



AGENDA

CITY OF SEASIDE
ZONING
ADMINISTRATION

SEPTEMBER 24, 2018 MEETING
Council Chamber
440 Harcourt Avenue
Tuesday, September 4, 2018
5:00 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

5. **BUSINESS ITEMS**

- A. **MINOR USE PERMIT APPLICATION NO. MUP-18-11: FRANK AND LAUREL CONTE, PROPERTY OWNERS, AND MICHAEL TANZER AND SCOTT SWINCHOCK (DBA COASTAL REFINEMENT SOLUTIONS, LLC), APPLICANT, ARE REQUESTING MINOR USE PERMIT APPROVAL TO ALLOW THE PRODUCTION, MANUFACTURING AND DISTRIBUTION OF CANNABIS PRODUCTS IN A COMMERCIAL BUILDING LOCATED AT 1636 DEL MONTE BOULEVARD (APN# 011-552-008, 009, AND 011) IN THE COMMERCIAL MIXED USE (CMX) ZONING DISTRICT. THE PROJECT IS CATEGORICALLY EXEMPT CLASS 1, SECTION 15301(A), FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

PURPOSE & RECOMMENDATION: In accordance with Chapter 19 of the Seaside Municipal Code, a license to allow for the production, manufacturing and distribution of cannabis as a commercial cannabis business is subject to the issuance of a Minor Use Permit issued by the Zoning Administrator.

6. **ADJOURNMENT**

Next Regularly Scheduled Meeting:
September 24, 2018
5:00PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at:

<http://cyp.telvue.com/player?id=T01629&video=52314&noplaylists=1&width=400&height=300>

Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 5.A.

TO: Zoning Administration

BY: Beth Rocha, Associate Planner

DATE: September 4, 2018

SUBJECT: **MINOR USE PERMIT APPLICATION NO. MUP-18-11: FRANK AND LAUREL CONTE, PROPERTY OWNERS, AND MICHAEL TANZER AND SCOTT SWINCHOCK (DBA COASTAL REFINEMENT SOLUTIONS, LLC), APPLICANT, ARE REQUESTING MINOR USE PERMIT APPROVAL TO ALLOW THE PRODUCTION, MANUFACTURING AND DISTRIBUTION OF CANNABIS PRODUCTS IN A COMMERCIAL BUILDING LOCATED AT 1636 DEL MONTE BOULEVARD (APN# 011-552-008, 009, AND 011) IN THE COMMERCIAL MIXED USE (CMX) ZONING DISTRICT. THE PROJECT IS CATEGORICALLY EXEMPT CLASS 1, SECTION 15301(A), FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

PURPOSE & RECOMMENDATION

In accordance with Chapter 19 of the Seaside Municipal Code, a license to allow for the production, manufacturing and distribution of cannabis as a commercial cannabis business is subject to the issuance of a Minor Use Permit issued by the Zoning Administrator.

BACKGROUND

The project site is located at 1636 Del Monte Boulevard and is developed with an existing, one-story commercial building. See Attachment 2 for location map and Attachment 3 for the site plan.

The adjoining land uses consist of a commercial office space for Conte's Generators within the same commercial building as the proposed commercial cannabis business, automotive repair businesses to the east, west, north and south as well as retail commercial businesses to the south. The proposed cannabis operation will occur in a portion of the existing building, consisting of 5,445 square feet of interior space and 4,387 square feet of exterior, enclosed space on the lot (See Exhibit A: Floor Plan).

PROJECT DESCRIPTION

The proposed project is for the production and manufacturing of cannabis products, including Type 7 (volatile) extraction and distribution of adult use medical and recreational cannabis products. All products brought to the facility will be lab tested to ensure that the product is free of contaminants, pesticides, and molds. No product will be manufactured or distributed until lab safety screening is passed. Any product that does not pass the testing stage will be sent back to the grower or will be stored and disposed of in a locked dump container inside the facility.

The proposed number of employees is approximately 3-4 upon start-up. Operating hours will be from 7am to 6pm, Monday-Friday. The business operators plan on having two small delivery vans on site. Employee parking will be located in the front of the property.

The products to be manufactured and distributed are from the cannabis plant. The cannabis product to be manufactured and distributed through this facility will be as follows:

- Type 7 - Extraction using volatile solvents
- Type 6 - Extraction using non-volatile solvents
- Type N - Infusions
- Type P - Packaging & Labeling

STAFF ANALYSIS

In accordance with Title 19 of the Seaside Municipal Code, a Minor Use Permit for testing, manufacturing and research and development of cannabis and cannabis products shall not be granted by the city unless all of the following findings are made based on substantial evidence

1. The activity, as proposed, will comply with all of the requirements of the state and city, and any additional conditions of license for the testing, manufacturing, or research and development of cannabis or cannabis products, including approval of a cannabis development/operating agreement by and between the city and owner.

Evidence: *The project site is located within the Commercial Mixed use (CMX) Zoning District. Location restrictions at the local and state levels require that any cannabis licensee being located a minimum of 600 feet from a K-12 school or youth center. There is no such educational facility or youth center within 600 feet of the subject site. In order to eliminate marijuana odor, carbon filters will be installed throughout the manufacturing facility. Carbon filters are large tubes filled with carbon, which, when air passes through the carbon, the carbon neutralizes the smell (see Attachment 5). All deliveries and pick-ups of cannabis are screened from public view by an existing gated driveway and walled property off the alley.*

2. The use, as approved and conditioned, will not result in significant unavoidable impacts on the environment.

Evidence: Project will include conditions to require the approval of a security plan by the Chief of Police and the installation of an air filtration system to mitigate issues related to odors. The Security Plan is provided as Attachment 4 and the proposed air filtration system is provided as Attachment 5.

3. The use includes adequate measures that minimize use of water at the site.

Evidence: The project will include condition requiring that all water fixtures are retrofitted to comply with the water efficiency standards of the Monterey Peninsula Water Management District.

4. Any cultivation includes adequate quality control measures to ensure cannabis cultivated at the site meets industry standards.

Evidence: No cultivation will occur with the cannabis license.

5. The use shall include adequate measures that address the federal enforcement priorities for cannabis activities including restricting access to minors, and ensuring that cannabis and cannabis products are not supplied to unlicensed and unpermitted persons within the state and not distributed out of state.

Evidence: The cannabis development/operating agreement by and between the city and owner will specify parameters which the manufacturing process must adhere to. The Seaside Police Department will maintain oversight over this operating agreement.

6. The applicant, owner, and permittees agree to submit to, and pay for, inspections of the operations and relevant records or documents necessary to determine compliance with this chapter from any enforcement officer of the City of Seaside or their designee.

Evidence: The cannabis development/operating agreement by and between the city and owner will specify parameters which the manufacturing process must adhere to in accordance with local and state laws.

7. Any person testing, manufacturing or performing research and development operations using cannabis shall obtain a valid and fully executed commercial cannabis development/operating agreement prior to commencing operations and must maintain such agreement in good standing in order to continue operations.

Evidence: The cannabis development/operating agreement by and between the city and owner will specify parameters which the manufacturing process must adhere to in accordance with local and state laws.

8. The owner shall be responsible for ensuring that all commercial cannabis activities at the site operate in good standing with all permits and licenses required by state law. Failure to take appropriate action to evict or otherwise remove permittees and persons conducting commercial cannabis activities at the site who do not maintain permits or licenses in good standing with the city, county or state may be grounds to commence an action to suspend or revoke the minor use permit pursuant to Chapter [17.80](#) SMC, or to revoke the required cannabis development/operating agreement.

Evidence: *The cannabis development/operating agreement by and between the city and owner will specify parameters which the production, manufacturing, and distribution processes must adhere to in accordance with local and state laws.*

SUMMARY

The site is in compliance with the Zoning Code in that the area of the manufacturing will be located within the building and the manufacturing operations inside the building and will not be visible from surrounding public right-of-ways or private properties. Deliveries will occur during normal business hours (7AM - 6PM). Most cannabis deliveries and transports will come in through the secured front gate, the gate would then close behind them, and then the deliveries/exchanges would begin; they would leave back out the front gate. All gases & non cannabis supplies, packaging, etc. would be delivered from the gate in the back of the building. Cannabis materials will be contained in opaque containers. The manufacturing process associated with Cannabis products and concentrates will not involve any type of significant audible noise generation. A security plan for the premises plus security standards to be enforced during delivery and receipt of product must be reviewed and approved by the Chief of Police (Attachment 4). Furthermore, to ensure neighborhood compatibility with the adjacent community, a carbon air filtration system will be installed to eliminate potential impacts associated with odors (Attachment 5).

ATTACHMENTS

- 1 . Attachment 1: Resolution
 - 2 . Exhibit A: Floor Plan
 - 3 . Attachment 2: Location Map
 - 4 . Attachment 3: Site Plan
 - 5 . Attachment 4: Safety and Security Plan
 - 6 . Attachment 5: Carbon Filters
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RESOLUTION NO. 18-11

A RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF SEASIDE, STATE OF CALIFORNIA, APPROVING A MINOR USE PERMIT TO ALLOW FOR THE OPERATION OF A COMMERCIAL CANNABIS BUSINESS (PRODUCTION AND MANUFACTURING) WITH TRANSPORTATION/DISTRIBUTION/ASSEMBLY LOCATED AT 1636 DEL MONTE BOULEVARD IN THE COMMERCIAL MIXED USE (CMX) ZONING DISTRICT.

WHEREAS, Frank and Laurel Conte, property owners, and Michael Tanzer and Scott Swinchock (dba Coastal Refinement Solutions, LLC.), applicant, have applied for a Minor Use Permit for:

- A. The establishment of a Manufacture Cannabis facility with Transportation/Distribution/Assembly.

WHEREAS, the proposed project requires discretionary approval, and it is the responsibility of the Zoning Administrator to consider and weigh the merits of the application and public input in relation to the policies, standards and intent of the Seaside General Plan and Seaside Municipal Code; and

WHEREAS, the Zoning Administrator considered oral comments and written information concerning the proposed amendment at a duly noticed public hearing at a special public meeting held on September 4, 2018; and

WHEREAS, the project is a Categorically Exempt, Class 1, Section 15301 meeting the following conditions:

- a) The proposed development will consist of converting an existing commercial building into a cannabis manufacture facility which will not require any exterior alteration to the site or change in intensity of the site without creating any significant environmental impact on the community and neighboring properties.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator adopts the following findings for Minor Use Permit Application No. MUP-18-11:

- 1) The proposed use is allowed within the applicable zone and complies with all other applicable provisions of this Zoning Ordinance and the Municipal Code.

Evidence: *The project site is located within the Commercial Mixed use (CMX) Zoning District. Location restrictions at the local and state levels require that any cannabis licensee being located a minimum of 600 feet from a K-12 school or youth center. There is no such educational facility or youth center within 600 feet of the subject site. In order to eliminate marijuana odor, carbon filters will be installed throughout the manufacturing facility. Carbon filters are large tubes filled with carbon, which, when air passes through the carbon, the carbon neutralizes the smell. All deliveries and pick-ups of cannabis are screened from public view by an existing gated driveway located off the back alley and walled property boundaries.*

Evidence: *The applicant will provide sufficient security measures to both deter and prevent unauthorized entrance into the facility and eliminate any unauthorized loitering inside and outside of the facility.*

- 2) The proposed use is consistent with the General Plan and any applicable specific plan.

Seaside General Plan Conformance

Evidence: *The site is designated as Commercial Mixed Use by the 2004 Seaside General Plan. The following Goals and Policies would apply:*

- Land Use Element Goal LU-1: Promote a mixture of land uses and a balance of jobs and housing to support a community in which people can live, work, and play.*
- Land Use Element Policy LU-1.1: The proposed use would serve to implement and diversify the land uses within the Community Commercial land use category and improve the City's job housing balance.*
- Land Use Element Policy LU-1.2: The proposed use will serve to provide additional jobs to improve the City's job housing balance.*
- Land Use Element Goal LU-1.3: Encourage regional commercial and visitor-serving commercial development that will enhance the identity of Seaside and attract visitors to the community.*
- Land Use Element Policy LU-1.3: The cannabis manufacture facility will serve to establish a regional commodity within the City of Seaside that will provide a substantial investment within the community that will serve to improve the character of the northern Fremont Boulevard commercial area by improving the façade and site of a vacant building.*
- Land Use Element Goal LU-2: Revitalize existing commercial areas*
- Element Policy –LU-2.1: The proposed project will serve to revitalize an existing vacant commercial area of the community.*

- 3) The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and planned future land uses in the vicinity.

Evidence: *The proposed Cannabis Manufacture facility will meet the economic and jobs/housing needs of the community consistent with the Seaside General Plan and improve the overall business character with the infusion of monetary investment in the infrastructure of the site.*

- 4) The site is physically suitable for the type, density and intensity of use being proposed, including access, utilities, and the absence of physical constraints.

Evidence: *The project site is served by existing water, wastewater, and electrical infrastructure and facilities with adequate capacity to serve the proposed project. The proposed conversion of an office commercial building to a Cannabis Manufacture facility with interior changes and exterior façade changes conforms to Land Use Element of the Seaside General Plan.*

- 5) Granting the permit would not be detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zone district in which the property is located.

Evidence: *The proposed Cannabis Manufacture facility will provide for a community facility that is safe and attractive for a Cannabis land use.*

Evidence: *The proposed conversion of a commercial office building to a Cannabis Manufacture facility would not be detrimental to the public health, safety and general welfare of the people of the City and surrounding neighborhood, because the proposed use is located on an in-fill site and would help maintain a compact city form consistent with the scale and character of the surrounding commercial neighborhood*

BE IT FURTHER RESOLVED, that the Zoning Administrator approves Minor Use Permit Application No. UP-18-11 subject to the following conditions:

Project Specific

Planning:

1. Except as modified by required conditions of approval, the permittee shall have the right to operate a Cannabis Manufacture Facility with transportation/distribution/assembly in accordance with the project material stamped "Received by the City of Seaside July 31, 2018". Project floor plan is provided as Exhibit A.
2. Prior to the issuance of a Certificate of Occupancy, the applicant must submit a security plan to the Chief of Police for review and approval. The security will detail security cameras, storage of cannabis product, delivery/distribution.

Standard:

1. Use Permit approval is subject to revocation procedures contained in S.M.C.S. 17.69.060 in the event any of the conditions of this approval are violated, this discretionary permit was granted on the basis of false or misleading information, written or oral, given willingly or negligently by the applicant or property owner, and/or there has been a discontinuance of the use, or purposed for which the permit was issued, for a period of 180 days or more.
2. This Use Permit is subject to procedures and requirements of Chapter 17.54 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 6 (Zoning Ordinance Administration) of Title 17 of the Municipal.
3. The applicant agrees as a condition and in consideration of the approval of this discretionary permit that it will defend, indemnify and hold harmless the City of Seaside or its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul this approval. The applicant will reimburse the City for any court costs and attorney's fees, which the

City may be required by a court to pay as a result of such action. City may, at its sole discretion, participate in the defense of such action; but such participation shall not relieve applicant of his obligations under this condition. The City shall promptly notify the applicant of any such claim, action, or proceeding, and the City shall cooperate fully in the defense thereof.

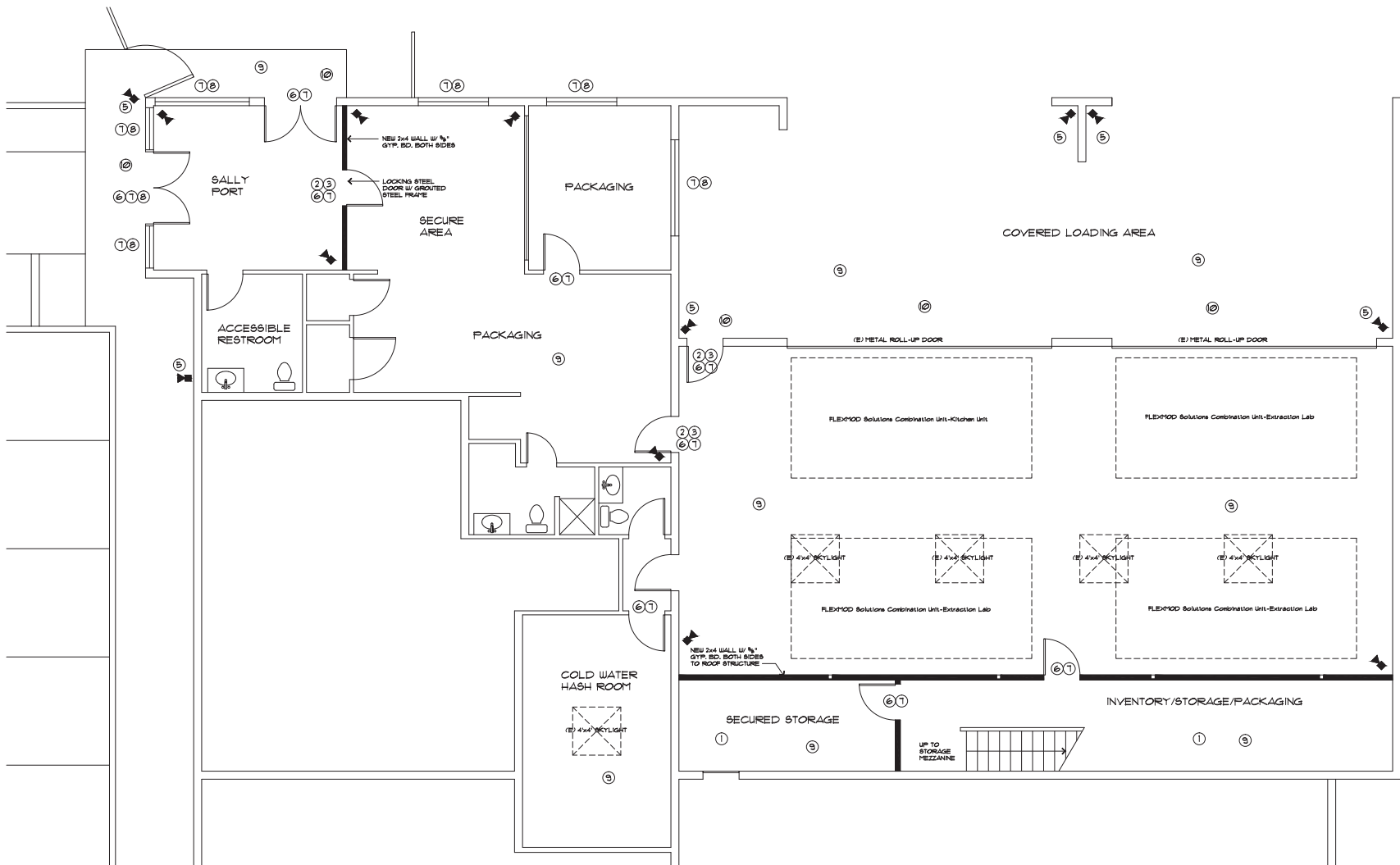
4. Any proposed future development shall comply with the requirements of the Fire, Health, Planning, Code Enforcement, Building and Public Works Departments.
5. The applicant shall comply with the security measures of the Seaside Police Chief outlined in Chapter 19 of the Seaside Municipal Code prior to receiving to a Certificate of Occupancy.
6. The exterior façade will be improved per plans submitted to and approved by the Zoning Administrator.
7. The project shall comply with the requirements and the applicable ordinances of the Monterey Peninsula Water Management District (MPWMD).
8. The project shall be responsible for all applicable local and/or regional development and/or impact fees including, but not limited to, sewer, water, and traffic fees, which shall be paid prior to building permit issuance.
9. The permit shall have no force or effect unless and until accepted, and the terms thereof agreed to, in writing, by the applicant and property owner within fifteen (15) days from the date of its approval.
10. This Use Permit shall expire and become void 12 months from the date of approval, or upon the expiration of another time limit established by the review authority, unless use has commenced within the required time limit or the Zoning Administrator has granted an extension of time. In accordance with Section 17.54.080.B.1.a of the Zoning Code, the applicant must file request for time extension at least 30 days prior to expiration date in order to receive consideration of time extension by the Commission.
11. For purposes of assuring compliance, the applicant, agents, representatives or their assignees agree not to deny or impede access to the subject property by City employees in the performance of their duties.

PASSED AND ADOPTED at a special meeting of the Zoning Administrator of the City of Seaside, State of California, on the 4th of September, 2018.

Rick Medina, Zoning Administrator

ATTEST:

Planning Division Secretary



- AREAS WHERE MARIJUANA WILL BE STORED HAVE NO EXTERNAL DOORS OR WINDOWS AND CAN BE ACCESSED ONLY FROM WITHIN THE FACILITY.
- ENTRY INTO THE MANUFACTURING & PACKAGING AREAS WILL BE FROM A METAL DOOR INSTALLED IN A CEMENT GROUTED METAL FRAME
- ALL MAIN ACCESS POINT DOOR HINGES WILL BE EQUIPPED WITH HINGE PIN LOCKING SCREWS TO INCREASE SECURITY. THE CONFIGURATION YIELDS OPTIMAL CONDITIONS FOR SURVEILLANCE.
- THESE EXISTING DESIGN ELEMENTS WILL NOT ONLY MAKE UNAUTHORIZED ACCESS EXTREMELY UNLIKELY; THEY WILL DISCOURAGE ANY THEFT ATTEMPTS.
- SECURITY CAMERAS: CAMERAS WILL BE INSTALLED AT THE EXTERIOR OF ALL BUILDINGS, ENTRANCES, PARKING AREA, EXTRACTION MODULE AND IN EVERY ROOM.
- KEY CARD SYSTEM: ALL DOORS LEADING TO STORAGE, MANUFACTURING, & PROCESSING WILL BE ACCESS CONTROL BY CARD READERS
- ALARM SYSTEM: MOTION SENSORS WILL BE PLACED ON ALL DOORS, WINDOWS AND ROOMS. VIBRATION SENSORS WILL BE ADDED TO ALL WALLS AND WINDOWS. UPON DETECTION OF MOTION OR VIBRATION, AN ALERT WILL BE SENT TO THE MONITORING CAMERA STATION AS WELL AS THE ON-SITE SECURITY GUARD, STAFF MANAGER, AND SECURITY AGENT'S MOBILE PHONES. ANY MOTION DETECTION WILL TRIGGER THE VIDEO FOR THE AREA OF MOTION TO BE SHOWN ON THE CAMERAS AT THE MONITORING STATION. IF INTRUSION IS DETECTED, LAW ENFORCEMENT WILL BE NOTIFIED IMMEDIATELY.
- WINDOWS: BARS AND MOTION DETECTORS WILL BE ADDED TO ALL WINDOWS.
- WE WILL ADD EXTERNAL SECURITY LIGHTING, INCLUDING HIGH SPOT LIGHTS TO THE FACILITY. THE FACILITY AND ALL WALKWAYS OF THE FACILITY WILL BE WELL ILLUMINATED TO MAXIMIZE VISIBILITY. THE EXTERIOR BUILDING LIGHTING/PARKING AREA LIGHTING WILL BE SUFFICIENT FOOT CANDLES AND COLOR RENDERION TO ALLOW FOR THE IDENTIFICATION OF ANY INDIVIDUAL COMMITTING A CRIME ON SITE AT A DISTANCE OF NO LESS THAN 40 FEET. LIGHTING WILL BE OPERATED AUTOMATICALLY BY A PHOTO-SENSOR, ENSURING THAT LIGHTING WILL AT ALL TIMES BE OPTIMAL FOR VIDEO CAPTURE. EXTERIOR LIGHTING ON THE FACILITY AND PARKING AREA LIGHTING FOR THE FACILITY WILL BE BALANCED AND WILL NOT RESULT IN A GLARE ON ADJOINING PROPERTIES, WILL COMPLEMENT THE SECURITY SYSTEMS DESCRIBED ABOVE TO ENSURE THAT ALL THE AREA OF THE FACILITY ARE VISIBLE AND WILL PROVIDE INCREASED LIGHTING AT ALL ENTRANCES TO THE FACILITY. THE EXTERIOR LIGHTING WILL BE TURNED ON FROM DUSK TO DAWN. NO MARIJUANA OR ANY PRODUCT CONTAINING MARIJUANA, OR PARAPHARNALIA WILL BE VISIBLE FROM THE EXTERIOR OF ANY FACILITY.
- THE PERIMETER OF THE FACILITY WILL BE SECURED TO PREVENT UNAUTHORIZED INTRUSION USING THE FOLLOWING CRITICAL ELEMENTS: SECURITY FENCING & ELECTRONIC SURVEILLANCE (ROUND THE CLOCK) KAMERAS OR ALARMED CAMERA SURVEILLANCE AND ELECTRONIC INTRUSION DETECTIONS. UPON RECEIVING A PERMIT FROM THE CITY OF SEASIDE WE WILL WORK WITH FIRST SECURITY SERVICES AND CITY PLANNERS TO ADDRESS ANY NEW FENCING TO BE INSTALLED WITH OUR PROPOSED BUILD-OUT. THE PERIMETER OF THE BUILDING WILL BE SECURED BY VIDEO SURVEILLANCE AND ABSOLUTE OUTSIDE SECURITY LIGHTING. DURING NON-OPERATIONAL HOURS, ALL ENTRANCES AND EXITS WILL BE CLOSED AND LOCKED TO PREVENT ACCESS. AN ALARM SYSTEM WILL MONITOR ALL EXTERIOR DOORS AND WINDOWS, WHICH SEPARATE SENSORS FROM OUR VIDEO CAMERA MOTION DETECTORS.

REVISIONS

NO.	DATE
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WILLIAM C MEFFORD
ARCHITECT

P.O. BOX 1072 PACIFIC GROVE, CA 93950
(805) 373-4657 LICENSE # C-22885

TENANT IMPROVEMENTS FOR:
Coastal Refinement Solutions

1636 DEL MONTE BLVD. SEASIDE, CA
APN: 011-1552-002, 011-1552-003, 011-1552-011

DATE: 8/23/2018

PROJECT NO: 18034

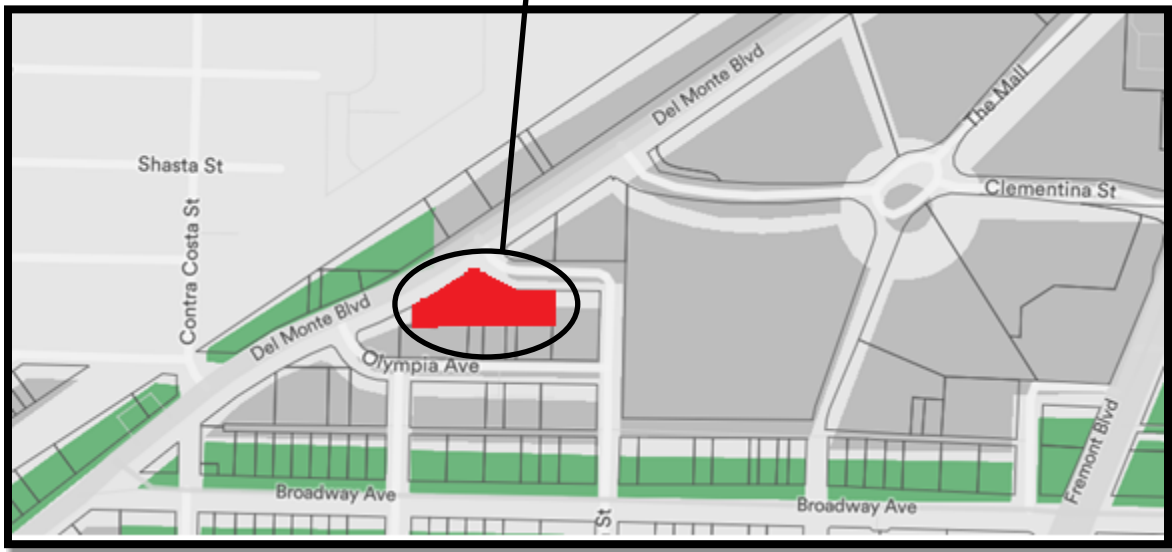
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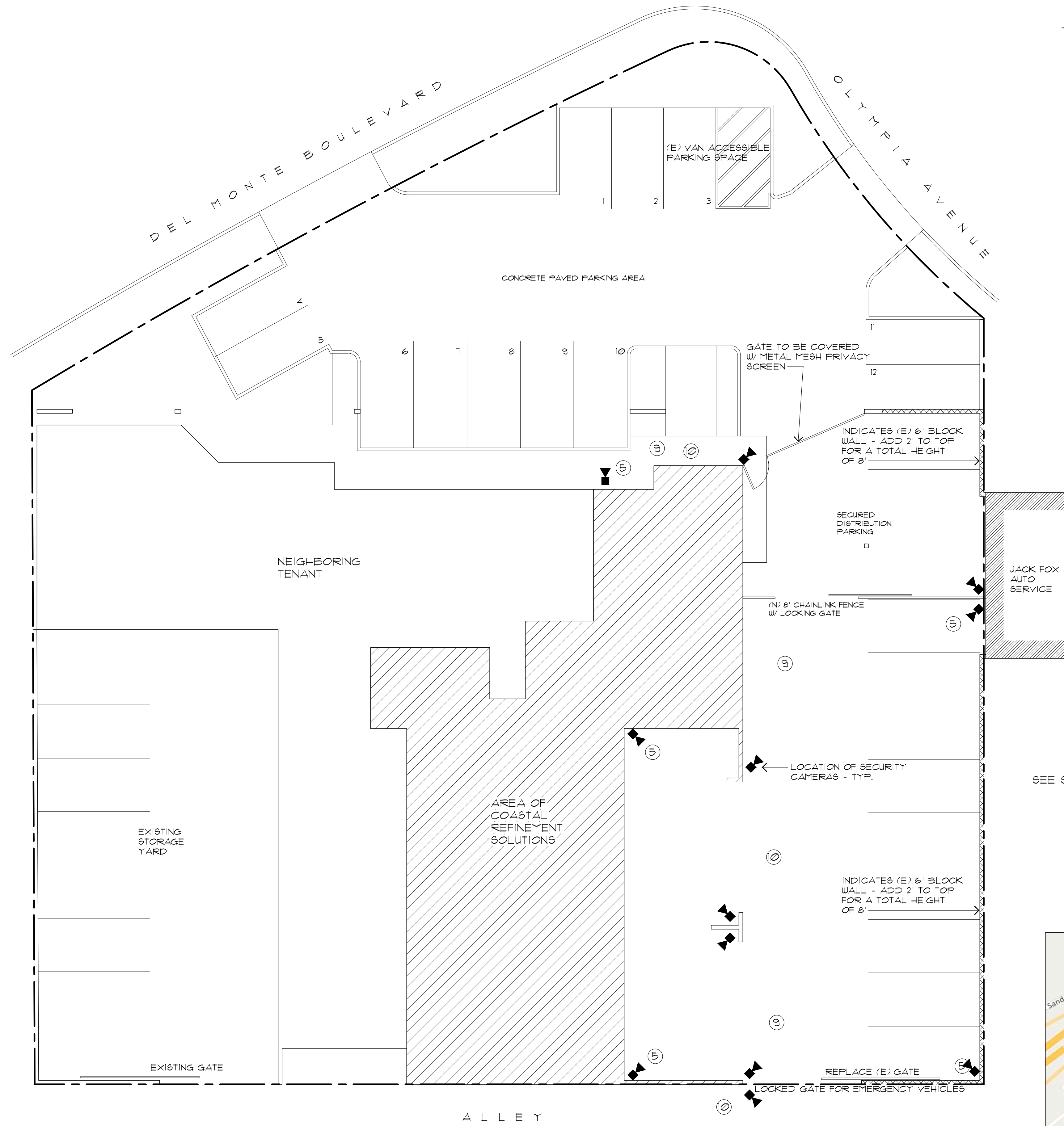
CHECKED BY:

SHEET TITLE:
FLOOR PLAN

SHEET NO.
A-2
OF TWO SHEETS

Attachment 2: Location Map
1636 Del Monte Boulevard, Seaside, CA





SITE PLAN

1" = 10'



PROJECT DATA

OWNER: COASTAL REFINEMENT SOLUTIONS
1636 DEL MONTE BLVD.
SEASIDE, CA 93953

SITE ADDRESS: 1636 DEL MONTE BLVD.
SEASIDE, CA

SITE AREA: 24,079.0 SF

APN: 011-552-008, 011-552-009, 011-552-011

SPRINKLERS: YES

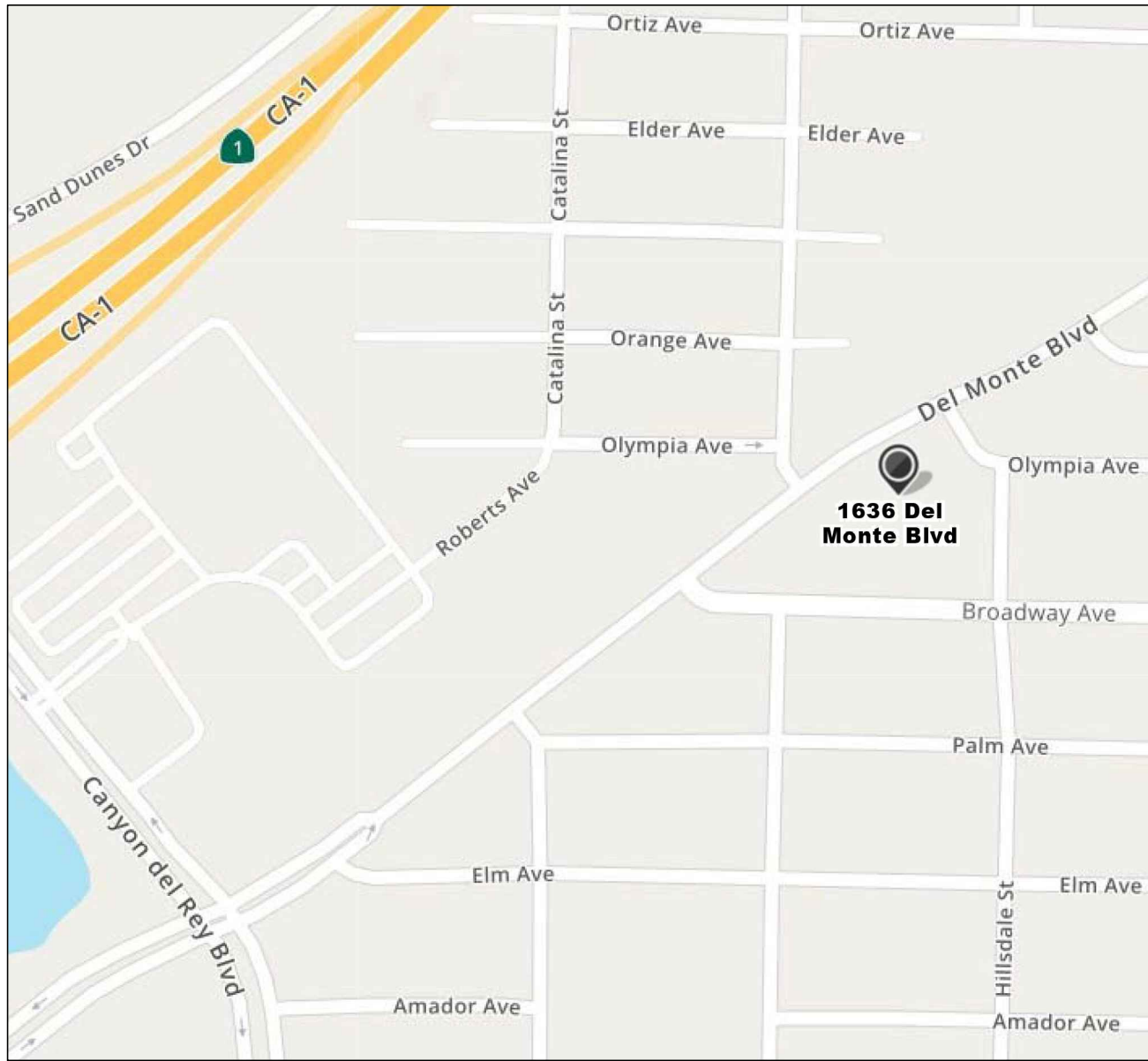
STORIES: 1

PROJECT SCOPE: CONVERT 3188 SF OF EXISTING COMMERCIAL BUILDING FROM AUTO MAINTENANCE FACILITY TO CANNABIS MANUFACTURING FACILITY

REVISIONS	
NO.	DATE

WILLIAM C MEFFORD
ARCHITECT
P.O. BOX 1072 PACIFIC GROVE, CA 93950
(831) 373-4567 LICENSE # C-22893

SEE SHEET A-2 FOR NOTES



VICINITY MAP

NTS



TENANT IMPROVEMENTS FOR:
Coastal Refinement Solutions
1636 DEL MONTE BLVD. SEASIDE, CA
APN: 011-552-008, 011-552-009, 011-552-011

DATE: 8/29/2018

PROJECT NO. 18034

DRAWN BY:

CHECKED BY:

SHEET TITLE: SITE PLAN

SHEET NO. A-1

OF TWO SHEETS

	COASTAL REFINEMENT RESOURCES CORP. Security Plan DATE ISSUED: 8/23/18 AUTHORED BY: RANDY RAGSAC/FIRST SECURITY SERVICES	PAGE: 1/6 VERSION: 1
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SECURITY PLAN

Coastal Refinement Solutions Corporation commits to minimizing risks to on-site operations, personnel, and the surrounding community by implementing security practices built upon best practices in cannabis industry regulations and facilities across the state. The security at the facility is designed to reduce the likelihood of security breaches and to trigger an immediate response in the event of a breach. In addition, it is designed to control access to the facility, limiting it to authorized and properly identified personnel.

This is the written Security Plan for Coastal Refinement Solutions. This plan addresses and meets the application requirements from the Bureau of Cannabis Control (BCC) Emergency Regulations California Code of Regulations Title 16, Division 42, Article 5 Security and City of Seaside Ordinances Chapter 19.02.70. The standards and procedures established here provide a safe working environment while protecting against diversion and theft for the delivery of cannabis (non-storefront delivery). The procedures strive for a balance between deterring incidents and minimizing interference with staff.

INTRODUCTION

Coastal Refinement Solutions understands all private business sectors are now faced with the challenges of protecting its employees from harm and its assets from vandalism, theft, and external threats. Multi-level applications of Management, Supervision and Training combined with the latest technological innovations of the electronic industry have changed Physical Security. This includes personnel, documents, keys computer discs., protective barriers, structures, safety, closed circuit television (CCTV) monitoring, electronic entry systems, and numerous others.

	COASTAL REFINEMENT RESOURCES CORP. Security Plan DATE ISSUED: 8/23/18 AUTHORED BY: RANDY RAGSAC/FIRST SECURITY SERVICES	PAGE: 2/6 VERSION: 1
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Protection and prevention programs designed to address these challenges have three (3) basic components: physical security, prevention, and detection. A successful Protection & Prevention program integrates each of these components and coordinates them across organizational lines within the company. Since security faces threats from external and internal sources, a business must coordinate its security efforts with service providers who have expertise in these fields. We have taken extensive measures to have professionally vetted policies, procedures, and systems in place to provide comprehensive protection, for our employees, patients and the public at large, not only for our physical inventory, but also for our employees. Our security policies and practices will meet the City of Seaside Police Office requirements set forth.

We have retained First Alarm Security & Patrol as the licensed security company, License No. PP011167

As the “Security Liaison” Ryan Tongol, First Security Special Services Executive Manager, will have oversight responsibility and serve as a liaison with the executive staff, board, and law enforcement. In addition, Ryan Tongol will have oversight responsibility to review and update the plan on a regular basis (at intervals not to exceed one year) to ensure our continued compliance to all applicable Cannabis laws and ordinances as they apply to the State of California and the City of Seaside. With the leadership of our Security Agent, we have developed a state-of-the-art plan that takes advantage of the security industry’s best practices and most up-to-date technology, ensuring that its dispensary, cultivation, and manufacturing facilities operate at the highest level of security preparedness.

In addition to contracting with First Alarm Security, we will always also have one or more designated Manager(s) as a “Security Liaison” to work with First Security Services and the City. This designated manager will be Russell Daniels.

	COASTAL REFINEMENT RESOURCES CORP. Security Plan DATE ISSUED: 8/23/18 AUTHORED BY: RANDY RAGSAC/FIRST SECURITY SERVICES	PAGE: 3/6 VERSION: 1
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Our Security Plan is divided into three components: Facility Security, Policies & Procedures & Operations Security. The preventative measures adopted in these components will minimize our security exposure, protecting the public and our staff. We are confident that should there be any breach of security, our comprehensive response capabilities will ensure the incident is quickly detected, contained, and resolved at the appropriate response level.

FACILITY SECURITY

We are proposing a manufacturing & distribution facility. The security at the facility is designed to reduce the likelihood of security breaches and to trigger an immediate response in the event of a breach. In addition, it is designed to control access to the facility, limiting it to authorized and properly identified personnel.

1. Location and Building Specifications

The property is located at 1636 Del Monte Blvd., Seaside, CA and sits on the Industrial zoned corner of Del Monte Blvd. and Olympia Ave. This location is not near any residences, any schools, or drug rehabilitation centers. Once permitted the facility will operate under a Type 7 manufacturing license, which includes:

Type 7 - Extraction using volatile solvents [butane, propane, hexane]

Type 6 - Extraction using non-volatile solvents [co2, ethanol, water, food grade dry ice, cooking oils or butter]

Type N - Infusions

Type P - Packaging & Labeling

	COASTAL REFINEMENT RESOURCES CORP. Security Plan DATE ISSUED: 8/23/18 AUTHORED BY: RANDY RAGSAC/FIRST SECURITY SERVICES	PAGE: 4/6 VERSION: 1
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We will be using a FLEXMOD Solutions Combination Unit-Extraction Lab. The 10 x 20 foot extraction labs will sit inside the 4,000 square foot building and will be placed near the two roll up doors located on the southeast side of the parking lot. The exterior parking area is enclosed by a 6-foot cinder block wall and we will be looking to add an additional 2 more feet of fencing or cinder block to keep the fence line secure.

Rooms within the building will be used for processing, packaging, distribution, administrative, & employee break room. (No Marijuana, Cannabis or any derivative will be sold onsite, and not open to the public)

An existing eight-foot wrought iron gate that opens into the east lot and will be controlled and locked by a pad lock. The gate will be covered in a metal mesh privacy screen. There is an existing (6) six-foot cinder block wall that surrounds the east side of the property, which is also shared by a separate business (Jack Fox Auto Service).

There will be one gate designated as an entrance/exit point into the distribution area which will be through the wrought iron gate that faces Del Monte Blvd. There will be a second locked gate that will be used for emergency vehicles located on the south end of the rear perimeter wall. This gate accesses the rear alley way which runs between Del Monte Blvd. and Hillsdale Street; this gate will be replaced.

After the conversion, the internal plan of the facility will have the following configurations:

- Aras where marijuana will be stored have no external doors or windows and can be accessed only from within the facility.
- Entry into the manufacturing & packaging areas will be from a metal door installed in a cement grouted metal frame
- All main access point door hinges will be equipped with hinge-pin locking screws to increase security. The configuration yields optimal conditions for surveillance. These existing design elements will not only make unauthorized access extremely unlikely; they will discourage any theft attempts.

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- Security Cameras: cameras will be installed at the exterior of all buildings, entrances, parking area, extraction module and in every room.
- Key Card System: all doors leading to storage, manufacturing, & processing will be access control by card readers
- Alarm System: Motion sensors will be placed on all doors, windows and rooms. Vibration sensors will be added to all walls and windows. Upon detection of motion or vibration, an alert will be sent to the monitoring camera station as well as the on-site security guard, staff manager, and security agents' mobile phones. Any motion detection will trigger the video for the area of motion to be shown on the cameras at the monitoring station. If intrusion is detected, law enforcement will be notified immediately.
- Windows: Bars and motion detectors will be added to all windows.

2. Floor Plan

A floor plan of the facility will be prepared detailing the location of:

- All entrances and exits to the manufacturing center.
- The location of any windows, skylights, and roof hatches.
- The location of all cameras, and their field of view.
- The location of all alarm inputs (door contacts, motion detectors, holdup devices, & alarm sirens).
- The location of the digital video recorder and alarm control pane.
- Restricted and public areas.

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3. Lighting

Statistics show that crimes are less likely to occur in well-lit areas, because a well-lighted property is an excellent deterrent against criminals. Security lighting is one of the most practical and effective ways to prevent crime in or around commercial facilities. The main objectives of our security lighting system at the facility sites are to illuminate dark areas and detect and recognize movement in the protected area. The best vision with outdoor lighting is obtained from downward directed and shielded security lighting that is constantly on, supplemented with instant-on lighting triggered by motion detectors to add brighter light.

We will add external security lighting, including high spot lights to the facility. The facility and all walkways of the facility will be well illuminated to maximize visibility. The exterior building lighting parking area lighting will be sufficient foot candles and color rendition to allow for the identification of any individual committing a crime on-site at a distance of no less than 40 feet. Lighting will be operated automatically by a photo-sensor, ensuring that lighting will at all times be optimal for video capture.

Exterior lighting on the facility and parking area lighting for the facility will be balanced and will not result in a glare on adjoining properties, will complements the security systems described above to ensure that all the areas of the facility are visible and will provide increased lighting at all entrances to the facility. The exterior lighting will be turned on from dusk to dawn. No Marijuana or any product containing marijuana, or paraphernalia will be visible from the exterior of any facility.

We will establish a maintenance program to ensure all lights are operational. In addition, roving the facilities manager will immediately notify the designated maintenance coordinator of any non-operational lights.

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4. Perimeter Security/ Fencing

The perimeter of the facility will be secured to prevent unauthorized intrusion using the following critical elements: security fencing & electronic surveillance (round-the-clock manned or alarmed camera surveillance and electronic intrusion detection).

Upon receiving a permit from the City of Seaside we will work with First Security Services and City planners to address any new fencing to be installed with our proposed build-out. The perimeter of the building will be secured by video surveillance and adequate outside security lighting. During non-operational hours, all entryways and exits will be closed and locked to prevent access. An Alarm system will monitor all exterior doors and windows, which separate sensors from our video camera motion detectors.

5. Security Guards/ Identification

Coastal Refinement Solutions Corporation shall hire or contract for security personnel (such as First Security-Special Services or other professional security company) provide security services for the premises. All security personnel hired or contracted for by the licensee shall comply with Chapters 11.4 and 11.5 of Division 3 of the Business and Professions Code. (Reference: BCC Title 5, Section 5045)

Security personnel will maintain a liaison between the executives of Coastal Refinement. Solutions Corporation and law enforcement, including state and federal. They will ensure that all laws and ordinances that are applicable in Cannabis activity in the State of California, City of Seaside, & the County of Monterey are adhered to.

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Security personnel will perform and keep records of having performed routine regular inspections of all security systems, barriers, gates, doors, and locks, immediately reporting any malfunctioning or compromised security feature to the Security Agent. Any incidents qualifying as irregular or suspicious will be handled immediately.

All security personnel will wear a company uniform and identification card identifying them as Security Personnel. Each security person will have a nameplate containing the Security Personnel's full name and the work "SECURITY" printed in bold capital letters. The nameplate will be exhibited prominently on the clothing, at chest level and will be visible and easily read at all times. As an alternative to nameplate, the Security Personnel's name and the work "SECURITY" may be embroidered on the Security Personnel's outermost garment with the required information meeting the above specifications and located at chest level.

There will be a minimum of one (1) on-site security guard, 24/7. During hours of operation the security guard will man the front gate and monitor all individuals entering or exiting the facility. After hours the security guard will roam, and log perimeter checks throughout the facility.

The Security guard posted at the main entrance will only allow access to employees or contractors who have permission to enter. All other persons will not be let into the property. All persons entering names will be logged and a record of such will be kept for ninety (90) days.

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6. Alarm System & Locks

Coastal Refinement Solutions shall ensure that the limited-access areas can be securely locked using commercial grade door locks. We will also use commercial grade door locks on all points of entry and exit to the premises (Reference: BCC Title 5, Section 5046)

We shall install, maintain, and use a professionally monitored robbery and burglary alarm system at the premises as per Business and Professions Code 7590.1(n) Coastal Refinement Solution shall ensure a licensed alarm company for otherwise installs, maintains, monitors, and responds to the alarm system.

Upon request, Coastal Refinement Solutions Corporation shall make available to the Bureau of Cannabis Control all information related to the alarm system, monitoring, and alarm activity.

The security alarm installed will have at least a 48-hour battery or other standby power sources in the event of commercial power failure. The security alarms systems are also designed to detect power loss and are programmed to automatically notify such an event. The cameras themselves are motion detectors and will trigger video recording upon movement. External alarm motion sensors will also be used and can be utilized to set off video recording as well as activation of the alarm system. These systems can be integrated to provide a higher level of security. Coastal Refinement Solutions Corporation plans to directly manage this security system and coordinate with law enforcement as needed. (Reference: BCC Title 5, Section 5047)

Intrusion and Motion Detection

Our alarm system will have motion detectors in every facility, including entryways, exits, hallways, storage rooms, and windows. Rooms in which perimeter windows are located will be equipped with audio glass break detection.

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All active perimeter personnel and overhead doors will be equipped with magnetic door contacts to detect the opening of a door when the systems is armed. The vault door will also be contacted to detect opening when the system is armed. Sentry Alarm motion detectors will be utilized to monitor the interior side of all exterior windows and doors. (These are separate from our motion-activated video recording)

There will be triggers around the facility to alert our monitoring team of a possible intrusion or unauthorized access. Triggers can be:

- Motion Activated surveillance cameras
- Infrared intrusion sensors
- Unauthorized electronic access via supervision of system arming/disarming via individual personnel keypad combinations
- Security and fire alarm systems with remote station central station supervision

Once an issue has been identified, email and phone notifications will be sent to the designated individuals authorized to receive the notifications. Issues can be but not limited to:

- Door Ajar/Door Ajar Cleared
- Door Forced Open
- Too Many Invalid PINs
- Door Locked/Unlocked by Timer
- Failed Access by Unknown or Known Person
- Failed Access by User with a group
- Device Disengaged/Inoperative Equipment
- Control Panel Opened/Closed
- AC Power Loss/Battery Status
- Attempts to access site by unauthorized individuals

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7. Video Surveillance Systems

Coastal Refinement Solutions will engage a qualified local security vendor to install, monitor, and maintain a comprehensive electronic security system, including security alarms that will be continuously active and monitored. This camera system's format will be approved by the City of Seaside Planning Office.

The video system shall meet the following requirements:

- (a) Minimum camera resolution of 1280 x 720 pixels.
- (b) A storage device or the cameras shall be transmission control protocol (TCP) capable of being accessed through the internet.
- (c) The video surveillance system shall always be able to effectively and clearly record images of the area under surveillance.
- (d) Each camera shall be permanently mounted and in a fixed location. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the premises, and allows for the clear and certain identification of any person and activities in the following areas:
 - (1) In the areas where cannabis goods are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved
 - (2) Limited-access storage room
 - (3) Gated area where cannabis goods are loaded and unloaded for transportation
 - (4) Office area where surveillance system storage device is located and access points

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- (5) Entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points
- (6) Cameras shall record continuously 24 hours per day and at a minimum of 15 frames per second (FPS)
- (7) The physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft
- (8) Surveillance recordings shall be kept for a minimum of 90 days
- (9) Surveillance recordings are subject to inspection by the Bureau of Cannabis Control or City of Seaside Police Department and shall be kept in a manner that allows the BCC or City of Seaside Police department to view and obtain copies of the recordings at the Coastal Refinement Solutions Corporation premises immediately upon request. Coastal Refinement Solutions Corporation shall also send or otherwise provide copies of the recording to the BCC or the City of Seaside Police upon request within the time specified by the BCC or the City of Seaside Police.
- (10) Recorded images shall clearly and accurately display the time and date. Time is to be measured in accordance with the United States National Institute Standards and Technology standards
- (11) The video surveillance system shall be equipped with a failure notification system that provides notification to the licensee of any interruption or failure of the video surveillance system or video surveillance-system device (Reference: BCC Title 5, Section 5044)

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8. Equipment Maintenance & Testing

All security-related systems will be routinely inspected to ensure that they are functioning properly. This includes:

- Video surveillance equipment
- Alarm systems/sensors
- Electrical connections
- Motion & smoke detectors
- Panic buttons
- Phone connections
- Information storage and backup systems
- Electrical backup systems

The Security Agent will be responsible for ensuring that such inspections take place at reasonable intervals. We will promptly implement all necessary repairs to ensure continuous proper functioning of the security system. Inspection results and maintenance records will be securely kept for review by the City and appropriate oversight authorities.

9. Fire Security

The manufacturing facility will comply with all national and local fire code requirements. The facility has current and up to date fire sprinkler system. ABC rated fire extinguishers will be present in proper locations. As per our request by Paul Blaha, we will be installing a 'Knox box' with a set of keys to our facility for the Fire Department to access the building in case of fire emergency.

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POLICIES AND PROCEDURES FOR FACILITY SECURITY

1. Incident Management and Emergency Response

We understand that smooth operations require well-laid contingency plans and a staff well-trained in their execution. Under the leadership of our Security Agent and with input from appropriate local agencies and enforcement authorities, we will develop a comprehensive Emergency Response Plan.

The Emergency Response Pan will include contingencies for non-security related emergencies such as medical emergencies, bomb threats, fires, explosions, chemical release, and weather-related disasters to ensure an appropriate and orderly response. This will prevent non-security related emergencies from becoming aggravated security emergencies as well. Emergency procedures and emergency contact numbers will be provided in writing to all employees and posed prominently in all areas of the facility.

We will also develop a comprehensive set of guidelines for dealing with security threats. All staff will learn and be drilled in these procedures to ensure they are adequately prepared for emergencies. Preparedness means all staff members:

- Know how to assess emerging situations to determine the type and level of threat they may pose
- Know how to respond to different kinds of security threats
- Know which types of situations warrant the activation of panic buttons
- Know how to proceed when a security alarm goes off or a panic button has been activated.

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If a security breach is found to constitute an actual emergency, authorities will be notified as required. We will then follow the emergency response procedures it will establish in cooperation with local law enforcement authorities for smoothly bringing the situation under their control.

Procedures will be revised and updated as necessary. They will be reviewed at least once every twelve months. We will invite local law enforcement to off their input on up to date security threat analysis and contingency planning.

2. Outside Partnerships

Local law enforcement and neighbors in close proximity to our facilities will have the name of one or more contact persons on our staff that they can notify day or night in case there is a problem impacting them or that they feel may impact us.

We will periodically reach out to neighbors to ensure that there are no unreported problems of this sort.

We also will reach out to local law enforcement to develop a professional working relationship and a coherent contingency plan for incidents that require a law enforcement involvement at our facility. Local law enforcement officials will be invited on-site to discuss and evaluate potential security risks, vulnerabilities, and to assist in the development or enhancement of our current security program.

3. Closing Procedures

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After the cessation of business each day our closing procedures require that the alarms be set by two (2) or more employees who will all exit at the same time. At the close of each business day, our personnel will insure that all rooms are locked, the processed marijuana to be disposed of under lock and key in the safe, all currency is locked in a safe and that the security alarms are set.

4. Preventing Theft & Non-Diversion

Since regular inventory and supply chain tracking is crucial to preventing diversion, inventory will be manually performed every day by two facility employees to verify the accuracy of our computerized inventory management system. In addition, the following measures will also be enforced:

- All medical marijuana being cultivated will be maintained in a secure and locked room that is accessible only to authorized staff
- Medical Marijuana that has been processed but not delivered to authorized dispensary will be stored in a compliant safe.
- Only authorized individuals will be allowed on the cultivation facility and/or dispensary premises thereby reducing the threat of theft or diversion of marijuana
- Enforce conditions of purchasing by excluding those who are caught diverting cannabis for non-medical use
- Implementing our state-of-the-art supply chain tracking systems that follows incoming marijuana will prevent shrinkage within the manufacturing facility.

In the event of any theft, loss, and criminal activity, Coastal Refinement Solutions Corporation will follow the following guidelines. We shall notify the Bureau and local law

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enforcement (Seaside Police Department) within 24 hours of discovery of any of the following situations:

1. The licensee discovers a significant discrepancy, as defined in section 5034 of this division, in its inventory.
2. The licensee discovers diversion, theft, loss, or any other criminal activity pertaining to the operations of the licensee.
3. The licensee discovers diversion, theft, loss, or any other criminal activity by an agent or employee of the licensee pertaining to the operations of the licensee.
4. The licensee discovers loss or unauthorized alteration of records related to cannabis goods, customers, or the licensee's employees or agents.
5. The licensee discovers any other breach of security.

The notification to the Bureau pursuant to subsection (a) of this section shall be in writing and include the date and time of occurrence of the theft, loss, or criminal activity, the name of the local law enforcement agency that was notified, and a description of the incident including, where applicable, the item(s) that were taken or lost. (Reference BCC Title 5, Section 5036)

A significant discrepancy in inventory means a difference in actual inventory compared to records pertaining to inventory of at least \$5,000 or 2 percent of the average monthly sales of a licensee, whichever is less. Average monthly sales shall be calculated by taking a per month average of the total sales for the previous 6 months. According to the BCC, if the Licensee (Coastal Refinement Solutions) has not been in operation for at least 6 months, only the months in which the we were operating shall be used in determining average monthly sales. The facilities acquisition price shall be used to determine the value of cannabis goods in a licensee's inventory. (Reference BCC Title 5, Section 5034)

5. Preventing On-Site Consumption

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Only

Confidential – Internal Use

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We shall not permit the consumption of marijuana or any other type of nicotine or a substitute form of nicotine in any form on the premises. Any marijuana or marijuana paraphernalia that shows evidence of marijuana having been consumed or partially consumed will be reported to the appropriated law enforcement agency. We will place smoke detectors around premised and routinely monitor surveillance to prevent the use of marijuana on the premises.

6. Incident Log

We will maintain an incident log with reports of incidents that triggered an alarm. Such reports shall be made available to the City during any inspection of the facility. We will notify the City by electronic means within twenty-four (24) hours of any incident in which a theft, burglary, robbery, or break in occurred, whether or not items were actually removed from the facility. Our facility manager shall follow up the initial notice with a written report describing the detail the factual circumstances surrounding the incident and include an inventory of all stone items, if applicable. The incident log will be kept in a safe and secure filing cabinet as well of Google Drive for a Digital Copy.

7. Ingress/Egress/Access

We will secure the perimeter of the Facility to prevent unauthorized intrusion.

Windows and roof hatches of the Facility will be secured from the inside with bars so as to prevent unauthorized entry. The bars will be equipped with latches that may be released quickly from the inside to allow an exit in the event of an emergency. Exterior roof ladders will be secured with licked ladder covers. The windows, skylights, and roof hatches will comply with all applicable building provisions in the City of Seaside ordinances.

The facility will have a single plainly identified primary entrance/exit site that is visible from public common areas. Any exits or entrances that are not visible from a public or common area will be conspicuously marked as an emergency exit only. These exits will be self-closing, self-locking, and commercials grade locks equipped with an alarm and not used

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except during an emergency. Panic exit hardware will be push-bar design. Any aluminum doors used shall be fitted with steel inserts at the lock receptacles and any outward opening doors shall be fitted with hinge stud kits, welded hinges or set-screw hinge pins. Double doors will be fitted with three-point locking hardware and push-bars consistent with fire agency regulations and requirements. All emergency exits will be solid core doors featuring hinge-pin removable deterrence. Emergency exit doors will have latch guards at least 12 inches in length protecting the locking bolt area. Latch guards will be a minimum of 0.125-inch thick steel, affixed to the exterior of the door with non-removable bolts, and attached so as to cover the gap between the door and the doorjamb for a minimum of size inches both above and below the area of the latch. If the glass doors or doors with glass panes are utilized in the Facility they must have a shatter-resistant film affixed to prevent glass breakage.

Exterior doors to the Facility will remain locked from the outside to prevent an unauthorized ingress to the facility. Ingress will be allowed by means for a remote release operated from within the Facility. In all cases, doors will remain operable from the inside to allow egress without the use of a key or special knowledge. Access-controlled egress doors will comply with Section 1008.1.3.4 of the California Building Code.

Members, not including personnel, will enter the Facility through the front entrance into a safety area. This safety area in law enforcement is sometimes called a “sally port”. Members, not including personnel, must provide proper documentation when leaving the Sally Port and entering into other areas of the Facility.

Persons other than management, employees, volunteers, vendors, contractors, and members may, from time to time, have legitimate reasons to visit our facility; such persons, may include: law enforcement, political officials, government administrators, medical, health, and social service professionals, and the media.

Besides management, employees, volunteers, vendors, contractors, and members, no one, other than law enforcement or City/County agents, may enter the restricted areas of the

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Facility unless management has approved their visit. Movement within the Facility will be tightly controlled and regulated.

No manufacturing or packaging of marijuana will be visible with the naked eye from any public or other private property, nor will Marijuana or any product containing Marijuana be visible from the exterior of the Facility. All areas devoted to the cultivation of marijuana at the facility will be secured and separated from public access, by locked interior doors and any other security measures necessary to prevent an unauthorized entry.

8. Suspicious Activity and Loitering

Staff will be trained to identify and respond appropriately to all levels of suspicious activity. Loitering will not be tolerated; loitering will result in a first warning from our staff or security guard and then in notification of local law enforcement.

Weapons

No person will be allowed to be in possession of any firearm while in the facility, without having first obtained a license from the appropriate state or local agency authorizing possession, and permission from the City of Seaside, ten (10) days before bringing the firearm onto the Premises.

9. Development Agreement

The Facility will comply with any additional infrastructure and security conditions included in the development agreement between the facility and the city.

SECURITY OPERATIONS

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Making sure that our routine operations follow secure procedures is as important as physically securing each facility and having emergency response procedures greatly reduce the likelihood that emergencies will arise.

1. Staffing Structure and Current Employee Roster

We expect to employ approximately 8 people, with emphasis on residents of Seaside and Monterey County. All agents, officers, or other persons acting for or employed by Coastal Refinement Solutions Corporation shall display a laminated or plastic-coated identification badge issued by Coastal Refinement Solutions Corporation, always while engaging in commercial cannabis activity. The identification badge shall include the name “Coastal Refinement Solutions Corporation” and license number, the employee’s first name, and employee number exclusively assigned to that employee for identification purposes, and a color photograph of the employee that clearly shows the full front of the employee’s face and that is at least 1 inch in width and 1.5 inches in height. (Reference: BCC Title 5 Section 5043)

The staffing plan will also include 4 internal positions:

1. Facilities Manager: Justin Denny will be the Facilities Manager and have the responsibility of the security of the premises. He will have the responsibility of seeing through the security plan, including managing all security technology, overseeing all transportation security, managing access to facilities on-site, risk management, and record keeping.
2. Security Company: First Security is the licensed security company retained by Coastal Refinement Solutions. First Security will provide licensed & uniformed security guards. Ryan Tongol will be the representative for Coastal Refinement Solutions.
3. Distribution Manager: John McCarthy will be the distribution manager and have the ultimate responsibility of documentation and the transport of finished cannabis goods.

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4. Human Resource Officer: Katie Cuddy will be the Human Resource Officer.

2. Background Checks

All employees, volunteers, principals, directors, and board members will have to take and pass a Live-Scan Fingerprint Criminal History Records Search by the Police department prior to their employment. We will also perform background checks on any contractors or vendors who regularly work within the facility or will be employed there for an extended time. Copies of any public records obtained through the background check process will be provided to the individual concerned. To ensure transparency, the entire background checking process will be conducted by a third-party.

We will not employ anyone who has been convicted of a felony except for the purpose of the Medical Marijuana Program as an “excluded felony offense”. Also, we elect not to engage any contractors or vendors who would have access on a regular basis or for an extended time to restricted areas of our facility if they have been convicted of any excluded felony offenses.

An accurate and up-to-date employee list shall be maintained on the premises and shall be made available to the City of Seaside Police Department or one of their authorized officers upon request. The employee list shall include the full name, physical residential address, all telephone numbers (home & cell-phone), dates of birth, social security number, and date of hire for each employee.

3. Training and Drills

Employees will be tested on training content; All staff will also go through period refresher seminars, as well as new training on any policy updates or changes in procedure. All procedures will be rehearsed in periodic drills. In addition to training and periodic drills, all employees will receive official company references material. The material will be presented

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in and easy-to-use outline format, explaining all operational, safety, and security protocols. Local law enforcement fire department, and ambulance services will be consulted prior to developing our official safety and security protocols. We will also work with the local law enforcement agency to develop effective ongoing employee training seminars and practices.

Security and emergency response training is only part of the comprehensive training required to all employees. Training will also cover:

- Marijuana Laws and Regulations
- Patient privacy, confidentiality, and secure electronic record keeping
- Procedures for distribution with product leaving the premises
- Personal safety, fire safety, and crime prevention
-

4. Personnel and Training Records

We will maintain personnel records for each employee or agent. All information will be secured and maintained by the Human Resource officer on an on-site encrypted computer system. The information will include:

- Application
- Documentation of all required training
- Training for employees will include but is not limited to corporate and job descriptions, general security policies, visitation policy, safety, salvaging guidelines, emergency procedures, bookkeeping procedures, delivery reception procedure, sanitation procedure, production procedures, laboratory testing procedure, packaging and labeling procedure, salvaging questionable product and destruction of unusable product procedures, procedure to transfer product to distribution facilities or dispensaries, transportation procedure, incident procedure, filter monitoring procedure, inventory reconciliation with Bio Track THC, employee training log, manufacturing training, and extraction equipment manual.

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- Written policies for employees will include Instructions of Employee Eligibility Verification from Department of Homeland Security, Disability Insurance Provisions, paid family leave, time of hire pamphlet that informs about worker's compensation for industrial injuries, including temporary disabilities, permanent disability benefits, supplemental job displacement benefits and death benefits, notice to employees regarding Labor code section 2810.5, prohibition of sexual harassment paid sick leave policy, policy against discrimination, harassment, and retaliation, rest and meal periods, acknowledgement and waiver. At-will employee policy acknowledgement leave of absence policies; pregnancy disability leave, non-work-related disability leave (physical/mental illness not work related), occupational leave (worker's comp), voting time-off, jury duty and witness leave, victims of domestic violence, sexual assault or stalking and time for crime victims.
- A signed statement from individual indicating the date, time, and place that he or she received training and the topics discussed, including the name and title of the presenters
- Record of any disciplinary action taken against employee at any time during employment

These personnel records will be maintained for a period of at least six months past the end of the individual's affiliation with us.

5. Limited Cash Operations

Cash payments will be directly deposited into a drop slot safe, limiting the amount of cash circulating at the Facility. The money will be removed from the safe and counted daily in a locked room. Access to the Facility will be limited to employees during all safe transfers. Two employees are required to be present during this time. Access to the container will require both an electronic keypad password and a pass-code. Security cameras will oversee this entire process to insure everything taking place is accountable.

6. Business Hours

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Our days and hours of operation shall be in strict compliance with the City of Seaside's requirements and restrictions. We intend to operate between 7am to 6pm, Monday-Friday.

The manufacturing and distribution facilities will not be open to the public. We shall permit only a registered inspector, officer, member, incorporator, agent, manager, employee, or government or law enforcement official on the registered premises of our cultivation center.

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INVENTORY SECURITY

 FIRST SECURITY A First Alarm Security & Patrol, Inc. Company	COASTAL REFINEMENT RESOURCES CORP. Security Plan DATE ISSUED: 8/23/18 AUTHORED BY: RANDY RAGSAC/FIRST SECURITY SERVICES	PAGE: 26/6 VERSION: 1
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1. Distribution

We will utilize an inventory tracking and control system to track every transaction. All sales will take place under camera surveillance in order to capture inventory movement.

2. Storage/Safe

All harvested cannabis will be stored in high security fire proof safes. Inventory will be removed from the storage safes only for the purpose of immediate transport or immediate sale. Our fireproof safes will be waterproof with all steel construction, inside and outside. Our storage safes will represent top quality for safety and fire protection. The storage area shall have a volumetric intrusion detection device installed and connected to the facility intrusion detection system. The safe shall be a UL listed burglar-proof safe with a minimum of TL30. Safes weighing less than seven hundred fifty pounds (750 lb.) shall be installed in a steel-clad concrete block or otherwise securely anchored to a fixed part of the facility structure.

To prevent diversion, theft, and account for all stored cannabis, coastal refinement solutions corporation will keep and store all cannabis in a locked safe, which will be bolted to the ground in a locked storage room located inside the facility. The storage room will be located away from employee break rooms and lounge areas. (Reference BCC Title 5, Section 5033)

3. Visibility

No manufacturing of cannabis at the facility will be visible with the naked eye from any public or private property, nor will any cannabis, any product containing cannabis, or graphics depicting cannabis be visible from the immediate exterior of the property line of the facility.

4. Transport

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All drivers with incoming or outgoing products or supplies will be required to be in contact with our facility at the origination of the transport process. We will keep all transportation documents computerized and ready for inspection and will have appropriate commercial liability insurance that covers travel. Loading at the facility will also take place under the supervision of a minimum of two employees. All products will be transported from our distribution & manufacturing center to their designated drop-off locations.

5. Disposal of Unused or Surplus Cannabis

We intend to dispose of unused or surplus cannabis and its by-products by contracting Gaiaca to ensure our cannabis by-product is compliantly managed. They provide 55-gallon polyethylene drums that are placed in a secure location within our facility, separate from traditional waste bins. Full drums are removed on a weekly basis, with fresh, empty ones left in their place. All waste removed from our site will be documented via waste manifest, requiring signatures from both facility management and Gaiaca transport technicians. The waste is tracked and traced from the point of generation to its final resting place, with the chain of custody issued to us as proof of disposal. All “General Trash” will be kept in a locked portion of the facility and will be taken out by an employee on the day and time the local trash is picked up in order to prevent anyone from rummaging through it. We shall report any stolen or lost cannabis by filing a police report by calling 911 or in person with the Police Department where our registered business resides within twenty-four (24) hours of becoming aware of the theft or loss.

6. Record Keeping

We will keep meticulous records, complying with local, state, and federal laws and regulation regarding patient records, inventory records, and transportation records. Transport agents will carry with them a copy of the transport authorization and control data (the “transit slip”) during transport of cannabis. All inventory control records and

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records of inventory transfer, transport, and delivery will be kept for five years and made available to the City and its authorized representatives on request.

7. Securing Data

Our data and information are as valuable as our products. We will take both ordinary and extraordinary measures to protect our information systems and keep our data secure.

Ordinary measures are:

- Using virus protection, spam-filtering, firewalls, and encryption
- Keeping software and OS updated
- Using passwords and changing them frequently
- Using secure wireless networks
- Restricting web browsing
- Initiating frequent and secure data backups

We will limit access to our network by using unique user passwords and by restricting IP addresses and MAC addresses to specific computers. The use of third party email, web and data servers will be avoided. We will provide training on user security procedures.

- All data and information from our security system and from our inventory control system will be secured and encrypted and backed up and automatically every night, not only to a private server on site, but also to a secure, off-site server location. Should there be an emergency, natural disaster, or criminal breach at our facility, all data remain safe and remotely accessible on our remote backup server.
- For data backup we will be uploading all data to our cloud server on a daily basis to ensure that we do not ever lose sensitive information pertaining to the operation of the dispensary and cultivation facility.

8. Customer & Employee Information

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Just as sensitive and important our security system data and our inventory tracking data are our customer and employee records. Consequently, all the safeguards in place to protect and preserve our security data and inventory control data will also be employed to preserve customer/employee information and prevent any breach of confidentiality, ensuring that the electronic storage, transmission, and retrieval of all records information is secure.

All records will be stored on a Bio-Track data base and encrypted at the OS level. All digital records will follow HIPPA and PCI regulations and guidelines.

[Home](#) > Max-Filter 2500

Max-Filter 2500

sku: 358608

msrp:
\$488.57

At a Glance

The Original Can-Filters are designed for the control of VOCs (paint fumes, hydrocarbons, ect...), odors, and other gaseous contaminants. Built with the same proven packed bed design and pelletized virgin activated carbon we've used for 30 years, this line of time tested activated carbon air filters sets the standard for long life, consistent performance, and low pressure drop. Rated at a conservative 0.1 sec contact time, the Original Can-Filters provide excellent value and confidence.

Details:

- Made in North America
- 8 sizes from 33-150cm, largest in industry
- You pick the flange that's right for you
- Low pressure drop even on smaller sizes
- Pelletized carbon delivers the cleanest filter available
- 2.5" Carbon bed, thickest in industry
- Flange comes separate to fit a wide range of fans and applications

Technical Data:

- Max Exhaust CFM: 1250 cfm / 2123 m³h @ 0.1 sec contact time
- Max Recirculating (Scrubbing) CFM: 2500 cfm / 4247 m³h
- Recommended Min Airflow: 625 cfm / 1147 m³h
- Prefilter: Yes
- Flange: 14" - 16"
- Dimensions: (with pre-filter)
- Outside Diameter: 50 cm / 20"
- Height: 100 cm / 39.4"
- Total Weight: 47 kg / 103 lbs.
- Carbon Weight: 37 kg / 81.5 lbs.
- Carbon Bed Depth: 6.5 cm / 2.5"
- Max Operating Temp: 80°C
- Pressure drop at max CFM: 180pa / .75"wg

Recommended Fans:

Exhaust:	Recirculating:
Max-Fan 14"	Max-Fan 14" HO
	Pro-Series 16" (speed 1, 2, 3)
	Max-Fan 16"

YOU MAY ALSO BE INTERESTED IN THE FOLLOWING PRODUCT(S)



14" Max-Fan™



14" Flange Max 2500



14" Max-Fan HO, "The Beast"



16" Max-Fan™

