Grid Resiliency – A recent letter to the editor in a Bay Area newspaper argued that PG&E’s Public Safety Power Shutoffs (PSPS) are reason for local governments to reconsider building electrification efforts. The letter stated that gas appliances are beneficial during grid outages. However, those in favor of electrification codes point out that some gas appliances cannot be operated during a grid outage. For safety and performance reasons, newer furnaces and water heaters that run on natural gas also require electricity to operate. The one appliance that can be operated without electricity is a gas range if lit manually. An outdoor propane grill or cooktop for emergency use can serve a similar function. For an all-electric home to be fully prepared for a power outage, a battery backup would need to be installed.

EBCE and other community choice energy programs are working to help residents and businesses be more resilient to grid interruptions. On November 5, 2019, EBCE, along with Peninsula Clean Energy, Silicon Valley Power, and Silicon Valley Clean Energy released a request for proposals to install more than 30 megawatts of battery storage. The program will provide solar power combined with battery storage to approximately 6,000 homes and hundreds of businesses in Alameda, San Mateo, and Santa Clara counties, including those affected by the recent Pacific Gas & Electric (PG&E) power shutoffs. The new battery systems

on homes and businesses, which may be combined with new or existing solar systems, will lower energy bills, increase reliability, and help stabilize the power supply for local customers.

Environmental Review

Adoption of the proposed Reach Codes is not a project under the requirements of the California Environmental Quality Act, together with related State CEQA Guidelines (collectively, “CEQA”), because it has no potential for resulting in a physical change to the environment. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility that the action approved may have a significant effect on the environment. CEQA applies only to actions that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. In this circumstance, the proposed action would have no or only a de minimis effect on the environment. The Ordinance is also exempt from CEQA under CEQA Guidelines section 15308, because it is a regulatory action for the protection of the environment.

ECONOMIC IMPACT

A reach code may only be adopted if it is determined that the proposed requirements are cost-effective. Cost-effectiveness is measured considering lifecycle costs using a 30-year timeframe. Generally, electric appliances are not more expensive compared to those fueled by natural gas. When considering the avoided cost of installing gas infrastructure (piping), in most cases, all-electric construction is cost-effective. The CEC requires that the cost-effectiveness analysis incorporate the time-dependent valuation (TDV) of energy so that the costs for the construction and operation of the building can be accurately calculated⁸. In addition to TDV, the studies also present cost-effectiveness in terms of the on-bill customer lifecycle benefit-to-cost ratio. The on-bill method shows that a new all-electric single-family home is not cost-effective when meeting the minimum 2019 state code requirements. This is because the study assumed appliances that meet minimum federal efficiency standards. In most cases, more efficient appliances are installed, which would cause the project to be cost-effective.

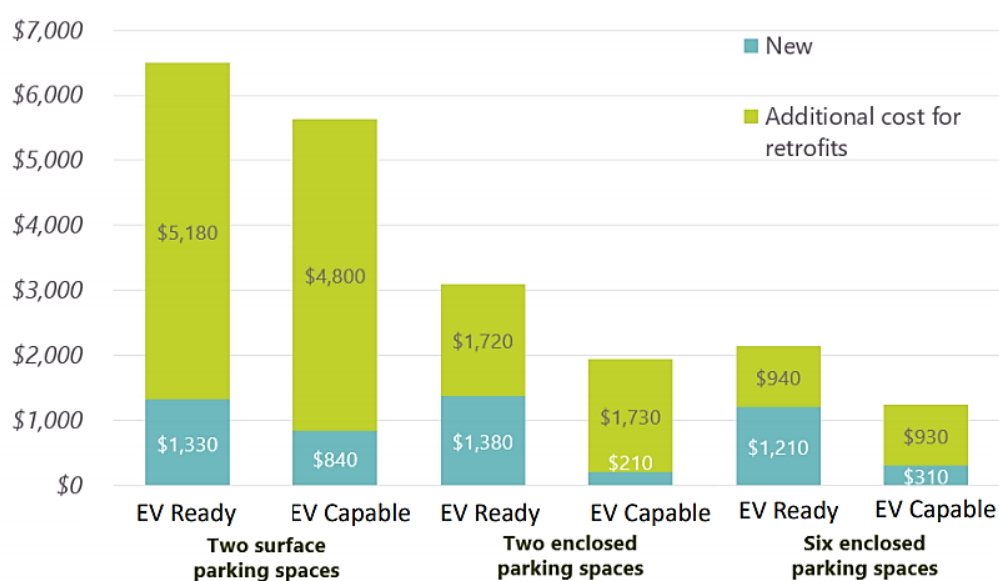
Two studies were completed; one for single-family and low-rise residential and one for non-residential construction. In general, the studies found that all-electric construction is cost effective for new construction for several building prototypes including: single-family homes; low-rise multi-family building; medium office; and medium retail. The complete cost

⁸ As defined in the cost-effectiveness studies, the TDV calculation is “intended to capture the “societal value or cost” of energy use including long-term projected costs such as the cost of providing energy during peak periods of demand and other societal costs such as projected costs for carbon emissions, as well as grid transmission and distribution impacts. This metric values energy use differently depending on the fuel source (gas, electricity, and propane), time of day, and season. Electricity used (or saved) during peak periods has a much higher value than electricity used (or saved) during off-peak periods (Horii et al., 2014). This is the methodology used by the Energy Commission in evaluating cost-effectiveness for efficiency measures in Title 24, Part 6.”

effectiveness studies are available on the California Energy Codes and Standards program website⁹ and are summarized in Attachment IV.

The requirements for EV charging infrastructure will increase the cost of construction, but future residents or employees can benefit from the cost savings of operating an EV compared to a gasoline vehicle. In addition, significant savings can be realized when installing EV Capable and EV Ready circuits at the time of new construction as compared with the retrofit of an existing building or existing parking lot. Figure 3 below illustrates the typical costs of EV Capable and EV Ready circuits.

Figure 3. EV Charging: Cost of New vs. Retrofit



While the recommended draft code does not require installation of actual charging equipment, the following cost ranges are provided for reference:

- Level 2 charger (non-networked) – \$3,500-\$5,000 per unit
- Level 2 charger (networked) – \$4,500 to \$9,000 per unit
- DC Fast Charger – \$40,000 to \$100,000 per unit depending on site conditions

Networked chargers may be installed in multifamily or non-residential settings and allow the owner to manage access and rates charged and can include smart power management to share electrical capacity, avoiding expensive infrastructure upgrades. These costs are dependent on variables such as: whether or not electrical panel or transformer upgrades are needed; whether or not physical site upgrades are necessary to meet accessibility requirements; or trenching distance from the panel to the stations. A non-networked charger may be more typical for a single-family home.

⁹ <https://localenergycodes.com/content/2019-local-energy-ordinances/>

FISCAL IMPACT

The proposed energy performance amendments parallel the structure and terms of the State code and, as such, any incremental plan check and inspection time should be minimal. The electric readiness provisions will require plan checkers and inspectors to apply additional check lists to mixed-fuel buildings. These items are not expected to require very much additional staff time. Any incremental costs of administering these requirements will be covered through existing permit fees.

East Bay Community Energy (EBCE) is assisting its member jurisdictions with community outreach and development of local ordinances. EBCE will provide a grant of \$10,000 to each city that presents an ordinance to its Council as compensation for the staff time spent on the effort.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of *Combat Climate Change*. Specifically, this item relates to the implementation of the following projects:

- Project 1, Part 1.a: Ban natural gas in new residential buildings
- Project 1, Part 1.b: Require EV charging infrastructure in new construction

SUSTAINABILITY FEATURES

In 2018, the Intergovernmental Panel on Climate Change (IPCC) released a special report titled *Global Warming of 1.5°C*¹⁰ detailing the impacts of global warming of 1.5°C above pre-industrial levels. The report states that:

- Climate change is already affecting people, ecosystems and livelihoods all around the world.
- Limiting warming to 1.5°C is not physically impossible but would require unprecedented transitions in all aspects of society.
- There are clear benefits to keeping warming to 1.5°C compared 2°C or higher. Every bit of warming matters.
- Limiting warming to 1.5°C can go hand in hand with reaching other world goals such as achieving sustainable development and eradicating poverty.

In 2019, the Science Advisory Group to the United Nations Climate Action Summit 2019 released a report titled *United in Science*¹¹. The report states that current carbon emissions reductions need to be roughly tripled to be in line with the 2°C goal and increased fivefold for the 1.5°C goal.

California's Senate Bill 32 (Pavley), signed into law on September 8, 2016, states that "continuing to reduce greenhouse gas emissions is critical for the protection of all areas of the state, but especially for the state's most disadvantaged communities, as those communities are affected first, and, most frequently, by the adverse impacts of climate change, including an

¹⁰ <https://www.ipcc.ch/sr15/>

¹¹ https://public.wmo.int/en/resources/united_in_science

increased frequency of extreme weather events, such as drought, heat, and flooding.” SB 32 calls for statewide GHG emissions to be reduced by at least 40 percent below 1990 levels by 2030. In addition, on September 10, 2018, Governor Jerry Brown issued executive order B-55-18, establishing a statewide goal “to achieve carbon neutrality as soon as possible, and no later than 2045, and achieve and maintain net negative emissions thereafter.”

The cost-effectiveness study mentioned above and summarized in Attachment IV estimates the GHG emissions for both mixed-fuel and all-electric single-family homes. Assuming that each home meets the minimum requirements of the 2019 building code, the mixed-fuel home will have emissions of 1.8 pounds of carbon dioxide equivalent/square foot of floor area, where an all-electric home’s emissions will be 1.0 pound of carbon dioxide equivalent / square foot of floor area. In Hayward, because the City Council elected to make EBCE’s Brilliant 100 (100% carbon free electricity) the default product for Hayward’s electric customers, the potential for GHG savings is even greater.

To help meet the state’s GHG reduction goals, in January of 2018, Governor Jerry Brown issued executive order B-48-18 to “boost the supply of zero-emission vehicles and charging and refueling stations in California.” The Executive Order directs state government to meet a series of milestones toward a long-term target of 1.5 million ZEVs on California’s roadways by 2025 and 5 million by 2030. The proposed amendments to CalGreen are necessary to accomplish the state’s goals.

Furthermore, a reach code that encourages and requires all-electric construction is consistent with the following General Plan policies:

- **Natural Resources Policy 2.2: New Development.** The City shall review proposed development applications to ensure projects incorporate feasible measures that reduce construction and operational emissions for reactive organic gases (ROG), nitrogen oxides (NOX), and particulate matter (PM10 and PM2.5) through project location and design.
- **Natural Resources Policy 2.4: Community Greenhouse Gas Reduction.** The City shall work with the community to reduce community-based GHG emissions by 20 percent below 2005 baseline levels by 2020 and strive to reduce community emissions by 61.7 percent and 82.5 percent by 2040 and 2050, respectively.
- **Natural Resources Policy 2.6: Greenhouse Gas Reduction in New Development.** The City shall reduce potential greenhouse gas emissions by discouraging new development that is primarily dependent on the private automobile; promoting infill development and/or new development that is compact, mixed use, pedestrian friendly, and transit oriented; promoting energy-efficient building design and site planning; and improving the regional jobs/housing balance ratio.
- **Natural Resources Policy 4.3: Efficient Construction and Development Practices.** The City shall encourage construction and building development practices that maximize the use of renewable resources and minimize the use of non-renewable resources throughout the life-cycle of a structure.
- **Natural Resources Policy 4.11: Green Building Standards.** The City shall require newly constructed or renovated public and private buildings and structures to meet

energy efficiency design and operations standards with the intent of meeting or exceeding the State's zero net energy goals by 2020.

- **Mobility Policy 9.9 Alternative Fuel Vehicle Parking.** The City shall require new private parking lots to grant low-carbon vehicles access to preferred parking spaces and shall require new private parking lots to provide electric vehicle charging facilities. The City shall provide electric vehicle charging facilities in public parking lots.
- **Mobility Policy 9.11 Multifamily Charging Stations.** The City shall consider requiring electric vehicle charging stations in new multifamily development projects.

PUBLIC CONTACT

East Bay Community Energy is coordinating the preparation of draft reach codes and stakeholder engagement for its member agencies. EBCE has developed a website¹² with information and resources. On April 23 and 24, EBCE held four meetings in Fremont and Berkeley. Each location had one meeting for city staff and one for community members and stakeholders. In total, more than 100 people attended, including city staff from at least seven EBCE jurisdictions. On May 3, 2019, staff met with the Chamber of Commerce's Government Relations Council where staff from EBCE presented an overview of the need for and the benefits of a reach code. Comments received at the April and May meetings were summarized in the report presented to the Committee on May 13, 2019.

On August 26, 2019, staff partnered with BayREN to offer a workshop to local plumbing contractors to provide code compliance information related to heat pump water heaters. During the meeting, staff informed attendees that the City is developing a reach code, which could require heat pump water heaters in new construction. Staff created a webpage dedicated to the reach code effort. It includes links to previous Committee reports as well as links to external resources. In September 2019, staff mailed and emailed letters to hundreds of developers and contractors with information about the reach code development, including information about the September 17 Committee meeting.

On September 24, 2019, an article about the Reach Code was published in *The Leaflet*, which is the City's environmental newsletter, distributed every other month to approximately 3,000 people. Staff communicated with one industrial property owner regarding the requirements for the installation of solar panels on mixed fuel buildings and staff received two emails from residents and a letter from the Western Propane Gas Association (see Attachment VII).

In response to the Leaflet article, one resident submitted comments expressing opposition to the idea of limiting natural gas plumbing in new construction. They state that the majority of California's electricity is not carbon free and that, due to the nature of the grid, Hayward is not receiving 100% carbon-free electricity. Staff acknowledges that the electricity Hayward receives through the grid includes sources that are beyond our local control; however, the state's energy mix is getting cleaner every year. The renewable portfolio standard requires that all of California's electricity come from carbon-free sources by 2045. The buildings built today will be around for 100 years or more, so new all-electric

¹² <https://ebce.org/reach/>

buildings will become cleaner over time and benefits from the lower emissions will continue for decades to come.

An email from another resident supported the efforts to reduce carbon emissions but was concerned with the safety and security of the electrical grid. While PG&E is responsible for maintaining the grid, EBCE also has a vested interest in ensuring electricity is delivered in a safe and reliable manner and is in communication with the California Public Utilities Commission to that end.

Proponents of propane gas are also against all electric buildings. The Western Propane Gas Association suggests that building electrification efforts are “misguided” and that “Propane provides affordable, clean energy for low income communities as well as a vital back-up power...”. While staff does not have data on the number of Hayward homes that use propane for uses beyond barbeques, it is typically used in rural areas where natural gas is not available. The Association also asks that Hayward “look to the example that the City of San Luis Obispo is setting with the development of their Reach Codes...”. San Luis Obispo included several exemptions in their reach code including “Gas line connections used exclusively for emergency generators.” Propane is not widely used as an internally plumbed fuel gas in Hayward’s residential buildings. However, propane is commonly used for backyard barbeques and in some cases for backup power generation. As noted above, staff has added language in the draft codes to specifically allow the use of outdoor cooking appliances and backup power generation fueled by a free-standing propane fuel tank.

NEXT STEPS

If Council approves the attached resolution, a second reading of the ordinance will be scheduled for a subsequent meeting. If the ordinance is adopted, the CalGreen Code (regarding EV charging) would be effective in 30 days. The Energy Code reach code would become effective upon approval by the CEC, which is expected to be completed by the end of May 2020. The codes will only apply to new building permits that are submitted after the effective date. Staff will work with EBCE to provide educational materials about the reach codes to contractors, developers, and building designers.

Prepared by: Erik Pearson, Environmental Services Manager

Recommended by: Alex Ameri, Director of Public Works
Laura Simpson, Development Services Director

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 20-

Introduced by Council Member _____

RESOLUTION FINDING AND DETERMINING THE NEED FOR ADOPTION OF
MODIFICATIONS TO THE 2019 CALIFORNIA BUILDING STANDARDS CODE

WHEREAS, in 2014, the City of Hayward adopted the Hayward 2040 General Plan including policies to reduce community and municipal operational emissions by 20% below 2005 baseline levels by 2020, 61.7% by 2040, and 82.5% by 2050; and

WHEREAS, on September 18, 2018, California Governor Jerry Brown signed Executive Order B-55-18, committing California to achieving carbon neutrality no later than 2045, and achieving and maintaining net negative emissions thereafter; and

WHEREAS, the countries that signed the 2015 Paris Agreement vowed to keep warming this century “well below 2°C above pre-industrial levels” and to “pursue efforts to limit the temperature increase even further to 1.5°C.”; and

WHEREAS, scientific evidence has established that natural gas combustion, procurement and transportation produce significant greenhouse gas emissions that contribute to global warming and climate change; and

WHEREAS, the electric space heating, water heating, cooking appliances, and clothes drying equipment associated with all-electric, buildings are linked to significantly lower greenhouse gas emissions and reduced costs to build; and

WHEREAS, all-electric building design benefits the health, welfare, and resiliency of the City of Hayward and its residents; and

WHEREAS, the most cost-effective time to integrate electrical infrastructure is in the design phase of a building project because building systems and spaces can be designed to optimize the performance of electrical systems and the project can take full advantage of avoided costs and space requirements from the elimination of natural gas piping and venting for combustion air safety; and

WHEREAS, the City Council Sustainability Committee received reports and presentations on building and vehicle electrification reach codes on July 16, 2018, January 14, 2019, May 13, 2019, September 17, 2019, and October 30, 2019; and

WHEREAS, on October 30, 2019, Hayward’s City Council Sustainability Committee recommended adoption the draft reach codes; and

WHEREAS, Public Resources Code Section 25402.1(h)2 and Section 10-106. of the Building Energy Efficiency Standards (Standards) establish a process which allows local adoption of energy standards that are more stringent than the statewide Standards, provided that such local standards are cost effective and the California Energy Commission finds that the standards will require buildings to be designed to consume no more energy than permitted by the California Energy Code; and

WHEREAS, local agencies that adopt energy standards which exceed minimum Building Energy Efficiency Standards must demonstrate that the requirements of the proposed ordinance are cost effective and do not result in buildings consuming more energy than is permitted by Title 24; and

WHEREAS, the California Codes and Standards Reach Code Program, has determined specific modifications to the 2019 State Energy Code for each climate zone that are cost effective; and

WHEREAS, that such modifications will result in designs that consume less energy than they would under the 2019 State Energy Code; and

WHEREAS, based upon these analyses, the City Council of the City of Hayward finds that the local amendments to the California Energy Code contained in this ordinance are cost effective and will require buildings to be designed to consume no more energy than permitted by the California Energy Code; and

WHEREAS, the provisions in this Ordinance are designed to reduce greenhouse gas emissions; increase resource conservation; provide durable and sustainable buildings that are efficient and economical to own and operate; promote the health and productivity of residents, workers, and visitors to the City recognize and conserve the energy and reduce the environmental footprint of new developments; and reduce disturbance of natural ecosystems; and

WHEREAS, adoption of the reach codes as part of the 2019 California Building Standards Code is consistent with and would advance goals and policies contained in the Hayward 2040 General Plan related to climate change, greenhouse gas reductions, and public health and safety; and

WHEREAS, California Health and Safety Code section 17958 requires that cities adopt building regulations that are substantially the same as those adopted by the California Building Standards Commission and contained in the California Building Standards; and

WHEREAS, the California Energy Code is a part of the California Building Standards which implements minimum energy efficiency standards in buildings through mandatory requirements, prescriptive standards, and performances standards; and

WHEREAS, California Health and Safety Code Sections 17958.5, 17958.7 and 18941.5 provide that the City may make changes or modifications to the building standards contained in the California Building Standards based upon express findings that such changes or modifications are reasonably necessary because of local climatic, geological or topographical conditions; and

WHEREAS, the City Council of the City of Hayward finds that each of the amendments, additions and deletions to the California Energy Code contained in this ordinance are reasonably necessary because of local climatic, geological or topographical conditions described in Section 1.

NOW, THEREFORE, BE IT RESOLVED that the aforementioned amendments to the *2019 California Building Standards Code* are based on local climatic, geological, or topographical conditions. The "Findings of Facts" contained herein addresses present local conditions which either singularly or in combination cause the aforementioned amendments to be adopted.

SECTION 1: FINDINGS AND DETERMINATIONS.

The following local climatic conditions justify modifications to the California Building Standards Code.

1. The City of Hayward is already experiencing the repercussions of excessive greenhouse gas emissions including increased temperatures and more extreme weather events, decreased precipitation, and increased wildfire risk. From 2012 to 2017, Hayward, like the rest of the State, experienced one of the worst droughts on record.
2. Portions of the City of Hayward are situated along a wildland-urban interface and are extremely vulnerable to wildfires, and human activities releasing greenhouse gases into the atmosphere cause increases in worldwide average temperature, drought conditions, vegetative fuel, and length of fire seasons—all of which contribute to the likelihood and consequences of fire.
3. The City of Hayward's natural gas building infrastructure is a potentially significant source of fire during earthquakes, fire, and other natural disaster events.
4. Marginalized communities in the City of Hayward and worldwide—including people of color, immigrants, indigenous communities, low-income people, those with disabilities, and the unhoused—are already disproportionately affected by climate change and are especially vulnerable to heat events.

5. City of Hayward residents suffer from asthma and other health conditions associated with poor indoor and outdoor air quality exacerbated by greenhouse gas emissions of San Francisco Bay. Both of these faults are considered major Northern California earthquake faults which may experience rupture at any time. Thus, because the City is within a seismic area.
6. Local conditions have a definite impact upon buildings in Hayward. Therefore, it is found to be reasonably necessary that the *2019 California Building Standards Code* be changed or modified to mitigate the effects of the above conditions.

SECTION 2. CEQA Finding.

The City Council finds that this Ordinance is not a project under the requirements of the California Environmental Quality Act, together with related State CEQA Guidelines (collectively, "CEQA") because it has no potential for resulting in a physical change to the environment. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility that the action approved may have a significant effect on the environment. CEQA applies only to actions which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. In this circumstance, the proposed action would have no or only a de minimis effect on the environment. The Ordinance is also exempt from CEQA under CEQA Guidelines section 15308, because it is a regulatory action for the protection of the environment. The foregoing determination is made by the City Council in its independent judgment.

SECTION 3. Determination of Cost Effectiveness.

Cost effectiveness studies was prepared for the Statewide Code and Standards Program titled "2019 Cost Effectiveness Study: Low-Rise Residential New Construction" and "2019 Nonresidential New Construction Reach Code Cost Effectiveness Study" ("Studies"). The Studies analyzed the feasibility and cost effectiveness of requiring new construction to be all-electric for 16 different climate zones in California, including climate zone 3, within which the City of Hayward is located. The Studies determined the efficiency standards in this ordinance will meet the Study's cost-effectiveness requirements in climate zone 3. Based on this, the City Council of the City of Hayward hereby determines that the all-electric measures being adopted by the City are cost effective as documented in the Studies.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to cause a copy of this resolution, together with the modifications or changes to the 2019 California Building Code, to be filed with the California Energy Commission.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2020.

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
 MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

MAYOR:_____

ATTEST:_____
 City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

ORDINANCE NO. 20-_____

AN ORDINANCE ESTABLISHING REACH CODES FOR THE CITY OF HAYWARD; AMENDING PART 6 (CALIFORNIA ENERGY CODE) AND PART 11 (CALIFORNIA GREEN BUILDING STANDARDS CODE) OF THE CALIFORNIA BUILDING STANDARDS CODE (TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS)

THE CITY COUNCIL OF THE CITY OF HAYWARD DOES ORDAIN AS FOLLOWS:

Section 1. In accordance with state law, effective January 1, 2020, Chapter 9 Article 1, the Building Code for the City of Hayward, is hereby amended as follows:

BUILDING CODE
OF THE CITY OF HAYWARD

SECTION 1.00
2019 CALIFORNIA BUILDING STANDARDS CODES, ADOPTION BY REFERENCE.

The *2019 California Energy Code (Part 6 of C.C.R. Title 24)* and the *2019 California Green Building Standards Code (Part 11 of C.C.R. Title 24)*, published by the International Code Council, as amended by the State of California pursuant to Health and Safety Code section 17922, and as further modified by the amendments, additions, and deletions as set forth hereinafter, is hereby adopted by reference as the Building Code of the City of Hayward.

A printed copy of such *2019 California Building Codes* together with the State and local amendments thereto, is on file in the office of the building official, to which reference is hereby made for further particulars.

SECTION 2.00
SUMMARY OF LOCAL AMENDMENTS

CODE SECTION	Added to Code	Code Change	Deleted from Code	Notes / Justification
CEC 100.0(i)	X			Energy Reach Code - Purpose and Intent
CEC 100.1(b)		X		Adds definitions
CEC 150.0 (e through s)		X		Modifies mandatory features and devices
CEC 140.0(b)		X		Modifies mandatory measures for nonresidential, high-rise residential and hotel/motel buildings
CEC 140.1		X		Modifies energy budget requirements
CEC 140.2		X		Modifies prescriptive requirements for mixed fuel buildings.
CBC 202		X		Add definitions for EV charging
CBC 4.106.4		X		Modifies EV charging requirements for new construction
CBC 4.106.4.1		X		Modifies EV charging requirements for New one- and two-family dwellings and town- houses
CBC 4.106.4.2		X		Modifies EV charging requirements for New multi-family dwellings
CBC 5.106.5.3		X		Modifies EV charging requirements for new nonresidential buildings

Section 3. Purpose and Intent. It is the purpose and intent of this Ordinance to expressly enact local amendments to Sections 100.0, 100.1, 140.0, 140.1, 150.1, 200, 4.106, and 5.106 of the 2019 California Building Code applicable to new construction to provide standards for new buildings to improve community health and safety while reducing greenhouse gas emissions.

Section 4. Enactment of Local Amendments to The California Building Standards Code, Title 24, Parts 6 and 11 (Amendments to Chapter 9 of the Hayward Municipal Code). The local amendments to Sections 100.0, 100.1, 140.0, 140.1, 150.1, 200, 4.106, and 5.106 of the 2019 California Building Standards Code, Title 24, Parts 6 and 11, are hereby enacted. The local amendments being enacted amend Chapter 9 of the Hayward Municipal Code as follows (additions are shown in double underline and deletions are shown as ~~striketrough~~). Sections of the California Building Standards Code that are not addressed are not modified.

SECTION 4.00
LOCAL AMENDMENTS TO THE CODE BY CHAPTER

CALIFORNIA BUILDING STANDARDS CODE TITLE 24 PART 6: ENERGY CODE LOCAL AMENDMENTS

Section 100.0 is modified to add a new section (i) as follows:

(i) Energy Reach Code - Purpose and Intent.

In addition to all requirements of the California Energy Code applicable to new construction, the following shall apply:

1. New low-rise residential buildings, other than Free Standing Accessory Dwelling Units that are no greater than 400 square feet, shall be an All-Electric Building as defined in Section 100.1(b).
2. New nonresidential buildings that are designed to utilize mixed-fuel (Fuel Gas in addition to electricity) shall be required to install solar panels on the entire Solar Zone, as defined in Section 110.10, and comply with either the prescriptive requirements of Section 140.2, as amended herein, or have compliance margins, as defined in Section 140.1, that meet or exceed the Standard Design Building by the amounts below:
 - A. Office and retail occupancies: 15%
 - B. Hotel/Motel and High-Rise Residential occupancies: 10%
 - C. All other occupancies in buildings with both indoor lighting and mechanical systems: 10%
 - D. All other occupancies in buildings with indoor lighting or mechanical systems but not both: 10%
3. If a Certified Energy Analyst prepares the Nonresidential Certificate of Compliance, the design shall be credited with one (1) percent of compliance margin, to the extent that the resultant energy budget is no greater than the energy budget for the Standard Building Design.

Section 100.1(b) is modified by adding the following definitions:

ALL-ELECTRIC BUILDING is a building that has no Fuel Gas plumbing installed within the building, and that uses electricity as the source of energy for its space heating, water heating, cooking, clothes drying, and fireplace appliances. An All-Electric Building may include solar thermal collectors. An All-Electric Building may include outdoor cooking appliances or backup power generation fueled by a free-standing Fuel Gas tank and which is not plumbed to a building, gas line or gas main. The term "Fuel Gas" shall be as defined in the California Mechanical and Plumbing Codes.

CERTIFIED ENERGY ANALYST is a person registered as a Certified Energy Analyst with the California Association of Building Energy Consultants as of the date of submission of a Certificate of Compliance as required under Section 10-103.

FREE STANDING ACCESSORY DWELLING UNIT is a detached building that is not intended for sale separate from the primary residence, on a lot that is zoned for single family or multifamily use, located on the same lot as an existing dwelling, and does not exceed 1,200 square feet of total floor area.

MIXED-FUEL BUILDING is a building that is plumbed for the use of Fuel Gas as fuel for space heating, water heating, cooking, clothes drying, and/or fireplace appliances.

Low-Rise Residential Buildings

Section 150.0 - Mandatory Features and Devices. Section 150.0 of the 2019 California Energy Code is amended to read as follows:

Low-rise residential buildings shall comply with the applicable requirements of Sections 150(a) through 150(~~rs~~).

NOTE: The requirements of Sections 150.0 (a) through (r) apply to newly constructed buildings. Sections 150.2(a) and 150.2(b) specify which requirements of Sections 150.0(a) through 150.0(r) also apply to additions or alterations. The local amendments to Sections 150.0(e), 150.0 (h), 150.0 (n), and 150.0 (s) do not apply to additions or alterations.

EXCEPTION 1 to Section 150.0. The local amendments to Sections 150.0(e), 150.0 (h), 150.0 (n), and 150.0 (s) do not apply to Free Standing ADUs less than 400 square feet.

EXCEPTION 2 to Section 150.0. If an applicant believes circumstances exist that make it infeasible to meet the local amendments to Sections 150.0(e), 150.0 (h), 150.0 (n), and 150.0 (s), the applicant may request an exemption from the Building Official. The applicant must still comply with the mandatory measures of the California Green Building Standards Code and can only receive an exemption from the Hayward amendments to the code. In applying for an exemption, the burden is on the applicant to show infeasibility. An exemption will be granted only in unusual circumstances where, due to exceptional characteristics of the structure, property, or business involved, a literal enforcement of this code will result in practical infeasibility, provided that no such exemption will be contrary to the intent of this code.

Section 150.0(e) Installation of fireplaces. Fireplaces shall be electric, not fueled by Fuel Gas.

Section 150.0(h) Space-conditioning equipment. Space-conditioning equipment shall be electric, not fueled by Fuel Gas.

Section 150.0(n) Water heating system. Water heating systems and equipment shall be electric, not fueled by Fuel Gas.

- ~~A. A dedicated 125 volt, 20 amp electrical receptacle that is connected to the electric panel with a 120/240 volt 3 conductor, 10 AWG copper branch circuit, within 3 feet from the water heater and accessible to the water heater with no obstructions. In addition, all of the following:~~
 - ~~i. Both ends of the unused conductor shall be labeled with the word "spare" and be electrically isolated; and~~
 - ~~ii. A reserved single pole circuit breaker space in the electrical panel adjacent to the circuit breaker for the branch circuit in A above and labeled with the words "Future 240V Use"; and~~
 - ~~B. A Category III or IV vent, or a Type B vent with straight pipe between the outside termination and the space where the water heater is installed; and~~
 - ~~C. A condensate drain that is no more than 2 inches higher than the base of the installed water heater, and allows natural draining without pump assistance, and~~
 - ~~D. A gas supply line with a capacity of at least 200,000 Btu/hr.~~
- ~~4. Instantaneous water heaters with an input rating greater than 6.8 kBTU/hr (2kW) shall meet the requirements of Section 110.3(c)7.~~
- ...

Section 150.0 (s) Clothes Drying and Cooking.

- 1. Clothes Drying. Clothes dryers shall be electric, not fueled by Fuel Gas.
- 2. Cooking Range. Cooking appliances shall be electric, not fueled by Fuel Gas.

Nonresidential and High-Rise Residential Buildings

Mandatory Measures

SECTION 140.0(b) is modified as follows:

(b) The requirements of Sections 120.0 through 130.5 (mandatory measures for nonresidential, high-rise residential and hotel/motel buildings)- and for all newly constructed mixed-fuel buildings:

1. The entire solar zone, as specified in Section 110.10, shall have a solar PV system installed that meets the minimum qualification requirements as specified in Joint Appendix JA11, subject to the exceptions in Section 110.10.

EXCEPTION 1 to 140.0(b)1. The PV system may be sized to cover less than the entire Solar Zone provided that the system is sized to generate annual electrical output equal to the building's modelled annual electric load.

EXCEPTION 2 to 140.0(b)1. Newly constructed all-electric buildings.

SECTION 140.1 is modified as follows:

SECTION 140.1 – PERFORMANCE APPROACH: ENERGY BUDGETS

A newly constructed All-Electric Building complies with the performance approach if the energy budget calculated for the Proposed Design Building under Subsection (b) is no greater than the energy budget calculated for the Standard Design Building under Subsection (a).

A newly constructed Mixed-Fuel Building complies with the performance approach if the energy budget calculated for the Proposed Design Building under Subsection (b) has a compliance margin, relative to the energy budget calculated for the Standard Design Building under Subsection (a), of at least the value specified for the corresponding occupancy type in Table 140.1-A below.

Table 140.1-A MIXED-FUEL BUILDING COMPLIANCE MARGINS

<u>Occupancy Type</u>	<u>Compliance Margins</u>
<u>Office/Retail</u>	<u>+15%</u>
<u>Hotel/Motel and High-Rise Residential</u>	<u>+10%</u>
<u>All other occupancies in buildings with both indoor lighting and mechanical systems</u>	<u>+10%</u>
<u>All other occupancies in buildings with indoor lighting or mechanical systems but not both</u>	<u>+5%</u>

- (a) Energy Budget for the Standard Design Building. The energy budget for the Standard Design Building is determined by applying the mandatory and prescriptive requirements to the Proposed Design Building. The energy budget is the sum of the TDV energy for space-conditioning, indoor lighting, mechanical ventilation, service water heating, and covered process loads.

- (b) Energy Budget for the Proposed Design Building. The energy budget for a Proposed Design Building is determined by calculating the TDV energy for the Proposed Design Building. The energy budget is the sum of the TDV energy for space-conditioning, indoor lighting, mechanical ventilation and service water heating and covered process loads.
- (c) Calculation of Energy Budget. The TDV energy for both the Standard Design Building and the Proposed Design Building shall be computed by Compliance Software certified for this use by the Commission. The processes for Compliance Software approval by the Commission are documented in the ACM Approval Manual.

EXCEPTION 1 to Table 140.1-A. For newly constructed buildings, if the Certificate of Compliance is prepared and signed by a Certified Energy Analyst and the energy budget for the Proposed Design is no greater than the Standard Design Building, the required compliance margin is reduced by 1%.

EXCEPTION 2 to Table 140.1-A. If an applicant believes circumstances exist that make it infeasible to meet the requirements of Table 140.1-A, the applicant may request an exemption from the Building Official. The applicant must still comply with the mandatory measures of the California Green Building Code and can only receive an exemption from the Hayward amendments to the code. In applying for an exemption, the burden is on the applicant to show infeasibility. An exemption will be granted only in unusual circumstances where, due to exceptional characteristics of the structure, property, or business involved, a literal enforcement of this code will result in practical infeasibility, provided that no such exemption will be contrary to the intent of this code.

NOTE: Authority: Sections 25213, 25218, 25218.5, 25402 and 25402.1, Public Resources Code. Reference: Sections 25007, 25008, 25218.5, 25310, 25402, 25402.1, 25402.4, 25402.5, 25402.8, and 25943, Public Resources Code.

SECTION 140.2 is modified as follows:

To comply using the prescriptive approach, a building shall be designed with and shall have constructed and installed systems and components meeting the applicable requirements of Sections 140.3 through 140.9 and additionally the following measures as applicable intended to exceed the remaining prescriptive requirements:

(a) Mixed-Fuel Buildings of Hotel, Motels or High-Rise Multifamily Occupancies

1. Install fenestration with a solar heat gain coefficient no less than 0.45 in both common spaces and guest rooms.

2. Design Variable Air Volume (VAV) box minimum airflows to be equal to the zone ventilation minimums.
 3. Include economizers and staged fan control in air handlers with a mechanical cooling capacity $\geq 33,000$ Btu/h.
 4. Reduce the lighting power density (Watts/ft²) by ten percent (10%) from that required from Table 140.6-C.
 5. In common areas, improve lighting without claiming any Power Adjustment Factor credits:
 - A. Control to daylight dimming plus off per Section 140.6(a)2.H; and
 - B. Perform Institutional Tuning per Section 140.6(a)2.J
 6. Install one drain water heat recovery device per every three guest rooms that is field verified as specified in the Reference Appendix RA3.6.9.
- (b) All Other Nonresidential Mixed-Fuel Buildings
1. Install fenestration with a solar heat gain coefficient no greater than 0.22.
 2. Limit the fenestration area on east-facing and west-facing walls to one-half of the average amount of north-facing and south-facing fenestration.
 3. Design Variable Air Volume (VAV) box minimum airflows to be equal to the zone ventilation minimums where VAV systems are installed.
 4. Include economizers and staged fan control in air handlers with a mechanical cooling capacity $\geq 33,000$ Btu/h.
 5. Reduce the lighting power density (Watts/ft²) by ten percent (10%) from that required from Table 140.6-C.
 6. Improve lighting without claiming any Power Adjustment Factor credits:
 - A. Perform Institutional Tuning per Section 140.6(a)2.J, and
 - B. In office spaces, control to daylight dimming plus off per Section 140.6(a)2.H, and
 - C. Install Occupant Sensing Controls in Large Open Plan Offices per Section 140.6(a)2.I.

CALIFORNIA BUILDING CODE TITLE 24 PART 11: GREEN BUILDING STANDARDS
LOCAL AMENDMENTS

Section 202 - Definitions:

EV Capable: A parking space linked to a listed electrical panel with sufficient capacity to provide at least 208/240 volts and 40 amperes to the parking space. Raceways linking the electrical panel and parking space only need to be installed in spaces that will be inaccessible in the future, either trenched underground or where penetrations to walls, floors, or other partitions would otherwise be required for future installation of branch circuits. Raceways must be at least 1" in diameter and may be sized for multiple circuits as allowed by the California Electrical Code. The panel circuit directory shall identify the overcurrent protective device space(s) reserved for EV charging as "EV CAPABLE." Construction documents shall indicate future completion of raceway from the panel to the parking space, via the installed inaccessible raceways.

Level 1 EV Ready Space: A parking space served by a complete electric circuit with a minimum of 110/120 volt, 20-ampere capacity including electrical panel capacity, overprotection device, a minimum 1" diameter raceway that may include multiple circuits as allowed by the California Electrical Code, wiring, and either a) a receptacle labelled "Electric Vehicle Outlet" with at least a ½" font adjacent to the parking space, or b) electric vehicle supply equipment (EVSE).

Level 2 EV Ready Space: A parking space served by a complete electric circuit with 208/240 volt, 40-ampere capacity including electrical panel capacity, overprotection device, a minimum 1" diameter raceway that may include multiple circuits as allowed by the California Electrical Code, wiring, and either a) a receptacle labelled "Electric Vehicle Outlet" with at least a ½" font adjacent to the parking space, or b) electric vehicle supply equipment (EVSE) with a minimum output of 30 amperes.

Electric Vehicle Charging Station (EVCS): A parking space that includes installation of electric vehicle supply equipment (EVSE) with a minimum capacity of 30 amperes connected to a Level 2 EV Ready Space. EVCS installation may be used to satisfy a Level 2 EV Ready Space requirement.

Automatic Load Management Systems (ALMS): (ALMS) A control system which allows multiple EV chargers or EV-Ready electric vehicle outlets to share a circuit or panel and automatically reduce power at each charger, providing the opportunity to reduce electrical infrastructure costs and/or provide demand response capability. ALMS systems must be designed to deliver at least 1.4kW per charger to each EV Capable, EV Ready, or EVCS space served by ALMS. The connected amperage on-site shall not be lower than the required connected amperage per Part 11, 2019 California Green Building Code for the relevant building types.

SECTION 4 RESIDENTIAL MANDATORY MEASURES

4.106.4 Electric vehicle (EV) charging for new construction. New construction shall comply with Sections 4.106.4.1 and 4.106.4.2 to facilitate future installation and use of EV chargers. ~~Electric vehicle supply equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625.~~

Exceptions:

1. ~~On a case-by-case basis, where the local enforcing agency has determined EV charging and infra-structure are not feasible based upon one or more of the following conditions:~~

Where there is no commercial power supply.

- 1.1. ~~Where there is evidence substantiating that meeting the requirements will alter the local utility infra-structure design requirements on the utility side of the meter so as to increase the utility side cost to the homeowner or the developer by more than \$400.00 per dwelling unit.~~
2. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities, unless the electrical panel is upgraded, or a new panel is installed in which case only the electrical capacity requirements apply.
3. Spaces accessible only by automated mechanical car parking systems are excepted from providing EV charging infrastructure.
- 4.

4.106.4.1 New one- and two-family dwellings and town- houses with attached private garages.

For each dwelling unit, install two Level 2 EV Ready Spaces ~~a listed raceway to accommodate a dedicated 208/240-volt branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or and shall terminate into a listed cabinet, box or other enclosure in close proximity to the proposed location of an EV charger. Raceways are required to be continuous at enclosed, inaccessible or concealed areas and spaces. The service panel and/or subpanel shall provide capacity to install a 40-ampere minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit overcurrent protective device.~~

Exception: For each dwelling unit with only one parking space, install a Level 2 EV Ready Space.

4.106.4.1.1 Identification. ~~The service panel or sub-panel circuit directory shall identify the overcurrent protective device space(s) reserved for future-~~

EV charging as “Level 2 EV CAPABLE”. The raceway termination location shall be permanently and visibly marked as “EV CAPABLE”. “Level 2 EV Ready Space”.

4.106.4.2 New multifamily dwellings. ~~If residential parking is available, ten (10) present in total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future EVSE. Calculations for the required number of EV spaces shall be rounded up to the nearest whole number. The following requirements apply to all new multifamily dwellings:~~

1. For multifamily buildings with less than or equal to 20 dwelling units, one parking space per dwelling unit with parking shall be provided with a Level 2 EV Ready Space.
2. When more than 20 multifamily dwelling units are constructed on a building site, provided for all types:
 - a. 75% of the dwelling units with parking facilities, space(s) shall be provided with at least one Level 2 EV Ready Space spaces) capable of supporting future EVSE. Calculations for the required minimum number of Level 2 EV Ready spaces shall be rounded up to the nearest whole number.
 - b. In addition, each remaining dwelling unit with parking space(s) shall be provided with at least a Level 2 EV Capable Circuit.

Notes:

1. ~~Construction documents are intended to demonstrate the project’s capability and capacity for facilitating future EV charging.~~
2. ~~There is no requirement for EV spaces to be constructed or available until EV chargers are installed for use.~~
1. ALMS may be installed to decrease electrical service and transformer costs associated with EV Charging Equipment subject to review of the authority having jurisdiction.
2. The requirements apply to multifamily buildings with parking spaces including: a) assigned or leased to individual dwelling units, and b) unassigned residential parking.
3. In order to adhere to accessibility requirements in accordance with California Building Code Chapters 11A and/or 11B, it is recommended that all accessible parking spaces for covered newly constructed multifamily dwellings are provided with Level 2 EV Ready Spaces.

4. If a building permit applicant provides documentation detailing that the increased cost of utility service or on-site transformer capacity would exceed an average of \$4,500 among parking spaces with Level 2 EV Ready Spaces, the applicant shall provide EV infrastructure up to a level that would not exceed this cost for utility service or on-site transformer capacity.

4.106.4.2.2 Electric vehicle charging space (EV space) dimensions. Refer to local authority having jurisdiction for parking dimension requirements. The EV spaces shall be designed to comply with the following:

1. ~~The minimum length of each EV space shall be 18 feet (5486 mm).~~
2. ~~The minimum width of each EV space shall be 9 feet (2743 mm).~~
3. ~~One in every 25 EV spaces, but not less than one, shall also have an 8-foot (2438 mm) wide minimum aisle. A 5-foot (1524 mm) wide minimum aisle shall be permitted provided the minimum width of the EV space is 12 feet (3658 mm).~~
 1. ~~Surface slope for this EV space and the aisle shall not exceed 1 unit vertical in 48 units horizontal (2.083 percent slope) in any direction.~~

4.106.4.2.3 Single EV space required. ~~Install a listed raceway capable of accommodating a 208/240-volt dedicated branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or enclosure in close proximity to the proposed location of the EV spaces. Construction documents shall identify the raceway termination point. The service panel and/or subpanel shall provide capacity to install a 40-ampere minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit over current protective device.~~

4.106.4.2.4 Multiple EV spaces required. ~~Construction raceway termination point and proposed location of future EV spaces and EV chargers Construction documents shall also provide information on amperage of future EVSE, raceway method(s), wiring schematics and electrical load calculations to verify that the electrical panel service capacity and electrical system, including any on-site distribution transformer(s), have sufficient capacity to simultaneously charge all EVs at all required EV spaces at the full rated amperage of the EVSE. Plan design shall be based upon a 40-ampere minimum branch circuit. Raceways and related components that are planned to be installed underground, enclosed, inaccessible or in concealed areas and spaces shall be installed at the time of original construction.~~

4.106.4.2.5 Identification. ~~The service panel or sub-panel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the California Electrical Code.~~

SECTION 5 NONRESIDENTIAL MANDATORY MEASURES

5.106.5.3 Electric vehicle (EV) charging. ~~[N] New~~ construction shall comply with Section 5.106.5.3.1 or Section 5.106.5.3.2 to facilitate future installation and use of EV chargers of electric vehicle supply equipment (EVSE). ~~When EVSE(s) is/are installed, it shall be in accordance with the California Building Code, the California Electrical Code and as follows:~~

Exception: Where there is no commercial power supply.

5.106.5.3.1 Office buildings: In nonresidential new construction buildings designated primarily for office use:

1. When 10 or more parking spaces are constructed, 20% of the available parking spaces on site shall be equipped with Level 2 EVCS;
2. An additional 30% shall be at least Level 2 EV Capable.

Calculations for the required minimum number of spaces equipped with Level 2 EVCS, Level 2 EV Ready spaces and EV Capable spaces shall all be rounded up to the nearest whole number.

Construction plans and specifications shall demonstrate that all raceways shall be a minimum of 1" and sufficient for installation of EVCS at all required Level 2 EV Ready and EV Capable spaces; Electrical calculations shall substantiate the design of the electrical system to include the rating of equipment and any on-site distribution transformers, and have sufficient capacity to simultaneously charge EVs at all required EV spaces including Level 2 V Ready and EV Capable spaces; and service panel or subpanel(s) shall have sufficient capacity to accommodate the required number of dedicated branch circuit(s) for the future installation of the EVSE.

Notes:

1. ALMS may be installed to increase the number of EV chargers or the amperage or voltage beyond the minimum requirements in this code. The option does not allow for installing less electrical panel capacity than would be required without ALMS.

5.106.5.3.2 Other nonresidential buildings: In nonresidential new construction buildings that are not designated primarily for office use, such as retail or institutional uses:

1. When 10 or more parking spaces are constructed, 15% of the available parking spaces on site shall be equipped with Level 2 EVCS;

Calculations for the required minimum number of spaces equipped with Level 2 EV Ready spaces shall be rounded up to the nearest whole number

Exception: Installation of each Direct Current Fast Charger with the capacity to provide at least 80 kW output may substitute for 15 EV Ready spaces after a minimum of 15 Level 2 EV Ready spaces are installed.

5.106.5.3.3 Clean Air Vehicle Parking Designation. EVCS qualify as designated parking as described in Section 5.106.5.2 Designated parking for clean air vehicles.

Notes:

1. The California Department of Transportation adopts and publishes the California Manual on Uniform Traffic Control Devices (California MUTCD) to provide uniform standards and specifications for all official traffic control devices in California. Zero Emission Vehicle Signs and Pavement Markings can be found in the New Policies & Directives number 13-01. www.dot.ca.gov/hq/traffops/policy/13-01.pdf.
2. See Vehicle Code Section 22511 for EV charging spaces signage in off-street parking facilities and for use of EV charging spaces.
3. The Governor's Office of Planning and Research published a Zero-Emission Vehicle Community Readiness Guidebook which provides helpful information for local governments, residents and businesses. www.opr.ca.gov/docs/ZEV_Guidebook.pdf.
4. Section 11B-812 of the California Building Code requires that a facility providing EVCS for public and common use also provide one or more accessible EVCS as specified in Table 11B-228.3.2.1.
5. If a building permit applicant provides documentation detailing that the increased cost of utility service or on-site transformer capacity would exceed an average of \$4,500 among parking spaces with Level 2 EV Ready Spaces, the applicant shall provide EV infrastructure up to a level that would not exceed this cost for utility service or on-site transformer capacity.

5.106.5.3.1 Single charging space requirements. ~~[N] When only a single charging space is required per Table 5.106.5.3.3, a raceway is required to be installed at the time of construction and shall be installed in accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to, the following:~~

- ~~1. The type and location of the EVSE.~~
- ~~2. A listed raceway capable of accommodating a 208/240-volt dedicated branch circuit.~~
- ~~3. The raceway shall not be less than trade size 1."~~

4. ~~The raceway shall originate at a service panel or a subpanel serving the area, and shall terminate in close proximity to the proposed location of the charging equipment and into a listed suitable cabinet, box, enclosure or equivalent.~~
5. ~~The service panel or subpanel shall have sufficient capacity to accommodate a minimum 40-ampere dedicated branch circuit for the future installation of the EVSE.~~

~~5.106.5.3.2 Multiple charging space requirements.~~

~~When multiple charging spaces are required per Table 5.106.5.3.3 raceway(s) is/are required to be installed at the time of construction and shall be installed in accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to, the following:~~

1. ~~The type and location of the EVSE.~~
2. ~~The raceway(s) shall originate at a service panel or a subpanel(s) serving the area, and shall terminate in close proximity to the proposed location of the charging equipment and into listed suitable cabinet(s), box(es), enclosure(s) or equivalent.~~
3. ~~Plan design shall be based upon 40-ampere minimum branch circuits.~~
4. ~~Electrical calculations shall substantiate the design of the electrical system, to include the rating of equipment and any on-site distribution~~
5. ~~transformers and have sufficient capacity to simultaneously charge all required EVs at its full rated amperage.~~
6. ~~The service panel or subpanel(s) shall have sufficient capacity to accommodate the required number of dedicated branch circuit(s) for the future installation of the EVSE.~~

~~5.106.5.3.3 EV charging space calculation.~~ [N] ~~Table 5.106.5.3.3 shall be used to determine if single or multiple charging space requirements apply for the future installation of EVSE.~~

~~Exceptions: On a case-by-case basis where the local enforcing agency has determined EV charging and infrastructure is not feasible based upon one or more of the following conditions:~~

1. ~~Where there is insufficient electrical supply~~
2. ~~Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 5.106.5.3, may adversely impact the construction cost of the project.~~

~~TABLE 5.106.5.3.3~~

TOTAL NUMBER OF ACTUAL PARKING SPACES	NUMBER OF REQUIRED EV CHARGING SPACES
0-9	0
10-25	1
26-50	2
51-75	4
76-100	5
101-150	7
151-200	10
201 and over	6 percent of total ¹

~~1. Calculation for spaces shall be rounded up to the nearest whole number.~~

5.106.5.3.4 [N] Identification. ~~The service panel or subpanel(s) circuit directory shall identify the reserved overcurrent protective device space(s) for future EV charging as “EV CAPABLE”. The raceway termination location shall be permanently and visibly marked as “EV CAPABLE Ready”.~~

~~**5.106.5.3.5 [N] Future charging spaces qualify as designated parking as described in Section 5.106.5.2 Designated parking for clean air vehicles.**~~

SECTION 5. Severability. The provisions of this Ordinance are severable, and if any clause, sentence, paragraph, provision, or part of this Ordinance, or the application of this Ordinance to any person, is held to be invalid or preempted by state or federal law, such holding shall not impair or invalidate the remainder of this Ordinance. If any provision of this Ordinance is held to be inapplicable, the provisions of this Ordinance shall nonetheless continue to apply with respect to all other covered development projects and applicants. It is hereby declared to be the legislative intent of the City Council that this Ordinance would have been adopted had such provisions not been included or such persons or circumstances been expressly excluded from its coverage.

INTRODUCED at a regular meeting of the City Council of the City of Hayward, held the 3rd day of March, 2020, by Council Member _____.

ADOPTED at a regular meeting of the City Council of the City of Hayward held the 17th day of March, 2020, by the following votes of members of said City Council.

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

APPROVED: _____
Mayor of the City of Hayward

DATE: _____

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

Greenhouse Gas, Energy and Cost Savings

The California Statewide Codes and Standards Program led the development of a cost-effectiveness study¹ for Energy Code reach codes that examined different performance-based approaches for new construction of low-rise residential (single-family and multi-family up to 3 stories) and non-residential building types. The study finds that all-electric buildings, even those with no other energy performance enhancements, provide significant greenhouse gas (GHG) reductions. The addition of energy efficiency and more solar can drive net energy use to nearly zero from some building types and GHG emissions to less than a third of a mixed-fuel 2019 State code compliant building.

The charts below compare total GHG emissions and net energy consumption (after onsite generation) of various strategies for typical building types.

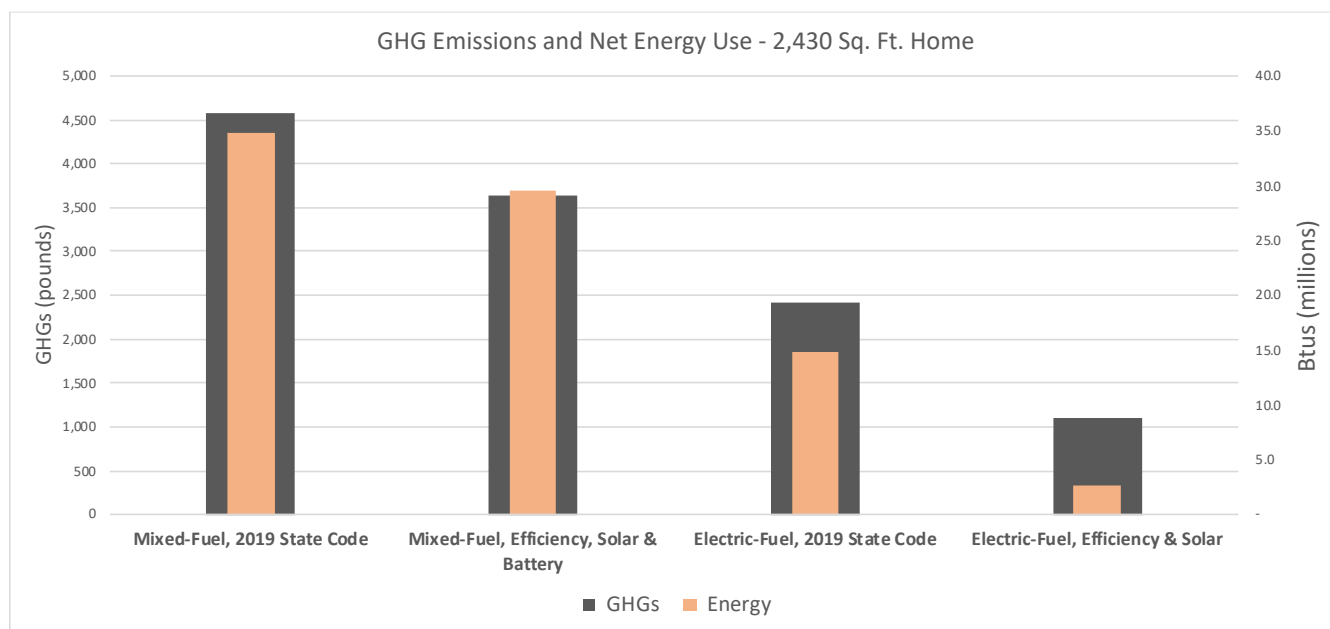


Figure 1: GHG and Energy Impact, Single Family Home

¹ <https://localenergycodes.com/content/2019-local-energy-ordinances/>

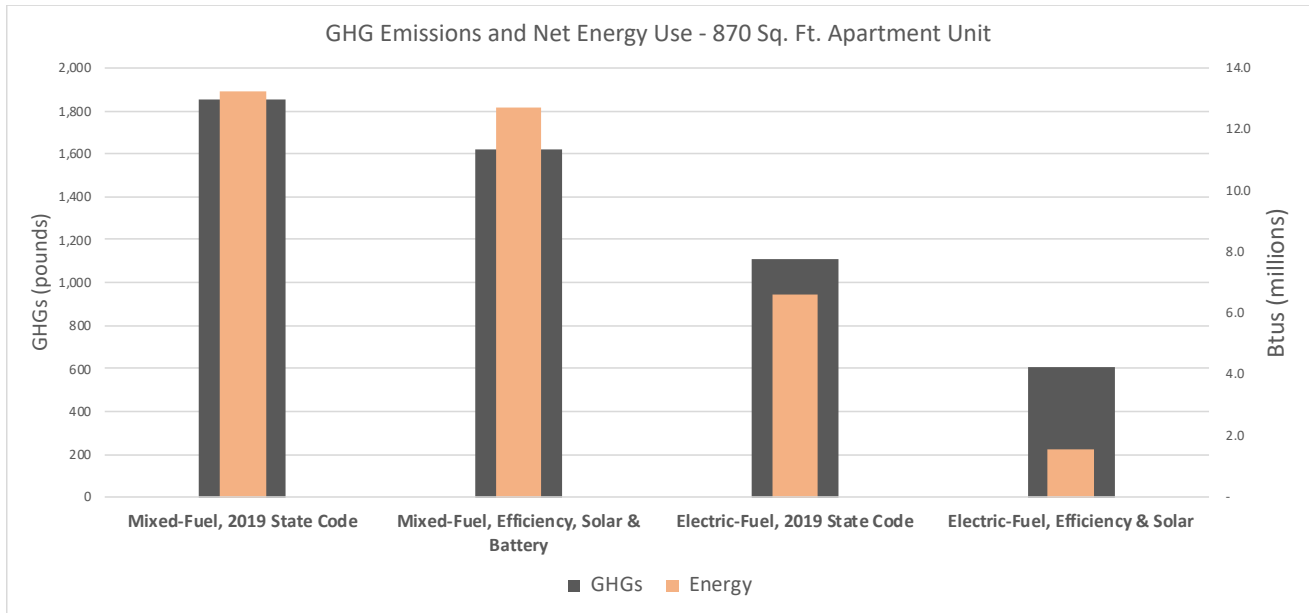


Figure 2: GHG and Energy Impacts, Low-Rise Multifamily Unit

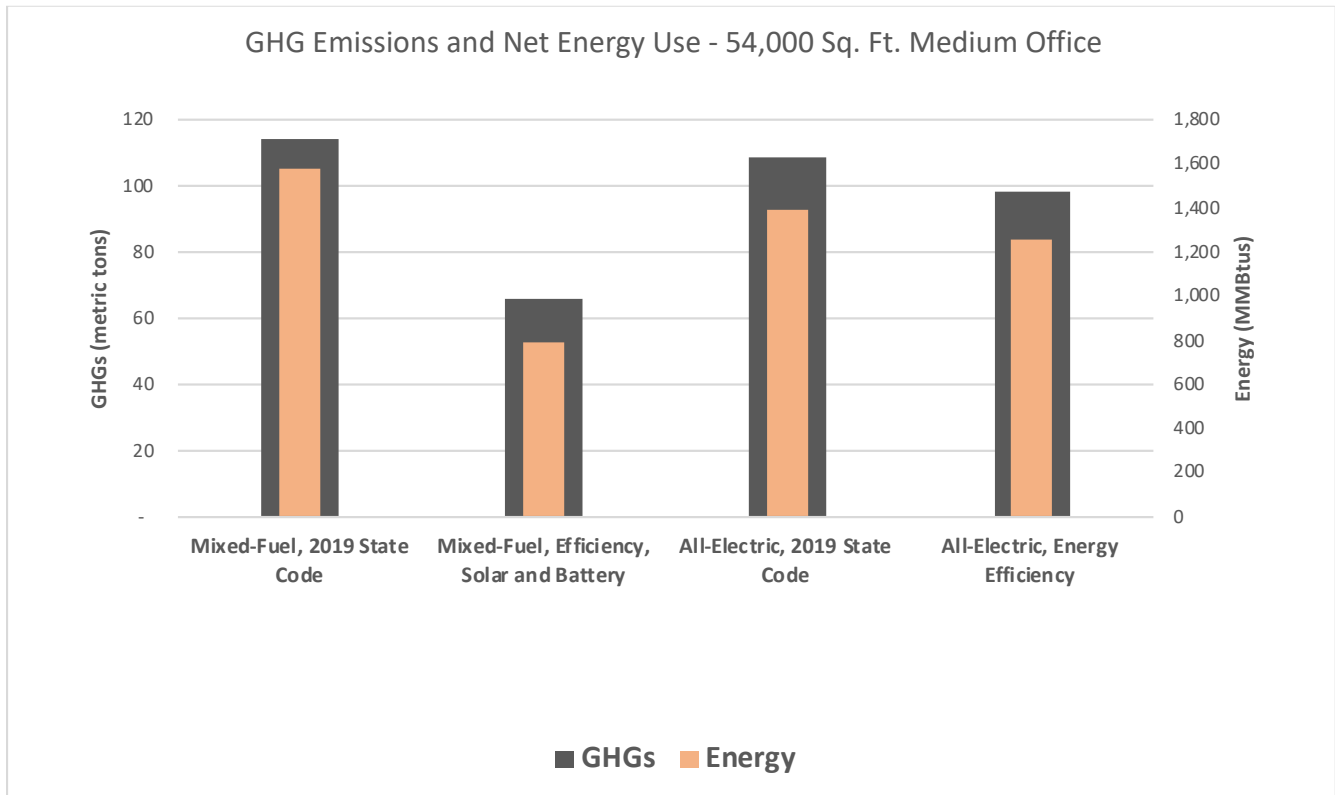


Figure 3: GHG and Energy Impact, Medium Office Building

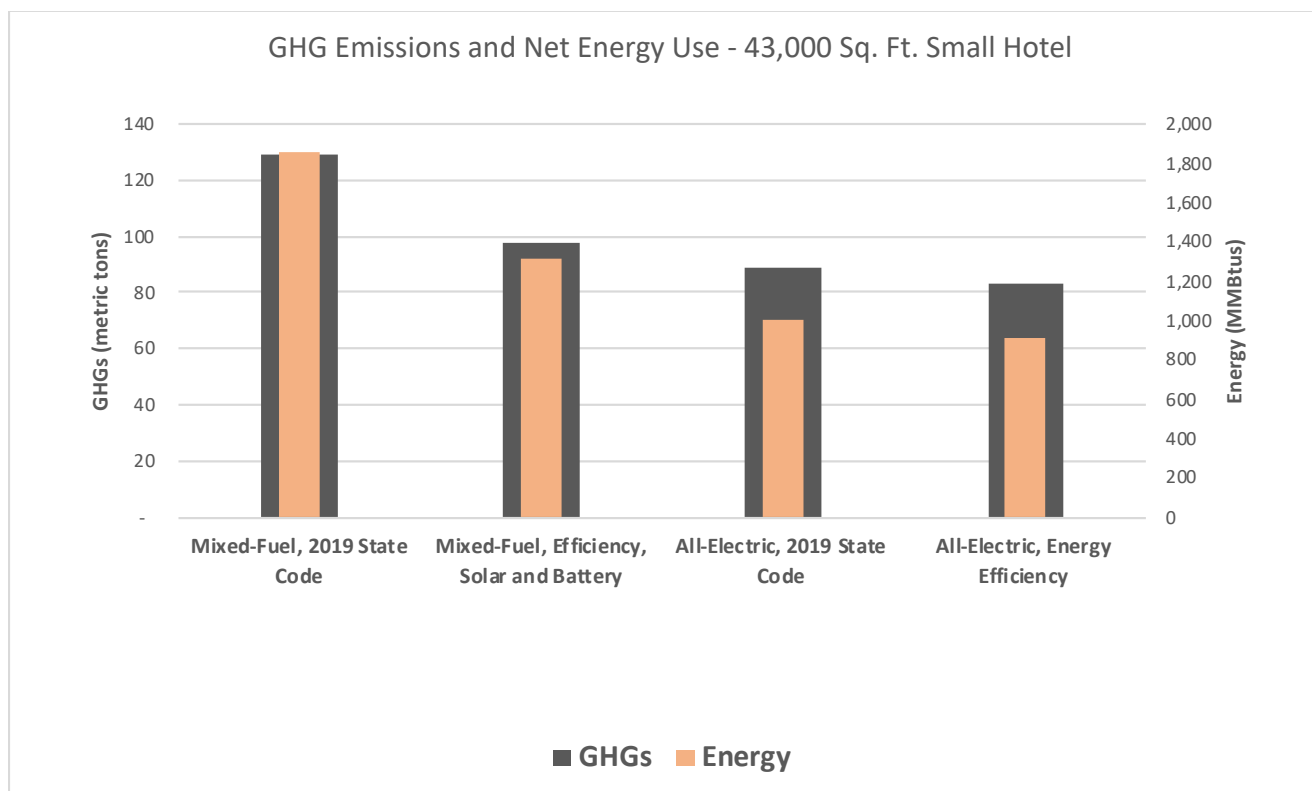


Figure 4: GHG and Energy Impact Small Hotel

Economic Impacts

All-electric buildings are generally cheaper to build due to the elimination of running gas plumbing to the building. These lower first costs generally make all-electric construction more cost-effective on a life-cycle basis. This is particularly true for low-rise residential buildings, where it is also often increasingly more cost-effective for the owner to exceed the code by improving efficiency and adding solar. In fact, if one invests the savings from the gas infrastructure in additional PV capacity to offset more of the electricity load, in many cases the building is cost-effective for the owner and society from day one, meaning the building is both less expensive to build and cheaper to operate. This is shown as the “Neutral Cost” scenario in row 13 of Figure 6 below.

The charts below depict the incremental net present value costs and savings of various designs relative to a State-code-complaint mixed-fuel design. Note, each building type is examined from two perspectives: one from the owners/operator’s point of view; the other from society’s point of view². The latter reflects benefits that accrue to other ratepayers and society.

² The societal point of view incorporates the time-dependent valuation (TDV) of energy, which is required by the CEC when determining cost-effectiveness.

In the following charts, Cost values less than zero indicate lower capital cost. Savings values less than zero indicate higher energy costs. “Mixed-Fuel, PV & Batter” corresponds with row 5 in the table; “Electric-Fuel, 2019 State Code” corresponds with row 11; and “Electric-Fuel, Efficiency & Solar” corresponds with row 12.

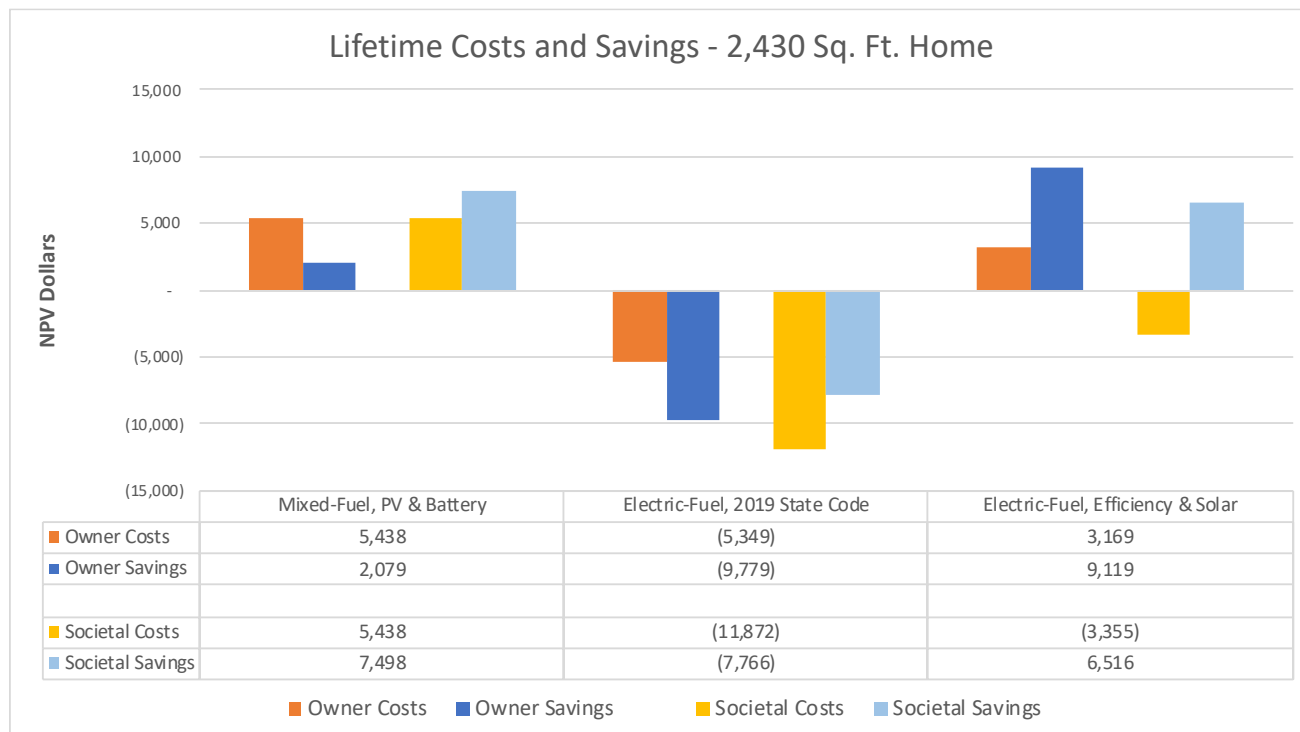


Figure 5: Costs and Benefits - Single-Family Home

1	Climate Zone 3 PG&E Single Family		Annual Net kWh	Annual therms	EDR Margin ⁴	PV Size Change (kW) ⁵	CO2-Equivalent Emissions (lbs/sf)		NPV of Lifetime Incremental Cost (\$)	Benefit to Cost Ratio (B/C)	
							Total	Reduction		On-Bill	TDV
2	Mixed Fuel ¹	Code Compliant	(0)	348	n/a	n/a	1.88	n/a	n/a	n/a	n/a
3		Efficiency-Non-Preempted	(0)	296	2.5	(0.03)	1.63	0.26	\$1,552	1.28	1.31
4		Efficiency-Equipment	(0)	273	4.0	(0.03)	1.52	0.37	\$1,448	1.91	1.97
5		Efficiency & PV/Battery	(20)	296	10.0	0.07	1.50	0.38	\$5,438	0.38	1.38
6	All-Electric ²	Code Compliant	4,355	0	n/a	n/a	1.00	n/a	n/a	n/a	n/a
7		Efficiency-Non-Preempted	3,584	0	4.5	0.00	0.85	0.15	\$1,519	2.60	2.36
8		Efficiency-Equipment	3,670	0	4.0	0.00	0.86	0.14	\$2,108	1.76	1.62
9		Efficiency & PV	790	0	18.0	1.77	0.46	0.54	\$8,517	2.22	1.68
10		Efficiency & PV/Battery	(12)	0	29.0	2.37	0.23	0.76	\$14,380	1.50	1.58
11	Mixed Fuel to All-Electric ³	Code Compliant	4,355	0	0.0	0.00	1.00	0.89	(\$5,349)	0.55	1.53
12		Efficiency & PV	790	0	18.0	1.77	0.46	1.43	\$3,169	2.88	>1
13		Neutral Cost	2,217	0	10.5	1.35	0.70	1.18	\$0	>1	>1

Figure 6: Benefit to Cost Ratios - Single-Family Home

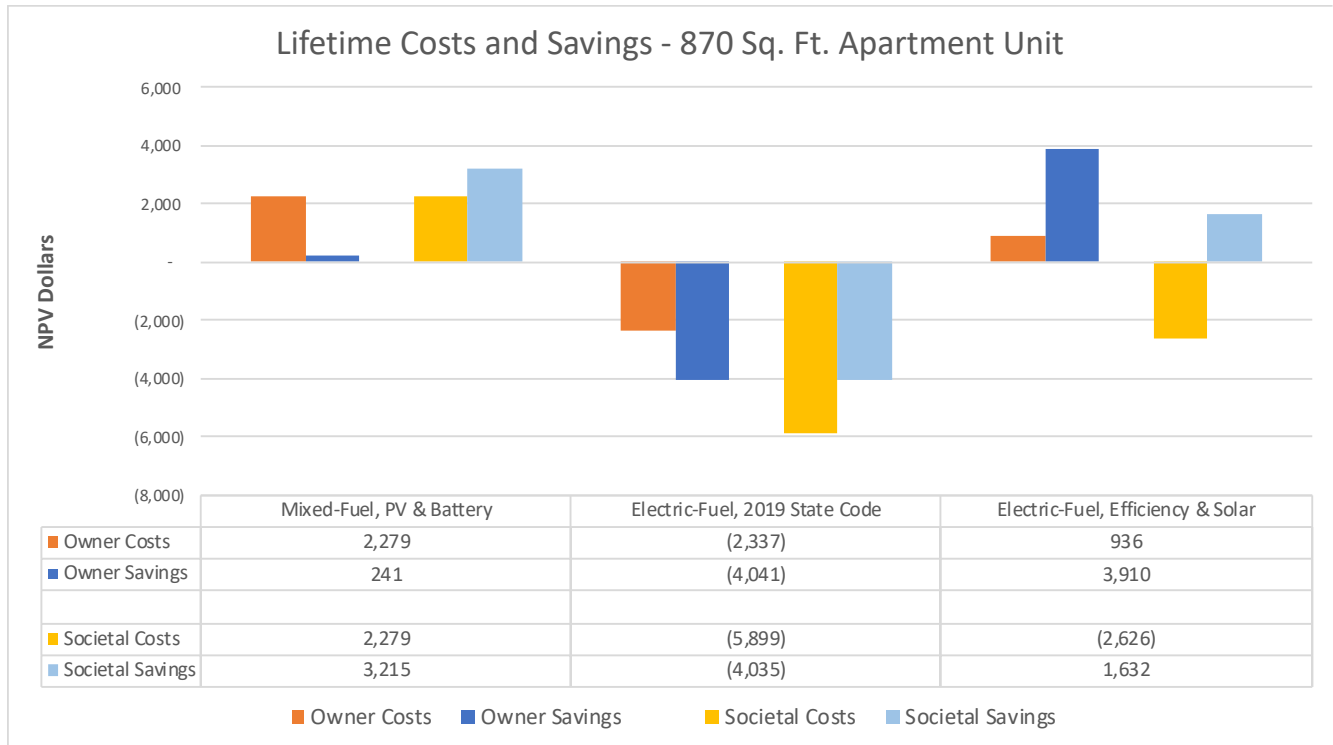


Figure 7 Costs and Benefits - Low-Rise Multifamily Unit

1	Climate Zone 3 PG&E Multifamily		Annual Net kWh	Annual therms	EDR Margin ⁴	PV Size Change (kW) ⁵	CO2-Equivalent Emissions (lbs/sf)		NPV of Lifetime Incremental Cost (\$)	Benefit to Cost Ratio (B/C)	
							Total	Reduction		On-Bill	TDV
2	Mixed Fuel ¹	Code Compliant	(0)	133	n/a	n/a	2.13	n/a	n/a	n/a	n/a
3		Efficiency-Non-Preempted	(0)	127	0.5	(0.00)	2.06	0.07	\$175	1.00	1.11
4		Efficiency-Equipment	(0)	119	1.5	(0.00)	1.94	0.19	\$403	1.11	1.23
5		Efficiency & PV/Battery	(10)	127	10.0	0.05	1.86	0.27	\$2,279	0.11	1.41
6	All-Electric ²	Code Compliant	1,944	0	n/a	n/a	1.27	n/a	n/a	n/a	n/a
7		Efficiency-Non-Preempted	1,944	0	0.0	0.00	1.27	0.00	\$0	-	-
8		Efficiency-Equipment	1,698	0	2.5	0.00	1.13	0.14	\$795	1.73	1.58
9		Efficiency & PV	457	0	16.0	0.92	0.69	0.58	\$3,272	2.43	1.73
10		Efficiency & PV/Battery	(7)	0	29.5	1.26	0.33	0.94	\$6,344	1.32	1.64
11	Mixed Fuel to All-Electric ³	Code Compliant	1,944	0	0.0	0.00	1.27	0.86	(\$2,337)	0.58	1.46
12		Efficiency & PV	57	0	16.0	0.92	0.69	1.43	\$936	4.18	>1
13		Neutral Cost	845	0	11.5	0.70	0.85	1.28	\$0	>1	>1

¹All reductions and incremental costs relative to the **mixed fuel** code compliant home.

²All reductions and incremental costs relative to the **all-electric** code compliant home.

³All reductions and incremental costs relative to the **mixed fuel** code compliant home except the EDR Margins are relative to the Standard Design for each case which is the **all-electric** code compliant home. Incremental costs for these packages reflect the costs used in the On-Bill cost effectiveness methodology. Costs differ for the TDV methodology due to differences in the site gas infrastructure costs (see Section 2.6).

⁴This represents the Efficiency EDR Margin for the Efficiency-Non-Preempted and Efficiency-Equipment packages and Total EDR Margin for the Efficiency & PV, Efficiency & PV/Battery, and Neutral Cost packages.

⁵Positive values indicate an increase in PV capacity relative to the Standard Design.

Figure 8 Benefit to Cost Ratios - Low-Rise Multifamily Unit

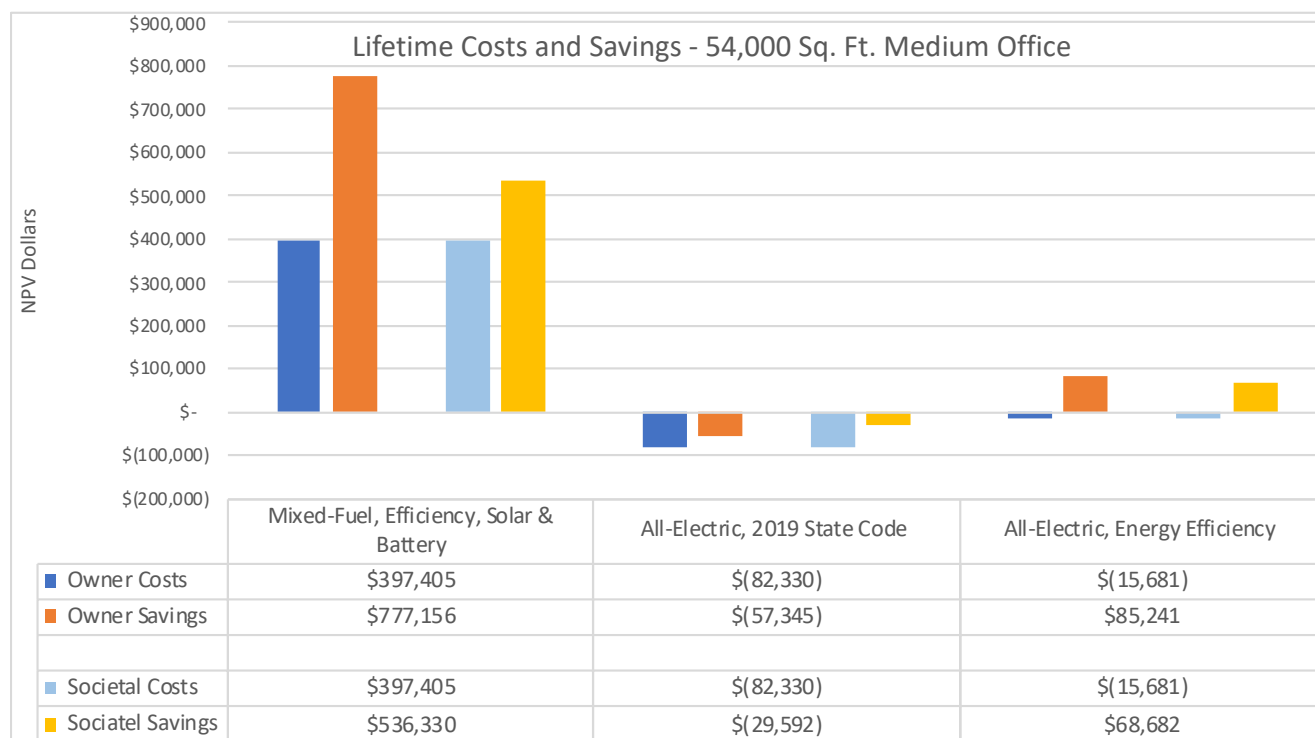


Figure 9: Costs and Benefits - Medium Office

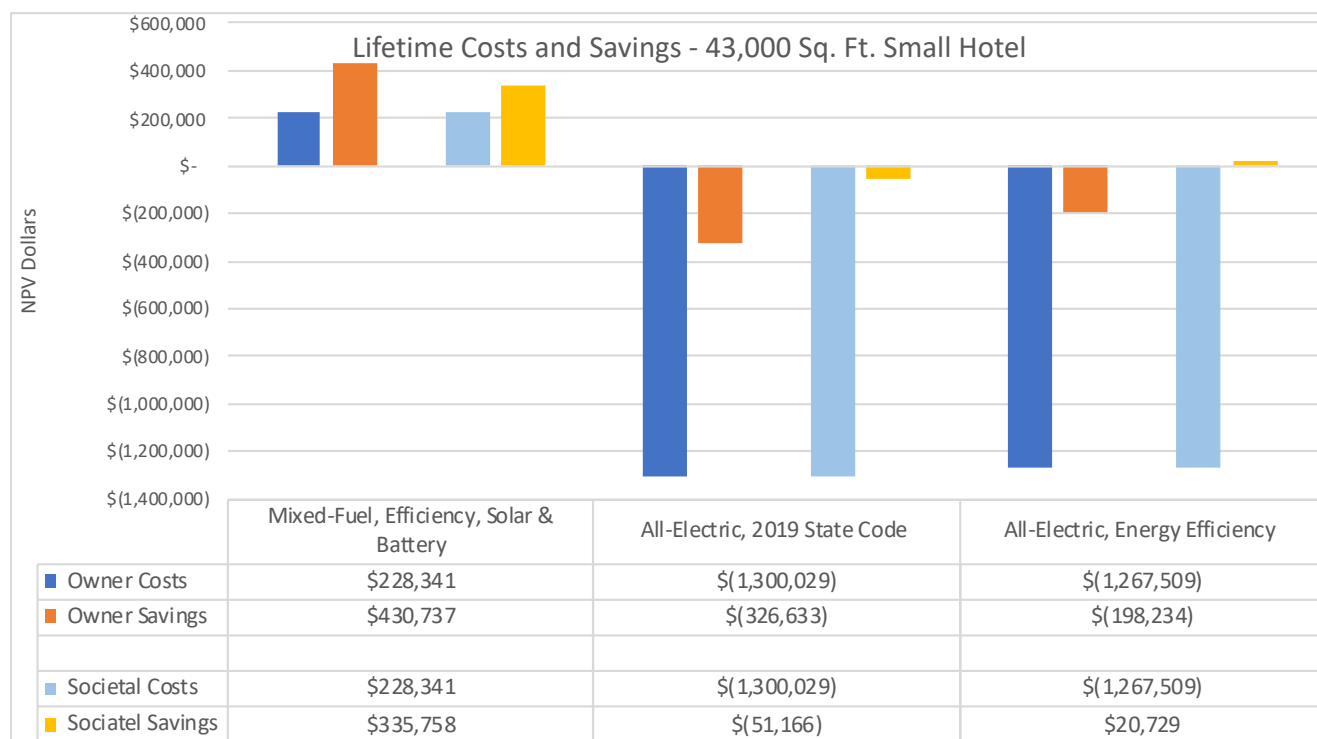


Figure 10: Costs and Benefits - Small Hotel

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OPINION | REVIEW & OUTLOOK

A Green Rule Boomerang

California cities are violating environmental laws to ban natural gas.

By The Editorial Board

Dec. 23, 2019 7:26 pm ET

Liberals use California's stringent environmental regulations to block new oil and gas pipelines and electric power plants. So it's no small irony that businesses are now invoking the same rules to block local bans on new natural gas hookups.

Earlier this year the city of Berkeley prohibited natural gas connections in nearly all new buildings, while Windsor in Sonoma County banned natural gas in new low-rise residential buildings. Liberal groups are urging other cities to do the same, though switching to electric appliances would cost about \$7,200 and increase energy bills by an average \$388 per year.



PHOTO: GETTY IMAGES

It also creates conundrums for businesses. The California Restaurant Association notes in a lawsuit against Berkeley's natural-gas ban that "losing natural gas will slow down the process of cooking, reduce a chef's control over the amount and intensity of heat, and affect the manner and flavor of food preparation."

The restaurant group claims that the Berkeley City Council

circumvented a state law requiring cities to obtain approval from the California Energy Commission for energy-efficiency standards more stringent than the state's. The law requires cities to submit their findings on the "cost effectiveness" of their proposed standards, but that's hard to show given how much more expensive electric appliances are.

Separately, Sonoma County developers are challenging Windsor's ban under the California Environmental Quality Act, which requires an environmental impact report including notice and comment for almost any local government action. Windsor simply declared its natural-gas ban exempt from the law because it is "more protective of the environment than State Standards"—end of discussion.

But as one developer argues, Windsor failed to consider "whether the existing electrical grid is sufficient to satisfy the demand of all new construction under a 100% electricity standard," which the state has mandated for 2045. And if new homes can't use natural-gas for their backyard barbecues, fireplaces or generators, might they use more carbon-intensive fuels like gasoline, wood or charcoal? And might those fuel sources increase the risk of forest fires?

Progressive cities can't flout state environmental regulations merely because they are advancing an anti-carbon agenda.

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Potomac Watch Podcast

Get a fresh take on politics, Tuesday, Wednesday and Friday

DISCOVER

City sued over reach code

[sonomawest.com/the_windsor_times/news/city-sued-over-reach-code/article_84556d94-1d16-11ea-9ed7-](https://www.sonomawest.com/the_windsor_times/news/city-sued-over-reach-code/article_84556d94-1d16-11ea-9ed7-)

By Heather Bailey, Times Editor,
heather@sonomawest.com

December 12,
2019



Two developers filed suit claiming violation of CEQA in plan to reduce town's greenhouse gas emissions

A pair of lawsuits filed in the wake of Windsor passing an all-electric reach code has brought the conflict between housing needs and the future of energy use and the climate crisis into to stark relief.

The lawsuit was not unexpected, when the council passed the code 4-0-1 (Bruce Okrepkie abstained) and was remarked on in the Oct. 16 meeting where the code was passed.

"We know we're under the threat of litigation, at least," Councilmember Sam Salmon said in that meeting. "I know that it very well may be adopted, and a lawsuit filed and we may revoke it. But, the key here is to proceed and let the public know what we're up against in terms of climate protection.

I hope the public understands that even if it doesn't stay, this will make the public more aware of the fight to save this planet."

Throughout, there had been veiled threats from developers during the public process that such an action was coming.

"The filing of the lawsuits is not surprising, particularly given that Windsor was the first in the county to adopt an all-electric code," said Town Manager Ken MacNab. "The issues raised in the lawsuits generally follow the issues raised in communications received from the

plaintiffs during the adoption process and were anticipated.”

On Nov. 19, Bill Gallaher filed a suit in Sonoma County Superior Court against both the Town of Windsor and the town council. Gallaher is a prominent local developer who has projects in Windsor. He was also present during public comment at the council meetings and warned of this outcome.

The 17-page lawsuit claims the passing of the reach code was a violation of the California Environmental Quality Act (CEQA) process of the code, and argues that a faulty study was used as the basis for the benefits of the code and the exemption from the CEQA process. The suits claim a full environmental impact report and review under CEQA is the only way to legally change the building code.

In a letter dated Sept. 18, Matthew C. Henderson, a lawyer representing Gallaher stated, “I want to emphasize that climate change is real and the goal of reducing greenhouse gas emissions in is a laudable one. However, the law of unintended consequences applies to even the best-intended legislation . . . Without meaningful environmental review under CEQA, neither the town or the public is in a position to understand the trade-offs this ordinance may entail. A half-baked “net-benefit” analysis is legally insufficient. Accordingly, an environmental impact report must be prepared and certified before the town may lawfully adopt the ordinance.”

At an Oct. 16 council meeting, then-vice mayor Deborah Fudge said, “It’s really sad to me when I see CEQA misused. It’s sad to me when I see a local developer using it to try to subvert something good for the environment. We are in a climate emergency. There is no more time to talk. We may already be too late. We must do all of it, everything, and be at net zero by 2050. We have to start now; we know that, even those who fight it, know it. It’s precedent setting, and that’s why the threat is thrown at us. It’s a scare tactic. To me it feels like a bully tactic.”

On Nov. 22, Windsor-Jensen Land Co. LLC, the developer planning to build 200 new homes along Jensen Lane (a project that has its own controversies), filed a second lawsuit citing similar issues.

“The next steps are for the town council to consider how they would like to proceed in response to the lawsuits,” MacNab said. Several closed-door-session meetings about the litigation have already occurred since the filing.

Both lawsuits make reference to fire-related issues, as well as the uncertainty of public safety power shutoffs as reason not to rely on electric. However, PG&E, the company responsible for delivering both natural gas and electric to Windsor, has provided a letter of support for the code to Windsor.

In public meetings, developers have said that anything which is a hindrance to development

and home sales is problematic, due to the significant housing shortage in California. However, the town's response has been to be equally concerned about the climate crisis and how Windsor can do its part to help meet greenhouse gas reduction goals.

"Our main concern is about plaintiffs who do not appear interested in supporting the town council's effort to take a small step towards addressing the environmental impacts of climate change," said MacNab.

Though the town is confident in the legal basis for its code change, MacNab acknowledges that lawsuits are always problematic.

"We are confident that the ordinance is consistent with local policies and state mandates to reduce greenhouse gas emissions and that the process we used in adopting the ordinance was correct," he said. "But, the length of time needed to resolve any case where there is uncertainty or complexity is difficult to assess. A trial could take months to complete — possibly longer."

The lawsuit is not predicted to impact the adoption of the code, though it could ultimately cause it to be rescinded should the plaintiffs win. However, there is still a process that may impact the adoption date for the code.

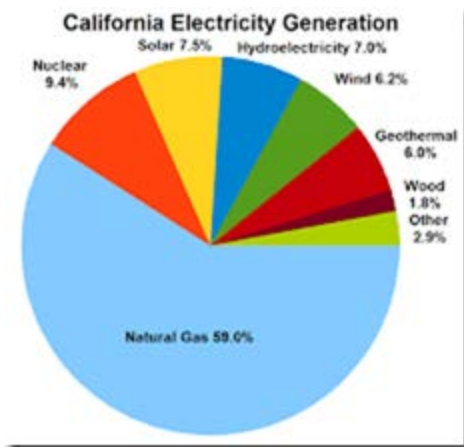
"Currently we anticipate that the reach code will take effect Jan. 1, 2020," MacNab said. "This presumes that the California Energy Commission reviews and approves the code language beforehand. If we do not receive approval before Jan. 1, the code would take effect sometime after Jan. 1."

Comments Received

From: [Loren Long](#)
To: [Environment](#)
Subject: No Gas Is Bad Idea
Date: Thursday, October 3, 2019 4:41:37 PM
Attachments: [untitledf11.png](#)

CAUTION: This is an external email. Do not click on links or open attachments unless you know the content is safe.

The proposed “reach code”, to not plumb gas to new construction is ridiculous. Bad decision to follow Berkeley’s radical lead. They are the laughing stock of the nation.



The majority of California electricity production is NOT “carbon free”. A very large portion of CA electricity is produced at power generation facilities which burn fossil fuels. All electricity feeds into the grid, so to say that “most residents and business owners receive 100% carbon-free electricity” in Hayward is NOT true. Yes some electric energy comes for solar, wind and hydro, but more comes from burning fossil fuels and once it is comingled with the electricity generated form fossil fuel it is all the same and the source is indistinguishable. Hayward is NOT receiving electricity for a 100% carbon-free sole source as stated by the city.

Also, what is the end plan for all the spent solar panels, batteries and wind mills. I guess it is not convenient to think about that now. We will deal with that when it too becomes a major problem.

It would be refreshing if Hayward would try to be an example of innovation and put forth a common sense approach to solving it’s problems instead of following the rest of the sheep.

I have lived in Hayward for most of my 66 years and am sad to say that I want very much to move away from this city and out California, as they have an uncontrollable obsession to control every possible thing. By doing so you are stealing our freedom of choice.

Feel free to respond if you wish.

Loren Long

[REDACTED]

Hayward, CA 94542

[REDACTED]

From: [Rudell O'Neal](#)
To: [Erik Pearson](#)
Subject: Hayward's Plans for Electric Reach Codes
Date: Saturday, October 5, 2019 8:55:50 AM

CAUTION: This is an external email. Do not click on links or open attachments unless you know the content is safe.

Hello Mr. Pearson,

I received your name from Nicole Grucky as a referral for questions I have about Hayward's interest in electric reach codes.

First, let me say in general I am in favor of reduced carbon emissions, smaller impact footprints and more cost effective energy. Got the Prius and solar panels on my home to back that up.

My concerns deal with safety precautions that are planned for, when and how (not if) Hayward moves in the direction of electric reach codes.

Specifically, what is Hayward (and Alameda County) thinking of doing to guard against damage to our electrical grid in the event of an earthquake along the Hayward fault or a digital attack on that grid? Are we adequately prepared to handle such devastation? Or is it too early to expose ourselves to such vulnerable conditions, even if it will help our carbon footprint?

Nicole's response to those questions was, "that's PG&E's responsibility". I don't take comfort in hearing that as the final answer. So, I'm asking you:

- What plans has Hayward considered to ward against these very possible disruptions?
- To the extent PG&E does play a role in these plans, what review of the companies "disaster plans" has the City done and what did we think of those plans?

Finally, given this increase in reliance on electricity, what impact will this changeover have on taxes, and other City services?

I plan to attend the meeting on the 30th of Oct., but I do hope to hear back from you before then.

Rudelle O'Neal



October 15, 2019

Barbara Halliday, Mayor
City of Hayward
Attn: Hayward City Council
777 B Street
Hayward, CA 94541
Barbara.Halliday@hayward-ca.gov

SUBMITTED VIA EMAIL

RE: City of Hayward Development of Reach Codes

Dear Mayor Barbara Halliday:

Thank you for the opportunity to comment on the City of Hayward's proposed Reach Codes aimed at reducing greenhouse gas emissions in the building sector. The Western Propane Gas Association (WPGA) seeks to be a valuable contributor in both the development of these codes and the policies and procedures that may emerge as a result of these discussions.

While we applaud efforts for building decarbonization, WPGA believes that Reach Codes disincentivizing propane as a complementary fuel source to electric are fundamentally misguided. WPGA hopes that regulators will look to the example that the City of San Luis Obispo is setting with the development of their Reach Codes and recognize the value that propane provides on a number of levels.


Propane provides affordable, clean energy for low income communities as well as a vital back-up power for solar powered homes when battery power is low. Disincentivizing propane as a complementary power to solar has an unintended consequence to make solar homes more expensive and less reliable when power generation is not at peak levels.

Furthermore, there has been numerous discussions throughout California regarding planned power outages and safety black-outs. In a recent article published by Politico ([PG&E begins massive power shut-off in California to avoid wildfires](#)) it is noted that the Public Safety Power Shutoff could affect 2.4 million electricity users. Propane delivers energy resiliency for communities facing safety black-outs which can be critical for those powering life-sustaining equipment. Vulnerable citizens such as people on dialysis or simply the many individuals using electric powered wheelchairs can use propane energy for reliable power.

When looking towards the future, our industry is investing in renewable propane, derived from sustainable sources like beef tallow or vegetable oil. We hope that regulators take a more holistic view of the complementary role propane plays alongside decarbonization efforts including solar, wind and other renewable fuels.

The Western Propane Gas Association appreciates your work in this area and looks forward to working with you as the City of Hayward and the State strive to reduce greenhouse gas emissions through comprehensive clean energy solutions.

Sincerely,


Ben Granholm
Regulatory Affairs Specialist

cc: Kelly McAdoo, City Manager