



**ANNOTATED**

**AGENDA**

**CITY OF ANTIOCH PLANNING COMMISSION**

**WEDNESDAY, NOVEMBER 18, 2020**

**6:30 P.M.**

**PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE ORDER N-29-20 THIS MEETING WILL BE HELD AS A TELECONFERENCE MEETING.**

Observers may view the meeting livestreamed via the Planning Division's website at: <https://www.antiochca.gov/community-development-department/planning-division/planning-commission-meetings-sp/>

**APPEAL**

All items that can be appealed under 9-5.2509 of the Antioch Municipal Code must be appealed within five (5) working days of the date of the decision. The final appeal date of decisions made at this meeting is 5:00 p.m. on **WEDNESDAY, NOVEMBER 25, 2020.**

**ROLL CALL**

**6:30 P.M.**

Commissioners	Schneiderman, Chair
	Martin, Vice Chair
	Barrow
	Motts ( <i>absent</i> )
	Parsons
	Soliz

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

**CONSENT CALENDAR**

All matters listed under consent calendar are considered routine and are recommended for approval by the staff. There will be one motion approving the items listed. There will be no separate discussion of these items unless members of the Commission, staff or the public request specific items to be removed from the consent calendar for separate action.

**1. APPROVAL OF MINUTES:** October 21, 2020 **APPROVED**

## **CONTINUED PUBLIC HEARING**

2. **V-20-01, AR-20-09– 76 Gas Station Propane Tank** - Barghausen Consulting Engineers Inc. requests a variance and design review to make improvements to the existing 76 Gas Station. The request is to install a new above-ground propane tank for retail sales, relocate the air/water unit, install a new ADA accessible van parking stall, and install landscaping around the proposed improvements. A variance is requested because the proposed improvements will be located within in the required 30-foot front setback from Fitzuren Road. This project has been found to be Categorically Exempt for the requirements of the California Environmental Quality Act. The project site is located at 2701 Contra Loma Blvd (APN 071-011-036).

### **RECOMMENDED ACTION:**

Staff recommends that the Planning Commission approve the variance and design review request subject to the conditions contained in the attached resolution.

***RESOLUTION NO. 2020-27***

## **NEW PUBLIC HEARING**

3. **UP-20-04 – Culture Club Cannabis Dispensary** – The applicant, High Horizons Group requests a use permit in order to operate and open a cannabis dispensary located at 1925 Verne Roberts Circle. The Applicant proposes to apply with the State of California Bureau of Cannabis Control to obtain a Type-10 Store-Front Retail License for Medical and Adult-Use activity. The project site is located on the west side of Auto Center Drive, south of Verne Roberts Circle and the east side of Crow Court north of the Union Pacific Railroad (APN 074-052-015).

### **RECOMMENDED ACTION:**

Staff recommends that the Planning Commission approve the use permit contained in the attached resolution.

***RESOLUTION NO. 2020-28***

## **ORAL COMMUNICATIONS**

## **WRITTEN COMMUNICATIONS**

## **COMMITTEE REPORTS**

## **ADJOURNMENT** (7:32 pm)

### **Notice of Availability of Reports**

Copies of the documents relating to this proposal are available for review at <https://www.antiochca.gov/fc/community-development/planning/Project-Pipeline.pdf>.

The staff report and agenda packet will be posted on Friday, November 13, 2020, at <https://www.antiochca.gov/government/agendas-and-minutes/planning-commission/>

### **Notice of Opportunity to Address the Planning Commission**

There are two ways to submit public comments to the Planning Commission:

- Prior to 3:00 the day of the meeting: Written comments may be submitted electronically to the Secretary to the Planning Commission at the following email address: [planning@ci.antioch.ca.us](mailto:planning@ci.antioch.ca.us). All comments received before 3:00 pm the day of the meeting will be provided to the Planning Commissioners before the meeting. **Please indicate the agenda item and title in your email subject line.**
- After 3:00 the day of the meeting and during the meeting: Please refer to the Planning Division's website for instructions on how to comment after 3:00 the day of the meeting and during the Planning Commission meeting: <https://www.antiochca.gov/community-development-department/planning-division/planning-commission-meetings/>.

Written comments submitted during the meeting will be read into the record by staff (not to exceed three minutes at staff's cadence) when the chair of the Planning Commission opens the public comment period for the relevant agenda item.

### **Accessibility**

In accordance with the Americans with Disabilities Act and California law, the City of Antioch offers its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or email address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950 and e-mail: [publicworks@ci.antioch.ca.us](mailto:publicworks@ci.antioch.ca.us).

**CITY OF ANTIOCH  
PLANNING COMMISSION**

**Regular Meeting  
6:30 p.m.**

**October 21, 2020  
Meeting Conducted Remotely**

***The City of Antioch, in response to the Executive Order of the Governor and the Order of the Health Officer of Contra Costa County concerning the Novel Coronavirus Disease (COVID-19), held Planning Commission meetings live stream (at <https://www.antiochca.gov/community-development-department/planning-division/planning-commission-meetings/>). The Planning Commission meeting was conducted utilizing Zoom Audio/Video Technology.***

Chair Schneiderman called the meeting to order at 6:30 P.M. on Wednesday, October 21, 2020 in the City Council Chambers. She announced that because of the shelter-in-place rules issued as a result of the coronavirus crisis, tonight's meeting was being held in accordance with the Brown Act as currently in effect under the Governor's Executive Order N-29-20, which allowed members of the Planning Commission, City staff, and the public to participate and conduct the meeting by electronic conference. She stated anyone wishing to make a public comment, may do so by submitting their comments using the online public comment form at [www.antiochca.gov/community-development-department/planning-division/planning-commission-meetings/](https://www.antiochca.gov/community-development-department/planning-division/planning-commission-meetings/). Public comments that were previously submitted by email have been provided to the Planning Commissioners. She stated that all items that can be appealed under 9-5.2509 of the Antioch Municipal Code must be appealed within five (5) working days of the date of the decision. The final appeal date of decisions made at this meeting is 5:00 P.M. on Wednesday, October 28, 2020.

**ROLL CALL**

Present: Commissioners Motts, Parsons, Soliz, Barrow, Vice Chair Martin, and Chair Schneiderman

Staff: Director of Community Development, Forrest Ebbs  
Planning Manager, Alexis Morris  
Associate Planner, Kevin Scudero  
Contract Planner, Kevin Valente  
Associate Community Development Technician, Hilary Brown  
City Attorney, Thomas Lloyd Smith  
Captain, Tony Morefield  
Minutes Clerk, Kitty Eiden

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**



None.

**CONSENT CALENDAR**

1. Approval of Minutes:
  - A. July 1, 2020
  - B. July 15, 2020
  - C. August 5, 2020
  - D. August 19, 2020

*On motion by Commissioner Soliz, seconded by Vice Chair Martin the Planning Commission unanimously approved the minutes of July 1, 2020, as presented. The motion carried the following vote:*

**AYES:** Motts, Parsons, Soliz, Barrow, Martin, and Schneiderman  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

*On motion by Vice Chair Martin, seconded by Commissioner Soliz the Planning Commission unanimously approved the minutes of July 15, 2020, as presented. The motion carried the following vote:*

**AYES:** Motts, Parsons, Soliz, Barrow, Martin, and Schneiderman  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

*On motion by Commissioner Barrow, seconded by Commissioner Motts the Planning Commission unanimously approved the minutes of August 5, 2020, as presented. The motion carried the following vote:*

**AYES:** Motts, Parsons, Soliz, Barrow, Martin, and Schneiderman  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

*On motion by Vice Chair Martin, seconded by Commissioner Soliz the Planning Commission approved the minutes of August 19, 2020, as presented. The motion carried the following vote:*

**AYES:** Parsons, Soliz, Barrow, Martin, and Schneiderman  
**NOES:** None  
**ABSTAIN:** Motts  
**ABSENT:** None

**NEW PUBLIC HEARING**

3. **UP-19-14– Cookies Cannabis Dispensary** – Bakery Antioch, Inc. (Cookies Dispensary) requests approval of a Use Permit to operate a cannabis dispensary with delivery. The project site is located at 2515 West Tenth Street (APN 074-051-018).

Contract Planner Valente presented the staff report dated October 21, 2020 recommending the Planning Commission adopt the resolution recommending that the City Council approve a Use Permit (UP-19-14) for a cannabis dispensary with delivery.

In response to Vice Chair Martin, staff clarified that if approved this would be the fourth dispensary in the Verne Roberts Circle section of the cannabis overlay district and there was an additional dispensary operating on Wilbur Avenue. They explained that they would be removing the vehicle gate to allow customer parking in the rear of the building. They commented that Crystal Clear Logo was not classified as a traditional retail because they typically served businesses.

Commissioner Parsons added that she patronized Crystal Clear Logo and the only time she visited the property was to pick up her orders.

In response to Vice Chair Martin, Contract Planner Valente explained that the tinted windows were not in the retail area.

In response to the Commission, Captain Morefield reported that there had been a relatively small number of calls for service at dispensaries currently operating in Antioch which he attributed to the strong security measures the City had created. He stated the site was a tight area; however, there were not many vehicles in the area. He verified that there were no outstanding issues regarding this application and noted that he met with and provided feedback to the applicant who was very receptive.

In response to Commissioner Barrow, Contract Planner Valente clarified that the project was routed to the Fire Department and he was not aware of any outstanding concerns. Associate Planner Scudero added that when the business obtained their building permits, they would be submitting to the Fire Department and should they require sprinklers, it would be addressed at that time. He added that the Fire Department would have to sign off on the project.

In response to Commissioner Barrow, Captain Morefield stated that two-armed security guards were more than adequate for a business of this size.

In response to Commissioner Barrow, Planning Manager Morris explained that if they had not pulled a building permit within 2-years, they could request a one-year extension. She noted if the use permit was approved, it was into perpetuity as long as they were in compliance with all the conditions of approval.

## PROPONENT

Jesse Feldman thanked everyone for hearing their application this evening and introduced their development team. Ryan Johnson and Jesse Feldman gave a Power Point presentation of their brand, products, outreach efforts, circulation/parking plan and social equity program.

In response to Commissioner Motts, Mr. Johnson clarified that their product packaging was compliant with California laws and standard disclaimers were on all packaging.

In response to Chair Schneiderman, Mr. Johnson announced they had developed standard operating procedures to prevent or limit the spread of COVID-19. He stated they would work closely with the City to impose necessary limits.

Commissioner Barrow congratulated the applicant.

In response to Commissioner Barrow, Mr. Johnson stated the percentages of gross revenue for donations in the first year was .25%, the second year .37% and the third year was .5%. He explained that they looked to the City for guidance as to which programs to support for the Social Equity component. He noted they had not looked at vocational programs; however, they would not be opposed to considering them. He further noted they wanted to complete the process within the next three weeks so Council could consider the Operating Agreement with their application.

City Attorney Smith stated they were working with Mr. Feldman and Mr. Johnson on the Operating Agreement which would have a social equity component and Youth Services Network Manager Johnson was working with the applicant to identify programs that would have the greatest impact on the community. He explained that the Social Equity Program would be included in the Operating Agreement that would be approved by the City Council. He reported that Cookies had demonstrated complete willingness to make contributions.

Commissioner Parsons thanked the applicant for their outreach efforts.

In response to Vice Chair Martin, Mr. Johnson explained that the products in their lobby were only displays filled with rice and all of their products were in secure storage, behind locked doors, only accessible to authorized employees. Mr. Feldman explained that the interior tandem parking space #4 was intended for the manager.

In response to Commissioner Soliz, Mr. Johnson explained that the business was a corporate operation, and the licensing fee was for intellectual property and marketing related to the brand. He clarified they should turn a profit based on revenue and operating expenses; however, if they figured in capital expenditures, it may decrease the profit for the first few years.

Commissioner Soliz mentioned other operators in Antioch had been quite successful and he was concerned for parking posing a problem on 10<sup>th</sup> Street. He explained that he had generally been opposed to other cannabis businesses; however, since he had been in to see them, he

understood their business model. He encouraged all Commissioners visit existing cannabis businesses. He stated he wanted to know what their contribution would be to the City.

City Attorney Smith explained that the details of the community benefits would become very specific in the Operating Agreement.

Chair Schneiderman thanked the applicant for responding to all their questions and commended them on their outreach efforts.

Chair Schneiderman opened the public hearing.

The following public comments were made by an individual utilizing Zoom Audio/Video Technology.

Martin representing Contra Costa Farms expressed concern that Cookies was not contributing an equitable amount to their Social Equity Program and they felt it would be disingenuous to franchise this business. He also felt parking would be insufficient for the business.

Joseph Lawton, Property Manager, spoke in support of Mr. Feldman and expressed concern regarding the lack of parking for the business.

Chair Schneiderman closed the public hearing.

Chair Schneiderman stated she had reservations regarding the parking; however, she felt the applicant and staff had mitigated those issues.

Commissioner Parsons thanked Martin from Contra Costa Farms and recognized their charitable contributions to the Antioch Rotary.

In response to Commissioner Parsons, Contract Planner Valente explained that the Use Permit included delivery service and all loading of product would be done internally, which could potentially help with the parking issue. He noted that they would begin with one delivery vehicle with the potential to add more based on demand.

Commissioner Soliz reiterated his concerns regarding parking. He stated he believed current operators were influential and generous providers in Antioch and the City should nurture those existing businesses.

In response to Commissioner Parsons, Contract Planner Valente stated that the applicant revised their plans to address staff's concerns regarding parking. He explained that there was no specific parking calculation for Cannabis dispensaries, so they were using the City's retail parking requirements which they exceeded. He noted there could be issues, but they hoped they could be mitigated with the operation of the business.

Planning Manager Morris stated that parking calculations were based on all employees and customers being there at the same time. She reiterated that they met the retail requirement,

which was the best equivalent they had and there were conditions of approval that security guards had to enforce those requirements. She noted in the future if they found that it was insufficiently parked and the security guard were not complying with the conditions of approval, the Use Permit could go through the revocation process. She further noted if they were complying with the conditions of approval and they did not have enough parking, those customers would have to leave the site, until parking was available. She added if there was a problem it would be because the conditions of approval were not being enforced. She noted at that time they would work with the applicant or consider initiating a revocation.

Vice Chair Martin questioned if they could condition the project to come back in 6 months to re-evaluate parking.

Planning Manager Morris responded that conditional Use Permits on a 6-month timeframe were problematic because once the business opened, it was not appropriate to re-evaluate the requirements placed on them. She stated that requirements should be based on the project description with conditions that could be enforce. She noted the parking requirements were baseline and the Planning Commission and Council had the authority to establish different requirements.

Commissioner Motts reminded the Commissioners that the Planning Commission and City Council placed the overlay in a business park area.

In response to Commissioner Motts, City Attorney Smith explained that the Operating Agreement would be negotiated with Cookies and it was separate from this process. He commented that they had created mandatory minimums based on expectations of the business. He stated he was comfortable that what they would be contributing to their Social Equity Program was going to be aligned with the other cannabis businesses. He noted the Operating Agreement was very specific and contractually based with a monitoring component.

Commissioner Barrow congratulated staff for their explanation of parking requirements and he commended the applicant for their due diligence and exceeding those requirements. He noted the conditional use permit addressed the parking issue and the applicant was aware that it was a contentious issue. In addition, he noted the issue had been addressed by the Antioch Police Department and Fire Department and would soon be addressed by the Building Department. He stated he would be voting for fairness and if issues came up there could be modifications pertaining to parking.

Vice Chair Martin suggested the possibility of requiring an additional staff member or security guard to monitor parking during hours of operation.

Planning Manager Morris responded that the Planning Commission could consider that option. She cautioned that adding additional employees would impact parking. She noted two security guards were the minimum and they were meeting that requirement.

Vice Chair Martin stated if they could resolve the issue regarding parking, he would be more inclined to approve the project.

Commissioner Soliz stated he did not believe there was an adequate solution to the parking situation. He moved to deny Use Permit (UP-19-14). The motion died for the lack of a second. Commissioner Barrow stated he believed the applicant had met the necessary parking requirements and if issues came up in the future they could be addressed.

In response to Commissioner Parsons, Captain Morefield reiterated that he drove thru proposed and approved cannabis businesses, and this parking area is tight; however, he had not witnessed significant parking issues. He noted this was a smaller business and he could not speak to the amount of traffic they would generate; however, he had not seen any parking issues at Delta Dispensary.

Planning Manager Morris reiterated that if there becomes a problem with the parking there was a condition of approval addressing violations of the Use Permit.

#### **RESOLUTION NO. 2020-26**

***On motion by Commissioner Barrow, seconded by Commissioner Motts the Planning Commission adopted the resolution recommending that the City Council approve a Use Permit (UP-19-14) for a cannabis dispensary with delivery. The motion carried the following vote:***

<b>AYES:</b>	<b><i>Motts, Parsons, Barrow, and Schneiderman</i></b>
<b>NOES:</b>	<b><i>Martin and Soliz</i></b>
<b>ABSTAIN:</b>	<b><i>None</i></b>
<b>ABSENT:</b>	<b><i>None</i></b>

Chair Schneiderman thanked the applicant for investing in Antioch and the public speakers for voicing their opinion.

#### **ORAL COMMUNICATIONS**

Planning Manager Morris introduced Community Development Technician, Hilary Brown.

Chair Schneiderman welcomed Community Development Technician Brown to the City.

Commissioner Soliz suggested the City look at parking requirements for cannabis businesses because he felt traditional retail requirements did not apply to these types of businesses.

Commissioner Barrow stated it was difficult to compare cannabis businesses that were vastly different in their business model. He noted that the City should consider whether the business meets current regulations. He further noted that the Planning Commission should be part of any review of violations of a Use Permit.

Director of Community Development Ebbs cautioned the Commission about creating a conversation that was not agenzized for discussion this evening.

### **WRITTEN COMMUNICATIONS**

None.

### **COMMITTEE REPORTS**

Commissioner Motts reported that the TRANSPLAN meeting had been cancelled.

### **ADJOURNMENT**

*On motion by Vice Chair Martin, seconded by Commissioner Soliz the Planning Commission unanimously adjourned the meeting at 8:22 P.M. The motion carried the following vote:*


<b>AYES:</b>	<b><i>Motts, Parsons, Soliz, Martin, and Chair Schneiderman</i></b>
<b>NOES:</b>	<b><i>None</i></b>
<b>ABSTAIN:</b>	<b><i>None</i></b>
<b>ABSENT:</b>	<b><i>Barrow (lost audio/video connection)</i></b>


Respectfully submitted:  
KITTY EIDEN, Minutes Clerk



**STAFF REPORT TO THE PLANNING COMMISSION**

**DATE:** Regular Meeting of November 18, 2020

**SUBMITTED BY:** Zoe Merideth, Associate Planner 

**APPROVED BY:** Alexis Morris, Planning Manager 

**SUBJECT:** 76 Gas Station Propane Tank (V-20-01, AR-20-09)

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**RECOMMENDED ACTION**

Staff recommends that the Planning Commission approve the variance and design review request subject to the conditions contained in the attached resolution.

**DISCUSSION**

Requested Approvals

Barghausen Consulting Engineers Inc. requests a variance and design review to make improvements to the existing 76 Gas Station. The request is to install a new above-ground propane tank for retail sales, relocate the air/water unit, install a new ADA accessible van parking stall, and install landscaping around the proposed improvements. The project site is located at 2701 Contra Loma Boulevard (APN: 071-011-036).





## Environmental

This project has been deemed Categorical Exempt from CEQA under Article 19, Section 15303, New Construction or Conversion of Small Structures, Class 3 because the project involves the installation of small equipment and minor site changes to an existing, developed site.

## Background

The site contains an existing 76 Gas Station. In 2015, the Planning Commission approved a use permit, variance, and design review request at the site to demolish the then existing canopy, pumps, and service bay building and construct a new canopy, six new dispensers and a 2,720 square foot convenience store. These improvements were completed in 2017.

In August 2020, the Planning Division received the current variance and design review request. The applicant's project description is included as Attachment B and the project plans are included as Attachment C.

This item was heard at the November 4, 2020 Planning Commission meeting. At the meeting, staff presented the staff report and the applicant presented a project overview. No members of the public wished to speak during the public comment period. A motion was made to approve the project. Two commissioners were absent, one commissioner voted to deny the project, and three commissioners voted to approve the project. The motion failed because a majority of the Planning Commission did not vote to approve the project. A new motion was made to rescind the previous vote and continue the item to the next regularly scheduled Planning Commission meeting – November 18, 2020. With two commissioners absent, the motion passed with four votes.

At the Planning Commission meeting, questions about fire safety were raised. As part of the initial review for this project, staff had requested that the Contra Costa County Fire Protection District provide preliminary comments and conditions of approval for the project. The Fire District's response, dated September 22, 2020, is included as Attachment D to this report. The condition of approval included in the letter is included as a recommended condition of approval in the resolution along with the standard, recommended condition of approval that all Fire requirements shall be met. After the Planning Commission meeting, staff asked the Fire District to provide additional information about propane tank safety at the project site. The Fire District does not formally review projects until a formal application is submitted to the Fire District. Nevertheless, the Fire District provided a letter regarding some of the California Fire Code requirements a propane tank must meet. This letter is included as Attachment E.

## Project Overview

Barghausen Consulting Engineers Inc. requests a variance and design review to make improvements to the existing 76 Gas Station at 2701 Contra Loma Boulevard.

First, the applicant proposes to install a 500-gallon above-ground propane tank to be used for retail sales. The tank, concrete pad, and access sidewalk would be installed in the northeast corner of the site. The tank would be installed approximately in an existing landscape area and be located 16.6 feet from the northern property line that fronts Fitzuren Road and 10.6 feet from the eastern property line. In order to screen the tank from view, the applicant has proposed dense landscaping. The landscaping includes a row of four to five foot high oleanders, along with Spanish lavender, fountain grass, dwarf bottle brush, dwarf golden shrub daisy, and groundcovers. A fifteen-gallon sweet bay laurel tree is also proposed to be planted as well. The Antioch Municipal Code § 9-5.1301 requires mechanical equipment to be screened from the right-of-way. Based on the proposed landscaping plans, staff believes the Antioch Municipal Code requirement will be satisfied.

In addition to the propane tank, the applicant is proposing to relocate the air/water unit in order to meet current California Building Code standards for ADA accessibility. Currently, the unit is in the northeast area of the site, next to a standard parking stall. The California Building Code requires the unit to be placed next to an ADA accessible van stall so any customer can use it. The existing parking stall next to the unit is not van accessible nor is the parking row able to be re-stripped to meet current ADA requirements. The applicant has proposed to move the unit next to the existing parking stalls at the northwest corner of the site. The unit will be installed in a new landscaped island surrounded by a six-inch curb. The two existing parking spaces will be re-stripped to allow for one van accessible parking space. The previous project approvals included 13 parking spaces. The project was ultimately developed with 14 spaces. Even with the loss of one space due to ADA requirements, the number of parking spaces will be maintained at what the 2015 approvals allowed. The proposed landscaping will coordinate with the proposed landscaping around the propane tank. The project plans include a turning template (sheet 1 of 1) that indicate the new landscaping island and curb will not prevent a fuel tanker from accessing the site.

The project plans do not currently indicate that the existing air/water unit will be removed. The project applicant has stated that the existing unit will be removed. Staff has added a recommended condition of approval requiring the unit's removal. Staff has also added a recommended condition of approval requiring that new landscaping be installed where the previous unit was located.

Finally, the applicant is proposing to move the underground storage tanks slightly. This change does not affect the site layout. A turning template provided in the project plans (sheet 1 of 1) demonstrates that a fuel tanker will be able to navigate the site and proposed underground storage tanks.

#### Zoning Ordinance Requirements – Front Yard Setback

Antioch Municipal Code § 9-5.601 requires a 30-foot front yard landscaping setback from major arterial streets, which includes Fitzuren Road based on the General Plan's Circulation Section. Placing a propane tank within this landscaping setback requires a

variance. Additionally, § 9-5.1602 (c) of the Antioch Municipal Code states that “No fence, wall, hedge or screen planting shall exceed a maximum height of 36 inches in the required front yard.” In order to adequately screen the propane tank four to five foot tall oleanders are proposed within the required front yard, which also requires a variance.

The project site is very constrained and already developed, which limited the location where the propane tank could be placed. The propane tank requires a 15 foot by 30-foot concrete pad, a four-foot wide accessible pathway, and to be placed 10 feet away from any enclosed building. Based on the existing site configuration and parking requirements, the proposed location is the only feasible location for the propane tank. Placing the propane tank in the existing circulation area or parking stalls was not feasible because it would reduce the required parking for the site, would have required a parking variance, and could have led to traffic flow and safety concerns. Placing the propane tank near the trash enclosure and relocating the trash enclosure was also not feasible due to ADA pedestrian pathway requirements.

The proposed screening planting, while exceeding the three-foot height limit in the Municipal Code, does meet the requirements of § 9-5.1101 Site Obstructions at Intersections. This code section ensures visibility at intersections and driveways. The code section requires vegetation greater than three feet in height to remain outside of the clear vision zone of driveways. For driveways, the clear vision zone is defined as a triangle with “25 foot tangents at the outside line of the driveway and the curbline.” The landscaping is proposed to be located 26.5 feet away from driveway. The landscaping, as proposed would not create a site obstruction, even as it exceeds the permitted height for a front yard setback.

### Variance Findings

To approve a variance, four findings must be made (Antioch Municipal Code § 9-5.2703). If an application can meet all four of the findings, then the variance can be granted. Conversely, if any one of the findings cannot be made, the variance should be denied. The four findings and their applicability to this project are as follows:

- 1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity.**

The subject parcel is an existing gas station at a fully developed site that cannot be expanded due to existing development on all sides of the site. The parcel is a corner lot on two arterial streets, which each require 30-foot front setbacks. The proposed propane tank cannot be placed elsewhere on the site because it either would have created other safety and traffic flow concerns and the need for a parking variance or it would not have met current ADA requirements for accessibility.

- 2. That the granting of such variance will not be materially detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity.**

The granting of the variance will have little or no effect on the surrounding properties as the proposed propane tank has a 10.6 foot setback from the neighboring property, which meets the setback requirement and exceeds the existing setback of the site's convenience store, which is set on the rear property line. Therefore, the propane tank, which will be screened with landscaping, would not be injurious to neighboring property owners. The proposed propane tank would meet all Building Code requirements and, therefore, would not be materially detrimental to the public health or welfare.

- 3. That because of special circumstances applicable to the subject property, including size, shape, topography, location, or surroundings, the strict application of the zoning provisions is found to deprive the subject property of privileges enjoyed by other properties in the vicinity under the identical zone classifications.**

There are special circumstances that are applicable to the subject property that make application of the zoning provisions for the front setback difficult to meet. Specifically, as discussed above, the constrained site and large setback requirements leave only one location where a propane tank can be placed and not create a safety hazard and meet all accessibility requirements. Therefore, the size and surroundings of the property limit the property from enjoying the privilege of providing a typical service of gas stations.

- 4. That the granting of such variance will not adversely affect the comprehensive General Plan.**

The applicant's request would not adversely affect the comprehensive General Plan because the existing use of the property, a gas station and convenience store, is consistent with the General Plan and this proposal will not change that.

## **ATTACHMENTS**

- A. Resolution
- B. Project Description
- C. Project Plans
- D. Contra Costa County Fire Request for Comments Response
- E. Contra Costa County Fire Letter

# ATTACHMENT A

## CITY OF ANTIOCH PLANNING COMMISSION RESOLUTION NO. 2020-\*\*

### RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ANTIOCH APPROVING THE DESIGN REVIEW AND VARIANCE REQUEST TO INSTALL A NEW PROPANE TANK AND ASSOCIATED IMPROVEMENTS AT THE 76 GAS STATION AT 2701 CONTRA LOMA BOULEVARD

**WHEREAS**, the Planning Commission for the City of Antioch did receive a request from Barghausen Consulting Engineers Inc for a variance and design review (V-20-01, AR-20-09) to install a new above-ground propane tank for retail sales, relocate the air/water unit, install a new ADA accessible van parking stall, and install landscaping around the proposed improvements at 2701 Contra Loma Blvd (APN: 071-011-036);

**WHEREAS**, this project has been deemed categorically exempt from CEQA under Article 19, Section 15303, New Construction of Conversion of Small Structures, Class 3;

**WHEREAS**, notice of public hearing was given as required by law;

**WHEREAS**, the Planning Commission on November 4, 2020, duly held a hearing, received and considered evidence, both oral and documentary, and voted to continue the item to the next Planning Commission meeting;

**WHEREAS**, the Planning Commission on November 18, 2020, duly held a hearing, received and considered evidence, both oral and documentary; and

**WHEREAS**, as conditioned, the Planning Commission can make the following required findings for approval of a variance for a propane tank, improvements, and landscaping over three feet tall in the required front yard setback:

1. **That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity.**

The subject parcel is an existing gas station at a fully developed site that cannot be expanded due to existing development on all sides of the site. The parcel is a corner lot on two arterial streets, which each require 30-foot front setbacks. The proposed propane tank cannot be placed elsewhere on the site because it either would have created other safety and traffic flow concerns and the need for a parking variance or it would not have met current ADA requirements for accessibility.

2. **That the granting of such variance will not be materially detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity.**

The granting of the variance will have little or no effect on the surrounding properties as the proposed propane tank has a 10.6 foot setback from the neighboring property, which meets the setback requirement and exceeds the existing setback of the site's convenience store, which is set on the rear property line. Therefore, the propane tank, which will be screened with landscaping, would not be injurious to neighboring property owners. The proposed propane tank would meet all Building Code requirements and, therefore, would not be materially detrimental to the public health or welfare.

3. **That because of special circumstances applicable to the subject property, including size, shape, topography, location, or surroundings, the strict application of the zoning provisions is found to deprive the subject property of privileges enjoyed by other properties in the vicinity under the identical zone classifications.**

There are special circumstances that are applicable to the subject property that make application of the zoning provisions for the front setback difficult to meet. Specifically, as discussed above, the constrained site and large setback requirements leave only one location where a propane tank can be placed and not create a safety hazard and meet all accessibility requirements. Therefore, the size and surroundings of the property limit the property from enjoying the privilege of providing a typical service of gas stations.

4. **That the granting of such variance will not adversely affect the comprehensive General Plan.**

The applicant's request would not adversely affect the comprehensive General Plan because the existing use of the property, a gas station and convenience store, is consistent with the General Plan and this proposal will not change that.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Antioch does hereby **APPROVE** the variance and design review (V-20-01, AR-20-09) to install a new above-ground propane tank for retail sales, relocate the air/water unit, install a new ADA accessible van parking stall, and install landscaping around the proposed improvements at 2701 Contra Loma Blvd (APN: 071-011-036), subject to the following conditions:

**A. GENERAL CONDITIONS**

1. The applicant shall defend, indemnify, and hold harmless the City in any action brought by a third party to challenge the land use entitlement. In addition, if there is any referendum or other election action to contest or overturn these approvals, the applicant shall either withdraw the application or pay all City costs for such an election.

2. The project shall be implemented as indicated on the application form and accompanying materials provided to the City and in compliance with the Antioch Municipal Code, or as amended by the Planning Commission.
3. No building permit will be issued unless the plan conforms to the site plan as approved by the Planning Commission and the standards of the City.
4. This approval expires two years from the date of approval (expires November 18, 2022), unless a building permit has been issued and construction has diligently commenced thereon and has not expired, or an extension has been approved by the Zoning Administrator. Requests for extensions must be received in writing with the appropriate fees prior to the expiration of this approval. No more than one, one-year extension shall be granted.
5. No permits or approvals, whether discretionary or mandatory, shall be considered if the applicant is not current on fees, reimbursement payments, and any other payments that are due.
6. All required easements or rights-of-way shall be obtained by the applicant at no cost to the City of Antioch. Advance permission shall be obtained from any property or easement holders for any work done within such property or easements.
7. The applicant shall obtain an encroachment permit for all work to be done within the public right-of-way, and peak commute-hour traffic shall not be impeded by construction-related activity.

**B. CONSTRUCTION CONDITIONS**

1. The use of construction equipment shall be as outlined in Antioch Municipal Code Section 5-17.05. Requests for alternative days/times may be submitted in writing to the City Manager for consideration.
2. The project shall be in compliance with and supply all the necessary documentation for AMC 6-3.2: Construction and Demolition Debris Recycling.
3. Building permits shall be secured for all proposed construction associated with this facility, including any interior improvements not expressly evident on the plans submitted.
4. Temporary construction fencing shall be installed around the area of work to prevent customers from accessing the area.

**C. FIRE REQUIREMENTS**

1. All requirements of the Contra Costa County Fire Protection District shall be met, including:
  - a. The developer shall submit a minimum of two (2) complete sets of above ground flammable/combustible liquid storage tanks plans and specifications of the subject project to the Fire District for review and approval to ensure compliance with minimum requirements related to fire and life safety. Plan review and inspection fees shall be submitted at the time of plan review submittal. (105.4.1) CFC, (901.2) CFC, (107) CBC

**D. FEES**

1. The applicant shall pay all fees as required by the City Council.

**E. PROPERTY MAINTENANCE**

1. The project shall comply with Property Maintenance Ordinance Section 5-1.204.
2. The site shall be kept clean of all debris (boxes, junk, garbage, etc.) at all times.
3. No signs shall be installed on this site without prior City approval.

**F. UTILITIES**

1. All on-site curbs, gutters and sidewalks shall be constructed of Portland cement concrete.
2. All ground mounted utility appurtenances such as transformers, AC condensers, backflow devices, etc., shall be located out of public view and adequately screened in such a manner as to minimize the visual and acoustical impact. Screening may include a combination of landscaping and/or masonry to the satisfaction of the Community Development Department. All gas and electrical meters shall be concealed and/or painted to match the building

**G. LANDSCAPING**

1. Sight distance triangles shall be maintained per AMC § 9-5.1101, Site Obstructions at Intersections. Landscaping shall not create a sight distance problem.
2. Detailed landscaping and irrigation plans for the entire site shall be submitted to the City for review and approval. All landscaping and irrigation shall be installed in accordance with approved plans prior to the issuance of certificates of occupancy for this building.



3. Landscaping for the project shall be designed to comply with the applicable requirements of City of Antioch Water Efficient Landscape Ordinance (WELO). Prior to issuance of a building permit, the applicant shall demonstrate compliance with the applicable requirements of the MWELO in the landscape and irrigation plans submitted to the City.
4. Landscape shall show immediate results. Landscaped areas shall be watered, weeded, pruned, fertilized, sprayed, and/or otherwise maintained as necessary. Plant materials shall be replaced as needed to maintain the landscaping in accordance with the approved plans.
5. All trees shall be a minimum 15-gallon size and all shrubs shall be a minimum 5-gallon size. All trees required for tree removal mitigation shall be a minimum 24-inch box in size.

**H. PROJECT SPECIFIC CONDITIONS**

1. This variance and design review approval applies to the installation of a new above-ground propane tank for retail sales, relocation of the air/water unit, installation of a new ADA accessible van parking stall, and the installation of landscaping around the proposed improvements at 2701 Contra Loma Blvd as shown depicted on the plans stamped received by Community Development on September 14, 2020.
2. The existing air/water unit located in the northeast corner of the parking area shall be completely removed, including the concrete base.
3. New landscaping shall be installed in the landscaping island where the existing air/water unit is removed. At building permit submittal, updated landscaping plans shall be submitted showing the proposed landscaping. The landscaping shall coordinate with the rest of the landscaping at the site.
4. The mulch applied as part of this project shall match the existing mulch in size and color.

\* \* \* \* \*

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the Planning Commission of the City of Antioch at a regular meeting thereof held on the 18th day of November 2020.

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Forrest Ebbs**  
**Secretary to the Planning Commission**

# ATTACHMENT B

## Project Narrative Design Review and Variance

**2701 CONTRA LOMA BLVD ANTIOCH LLC - Propane Tank**  
**2701 Contra Loma Boulevard, Antioch, CA 95401**  
**Our Job No. 20940**

Prepared by

**Barghausen Consulting Engineers, Inc.**

**August 17, 2020**

***Revised September 9, 2020***

### **Project Description**

2701 CONTRA LOMA BLVD ANTIOCH, LLC requests a Design Review and Variance approval from the Planning Division to permit a screened 500-gallon above-ground propane tank with retail sales at the existing 76 gas station development at the above-noted address. The propane tank is located within the required 30-foot building setback on Fitzuren Street.

*Additional site improvements include relocation of the air/water unit, installation of one (1) underground storage tank, and relocation of one (1) parking stall. The existing development includes a convenience store, a fueling canopy, and six (6) multi-product dispensers. The project proposes no changes to the land use, site layout, or building design.*

*The air/water unit must be relocated from its existing location due to the relocated parking stall. Under the adopted Building Code, the air/water unit must be placed next to an ADA-accessible van stall so that any customer may utilize the service. The ADA van stall is currently located at the northeastern tip of the parking area, immediately next to the existing air/water unit. The ADA van stall has been relocated to the northwest corner of the parking area in order to meet the adopted California Building Code requirements for ADA van accessible stalls.*

*The existing ADA van stall is a 16-foot-wide parking space with no access aisle. The Building Code requires ADA van stalls to be a minimum of 12 feet in width with a 5-foot access aisle. Current site conditions are not compliant with the code, and there is no additional room available in the parking row to add a 5-foot access aisle. The stall and the air/water unit have been relocated on site to bring the site into compliance with the Building Code.*

### **Purpose of Request**

#### **Variance**

*Pursuant to Section 9-5.2703.B.3 of the City of Antioch Municipal Code, a Design Review shall be processed in the same manner as a Variance, which shall be approved if the following findings from Section 9-5.2703.B.2 are made:*

- (1) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity.*

**Response:** The parcel is a 21,220-square-foot corner parcel along two (2) arterial streets. The required building and landscape setbacks are 30 feet along both Contra Loma Boulevard and

Fitzuren Street. The existing development includes a 2,863-square-foot convenience store, a 4,300-square-foot fuel canopy over six (6) dispensers, and a trash enclosure. There is an adjacent retail development to the south that shares the parking circulation area. The developed site is constrained due to the size, required setbacks, and limited parking circulation area.

The propane tank has placement specifications that limit where the tank may be placed. The tank requires a 15- by 30-foot graded pad. A customer must have a 4-foot-wide accessible pathway to the propane tank to access the service. Additionally, the adopted Fire Code requires the propane tank to be placed 10 feet away from any enclosed building.

Preliminary discussions with the Planning Division staff indicated that they were unlikely to support a propane tank within the parking circulation area. The convenience store requires 15 parking stalls and currently provides 14 parking stalls. If the propane tank was located within the parking lot, two (2) parking stalls would be lost to accommodate the tank and a pathway. The City also noted that a propane tank within the parking lot would create safety, traffic flow, and visual concerns. The trash enclosure cannot be relocated to accommodate the propane tank placement because the width between the edge of the property line and the convenience store is too narrow to accommodate a pedestrian pathway, propane tank, and a trash enclosure. Therefore, the only functional location for the propane tank is within the building setback along Fitzuren Street.

- (2) *That the granting of such variance will not be materially detrimental to the public health or welfare or injurious to the property or improvement in such zone or vicinity.*

**Response:** The space that the propane tank will occupy is currently a landscape bed of approximately 860 square feet. The project will result in an attractive, landscape screening surrounding the propane tank and is equivalent in visual quality to the landscape bed. Additionally, there is an existing screen wall along the northeastern corner of the parcel, along the eastern property line. The addition of tall, landscape screening improves the screening of the gas station and convenience store from the easterly multi-family residential development. The placement of the propane tank within the required setback will not impact public health, welfare, or property.

- (3) *That because of special circumstances applicable to the subject property, including size, shape, topography, location, or surroundings the strict application of the zoning provisions is found to deprive the subject of privileges enjoyed by other properties in the vicinity under the identical zone classifications.*

**Response:** As noted above, there are unique site constraints that leave limited options for the propane tank location. The addition of retail propane sales is appropriate to the existing convenience store and gas station. There are convenience stores within the vicinity of the subject property that operate propane sales, such as the ARCO across the intersection or the adjacent 7-Eleven. Chevron is seeking to operate competitively within the free market by providing propane sales that at its completion, is permitted to have on their site.

- (4) *That the granting of such variance will not adversely affect the comprehensive General Plan,*

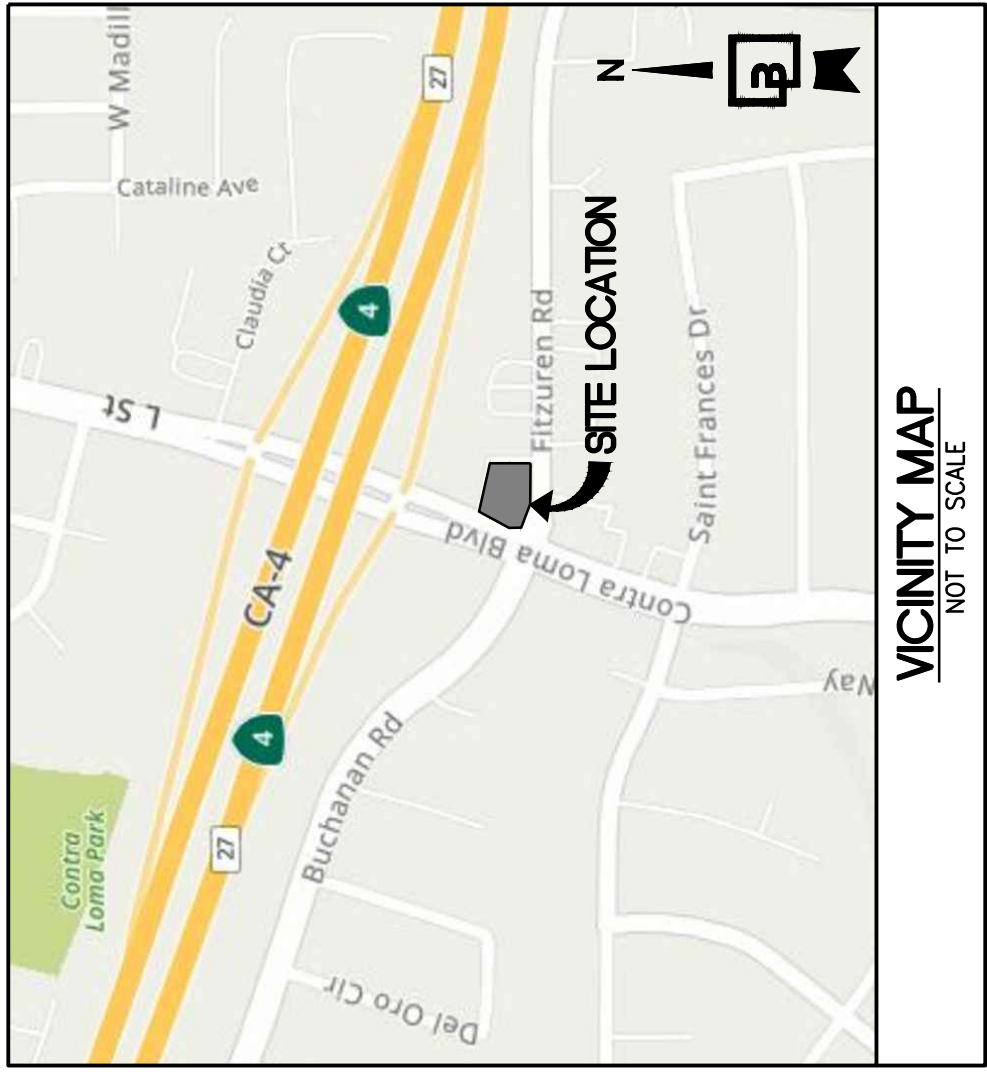
**Response:** The addition of a propane tank to the site does not adversely affect the adopted General Plan. The site is located within the Neighborhood/Community Commercial District of the General Plan and permits general merchandise and automotive uses. The District encourages infill of existing, developed parcels. The addition of the propane tank adds a use to the site that is compatible with the existing use as a gas station and convenience store, which are permitted uses in the Neighborhood/Community Commercial District and the C-2 zone.

### **Conclusion**

The above narrative and supporting documents demonstrate that the project meets the City's standards for design review and variance criteria. The City's approval of this application is respectfully requested.

PRELIMINARY TITLE SHEET

UNDERGROUND FUEL TANK REPLACEMENT



PROJECT CONTACT INFORMATION:

**OWNER:**  
SALKHI PETROLEUM, INC.  
2145 MENDOCINO AVENUE  
SANTA ROSA, CA 95401  
TEL: (415) 710-4004  
EMAIL: HGRUBB@BARGHAUSEN.COM  
CONTACT: ARASH SALKHI

**APPLICANT:**  
BARGHAUSEN CONSULTING ENGINEERS, INC.  
18215 72ND AVENUE SOUTH  
KENT, WA 98032  
TEL: (425) 251-6222  
EMAIL: CHADWORTH@BARGHAUSEN.COM  
CONTACT: CATEN REPNORTH

**ENGINEER:**  
BARGHAUSEN CONSULTING ENGINEERS, INC.  
18215 72ND AVENUE SOUTH  
KENT, WA 98032  
TEL: (425) 251-6222  
EMAIL: HGRUBB@BARGHAUSEN.COM  
CONTACT: HAL GRUBB, PE

**SURVEYOR:**  
BURRELL CONSULTING GROUP, INC.  
1001 ENTERPRISE WAY, SUITE 100  
ROSEVILLE, CA 95678-3002  
TEL: (916) 783-8898  
EMAIL: JKB@BURRELLCG.COM  
CONTACT: JIM KOO, PLS

PROJECT DATA

ASSESSORS PARCEL NUMBER:  
071-011-036

ADDRESS:  
2701 CONTRA LOMA BOULEVARD, ANTIOCH, CA 94509

PARCEL AREA:  
421,652 SF (0.49 ACRES)

EXISTING LOT COVERAGE:  
EXISTING BUILDING AREA: 42,863 SF  
EXISTING TRASH ENCLOSURE AREA: ± 171 SF  
EXISTING CANOPY AREA: 44,300 SF  
IMPERVIOUS AREA: 11,191 SF (93.8%)  
PERVIOUS AREA: 738 SF (6.2%)

PROPOSED AREA OF DISTURBANCE:  
IMPERVIOUS AREA: 1,848 SF (0.042 ACRES)  
PERVIOUS AREA: 812 SF (0.018 ACRES)

EXISTING PARKING SUMMARY:  
ACCESSIBLE SPACES: 2  
STANDARD SPACES: 10  
TOTAL SPACES: 12

SETBACKS:  
CANOPY:  
INTERIOR: 5 FEET  
STREET: 20 FEET  
FUEL DISPENSERS/ISLANDS:  
PROPERTY LINE: 20 FEET  
PARKING SPACES: 35 FEET

CODE SECTION: 9-5.381.5  
ZONE: C-2 (NEIGHBORHOOD/COMMUNITY COMMERCIAL)  
OVERLAY: NONE  
GENERAL PLAN DESIGNATION: NEIGHBORHOOD COMMUNITY COMMERCIAL

SHEET LIST

C1.0 PRELIMINARY TITLE SHEET  
C2.0 PRELIMINARY SITE PLAN  
C2.1 PRELIMINARY CROSS SECTIONS  
L1 PRELIMINARY LANDSCAPE PLAN  
L2 PRELIMINARY LANDSCAPE PLAN  
1 OF 1 BOUNDARY AND TOPOGRAPHIC SURVEY

ESTIMATED EARTHWORK QUANTITIES:

CUT: 6 CY  
FILL: 3 CY  
NET: 3 CY (CUT)  
AREA TO BE DISTURBED = ±0.06 AC (2,660 SF)  
EARTHWORK QUANTITIES ARE APPROXIMATE AND DO NOT ACCOUNT FOR CLEARING AND GRUBBING, OVER EXCAVATION, TRENCHING, OR TANK EXCAVATION, ETC., AS REQUIRED BY THE GEOTECHNICAL REPORT. CONTRACTOR TO VERIFY EARTHWORK QUANTITIES PRIOR TO BID.

MONUMENT PROTECTION NOTE:

ALL EXISTING SURVEY MONUMENTS ARE TO BE PRESERVED PER CALIFORNIA SENATE BILL 1467. IT IS THE RESPONSIBILITY OF THE SURVEYOR TO LOCATE, IDENTIFY, AND PROTECT ALL MONUMENTS. IF ANY OF THE MONUMENTS ARE DISTURBED OR ARE NEAR THE AREA OF CONSTRUCTION, A LICENSED SURVEYOR MUST CONFIRM THAT THE MONUMENTS HAVE BEEN PROTECTED AND/OR PERPETUATED AND THE APPROPRIATE DOCUMENTATION HAS BEEN RECORDED. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR OBTAINING PERMITS FROM ANY JURISDICTIONS HAVING AUTHORITY FOR REMOVING AND REPLACING ADJACENT MONUMENTATION THAT MAY BE AFFECTED BY THE CONSTRUCTION. MONUMENTATION SHALL BE REPLACED BY A REGISTERED LAND SURVEYOR, AT THE COST AND AT THE DIRECTION OF THE CONTRACTOR, PURSUANT TO THESE REGULATIONS. THE APPROPRIATE FORMS FOR REPLACEMENT OF SAID MONUMENTATION SHALL ALSO BE THE RESPONSIBILITY OF THE CONTRACTOR.

EXISTING TOPOGRAPHY / SURVEY INFORMATION NOTE:

A CERTIFIED ALTA TOPOGRAPHIC AND BOUNDARY SURVEY DATED DECEMBER 26, 2019, PERFORMED BY BARGHAUSEN CONSULTING ENGINEERS, INC. HAS BEEN REFERENCED FOR THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. SITE DESIGN HAS BEEN BASED ON ABOVE REFERENCED SURVEY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE WITH THE OWNER TO HAVE ALL IMPROVEMENTS FIELD VERIFIED PRIOR TO CONSTRUCTION. DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF BARGHAUSEN CONSULTING ENGINEERS, INC. PRIOR TO WORK.

BENCHMARK #276:

IS 4835  
LOCATED IN CITY OF ANTIOCH, NEAR SOUTH END OF LAKE ALHAMBRA, IN PARKING LOT AT 10 SOUTH LAKE DRIVE 3", ALUMINUM DISC SET FLUSH IN TOP OF CONCRETE MONUMENT IN LANDSCAPED AREA BEHIND PARKING LOT CURB AND ABOUT LEVEL WITH CURB.

ELEVATION = 15.5' FEET, NAVD88 DATUM

LEGEND	
EXISTING	EASEMENT
	CENTERLINE RIGHT-OF-WAY
	BARRIER CURB
	RIGHT-OF-WAY LINE
	PROPERTY LINE
	WATER LINE
	SANITARY SEWER
	STORM DRAIN
	UNDERGROUND POWER LINES
	CATCH BASIN
	FIRE HYDRANT
	YARD LIGHT
	CONCRETE
PROPOSED	FINISH GRADE CONTOUR
	RIDGELINE
	CURB & GUTTER
	SAWCUT LINE



**PRELIMINARY SITE PLAN**

**CONSTRUCTION NOTES:**

- PROPERTY LINE, TYPICAL.
- EXISTING CONVENIENCE STORE BUILDING TO REMAIN.
- LOCATION OF EXISTING FUEL ISLAND AND OVERHEAD CANOPY TO REMAIN.
- EXISTING PRICE SIGN TO REMAIN.
- PROPOSED AIR/WATER UNIT.
- PROPOSED AIR/WATER UNIT ACCESSIBLE PARKING SPACE, PER PLAN.
- PAINT PARKING SPACE STRIPING AS SHOWN.
- PROPOSED CONCRETE PAVEMENT.
- PROPOSED 6" BARRIER CURB.
- PROPOSED CONCRETE SIDEWALK.
- PROPOSED LOCATION OF UNDERGROUND STORAGE TANK.
- PROPOSED LOCATION OF PROPANE TANK/FILLING STATION SET ON CONCRETE PAD.
- PROPOSED LANDSCAPING, REFER TO LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
- PROPOSED LANDSCAPE SCREENING, REFER TO LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.

**GRADING GENERAL NOTES:**

- ALL SPOT ELEVATIONS SHOWN ARE TO FINISH SURFACE (TOP OF ASPHALT OR TOP OF CONCRETE PAVEMENT, NOT TOP OF CURB/SIDEWALK) UNLESS OTHERWISE NOTED.
- A GRADE BREAK SHALL BE PROVIDED AROUND THE ACCESSIBLE PARKING SPACE. THIS GRADE BREAK IS REQUIRED DURING CONSTRUCTION TO ENSURE THE SPACE IS COMPLIANT.

**GRADING LEGEND:**

- PROPOSED CONTOUR
- EXISTING CONTOUR
- PROPOSED GRADING SLOPE
- SPOT ELEVATION
- MATCH EXISTING ELEVATION

**ESTIMATED EARTHWORK QUANTITIES:**

CUT: 6 CY  
FILL: 3 CY  
NET: 3 CY (CUT)  
AREA TO BE DISTURBED = ±0.06 AC (2,660 SF)

EARTHWORK QUANTITIES ARE APPROXIMATE AND DO NOT ACCOUNT FOR CLEARING AND GRUBBING, OVER-EXCAVATION, TRENCING, OR TANK EXCAVATION, ETC., AS REQUIRED BY THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY EARTHWORK QUANTITIES PRIOR TO BID.

**SALIKHI PETROLEUM, INC.**  
2145 MENDOCINO AVENUE  
SANTA ROSA, CA 95401

**Barghausen Consulting Engineers, Inc.**  
18215 72nd Avenue South  
Kent, WA 98032  
425.251.6122  
barghausen.com

**For:** HAL P. GRUBB  
67814  
LICENSED PROFESSIONAL ENGINEER  
STATE OF CALIFORNIA CIVIL  
6/16/20

Date: 06/10/20  
Designed: CCK  
Checked: JAH  
Approved: HPG  
Vertical: N/A  
Horizontal: 1" = 10'  
Scale:

No. \_\_\_\_\_  
Date \_\_\_\_\_  
By \_\_\_\_\_  
Ckd. \_\_\_\_\_  
Appr. \_\_\_\_\_

Title: PRELIMINARY SITE PLAN  
76 - STATION  
2701 CONTRA LOMA BOULEVARD  
ANTIOCH, CA 94509

Job Number: 20940  
Sheet: C2.0

The site plan illustrates the layout of a petroleum facility at the intersection of Contra Loma Blvd and Fitzuren Road. Key features include an existing convenience store building, a new fuel island with an overhead canopy, a propane tank/filling station, and various parking spaces. The plan also shows existing infrastructure such as sidewalks, curbs, and drainage systems. Engineering details are provided throughout, including spot elevations, grades, and dimensions. A north arrow, scale bar, and title block are included for reference.



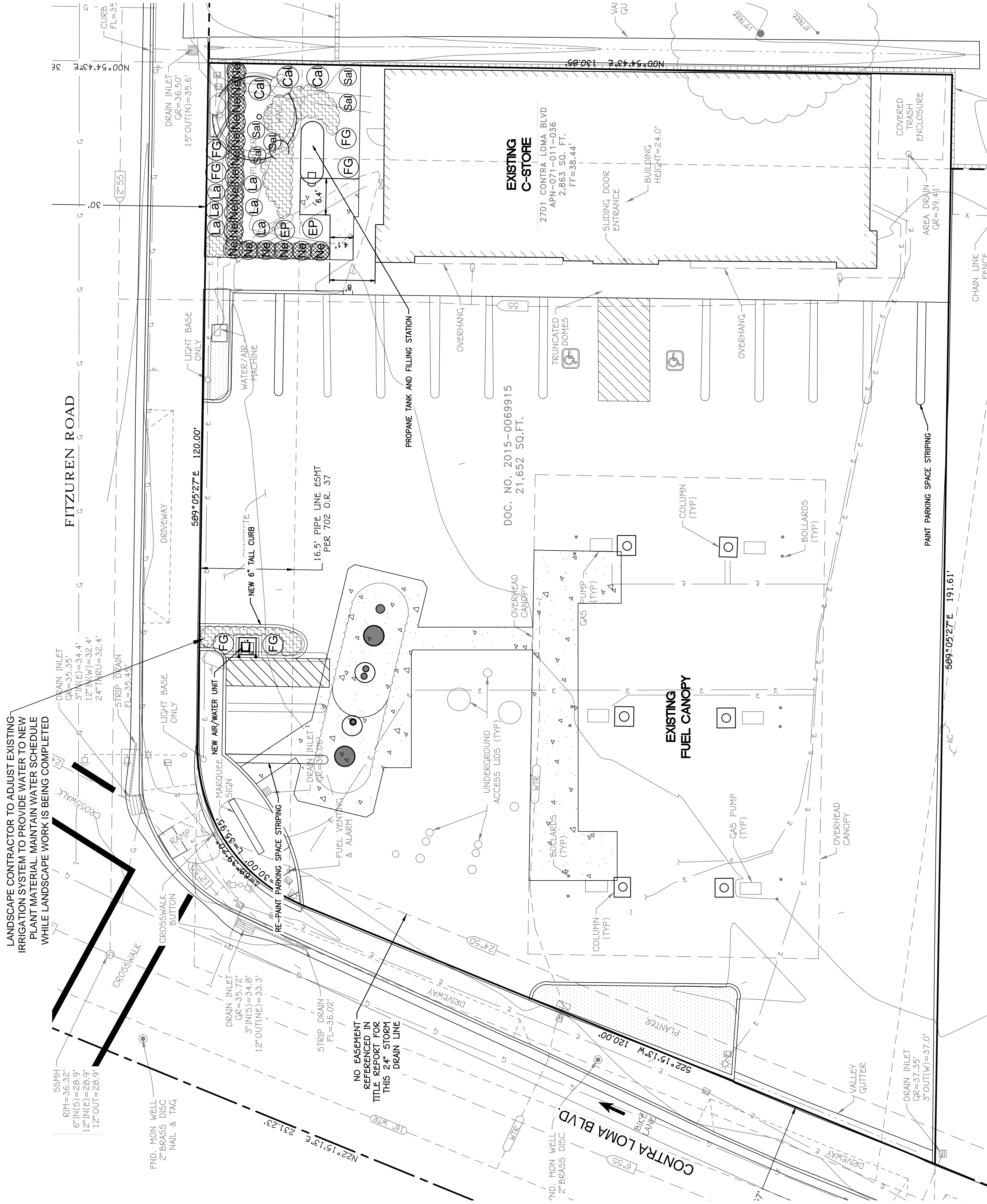


# PRELIMINARY LANDSCAPE PLAN

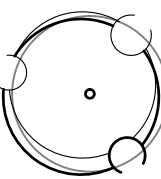






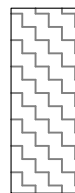
## LANDSCAPE LEGEND

EXISTING LANDSCAPING TO BE RETAINED. PROTECT DURING CONSTRUCTION

LANDSCAPE CONTRACTOR TO ADJUST EXISTING IRRIGATION SYSTEM TO PROVIDE WATER TO NEW PLANT MATERIAL. MAINTAIN WATER SCHEDULE WHILE LANDSCAPE WORK IS BEING COMPLETED



## PLANT SCHEDULE

SYMBOL	BOTANICAL/COMMON NAMES	CONDITION	SPACING	QTY	REGION 2	REMARKS
	TREES:					
	LAURUS NOBILIS / SWEET BAY	15 GALLON	AS SHOWN	1	LOW	STAKE & GUY ONE GROWING SEASON; NURSERY GROWN, BRANCHED AT 5'
	SHRUBS:					
	SALVIA SONOMENSIS / CREEPING SAGE	5 GALLON	AS SHOWN	5	LOW	FULL & BUSHY
	LAVANULA STOECHAS 'OTTO QUAST' / SPANISH LAVENDER	5 GALLON	AS SHOWN	6	LOW	FULL & BUSHY
	PENNISTEMUM ALOP. 'HAMELIN' / FOUNTAIN GRASS	5 GALLON	AS SHOWN	6	LOW	FULL & BUSHY
	NERIUM OLEANDER / OLEANDER 'HARDY RED' OR OTHER VARIETY THAT IS AVAILABLE 4-5' AT TIME OF INSTALLATION	4'-5" HT.	AS SHOWN	16	LOW	FULL & BUSHY
	EUYROPSIS PECTINATUS 'MUNCHKIN' / DWARF GOLDEN SHRUB DAISY	5 GALLON	AS SHOWN	2	LOW	FULL & BUSHY
	CALLISTEMON 'BETTER JOHN' / DWARF BOTTLEBRUSH PLANT	5 GALLON	AS SHOWN	3	LOW	FULL & BUSHY
	GROUNDCOVERS:					
	DYONIDIA MARGARETAE / DYONIDIA	1 GALLON	24" O.C.	AS REQ'D	LOW	HOLD BACK 16" FROM BORDERS, TREES, AND SHRUBS
	APTEA 'RED APPLE' / BABY SUN ROSE	1 GALLON	24" O.C.		LOW	HOLD BACK 16" FROM BORDERS, TREES, AND SHRUBS
	50% OF EACH SPECIES. INSTALL IN GROUPS OF MINIMUM 9 EACH SPECIES					

I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE DESIGN PLAN

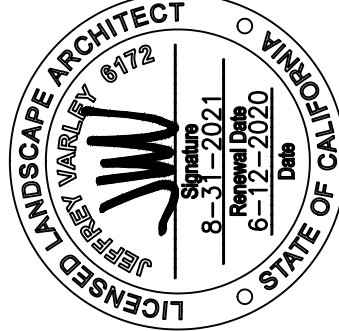
NAME SW DATE 6.12.2020

PRELIMINARY LANDSCAPE PLAN  
76 - - STATION  
2701 CONTRA LOMA BOULEVARD  
ANTIOCH, CA 94509

**File:**

SALKHIL PETROLEUM, INC.  
2145 MENDOCINO AVENUE  
SANTA ROSA, CA 95401

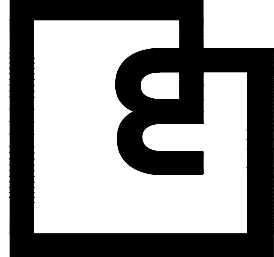
**or:**



scale: = 10  
vertical N/A

\_\_\_\_\_  
 JMV  
 Designed  
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 JMV  
 Drawn  
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 JMV  
 Checked  
 \_\_\_\_\_  
 JMV  
 Approved  
 \_\_\_\_\_  
 Date 06/10/20

**Barghausen Consulting Engineers, Inc.**  
18215 72nd Avenue South  
Kent, WA 98032  
425.251.6222  
[barghausen.com](http://barghausen.com)



20940  
Sheet  
L-1



LANDSCAPE PLANTING NOTES AND MATERIALS

**SCOPE OF WORK**

FURNISH ALL MATERIALS, LABOR, EQUIPMENT AND RELATED ITEMS NECESSARY TO ACCOMPLISH TOPSOIL, TREATMENT AND PREPARATION OF SOIL, FINISH GRADING, PLACEMENT OF SPECIFIED PLANT MATERIALS, FERTILIZER, STAKING, MULCH, CLEAN-UP, DEBRIS REMOVAL, AND 90-DAY MAINTENANCE.

QUALIFICATIONS:

LANDSCAPE CONTRACTORS TO BE SKILLED AND KNOWLEDGEABLE IN THE FIELD OF WORK AND HAVE A MINIMUM OF FIVE (5) YEARS EXPERIENCE IN LANDSCAPE PLANTING WORK. CONTRACTOR TO BE LICENSED TO PERFORM THE WORK SPECIFIED WITHIN THE PRESDING JURISDICTION.

**JOB CONDITIONS:**

IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW THE SITE AND REPORT ANY DISCREPANCIES TO THE OWNER OR THE OWNER'S REPRESENTATIVES. ALL PLANT MATERIAL AND FINISH GRADES ARE SUBJECT TO APPROVAL BY THE OWNER.

**PROTECTION:**

SAVE AND PROTECT ALL EXISTING PLANTINGS SHOWN TO REMAIN. DO NOT PLANT UNTIL OTHER CONSTRUCTION OPERATIONS WHICH CONFLICT HAVE BEEN COMPLETED. IF AN IRRIGATION SYSTEM IS TO BE INSTALLED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF THE SAME. OWNER HANDLE PLANTS WITH CARE -- DO NOT DAMAGE OR BREAK ROOT SYSTEM, BARK, OR BRANCHES. REPAIR AND/OR REPLACE ITEMS DAMAGED AS A RESULT OF WORK, OR WORK NOT IN COMPLIANCE WITH PLANS AND SPECIFICATIONS, AS DIRECTED BY OWNER AT NO ADDITIONAL COST TO THE OWNER.

**REPAIR OF EXISTING PLANTINGS:**

DURING THE COURSE OF WORK, REPAIR ALL EXISTING PLANTING AREAS BY PLANTING DEAD GROWTH, RE-ESTABLISHING FINISH GRADE AND RE-MULCHING TO SPECIFIED DEPTH.

**IRRIGATION SYSTEM:**

LANDSCAPE CONTRACTOR TO VERIFY AVAILABLE WATER PRESSURE PRIOR TO BEGINNING ANY WORK ON THE PROPOSED IRRIGATION SYSTEM. PROVIDE WRITTEN RESULTS OF WATER PRESSURE TO LANDSCAPE ARCHITECT

**REPAIR OF IRRIGATION SYSTEM:**

DURING THE COURSE OF WORK, REPAIR ANY DAMAGE TO THE IRRIGATION SYSTEM TO MATCH CONDITIONS PRIOR TO THE DAMAGE.

**GUARANTEE:**

THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM DATE OF FINAL ACCEPTANCE OF THE JOB BY OWNER.

**60-DAY MAINTENANCE:**

CONTRACTOR TO PROVIDE OWNER WITH A SCOPE OF WORK AT TIME OF INITIAL PROJECT BID TO INCLUDE MAINTENANCE AS DESCRIBED BELOW, IN PLANTING AND IRRIGATION MAINTENANCE.

**SUBMITTALS:**

SUBMIT FIVE (5) COPIES THE FOLLOWING TO THE LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO THE START OF ANY WORK:

- A) DESIGN/PLANTING PLAN
- B) TOPSOIL ANALYSIS AND RECOMMENDED AMENDMENTS.
- C) TREE STAKING AND GIVING MATERIALS
- D) ONE (1) QUART SIZE OF TOPSOIL AND MULCH.
- E) PLANTING SCHEDULE INCLUDING DATES AND TIMES.
- F) MAINTENANCE INSTRUCTIONS FOR ONE (1) FULL YEAR.

**MATERIALS:**

**PLANT MATERIALS:**

PLANT MATERIALS TO BE GRADE NO. 1, SIZED IN ACCORDANCE WITH (AAN) AMERICAN STANDARDS FOR NURSERY STOCK (ANSI Z60.1-2004). PRUNE PLANTS RECEIVED FROM THE NURSERY ONLY UPON AUTHORIZATION BY THE LANDSCAPE ARCHITECT. "B & B" INDICATES BALLED AND BURLAPED; "CONT." INDICATES CONTAINER; "BR" INDICATES BARE ROOT; "CAL" INDICATES CALIPER AT 6" ABOVE SOIL LINE; "GAL" INDICATES GALLON.

- A) ALL PLANT MATERIALS SHALL BE SHOWN ON THE PLANS AND BE IDENTIFIED BY SPECIES, SIZE, AND BALL SIZE AND ESTABLISHES MINIMUM PLANT CONDITION TO BE PROVIDED.
- B) QUALITY:

- PLANT MATERIAL TO COMPLY WITH STATE AND FEDERAL LAWS FOR DISEASE INSPECTION. PLANTS TO BE FULLY LIVE, VIGOROUS, WELL FORMED, WITH WELL DEVELOPED FIBROUS ROOT SYSTEMS. ROOT BALLS OF PLANTS TO BE SOLID AND UNIFORM IN SIZE AND SHAPE. PLANTS TO BE FREE OF DISEASE, INJURY AND DESICCATION. PLANTS DETERMINED BY LANDSCAPE ARCHITECT TO HAVE BEEN DAMAGED: HAVE DEFORMITIES OF STEM, BRANCHES, OR ROOTS; LACK SYMMETRY, HAVE MULTIPLE LEADERS OR "Y" CROTCHES LESS THAN 30 DEGREES IN TREES, OR DO NOT MEET SIZE OR ANSI STANDARDS WILL BE REJECTED. PLANT MATERIAL TO BE SUPPLIED AS SINGLE NURSERY SOURCE FOR EACH SPECIFIED SPECIES/VARIETY. NURSERY SOURCES TO BE THOSE LOCATED IN THE SAME REGION AS THE JOB SITE.
- C) SUBSTITUTIONS:

- NO SUBSTITUTION OF PLANT MATERIAL, SPECIES OR VARIETY, WILL BE PERMITTED UNLESS WRITTEN EVIDENCE IS SUBMITTED TO THE OWNER FROM TWO QUALIFIED PLANT BROKERAGE OFFICES. SUBSTITUTIONS WHICH ARE PERMITTED TO BE IN WRITING AND APPROVED BY THE LANDSCAPE ARCHITECT SHALL BE LIMITED TO THE SAME SPECIES AND NEAREST VARIETY, AS APPROVED, TO BE FURNISHED. SUBSTITUTIONS MAY REQUIRE SUBMITTAL TO REVISED LANDSCAPE PLAN TO CITY FOR APPROVAL.
- D) LABEL AT LEAST ONE (1) TREE, SHRUB, AND GROUNDCOVER OF EACH VARIETY WITH A SECURELY ATTACHED WATERPROOF TAG BEARING LEGIBLE DESIGNATION OF BOTANICAL AND COMMON NAMES.

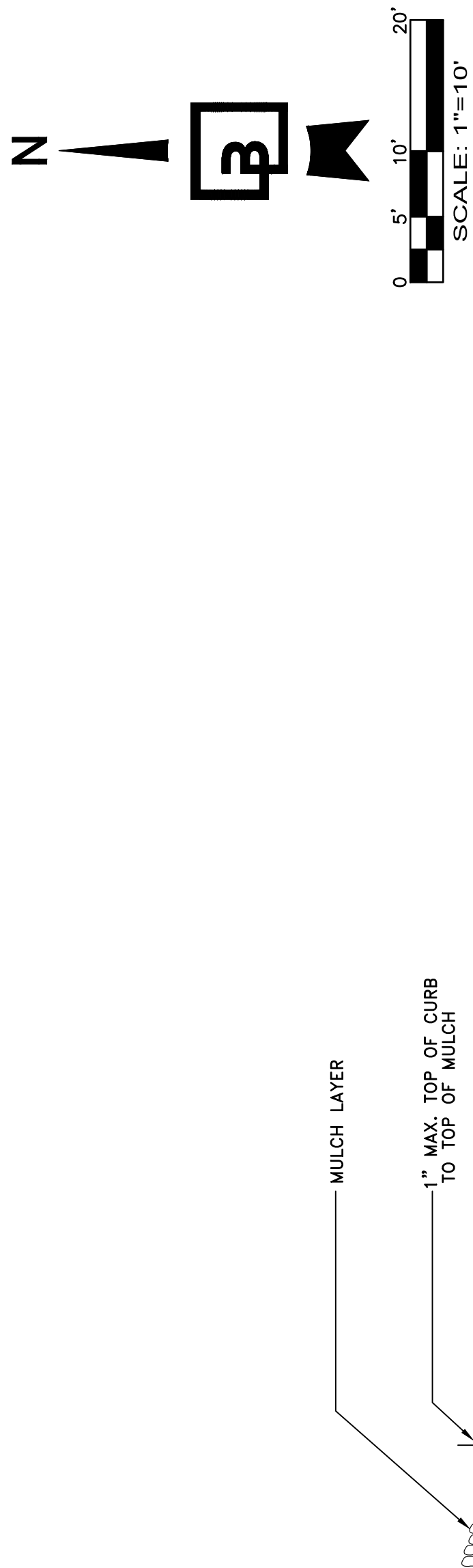
- IF AFTER PREPARATION OF PLANTING AREAS HAVE BEEN COMPLETED AND PLANT IMMEDIATELY, IF PLANTING IS DELAYED MORE THAN SIX (6) HOURS AFTER DELIVERY, SET MATERIAL IN SHADE, PROTECT FOR WEATHER AND MECHANICAL DAMAGE, AND KEEP ROOT BALLS MOIST BY COVERING WITH MULCH, BURLAP OR OTHER ACCEPTABLE MEANS OF RETAINING MOISTURE.

**SOIL FERTILITY AND AGRICULTURAL SUITABILITY ANALYSIS:**

AFTER ROUGH GRADING AND PRIOR TO SOIL PREPARATION, CONTRACTOR TO OBTAIN TWO REPRESENTATIVE SOIL SAMPLES, FROM LOCATIONS AS DIRECTED BY THE LANDSCAPE ARCHITECT, TO A SOIL TESTING LABORATORY. SUBMIT RESULTS TO LANDSCAPE ARCHITECT FOR REVIEW. TESTS TO BE PERFORMED SHALL INCLUDE: PH, pH, NITROGEN, PHOSPHORUS, POTASSIUM, AND MAAGNISE. FERTILIZER CONDITIONS, APPLICATION RATES, AND POST-CONSTRUCTION MAINTENANCE PROGRAM, TESTS TO BE CONTRACTED WITH AND PAID FOR BY THE CONTRACTOR. SPECIFIC AMENDMENTS AND FERTILIZERS WILL BE MADE AFTER SOIL SAMPLES ARE LABORATORY TESTED BY THE CONTRACTOR. PROVIDE CHANGE ORDER FOR ADDITIONAL OR REDUCTION OF MATERIALS REQUIRED OR NOT REQUIRED BY THE SOILS REPORT.

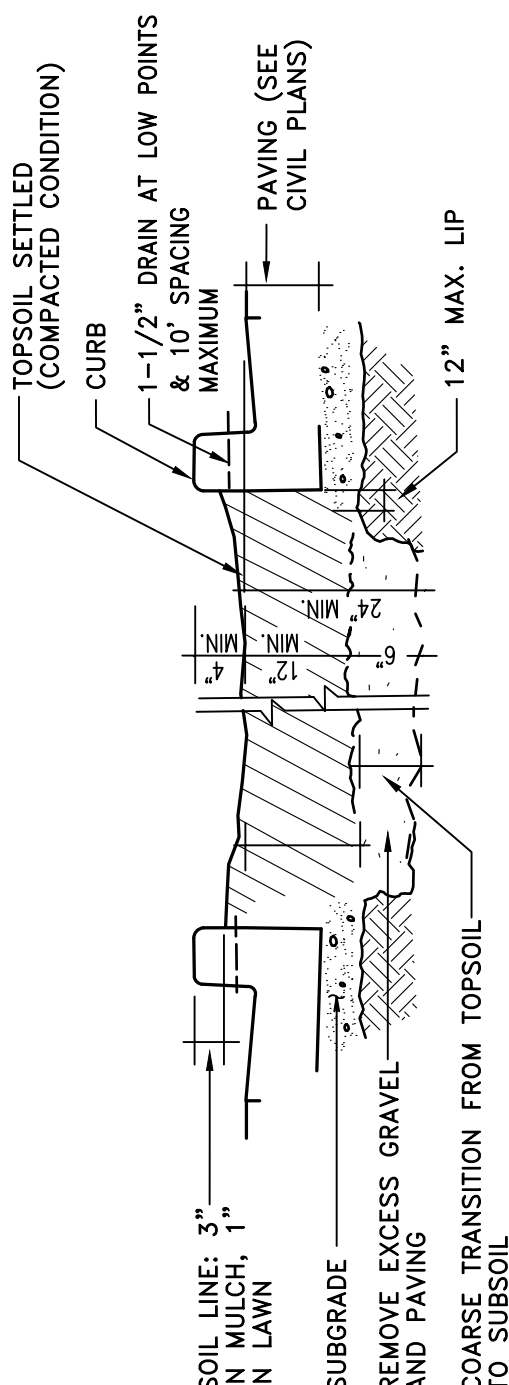
- A) TOPSOIL: CONTRACTOR IS RESPONSIBLE FOR SUPPLYING ALL TOPSOIL AND FOR DETERMINING THE VOLUME OF TOPSOIL REQUIRED PER THE INFORMATION ON PLANS AND NOTED HERE-IN. CONTRACTOR IS RESPONSIBLE FOR ANY NECESSARY WEED CONTROL MEASURES.
- B) TOPSOIL TO CONSIST OF A MIX THAT CONSISTS OF 1/3 BY VOLUME SANDY LOAM, 1/3 BY VOLUME COMPOSTED GARDEN MULCH, AND 1/3 BY VOLUME COARSE WASHED SAND OR EQUIVALENT.
- C) TOPSOIL PREPARATION AND INSTALLATION:
  - 1. VERIFY SUBGRADES TO ~7 INCHES IN LANDSCAPE AREAS AND ~18/24 INCHES IN PARKING LOT ISLANDS BELOW FINISH ELEVATION, OR AS INDICATED ON PLANS. THIS ACCOMMODATES, EXCAVATE ANY SURFACE VEGETATION ROOTED IN THE SUB-GRADE PRIOR TO SUB-GRADE PREPARATION.
  - 2. THOROUGHLY SCARIFY AND RIP ALL LANDSCAPE SUB-GRADES WHICH HAVE BECOME COMPACTED TO A DEPTH OF 12 INCHES WITH MULTIPLE PASSES, 90 DEGREES TO EACH PASS. REMOVE SOIL LUMPS, ROCK, VEGETATION AND/OR DEBRIS LARGER THAN 2 INCHES FROM ALL SUB-GRADE PRIOR TO PLACEMENT OF SPECIFIED TOPSOIL.
  - 3. REMOVE ANY ASPHALT EXTENDING BEYOND 6 INCHES FROM CURBS INTO ADJACENT LANDSCAPE AREAS.
  - 4. PAVING WASTE, GRAVEL BASE MATERIAL AND UNDERLYING SUBSOIL TO 18 INCHES BELOW TOP OF PAVING. SCARIFY AND OVER EXCAVATE PLANT PIT BOTTOM 12 INCHES TO MINIMIZE STRUCTURAL COMPACTION.
- D) TOPSOIL PLACEMENT:
  - 1. FILL TO SPECIFIED FINISH ELEVATION. FINISH COURSE OF 4 INCHES OF TOPSOIL FOR LANDSCAPE AREAS AND 18/24 INCHES IN PARKING LOT ISLANDS.
  - 2. IN ALL LANDSCAPE AREAS, PLACE 2 INCHES (6 INCHES IN PARKING LOT ISLANDS) OF TOPSOIL MIX WITH AMENDMENTS OVER THE PREPARED SUB-GRADE AND THOROUGHLY ROTOTILL WITH MULTIPLE PASSES INTO THE TOP 6 INCHES OF SUB-GRADE FOR A TOTAL DEPTH OF 8 INCHES IN LANDSCAPE AREAS (12 INCHES IN PARKING LOT ISLANDS). PLACE AN ADDITIONAL INCH LIFT OF TOPSOIL IN LANDSCAPE AREAS AND A MINIMUM OF 12 INCHES IN PARKING LOT ISLANDS. FINISH TO SPECIFIED FINISH ELEVATION OF 4 INCHES IN LANDSCAPE AREAS AND 18/24 INCHES IN PARKING LOT ISLANDS.
  - 3. PLACE ADDITIONAL TOPSOIL AND SOIL MIX AS REQUIRED TO MEET FINISH ELEVATIONS.

PRELIMINARY LANDSCAPE PLAN



MULCH AT CURB DETAIL

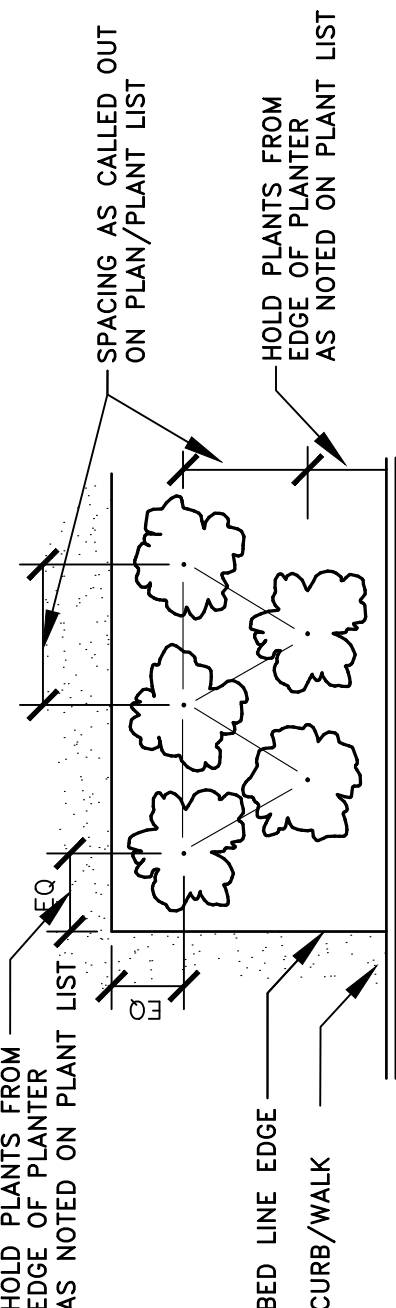
NOT TO SCALE



NOTE: OVER EXCAVATE PARKING LOT PLANTERS TO LOOSEN COMPACTED SUBBASE

GRADING • PARKING LOT PLANTERS DETAIL

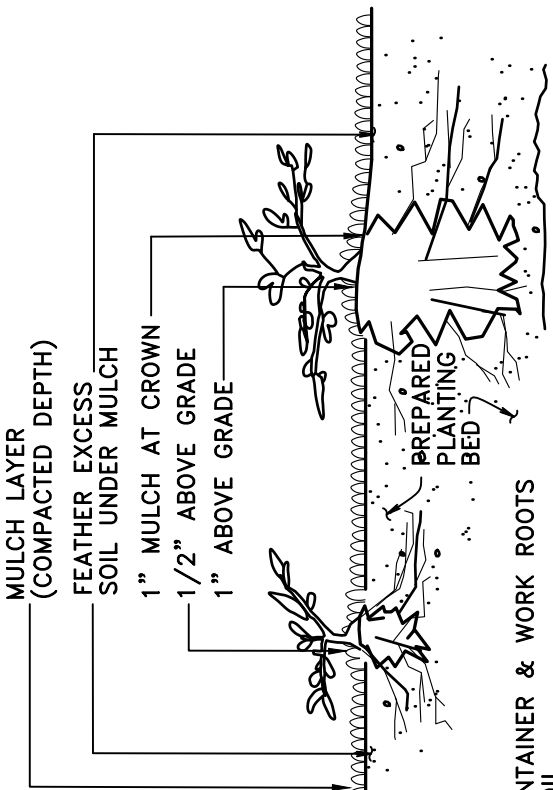
NOT TO SCALE



NOTE: THIS SPACING APPLIES TO GROUNDCOVER AND FORMAL SHRUB ROW PLACEMENT.

PLANT MATERIAL SPACING DETAIL

NOT TO SCALE



NOTE: REMOVE CONTAINER & WORK ROOTS FREE OF SOIL. BACKFILL TO BE SETTLED USING WATER ONLY. SEE PLANT LIST FOR PLANT SPACING

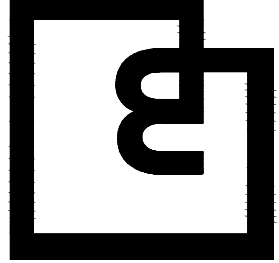
LESS THAN LOCAL (PLANTED BEFORE MULCH)

1 GAL. CONTAINER AND LARGER (PLANTED BEFORE MULCH)

GROUNDCOVER PLANTING DETAIL

NOT TO SCALE

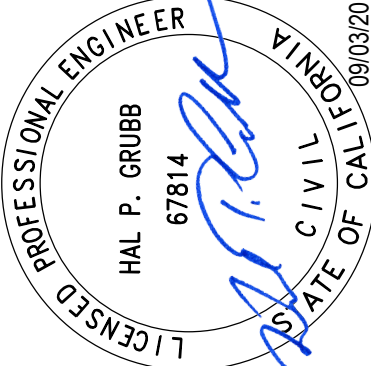




**Barghausen Consulting Engineers, Inc.**  
18215 72nd Avenue South  
Kent, WA 98032  
425.251.6222  
barghausen.com

Designed	CKK
Drawn	CKK
Checked	JAH
Approved	HPG
Date	9-2-20

Scale: 1" = 10'  
Horizontal  
Vertical  
N/A

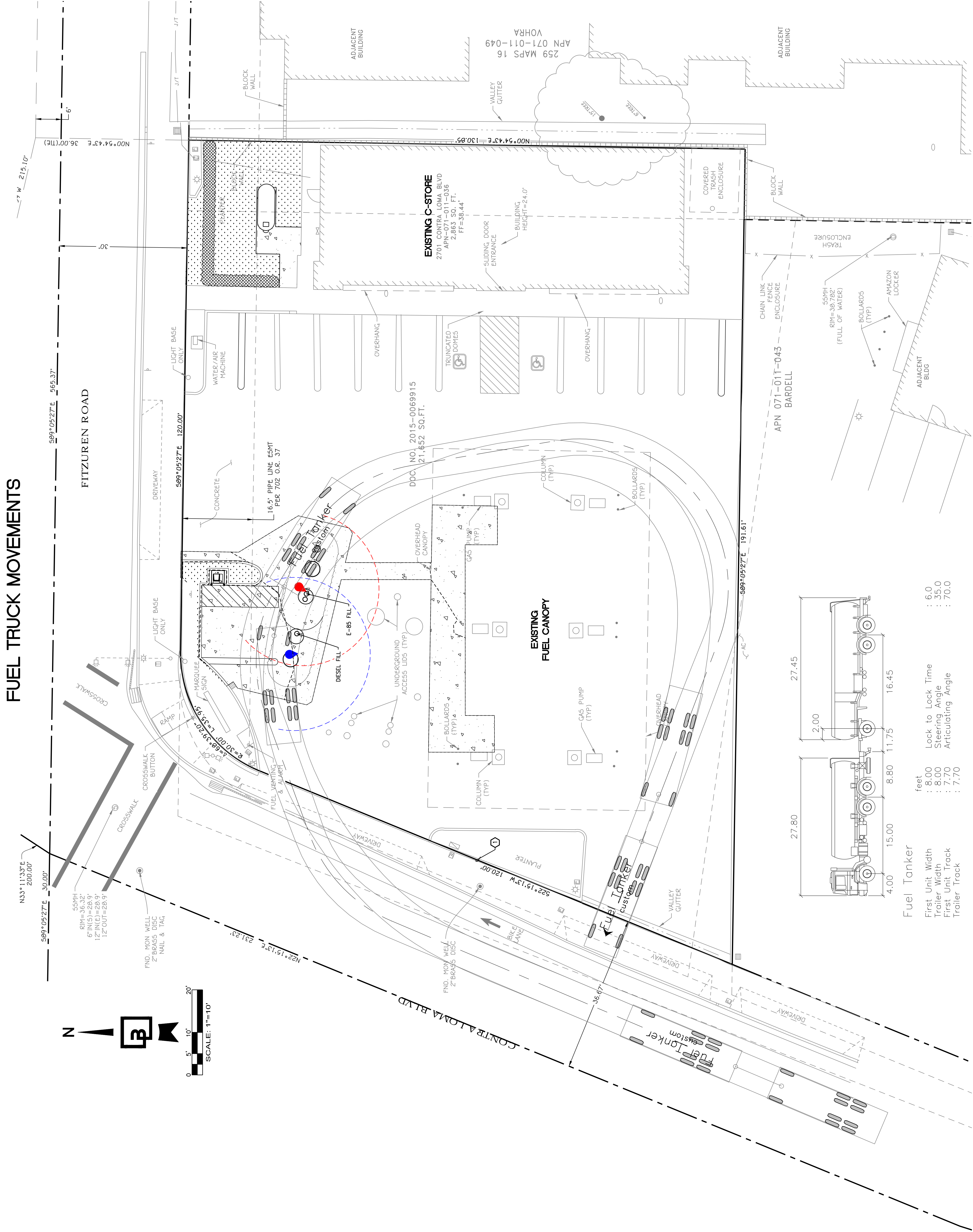


For:

**SALKHI PETROLEUM, INC.**  
2145 MENDOCINO AVENUE  
SANTA ROSA, CA 95401

**FUEL TRUCK MOVEMENTS**  
76 - STATION  
2701 CONTRA LOMA BOULEVARD  
ANTIOCH, CA 94509

No.	Date	By	Ckd.	Appr.	Revision



**Contra Costa County**



**Fire Protection District**

September 22, 2020

Ms. Merideth  
City of Antioch  
Community Development  
PO Box 5007  
Antioch, CA 94531-5007

**Subject:** 76 Gas Station Propane Tank  
2701 Contra Loma Blvd. Antioch  
Project # AR-20-09  
**CCCFPD Project No.: P-2020-04361**

Dear Ms. Merideth,

We have reviewed the design review application to install a 500-gallon propane tank and fill station at the subject location. The following is required for Fire District approval in accordance with the 2019 California Fire Code (CFC), the 2019 California Building Code (CBC), the 2019 California Residential Code (CRC), and Local and County Ordinances and adopted standards:

1. The developer shall submit a minimum of two (2) complete sets of above ground flammable/combustible liquid storage tanks plans and specifications of the subject project to the Fire District for review and approval to ensure compliance with minimum requirements related to fire and life safety. Plan review and inspection fees shall be submitted at the time of plan review submittal. (105.4.1) CFC, (901.2) CFC, (107) CBC

Our preliminary review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.

If you have any questions regarding this matter, please contact this office at (925) 941-3300.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Schiess".

Todd Schiess  
Fire Inspector I

cc: Caitlin Hepworth  
Barghausen Consulting Engineers, Inc.  
18215 72<sup>nd</sup> Ave. S  
Kent, WA 98032  
chepworth@barghausen.com

File: 2701 CONTRA LOMA BLVD-PLN-P-2020-04361





## PROJECT REFERRAL – REQUEST FOR COMMENTS/CONDITIONS

September 17, 2020

**PROJECT NAME:** 76 Station Propane Tank, 2701 Contra Loma Blvd., AR-20-09

The City of Antioch Planning Division is requesting that your agency review these plans and provide your feedback on availability of services, potential design or code conflicts, requirements for additional permits, and recommended conditions of project approval. **Please submit your comments no later than October 8, 2020 to Zoe Merideth** via e-mail at [zmerideth@antiochca.gov](mailto:zmerideth@antiochca.gov).

Development plans and related information for the project identified above, can be accessed at:

<https://www.antiochca.gov/fc/community-development/planning/ProjectDOCs/AR-20-09.pdf>

Or at the current projects list at: [www.antiochplanning.com](http://www.antiochplanning.com)

<b>Project No:</b> AR-20-09	<b>Application Type:</b> Design Review/Variance
<b>Address:</b> 2701 Contra Loma Blvd.	
<b>Project Description:</b>  Barghausen Consulting Engineers Inc. requests a variance and design review to make improvements to the existing 76 Gas Station at the site. The request is to install a new 500-gallon above-ground propane tank for retail sales, relocate the air/water unit, install a new ADA accessible van parking stall next to the relocated air/water unit, and install landscaping around the proposed improvements. A variance is requested because the proposed improvements will be located within in the required 30 foot front setback from Fitzuren Road.	
<b>Applicant:</b> Caitlin Hepworth, Barghausen Consulting Engineers, Inc.	
<b>Mailing Address:</b> 18215 72 <sup>nd</sup> Avenue S, Kent, WA 98032	
<b>Phone:</b> 425-251-6222	<b>E-mail:</b> <a href="mailto:chepworth@barghausen.com">chepworth@barghausen.com</a>

**\*\*Please contact Cheryl Hammers at [chammers@ci.antioch.ca.us](mailto:chammers@ci.antioch.ca.us) if your agency would like to receive an e-mail only version of project referrals from the City of Antioch.**

Phone: (925) 779-7035  
Fax: (925) 779-7034  
[Antiochca.gov](http://Antiochca.gov)

**COMMUNITY DEVELOPMENT DEPARTMENT**



200 H Street  
Antioch, CA. 94509  
[AntiochIsOpportunity.com](http://AntiochIsOpportunity.com)

P2020-0436 D2 PLN

## ATTACHMENT E

**From:** [Fister, Deanna](#)  
**To:** [Merideth, Zoe](#)  
**Cc:** [Dutter, Tracie](#); [Schiess, Todd](#)  
**Subject:** FW: 2701 Contra Loma Blvd. P-2020-04361  
**Date:** Thursday, November 12, 2020 2:23:28 PM  
**Attachments:** [image005.png](#)  
[image001.png](#)

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Hi Zoe,


The Fire District will review the plan for the 500 gallon above ground LPG tank when it's submitted. Some requirements for this tank will most likely include, but not be limited to the following: The LPG tank, based on its size, shall be located a minimum of 10 feet from any building or property line per Table 6104.3 of the California Fire Code (CFC). It will be required to have vehicular bollard protection i.e. minimum 4-inch steel bollards filled with concrete, spaced no more than 4-feet between posts, etc. (312 & 6107.4) CFC. It will also require safety signs such as "No-Smoking" and an NFPA 704 placards identifying the hazards (5003.5, 5003.7, and 6107.2) CFC. They will be required to maintain a fire extinguisher within 30 feet and keep 10 feet of clearance of combustible materials, weeds, grass, etc. around the tank. Hopefully this helps clarify some of the safety items that are required when tanks such as this are to be installed.


DeAnna Fister  
Fire Inspector II  
Contra Costa County Fire  
4005 Port Chicago Hwy, Suite 250  
Concord, CA 94520  
(925) 941-3300 ext 1538



**STAFF REPORT TO THE PLANNING COMMISSION**

**DATE:** Regular Meeting of November 18, 2020

**SUBMITTED BY:** Jose Cortez, Associate Planner 

**APPROVED BY:** Alexis Morris, Planning Manager 

**SUBJECT:** Culture Club Cannabis Dispensary (UP-20-04)

---

**RECOMMENDED ACTION**

It is recommended that the Planning Commission adopt the resolution recommending that the City Council **APPROVE** a Use Permit (UP-20-04) for a cannabis dispensary with delivery (Attachment "A").

**DISCUSSION**

Requested Approvals

High Horizons Group requests approval of a Use Permit to operate a cannabis business consisting of a dispensary with delivery. The subject property is located at 1925 Verne Roberts Circle (APN 074-052-015).



## Environmental

This project has been determined to be Categorically Exempt from the provisions of CEQA, pursuant to Section 15301 – Class 1 (Existing Facilities), because the dispensary will occupy an existing tenant space and involves negligible expansion of the use.

## Background

With the passage of Proposition 64 in November of 2016, California residents over the age of 21 can legally use marijuana without a medicinal card if not in a public place. Californians can carry and use up to one ounce of marijuana and grow up to six plants for personal use. Recreational sales of marijuana did not go into effect until January 1, 2018. The possession, sale and distribution of cannabis is now legal under California State law, subject to provisions contained in the law, including a state licensing requirement.

On May 2, 2018 the Planning Commission recommended to the City Council approval of an Ordinance amending Title 9, Chapter 5 of the Antioch Municipal Code, thereby creating new provisions for the consideration of cannabis businesses in the City of Antioch. The City Council introduced the ordinance on May 22, 2018 and approved the ordinance on June 26, 2018. The ordinance went into effect on July 26, 2018. The Code Amendment established new definitions, imposed basic standards, and created a new Cannabis Business (CB) Zoning Overlay District. Within the CB Zoning Overlay District, a party may apply for a Use Permit from the City Council for the establishment of a Cannabis Business. Unlike the typical use permit process, a cannabis use permit must be reviewed by the City Council after a recommendation by the Planning Commission.

On September 11, 2018 the Antioch City Council adopted Cannabis Guidelines by approval of Resolution No. 2018/117. The purpose of the guidelines is to provide the public and potential applicants with the City of Antioch's general expectations relating to the design and operation of a Cannabis Business.

On April 9, 2019 the City Council introduced an ordinance to amend Chapter 5 of Title 9 of the Antioch Municipal Code to update the cannabis ordinance to include requirements for a development agreement, make minor changes to the definitions, and require a 600-foot separation from cannabis uses and child care centers. The City Council approved the ordinance on April 23, 2019, and the ordinance went into effect 30 days later. The amendment to the ordinance requires each cannabis business to enter into a development agreement that contractually defines the benefits that the cannabis business will provide to the City. Existing Use Permit applications are subject to new ordinances and amendments only if the ordinance goes into effect before the application is deemed "complete." The applicant has stated to staff that they are willing to enter into a development agreement, and the site is not located within 600 feet of a childcare center.

## **ANALYSIS**

### **Project Overview**

The applicant proposes to operate a cannabis business consisting of a dispensary with delivery service (Type 10 license) at 1925 Verne Roberts Circle. The operations will consist of the on-site sale of retail cannabis products, as well as retail delivery of cannabis products. The proposed hours of operation are 8:00 AM to 8:00 PM Monday – Sunday.

The retail sales will be conducted in an approximately 709 square foot sales area and all customers must first enter the lobby area and present a valid identification to a security guard prior to entering the sales area. The sales area is described as operating similar to that of a jewelry counter. Due to the small size and high value, cannabis samples and products are always kept behind either the back wall behind a facility counter, or in glass viewing displays.

As part of the dispensary, the applicant is proposing to sell vape pens, vape pen cartridges, vape pen batteries, and chargers, which are used to administer cannabis concentrates. The applicant is also proposing to sell smoking accessories that may include the following: rolling papers, pipes, grinders, bowls, and bongs. The cannabis guidelines prohibit the sale of cannabis related paraphernalia unless explicitly authorized through the use permit. Therefore, staff has included a condition of approval limiting the cannabis paraphernalia sold on site to vape pens, vape pen cartridges, vape pen batteries, chargers, rolling papers, pipes, bongs, and grinders, unless approved in writing by the Community Development Director.

The applicant plans to begin delivery operations with one (1) delivery vehicle, which will be available to make deliveries during the same hours as the retail business hours. As operations commence, the applicant may increase the number of delivery vehicles based on demand. The delivery vehicles will not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery.

A detailed description of the cannabis delivery operations, as well as the proposed paraphernalia to be sold at the site, is included as Attachment “C” to the staff report

### **General Plan, Zoning, And Land Use**

The General Plan designation of the site is Business Park. The zoning of the site is Planned Business Center (PBC) and Cannabis Overlay District (CB). Cannabis dispensaries are allowed in the Cannabis Overlay District subject to the approval of a use permit by the City Council.



The surrounding land uses and zoning designations are noted below:

North: Vacant Land / Light Industrial (M-1)  
South: Business Park Uses / Planned Business Center (PBC) & Cannabis Overlay  
East: Business Park Uses / Planned Business Center (PBC) & Cannabis Overlay  
West: Business Park Uses / Planned Business Center (PBC) & Cannabis Overlay

### SITE PLAN

The site is approximately 3.02 acres in size and developed with an approximately 7,600 square foot building, parking lot, and a self-storage facility on the remainder of the site. The dispensary will utilize a 1,520 square foot suite within the existing 7,600 square foot building. The applicant does not propose any changes that will alter the exterior of the suite and site. No new construction is proposed on the site other than internal tenant improvements to the existing building.

The building entrance contains an approximately 190 square foot lobby area where customers are required to check in with security personnel and provide valid identification before being allowed to enter the sales area. Beyond the lobby is the retail salesroom where the cannabis is sold. The salesroom is approximately 709 square feet with a 278 square foot storage area. The remainder of the building is comprised of a 493 square feet storage area (mezzanine) and restroom, which is about 65 square feet.

The existing public parking area is located to the north of the suite and contains 26 parking spaces for customers. The applicant also shows five (5) additional parking spaces located beyond the self-storage security gate which are for employees. Staff believes there is adequate parking at the site in order to accommodate the proposed dispensary. The loading area for cannabis deliveries is secured from public access by the existing security gate.

### Site Security

As part of their application the applicant submitted a security plan for the site. The security plan addressed the following issues:

- Physical elements of the site such as location of the building, outdoor lighting, and parking areas.
- Electronic security such as motion sensors, controlled access areas, and surveillance cameras.
- Compliance and procedures such as inventory management, cash handling, and employee training.

- On site physical security services related to the number of physical security guards present at the site.

The security plan was reviewed by the Antioch Police Department. After the review was complete, the Police Department, Planning staff, and the applicant met to review the plan. During the meeting, Police Department staff provided the applicant with feedback on their security plan, as well as additional site-specific security measures that they would like to see implemented. The applicant was amenable to the Police Department's suggestions, such as having two-armed security guards on site during business hours. The proposed security measures are consistent with the security expectations detailed in the Cannabis Guidelines.

Staff has included a condition in the attached resolution requiring the Antioch Police Department to conduct a site inspection to assess the security of the site prior to a certificate of occupancy being issued for the site. Any changes that the Antioch Police Department deem necessary upon site inspection will be incorporated into a revised site security plan that will then be submitted for their review and approval. No certificate of occupancy will be issued without final approval of a site security plan by the Antioch Police Department. In addition to the security inspection prior to issuance of certificate of occupancy, the business is required to submit to annual security audits conducted by a third party or City staff.

#### Neighborhood Responsibility Plan

As part of the application, the applicant submitted a neighborhood responsibility plan detailing their efforts to mitigate any potential impacts that the business may cause (Attachment D). The plan details the steps they will take to establish a relationship in the community and good neighbor policies that will be established. High Horizons Group (Culture Club Cannabis) is cognizant of the potential problems and nuisances that can arise from operating a cannabis operation, the plan outlines how they will mitigate those potential issues that may arise.

The applicant has also committed to local hiring and living wages. The business plans to provide technical training and professional development opportunities to employees.

Finally, according to the plan, High Horizons Group intends to be involved in the community creating and instituting a program called "Culture Cares Program" that will commit community service hours, be involved in local events such as community open houses, local chamber of commerce events, city/county fairs, and other events.

#### Operational Issues

Staff has included conditions of approval to mitigate the potential off-site impacts of the proposed cannabis business. The applicant has outlined how odors will be mitigated. The mitigations demonstrate the measures they will take to ensure that cannabis odors

will not be detected at or beyond the site. Staff has included a condition of approval requiring that adequate on-site odor control measures are maintained at all times and that cannabis odors cannot be readily detected outside the structure in which the business operates.

Staff has also included a condition of approval addressing site management and requiring the cannabis business operator to take “reasonable steps” to discourage and address objectionable conditions that constitute a nuisance in parking areas, sidewalks, and areas surrounding the premises during business hours if directly related to patrons of the business. Staff has also included a condition of approval prohibiting the smoking or ingestion of cannabis products on-site.

### **ATTACHMENTS**

- A. Resolution
- B. Project Plans
- C. Delivery and Paraphernalia Details
- D. Neighborhood Responsibility Plan

# ATTACHMENT A

## PLANNING COMMISSION RESOLUTION NO. 2020-\*\*

### RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ANTIOCH RECOMMENDING THE CITY COUNCIL APPROVE THE USE PERMIT (UP-20-04) FOR CANNABIS DISPENSARY WITH DELIVERY LOCATED AT 1925 VERNE ROBERTS CIRCLE

**WHEREAS**, High Horizons Group requests approval of use permit for a cannabis dispensary with delivery (APN 074-052-015);

**WHEREAS**, this project is Categorically Exempt from the provisions of CEQA, pursuant to section 15301;

**WHEREAS**, the Planning Commission duly gave notice of public hearing as required by law; and

**WHEREAS**, the Planning Commission on November 18, 2020, duly held a public hearing, received and considered evidence, both oral and documentary.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission does hereby make the following findings for recommendation to the City Council for approval of a Cannabis Business Use Permit:

1. The granting of such Use Permit will not be detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity.

The proposed cannabis business is required to comply with multiple conditions of approval that address the project's impact on public health and the properties in the vicinity. On-site armed security is required at all times while the dispensary is open and a security company who conducts hourly drive-by surveillance of the site and responds to any alarm at the location. Annual audits of the site security plan by City staff or a third-party company subject to the approval of the Antioch Police Department are required. The business shall also maintain on-site odor control so that cannabis related odors are not readily detected outside the structure. Based upon the conditions imposed, the cannabis dispensary use will not create adverse impacts to the surrounding businesses and residents.

2. The use applied at the location indicated is properly one for which a Use Permit is authorized.

The site is zoned Cannabis Overlay District. The Cannabis Overlay District allows cannabis businesses with the approval of a use permit.

3. The site for the proposed use is adequate in size and shape to accommodate such use, and all parking, and other features required.

The proposed cannabis business will take place in an existing commercial building with ample parking. The site has a secure area for cannabis deliveries.

4. That the site abuts streets and highways adequate in width and pavement type to carry the kind of traffic generated by the proposed use.

The project site is currently developed and is located on Verne Roberts Circle, which is adequate in width and pavement type to carry the traffic generated by the proposed use.

5. The granting of such Use Permit will not adversely affect the comprehensive General Plan.

The use will not adversely affect the comprehensive General Plan because the project is consistent with the General Plan designation for the site of Business Park.

6. That the location and site characteristics of the proposed cannabis business are consistent with all applicable State laws and City standards or guidelines, that all provisions have been made to ensure that the operation of the cannabis business will not create excessive demands for police service or other public services, and that the cannabis business will benefit the City of Antioch.

The conditions of approval on the project are consistent with the cannabis guidelines. The security plan has been reviewed by the Antioch Police Department and security conditions have been included per their direction. The sales taxes generated by the sale of cannabis will provide a financial benefit to the City of Antioch. The forthcoming operating agreement will likely include additional revenue based on sales from the business.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Antioch does hereby recommend that the City Council **APPROVE** the use permit for a cannabis business consisting of a dispensary with delivery (UP-20-04), located at 1925 Verne Roberts Circle (APN 074-052-015) subject to the following conditions:

**A. GENERAL CONDITIONS**

1. The project shall comply with the Antioch Municipal Code. All construction shall conform to the requirements of the California Building Code and City of Antioch standards.

2. The applicant shall defend, indemnify, and hold harmless the City in any action brought by a third party to challenge the land use entitlement. In addition, if there is any referendum or other election action to contest or overturn these approvals, the applicant shall either withdraw the application or pay all City costs for such an election.
3. The project shall be implemented as indicated on the application form and accompanying materials provided to the City and in compliance with the Antioch Municipal Code, or as amended by the Planning Commission or City Council.
4. No building permit will be issued unless the plan conforms to the project description and materials as approved by the City Council and the standards of the City.
5. This approval expires two years from the date of approval by the Planning Commission (November 18, 2022), unless an extension has been approved by the Zoning Administrator. Requests for extensions must be received in writing with the appropriate fees prior to the expiration of this approval. No more than one one-year extension shall be granted.
6. No permits or approvals, whether discretionary or ministerial, shall be considered if the applicant is not current on fees, reimbursement payments, and any other payments that are due.
7. City staff shall inspect the site for compliance with conditions of approval prior to the issuance of a Certificate of Occupancy or commencement of the business.
8. The applicant shall obtain an encroachment permit for all work to be done within the public right-of-way.

**B. CONSTRUCTION CONDITIONS**

1. The use of construction equipment shall comply with AMC § 5-17.04 and 5-17.05, or as approved in writing by the City Manager.
2. The project shall be in compliance with and supply all the necessary documentation for AMC § 6-3.2: Construction and Demolition Debris Recycling.
3. Building permits shall be secured for all proposed construction associated with this facility, including any interior improvements not expressly evident on the plans submitted.
4. Standard dust control methods shall be used to stabilize the dust generated by construction activities.

**C. AGENCY REQUIREMENTS**

1. All requirements of the Contra Costa County Fire Protection District shall be met.

**D. FEES**

1. The applicant shall pay all City fees which have been established by the City Council and as required by the Antioch Municipal Code.
2. The applicant shall pay all required fees at the time of building permit issuance.

**E. PROPERTY MAINTENANCE**

1. No illegal signs, pennants, banners, balloons, flags, or streamers shall be used on this site at any time.
2. The site shall be kept clean of all debris (boxes, junk, garbage, etc.) at all times.

**F. PROJECT-SPECIFIC REQUIREMENTS**

1. This use permit approval applies to the operation of a cannabis dispensary with delivery as depicted on the project plans and application materials submitted to the Community Development Department. Any forthcoming plans submitted for any purpose shall be entirely consistent with these received plans and application materials and conditions of approval herein.
2. The hours of operation shall be from 8:00 AM – 8:00 PM.
3. All necessary licenses from the State of California shall be obtained prior to opening.
4. All persons entering the business must be at least 21 years of age with a valid identification card. An electronic reader shall be used to read and validate identification cards.
5. No smoking or ingestion of cannabis products on-site is allowed.
6. No free samples of cannabis products are allowed.
7. Cannabis products that are not used for display purposes or immediate sale shall be stored in a secured and locked room, safe, or vault, and in a manner reasonably designed to prevent diversion, theft, and loss.
8. Cannabis related waste shall be stored and secured in a manner that prevents diversion, theft, loss, hazards and nuisance.

9. The operator shall take reasonable steps to discourage and correct objectionable conditions that constitute a nuisance in parking areas, sidewalks and areas surrounding the premises during business hours if directly related to patrons of the business.
10. A copy of this use permit and City of Antioch business license, as well as any other State licenses, shall be on display during business hours and in a conspicuous place so that they may be readily seen by all persons entering the facility.
11. No signs, tinting, or other graphic material may be used to obscure the storefront windows.
12. No drive-through, drive-up, or walk-up window services are allowed.
13. No fewer than two uniformed and armed security guards who are employed by a Private Patrol Operator (Security Company) who is currently licensed with the California Department of Consumer Affairs shall be on-site during business operating hours. The security company shall conduct drive by check ins while the dispensary is closed and shall respond to any and all alarms originating from the site. A copy of the contract with the Security Company shall be provided to the Community Development Director for review and approval prior to issuance of a certificate of occupancy.
14. The name of the Security Company, proof of liability insurance including a copy of all exceptions, their State license number, and the guard registration numbers for the employed guards shall be provided to the Community Development Department. Should there be a change in the security private patrol operator or in the liability insurance of the applicant, the Community Development Director shall be notified within 5 business days.
15. The City Council may require modification, discontinuance or revocation of this use permit if it finds that the use is operated or maintained in a manner that it:
  - Adversely affects the health, peace or safety of persons living or working in the surrounding area; or
  - Contributes to a public nuisance; or
  - Has resulted in excessive nuisance activities including disturbances of the peace, illegal drug activity, diversion of Cannabis or Cannabis Products, public intoxication, smoking in public, harassment of passersby, littering, or obstruction of any street, sidewalk or public way; or



- Has resulted in or has been the target of criminal activity requiring undue attention and dedication of the Antioch Police Department resources; or
  - Violates any provision of Antioch Municipal Code or condition imposed by a City issued permit, or violates any provision of any other local, state, regulation, or order including those of state law or violates any condition imposed by permits or licenses issued in compliance with those laws.
  - Results in more than three distinct unresolved odor complaints in a twelve (12) month period.
16. The business shall incorporate and maintain adequate on-site odor control measures in such a manner that the odors of cannabis and cannabis-related products shall not be readily detected from outside of the structure in which the business operates or from other non-Cannabis businesses adjacent to the site.
  17. During regular business hours, all cannabis business premises shall be accessible, upon request, to an authorized City employee or representative for random and/or unannounced inspections. The cannabis business may be charged a fee for any inspections.
  18. An annual audit of the site's security plan shall be submitted to the Antioch Police Department. The audit shall be conducted by City staff or a third-party company subject to the approval of the Antioch Police Department.
  19. All points of ingress and egress to the business shall be secured with Building Code compliant commercial-grade, non-residential door locks and/or window locks. Entry and exit doors to restricted cannabis areas shall be made of reinforced metal with metal frames and have a security lock system.
  20. Building signage shall not state that cannabis or cannabis products are stored, sold or handled on the site. Images of cannabis leaves, green crosses, or similar commonly identifiable graphics are not allowed. All building signage shall be subject to staff review and approval.
  21. Any proposed exterior changes to the site shall be shown on the building permit plan submittal. Exterior changes may be subject to administrative design review approval.
  22. The only cannabis paraphernalia allowed to be sold at the site are vape pens, vape pen cartridges, vape pen batteries, chargers, rolling papers, pipes, bongs, and grinders unless approved in writing by the Community Development Director.
  23. Delivery vehicles shall not contain identifiable markings that associate the delivery service with the cannabis business.

24. The loading and unloading of vehicles for delivery of cannabis shall be conducted in a secured, gated or enclosed area.
25. All delivery of cannabis to the site shall take place in a caged/gated delivery area with a dedicated armed security guard to be present during all deliveries.
26. Visible signage shall be placed at the entrance of the facility notifying the public of surveillance on site.
27. Prior to a certificate of occupancy being issued for the site, the Antioch Police Department shall conduct a site inspection to assess the security of the site. Any changes the Antioch Police Department deems necessary upon site inspection shall be incorporated into a revised site security plan that is then submitted for their review and approval. No certificate of occupancy will be issued without final approval of a site security plan by the Antioch Police Department.
28. Security measures shall be designed to ensure emergency access is provided to the Antioch Police Department and the Contra Costa Fire Department for all areas on the premises in case of an emergency.
29. Security surveillance cameras shall be installed and maintained in good working order to provide coverage on a twenty-four (24) hour real-time basis of all internal and external areas of the site where cannabis is stored, transferred and dispensed, where any money is handled, and all parking areas. The cameras shall be oriented in a manner that provides clear and certain identification of all individuals within those areas. Cameras shall remain active at all times and be capable of operating under any lighting condition. Security video must use standard industry format to support criminal investigations and shall be maintained for a minimum of sixty (60) days.
30. A professionally monitored security alarm system shall be installed and maintained in good working condition. The alarm system shall include sensors to detect entry exit from all secure areas and all windows. The name and contact information of the alarm system installation and monitoring company shall be kept as part of the onsite books and records.
31. A local contact who will be responsible for addressing security and safety issues shall be provided to, and kept current with, the Antioch Police Department.
32. The applicant shall enter into an operating agreement with the City of Antioch prior to a certificate of occupancy being issued for the site. No business license shall be issued without an approved operating agreement.

\* \* \* \* \*

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the Planning Commission of the City of Antioch at a regular meeting thereof held on the 18th day of November 2020.

**AYES:**

**NOES:**

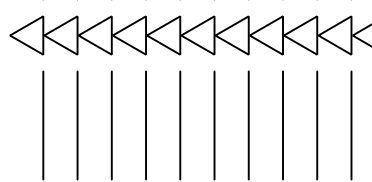
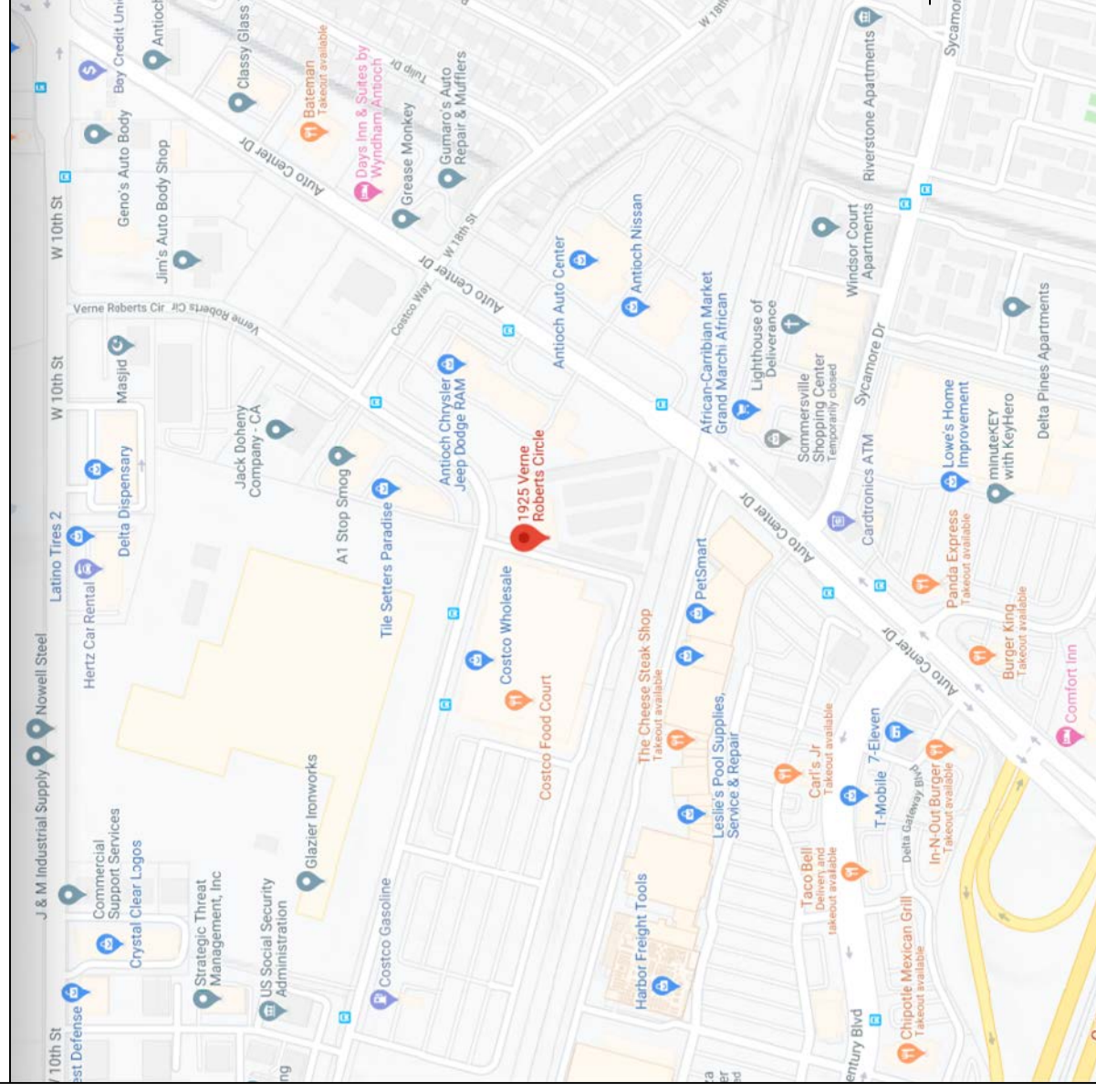
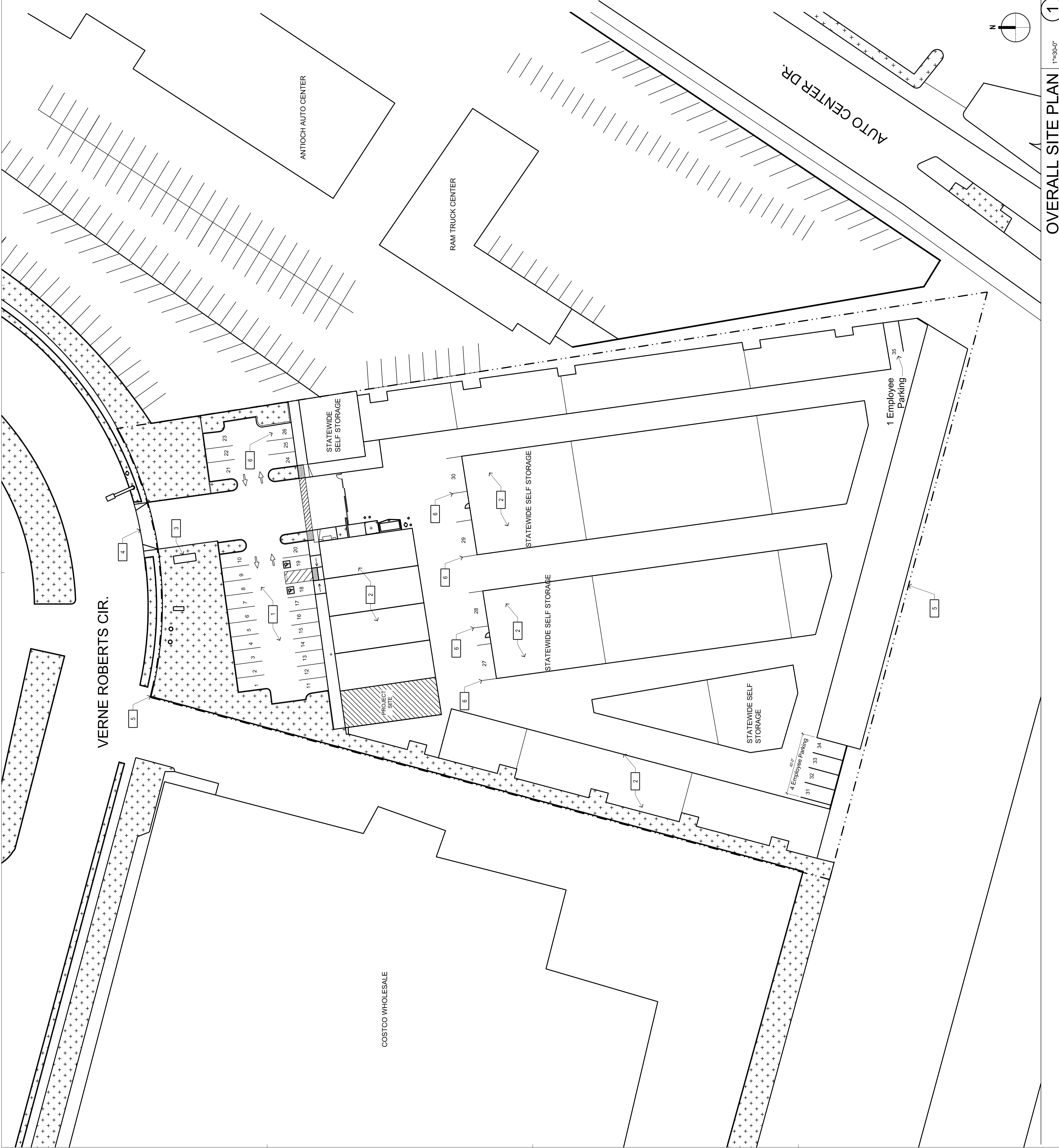
**ABSTAIN:**

**ABSENT:**

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**Forrest Ebbs**  
**Secretary to the Planning Commission**





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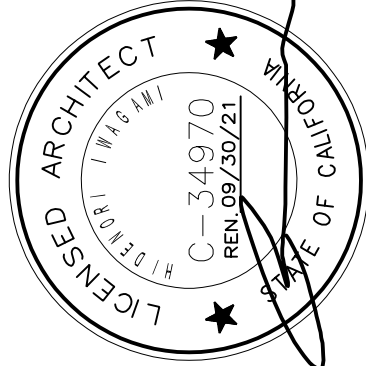
S H E E T

CUP Number UP-20-04  
Plan Check Number

CUP Number	Plan Check Number

## SITE PLAN

CULTURE CANNABIS CLUB  
1925 VERNE ROBERTS CIR.  
ANTIOCH, CA. 94509



555 ANTON BLVD. SUITE 150  
COSTA MESA, CA. 92626

02

Consultant

## BUILDING AND SITE INFORMATION

ADDRESS: 1925 VERNE ROBERTS CIRCLE, ANTIOCH, CA. 94509  
APN: 074-052-015  
ZONE: PBC (PLANNED BUSINESS CENTER)

REQUIRED PARKING

- TINT INC: 1 PER 400 SF (LIGHT MANUFACTURING) = 3 STALLS
- PRINT CLUB: 1 PER 400 SF (LIGHT MANUFACTURING) = 3 STALLS
- VALUE VILLAGE STORE: 1 PER 200 SF (RETAIL) = 8 STALLS
- BRENTWOOD CAR AUDIO: 1 PER 400 SF (LIGHT MANUFACTURING) = 3 STALLS
- CULTURE CANNABIS CLUB:
- 1,520 SF AT 1 PER 200 SF (RETAIL) = 8 STALLS
- SELF STORAGE: TOTAL 433 UNTIS - 5 PARKING STALLS REQUIRED

TOTAL REQUIRED PARKING: 30 STALLS

- 25 STALLS FOR MULTI TENANT BUILDING
- 5 STALLS FOR SELF-STORAGE

TOTAL PROVIDED PARKING: 35 PARKING STALLS

- 25 STALLS (FOR MULTI TENANT BUILDING)  
1 STALL FOR SELF STORAGE  
4 STALLS FOR SELF STORAGE (BEHIND SELF-STORAGE GATE)  
5 STALLS (RESERVED FOR CULTURE CANNABIS CLUB STAFF)

**PLANNING NOTES:**

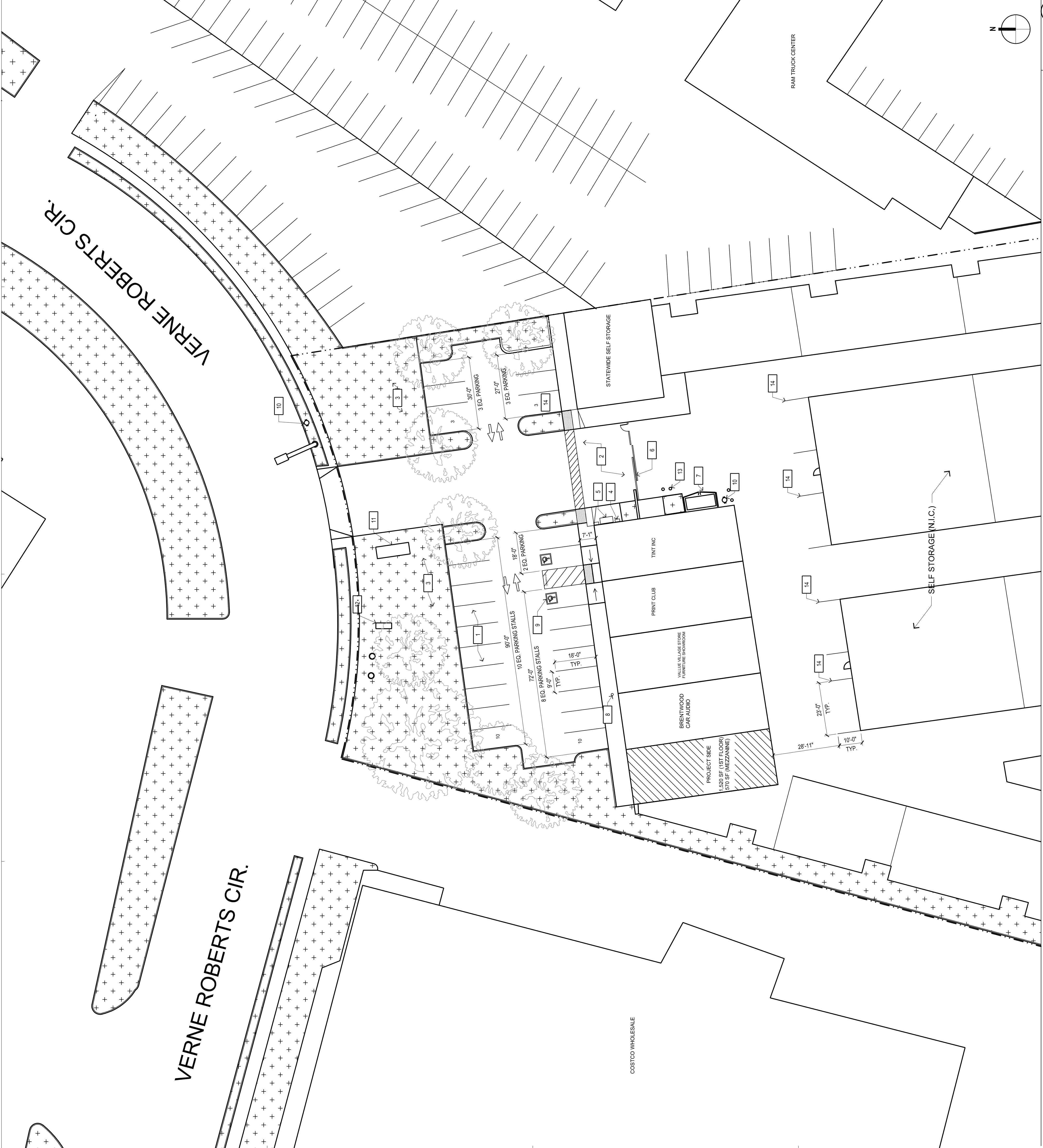
- 2 SHIFTS PER DAY
- 5 - 6 EMPLOYEES PER SHIFT
- ESTIMATED PRODUCT DELIVERY IS ONCE A WEEK (OFF PEAK HOURS)
- PLEASE REFER TO DELIVERIES SECTION IN THE PARKING PLAN

## VICINITY PLAN

## KEYNOTES AND LEGEND

- 1 EXISTING PAVED PARKING
- 2 EXISTING ADJACENT TENANT BUILDING
- 3 EXISTING MONUMENT SIGN
- 4 PROPERTY DRIVEWAY
- 5 PROPERTY LINE
- 6 PARKING FOR SELF STORAGE CUSTOMERS/CARETAKER





KEYNOTES AND LEGEND

- 1 EXISTING PUBLIC PARKING
- 2 EXISTING DRIVE AISLE
- 3 EXISTING LANDSCAPE
- 4 EXISTING GAS METER
- 5 EXISTING SES
- 6 EXISTING GATE
- 7 EXISTING TRASH ENCLOSURE (NOT TO BE USED FOR PROPOSED PROJECT)
- 8 EXISTING FIRE RISER
- 9 EXISTING ACCESSIBLE STALLS
- 10 EXISTING FDC
- 11 EXISTING MONUMENT SIGN
- 12 EXISTING OVERFLOW
- 13 EXISTING BOLLARD
- 14 PARKING SPACE FOR SELF STORAGE CUSTOMERS

PLANNING DEPARTMENT NOTES

REFER TO SHEET A1.0 FOR (S) EMPLOYEE PARKING STALL LOCATIONS.

CULTURE CANNABIS CLUB  
1925 VERNE ROBERTS CIR,  
ANTIOCH, CA, 94509

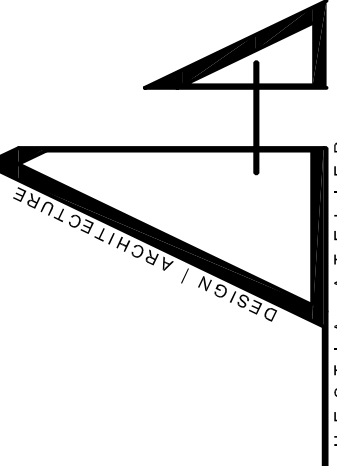
SITE PLAN

CUP Number UP-20-04  
Plan Check Number



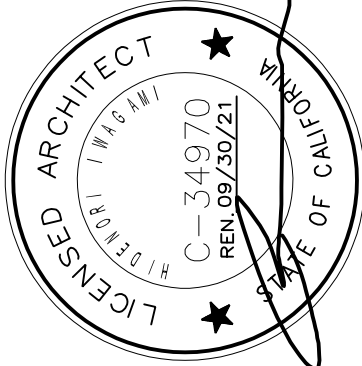
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555 ANTON BLVD, SUITE 150  
COSTA MESA, CA, 92626

Sheet



Consultant



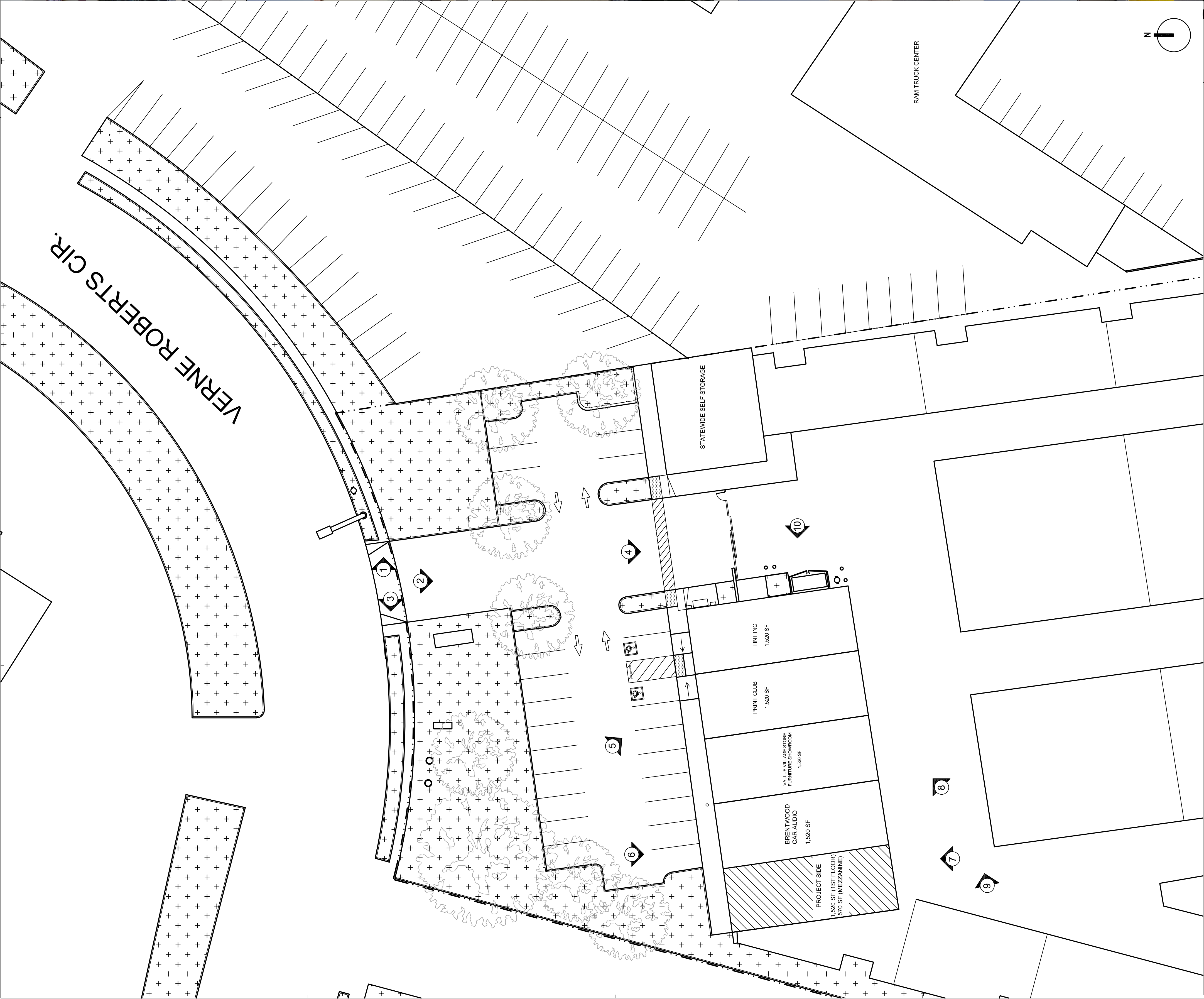


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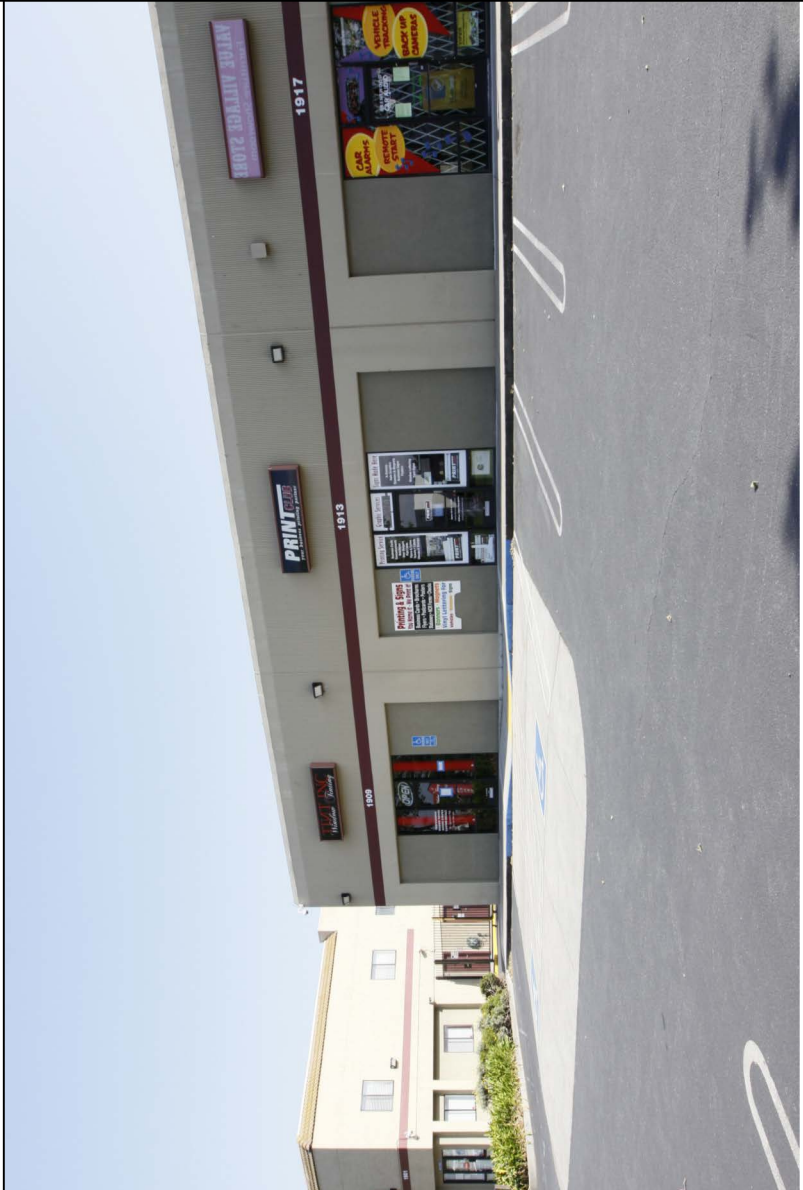


PHOTO 4



PHOTO 3



PHOTO 2



PHOTO 1



PHOTO 10

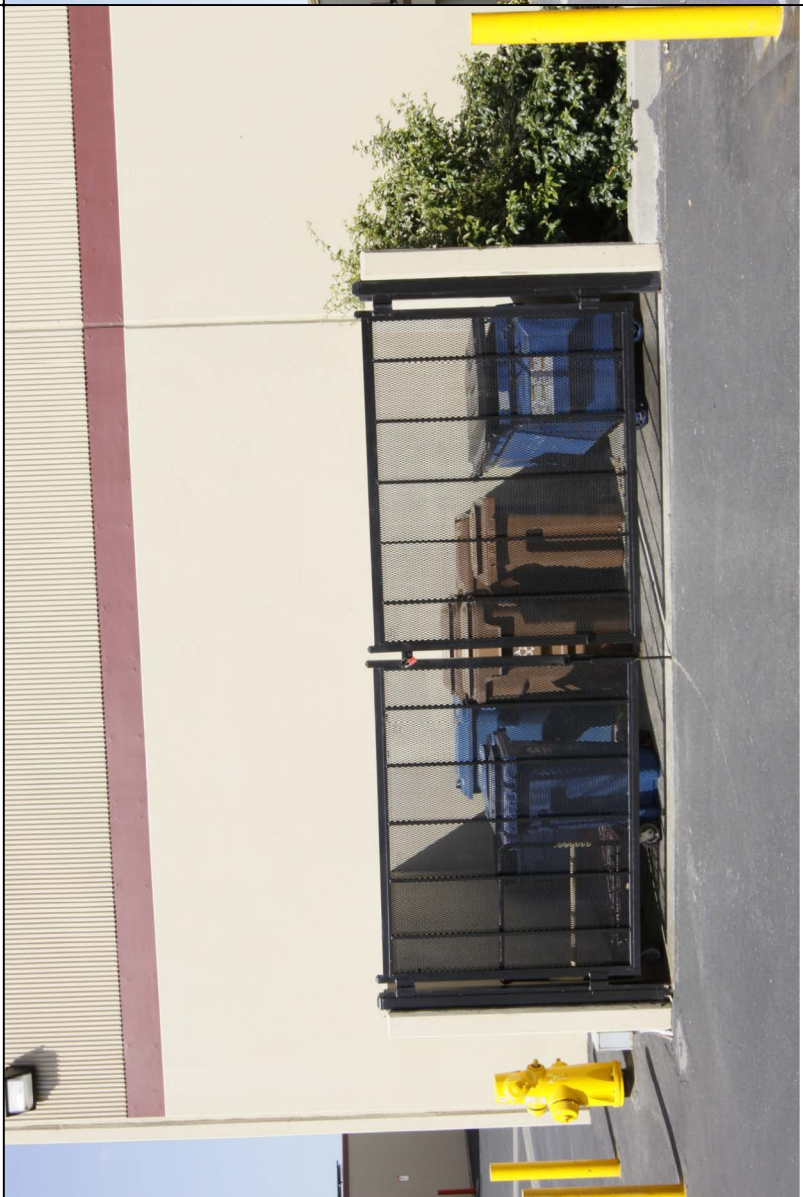


PHOTO 9



PHOTO 8



PHOTO 7



PHOTO 6



S H E E T

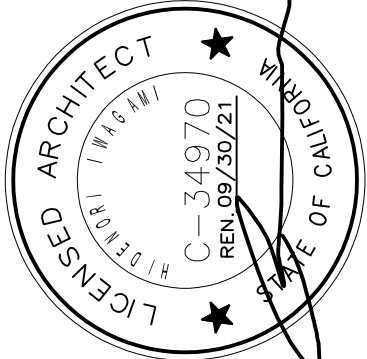
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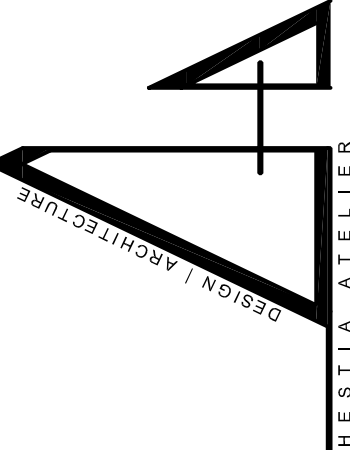
CUP Number UP-20-04  
Plan Check Number

SITE PHOTO PLAN

CULTURE CANNABIS CLUB  
1925 VERNE ROBERTS CIR,  
ANTIOCH, CA, 94509

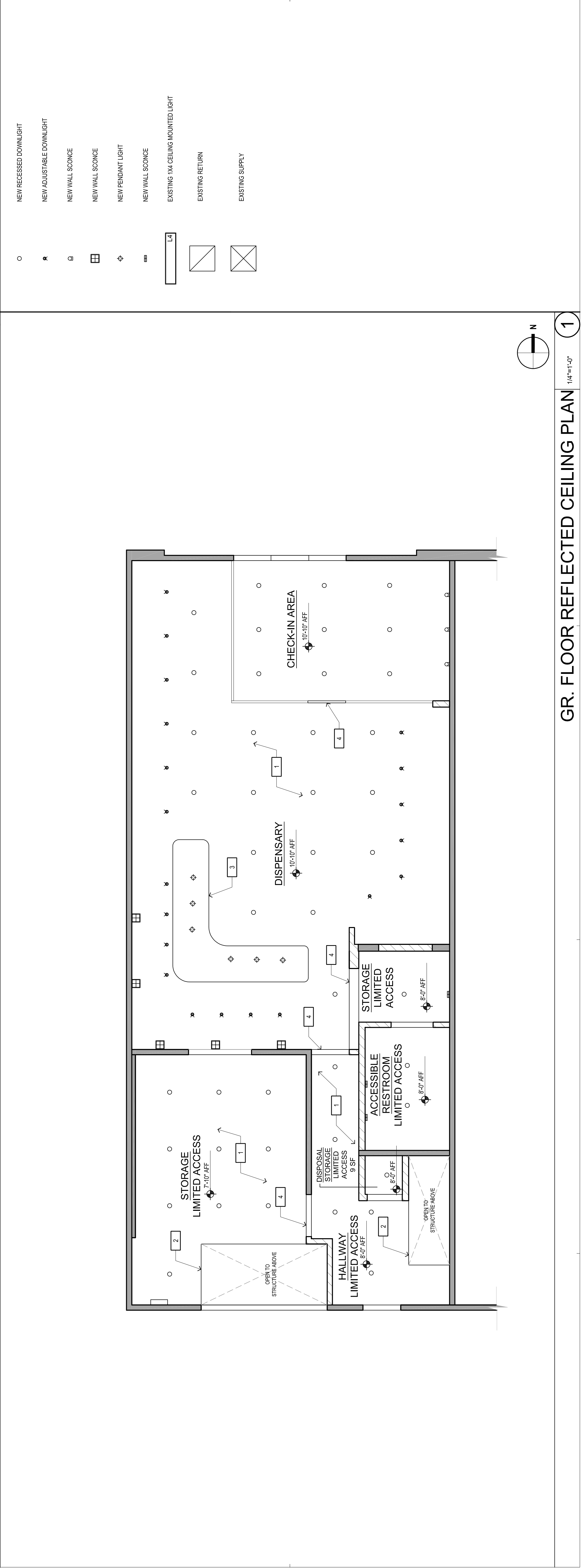
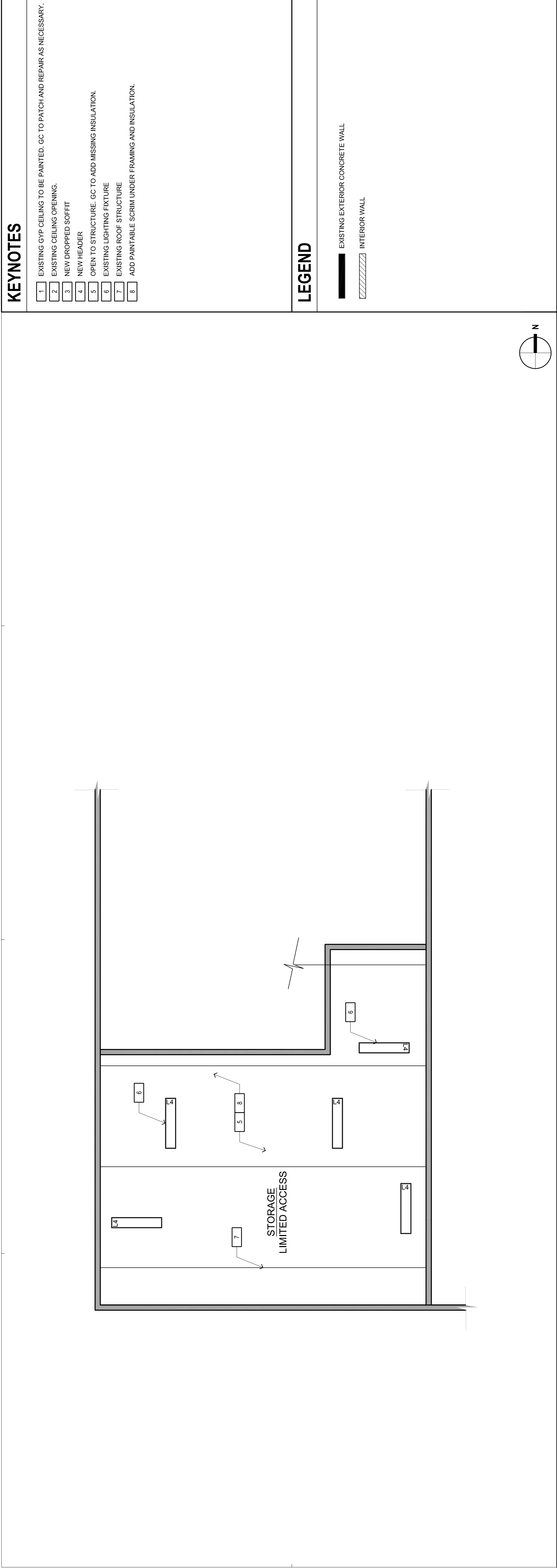


555 ANTON BLVD, SUITE 150  
COSTA MESA, CA, 92626

























records, to see how much and what kind of product that customer or patient is allowed to be dispensed. The duties listed are not exhaustive, and additional responsibilities may be assigned by the Retail Store Manager or other members of the management team.

Once verified, the Customer is must fill out our New Customer Form. The New Customer Form collects data including name, date of birth, and contact information, but also asks the customer to agree to a series of statements, including but not limited to:

- Agreement to not distribute/exchange cannabis to/with non-customers
- Agreement to not use cannabis for non-adult-use and medical use
- Agreement to follow all CCC rules and regulations
- Agreement to keep CCC up-to-date to any changes in customer status
- Agreement to follow all state and local laws regarding cannabis possession and use

A digital copy of the signed New Customer Form is maintained, and the customer is given a copy for their records. This ensures customers have access to their New Customer Form, and to the policies and responsibilities that come along with CCC customer.

Customers will then be given an orientation and tour of the facility by office staff. Office staff verbally informs the customer of the general process of using the facility services, including alternative health programs and other customer services, and gives the customer additional written documentation including rules and various handouts regarding services and customer opportunities. Once orientation is complete, the customer is then allowed to approach the facility counters and purchase cannabis medications and other products.

## PRODUCTS, FLOWER SALES, MANUFACTURED PRODUCT SALES

CCC will carry a variety of brands and strains, which will be adjusted to meet the quantity and variety demanded by our customer base. These are a few examples of the types of products and partnerships we already have in place to stock our Long Beach store opening in the next few months. As we stock our shelves for our other locations, we will be able to get a good understanding of market demands by the time our Antioch location opening at the end of 2020.

### GPen Gio Cartridges

				
<b>Mother of All Lemons</b> <i>sativa</i>	<b>Strawberry Divine</b> <i>hybrid</i>	<b>Eaze's Haze</b> <i>hybrid</i>	<b>Forbidden Rainbow</b> <i>hybrid</i>	<b>Paradise Purple</b> <i>sativa</i>
~10% THC A sativa-dominant hybrid boasting the flavor of a basket of lemons with some apple and mangoes tossed in.	~10% THC A sativa-dominant hybrid, with just enough sativa to stir up mischief while you settle back and contemplate your next move.	~10% THC A perfectly balanced hybrid, evenly infused with lemon, banana and strawberry.	~10% THC An indica-dominant mix of tasty sativa. Think of it as a shortcut to a meditative state of mind.	~10% THC A potent indica hybrid that puts you in a sleep-inducing state of joyful, euphoric tranquility.
0.5 GRAM \$10/gram \$40 MSRP	0.5 GRAM \$10/gram \$40 MSRP	0.5 GRAM \$10/gram \$40 MSRP	0.5 GRAM \$10/gram \$40 MSRP	0.5 GRAM \$10/gram \$40 MSRP
24-unit case \$480 per case	24-unit case \$480 per case	24-unit case \$480 per case	24-unit case \$480 per case	24-unit case \$480 per case



### Pre-rolls

		
<b>Sour Diesel Lemon Kush</b>	<b>Strawberry Banana</b>	<b>Alien OG</b>
Indica-hybrid ~15% THC	Indica-hybrid ~15% THC	Indica-hybrid ~15% THC
1 GRAM \$3.50/gram 24-unit case \$84 per case	1 GRAM \$3.50/gram 24-unit case \$84 per case	1 GRAM \$3.50/gram 24-unit case \$84 per case

### SUBLINGUAL DROPS

Sleepy Time Sublingual Drops promote a relaxing and restful sleep without the negative side effects of prescription medications. Discreet and precisely dosed for patient relief.

Ingredients: Cannabis Oil, Organic Coconut Oil, Cannabis Terpenes



SLEEPY TIME  
SUBLINGUAL  
DROPS

100% THC





## PRODUCT SELECTION

At our premier Culture Dispensary, we offer our valued customers a large selection of cannabis products and accessories from a wide variety of popular brands and strains. We intend to stock our Antioch Dispensary similarly.

**Accessories & Apparel.** We will carry accessories such as jars, boxes, rolling devices, smoking/vaping devices, batteries and glassware. We will carry our branded apparel such as t-shirts, hats, and jackets. We currently carry 63 accessories and 6 different apparel options.

**Edibles.** We currently offer 76 different edible options of varying weights and quantities, under 17 different brand names. Edibles are a large part of the growing cannabis market, and we intend to carry them at our Antioch retail store. A Cannabis edible is a THC-infused product that can be consumed by the client. Infusing Cannabis into foods is a long-practiced and very effective method to use Cannabis as medicine. CCC plans to offer several different edible product lines to cater to the various, nutritional, financial and taste needs of clients. Infusing Cannabis into foods is a long-practiced and very effective





method to use Cannabis as medicine. Careful dosing is important. Edibles can be used as effectively as smoking or vaporizing.

This may include beverages, coffees, pastries, chocolates, and gummies. Edibles can be as effective as smoking or vaping.

**Raw Flower.** We currently offer 126 raw flower products, under 17 different brand names. Raw Cannabis Flower will be sold in a mix of Indica and Sativa depending on client demand. Indica is known to reduce nausea, increase appetite and fight depression while Sativa is known for its uplifting effects that energize clients with strong cerebral effects. Finished, dried, manicured, cured Cannabis will be sold in .5g increments. CCC plans to begin with 25-50 medicinal varieties of Cannabis. We also currently carry 45 different pre-roll cigarette options.

**Concentrates.** This type will ensure clients have a variety of consumption methods that suit each person's needs and lifestyle. Our line is designed to provide high levels of cannabinoids and THC in a readily accessible form which provides instant relief for serious conditions. We currently carry 115 different oil cartridges from 10 different brands, 91 oil extracts from 11 different brands, and 35 solvent-less extracts from 5 different brands.

**Tinctures.** A Cannabis tincture is a cannabis-based extract that is infused with alcohol. We carry 16 different tinctures at our Dispensary. Typically, the flowers and trim leaves are used. This product provides easy dosing for clients with rapid absorption. This line is designed to make dose control easy for clients, with rapid absorption and effect. Tinctures can be flavored for better taste.

**Topicals/Personal Care.** We currently carry 21 different topical/personal care options for our customers, from creams, body oils, bath soaks, patches, and lip balms. Topicals are ideal for assisting clients who are arthritic or have aching injuries. Topicals have an analgesic and anti-inflammatory effect to reduce or eliminate pain.

**Services.** We value overall wellness for our customers and community.

This is why we have set up other wellness programs for our verified customers, such as yoga courses, massage or physical therapy with licensed professionals, and community education courses. We also offer private consultations to ensure our visitors feel heard, and understand all of their wellness options. Our customers come to us for a multitude of desires and needs, and know they can rely on our expertise and caring. We will ultimately choose a location that suits the space requirements of the services we wish to offer as well.



## PRODUCT HANDLING PROCEDURES

### PRODUCT DISPLAY





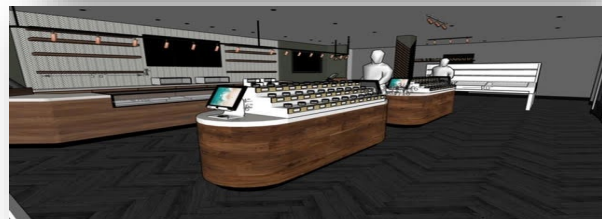
We take great care in keeping the flow and crowd under control at all times. We have strategically placed various product displays throughout different tables, counters, and areas, so that the sales floor is never congested, security can control the safety and security of patrons and products, and our customers are kept genuinely interested in the cannabis products and ancillary merchandise we have to offer. Below are some photo examples of how we display products behind protected display cases, and under control of the budtenders at all times.

#### DESCRIPTION OF FACILITY COUNTER

A facility floor works much like that of a jewelry counter. Due to the small size and high value, cannabis samples and products are always kept behind either the back wall behind a facility counter, or in glass viewing displays.

Every Budtender is responsible for inventory. Each Budtender's register area is on surveillance to assure there are no opportunities for theft. The inventory in the cabinet is accounted for each morning and evening, during opening and closing, respectively, and signed witness by both the facility manager and the Budtender.

All cannabis items for sale will be displayed in enclosed cases. If a customer would like to take a closer look at any one sample, the Budtender will take the sample out to let the customer inspect the sample. Each sample will be individually viewed. Each sample will be put back before another can be taken out to be viewed. After the customer selects his or her medication, the Budtender retrieves the items the customer wishes to purchase, the Budtender scans each item for sale, bags those items, and then places the bag on the counter near the Budtender. The Budtender then takes payment for the items. Once the items are paid for, the Budtender hands the bagged items to the customer.



#### RETAIL DELIVERY PROCEDURES

##### DELIVERY SECURITY

The Facility will have a dedicated secured loading and unloading area at the rear of the building. This secured loading and unloading area can be accessed via a laneway at the rear of the building which allows for the safe and secure delivery of goods without any Patient or Customer disruption.

We will request that any Distributors that it works with ensure that all deliveries are made to the rear of the building during operational hours and that deliveries are made in non-branded vehicles. This Secured Loading Bay adds a further element of safety to the employees of CCC and the Delivery company.

The Loading Bay will have continuous lighting and a Panic Button for Employee Safety.

##### DRIVER AND PATIENT / CUSTOMER SAFETY







The driver will be trained regarding required protocols for personal safety, product safety, operational policy and inventory control. The driving team will be trained to place their safety and public safety above other actions. Drivers will immediately notify the monitoring center of a conflict, deviation or threat.

In case of a burglary, attack or threat to public, the driving team is not to engage in proactive action that would further endanger them or the public. The driving team is to take the best and safest action needed to protect themselves and the public while maintaining control of the product if possible. Once a safe environment exists and as soon as possible, they will notify the monitoring center and the police via 911 of the events and all available details.

The Central Security Control Room will work cooperatively with the police regarding GPS information to locate the shipment/vehicle if applicable.

The driving team will notify the Central Security Control Room upon departure and they will check in every half-hour. The driver will notify the Central Security Control Room and the retail store that medical cannabis is going to be delivered to when the delivery team is 5 minutes away, one minute away, upon arrival, upon leaving the retail store and at trip conclusion.

Immediately upon return to the Facility the drivers will enter into the Data Management System the amount of product delivered, to whom, batch numbers, receipts for receiving the products and any other information about the trip.

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#### TRANSPORTATION VEHICLES

The licensed distributor CCC engages shall make sure each transportation vehicle shall be in good working order, have a valid registration with the California DMV, have the requisite amount of car insurance as required by the state, and will not have any windows besides the cab, and shall not bear any markings, stickers, or logos that would indicate the vehicle is used to transport cannabis or that the vehicle belongs to the distributor. Each vehicle will be equipped with a global positioning system (GPS) monitoring device and an active alarm.

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#### TRANSPORTATION SAFETY MEASURES

CCC shall instruct the distributor to employ best practices to mitigate cargo theft risk, which include contracting with a third-party expert to provide training and consulting on transportation processes. Some theft measures employed shall be:

- Risk-based advanced route planning;
- Regular employee briefings focused on awareness;
- Active vehicle monitoring using GPS tracking systems;
- Secure radio or satellite communication equipment to communicate with personnel at the delivery origination point and Warehouse when transporting cannabis;
- If necessary, use of escort vehicle(s) for high risk transportation;
- Secure, locked boxes fastened to the vehicle for storage of cannabis products;
- Vehicle alarms.

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#### RISK-BASED ADVANCED ROUTE PLANNING

The distributor shall plan, in advance, all transportation routes to mitigate the risk of theft, diversion, and hazard, as well as to mitigate the risk of the vehicle being stopped for long periods of time in traffic. The distributor shall, to the extent possible, randomize pick-up and drop-off times, and routes. The vehicle shall not have any unplanned stops while in-transit unless expressly authorized by the distributor. A





transportation vehicle shall never have cannabis goods stored in it overnight, and shall not be left unattended.

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#### PROHIBITED TRANSPORTATION METHODS

The distributor used by CCC shall not utilize aircraft, watercraft, drones, rail, human powered vehicles, or unmanned vehicles to transport cannabis products. Only the dedicated transportation vehicles are allowed to carry cannabis products.

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#### DURING TRANSPORTATION

During transportation, the employee driving the vehicle shall maintain a physical copy of the shipping manifest, and shall make it available upon request to law enforcement. The Dispensary shall maintain each electronic shipping manifest. CCC shall confirm and verify the shipping manifest contains the following information:

- Name and type of the cannabis goods;
- Unique identifier of the cannabis goods;
- Amount of cannabis goods, by weight or count;
- Date and time of the activity or transaction;
- Name and license number of other licensees involved in the activity or transaction;
- The name, license number, and premises address of the originating licensee;
- The name, license number, and premises address of the licensee transporting the cannabis goods;
- The name, license number, and premises address of the destination licensee receiving the cannabis goods into inventory or storage;
- The date and time of departure from the licensed premises and approximate date and time of departure from each subsequent licensed premises, if any;
- Arrival date and estimated time of arrival at each licensed premises; and
- Driver license number of the personnel transporting the cannabis goods, and the make, model, and license plate number of the vehicle used for transport.

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#### DELIVERING PRODUCTS

CCC will be utilizing secure delivery vehicles that can adequately monitor delivery processes. It is expected that they will comply with the requirements set by the State of California to ensure the security of transport agents and of inventory being transported and to comply with Bureau of Cannabis Control Regulations. Below is a snapshot of company procedures.

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#### PROCEDURE

- Delivery Care Loading:
  - Loading at the facility will also take place under the supervision of a minimum of two employees and in a place that is inconspicuous and out of view of the public. All products will be transported from the retail store to the vehicle and from the vehicle to the designated drop-off locations in a sealed and locked container. Access to the container will require both combination input on an electronic keypad and a physical key.
  - All cannabis goods must be placed in an opaque exit package prior to leaving the premises





- Delivery will not contain more than \$5,000 of cannabis goods at any time
- Delivery Window:
  - Deliveries will only take place between 8:00 a.m. and 8:00 p.m. These time parameters exceed BCC requirements and will ensure for compliance even in the face of unexpected circumstances.
- Tracking:
  - Deliveries will be made only within the State of California which we confirm by requiring submission of GPS tracking records.
  - All transport vehicles will be equipped with GPS monitoring and will be required to update the retail store upon every completed delivery.
  - We will require the use of a real-time wireless reporting of all deliveries to monitor delivery, which we believe will help prevent diversion during the delivery process. It also will allow us to track the location and delivery time of products.
- Secured Inventory:
  - Vehicles will be equipped with either a secure lockbox or locking cargo area.
  - Vehicles will not have any cannabis identification, and no medicine or paraphernalia will be visible.
  - The transport vehicles will be newer model and temperature controlled.
  - Products remain in the locked transport container during transport. The incoming container will be removed from the delivery vehicle under the supervision of a minimum of two employees. The container will only be opened once it is securely inside the retail store.
  - Delivery vehicle will not contain more than \$5,000 of cannabis goods at any time
- Transport Agents:
  - Deliveries will only be made by employees of the retailer
  - All deliveries from our facility will include the use of trained security personnel in teams of two or more. It is understanding that the delivery drivers will be required to successfully complete training, how to prevent robberies, protect their lives, and stop “car jackings.”
  - There will be at least one team member present with the vehicle at all times when cannabis is present.
  - Transport agents will be able to engage in two-way communication with the retail store during transport in case of emergency.
  - Transport agents shall valid driver’s licenses and carry identification which shall be available to DOH, or its agents, law enforcement or other Federal, State, or Local government officials if necessary, to perform the inquiring entities functions and duties
  - While engaged in the transport of cannabis and within reasonable time before and after same, transport agents may not where any clothing or insignia which signifies the agent may be in possession of cannabis.





- All drivers with incoming medicine will be required to be in contact with our retail store at the origination of the transport process and ten minutes prior to arrival. We will keep all transportation documents computerized and ready for inspection.
- Transportation Manifest
  - Proof of automobile and corresponding liability insurance and placement of our retail store as an additional insured will be required prior to operations and on a quarterly basis.
  - The name, license number, and premises address of the originating licensee.
  - The name, license number, and premises address of the licensee transporting the cannabis goods.
  - The name; license number, and premises address of the destination licensee receiving the cannabis goods into inventory or storage.
  - The date and time of departure from the licensed premises and approximate date and time of departure from each subsequent licensed premises, if any.
  - Arrival date and estimated time of arrival at each licensed premises.
  - Driver license number of the personnel transporting the cannabis goods, and the make, model, and license plate number of the vehicle used for transport.

#### VEHICLE INFORMATION

The specific vehicle information for each delivery vehicle to be utilized by CCC is demonstrated below. CCC will update this document as more vehicles are added and/or retired from delivery services. Further, if additional vehicles are used or the following information changes, CCC shall update the local and state registry with the updated delivery vehicle information.

<b>Vehicle make</b>	
<b>Vehicle model</b>	
<b>Vehicle color</b>	
<b>Vehicle year</b>	
<b>VIN</b>	
<b>License plate number</b>	
<b>DMV registration information</b>	

#### TRAINING

Delivery drivers hired by the retail store shall be trained on delivery procedures and protocols enclosed within this delivery plan, in-line with the retail store employee handbook, and in accordance with all local and state regulations. Delivery employees must follow the protocols of this retail store, which aligns its procedures with those of the local and state regulations. No delivery driver may carry cannabis goods or products for any other licensed retailer, or any other cannabis business on his or her person, or in the retail store's delivery vehicle, while performing deliveries on behalf of this retail store. If the delivery driver is using a private vehicle, these same rules shall apply for the time during which the delivery driver is being employed and is being paid on the clock for this retail store.





Training shall include, but not be limited to, driver safety and security, emergency preparedness, cash handling, product security, breaches of security, vehicle maintenance, vehicle inspections, rules and regulations for cannabis delivery services, identity verification methods, traffic laws, break rules, unplanned stops or unforeseen events, GPS and navigation system use, communication/radio system use, order fulfilling and manifest/logs, communicating with local law enforcement, customer service, community sensitivity, dangers and risks of the deviation of cannabis products.

Delivery employees will be trained on the following company policies:

- Company vehicles must only be used for official business;
- Delivery personnel may operate company vehicles only on randomly selected routes;
- Vehicles must be locked when they are parked and the alarm active;
- The interior and exterior cleanliness of cars must be maintained by the delivery employee;
- All traffic laws must be obeyed by the delivery employee, including speed limits;
- The delivery employee shall not use the vehicle to give rides to any person (employee or otherwise) unless approved by the manager, and necessary for the Dispensary's operations;
- The delivery employee shall refuel the vehicle at the end of the shift, and shall try to do so when there is no cannabis products or cash in the vehicle;
- A vehicle inspection form must be completed at the beginning of each shift. This inspection involves the checking of fluids, checking for vehicular damage, equipment defects, and security feature glitches;
- Cannabis products must be transported in a safe, secure, and locked storage compartment that is part of the delivery vehicle. Cannabis products must not be visible from the exterior of the vehicle;
- Drivers shall not make any unnecessary stops or detours, except in emergencies, and shall travel only from the Dispensary to the consumer's address, from consumer address to consumer address, and/or from consumer address back to the Dispensary.

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#### INCOMING ORDER PROCESSING

CCC's website will provide to customers a user-friendly online shopping experience. There will be a complete list of products, organized by product type (topicals, pre-rolls, concentrates, edibles, etc.). Each product will have a clear picture and price on the main products page, and once clicked on, each product will have a specific product page complete with a full product description, average THC/CBD amount by percentage, effects of the product, and product reviews. Product reviews will be provided by customers. These reviews are meant to be helpful to other customers, and will be screened for profanity or other offensive or harmful language.

Customers will create an online account by providing their email address, a password for their account, and their cell phone number. When ordering, customers will enter their name, driver's license/identification number, date of birth, height, eye and hair color, and delivery address. If this address is not at a private address in or around where it is permitted to deliver cannabis products to consumers, the order cannot be placed. The address will also be verified prior to delivery to ensure the address is not located on publicly owned land or any address on land or in a building leased by a public agency.







Cannabis delivery orders are placed online through CCC website, which is linked to the standard point-of-sale software. A retail store employee will be notified on the POS of an order placed for delivery, and if all information is complete and valid. Once the buyer and address have been verified as a physical address in California and not located on publicly owned land or on property leased by a public agency, the retail employee may prepare the order and inform the Manager that a delivery is ready to leave the premise.

If at any time company loses connectivity to its track and trace system for any reason, all deliveries will cease to take place, until such time as connectivity is restored. In the event of a loss of connectivity, Manager's will communicate with the driver's that they should cease deliveries until further notice, and wait in the vicinity of their current location until further instructions are given. Should the Manager anticipate the loss of connectivity to be for an unreasonably extended amount of time, the Manager may instruct the delivery employee to cease all delivery activities and return to the premises with all cash and cannabis product to be re-counted and manually tracked for inventory.

#### PREPARING ORDERS

The retail store employee charged with receiving and processing delivery orders received through CCC's POS shall follow the retail store's delivery fulfillment procedures.

All of the product information will be scanned using the barcode tracking system. The employee will confirm that all cannabis and cannabis products to be delivered are labeled and placed in a re-sealable, tamper-evident, child-resistant package and shall include a unique identifier for the purposes of identifying and tracking cannabis and cannabis products. All cannabis products to be delivered shall conform to the local and state regulations for packaging of cannabis products. Employees shall ensure that all labels on the cannabis products conform to the local and state regulations for labeling prior to exiting the facility. No product insufficiently packaged or labelled shall be permitted to leave the facility, and should be properly handled according to the facility waste management protocols. No cannabis products that leave the facility intended for delivery shall be contained within any packaging that may be attractive to children.

A delivery manifest will be generated and printed for the delivery employee. The delivery employee will be provided with instructions for order of deliveries, routes, and reminded of cash protocol by the Manager on duty, example below.

#### VEHICLE PRODUCT STORAGE

Only enclosed motor vehicles will be utilized by the retail store. No foot, bicycle, skateboard, drone, public or other form of transportation will be utilized by the retail store for delivery. Neither cannabis product nor cash shall be visible from outside the vehicle. The vehicle shall have permanently affixed lock boxes inside, one to store cannabis product, the other to store the cash. No cash or product shall be left unattended in the vehicle unless it is locked and the alarm active, and no cash or product shall be left in the vehicle overnight. No portion of the enclosed box, container, or cage, as defined in section 5417 of the BCC Regulations, shall be comprised of any part of the body of the vehicle or trailer.

No more than \$5,000 worth of cannabis product shall be in the vehicle at any given time. The value of cannabis goods shall be determined using the current retail price of all cannabis goods carried by, or





within, the delivery vehicle of the retail store delivery driver. The value of cannabis goods carried in the delivery vehicle for which a delivery request was not received and processed by CCC prior to the delivery employee departing from the premises will not exceed \$5,000.

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#### ORDER PROCEDURES

The Manager will verify the delivery driver's cash on hand count, and will load the products to be delivered into the vehicle's secure, fixed, storage container. All loading for delivery shall be done by the delivery driver and a manager, or other authorized employee, at the facility loading bay. No cash or cannabis goods shall be loaded into the delivery vehicle anywhere but in the facility loading area. Both the delivery employee and the Manager will ensure the two-way communication system and GPS are in good working order. The manager will ensure the vehicle navigation system is in good working order, and that the pre-set routes have been loaded into the system. The delivery vehicle will have adequate fuel to avoid unnecessary stops. A delivery employee shall not leave CCC's premises with cannabis goods without at least one delivery order that has already been received and processed by CCC. The delivery employee shall only perform deliveries for CCC and shall not perform deliveries for any other third-party licensed retailer at the same time. For clarity, all cannabis products carried in a delivery employees' vehicle at any given time shall be those originating from one retail store only. Delivery employees may not simultaneously deliver for more than one retail store.

Before leaving CCC's premises, the delivery driver must have a delivery inventory ledger of all the cannabis goods in the vehicle. For each cannabis good, the delivery inventory ledger shall include (table below):

- Type of good
- Brand of good
- Retail value of each good
- Track and trace identifier of each good
- Weight, volume, or other accurate measure of each good

Following *each* customer delivery, the delivery inventory ledger must be updated to reflect the current inventory in possession of the delivery driver (i.e., in the vehicle).





DATE	DELIVERY EMPLOYEE ID	PRODUCT DESCRIPTION	BRAND	WEIGHT	VALUE

### LOCATION TRACKING

A permanent Global Positioning System (GPS) device shall be affixed to each delivery vehicle, and shall remain active at all times during the delivery, so that the licensed retail store can track the geographical location of the vehicle. The GPS device for each vehicle will be owned by the retail store and used for delivery operations only. Each vehicle will be equipped with an active vehicle alarm system. The GPS communications will be transmitted to the retail store security system so that a manager or security personnel can track the delivery driver's location at all times.

### NAVIGATION

The delivery employee shall use vehicle-mounted, hands free navigation system at all times, and shall make efforts to maintain the navigation routes, except in the event of an emergency, for necessary rest, fuel, vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable. Delivery employees shall not use hand-held navigation devices, and shall not use their personal cell phones while driving, to either communicate with the retail store, or to navigate. All navigation devices will be GPS communicating with the retail store system so the manager can track the driver's route in real time. Should there be unforeseen events, such as construction or road-blockages, the delivery driver shall notify the retail store manager of the anticipated change in route or stop to be made.

### BREAKS AND STOPS

The driver shall take a route from the licensed retail store to the delivery address, directly from delivery address to delivery address, or delivery address back to the licensed retail store. All stops should be communicated to the retail store Manager. At no time shall the vehicle be left idling. Unattended vehicles must be locked with the alarm system activated. Required rest breaks shall be communicated to the retail store Manager and logged in the driver's stop log. Delivery employees shall not fulfill orders received while in the process of a delivery unless accompanied by a valid delivery request receipt. Delivery request receipts received while in the process of a delivery shall contain all information required by section 5420 of the bureau of cannabis control regulations, except the date and time of delivery and the consumer's signature. All cannabis product that is not intended for immediate delivery shall be accurately logged





and the logs updated when fulfilling new delivery requests received while away from the retail store. The delivery driver shall not leave the state of California while possessing cannabis goods. The driver shall not consume cannabis goods while delivering cannabis good to consumers, or at any time in between scheduled deliveries, including while on required rest breaks.

The delivery driver shall maintain a log that includes all stops from the time the driver leaves CCC's premises to the time the driver returns to CCC's premises (table below). The log shall also include the reason for the logged stop. The log shall be turned in to the Manager upon the driver's arrival back at the retail store. CCC shall maintain the logs pursuant to its record keeping policies.

<u>DATE</u>	<u>EMPLOYEE ID #</u>	<u>LOCATION OF STOP</u>	<u>REASON FOR STOP</u>

### RECEIVING NEW ORDERS

Delivery employees may receive orders while in the process of a delivery. All orders will originate from the retail store, and the delivery employee shall not receive or fulfill orders for any other retail store at the same time. Delivery vehicles will not carry any cannabis goods or products of a value in excess of \$5,000. If a delivery driver does not have any delivery requests to be performed for a 30-minute period, the driver shall not make any additional deliveries and shall return to the licensed premises. Required meal breaks shall not count towards the 30-minute period.

When the retail store receives new delivery order requests, a delivery request receipt will be electronically sent to a delivery driver that is currently out on or returning from a delivery. CCC will utilize electronic devices capable of receiving delivery request receipt information in the appropriate form to meet all state regulations. The retail store will use its best efforts to utilize the driver closest to the delivery destination, and that has the necessary product to fulfill the order.

When a delivery employee receives a request electronically, the driver shall make a reasonable effort to finish the current delivery, and then stop or park the vehicle at a reasonable moment, and a reasonable location without violating any road or parking regulations. The delivery employee shall then review the delivery request receipt and cross-reference the vehicles current inventory log to ensure the request can be adequately fulfilled. Once this is confirmed, the delivery employee shall communicate with the retail store Manager that s/he can fulfill the request, shall confirm the most reasonable route to be taken, and anticipated time of the delivery. The Manager and delivery employee shall both update their delivery manifest to account for the additional delivery/ies to be made. Stop logs, inventory logs, cash logs, and any other necessary documentation will be updated to include delivery requests received while outside the retail store.





## DELIVERY REQUEST RECEIPT

Delivery Employee	
Prepared by	First Name: _____
	Employee number: _____
Ordered by	First Name: _____
	Employee Number: _____
Delivery Request	Customer First Name: _____
	Customer Number: _____
Delivery Address	Date: _____
	Time: _____
	_____

CANNABIS GOODS	UID	Weight/ Volume	Number of Units	Total Weight/ Volume	Cost per Unit	Total Cost
			Cost of cannabis goods			
			Taxes			
			Fees			
			Delivery charges			
			<b>TOTAL AMOUNT DUE</b>			

Date & Time Delivery Made: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Prior to arriving at any physical delivery location, CCC must have received a delivery request from a customer and provided the delivery request receipt to the driver electronically or in hard copy form.





Drivers will first look for standard parking, either street parking or parking lot parking (if available) to keep the vehicle from creating obstacles in the flow-of traffic. However, the drivers shall not park in reserved parking spots or attempt to navigate narrow driveways or thoroughfares that could create congestion and nuisance for residents. In the event parking is not possible or feasible, the driver will park in an area that creates the least amount of congestion and obstacle for any traffic, and shall not park near blind curves or hills. In addition, drivers will not use their horns to alert customers they have arrived, and shall be quiet and unobtrusive when walking through apartment common areas, shall not walk across lawns or landscape features, and shall try to remain on sidewalks, walkways, and compacted paths.

Once the delivery employee has arrived at the delivery location and legally parked as close to the address as possible, the delivery employee shall use the two-way radio communication device to inform the Manager that he/she will be stepping out of the vehicle to make a delivery. Once the delivery employee is at the address, he/she will verify the consumer's identity by checking a valid, unexpired California driver's license, passport, or other acceptable form of government issued identification. The driver shall cross-reference the delivery manifest to the identity of the person and shall take a photo of the front and back of the identification. Finally, the customer shall sign a copy of the delivery receipt. A copy of the delivery receipt shall be given to the consumer, and a copy shall be maintained and sent electronically to the retail store tracking system as well. All delivery receipts and identification verifications shall be maintained with CCC records for no less than seven (7) years. CCC may also choose to utilize handheld electronic scanning devices to verify the validity of the consumer's photo identification, electronic signatures, and an electronic record of all delivery sales.

If the delivery employee will be accepting payments in cash from the consumer, the delivery employee shall ensure that he/she is never carrying an abundance of cash on his/her person. The delivery employee shall only remove a reasonable amount of cash from the vehicle cash safe to give change to the consumer for the purchase. All cash shall be immediately stored in the vehicles safe.

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### RETURN TO DISPENSARY

The delivery employee shall return to the retail store immediately upon completion of all delivery routes, or if the driver does not have any delivery requests to be performed for a 30-minute period, the driver shall return to CCC premises and not make any additional deliveries. The employee shall inform a Manager of his/her return to the retail store. Together with the security personnel, the Manager and delivery employee shall unlock the vehicle safe and remove any cash to be deposited in the retail store safe and shall return all undelivered cannabis goods to inventory, and all necessary inventory and track and trace records shall be updated as appropriate that day. All delivery manifests and delivery receipts shall be handed over to the Manager for proper review and archiving. The Manager shall review the receipts for any anomalies. Delivery employees shall not hang out in the delivery vehicles or loiter around the premises while waiting for their next delivery run to commence.

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### AUDITING

A copy of the delivery receipt given to the consumer shall be maintained and sent electronically to the retail store tracking system. All delivery receipts and identification verifications shall be maintained with CCC records for no less than seven (7) years. When a delivery driver returns to the retail store, all logs





and receipts will be reviewed by the manager for accuracy and anomalies. Any issues will be addressed immediately by the manager, and law enforcement shall be notified if any suspicious activity is suspected. Just as a retail location may use “secret-shoppers” to get an undercover look at the quality of the sales team, the retail store may work with local law enforcement or hired personnel to set up “secret-shoppers” for the delivery operations. This will give the retail store management team another assurance that delivery employees are following all protocol to mitigate the possibility of theft or diversion of cannabis products or cash.

## CASH HANDLING PROCEDURES

### MONEY HANDLING AND LIMITED CASH OPERATION

To reduce the risks of theft or robbery, associated with cash sales and operation, we will train our staff in the following policies and procedures:

- Cash is kept out of view of customers/public
- Each facility register will be under obvious video surveillance
- Manager will take money to safe when register contains over \$1000
- Design will incorporate a visible barrier or privacy screen for the counter area when cash drawers are removed or cash is counted
- Training will directly address cash handling for each activity, for every position, which deals with cash (ex.: removing cash for Budtenders, accepting cash and taking to safe for managers, etc.)
- Specify in training for Budtenders to maintain theft and robbery protocol with ongoing supervision by manager
- Include consequential oversight for failure to comply by Security personnel protocols
- Have written procedures readily available and posted in break room at facility counters
- Require employee feedback and input of suspicious activity notes.

### SALES AND CASH MANAGEMENT PROCEDURE

#### Sales and Cash Management

- Team Lead or Management member is responsible for Cash Handling
- Print Register Reports out of POS system and balance all cash drawers to \$400 as part of evening closing procedures
- Reconcile daily cash, checks, and gift card amounts to Register Reports
- Put bagged cash, checks, gift cards and their associated Register Reports in safe
- Daily Sales Reporting
- Designated Team Lead or Manager is responsible for daily sales reporting
- Reconcile daily cash, checks and gift card amounts to the Register Reports to validate previous night’s closing activities
- Print day’s Revenue Report, Deposit Report, and Sales by Category Report from time and attendance system
- Daily Sales Template (Excel Spreadsheet)
- Enter sales by revenue categories from time and attendance system Revenue Report
- Enter sales tax calculations from time and attendance system Revenue Report
- Enter Cost of Goods Sold by revenue categories from time and attendance system Sales by Category Report





# NEIGHBORHOOD COMPATIBILITY PLAN





## “GOOD NEIGHBOR” POLICY

### NEIGHBORHOOD COMPATIBILITY OVERVIEW

CCC is committed to ensuring its operations do not cause a nuisance to the neighborhood. Accordingly, CCC will implement comprehensive policies with the objective of reducing the risk of creating any nuisance and improving the surrounding community. The methods with which we will manage the exterior and surrounding public areas of our location are outlined in greater detail below.

### GOOD NEIGHBOR POLICY

Not only will CCC address potential nuisance considerations, CCC will also implement a “good neighbor policy” to ensure that it contributes to the overall wellbeing of the neighborhood. This policy will include the following:

- Providing adequate security in and around the facility;
- Maintaining a clean facility in good repair;
- Ensuring customers, vendors, and employees behave appropriately when at the facility;
- Excluding customers who break the rules or divert or attempt to divert cannabis products;
- Providing a timely response to community concerns.

**Concerns Addressed.** CCC is cognizant of the potential problems and nuisances that can arise from operating a cannabis operation, including but not limited to, the following concerns:

- Undesirable odor/smell;
- Increase in noise;
- Increased foot and vehicle traffic;
- Increase in waste and waste water;
- Impact on safety related concerns; and
- Impacts to right of way/access points.

### GENERAL POLICIES

General policies which CCC shall strictly enforce, and which each employee shall be tasked with assisting in enforcing, include:

- No loitering;
- Only customers allowed inside the Retail store;





- No sale, dispensing, or consumption of alcoholic beverages on or around the Retail store including the parking lot;
- No cannabis or cannabis products shall be left unattended or in an area that is not locked and secured, and no cannabis or cannabis product shall be inhaled, smoked, eaten, ingested, or otherwise consumed on the property, in the Retail store, or in the parking areas of the property; and
- Employees and security shall ensure that individuals do not enter or remain on the facility grounds if those individuals are not engaging in activity expressly related to the operations of the business (i.e., if they are not customers or visitors with a bona fide business purpose).

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## PROTOCOLS FOR MITIGATING NOISE

If excessive or above normal onsite noise is detected by management, CCC will implement certain protocols as discussed below.

CCC will take the following steps any time it receives a noise complaint:

- Investigate and determine the likely source of the noise;
- Assess the effectiveness of available on-site management practices to resolve the noise event and immediately take steps to reduce the noise;
- Determine if the noise traveled off-site by surveying the site perimeter and noting noise from the building; follow-up with neighbors as necessary; and
- Record the event for further investigation and operational review.

No Heavy Machinery – The facility will not be operating any heavy commercial or industrial machinery that generates excessive amount of audible noise, and any equipment used will not generate noise detectable outside the concrete block walls of the building.

No Loitering Policy – CCC also has a strict "no loitering" policy, which shall be enforced by employees and the security guard, helping to mitigate noise from being generated in the parking lot. This policy shall include a maximum of ninety (90) minutes of parking for each parking space and no overnight parking.

Record keeping – Any time CCC receives a noise complaint, a management-level employee must record the information relative to the event in CCC's records.

Noise Caused by Customer – If problematic noise is caused by persons on-site, the security guard shall approach the person(s) and request for the noise to be abated, if the person(s) refuse, the





security guard shall request for the person(s) to remove themselves from the Retail store. If the person remains noisy and disruptive, and refuses to vacate the Retail store, then the security guard shall follow protocols for mitigation of unruly persons (including alerting the local Police Department if necessary).

## WASTE MANAGEMENT

CCC shall ensure that any cannabis product or cannabis-derived product that is intended for disposal, shall be made unusable and unrecognizable prior to removal from the property, in compliance with any applicable laws. Additionally, cannabis waste shall be disposed of in a manner that protects any portion of the cannabis from being possessed or ingested by any person or animal.

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### WASTE MANAGEMENT PLAN

CCC will hire a licensed local County waste hauling service to handle cannabis waste management to ensure that we adhere to the all the CA Bureau of Cannabis Control Emergency Regulations regarding Cannabis Waste Management. All waste removed from the site will be thoroughly documented via waste manifest, requiring signatures from both facility management and the third-party transport technicians. Waste is tracked and traced from the point of generation to its final resting place.

CCC will also be implementing the use of ENERGY STAR Portfolio Manager, which is a free, easy to use, online tool for tracking waste, energy and water data over time. We will be using this platform to benchmark the performance of the building from a waste management perspective with a long-term goal to consistently improve the performance of our waste reduction program.

#### **Secure, Segregated Storage**

All cannabis waste will be stored in secure, segregated storage on the licensed premises until there is a sufficient quantity to destroy.

#### **Disposal**

Disposal of any cannabis product waste must be rendered unrecognizable, unusable and unrecoverable through grinding and incorporating the cannabis waste with non-consumable, solid wastes listed below, such that the resulting mixture is at least fifty (50%) percent non-cannabis waste:

- Paper waste;





- Plastic waste;
- Cardboard waste;
- Food waste;
- Grease or other compostable oil waste;
- Bokashi, or other compost activators;
- Other wastes approved by the Cannabis Control Commission that will render the medical cannabis waste unusable and unrecognizable as cannabis; and
- Soil.

Retailers of consumer goods are liable for the products they provide to consumers and face product recalls for potentially dangerous or hazardous products. The same is true for the cannabis businesses as manufacturers and distributors, for the facility may need to conduct a product recall in the future. For most consumer products the recall process is handled and regulated by the Consumer Product Safety Commission (CPSC), therefore, the cannabis business recall plan will follow the guidelines of the CPSC.

The Consumer Product Safety Commission (CPSC) has compiled resources to assist companies that manufacture, import, distribute, delivery, or otherwise sell consumer products. CPSC has developed a Recall Handbook that can be utilized in case a product recall needs to be ordered. The Recall Handbook details how to recognize potentially hazardous consumer products as soon as possible. The book explains how to develop and implement a “corrective action plan” (called a CAP) to address the hazards; it explains CPSC’s Fast Track Program. The Recall Handbook also discusses how to communicate recall information to consumers and how to monitor product recalls. The Consumer Product Safety Commission’s Recall Handbook will be a valuable tool utilized by CCC if the need for a product recall ever arises.

The Recall Handbook should be referenced to determine exact protocol for recall and the requirements from the Consumer Product Safety Commission.





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## SANITATION AND SAFETY

CCC's Contamination Prevention Plan was created to ensure the production of safe Commercial cannabis products for its consumers and the safety of its employees. To limit the potential for contamination or adulteration of its product, its Contamination Prevention Plan addresses the maintenance of sanitary facilities, procedures for cleaning and sanitizing equipment and surfaces, disposal of waste, and employee hygiene requirements.

CCC will train all employees in the proper handling and storage of the products carried by CCC. The training process will include the proper cleaning and maintenance of all equipment maintained by CCC. In addition, CCC will employ a local janitorial service to clean the facility daily.

CCC's employees will conduct regularly scheduled cleaning and maintenance of all lighting, ventilation, and water treatment systems and all contact surfaces, including all walls, ceilings, floors and sink/bathroom areas. Daily, floors and front steps are swept gently so as to not produce any dust, and then lightly mopped. All tables and chairs are made from stainless steel for sterilization.

In addition, employees will follow daily cleansing and sterilizing procedures for all tools and equipment and conduct regularly scheduled cleaning and maintenance of all lighting, ventilation, and water treatment systems and surfaces. Refuse and waste will be removed from the building at least once daily as necessary to maintain cleanliness.

All employees will be trained by the Safety Coordinator at orientation, as well as receive quarterly training, on the standard operating procedures of CCC on the proper handling of Commercial cannabis and the procedures we use to prevent contamination of Commercial cannabis and Commercial cannabis products.

## ENVIRONMENTAL IMPACT MITIGATION

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### OVERVIEW OF ENERGY COMSUMPTION

CCC anticipates that our energy generation for a Retail store will be minimal, similar to any other retail store of comparable size that has display cases to showcase products, regular retail store lighting, and a storage warehouse. CCC will not be cultivating or manufacturing at this location. No heavy machinery will be utilized, agricultural grow lights, or industrial processes will be conducted. There will not be heavy water usage such as that for an agricultural operation, and our waste and waste-water runoff will be minimal.

Therefore, we do not anticipate the need for additional water conservation methods relative to cultivation operations. The waste produced will be minimal since we are not cultivating or manufacturing to produce large quantities of cannabis byproduct. We will implement waste protocols, for instances such as expired product, damaged packaging, or product recalls.







We realize that the carbon footprint of cannabis is significant and are seeking to offset the impacts of its production by lowering our Retail carbon footprint to as close to carbon negative as possible. We are seeking to accomplish this by taking an “all in” approach.

Starting with construction, we are committed to 100% diversion/ recycling during the construction phase. Our finish and cladding materials are made from recycled/ repurposed materials, and our case work and display features will be repurposed and refinished by JPS designs from Costa Mesa.

Next, we will be installing an energy star rated commercial HVAC system, Space cooling accounts for roughly 15% of electricity used in commercial buildings - second only to lighting. ENERGY STAR certified light commercial HVAC equipment is designed to reduce energy waste and save money. (SEE ATTACHED INFORMATION)

During the revitalization of the exterior of the facility we are proposing a number of features that will not only beautify the property, but provide numerous positive environmental impacts.

We will install bike racks and encourage non-motorized transportation by offering discounted products to those who chose to ride rather than drive. We will be installing free EV charging (powered by solar) to those that have made the switch to Electric or electric assisted vehicles. We will be offering the same to our employees in the secure employee parking area.

The functions of our business require that we maintain a small fleet of delivery vehicles. We are committed to using only LEV vehicles until fully electric models suited for fleet application become available and are feasible. We are preemptively installing charging stations in our secure parking area for not only our employee’s convenience, but in anticipation of the integration of more environmentally sound fleet options. Our solar array is being designed to handle the electrical burden without any reliance on the electrical grid.

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## ENVIRONMENTAL IMPACT MITIGATION

CCC is committed to implementing sustainable practices, renewable energy and water efficient buildings. CCC considers itself to be an environmentally conscious business and we are committed to considering and identifying all avenues and initiatives in order to be as ‘Green’ as possible. CCC will implement a range of energy saving measures at the Facility designed to reduce / reuse and recycle, including:

- Energy efficient lighting on the interior and exterior of the building;
- Water saving devices for all tap faucets and facilities;
- Use of recycled building materials (where possible) to reduce the carbon footprint of the Facility; and





- Full recycling of any secondary packaging materials.

The business will have no environmental impacts on the County area and no adverse effects on the surrounding area. No odor or smell is emitted from the premises and all water is treated before disposal. The business category operates under heavily regulated practices regarding waste in the State of California. The Facility will have minimal or no impact whatsoever on sewage, drainage, solid waste disposal, energy, roads or public transportation.

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### IMPLEMENTING ZERO WASTE INCENTIVES

The entire CCC Team will be encouraged to meet Key Performance Indicators, which will trigger one-off performance bonuses, with an aim to reduce, reuse and recycle waste from the shop. We will build the following into the design of the building to reduce our carbon footprint:

- Use of low emitting LED Lights which have a much lower carbon footprint on the environment.
- Water saving devices in all taps, faucets and toilets.
- Recycling bins separated for plastics, paper and cardboard and landfill waste.
- Installation of a solar panel on the roof of the building to reduce our carbon footprint from lighting and air conditioning.

**Ventilation and Odor Control.** In accordance with the procedures set forth in this section, CCC will ensure the following:

- Storage areas should have properly balanced ventilation systems; Dehumidifier equipment must be installed and maintained as necessary;
- The retail facility Manager must ensure the regular maintenance of odor control equipment including regular cleanings and filter replacements as often as required;
- Odor control equipment must employ activated carbon filtration and be serviced according to ions.

CCC's air system will create negative air pressure between the premises interior and exterior to ensure that odors from within the premises will not be detected outside of the premises.

**Environmental Control Records.** All environmental control adjustments and maintenance records must be recorded in CCC's records and maintained for a period of seven (7) years in accordance with applicable state law.

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### ENERGY EFFICIENT VEHICLES

We will conduct retail delivery to end consumers and we will utilize only Hybrid vehicles to reduce fuel consumption and carbon emissions.





We intend to purchase one (1) retail delivery 2019 hybrid Toyota Priuses (or similar) at the start of operations, and purchase additional vehicles if our business volume deems necessary, and additional delivery vehicles are approved by the City.

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### BIKE RACKS

We will have bike racks to encourage the use of alternative transportation for our customers arriving locally.

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### LED AND SOLAR TUBE LIGHTING

LED will be used throughout the facility.

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### AIR EMISSIONS

The main source of carbon emissions generated by our type of Retail operations are those from transportation vehicles. As we have explained above, we will utilize eco-friendly delivery cars to help mitigate emissions.

Additionally, we are cognizant of the fact that procuring products locally dramatically reduces our carbon footprint. As we consider who and where to source our products from, we will consider not only their environmentally friendly procedures and practices, but also proximity to avoid unnecessary transportation expense, pollution, and burden on the environment.

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### LIMITATION ON NUISANCES, NOISE POLLUTION, AND STRESS

CCC is committed to ensuring its operations do not cause a nuisance to the neighborhood and the environment. Accordingly, CCC will implement comprehensive policies with the objective of reducing the risk of creating any nuisance and improving the surrounding community. The methods with which we will manage the exterior and surrounding public areas of our location are outlined in greater detail below.

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### AIR QUALITY STANDARDS

In addition, CCC will implement policies and practices that adhere to California Ambient Air Quality Standards (CAAQS), as adopted by the California Air Resources Board (ARB) and the U.S. Environmental Protection Agency (U.S. EPA). CCC will ensure that air pollutants, if utilized or produced during any process related to its operations, remain in compliance with the following standards, the California ARB Standard PM10 and the California ARB Standard PM2.5. CCC is committed to protecting the health of its employees, visitors, contractors, and residents of the surrounding community, including, but not limited to, the elderly, people with heart and/or lung disease, children, and infants.





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## ENVIRONMENTAL CONTROL RECORDS

All environmental control adjustments and maintenance records must be recorded in CCC's records and maintained for a period of seven (7) years in accordance with applicable state law.

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## COMMERCIAL CANNABIS DEVELOPMENT STANDARDS

CCC's facility will be sited and/or operated in a manner that prevents cannabis odors from being detected offsite. Commercial cannabis activities will not create offensive or excessive odors, dust, heat, noise, light, glare, smoke, traffic, or hazards due to the use or storage of materials, processes, products or wastes, or other unreasonable impacts to people of normal sensitivity living, working or lawfully present in the vicinity of the commercial facility.

Commercial cannabis operations will be concealed from public view at all times and there will be no exterior evidence of cannabis or cannabis products occurring at the property, visible with normal unaided vision from any public place, or the public right-of way.

CCC's facility will include adequate measures that address enforcement priorities for commercial cannabis activities including restricting access to the public and to minors and ensuring that cannabis and cannabis products are only obtained from and supplied to other permitted licensed sources within the State and not distributed out of State.

CCC will ensure the following prohibitions are enforced at its facility at all times:

- Prohibition of on-site consumption of cannabis
- Prohibition of the possession, storage, sale, distribution or consumption of alcoholic beverages on the premises, or the holding of license from the State Division of Alcoholic Beverage Control for the sale of alcoholic beverages, or operating a business that sells alcoholic beverages, on or adjacent to the commercial cannabis activity site
- No cannabis products or cannabis accessories will be displayed in windows or visible from the public right-of-way or from places accessible to the general public
- Prohibition of minors and persons under the age of 21 on the premises, even if accompanied by a parent or guardian
- Outdoor storage of cannabis or cannabis products is prohibited
- No free samples





## ENERGY STAR® Program Requirements for Light Commercial HVAC

### Partner Commitments

Following are the terms of the ENERGY STAR Partnership Agreement as it pertains to the manufacture and labeling of ENERGY STAR qualified products. The ENERGY STAR Partner must adhere to the following partner commitments:

#### Certifying Products

1. Comply with current ENERGY STAR Eligibility Criteria, which define performance requirements and test procedures for Light Commercial HVAC equipment. A list of eligible products and their corresponding Eligibility Criteria can be found at [www.energystar.gov/specifications](http://www.energystar.gov/specifications).
2. Prior to associating the ENERGY STAR name or mark with any product, obtain written certification of ENERGY STAR qualification from a Certification Body recognized by EPA for Light Commercial HVAC equipment. As part of this certification process, products must be tested in a laboratory recognized by EPA to perform Light Commercial HVAC testing. A list of EPA-recognized laboratories and certification bodies can be found at [www.energystar.gov/testingandverification](http://www.energystar.gov/testingandverification).

#### Using the ENERGY STAR Name and Marks

3. Comply with current ENERGY STAR Brand Book, which defines how the ENERGY STAR name and marks may be used. Partner is responsible for adhering to these guidelines and ensuring that its authorized representatives, such as advertising agencies, dealers, and distributors, are also in compliance. The ENERGY STAR Brand Book is available at [www.energystar.gov/logouse](http://www.energystar.gov/logouse).
4. Use the ENERGY STAR name and marks only in association with qualified products. Partner may not refer to itself as an ENERGY STAR Partner unless at least one product is qualified and offered for sale in the U.S. and/or ENERGY STAR partner countries.
5. Provide clear and consistent labeling of ENERGY STAR qualified Light Commercial HVAC equipment.
  - 5.1. The ENERGY STAR mark must be clearly displayed in product literature (i.e., user manuals, spec sheets, etc.), and on the manufacturer's Internet site where information about ENERGY STAR qualified models is displayed.
  - 5.2. It is also recommended that the mark appear on the product packaging and on the top/front of the product.

#### Verifying Ongoing Product Qualification

6. Participate in third-party verification testing through a Certification Body recognized by EPA for Light Commercial HVAC equipment, providing full cooperation and timely responses. EPA/DOE may also, at its discretion, conduct tests on products that are referred to as ENERGY STAR certified. These products may be obtained on the open market, or voluntarily supplied by Partner at the government's request.







#### **Providing Information to EPA**

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7. Provide unit shipment data or other market indicators to EPA annually to assist with creation of ENERGY STAR market penetration estimates, as follows:
  - 7.1. Partner must submit the total number of ENERGY STAR qualified Light Commercial HVAC units shipped in the calendar year or an equivalent measurement as agreed to in advance by EPA and Partner. Partner shall exclude shipments to organizations that rebrand and resell the shipments (unaffiliated private labelers).
  - 7.2. Partner must provide unit shipment data segmented by meaningful product characteristics (e.g., type, capacity, presence of additional functions) as prescribed by EPA.
  - 7.3. Partner must submit unit shipment data for each calendar year to EPA or an EPA-authorized third party, preferably in electronic format, no later than March 1 of the following year.

Submitted unit shipment data will be used by EPA only for program evaluation purposes and will be closely controlled. If requested under the Freedom of Information Act (FOIA), EPA will argue that the data is exempt. Any information used will be masked by EPA so as to protect the confidentiality of the Partner.
8. Report to EPA any attempts by recognized laboratories or Certification Bodies (CBs) to influence testing or certification results or to engage in discriminatory practices.
9. Notify EPA of a change in the designated responsible party or contacts within 30 days using the My ENERGY STAR Account tool (MESA) available at [www.energystar.gov/mesa](http://www.energystar.gov/mesa).

#### **Training and Consumer Education**

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10. Partner shall comply with the following, product-specific requirements concerning training and education:
  - 10.1. Offer and encourage training to distributors and/or contractors on the following issues: air distribution issues and their effect on equipment performance, refrigerant charging, proper installation of registers, duct work, and plenum to ensure low leakage and to meet insulation requirements, and proper use of the Manual N calculation, or other equivalent commercial load calculation, in order to encourage proper sizing of equipment.

#### **Performance for Special Distinction**

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In order to receive additional recognition and/or support from EPA for its efforts within the Partnership, the ENERGY STAR Partner may consider the following voluntary measures, and should keep EPA informed on the progress of these efforts:

- Provide quarterly, written updates to EPA as to the efforts undertaken by Partner to increase availability of ENERGY STAR qualified products, and to promote awareness of ENERGY STAR and its message.
- Consider energy efficiency improvements in company facilities and pursue benchmarking buildings through the ENERGY STAR Buildings program.
- Purchase ENERGY STAR qualified products. Revise the company purchasing or procurement specifications to include ENERGY STAR. Provide procurement officials' contact information to EPA for periodic updates and coordination. Circulate general ENERGY STAR qualified product information to employees for use when purchasing products for their homes.
- Feature the ENERGY STAR mark(s) on Partner website and other promotional materials. If information concerning ENERGY STAR is provided on the Partner website as specified by the ENERGY STAR Web Linking Policy (available in the Partner Resources section of the ENERGY STAR website), EPA may provide links where appropriate to the Partner website.





- Ensure the power management feature is enabled on all ENERGY STAR qualified displays and computers in use in company facilities, particularly upon installation and after service is performed.
- Provide general information about the ENERGY STAR program to employees whose jobs are relevant to the development, marketing, sales, and service of current ENERGY STAR qualified products.
- Provide a simple plan to EPA outlining specific measures Partner plans to undertake beyond the program requirements listed above. By doing so, EPA may be able to coordinate and communicate Partner's activities, provide an EPA representative, or include news about the event in the ENERGY STAR newsletter, on the ENERGY STAR website, etc. The plan may be as simple as providing a list of planned activities or milestones of which Partner would like EPA to be aware. For example, activities may include: (1) increasing the availability of ENERGY STAR qualified products by converting the entire product line within two years to meet ENERGY STAR guidelines; (2) demonstrating the economic and environmental benefits of energy efficiency through special in-store displays twice a year; (3) providing information to users (via the website and user's manual) about energy-saving features and operating characteristics of ENERGY STAR qualified products; and (4) building awareness of the ENERGY STAR Partnership and brand identity by collaborating with EPA on one print advertorial and one live press event.
- Join EPA's SmartWay Transport Partnership to improve the environmental performance of the company's shipping operations. The SmartWay Transport Partnership works with freight carriers, shippers, and other stakeholders in the goods movement industry to reduce fuel consumption, greenhouse gases, and air pollution. For more information on SmartWay, visit [www.epa.gov/smartway](http://www.epa.gov/smartway).
- Join EPA's Green Power Partnership. EPA's Green Power Partnership encourages organizations to buy green power as a way to reduce the environmental impacts associated with traditional fossil fuel-based electricity use. The partnership includes a diverse set of organizations including Fortune 500 companies, small and medium businesses, government institutions as well as a growing number of colleges and universities. For more information on Green Power, visit [www.epa.gov/greenpower](http://www.epa.gov/greenpower).





## ENERGY STAR® Program Requirements Product Specification for Light Commercial HVAC

### Eligibility Criteria Version 3.1 Rev. March 2017

Following is the Version 3.1 ENERGY STAR product specification for light commercial HVAC equipment. A product shall meet all of the identified criteria if it is to earn the ENERGY STAR.

#### 1) **Definitions:** Below are the definitions of the relevant terms in this document.

- A. Commercial Package Air-Conditioning and Heating Equipment<sup>1</sup>: Electrically operated, unitary central air conditioners and central air-conditioning heat pumps used for commercial applications. Small commercial package air-conditioning and heating equipment is rated below 135,000 Btu/h cooling capacity. Large commercial package air-conditioning and heating equipment is rated at or above 135,000 Btu/h and below 240,000 Btu/h cooling capacity.
  - a) Air Conditioner: An air conditioner model consists of one or more factory-made assemblies that normally include an evaporator or cooling coil(s), compressor(s), and condenser(s). Air conditioners provide the function of air cooling, and may include the functions of air circulation, air cleaning, dehumidifying, or humidifying.
  - b) Heat Pump: A heat pump model consists of one or more factory-made assemblies that normally include an indoor conditioning coil(s), compressor(s), and outdoor coil(s), including means to provide a heating function. Heat pumps shall provide the function of air heating with controlled temperature, and may include the functions of air cooling, air circulation, air cleaning, dehumidifying, or humidifying.
- B. Gas/Electric Package Unit: Single package commercial package air-conditioning and heating equipment with gas heating and electric air-conditioning that is often installed on a slab or a roof.
- C. Variable Refrigerant Flow Multi-Split Air Conditioner<sup>1</sup>: A unit of commercial package air-conditioning and heating equipment that is configured as a split system air conditioner incorporating a single refrigerant circuit, with one or more outdoor units, at least one variable-speed compressor or an alternate compressor combination for varying the capacity of the system by three or more steps, and multiple indoor fan coil units, each of which is individually metered and individually controlled by an integral control device and common communications network and which can operate independently in response to multiple indoor thermostats. Variable refrigerant flow implies three or more steps of capacity control on common, inter-connecting piping.
- D. Variable Refrigerant Flow Multi-Split Heat Pump<sup>1</sup>: A unit of commercial package air-conditioning and heating equipment that is configured as a split system heat pump that uses reverse cycle refrigeration as its primary heating source and which may include secondary supplemental heating by means of electrical resistance, steam, hot water, or gas. The equipment incorporates a single refrigerant circuit, with one or more outdoor units, at least one variable-speed compressor or an alternate compressor combination for varying the capacity of the system by three or more steps, and multiple indoor fan coil units, each of which is individually metered and individually controlled by a control device and common communications network and which can operate independently in response to multiple indoor thermostats. Variable refrigerant flow implies three or more steps of capacity control on common, inter-connecting piping.

<sup>1</sup> Based on 10 CFR part 431, Subpart F §431.92. In case of conflict, the CFR shall be taken as authoritative.





E. Basic Model<sup>1</sup>:

- a) Commercial Package Air-Conditioning and Heating Equipment: All units manufactured by one manufacturer within a single equipment class, having the same or comparably performing compressor(s), heat exchangers, and air moving system(s) that have a common "nominal" cooling capacity.
- b) Variable Refrigerant Flow Multi-Split: All units manufactured by one manufacturer within a single equipment class, having the same primary energy source (e.g., electric or gas), and which have the same or comparably performing compressor(s) that have a common "nominal" cooling capacity and the same heat rejection medium (e.g. air or water).

F. Cooling Capacity<sup>2</sup>: The capacity associated with the change in air enthalpy between the air entering the unit and the air leaving the unit, which includes both the latent (change in humidity ratio) and sensible (change in dry-bulb temperature) capacities expressed in Btu/h and include the heat of circulation fan(s) and motor(s).

G. Energy Efficiency Ratio (EER)<sup>1</sup>: The ratio of the produced cooling effect of an air conditioner or heat pump to its net work input, expressed in Btu/watt-hour.

H. Coefficient of Performance (COP)<sup>1</sup>: The ratio of the produced cooling effect of an air conditioner or heat pump (or its produced heating effect, depending on the mode of operation) to its net work input, when both the cooling (or heating) effect and the net work input are expressed in identical units of measurement.

I. Integrated Energy Efficiency Ratio (IEER)<sup>1</sup>: A weighted average calculation of mechanical cooling EERs determined for four load levels and corresponding rating conditions, as measured in Appendix A of Subpart F of 10 CFR part 431, expressed in Btu/watt-hour.

**2) Scope:**

- A. Included Products: Air-cooled, three-phase, split system (i.e., any central air conditioner or central air-conditioning heat pump in which one or more of the major assemblies are separate from the others) and single package (i.e., any central air conditioner or central air-conditioning heat pump in which all the major assemblies are enclosed in one cabinet) central air conditioners, heat pumps, gas/electric package units, and variable refrigerant flow (VRF) multi-split systems with capacity rated at or above 65,000 Btu/h and below 240,000 Btu/h that meet the definitions specified herein are eligible for ENERGY STAR certification, with the exception of products listed in Section 2.B.
- B. Excluded Products: Water-cooled, evaporatively-cooled, and water source commercial products are not eligible under this specification. Products with cooling capacity ratings below 65,000 Btu/h and products covered by other ENERGY STAR specifications are not eligible under this specification. Note that single-phase products below 65,000 Btu/h may be certified as ENERGY STAR under the CAC/ASHP specification.

<sup>2</sup> AHRI Standard 340/360-2015. *Performance Rating of Commercial and Industrial Unitary Air-conditioning and Heat Pump Equipment*.







### 3) Certification Criteria:

#### A. Energy Efficiency Requirements:

**Table 1: Criteria for ENERGY STAR Certified Light Commercial Air Conditioners**

Equipment Type	Cooling Capacity	Heating Section Type	Minimum Energy Efficiency Criteria
Small Air-Cooled Central Air Conditioner	$\geq 65,000$ Btu/h – $< 135,000$ Btu/h	Electric Resistance (or None)	12.2 EER; 14.0 IEER
		All other	12.0 EER; 13.8 IEER
Large Air-Cooled Central Air Conditioner	$\geq 135,000$ Btu/h – $< 240,000$ Btu/h	Electric Resistance (or None)	12.2 EER; 13.2 IEER
		All other	12.0 EER; 13.0 IEER

**Table 2: Criteria for ENERGY STAR Certified Light Commercial Heat Pumps**

Equipment Type	Cooling Capacity	Heating Section Type	Minimum Energy Efficiency Criteria
Small Air-Cooled Heat Pump	$\geq 65,000$ Btu/h – $< 135,000$ Btu/h	Electric Resistance (or None)	11.8 EER; 12.8 IEER; 3.4 COP at 47°F; 2.4 COP at 17°F
		All other	11.6 EER; 12.6 IEER; 3.4 COP at 47°F; 2.4 COP at 17°F
Large Air-Cooled Heat Pump	$\geq 135,000$ Btu/h – $< 240,000$ Btu/h	Electric Resistance (or None)	10.9 EER; 12.0 IEER; 3.3 COP at 47°F; 2.1 COP at 17°F
		All other	10.7 EER; 11.8 IEER; 3.3 COP at 47°F; 2.1 COP at 17°F







**Table 3: Criteria for ENERGY STAR Certified Light Commercial VRF Multi-Split Systems\***

Equipment Type	Cooling Capacity	Heating Section Type	Minimum Energy Efficiency Criteria
VRF Air-Cooled Air Conditioner	$\geq 65,000$ Btu/h – $< 135,000$ Btu/h	All	12.0 EER; 17.4 IEER
VRF Air-Cooled Air Conditioner	$\geq 135,000$ Btu/h – $< 240,000$ Btu/h	All	12.0 EER; 16.4 IEER
VRF Air-Cooled Heat Pump	$\geq 65,000$ Btu/h – $< 135,000$ Btu/h	Without Heat Recovery	11.8 EER; 17.4 IEER; 3.4 COP at 47°F
		With Heat Recovery	11.6 EER; 17.2 IEER; 3.4 COP at 47°F
VRF Air-Cooled Heat Pump	$\geq 135,000$ Btu/h – $< 240,000$ Btu/h	Without Heat Recovery	10.9 EER; 16.4 IEER; 3.3 COP at 47°F
		With Heat Recovery	10.7 EER; 16.2 IEER; 3.3 COP at 47°F

\* VRF models must meet these requirements in ducted, ductless, and mixed configurations to be certified.

- B. Gas/Electric Package Units: To certify for ENERGY STAR, a gas/electric package unit shall meet the appropriate air conditioner specification requirements in Tables 1 and 2, above.
- C. Significant Digits and Rounding:
- All calculations shall be carried out with actual measured (unrounded) values.
  - Unless otherwise specified in this specification, compliance with specification limit shall be evaluated using directly measured or calculated values without any benefit from rounding.
  - COP shall be expressed in multiples of the nearest 0.01.
  - IEER shall be expressed in multiples of the nearest 0.1.
  - Capacity shall be expressed as mentioned in Table 4, below.

**Table 4: Rounding Requirements for Capacity**

Capacity Ratings, Btu/h	Multiples, Btu/h
65,000 up to 135,000	1,000
136,000 up to 400,000	2,000

#### 4) Test Requirements:

- A. One of the following sampling plans shall be used for purposes of testing for ENERGY STAR certification:
- A single unit is selected, obtained, and tested. The measured performance of this unit and of each subsequent unit manufactured must be equal to or better than the ENERGY STAR





specification requirements. Results of the tested unit may be used to certify additional individual model variations within a basic model as long as the definition for basic model provided in Section 1, above, is met; or

- b. Units are selected for testing and results calculated according to the sampling requirements defined in 10 CFR part 429, Subpart B § 429.43. The certified rating must be equal to or better than the ENERGY STAR specification requirements. Results of the tested unit may be used to certify additional model variations within a basic model as long as the definition for basic model provided in Section 1, above, is met. Further, all individual models within a basic model must have the same certified rating based on the applicable sampling criteria. This rating must be used for all manufacturer literature, the qualified product list, and certification of compliance to DOE standards.
- B. When testing light commercial HVAC equipment, the following test method shall be used to determine ENERGY STAR certification:

**Table 5: Test Method for ENERGY STAR Certification**

ENERGY STAR Requirement	Test Method Reference
EER, IEER, and COP	10 CFR part 431, Subpart F §431.96 <sup>3</sup>

- 5) **Effective Date:** The Light Commercial HVAC specification shall take effect on **January 1, 2018**. To be certified to ENERGY STAR, a product model shall meet the ENERGY STAR specification in effect on the model's date of manufacture. The date of manufacture is specific to each unit and is the date on which a unit is considered to be completely assembled.
- 6) **Future Specification Revisions:** EPA reserves the right to change the specification should technological and/or market changes affect its usefulness to consumers, industry, or the environment. In keeping with current policy, revisions to the specification are arrived at through industry discussions. In the event of a specification revision, please note that the ENERGY STAR certification is not automatically granted for the life of a product model.

<sup>3</sup> As per the CFR, IEER for VRF Multi-Split Systems shall be tested in accordance with AHRI 1230.

