COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
860 NORTH BUSH STREET · UKIAH · CALIFORNIA · 95482
120 WEST FIR STREET · FT. BRAGG · CALIFORNIA · 95437

BRENT SCHULTZ, DIRECTOR
TELEPHONE: 707-234-6650
FAX: 707-463-5709
FB PHONE: 707-964-5379
FB FAX: 707-961-2427
pbs@mendocinocounty.org
www.mendocinocounty.org/pbs

February 12, 2020 **REVISED REFERRAL**

Department of Transportation
Environmental Health - Ukiah
Building Inspection - Ukiah
Cannabis Program
Mendocino County Sheriff's Office
Assessor

Air Quality Management
CalFire- LAND USE
California Highway Patrol
Long Valley Fire District
Laytonville MAC
Laytonville Water District

Harwood Healthy Start Program
Laytonville School District
Cloverdale Rancheria
Redwood Valley Rancheria
Sherwood Valley Band of Pomo Indians

CASE#: U_2019-0021
DATE FILED: 9/12/2019
OWNER: JASON HUGGINS
APPLICANT: NICHOLAS SMILGYS
REQUEST: Use Permit to allow a facility for the processing, (level 1) non-volatile manufacturing, and distribution of cannabis. The request includes a reduction of the setback requirement by 50 feet to a new setback requirement of 550 feet.
ENVIRONMENTAL DETERMINATION: Categorically Exempt
LOCATION: 0.4± miles southwest of Laytonville center, on the west side of Willis Ave (CR 321D), 700± feet north of its intersection with Harwood Rd (CR 319), located at 44550 Willis Avenue, Laytonville (APN 014-140-05)
SUPERVISORIAL DISTRICT: 3
STAFF PLANNER: SAM VANDEWATER
RESPONSE DUE DATE: FEBRUARY 24, 2020

PROJECT INFORMATION CAN BE FOUND AT:
www.mendocinocounty.org
Select "Government" from the drop-down; then locate Planning and Building Services/Public Agency Referrals.

Mendocino County Planning & Building Services is soliciting your input, which will be used in staff analysis and forwarded to the appropriate public hearing. You are invited to comment on any aspect of the proposed project(s). Please convey any requirements or conditions your agency requires for project compliance to the project coordinator at the above address, or submit your comments by email to pbs@co.mendocino.ca.us. Please note the case number and name of the project coordinator with all correspondence to this department.

We have reviewed the above application and recommend the following (please check one):

☐ No comment at this time.

☐ Recommend conditional approval (attached).

☐ Applicant to submit additional information (attach items needed, or contact the applicant directly, copying Planning and Building Services in any correspondence you may have with the applicant)

☐ Recommend denial (Attach reasons for recommending denial).

☐ Recommend preparation of an Environmental Impact Report (attach reasons why an EIR should be required).

☐ Other comments (attach as necessary).

_____

_____

_____

_____

REVIEWED BY:
Signature _____ Department _____ Date _____

CASE: U_2019-0021

OWNER: NICHOLAS SMILGYS

APPLICANT: NICHOLAS SMILGYS

REQUEST: Use Permit to allow a facility for the processing, (level 1) non-volatile manufacturing, and distribution of cannabis. The request includes a reduction of the setback requirement by 50 feet to a new setback requirement of 550 feet.

LOCATION: 0.4± miles southwest of Laytonville center, on the west side of Willis Ave (CR 321D), 700± feet north of its intersection with Harwood Rd (CR 319), located at 44550 Willis Avenue, Laytonville (APN: 014-140-05)

APN/S: 014-140-05

PARCEL SIZE: 25± Acres

GENERAL PLAN: Rural Community (RC)

ZONING: Rural Community (RC:6K)

EXISTING USES: Residential

DISTRICT: 3

RELATED CASES: R 16-97 rezoned the parcel from single-family residential (R1) to Rural Community (RC). U 23-97 allowed for the establishment of a veterinary practice. UR 23-97/07 renewed the existing veterinary service. B_2017-0023 amended the parcel boundaries with land to the west.

	ADJACENT GENERAL PLAN	ADJACENT ZONING	ADJACENT LOT SIZES	ADJACENT USES
NORTH:	Rural Community (RC)	Single-Family Residential (R1)	3.5±	Residential
EAST:	Rural Community (RC)	Single-Family Residential (R1)	0.5±, 1±, 1±	Residential
SOUTH:	Rural Community (RC)	Single-Family Residential (R1)	4±	Residential
WEST:	Rural Residential (RR)	Rural Residential (RR:1)	21±	Vacant

REFERRAL AGENCIES

LOCAL
- ☒ Air Quality Management District
- ☒ Assessor's Office
- ☒ Building Division
- ☒ Department of Transportation (DOT)
- ☒ Environmental Health (EH)
- ☒ Long Valley Fire District
- ☒ Laytonville MAC
- ☒ Laytonville Water District
- ☒ Mendocino County Cannabis Program
- ☒ Mendocino County Sheriff's Office
- ☒ Harwood Healthy Start Program
- ☒ Laytonville School District

STATE
- ☒ CALFIRE (Land Use)
- ☒ California Highway Patrol

TRIBAL
- ☒ Cloverdale Rancheria
- ☒ Redwood Valley Rancheria
- ☒ Sherwood Valley Band of Pomo Indians

ADDITIONAL INFORMATION: No structural development is proposed in relation to this project. The facility setback from sensitive receptors (baseball field at Harwood Memorial Park) encroaches roughly 40 feet into the outer left field.

STAFF PLANNER: SAM VANDY VANDEWATER **DATE:** 9/18/19

ENVIRONMENTAL DATA

1. MAC:
GIS
Laytonville MAC

2. FIRE HAZARD SEVERITY ZONE:
CALFIRE FRAP maps/GIS
High Hazard Area

3. FIRE RESPONSIBILITY AREA:
CALFIRE FRAP maps/GIS
CalFire

4. FARMLAND CLASSIFICATION:
GIS
N/A

5. FLOOD ZONE CLASSIFICATION:
FEMA Flood Insurance Rate Maps (FIRM)
NO

6. COASTAL GROUNDWATER RESOURCE AREA:
Coastal Groundwater Study/GIS
N/A

7. SOIL CLASSIFICATION:
Mendocino County Soils Study Eastern/Western Part
Eastern Soils

8. PYGMY VEGETATION OR PYGMY CAPABLE SOIL:
LCP maps, Pygmy Soils Maps; GIS
NO

9. WILLIAMSON ACT CONTRACT:
GIS/Mendocino County Assessor's Office
NO

10. TIMBER PRODUCTION ZONE:
GIS
NO

11. WETLANDS CLASSIFICATION:
GIS
NO

12. EARTHQUAKE FAULT ZONE:
Earthquake Fault Zone Maps; GIS
NO

13. AIRPORT LAND USE PLANNING AREA:
Airport Land Use Plan; GIS
NO

14. SUPERFUND/BROWNFIELD/HAZMAT SITE:
GIS; General Plan 3-11
NO

15. NATURAL DIVERSITY DATABASE:
CA Dept. of Fish & Wildlife Rarefind Database/GIS
NO

16. STATE FOREST/PARK/RECREATION AREA ADJACENT:
GIS; General Plan 3-10
NO

17. LANDSLIDE HAZARD:
Hazards and Landslides Map; GIS; Policy RM-61; General Plan 4-44
NO

18. WATER EFFICIENT LANDSCAPE REQUIRED:
Policy RM-7; General Plan 4-34
NO

19. WILD AND SCENIC RIVER:
www.rivers.gov (Eel Only); GIS
NO

20. SPECIFIC PLAN/SPECIAL PLAN AREA:
Various Adopted Specific Plan Areas; GIS
NO

21. STATE CLEARINGHOUSE REQUIRED:
Policy
NO

22. OAK WOODLAND AREA:
USDA
YES

23. HARBOR DISTRICT:
Sec. 20.512
N/A

Department of Planning and Building Services

Case No:	U_2019-0021
CalFire No:	N/A
Business License No:	N/A
Fee:	$ 3190.38
Receipt No:	
Received By:	Vandy
Date Filed:	9-12-2019

Office use only

Application for Facilities – Use Permit / Administrative Permit

APPLICANT(S)

Name: Nicholas Smilgys Phone: 708.606.9769

Mailing Address: PO Box 2233

City: Willits State/Zip: CA 95490 email: nick@mcdistro.com

PROPERTY OWNER

Name: Nicholas Smilgys Phone: 708.606.9769

Mailing Address: PO Box 2233

City: Willits State/Zip: CA 95490 email: nick@mcdistro.com

AGENT

Name: Phone:

Mailing Address:

City: State/Zip: email:

Address of Property: 44550 Willis Ave Laytonville CA 95454

Assessor Parcel Number(s):

Please check the applicable permit type for which you are applying.

Type of Facility → / Zoning District ↓	Processing	Manufacturing (non-volatile)	Manufacturing (volatile)	Testing	Retail / Dispensary	Distribution	Microbusiness
RC (Rural Community)	☑ - AP	☒ - AP	☐ - UP	☐ - UP	☐ - UP	☒ - UP	☐ - UP
AG (Agriculture)	☐ - AP	–	–	–	–	–	–
UR (Upland Residential)	☐ - AP	–	–	–	–	–	–
RL (Rangeland)	☐ - AP	–	–	–	–	–	–
FL (Forest Land)	☐ - AP	–	–	–	–	–	–
C1 (Limited Commercial)	☐ - UP	–	–	–	ZC**	–	–
C2 (General Commercial)	☐ - AP	☐ - UP	–	ZC**	ZC**	☐ - UP	☐ - AP
I1 (Limited Industrial)	ZC**	ZC**	☐ - AP	ZC**	☐ - UP	ZC**	☐ - AP
I2 (General Industrial)	ZC**	ZC**	☐ - AP	ZC**	☐ - UP	ZC**	☐ - AP
PI (Pinoleville Industrial)	ZC**	ZC**	☐ - AP	ZC**	☐ - UP	ZC**	☐ - AP

OTHER (check if applicable)
- ☐ Existing Packaging and Processing Facility (Mendocino County Code Section 20.243.070 Exception)
- ☒ Setback Reduction (Mendocino County Code Section 20.243.050(B)(1))
- ☐ Cottage Industry Use Permit (microbusiness)
- ☐ Cottage Industry Use Permit (non-volatile manufacturing)

*Note 1 – ZC = Zoning Clearance; AP = Administrative Permit; UP = Use Permit; " – " = Not Available
Note 2 – A zoning district that indicates a ZC (zoning clearance) **DOES NOT require this permit.

I certify that the information submitted with this application is true and accurate. I have attached the Consent of Landowner form because I am not the property owner of the parcel on which the facility is located.

Signature of Applicant/Agent 9/10/19 Date Signature of Owner 9/10/19 Date

FACILITY PROJECT DESCRIPTION & QUESTIONNAIRE

1. Does the proposed facility meet the following setbacks? ☐ YES ☒ NO

   - 1,000 feet from all youth-oriented facilities, schools, parks, churches, or residential treatment facilities.

2. Please describe the project in full.

   We will be developing a processing and distribution hub in Laytonville to provide needed services to the local community.

3. Please describe the project site. Include improvements such as structures, wells, septic systems, grading, vegetation removal, roads, etc.

   The project contains two fully constructed buildings. They are served by existing septic and wells. There is no need to change the site significantly.

4. Will the development of the proposed facility be phased? ☐ YES ☒ NO

   If YES, please describe the phases below. Include an attachment (Attachment A) if necessary.

5. Are you grading, or plan to grade, for any roads or building sites? ☐ YES ☒ NO

   If YES, please complete the following:

   A. Amount of cut: _____ cubic yards
   B. Amount of fill: _____ cubic yards
   C. Maximum height of cut slope: _____ feet
   D. Maximum height of fill slope: _____ feet
   E. Amount being imported/exported: _____ cubic yards
   F. Location of borrow/disposal: ☐ ON-SITE ☐ OFF-SITE

6. In order to develop the proposed facility, will it be necessary to:

	YES	NO
A. Remove oak species or commercial tree species?	☐	☒
B. Make substantial changes in terrain?	☐	☒

7. Will there be employees? ☒ YES ☐ NO If YES, how many employees will be present on the largest shift? 7

8. Will there be any signs used to identify the facility? ☐ YES ☒ NO If YES, please provide the information below.

   Location on property (must **also** be shown on site plan): _____

   Size: _____ ft^2 Type (i.e. freestanding, wall, etc): _____

9. How many parking spaces will be on provided on-site? 10 How many accessible parking spaces? 2

10. Please provide an inventory of the structures on the property. If additional space is needed, please provide a separate sheet. Please note improvements may be subject to permit requirements.

1. Building #1	Existing Use: Yoga Studio	Proposed Use: Processing/Manufacturing	Size: 674	ft²
2. Garage/Apartment	Existing Use: Garage/Storage	Proposed Use: Distribution	Size: 633	ft²
3. Out Building #1	Existing Use: Storage	Proposed Use: None	Size: 160	ft²
4. Out Building #2	Existing Use: Storage	Proposed Use: None	Size: 120	ft²
5.	Existing Use:	Proposed Use:	Size:	ft²

11. Will there be any security lighting? ☒ YES ☐ NO If YES, will the light be cast downward? ☒ YES ☐ NO

12. Briefly describe the surrounding properties including vegetation, animals, structures, and/or cultural/historic assets.
We have 20 acres of forest land in the rear and 4 acres of pasture to the front.

13. Please indicate the surrounding land uses.

	NORTH	EAST	SOUTH	WEST
Vacant	X			
Residential/Agricultural		X	X	
Commercial/Industrial			X	
Institutional/Timberland				X
Other				

14. Utilities will be supplied to the site as follows:

A. Electricity
- ☒ Utility Company (existing)
- ☐ Utility Company (planned)
- ☐ On-Site Generation – Specify

B. Gas
- ☒ Utility Company (existing)
- ☐ Utility Company (planned)
- ☐ On-Site Generation – Specify
- ☐ None

C. Water
- ☐ Community water system – Specify provider
- ☒ Well
- ☐ Spring
- ☐ Pond
- ☐ Other – Specify

D. Sewage
- ☐ Community sewage system – Specify provider
- ☒ Septic Tank
- ☐ Other – Specify

15. Please provide driving directions to the facility using identifiable landmarks (streets, mailboxes, etc).
Take 101 N to Harwood turn left. Take Harwood until it ends and turn right. Proceed about ½ mile until you see a driveway marked 44553. Turn left and the building are less than a ½ mile down the driveway.

FOR PROCESSING

P01. How will natural (trimmings) or other (plastics) materials be disposed?

All plant material will be sold. All plastics will be recycled when possible and delivered to the dump when not possible.

P02. What equipment (i.e. machines [specify], trimmers, hangers, etc) will be used for processing?

We will be using Resonator brand trim machines and hand trimming. We will also use Freeze Dryers equipment.

FOR MANUFACTURING

M01. What solvents will be used?

We will not be using solvents just water.

M02. Will *hazardous materials* (as defined by Mendocino County Code [MCC] Section 8.70.010) be used? ☐ YES ☒ NO

M03. Will *hazardous materials* be stored in quantities greater than 55 gallons, 500 pounds, or 200 cubic feet?

☒ NO ☐ YES; please specify

M04. Will *hazardous waste* (as defined by MCC section 8.70.010) be generated on-site? ☐ YES ☒ NO

M05. Please describe the extraction process. Provide an additional sheet if necessary.

We will be extracting using ice and cold water. This is an ancient, hand done form of extraction.

M06. What products are being made? (i.e. edibles, topicals, tinctures, soap/skin products, etc)

Cold water hash.

M07. How will hazardous (chemicals), natural (trimmings), or other (plastics) materials be disposed?

Natural materials will be composted, plastic recycled and No chemicals are used.

FOR RETAIL/DISPENSARY

R01. Will there be consumption of cannabis products on-site? ☐ YES ☐ NO

R02. Will the facility have a mobile delivery component? ☐ YES ☐ NO If YES, number of vehicles to be used? _____

FOR DISTRIBUTION

D01. How many vehicles will operate from this facility? 1

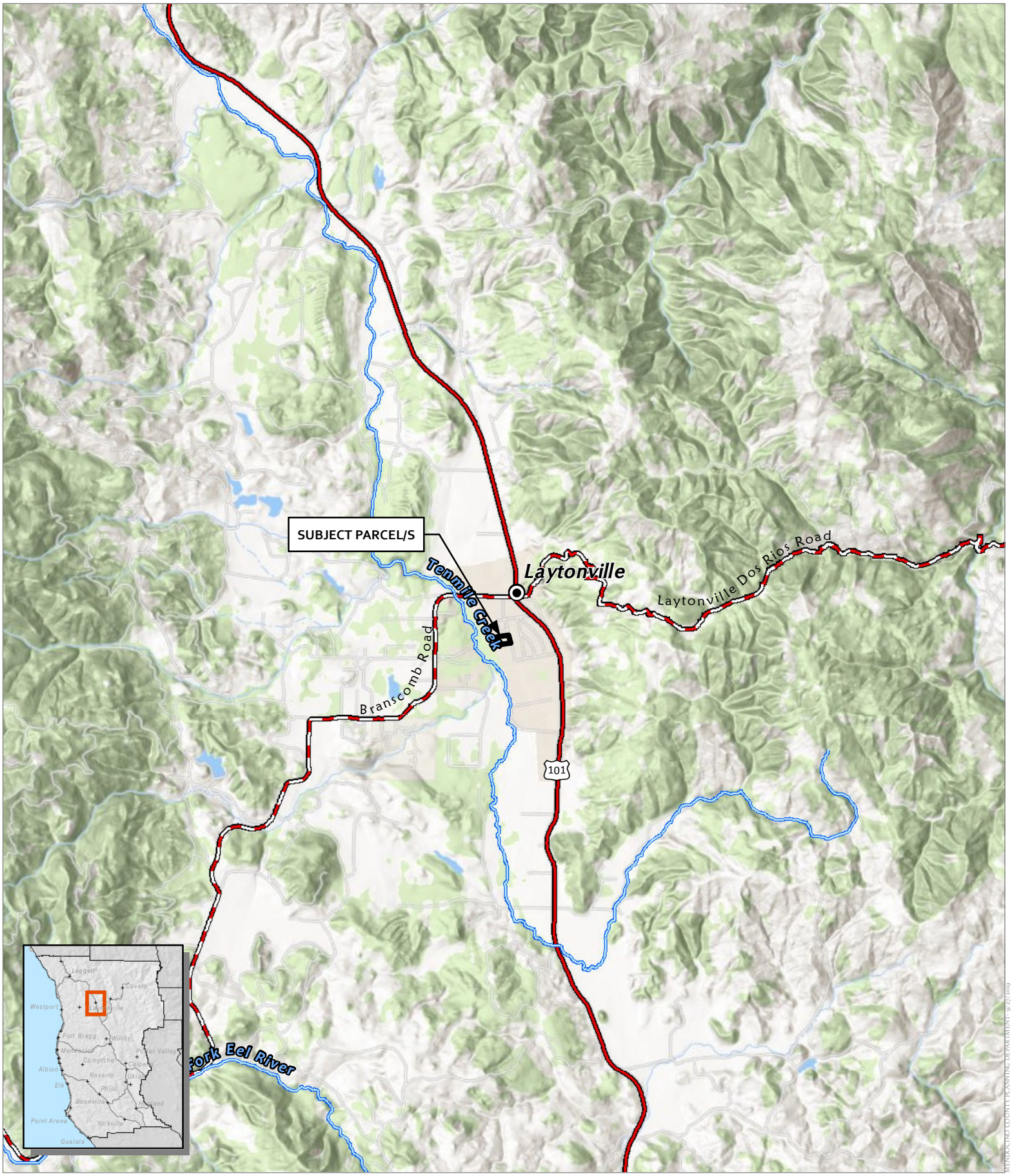
FOR MICROBUSINESS

B01. What is the primary use of the microbusiness (i.e. retail, processing, etc)? _____

B02. What are the accessory uses that are incidental to the primary use? _____

I, the undersigned below, certify that the information submitted with this application is true and accurate:

Nicholas Smiggs	8/9/19	Nicholas Smiggs	9/9/19
Print Name of Applicant/Agent	Date	Print Name of Owner	Date
Signature of Applicant/Agent		Signature of Owner	



CASE: U 2019-0021
OWNER: HUGGINS, Jason
APN: 014-140-05
APLCT: Nicholas Smilgys
AGENT:
ADDRESS: 44550 Willis Avenue, Laytonville

Major Towns & Places
Major Roads
Major Rivers
Highways

0 2,550 5,100 Feet
0 0.5 1 Miles
1:63,360

LOCATION MAP

MENDOCINO COUNTY PLANNING DEPARTMENT - 9/27/2019

CASE: U 2019-0021
OWNER: HUGGINS, Jason
APN: 014-140-05
APLCT: Nicholas Smilgys
AGENT:
ADDRESS: 44550 Willis Avenue, Laytonville

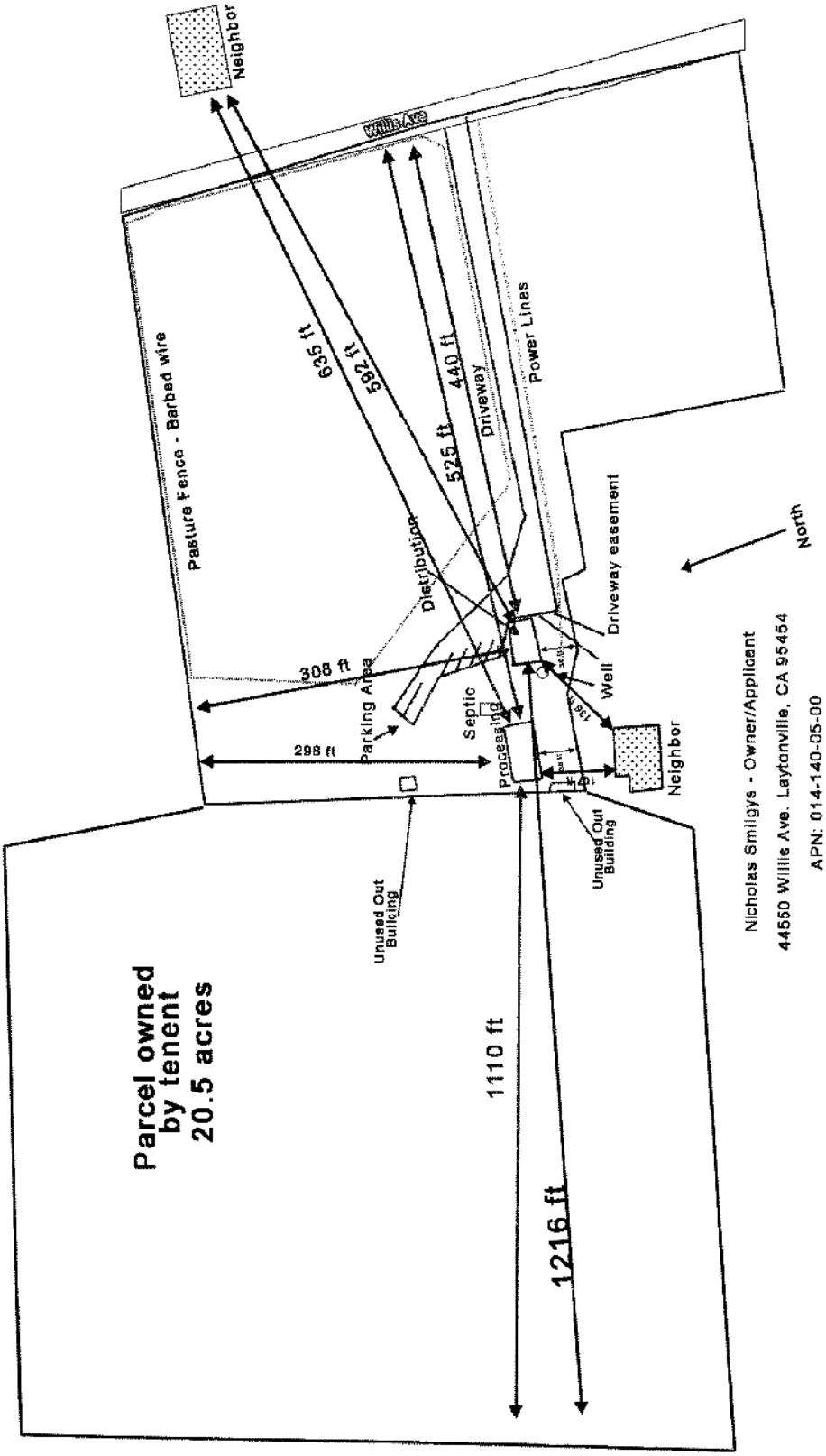
Accommodation Districts

F Cannabis Facilities

Public Roads

0 50 100 Feet
0 0.0075 0.015 Miles
N W E S
1:1,200

LOCATION MAP

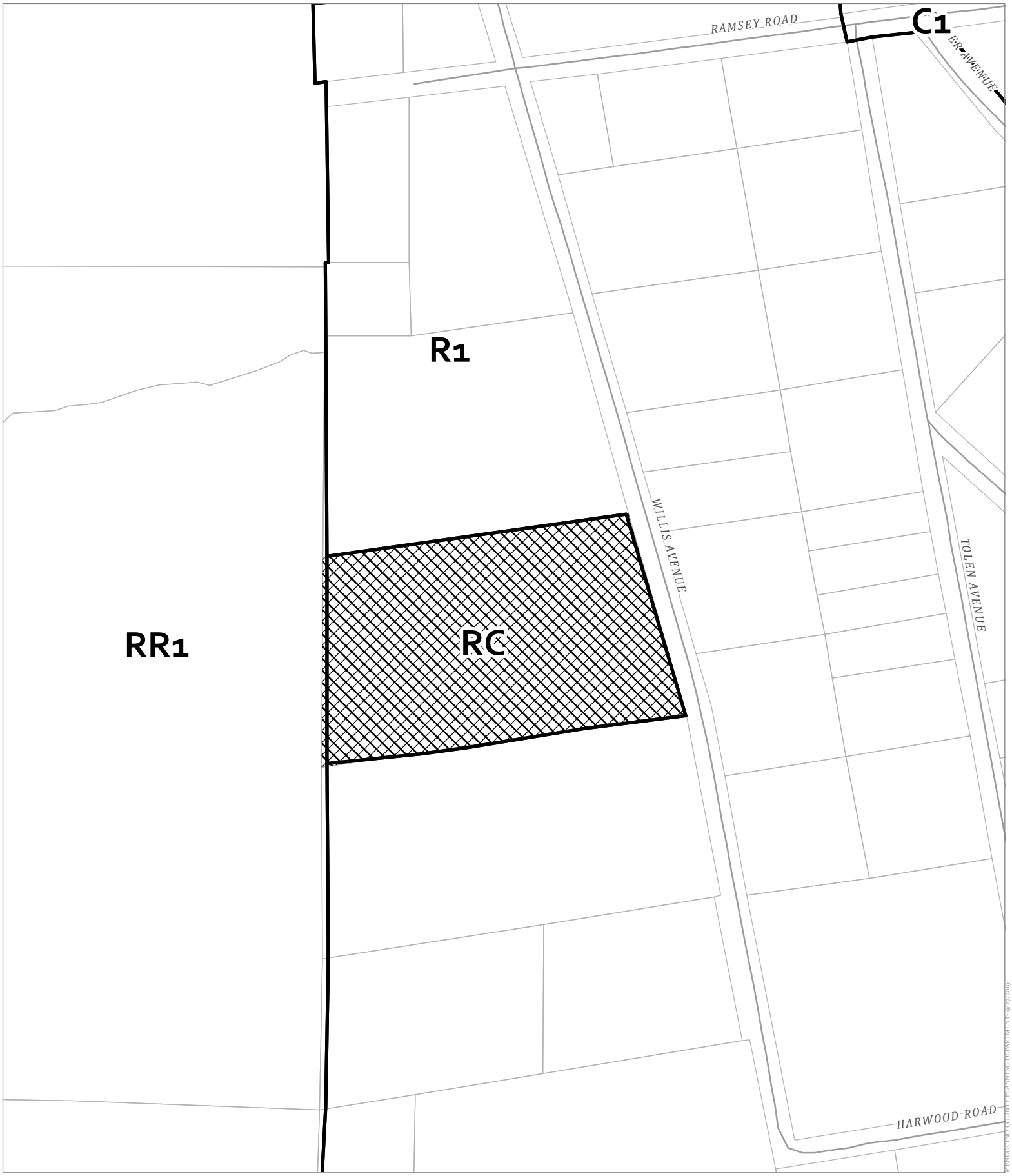


CASE: U 2019-0021
OWNER: HUGGINS, Jason
APN: 014-140-05
APLCT: Nicholas Smilgys
AGENT:
ADDRESS: 44550 Willis Avenue, Laytonville

NO SCALE

SITE PLAN

MENDOCINO COUNTY PLANNING DEPARTMENT - 9/27/2019



CASE: U 2019-0021
OWNER: HUGGINS, Jason
APN: 014-140-05
APLCT: Nicholas Smilgys
AGENT:
ADDRESS: 44550 Willis Avenue, Laytonville

Zoning Districts

Public Roads

0 100 200 Feet
0 0.015 0.03 Miles
1:2,400

ZONING DISPLAY MAP

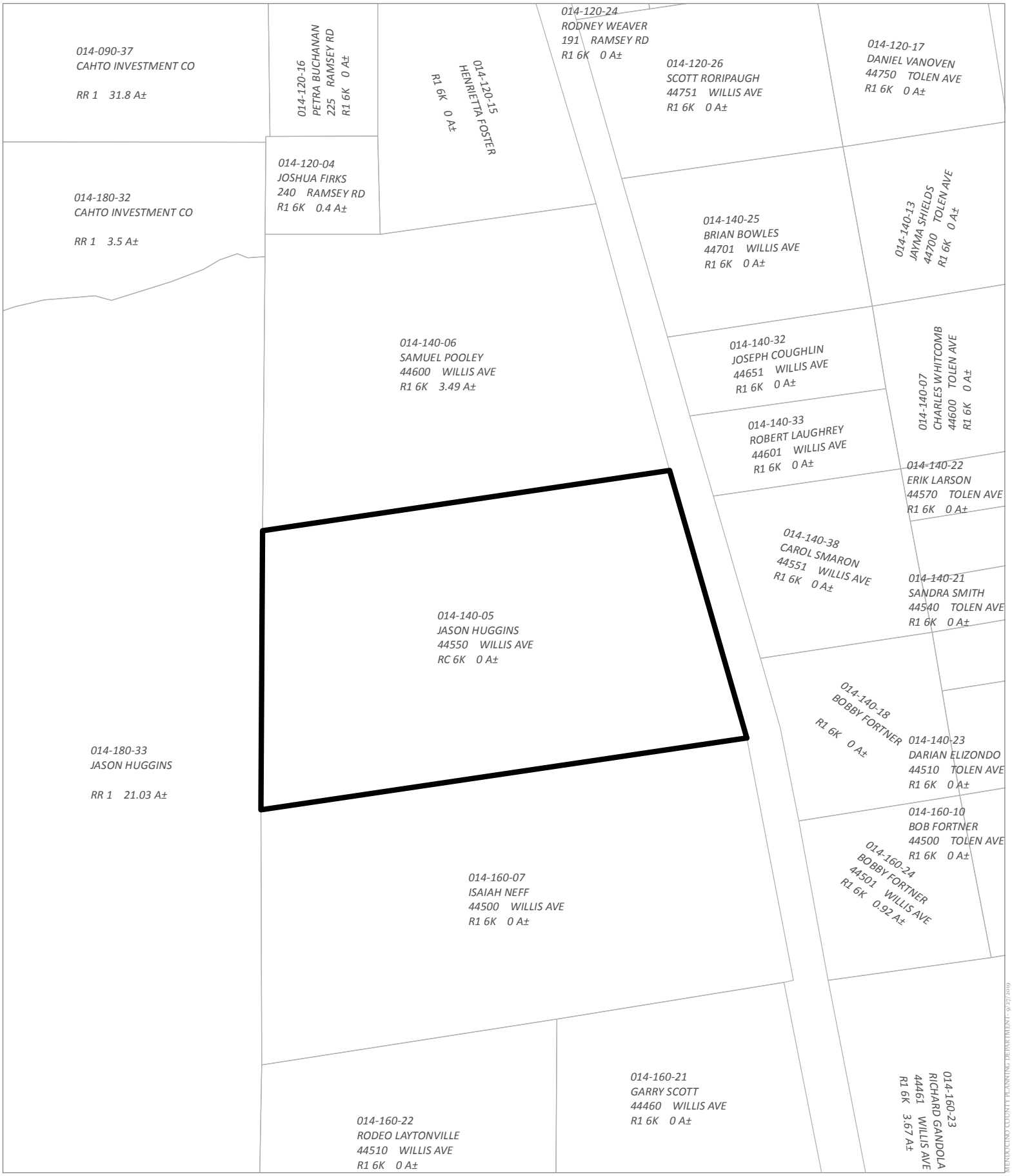
CASE: U 2019-0021
OWNER: HUGGINS, Jason
APN: 014-140-05
APLCT: Nicholas Smilgys
AGENT:
ADDRESS: 44550 Willis Avenue, Laytonville

General Plan Classes

Public Roads

0 100 200 Feet
0 0.015 0.03 Miles
1:2,400

GENERAL PLAN CLASSIFICATIONS



CASE: U 2019-0021
OWNER: HUGGINS, Jason
APN: 014-140-05
APLCT: Nicholas Smilgys
AGENT:
ADDRESS: 44550 Willis Avenue, Laytonville

0 75 150 Feet
0 0.0125 0.025 Miles
1:1,800

ADJACENT PARCELS

SHIMMINS CONSULTING CORP, INC

SECURITY PLAN:
44550 WILLIS AVE.
LAYTONVILLE, CA 95454

Introduction:

Principals of Shimmins Consulting Corporation have been working in the regulated cannabis industry for the past ten years, including opening and operating dispensaries in challenging neighborhoods in San Francisco, manufacturing facilities in Oakland and cultivation facilities in Mendocino county. Through our direct experience, including creating and refining security policies for cannabis operations, we have developed a proven strategy and approach to prevent and deal with threats, perceived and real, to our business.

We believe that the best defense is a good offense. We have implemented strong security measures that will deter offenders, notify law enforcement when appropriate and provide tools as evidence in the event of an incident. We use a mix of active and passive tactics to deter and control crime.

There is no magic pill that can make theft not happen. It is our goal to slow penetration to a point that it is impossible to get in and out before law enforcement arrives. These are proven techniques that we have learned over our years in the cannabis industry.

Monitored Security System:

Perhaps our most important tool is our monitored security system. Our system is internet connected with redundant power sources. This system is designed to detect any penetration or abnormality on the perimeter. This system has an “In” and “Away” setting. We can use the “In” setting to ensure that there is no unauthorized entry during work hours and the “Out” setting to arm all sensors and alert us to any movement or activity at the site. Our current system includes the following elements:

1. Entry sensors - Each entry has a dedicated sensor that can tell whether or not the door is opened. Each sensor feeds to the central tower that can send alerts via cell phone to supervisors.
2. Motion detectors - Each room is equipped with a motion detector that will detect any movement in the room. We currently have one of these installed in each room.
3. Glass break sensors - Each building is equipped with one glass break sensor that will trigger the alarm if any windows are broken in the facility. These sensors work for a radius of over 30 ft.
4. Fire Sensors - Each building is equipped with a fire sensor that will alert first responders in the event of a fire or extreme temperature in the facility.
5. Water Sensors - We have equipped each building with water sensors to detect a water leak and catch it before serious damage is done.
6. Enhanced Siren - If the alarm is tripped we have a 105 decibel siren that will sound in the main studio room. We will be adding a second siren in the garage area.
7. Panic Buttons - Each room is equipped with a stand alone panic button that directly connects to law enforcement.
8. Panic Codes - Each keypad is equipped with a panic code that an employee can enter in if they are being forced to disarm the alarm.
9. Visual Confirmation Cameras - The security system is equipped with a separate camera system that allows the monitoring company to visually confirm if there is an intruder and directly feed this information to law enforcement.

The system is monitored 24/7 by offsite monitoring companies and can be controlled from mobile devices using a well designed app. Employees with access are each issued an

individual PIN number so management can tell who disarms the system without visual confirmation. This system is equipped with battery and cellular back up function in the event of a power or internet outage.

Security Camera System:

We have installed a fully functional and robust camera system through out the entire facility. Every door and entry, working area, storage area and parking area are monitored. These cameras are also operating on a battery backup and have a securely stored NVR that can hold more than 30 days of video. These cameras are set up to save any motion that they record.

We currently have 10 total placements and will be adding additional placements prior to opening. The objective is to have no blind spots inside them facility. We currently have cameras on every work space and are covering the entire secured storage area. Our cameras are able to record in dark and light conditions and allow us to zoom up on any recorded material. They are full HD as well.

Some additional features of our camera system:

1. Camera covers all entries, approaches and exits.
2. Cameras are set for 24/7 record on motion.
3. The network video recorder is encrypted and secured under lock with a UPS for uninterrupted recording if power supply is purposely crippled.
4. The system provides alerts via mobile phone if motion is triggered at key locations in the facility.
5. Alerts are relayed via a secure internet link with a failsafe alarm mechanism should the network connection fail.

Passive Security Measures:

Passive security measures are things that a potential prowler may not see immediately but will slow their ability to penetrate the perimeter. We will be adding these as we evaluate the needs of the facility. The following items have been added to our facility:

1. Smart Locks - Main entrances are equipped with smart locks that allow us to give each employee their own PIN to gain access to the facility. They also eliminate the threat of an employee losing their keys or having them stolen.
2. Restricted access areas - Inside each structure we have enhanced security measures that restrict access to areas that product is stored. These are either entire rooms that are locked with additional deadbolts and steel doors or they are steel cages used for material that is currently being worked. All material will always be in a secure section of the facility unless it is currently being worked by an employee.
3. Smash proof window tinting - Windows throughout the facility are coated with a special tinting material that prevents them from being broken from the outside. Windows will break but should hold their integrity enough to prevent entry.
4. Window Shades and locks - Each window is closed and locked each night. We also have shades to prevent anyone from seeing anything inside the facility. When a person can't see what they are breaking into, it lessens the chances of a burglary.
5. Extra deadbolts - Roll up doors are equipped with industrial grade deadbolt locks.

Active Security Measures:

Active security measures are things that a potential intruder will encounter while attempting to break into the facility. We will be adding and expanding these items as we deem necessary over the next few months. Currently we have implemented or are planning to implement the following:

1. Driveway Gate (scheduled for install week of 2/17) - This will be an automatic gate that will prevent unauthorized vehicles from entering the facility grounds.
2. Fencing (planned for Q2 2020) - We will be fencing the entire facility grounds with an aesthetically pleasing but effective privacy fence. This will prevent access from all directions to the facility and grounds.
3. Security lighting - We have lights that we are upgrading to motion detectors. These will be on 24 hours a day and will be angled down and shielded so that they do not bother our neighbors.

Additional Security Procesdures:

There are many other things that we implement as an organization to ensure the safety of our staff and product. Below you will find additional protocols that SCC employees are trained on and expected to follow at all times. This list will be growing and expanded as needed.

Entry and Exit protocols:

This is when we are the most vulnerable to unwanted entry and robbery. The goal of this protocol is to ensure the safety of our facility and most importantly the safety of our employees. All of these should be done with a minimum of 2 employees at all times. Especially while closing during the winter hours when it is dark early in the afternoon.

On your approach to and from the building make sure that there is nothing suspicious or out of the ordinary. Pay attention to the little things and look for signs that someone has been poking around. Common occurrences are things moved to gain entry to a high window, trash moved to create a hiding spot, something that was not where it was left when the place was locked up.

Please follow these whenever possible, stay vigilant and aware of your surroundings.

Please remember, we should never resist a robbery. Comply with the demands of the aggressor and give them access to whatever they want. If it can be done without risking your own safety, trigger the alarm or press the panic button in the event of an unwelcome entry or some other emergency (fire, serious medical emergency, etc.).

Entry:
Park in the regular area. If you are the first one here, please wait for a second person to show up before you open the doors.

Unlock the door and enter your unique code in the keypad. There is a keypad in both the garage and the studio. Please do this promptly, you have 30 seconds until the police are notified of an alarm.

Exit:
The last people to leave should do so in a group. No one should ever be in the facility alone. When leaving, the key holder should be the last out. Press the “Away” button on the keypad and close and lock the door. If you do not exit in less than a minute, the alarm will be triggered. The key holder should also be the last one out of the parking lot. Please do not loiter in the parking lot after closing.

Other notes:
Duress Code - 3232 - If you are being forced to disengage the alarm, press 3232 and it will act as a panic button to the police and trigger the alarm.

Panic Buttons - There are panic buttons in both buildings. These should only be used in the case of an imminent threat. These are connected directly to the police as well. Do not press these if it threatens your safety.

Delivery Protocols:

All deliveries should be conducted by no fewer than two registered employees. Drivers are instructed and trained to drive with heightened awareness and to vary their routes to eliminate the chances of a robbery during transportation.

When a delivery arrives at the facility, security staff will go out to meet the vehicle at the gate. Once the vehicle is inside the gate, the area should be swept to ensure that it is clear of unauthorized persons. If the delivery driver is a not an SCC employee, they should be registered and given a visitor badge.

Delivery vehicles should be pulled directly to the roll up door and backed up as close as possible. When opening the roll up door, all other doors in the building should be shut and locked. All material should be loaded or unloaded and the roll up door should be closed as quickly as possible. Loading and unloading should be done by no fewer than two people to confirm that the Metrc manifest is accurate. Any inaccuracies should be noted and rejected in Metrc.

Visitors should sign out and return their visitor badge at the completion of their delivery.

Door Lock Policy:

All doors should remain locked at all times. This includes when workers are present. If a single door is open all others should be closed. When accessing a secured storage section please ensure that all doors in the building are closed and locked. While working in a secured storage location, all doors should be closed and locked.

Employees should only access areas that are needed for them to complete their work tasks. Non-management employees should always be accompanied by a manager when entering secured storage and restricted areas.

All employees personal items should be stowed appropriately in the designated areas and not brought into the work areas or secured storage areas.

ID and Lanyard Policy:

Per BCC regulations, all employees must be wearing a an ID badge with a unique employee ID number, license number and photo displayed prominently. This should stay on during all work hours and anytime an employee is onsite or making a delivery.

Visitors to the facility should be signed into the visitor log and issued a visitor badge. All visitors should be accompanied at all times by an SCC employee. When the visitor leaves, they must sign out on the visitors log and return their badges.

Track and Trace Policy:

All material handled by SCC must be previously in the METRC track and trace system. Manifests must match the material delivered exactly. Amounts that are not accurate should be noted and rejected. The farm or vendor should then adjust their transfer accordingly prior to our receiving any of the material.

Updates to the Metrc account should be done immediately when they are happening in real time. Our Metrc account should reflect all inventory exactly as it currently is with no discrepancies. If a discrepancy is found, it should be immediately reported to management.

Suspicious Activity Investigation Protocol:

If a manager finds a discrepancy in Metrc that they believe to be a suspicious event, they should refer the issue immediately to the executive team.

Executive team will follow this protocol to investigate the issue:

1. Review footage to find the explanation - If an issue is found the video clip should be saved and pulled off the server.
2. Isolate suspect from any work with active material - Reassign team member to non-cannabis activities during investigative period.
3. Report findings to BCC - Draft an incident report and include video clip in correspondence.
4. Take necessary disciplinary action on employee