



**COUNTY OF HUMBOLDT**  
**PLANNING AND BUILDING DEPARTMENT**  
**CURRENT PLANNING DIVISION**

---

3015 H Street Eureka CA 95501  
Phone: (707)445-7541 Fax: (707) 268-3792

Hearing Date: December 14, 2017

To: Humboldt County Planning Commission

From: John H. Ford, Director of Planning and Building Department

Subject: **Redwood Roots Inc. Zone Reclassification and Special Permit**  
Application Numbers 12507 and 13583  
Case Numbers ZR 17-004, SP 16-552  
Assessor Parcel Number (APNs): 033-160-001  
6840 Benbow Drive, Benbow area

The attached staff report has been prepared for your consideration of the Redwood Roots Inc Zone Reclassification and Special Permit at the public hearing on December 14, 2017. The staff report includes the following:

<b>Table of Contents</b>	<b>Page</b>
Agenda Item Transmittal	2
Recommended Action and Executive Summary	3
Draft Resolutions	
1. Zone Reclassification	5
2. Special Permit	7
<b>Maps</b>	
Location Map	9
Aerial Map	10
Zoning Map	11
Assessor Parcel Map	12
Project Plans	13
<b>Attachments</b>	
Attachment 1: Recommended Conditions of Approval	14
Attachment 2: Staff Analysis of the Evidence Supporting the Required Findings	20
Attachment 3: Applicant's Evidence in Support of the Required Findings	34
Attachment 4: Referral Agency Comments and Recommendations	68
Attachment 5: Q - Qualified Zone	70
Attachment 6: Zoning Comparison Table (C-1 and C-2)	73

Please contact Michael Richardson, Senior Planner at 268-3723 if you have any questions about the scheduled public hearing item.

## AGENDA ITEM TRANSMITTAL

<b>Hearing Date:</b> December 14, 2017	<b>Subject:</b> Zone Reclassification and Special Permit	<b>Contact:</b> Michael Richardson
---	---	---------------------------------------

**Project Description:** A zone reclassification to change the principal zone from Neighborhood Commercial (C-1), to Qualified (Q) Community Commercial Zone (C-2) for the subject parcel. The proposed Q - Qualified Zone will maintain the development standards of the C-1 Zone in terms of building height, setbacks and minimum lot size. No changes to the existing Design Control (D) combining zone is proposed. Also, a Special Permit is proposed for commercial medical cannabis distribution facility inside an existing single story building that will be remodeled as required by the California Building Code. The operation consists of deliveries to the existing 4,400 square foot commercial building in bulk packages, offsite testing of samples, packaging for retail sale, which will include rolling joints, and transportation to qualified vendors. The existing building is already approved for a cannabis dispensary, which will share the space with the proposed distribution facility. The hours of operation for the dispensary are 10 am - 7 pm Monday through Saturday, the same for the proposed distribution facility. The subject parcel is served by public water and an on-site sewage disposal system. The Zone Reclassification to change the principal zoning of the property from Neighborhood Commercial (C-1) to Community Commercial (C-2) must be approved by the Board of Supervisors before the special permit for cannabis distribution is effective because cannabis activities are allowed on properties zoned C-2, but they are not allowed on properties zoned C-1.

**Project Location:** The project site is located in Humboldt County in the Benbow area on the west side of Benbow Drive approximately 300 feet east of the intersection of Benbow Drive and State Highway 101 on the property known as 6840 Benbow Drive.

**Present Plan Designation** Commercial Recreation (CR); Slope Stability:, Moderate Instability (2)

**Present Zoning:** C-1-D, Neighborhood Commercial (C-1), Design Review (D)

**Case Numbers:** ZR 17-004, SP 16-552

**Application Number:** 12507 & 13583

**Assessor Parcel Numbers:** 033-160-001

**Applicant**

Chris Anderson  
PO Box 264  
Garberville, CA 95542

**Owner**

**Agent**

None

**Environmental Review:** No. CEQA Exemption Section: CEQA Exemption Section: 15305-Minor Alterations in Land Use Limitations, 15302-Replacement or Reconstruction, and 15301 Existing Facilities

**State Appeal Status:** Project is NOT appealable to the California Coastal Commission.

**Redwood Roots**  
**Zone Reclassification and Special Permit**  
Case Numbers ZR 17-004, SP 16-552  
Assessor's Parcel Number (APN): 033-160-001

**Recommended Commission Action:**

1. Describe the application as part of the Consent Agenda;
2. Call for public testimony regarding the agenda item; and
3. If no one requests discussion, take the following action:

4.

A) *"Move to make all of the required findings, based on evidence in the staff report and public testimony, and recommend the Board of Supervisors approve the Redwood Roots Zone Reclassification by adopting the attached Resolution of Approval #1 (roll call vote)."*

B) *"Move to make all of the required findings, based on evidence in the staff report and public testimony, and approve the Redwood Roots Special Permit application subject to the approved conditions by adopting the attached Resolution of Approval #2."*

**Executive Summary:** The ultimate objective of this application is to establish a commercial medical cannabis distribution facility inside an existing single story building on the property that will be remodeled for the proposed use. The facility will consist of climate controlled rooms for storage, rooms for packaging and sorting, and other rooms for offices and product storage which will altogether occupy approximately 3,000 square foot of interior space of the existing structure. Deliveries will be received from a single car garage attached to the building. Bulk packages will be carried into building, offsite testing of samples will occur, and what is accepted for sale will be packaged for retail sale, which will include rolling joints, and transported to qualified vendors. The outgoing transportation vehicle will be loaded within a second single car garage attached to the facility. Product not accepted for packaging and sale will either be returned to the producer or shipped to a manufacturing facility.

The operation will initially be staffed on a full time basis by four full time employees. The applicant anticipates maximum staffing levels to be 10 full time employees. Hours of operation will be 10 am - 7 pm Monday through Saturday. The facility will be closed on Sunday.

The project parcel is currently developed with an approximately 4,200 square foot building that was previously used as a bar and restaurant. An undeveloped commercial property is adjacent to the north of the subject property. Adjacent property to the south across Benbow Drive is undeveloped. Directly to the east across Benbow Drive is the Benbow Golf Course which extends west of the subject property as well. A residential parcel is approximately 350 feet to the east of the project site. Highway 101 is approximately 275 feet to the west. Beyond Highway 101 is Benbow State Park.

A Zone Reclassification to change the principal zone on the property from Neighborhood Commercial (C-1), to Qualified (Q) Community Commercial Zone (C-2). The proposed Q - Qualified Zone will ensure development is consistent with the Commercial Recreation Plan designation of the General Plan and maintain the development standards of the C-1 Zone in terms of building height, setbacks and minimum lot size. No change to the existing Design

Control (D) combining zone is proposed. The zone reclassification must be approved by the Board of Supervisors before the special permit for cannabis distribution can become effective because cannabis activities are allowed on properties zoned C-2, but not allowed on properties zoned C-1.

There are a series of findings that must be made to approve the project. As described in the staff report, and based on the on-site inspection, a review of Planning Division reference sources, and comments from referral agencies, staff believes the necessary findings can be made to approve the proposed project.

**Alternatives:** The Planning Commission could elect not to approve the project, or to require the applicant to submit further evidence supporting the required findings, or modify the project to conform to the required findings. These alternatives could be implemented if the Commission is unable to make all of the required findings. Planning Division staff believes that the required findings in support of the proposal can be made, so Planning staff does not recommend further consideration of these alternatives.

**RESOLUTION OF THE PLANNING COMMISSION #1  
OF THE COUNTY OF HUMBOLDT  
Resolution Number 17-**

**Case Number ZR 17-004  
Assessor's Parcel Numbers: 033-160-001**

**Recommending the Humboldt County Board of Supervisors certify compliance with the California Environmental Quality Act and approve the Redwood Roots Zone Reclassification request.**

**WHEREAS**, Redwood Roots submitted an application and evidence in support of approving the Zone Reclassification (ZR); and

**WHEREAS**, on March 7, 2017, the Board of Supervisors County accepted a petition to allow submittal of a zone reclassification from C-1 Neighborhood Commercial to C-2 Community Commercial; and

**WHEREAS**, the County Planning Division has reviewed the submitted application and supporting substantial evidence and has referred the application and evidence to involved reviewing agencies for site inspections, comments and recommendations; and

**WHEREAS**, the project is exempt from environmental review per Section 15305 - Minor Alterations in Land Use Limitations - of the CEQA Guidelines; and

**WHEREAS**, Attachment 2 in the Planning Division staff report includes substantial evidence in support of making all of the required findings for approving the proposed Zone Reclassification; and

**WHEREAS**, a public hearing was held on the matter before the Humboldt County Planning Commission on December 14, 2017.

**NOW, THEREFORE**, be it resolved, determined, and ordered by the Humboldt County Planning Commission that the following findings be and are hereby made:

1. The Planning Commission makes the findings in Attachment 2 of the Planning Division staff report for Case Nos.: ZR 17-004 based on the submitted evidence; and
2. The Planning Commission recommends that the Board of Supervisors of the County of Humboldt:
  - Hold a public hearing in the manner prescribed by law.
  - Adopt the Planning Commission's findings.
  - By ordinance, approve the Zone Reclassification from C-1-D to C-2-Q-D on the subject parcels.
  - Direct the Planning Division to prepare and file a Notice of Exemption pursuant to CEQA for the project.
  - Direct the Clerk of the Board to publish a post approval summary in a newspaper of general circulation, and give notice of the decision to interested parties.

Adopted after review and consideration of all the evidence on \_\_\_\_\_, 2017.

The motion was made by COMMISSIONER \_\_\_\_\_ and second by COMMISSIONER \_\_\_\_\_ and the following ROLL CALL vote:

AYES:        COMMISSIONERS:  
NOES:        COMMISSIONERS:

ABSENT: COMMISSIONERS:

ABSTAIN: COMMISSIONERS:

DECISION:

I, John Ford, Secretary to the Planning Commission of the County of Humboldt, do hereby certify the foregoing to be a true and correct record of the action taken on the above entitled matter by said Commission at a meeting held on the date noted above.

---

John Ford  
Director, Planning and Building Department

**RESOLUTION OF THE PLANNING COMMISSION #2  
OF THE COUNTY OF HUMBOLDT  
Resolution Number 17-**

**Case Numbers SP 16-552  
Assessor's Parcel Numbers: 033-160-001**

**Makes the required findings for certifying compliance with the California Environmental Quality Act and conditionally approves the Redwood Roots Special Permit request.**

**WHEREAS**, Redwood Roots submitted an application and evidence in support of approving the Special Permit for a new commercial cannabis products distribution establishment; and

**WHEREAS**, the County Planning Division has reviewed the submitted application and supporting substantial evidence and has referred the application and evidence to involved reviewing agencies for site inspections, comments and recommendations; and

**WHEREAS**, the Special Permit application is exempt from environmental review per Sections 15301 Existing Facilities and 15302-Replacement or Reconstruction of the CEQA Guidelines; and

**WHEREAS**, Attachment 2 in the Planning Division staff report includes substantial evidence in support of making all of the required findings for approving the proposed Special Permit (Case Number SP 16-552); and

**WHEREAS**, a public hearing was held on the matter before the Humboldt County Planning Commission on December 14, 2017.

**NOW, THEREFORE**, be it resolved, determined, and ordered by the Humboldt County Planning Commission that the following findings be and are hereby made:

1. The Planning Commission finds the proposed project is exempt from environmental review; and
2. The Planning Commission further makes the findings in Attachment 2 of the Planning Division staff report for Case Number SP 16-552 based on the submitted substantial evidence; and
3. The Planning Commission approves the Special Permit Case Number SP 16-552 as recommended and conditioned in Attachment 1. The Special Permit will become effective immediately after the Board of Supervisors approves the Zone Reclassification for the property, which replaces the Neighborhood Commercial (C-1) zone with the Qualified (Q) Community Commercial Zone (C-2-Q) zone.

Adopted after review and consideration of all the evidence on December 14, 2017.

The motion was made by COMMISSIONER \_\_\_\_\_ and second by COMMISSIONER \_\_\_\_\_:

AYES:        COMMISSIONERS:  
NOES:        COMMISSIONERS:  
ABSENT:      COMMISSIONERS:

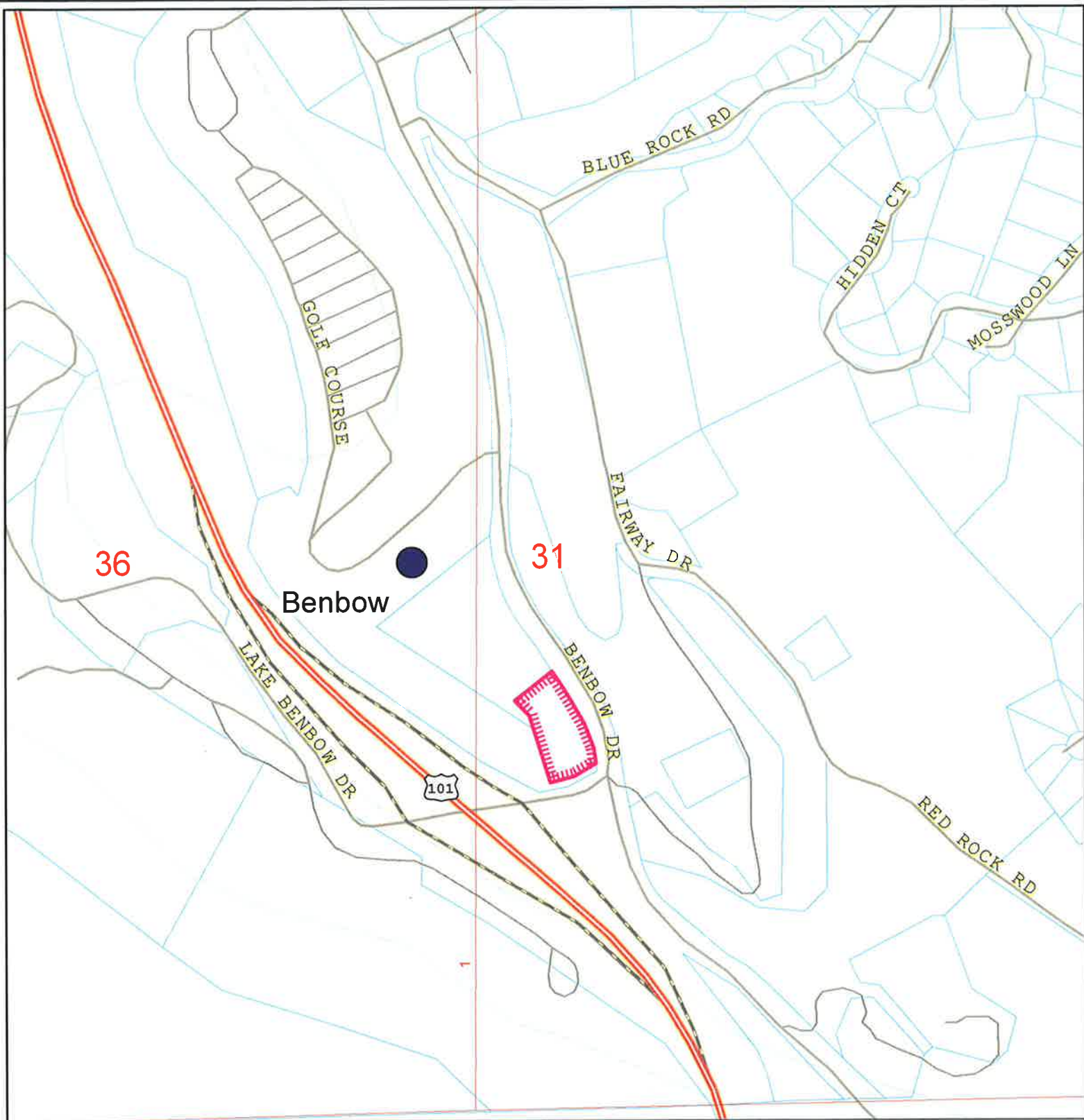
ABSTAIN: COMMISSIONERS:  
DECISION:

I, John Ford, Secretary to the Planning Commission of the County of Humboldt, do hereby certify the foregoing to be a true and correct record of the action taken on the above entitled matter by said Commission at a meeting held on the date noted above.

---

John Ford  
Director, Planning and Building Department





### LOCATION MAP

## PROPOSED REDWOOD ROOTS DISPENSARY ZONE RECLASSIFICATION AND SPECIAL PERMIT

### BENBOW AREA

CASE NUMBER CUP 16-060

APN: 033-160-001

T04S R04E S31 HB&M (Benbow)

PLS Sections

Project Area =



This map is intended for display purposes and should not be used for precise measurement or navigation. Data has not been completely checked for accuracy.

ZR 17004; SP 16-552 Redwood Roots 13583

December 14, 2017

0 400 800 Feet

Page 9







## AERIAL MAP

### PROPOSED REDWOOD ROOTS DISPENSARY ZONE RECLASSIFICATION AND SPECIAL PERMIT

#### BENBOW AREA

CASE NUMBER ZR-004 & SP 16-552

APN: 033-160-001

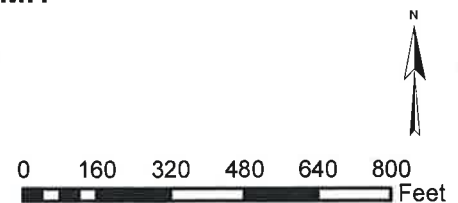
T04S R04E S31 HB&M

Project Area = 

This map is intended for display purposes and should not be used for precise measurement or navigation. Data has not been completely checked for accuracy.

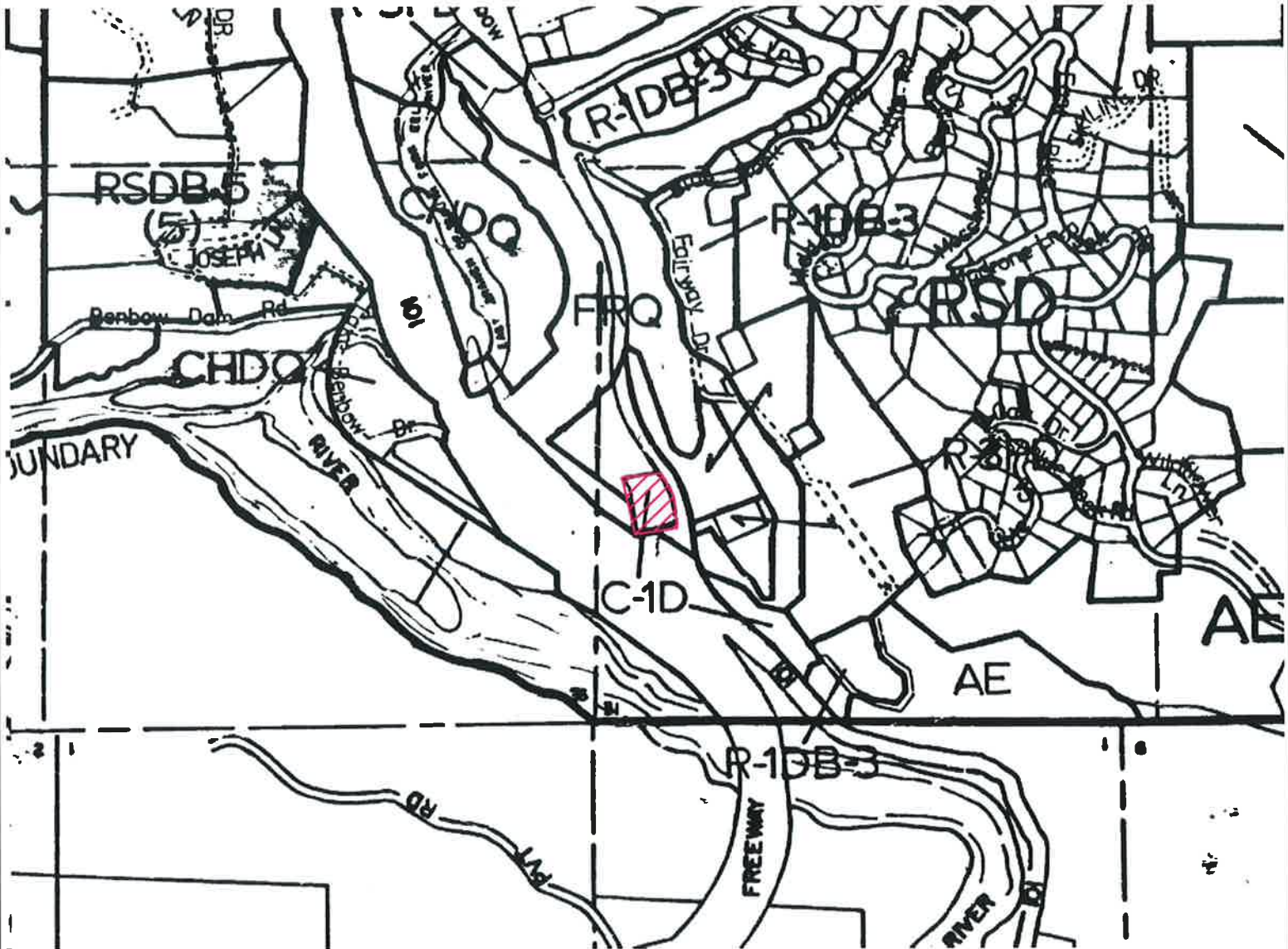
ZR 17004; SP 16-552 Redwood Roots 13583

December 14, 2017



Page 10





## ZONING MAP

### PROPOSED REDWOOD ROOTS DISPENSARY ZONE RECLASSIFICATION AND SPECIAL PERMIT BENBOW AREA

CASE NUMBER ZR-004 & SP 16-552

APN: 033-160-001

T04S R04E S31 HB&M

Project Area = 

This map is intended for display purposes and should not be used for precise measurement or navigation. Data has not been completely checked for accuracy. ZR 17004; SP 16-552 Redwood Roots 13583

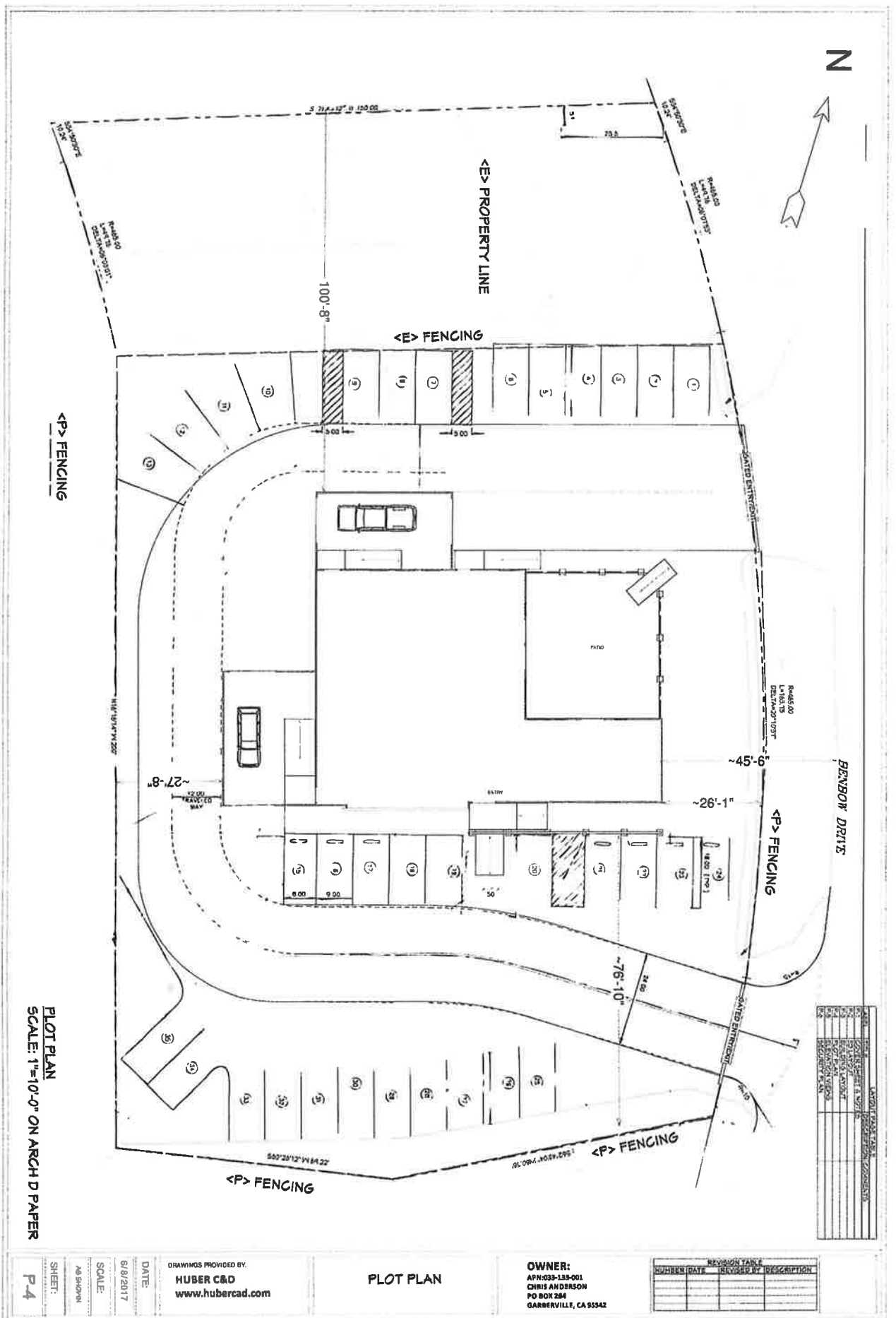
December 14, 2017

MAP NOT TO SCALE  
Page 11

**33-16**



MAP NOT TO SCALE  
Page 12



## **ATTACHMENT 1**

### **RECOMMENDED CONDITIONS OF APPROVAL**

#### **APPROVAL OF THE SPECIAL PERMIT IS CONDITIONED ON THE FOLLOWING TERMS AND REQUIREMENTS WHICH MUST BE SATISFIED BEFORE RELEASE OF THE BUILDING PERMIT AND INITIATION OF OPERATIONS.**

1. The applicant shall secure approval of the Zone Reclassification from the Humboldt County Board of Supervisors. The Special Permit is not effective until the Zone Reclassification has been approved.
2. The applicant shall secure approval of all required building permits from the Building Division for the structure used for the distribution facility. Plans submitted building permit approval shall be subject to design review, and shall address the following concerns expressed by the Planning Commission to ensure neighborhood compatibility: screening and fencing of the property, exterior lighting, safety lighting of the designated cross walk across Benbow Drive used by golfers, parking lot asphalt repair and slurry seal, landscaping, removal of the existing dilapidated sign, and proposed new signage. Design review shall include notice to all neighbors within 300 feet of the property to help ensure neighborhood compatibility of the proposed distribution facility.
3. The applicant shall secure DEH approval of the building permit for the proposed use. Sign off by DEH on the building permit or similar communication from that Department shall satisfy this condition.
4. The project shall address odor management by incorporating a ventilation/air filtration system which limits potential adverse odor emission impacts to employees and/or properties located in the vicinity. The system shall be designed, signed, and stamped by a mechanical engineer for review and approval by the Building Official.

#### **Development Restrictions**

1. All components of project shall be developed, operated, and maintained in conformance with the Project Description, the approved Site Plan, the Plan of Operations, and these conditions of approval. Changes shall require modification of this permit except where consistent with Humboldt County Code Section 312-11.1, Minor Deviations to Approved Plot Plan.
2. Where feasible, new utilities shall be underground or sited unobtrusively if above ground.
3. The project shall address odor management by incorporating a ventilation/air filtration system which limits potential adverse odor emission impacts to employees and/or properties located in the vicinity. The system shall be designed, signed, and stamped by a mechanical engineer for review and approval by the Building Official.
4. The approved project shall meet all applicable fire codes, including fire suppression infrastructure requirements deemed necessary for the project by the Building Inspection Division. Sign off on the Occupancy Permit by the Building Division shall satisfy this requirement.
5. If operation of the business requires use of a volatile liquid the applicant shall identify the liquid, the amounts to be stored on site, and provide a Material Safety Data Sheet Report for review and approval by the Building Official.

6. Construction hours shall be limited to between the hours of 8:00 a.m. and 7:00 p.m. Monday through Friday, and between 9:00 and 7:00 p.m. on Saturdays. No heavy equipment related construction activities shall be allowed on Sundays or nationally recognized holidays.
7. The applicant shall execute an Affidavit for Non-diversion of Medical Cannabis on a form provided by the Planning Division.
8. This project is required to pay for permit processing on a time and material basis as set forth in the schedule of fees and charges as adopted by ordinance of the Humboldt County Board of Supervisors. Any and all outstanding Planning fees to cover the processing of the subdivision shall be paid to the Humboldt County Planning Division, 3015 "H" Street, Eureka. The Department will provide a bill to the applicant upon file close out.

**Ongoing Requirements/Development Restrictions Which Must be Satisfied for the Life of the Project:**

1. The project shall be developed, operated and maintained in accordance with the project description, the Operating Plan, Security Plan, approved project site plan, and floor plan. Access to the rooms where commercial cannabis is present shall be restricted so that no one under the age of 18 is allowed entry. Changes to the project except for Minor Deviations to the Plot Plan as provided in Section 312- 11.1 shall require Modification of this permit.
2. Future signage proposals shall be subject to review and approval by the Planning Director.
3. All new and existing outdoor lighting shall be compatible with the existing setting and directed within the property boundaries.
4. Cannabis distribution activity shall be conducted in compliance with all laws and regulations as set forth in the Humboldt County Commercial Medical Marijuana Land Use Ordinance (CMMLUO) and the Medical Cannabis Regulation and Safety Act (MCRSA), as may be amended from time to time, as applicable to the permit type.
5. Possession of a current, valid required license, or licenses, issued by any agency of the State of California in accordance with the MCRSA, and regulations promulgated thereunder, as soon as such licenses become available.
6. Possession of a current, valid permit or license, issued by the Humboldt County Department of Health and Human Services-Environmental Health Division, as soon as such permits or licenses become available.
7. All persons hiring employees to engage in commercial processing of medical cannabis shall comply with the following Employee Safety Practices:
  - A. Implement safety protocols and provide all employees with adequate safety training relevant to their specific job functions, which may include:
    - 1) Emergency action response planning as necessary;
    - 2) Employee accident reporting and investigation policies;
    - 3) Fire prevention;
    - 4) Hazard communication policies, including maintenance of material safety data sheets (MSDS);



- 5) Materials handling policies;
  - 6) Job hazard analyses; and
  - 7) Personal protective equipment policies, including respiratory protection.
- B) Visibly post and maintain an emergency contact list which includes at a minimum:
- 1) Operation manager contacts;
  - 2) Emergency responder contacts;
  - 3) Poison control contacts.
- C) At all times, employees shall have access to safe drinking water and toilets and handwashing facilities that comply with applicable federal, state, and local laws and regulations. Plumbing facilities and water source must be capable of handling increased usage without adverse consequences to neighboring properties or the environment.
8. Odors shall be contained on the property on which the Cannabis activity is located. To implement this requirement air filtration and ventilation equipment is to be maintained in good working condition and monitored on an on-going basis to limit potential adverse odor emission impacts to employees and/or properties located in the vicinity of the business. If the County receives any odor complaints, the permit holder shall work with the Building Official to correct odor concerns.
9. **Permit Duration.** The Permit shall be valid for one year from the effective date of approval, and on the anniversary date of such effective each year thereafter, unless an annual compliance inspection has been completed and the permit has been found to comply with all conditions of approval. In the event the inspection finds noncompliance, a written notification of shall be provided to the permit holder identifying the items not in compliance and the action the permit holder may take to cure the noncompliance. Failure to cure the noncompliance shall result in termination of the permit. The process of notification, re-inspection and appeal of any noncompliance determination shall be as set forth in sections 55.4.1.2.2 and 55.4.13 of the CMMLUO.
10. **Transfers.** Transfer of any leases or permits approved by this project is subject to the review and approval of the Planning Director for conformance with CMMLUO eligibility requirements, and agreement to permit terms and acknowledgments. The fee for required conformance with conditions review shall accompany the request. The request shall include the following information:
- (1) Identifying information for the new Owner(s) and management as required in an initial permit application;
  - (2) A written acknowledgment by the new Owner in accordance as required for the initial Permit application;
  - (3) The specific date on which the transfer is to occur; and
  - (4) Acknowledgement of full responsibility for complying with the existing Permit; and
  - (5) Execution of an Affidavit of Non-diversion of Medical Cannabis.
11. **Modifications to the Facility.** Prior to making any modifications to a permitted facility, the permittee shall submit to the Planning Director a request for determination of County



approvals, together with the appropriate fee. The request shall contain a description sufficiently detailed to allow the Planning Director to determine what permits and other approvals, are needed, and whether a modified Permit is required.

12. **Inspections.** The permit holder and subject property owner are to permit the County or representative(s) or designee(s) to make inspections at any reasonable time deemed necessary to assure that the activities being performed under the authority of this permit are in accordance with the terms and conditions prescribed herein.
13. All signage shall comply with Section 314-87.2 of the Humboldt County Code.
14. The operation shall participate in the Medical Cannabis Track and Trace Program administered by the Humboldt County Agricultural Commissioner, when available.
15. The distribution operations shall use the following best management practices to ensure the safety of employees and the Medical Marijuana product:
  - A. Ensure that the space in which any Medical Marijuana product is to be processed and packaged is a fully enclosed room and clearly designated on the approved floor plan.
  - B. Ensure that all applicable sanitary rules are followed.
  - C. Ensure that the standard operating procedure includes, but need not be limited to, step-by-step instructions on how to safely and appropriately:
    - a. Conduct all necessary safety checks prior to commencing handling;
    - b. Prepare Medical Marijuana for processing and distribution;
    - c. Clean all equipment, counters and surfaces thoroughly; and
    - d. Dispose of any waste produced during the processing and distribution of Medical Marijuana in accordance with all applicable local, state and federal laws, rules and regulations.
  - D. Establish written and documentable quality control procedures designed to maximize safety for employees and minimize potential product contamination.
  - E. Establish written emergency procedures to be followed by employees in case of a fire, chemical spill or other emergency.
  - F. Have a comprehensive training manual that provides step-by-step instructions for processing and distribution of medical marijuana products on its Licensed Premises. The training manual shall include, but need not be limited to, the following topics:
    - a. All standard operating procedures used at that Licensed Premises;
    - b. The quality control procedures;
    - c. The emergency procedures for the Licensed Premises;
    - d. The appropriate use of any necessary safety or sanitary equipment;
    - e. The hazards presented by all chemicals and solvents used within the Licensed Premises as described in the material safety data sheet for each chemical and solvent;
    - f. Clear instructions on the safe use of all equipment involved in each process and in accordance with manufacturer's instructions, where applicable; and
    - g. Any additional periodic cleaning required to comply with all applicable sanitary rules.

- G. Provide adequate training to every employee prior that to that individual undertaking any step in processing or distribution of a Medical Marijuana product.
    - a. Adequate training shall include, but need not be limited to, providing a copy of the training manual for that Licensed Premises and live, in-person instruction detailing at least all of the topics required to be included in the training manual.
    - b. The individual training each employee shall sign and date a document attesting that all required aspects of training were conducted and that he or she is confident that the trainee can safely handle and distribute a Medical Marijuana product.
    - c. The employee that received the training shall sign and date a document attesting that he or she can safely implement all standard operating procedures, quality control procedures, and emergency procedures, operate all equipment, use all safety, sanitary and other equipment and understands all hazards presented by the chemicals and solvents to be used within the Licensed Premises and any additional period cleaning required to maintain compliance with all applicable sanitary rules.
  - H. Maintain clear and comprehensive records of the name and signature of every individual who engaged in any step related to distribution of any Medical Marijuana product and the step that individual performed.
16. Persons engaging in the distribution of any Medical Marijuana product shall:
- A. Be over 18 years of age.
  - B. Not have been convicted of a felony for the illegal possession for sale, sale, manufacture, transportation, or cultivation of a controlled substance; a violent crime, as specified in subdivision (c) of Section 667.5 of the Penal Code; a serious crime, as specified in subdivision (c) of Section 1192.7 of the Penal Code; or a crime involving fraud, deceit, or embezzlement
  - C. Ensure that all equipment, counters and surfaces used in the processing or distribution of any Medical Marijuana product is food-grade including ensuring that all counters and surface areas were constructed in such a manner that it reduces the potential for the development of microbials, molds and fungi and can be easily cleaned.
  - D. Ensure that all equipment, counters, and surfaces used in the processing or distribution of any Medical Marijuana product are thoroughly cleaned after the completion of each Production Batch.
  - E. Ensure that the appropriate safety or sanitary equipment, including personal protective equipment, is provided to, and appropriately used by, each person engaged in the processing or distribution of any Medical Marijuana product.

**Informational Notes:**

1. If cultural resources are encountered during construction activities, the contractor on site shall cease all work in the immediate area and within a 50 foot buffer of the discovery location. A qualified archaeologist as well as the appropriate Tribal Historic Preservation Officer(s) are to be contacted to evaluate the discovery and, in consultation with the applicant and lead agency, develop a treatment plan in any instance where significant impacts cannot be avoided.

The Native American Heritage Commission (NAHC) can provide information regarding the appropriate Tribal point(s) of contact for a specific area; the NAHC can be reached at 916-653-4082. Prehistoric materials may include obsidian or chert flakes, tools, locally darkened midden soils, groundstone artifacts, shellfish or faunal remains, and human burials. If human remains are found, California Health and Safety Code 7050.5 requires that the County

Coroner be contacted immediately at 707-445-7242. If the Coroner determines the remains to be Native American, the NAHC will then be contacted by the Coroner to determine appropriate treatment of the remains pursuant to PRC 5097.98. Violators shall be prosecuted in accordance with PRC Section 5097.99

**The applicant is ultimately responsible for ensuring compliance with this condition.**

2. The applicant is responsible for receiving all necessary permits and/or approvals from other state and local agencies.
3. This permit approval shall expire and become null and void at the expiration of one (1) year after all appeal periods have lapsed (see "Effective Date"); except where construction under a valid building permit or use in reliance on the permit has commenced prior to such anniversary date. Once initiated, the use is subject to the Permit Duration and Renewal provisions set forth in Condition of Approval #9 of the On-Going Requirements /Development Restrictions, above. The period within which construction or use must be initially commenced may be extended as provided by Section 312-11.3 of the Humboldt County Code.

## ATTACHMENT 2

### Staff Analysis of the Evidence Supporting the Required Findings

**Required Findings:** To approve this project, the Hearing Officer shall determine that the applicants have submitted evidence in support of making **all** of the following required findings.

**A. Section 312-50 of the Zoning Ordinance states the following findings must be made to approve changes in the Zoning Maps**

1. The proposed zoning change is consistent with the General Plan.
2. The proposed change is in the public interest

**B. Required Findings for Special Permits**

The County Zoning Ordinance, Section 312-17.1 of the Humboldt County Code (Required Findings for All Discretionary Permits) specifies the findings that are required to grant a Special Permit:

1. The proposed development is in conformance with the County General Plan;
2. The proposed development is consistent with the purposes of the existing zone in which the site is located;
3. The proposed development conforms with all applicable standards and requirements of these regulations; and
4. The proposed development and conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare; or materially injurious to property or improvements in the vicinity.

**C. Required Finding for Consistency With Housing Element Densities**

1. Government Code Section 65302.81 requires specific findings supported by substantial evidence where a general plan amendment or zone reclassification is adopted that reduces the residential density for any parcel below that utilized by the Department of Housing and Community Development in determining compliance with housing element law (the mid point of the density range specified in the plan designation).
2. In addition, the same Government Code sections also requires any proposed development to maintain the residential density for any parcel at or above that utilized by the Department of Housing and Community Development in determining compliance with housing element law (the mid point of the density range specified in the plan designation), unless the following written findings are made supported by substantial evidence: 1) the reduction is consistent with the adopted general plan including the housing element; and 2) the remaining sites identified in the housing element are adequate to accommodate the County share of the regional housing need; and 3) the property contains insurmountable physical or environmental limitations and clustering of residential units on the developable portions of the site has been maximized.

**D. Required Finding for Consistency With the California Environmental Quality Act**

The California Environmental Quality Act (CEQA) states that one of the following findings must be made prior to approval of any development which is subject to the regulations of

CEQA:

1.
  - a) The project either is categorically or statutorily exempt; or
  - b) There is no substantial evidence that the project will have a significant effect on the environment or any potential impacts have been mitigated to a level of insignificance and a negative declaration has been prepared pursuant to Section 15070 of the CEQA Guidelines; or
  - (c) An environmental impact report (EIR) has been prepared and all significant environmental effects have been eliminated or mitigated to a level of insignificance, or the required findings in Section 15091 of the CEQA Guidelines are made.

**Finding A: Section 213-50 of the Zoning Ordinance states the following findings must be made to approve changes in the Zoning Maps**

Section(s)	Applicable Requirements
§312-50 of the Zoning Ordinance	<b>Finding A1.</b> That the proposed zoning change is consistent with the General Plan.
<b>Evidence Supporting Finding A1</b> Table 4-H of the General Plan shows the CR - Commercial Recreation Plan Designation that applies to the subject property is compatible with both the C-1 and C-2 zones, so the proposed C-2 zone is consistent with the General Plan.	
§312-50 of the Zoning Ordinance	<b>Finding A2.</b> That the proposed zoning change is in the public interest
<b>Evidence Supporting Finding A2</b> It is arguably in the public interest to modify the zoning to allow commercial cannabis activities on the subject property because it has frontage on existing paved roads that provide immediate access to Highway 101 in both directions. The zoning change could provide additional commercial development potential in the Benbow area with minimal impacts to county roads or other neighboring land uses because the access would lead directly from the property to the highway. As shown on the aerial map attached to the staff report, the distance from the existing driveway to the northbound Highway 101 on ramp and the southbound Highway 101 on ramp is less than 400 feet.	

**Finding B: Required Findings for Special Permits**

**Finding B1: The proposed development must be consistent with the General Plan.** The following table identifies the evidence which supports finding that the proposed project will be in conformance with all applicable policies and standards of the General Plan.

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
Land Use Designation §4.8 Land Use	<p>Commercial Recreation (CR)</p> <p>Lands primarily suitable for commercial recreation facilities and accommodations and recreation/tourist oriented sales and services geared to local and visitor needs.</p> <p>Allowable uses include transient habitation, visitor serving, commercial recreation, and neighborhood commercial.</p>	<p>As described in the Plan of Operation, the purpose of the operation is to "protect and support Humboldt County's cannabis heritage and livelihood, while providing a safe and secure Cannabis Quality Control center that farmers and industry can trust." They go on to state, "Humboldt County farmers are known for cultivating the finest cannabis in the world. The natural beauty of the majestic redwood trees, the fresh air, rivers, and wildlife draw people to visit from around the world. We foresee tourist economy being an integral part in SHC's sustainability and viability, as it has been for decades. Redwood Roots' dispensary will showcase our history and act as a guide through the looking glass of southern Humboldt natives." The proposed cannabis distribution facility provides vertical integration of the cannabis industry for the applicant, which has the following benefits. First, it provides the owners and employees serving the visitors a broader perspective so they can communicate a more rounded and well-informed message to visitors. Second, the distribution facility serves as a direct link between those growing and manufacturing cannabis products and buyers which will help facilitate future cannatourism opportunities. Also, the quality control services provided will help ensure the safety and integrity of the products sold in the dispensary. This is expected to make the dispensary more competitive.</p>

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
Circulation Chapter 7	Goals and policies contained in this Chapter relate to a balanced, safe, efficient, accessible and convenient circulation system that is appropriate for each type of unincorporated community (C-G1,CT-G2); coordinated planning design, development, operations, and maintenance between the County and other transportation system service providers (C-G3); and access for all transportation mode types with improved opportunities to move goods within, into and out of Humboldt County (C-GX, C-GXXX).	Access to the site is directly off a paved County-maintained public road (Benbow Drive). The driveway entrance and parking areas are all paved. The Department of Public Works responded to the dispensary application in September, 2016 stating they "had no comment at this time". Any additional comments will be circulated for review.
Housing Chapter 8	<p>Goals and policies contained in this Element seek to identify existing and projected housing needs and establish goals, policies, standards and measures for the preservation, improvement, and development of housing.</p> <p>Related policies: H-P3, Development of Parcels in the Residential Land Inventory</p>	The project does not involve residential development, nor is the project site part of the Housing element Residential Land Inventory. However, the project will not preclude any future residential development. The project will not reduce the residential density for any parcel below that utilized by the Department of Housing and Community Development in determining compliance with housing element law.

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
<p>Conservation and Open Space Chapter 10</p> <p>Biological Resources</p> <p>Section 10.3</p>	<p>Goals and policies contained in this Chapter relate to mapped sensitive habitat areas where policies are applied to protect fish and wildlife and facilitate the recovery of endangered species (BR-G1, Threatened and Endangered Species, BR-G2, Sensitive and Critical Habitat, BR-G3, Benefits of Biological Resources)</p>	<p>The Biological Resource maps of the General Plan do not identify any sensitive or critical habitat areas on the project site. The South Fork Eel River is approximately 600 feet from the project site. The property is mostly paved and developed with a 4,400 square foot commercial building, so there is little potential for wetlands, rare species or other environmentally sensitive habitat areas (ESHAs). The site lacks the habitat required for cover, breeding or foraging for most species.</p>
<p>Conservation and Open Space Chapter 10</p> <p>Cultural Resources</p> <p>Section 10.6</p>	<p>Goals and policies contained in this Chapter relate to the protection and enhancement of significant cultural resources, providing heritage, historic, scientific, educational, social and economic values to benefit present and future generations (CU-G1, Protection and Enhancement of Significant Cultural Resources)</p> <p>Related policies: CU-P1. Identification and Protection, CU-P2. Native American Tribal Consultation]</p>	<p>The Northwest Information Center was referred and requested an archaeological study be completed. The Bear River Tribe did not respond. No new construction is proposed, so no ground disturbance will occur. Nonetheless, the project is conditioned to include an inadvertent discovery protocol should the project encounter undocumented cultural resources (Informational Note #1).</p>



Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
<p>Conservation and Open Space Chapter 10</p> <p>Scenic Resources Section 10.6</p>	<p>Goals and policies contained in this Chapter relate to the protection of scenic areas that contribute to the enjoyment of Humboldt County's beauty and abundant natural resources (SR-G1); and a system of scenic highways roadways that increase the enjoyment of, and opportunities for, recreational and cultural pursuits and tourism in the County. (SR-Gx)</p> <p>Related policies: SR-SX. Light and Glare</p>	<p>The project involves a distribution facility within an existing 4,200 square foot commercial building. Conditions of approval require plans submitted building permit approval shall be subject to design review, and shall address the following concerns expressed by the Planning Commission at the August 3, 2017 meeting to ensure neighborhood compatibility: screening and fencing of the property, exterior lighting, safety lighting of the designated cross walk across Benbow Drive used by golfers, parking lot asphalt repair and slurry seal, landscaping, removal of the existing dilapidated sign, and proposed new signage. Design review shall include notice to all neighbors within 300 feet of the property to help ensure neighborhood compatibility of the proposed distribution facility.</p>

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
<p>Water Resources Chapter 11</p> <p>Stormwater Drainage</p>	<p>Goals and policies contained in this Chapter relate to coordinated watershed planning and land use decision making to advance management priorities (WR-G3, WR-G4, WR-G5); watershed conservation and restoration efforts aimed at de-listing water bodies and watersheds which are restored to meet all beneficial uses, including water use, salmon and steelhead recovery plans, recreational activities, and the economy (WR-G1, WR-G, WR-G7, WR-G8, WR-G8x); and</p> <p>Related policies: WR-P8. Erosion and Sediment Discharge; WR-P36. Erosion and Sediment Control Measures.</p>	<p>The Project site is already fully developed and the proposed distribution facility will be located within the existing 4,200 square foot commercial structure, and customers will use existing paved encroachments onto Benbow Drive and the same on-site paved parking areas. The South Fork Eel River is approximately 600 feet from the project site and separated from the project site by Highway 101, which is four-lanes and elevated in the area where drainage from the site will go. No new measures are necessary to protect water quality from the proposed use.</p>

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
<p>Water Resources Chapter 11</p> <p>Onsite Wastewater Systems</p>	<p>Goals and policies contained in this Chapter relate to adequate public water supply as well as onsite wastewater systems and natural and developed storm drainage systems that minimize interference with surface and groundwater flows and storm water pollution (WR-G6, WR-G9, WR GX)</p> <p>Related policies: WR-IM7, Basin Plan Septic Requirements; and IS-P20, On-Site Sewage Disposal Requirements.</p>	<p>The site has an existing Onsite Wastewater Treatment System (OWTS) that served the former use as a clubhouse serving golfers. The proposed distribution use will not use water for any part of its commercial activities except for the sanitation needs of employees. At the time of building permit approval, the Division of Environmental Health (DEH) may require testing to demonstrate conformance with current onsite waste regulations. Site constraints and testing may not meet current code and prevent the approval of future expansion of the use. Conditions of approval require DEH approval of the building permit for the proposed use.</p>
<p>Noise Chapter 13</p>	<p>Goals and policies contained in this Chapter discourage incompatible uses within communities and reduce excessive noise through the application of standards (N-G1, N-G2)</p> <p>Related policies: N-P1, Minimize Noise from Stationary and Mobile Sources; N-P4, Protection from Excessive Noise</p>	<p>The subject parcel is not located in an area that requires special noise attenuation measures. The proposed use will occur within an existing commercial structure, so there will be minimal noise generated by the project. The site occurs adjacent to Highway 101, so there is an abundance of ambient noise.</p>

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
<p>Safety Element Chapter 14</p> <p>Geologic &amp; Seismic</p>	<p>Goals and policies contained in this Chapter relate to communities that are designed and built to minimize the potential for loss of life and property resulting from natural and manmade hazards; and to prevent unnecessary exposure to areas of geologic instability, floodplains, tsunami run-up areas, high risk wildland fire areas, and airport areas planned and conditioned to prevent unnecessary exposure of people and property to risks of damage or injury (S-G1, S-G2)</p> <p>Related policies: S-PX1, Site Suitability, S-P6, Structural Hazards,</p>	<p>Geologic hazard maps of the General Plan show the slope instability of the property to be moderately unstable. Since no new exterior construction is proposed, a soils report of the slope stability may not be required.</p>
<p>Safety Element Chapter 14</p> <p>Flooding</p>	<p>Goals and policies contained in this Chapter relate to the use of natural drainage channels and watersheds that are managed to minimize peak flows in order to reduce the severity and frequency of flooding. (S-G3)</p> <p>Related policies include: S-P10, Federal Flood Insurance Program; S-P11, Flood Plains; S-PX3, Construction Within Special Flood Hazard Areas</p>	<p>According to the Flood Insurance Rate Map (FIRM) Panel No. 1835B, the project site is partially located in Flood Zone A, which has areas of flooding. The applicants are not proposing new construction except for interior work, so a flood elevation certificate may not be required.</p>

Section(s)	Applicable Requirements	Evidence Supporting Finding #B1
<p>Safety Element Chapter 14</p> <p>Fire Hazards</p>	<p>Goals and policies of this Chapter encourage development designed to reduce the risk of structural and wildland fires supported by fire protection services that minimize the potential</p> <p>Related policies: S-P15, Conformance with State Responsibility Areas (SRA) Fire Safe Regulations;</p>	<p>The parcel is in an area of High Fire Hazard rating. All applicable referral agencies that have provided comments have recommended approval of the project and have not identified any issues relating to hazards. .</p>
<p>Air Quality Chapter 15</p>	<p>Goals and policies contained in this Chapter relate to improved air quality to meet current and future state and federal standards, including attainment of particulate matter requirements (AQ-G1, AQ-G2, AQ-G2X) and the successful reduction of greenhouse gas emissions to levels consistent with state and federal requirements (AQ-G3)</p> <p>Related policies: AQ-P4, Construction and Grading Dust Control, AQ-S1. Construction and Grading Dust Control, AQ-P7. Interagency Coordination.</p>	<p>As a condition of project approval, the project shall address odor management by incorporating a ventilation/air filtration system which limits potential adverse odor emission impacts to employees and/or properties located in the vicinity. The system shall be designed, signed, and stamped by a mechanical engineer for review and approval by the Building Official. Dust control practices during construction and grading shall achieve compliance with NCAQMD fugitive dust emission standards.</p>

**Finding B2: The proposed development is consistent with the purposes of the existing zone in which the site is located; and Finding B3: The proposed development conforms with all applicable standards and requirements of these regulations.** The following table identifies the evidence which supports finding that the proposed development is in conformance with all applicable policies and standards in the Humboldt Zoning Regulations. Humboldt County Inland Zoning Regulations after the Zoning is amended from AE to PF.

Section(s)	Applicable Requirements	Evidence Supporting Finding B2 & B3
314-2.2 C-2 - Community Commercial & 314-32.1 Q - Qualified Zone	The C-2 - Community Commercial Zone is intended to apply to areas where more complete commercial facilities are necessary for community convenience.	The proposed project is a Special Permit for a cannabis distribution facility. The proposed use is a light industrial use that is specifically allowed with a Special Permit in this zone district under Section 314-55 of the Humboldt County Code.  The purpose of the proposed Q - Qualified Zone is to maintain the development standards of the C-1 Zone in terms of building height, setbacks and minimum lot size.
Minimum Lot Area:	2,000 sq. ft.	The subject parcel is approximately 35,000 square feet.
Max. Lot Coverage:	50%	Less than 15%
Min. Yard Setbacks (through the SRA requirements):	The parcel is within the mapped State Responsibility Area and 30 foot setbacks to all property lines are required.	The proposed facility occurs within an existing permitted structure that was permitted within twenty five feet of the east property line. The other yard setbacks are all more than 30 feet.
Max. Building Height:	45 feet	30 feet
§314-109.1.3.3: Off-Street Parking:	Retail Uses: One space for 300 square feet of gross floor area and one parking space per employee. A minimum of two parking spaces are required.  One 60' x 10' loading space is required per every 20,000 square feet or portion thereof.	The existing building is approximately 4,200 square feet in size, which requires 14 spaces. There will be four employees at peak shift, so the total number of spaces required is 18 spaces. The applicant anticipates maximum staffing levels to be 10 full time employees, which would require 24 parking spaces. The site plan shows there are 35 parking spaces on site, 11 more than the number that is required.  Area for one loading space is provided as shown on the plot plan.
§314-19.1 Design Control	The reviewing authority shall take the following	Conditions of approval require the applicant shall secure approval of all required building permits from the Building Division for the structure used for

Section(s)	Applicable Requirements	Evidence Supporting Finding B2 & B3
	<p>items under consideration in approving plans within a D zone:</p> <p>The height, bulk and area of buildings.</p> <p>All setbacks from property lines.</p> <p>The color, textures and materials of exterior walls.</p> <p>The type, pitch and material of roofs.</p> <p>The type, size and location of signs.</p> <p>Landscaping, and parking lot layout.</p> <p>Relationship to other buildings and/or uses in the area.</p> <p>Architectural treatment of any historical buildings or structures.</p> <p>Location and treatment of the site as related to its natural setting.</p>	<p>the distribution facility. Plans submitted building permit approval shall be subject to design review, and shall address the following concerns expressed by the Planning Commission to ensure neighborhood compatibility: screening and fencing of the property, exterior lighting, safety lighting of the designated cross walk across Benbow Drive used by golfers, parking lot asphalt repair and slurry seal, landscaping, removal of the existing dilapidated sign, and proposed new signage. Design review shall include notice to all neighbors within 300 feet of the property to help ensure neighborhood compatibility of the proposed distribution facility.</p>

#### **314-55.4 Commercial Cultivation, Processing, Manufacturing and Distribution of Cannabis for Medical Use Inland Land Use Regulation (CMMLUO)**

<p>§314-55.4.8.6 Wholesale Distribution Facilities</p>	<p>Distribution of commercial cannabis for medical use shall be a conditionally permitted use in zone districts AG, AE, RA, (on parcels 5 acres or larger), C-2, C-3, MB, ML, U (where developed as an industrial use) and MH, subject to a Special Permit and the conditions and limitations set forth in this Section.</p>	<p>The proposed operation consists of deliveries to the existing 4,400 square foot commercial building in bulk packages, offsite testing of samples, packaging for retail sale, which will include rolling joints, and transportation to qualified vendors. The subject property is in the process of being rezoned to C-2 to allow the proposed use. The special permit will not become effective until the zone reclassification is approved. Conditions of approval require the applicant will comply with all conditions of the CMMLUO ordinance.</p>
--	--	---

<b>314-55.4 Commercial Cultivation, Processing, Manufacturing and Distribution of Cannabis for Medical Use Inland Land Use Regulation (CMMLUO)</b>		
§314-55.4.8.10 Permit Limit	No more than four commercial cannabis activity permits may be issued to a single person.	According to records maintained by the Department, the applicant has applied for a dispensary permit. The applicant is entitled to four permits.
§314-55.4.10 Application Requirements	Identifies the Information Required for All Applications	The project file contains all the information required by the ordinance.
§314-55.4.11 Performance Standards	Identifies the Performance Standards for Cannabis Cultivation Activities	All the applicable performance standards are included as conditions of project approval. They are required to be met throughout the timeframe of the permit.
§314-55.4.17 Sunset Date	No application for any Use Permit pursuant to the CMMLUO shall be processed for issuance or approval that is received after December 31, 2016.	The applicant submitted the Special Permit Application in June, 2016.

**Finding B4. Public Health, Safety and Welfare:** The following table identifies the evidence which supports finding that the proposed use will not be detrimental to the public health, safety and welfare or materially injurious to properties or improvements in the vicinity.

<b>Section(s)</b>	<b>Applicable Requirements</b>	<b>Evidence Supporting Finding B4</b>
§312-17.1.4 Special Permit Findings	Proposed development will not be detrimental to the public health, safety and welfare or materially injurious to properties or improvements in the vicinity.	All responding referral agencies have either provided no comment or recommended approval of the proposed use. The proposed light industrial use is consistent with the type of development in the area. There is no evidence that the project will be materially injurious to properties or improvements in the vicinity.



**Finding C: Required for Consistency with Housing Element Densities**

Section(s)	Applicable Requirements
Government Code Section 65302.81	Specific findings supported by substantial evidence are required where a general plan amendment or zone reclassification is adopted that reduces the residential density for any parcel below that utilized by the Department of Housing and Community Development (HCD) in determining compliance with housing element law (the mid point of the density range specified in the plan designation).
<b>Evidence Supporting Finding C:</b> The project site is zoned C-1 Neighborhood Commercial, and is not included in the residential land inventory of the Housing Element. Therefore, the project will be consistent with this requirement.	

**Finding D: Required Finding for Consistency with the California Environmental Quality Act**

Section(s)	Applicable Requirements	Evidence Supporting Finding #16
Consistency with the California Environmental Quality Act	The project is required to be consistent with the California Environmental Quality Act	<p>The project has been determined to be exempt from CEQA as described in the paragraphs below.</p> <p>CEQA Exemption Section 15305-Minor Alterations in Land Use Limitations applies the Q - Qualified Zone limits in exactly the same way the uses allowed by the existing C-1 Zone and the proposed C-2 zone and because the proposed wholesale distribution facility will occur within an existing 4,200 square foot building on a site with fencing that screens the building from view. The scale of the proposed distribution use is small, and compliments the dispensary use within the same existing building. The Q - Qualified Zone also limits the size and scale of future uses by maintaining the same development standards.</p> <p>CEQA Exemption Section 15302-Replacement or Reconstruction applies because the existing structure on the property may be replaced or reconstructed as part of the conditions of approval.</p> <p>CEQA Exemption Section 15301 Existing Facilities applies because the proposed distribution use is within an existing structure. Section 15301 exempts from environmental review the operation, repair maintenance, permitting, licensing, or minor alteration of existing private structures or facilities where involving negligible or no expansion of use. The proposed development will occupy one existing structure of approximately 4,200 sq. ft. The project site is developed with existing commercial and residential structures.</p>

## **ATTACHMENT 3**

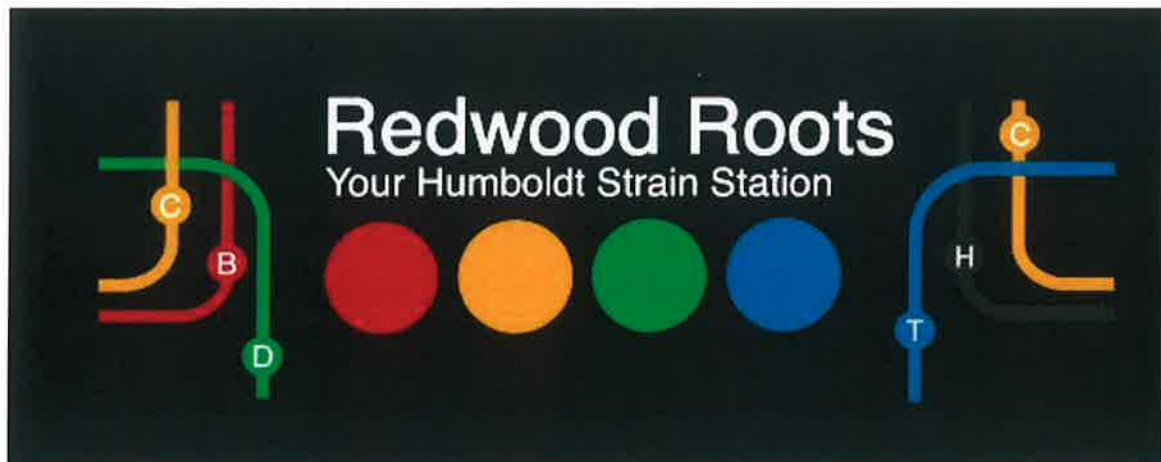
### **Applicant's Evidence in Support of the Required Finding**

Attachment 3 includes a listing of all written evidence which has been submitted by the applicant in support of making the required findings.

- Application Form [on file]
- Organizational Documents [on file]
- Grant Deed [on file]
- Indemnification Agreement [on file]
- Acknowledgement Form [on file]
- Plot Plan [attached]
- Plan of Operation [attached]
- Security Plan [attached]

# Redwood Roots

## Distribution Operations Manual



Pursuant to Sections 314.55.4 of Humboldt County Code



Redwood Roots  
PO Box 31  
Garberville, CA 95542  
707-923-1236  
redwoodrootsinc@gmail.com  
RedwoodRoots.Family

## **Distribution Operations Manual**

### **Table of Contents**

Company Description and Services	3
Authorization for County Verification	5
Parcel and facilities information	7
Site Overview	
Plot Plan	
Floor Plan and Facilities Description	
Operations	13
Inventory Processes and Procedures	
Quality Assurance	
Employee requirements/staff screening	16
Security and Safety	17
Evidence of Ownership	20

## **Company Description and Services**

Redwood Roots is a medical cannabis collective that prides itself on providing world class medicine with lifetimes of experience, impeccable knowledge, integrity and passion. Our purpose of operation is to protect and support Humboldt County's cannabis heritage and livelihood, while providing a safe and secure Cannabis Quality Control center that farmers and industry can trust.

Humboldt County is known worldwide for many reasons, including ancient redwood trees, the lovely lost coast and rivers, and world class connoisseur cannabis. Our mission is to create and operate a farmer-to-patient resource center that serves as a local cannabis retail/wholesale outlet for the finest medicine the region produces. The farmers we support must practice environmentally sound and resource conscious practices as we want our children and future generations to inherit a healthy environment. It is our intention to operate a sustainable and conscious community oriented business by making decisions which benefit locally and globally.

### **Experience**

The founders of Redwood Roots were born and raised in the Southern Humboldt area, and whose families have extensive community relations to build from and draw upon, as well as vested interest in maintaining a thriving culture. While living in a small community, we have compassion and some understanding of its residents. Redwood Roots knows where some of the pitfalls and hurdles are and we can bring our own experience and collaboration skills to help our community's transition.

Members of the management team have been farmers and land managers, with both land crops and animal husbandry. As lifelong members of this community, we want to preserve and prosper together with family, friends and neighbors.

Redwood Roots is continuing to educate ourselves as the process unfolds, via workshops, membership in the International Cannabis Farmer's Alliance, California Grower's Association and SHC Alliance, staying updated on legislation and attending or archiving as many public meetings as possible. We are also grateful for community organizations, such as KMUD radio, EPIC, and the transparency and interest in educating and assisting members of the cannabis industry that the Humboldt County Board of Supervisors and Planning Commission show. We are committed to open channels of dialogue as this industry evolves.

### **Vision**

Our short-term vision is to be a community cannabis company that preserves the values that make Southern Humboldt the great place that it is. Operated by long time experienced locals, we will take the time and invest capital and energy in our community, as we have been doing as individuals through other avenues for years. We can provide tangible and intangible benefits, including experience, integrity, knowledge and resources, and a place where our cultivator's products can be brought safely and securely to market.

Humboldt County farmers are known for cultivating the finest cannabis in the world. The natural beauty of the majestic redwood trees, the fresh air, rivers, and wildlife draw people to visit from around the world. We foresee tourist economy being an integral part in SHC's sustainability and

viability, as it has been for decades. Redwood Roots' dispensary will showcase our history and act as a guide through the looking glass of southern Humboldt natives.

The business practices we implement are rooted in sustainability and look to the future. Our decisions consider financial as well as community and environmental impact, locally and globally.

There has been a history of resource extraction in the region, with fishing, timber, and within the cannabis cultivation industry on several levels, while locals have been supported by the industries with living wages. There is opportunity for farmers to retain a living wage and jobs to be created which can highlight the talent and creativity of entrepreneurs of all stripes.

We pride ourselves on meeting and exceeding environmental standards in our practices. Through our relationships with farmers and in our building methods, we will look for and implement ways to lessen the impact this industry has had on the environment. We encourage and support farmers we work with to be a model for conscious operation from farmer's inputs, farmer relationships, to sustainable packaging and beyond. We share our resources and purchasing power with other locals in the industry interested in doing business in a sustainable community oriented manner. We work with cultivators to help them understand their own responsibility in reporting, monitoring, and record keeping. We will put sustainable infrastructure into the building, including solar panels on the roof and a water catchment system to lower our environmental footprint.



**Authorization to seek verification**

**I hereby authorize the Humboldt County Planning Department, its agents and employees to verify in good faith any information in this application as it applies to this conditional use permit.**

**Signed:** Holly Co  
**Date:** 6.9.17

**Signed:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### Parcel and Facilities Information

The site where Redwood Roots' operations will take place is in Benbow, CA, parcel number 03316001. The existing structure is 4180 sq ft and has a 1400 sq ft outdoor patio space, within a lot 1 acre in size. The parcel is currently zoned C1; a zoning petition to change to C2 has been filed with Humboldt County Planning Department. There are currently 34 parking places, 3 ADA accessible.

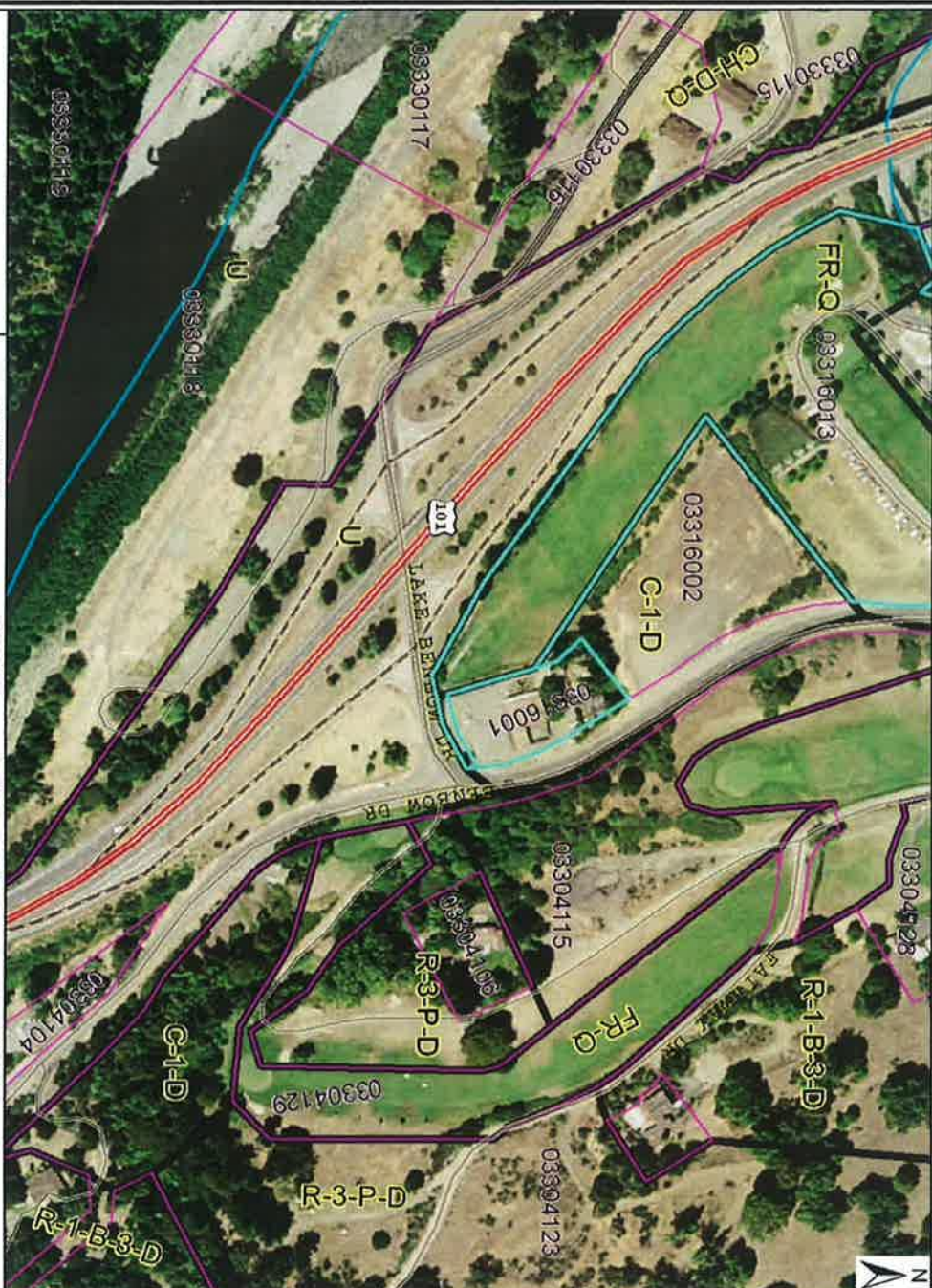
To ensure our leadership in environmental quality, we will also pursue environmental building methods and alterations, including solar power. We will be installing as much solar as PG&E will allow for grid tie. The current connection is 400-amp service.

The building is currently served by Benbow Water District for water and sewage is on site septic. We vision retaining that connection, as well as installing water catchment, which will provide for needs and can be fed into the water system for facility needs.



## Humboldt County Web GIS Map

# Prosperity!



Freeance PDF Printing System  
Humboldt County Web GIS  
<http://gis.co.humboldt.ca.us>

**Map Disclaimer:** While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence. Humboldt County assumes no liability or responsibility in the use, or misuse, of this data.

Layer	Layer Description
01	City Boundary
02	County Boundary
03	State Boundary
04	Water
05	Highways and Roads
06	Local Roads
07	Private or Undeveloped
08	Public
09	Industrial
10	Commercial
11	Residential
12	Unimproved
13	Improved
14	Unimproved
15	Improved
16	Unimproved
17	Improved
18	Unimproved
19	Improved
20	Unimproved
21	Improved
22	Unimproved
23	Improved
24	Unimproved
25	Improved
26	Unimproved
27	Improved
28	Unimproved
29	Improved
30	Unimproved
31	Improved
32	Unimproved
33	Improved
34	Unimproved
35	Improved
36	Unimproved
37	Improved
38	Unimproved
39	Improved
40	Unimproved
41	Improved
42	Unimproved
43	Improved
44	Unimproved
45	Improved
46	Unimproved
47	Improved
48	Unimproved
49	Improved
50	Unimproved
51	Improved
52	Unimproved
53	Improved
54	Unimproved
55	Improved
56	Unimproved
57	Improved
58	Unimproved
59	Improved
60	Unimproved
61	Improved
62	Unimproved
63	Improved
64	Unimproved
65	Improved
66	Unimproved
67	Improved
68	Unimproved
69	Improved
70	Unimproved
71	Improved
72	Unimproved
73	Improved
74	Unimproved
75	Improved
76	Unimproved
77	Improved
78	Unimproved
79	Improved
80	Unimproved
81	Improved
82	Unimproved
83	Improved
84	Unimproved
85	Improved
86	Unimproved
87	Improved
88	Unimproved
89	Improved
90	Unimproved
91	Improved
92	Unimproved
93	Improved
94	Unimproved
95	Improved
96	Unimproved
97	Improved
98	Unimproved
99	Improved
100	Unimproved

# PROJECT INFORMATION:

## CLIENT:

CHRIS ANDERSON  
PO BOX 264  
GARBERVILLE, CA, 95542

## SITE ADDRESS:

6848 BENBOW DRIVE  
GARBERVILLE, CA, 95542

APN# 033-133-001

## OWNERS AGENT:

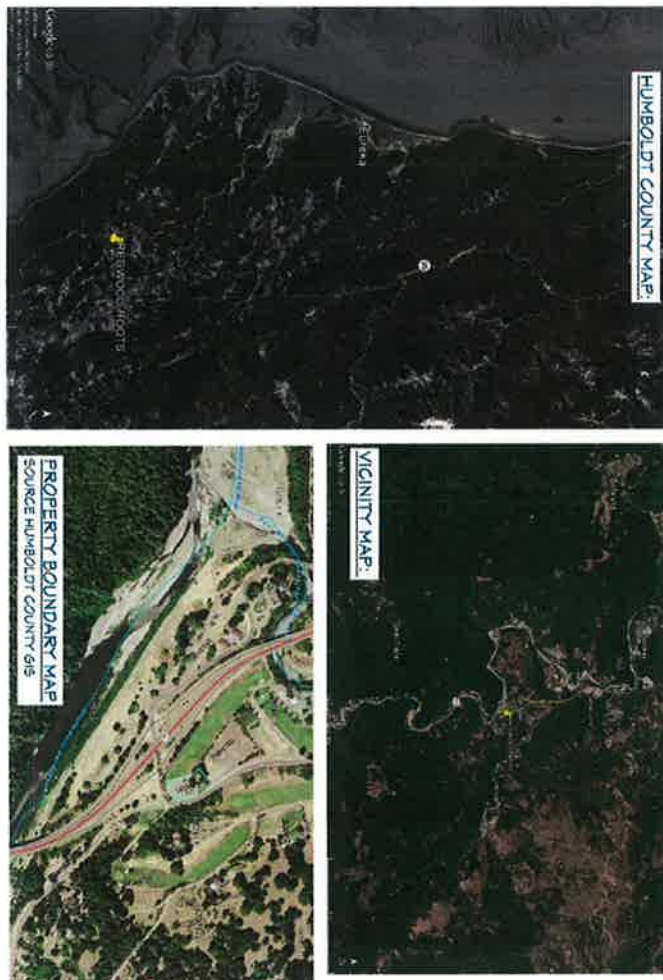
HUBER C&D  
PO BOX 882  
GARBERVILLE, CA, 95542  
530-864-8654

# PROJECT DESCRIPTION:

THIS PROJECT IS INTENDED TO UPGRADE AND REMODEL THE EXISTING STRUCTURE TO MEET CURRENT BUILDING CODES, PROVIDE ADA ACCESSIBILITY, AND IMPROVE SECURITY IN ORDER TO MEET THE NEEDS OF THE CLIENTS AND CUSTOMERS OF THE PROPOSED REDWOOD ROOTS FACILITY.

ALL WORK SHALL BE ENGINEERED AND CONSTRUCTED BY LICENSED PROFESSIONALS, TO MEET ALL APPLICABLE CODES.

THIS DOCUMENT SERVES AS A PROJECT BASELINE AND IS INTENDED TO COVER THE DESIRES OF THE CLIENT FOR PLANNING AND PERMIT APPLICATION PURPOSES. ALL FEATURES ARE TYPICAL AND GENERAL. FURTHER DETAIL DRAWINGS WILL BE PROVIDED PRIOR TO CONSTRUCTION.



# Redwood Roots-Your Humboldt Strain Station

Sourcing, Quality Control Center, Distribution

[www.redwoodrootsfamily.com](http://www.redwoodrootsfamily.com)

NO.	DATE	DESCRIPTION
1	6/8/2017	ISSUED FOR PERMITTING
2		
3		
4		
5		
6		
7		
8		
9		
10		

## COVER SHEET & NOTES

OWNER:  
APN#033-133-001  
CHRIS ANDERSON  
PO BOX 264  
GARBERVILLE, CA 95542

NO.	DATE	DESCRIPTION
1	6/8/2017	ISSUED FOR PERMITTING
2		
3		
4		
5		
6		
7		
8		
9		
10		

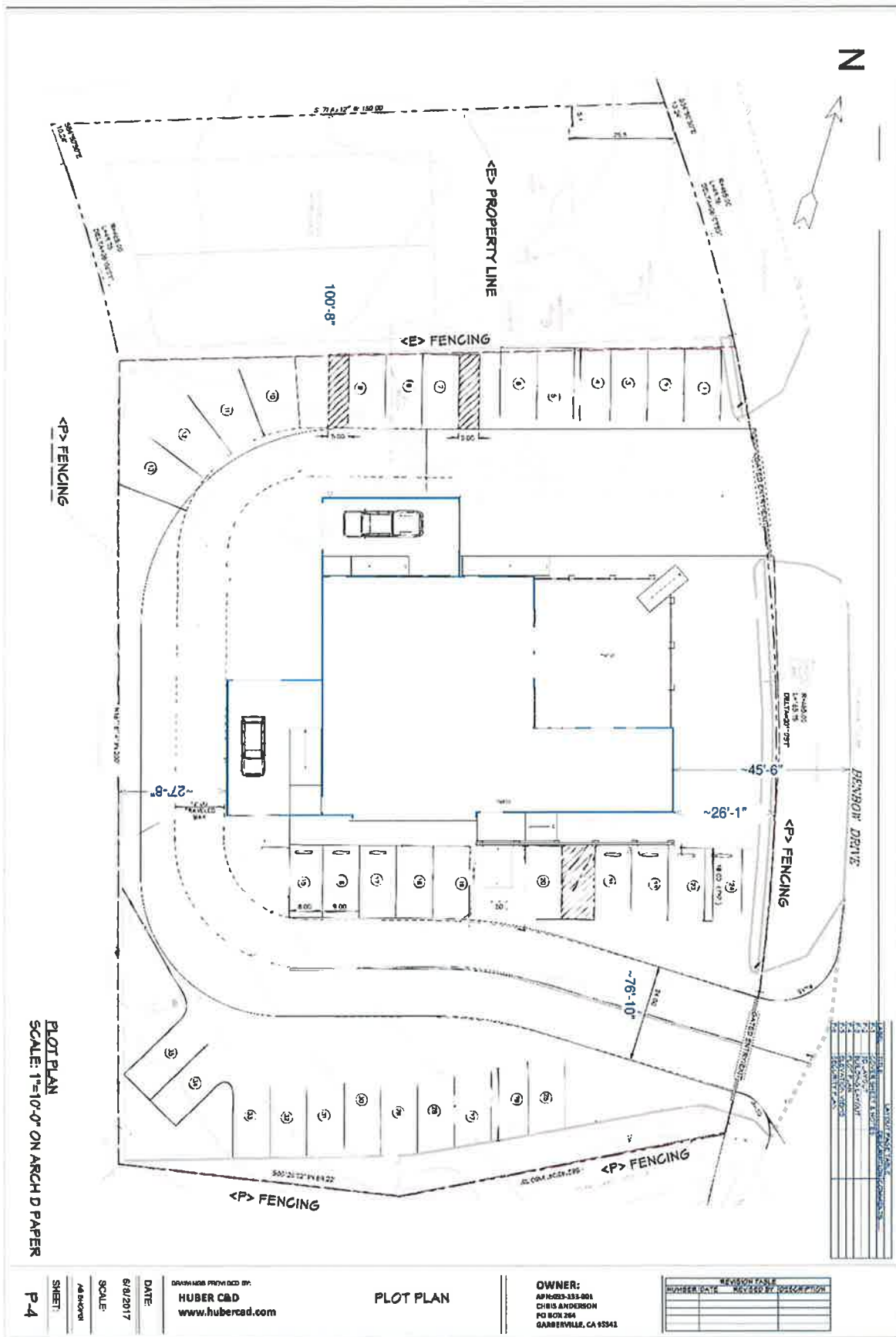
DRAWINGS PROVIDED BY:  
HUBER C&D  
[www.hubercad.com](http://www.hubercad.com)

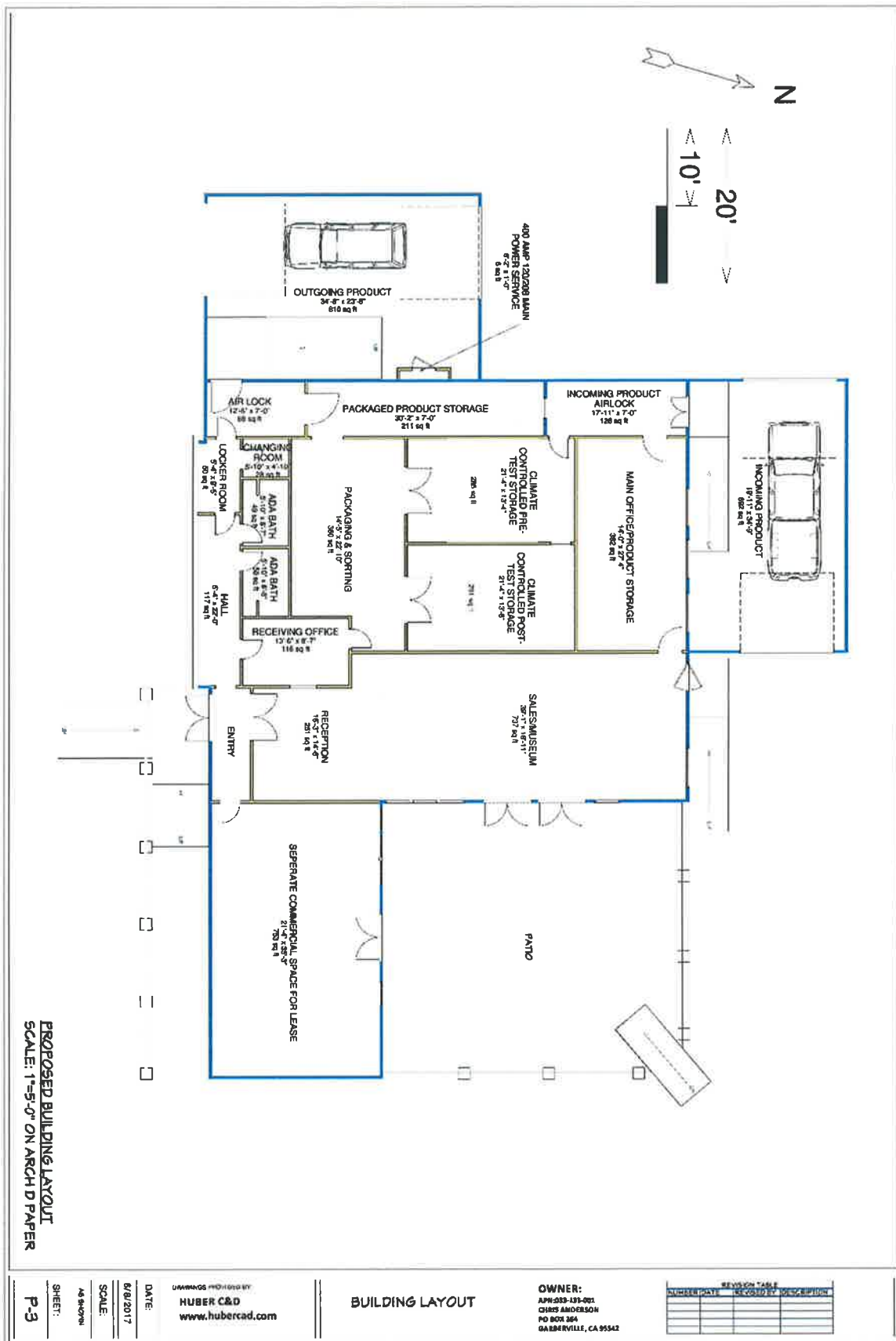
DATE:  
6/8/2017

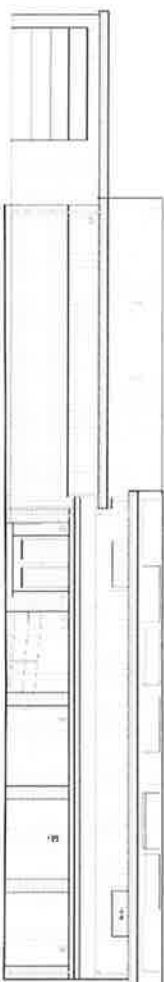
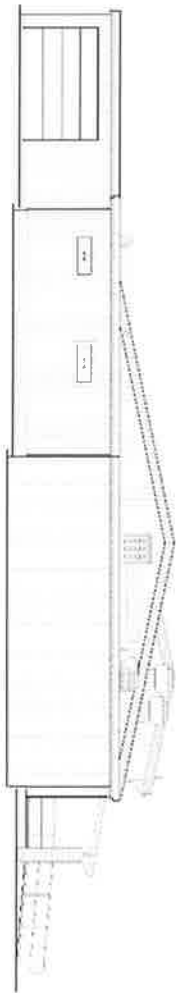
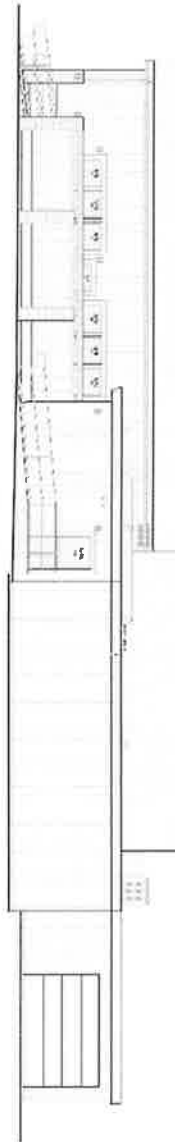
SCALE:  
AS SHOWN

SHEET:  
P-1









EAST ELEVATION  
SCALE: 3/16" = 1'-0"

WEST ELEVATION  
SCALE: 3/16" = 1'-0"

NORTH ELEVATION  
SCALE: 3/16" = 1'-0"

**SOUTH ELEVATION**  
**SCALE: 3/16" = 1'-0"**

ELEVATION VIEWS  
SCALE: AS SHOWN

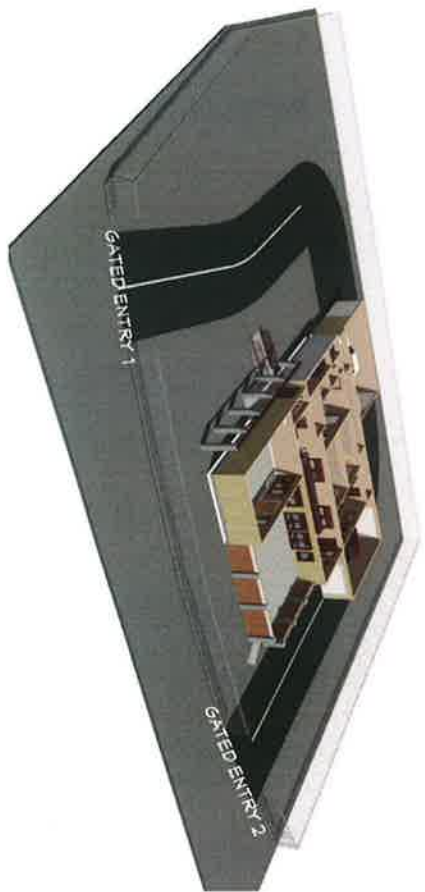
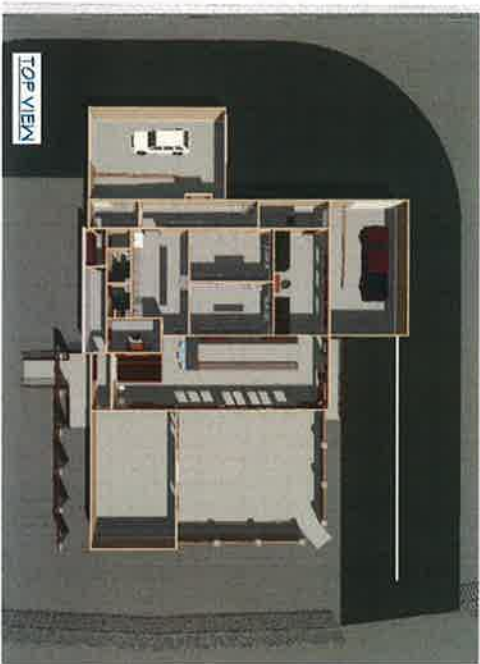
DATE:	6/8/2017
SCALE:	AS SHOWN
SHEET:	P-5

DATA NOT PROVIDED BY:  
**HUBER C&D**  
[www.hubercad.com](http://www.hubercad.com)

### ELEVATION VIEWS

**OWNER:**  
APR:033-137-001  
CHRIS ANDERSON  
PO BOX 264  
GARBERVILLE, CA 95642

REVISION TABLE		
NUMBER	DATE	REVISION BY DESCRIPTION



3D BUILDING LAYOUTS  
SCALE: NOT TO SCALE

SHEET:  
P-2

AS SHOWN

SCALE:

6/8/2017

DATE:

DESIGNER PROVIDED BY  
HUBER C&D  
www.hubercad.com

3D LAYOUT

OWNER:  
APR-85-133-061  
CHRIS ANDERSON  
PO BOX 364  
GARRERVILLE, CA 95542

NUMBER	DATE	BY	DESCRIPTION

## **Distribution Operations**

Quality control begins with good practices on the farm and in manufacturing, and Redwood Roots will work with the farmers whose flower and manufactured product will be distributed via our channels to ensure premium products. This will start with working with only permitted farms, farm visits by Redwood Roots, and Operations Plans from farms filed with county/state agencies as required. For manufacturers, having high standards of handling practices and clean, permitted facilities and quality inputs (flower, extracts for edibles, etc) is a must.

Redwood Roots will work with farmers to mitigate issues that arise throughout the growing season, drawing on decades of operations and a network of farmers interested in working together. It is, however, the ultimate responsibility of the farmer to bring a high quality, safe and healthy product to distribution.

Testing by farms pre-distribution will be encouraged. Those tests may indicate flowers need to be re-directed to appropriate manufacturing uses, as allowed by state regulations and appropriate to the flower.

Products that are ready for distribution may come to Redwood Roots, as allowed and regulated by BMCR and tracking regulations.

### **Inventory Acquisition**

Sourcing of quality and quantity to meet demand of retail and manufacturing entities starts with relationship building with farms and producers. Incoming orders and anticipated production will allow Redwood Roots to intake items in accordance with current demand.

Delivery to Redwood Roots distribution center in Benbow can be done by farmers, if under the transport threshold set by BMCR, by farmer or producer with a transport license, or by Redwood Roots transport or other licensed/contracted transporter if over such threshold or deemed appropriate by farmer and Redwood Roots.

All incoming transport of product will be recorded prior to transportation, and once received. At the time of inventory acquisition, all products will be recorded with the following minimum information, and additional information as required by BMCR regulations:

- Farm name and license #
- Date
- Strain name, batch #, quantity
- Storage location once received for holding at Redwood Roots facility
- Any pre-testing done by farmer/manufacturer that is available

Receipt of receiving will be made in triplicate, one copy to farmer, one for storage (to remain with product, and one for Redwood Roots files, and information entered in inventory control database. Labeling will be created with batch # and product will be held in storage while quality assurance testing is happening.

### **Quality Assurance Testing**

Testing protocols, for sample collection, size and handling of batches and testing thresholds will be in accordance with standards set by BMCR.

When testing results are returned, potency, terpenes, contaminants (if any) are recorded in inventory control database and labels created including potency and other information as required by BMCR. Product is then prepared for retail.

Flower will be packaged, labeled and branded for resale units, or sent to outlets in whole units, with labeling, as determined by branding requests by farmers and inventory requests by retail outlets, and/or in accordance with standards and regulations set by applicable agencies.

Any product that does not pass testing thresholds will be returned, diverted to manufacturing, or destroyed, per guidelines set by BMCR and agreements with farmers. Operations will be written to reflect regulations once determined by BMCR.

### **Preparing products for transport**

Products will be prepared per orders pending from retail outlets in accordance with all applicable directions and/or requirements outlined in California Business and Professions Code, Division 8, Chapter 3.5 Medical Marijuana Regulation and Safety Act - Sections 19336 through 19340 and Division 10, Chapters 7 through 9 Adult Use of Marijuana Act – including, but not limited to, sections 26070, 26080 and 26090.

As testing results are recorded, products will be taken from the pre-testing storage area to post-testing storage, and recorded in inventory control database, until the order is ready to transport. When the order is ready to transport, a shipping manifest for each shipment will be created, including the following anticipated guidelines from BMCR and other information as appropriate/required:

- Name and license number of source vendor (i.e., cultivator or manufacturer)
- Name of authorized employees of source vendor and recipient
- Name and license number of receiving licensee
- Number of units of items being transported
- Strain/product type of medical cannabis and medical cannabis products in shipment
- Unique identifiers of all products in shipment

In addition to product information, each shipment will have the following minimum information recorded:

- Travel route, start and end time
- All planned stops on travel route

The above information will be recorded and be held by Redwood Roots, be with the transporter, and be sent ahead to the receiving facility/facilities.

Transport will be done by Redwood Roots or by licensed and contracted transporters. Product will be in lockable totes, for each outlet with packing list on inside and outside of the tote. Keys will be held by Redwood Roots and by the receiving facility, with totes returned each trip. Receiving facilities will sign for product received and counted.



## **Accounts**

New accounts will have credit checks and information filed with Redwood Roots prior to dispensation of product, including:

- Name of facility, and license number, persons responsible for ordering and receiving
- Permit by local jurisdiction (or proof of application during transition time) and license number when available.
- Status of legally compliant collective (during time of transition)
- Agreement on payment terms, shelf space minimums, cross promotion
- Long term agreements on training of bud tenders and in store promotions, as appropriate.
- Operations standards for handling product.

## **Transport Operations and Records**

Transport will be facilitated by Redwood Roots and/or licensed contracted transporters. Receiving and outgoing deliveries will be scheduled only. Incoming and outgoing deliveries will be separate entrances, as indicated on the attached Transportation Operations Plan and plot plan. Records of incoming and outgoing transportation of product will be recorded in the master inventory control database, along with driver information.

### **Employment Requirements/Staff Screening Process**

To best serve the patients of Redwood Roots, as well as the larger community, we will implement an application and training process that serves employer and potential/current employees in personal and professional growth and encourage teamwork and service among the staff. Known team positions include, but are not limited to, farm resource liaison, product accounts receivable and payable, record keeping, product intake, packaging, inventory management, security, outreach and marketing/branding and management.

Redwood Roots is an Equal Opportunity Employer, adhering to all state and Federal Employment practices, rules and regulations. The standard employee packet will include, but not be limited to, application, job description, drug and alcohol policy, authorization for background check, at will employment agreement, California state employment forms, a W4 form, and training guidelines.

Screening of employees is vital to have a strong team that can work cohesively and responsibly, as well as ensuring the overall security of the company. All applicants will be asked to fill out an application form, provide references and undergo a background check before being offered employment. At the time of this writing, Redwood Roots anticipates using Background Report, an online service, to perform checks on anyone applying. We will be screening for crimes of moral turpitude, as well as any crimes required for screening as MMRSA comes into effect.

Training for new and ongoing staff is vital to the smooth functioning of the whole company. Training guidelines are being developed specific to each position, as well as company policies on issues that may arise (specifically theft, law enforcement, natural disasters). All staff will be trained in confidentiality and support of patients' rights to access medicinal cannabis, in accordance with the California Compassionate Use Act, California Health & Safety Code 11362.5 (proposition 215).

Training will be completed over the first ninety (90) days of probationary employment with ongoing training and periodic performance reviews.

## Security and Safety

Security measures as part of the building design and construction phase bring a level of safety to the employees and company. Screening and training of employees, as previously stated, will include emergency preparedness, including but not limited to, natural disasters, theft/threat of theft and law enforcement interaction.

We will be installing keypad access gates/fencing, security monitoring systems, and other security measures, and will have all information available at monitoring reviews of the permit, once granted. The security plan will be worked into the design/construction of the Redwood Roots facility. Bids will be taken prior to design, and will include suggestions follows.

The following guidelines will be in place for security of the facility:

- (1) Preventing individuals from remaining on the premises of the facility if they are not engaging in activity expressly related to the operations of the facility.
- (2) Establishing limited access areas accessible only to authorized facility personnel and approved guests as needed.
- (3) Storing all finished medical cannabis and medical cannabis products in a secured and locked room, safe, or vault, and in a manner as to prevent diversion, theft, and loss, except for limited amounts of cannabis used for display purposes, samples, or immediate sale.
  - a. A facility issued a license shall notify appropriate law enforcement authorities within 24 hours after discovering any of the following:
    - i. Significant discrepancies identified during inventory. The level of significance shall be determined by the bureau.
    - ii. Diversion, theft, loss, or any criminal activity involving the facility or a facility agent.
    - iii. The loss or unauthorized alteration of records related to cannabis, registered qualifying patients, personal caregivers, or facility agents.
    - iv. Any other breach of security.

Insurance and safe guidelines are being provided as industry standards and availability emerges.

Having the ability to have a security personnel live on site, in the adjacent apartment, increases the overall security of the entire facility.

# SECURITY PLAN (SP)

**PREPARED BY I.M.S.CONSULTING**

**2016**

**CLIENT: REDWOOD ROOTS INC. / OWNER CHRIS ANDERSON**

After a site analysis, the components of the security plan were organized to best suit the needs of the business for theft prevention, access control and liability.

**1. VIDEO SECURITY SYSTEM**

A 32 channel active recording camera system equipped with remote viewing capabilities. Interior and exterior cameras will cover all access points and high risk areas. Cameras include night vision.

**2. MONITORED BUSINESS ALARM SYSTEM**

Alarm system equipped with motion sensors, contact break sensors and fire/smoke detection sensors. System will be monitored by a professional monitoring company, and automatically alert law enforcement if triggered.

**3. KEYPAD ACCESS CONTROL SYSTEM**

All pertinent entry points will be equipped with digital keypad locks.

**4. VEHICLE BREACH PREVENTION SYSTEM**

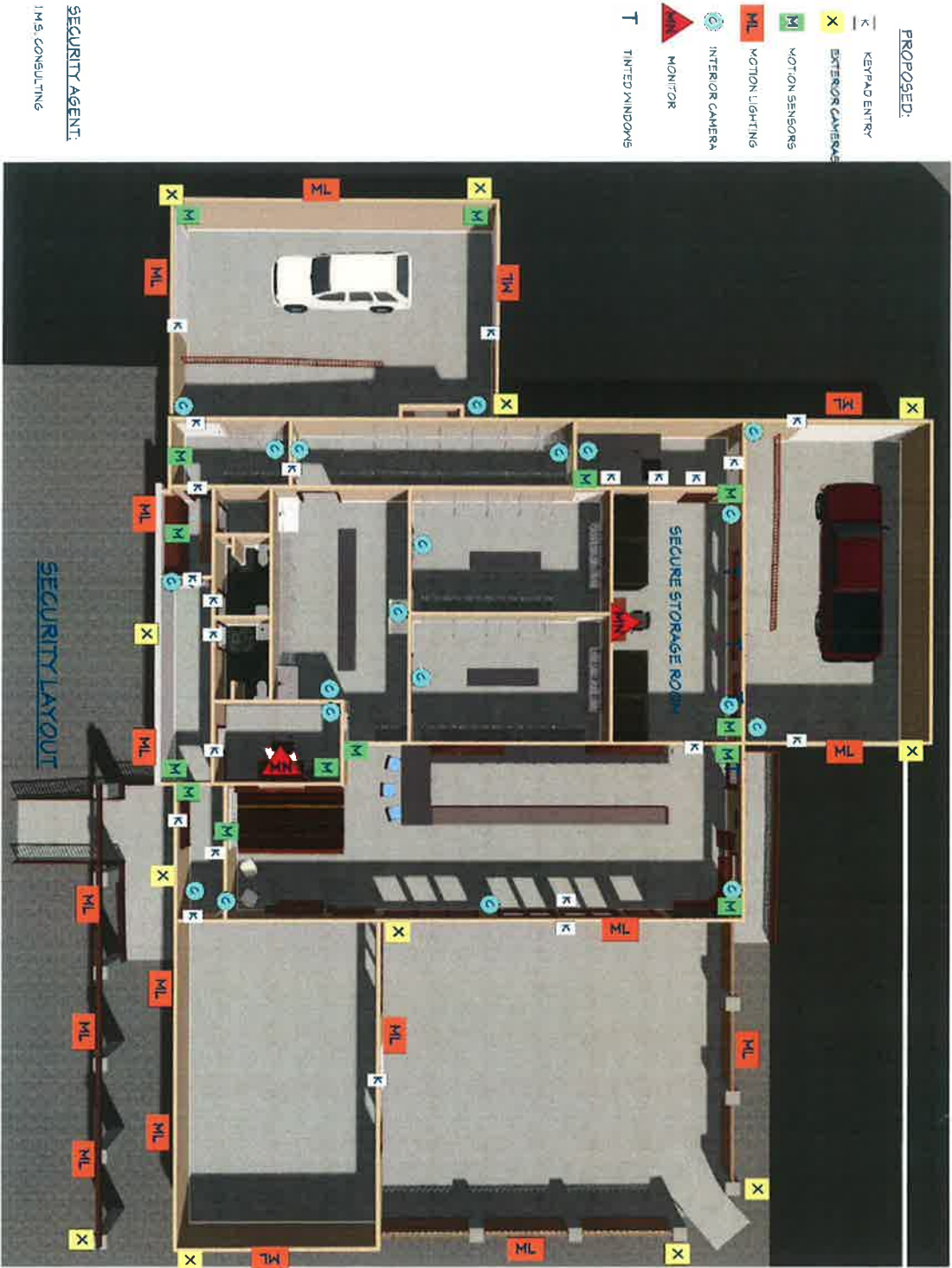
Security Bars, window film and Bollard system can be implemented in rooms of high risk.

**5. SECURITY LIGHTING SYSTEM**

Security lighting around the exterior of the building and parking lot.

**6. SECURITY FENCING**

Fencing around the perimeter of the property equipped with access control locks.



DATE: 6/9/2017  
 SCALE: AS SHOWN  
 SHEET: P-6

# SECURITY PLAN

OWNER:  
 APN: 055-133-001  
 CHRIS ANDERSON  
 PO BOX 264  
 GARBERVILLE, CA 95342

REVISION	DATE	BY	DESCRIPTION
1	6/9/2017	CHRIS ANDERSON	INITIAL DESIGN

### **Evidence of Ownership**

At time of application, the property is owned solely by Anderson Real Estate, LLC, whom will lease the permit to SHC Business Support Services, LLC, who will lease to Redwood Roots, Inc, the Corporation which will be maintaining operations of distribution and transportation in accordance with MCRSA.

As per the Constitution and Bylaws of Redwood Roots, Inc, authorization is granted to the board to enter in to agreements, including the lease and permitting of operations in pursuit of permitting and licensing for commercial operations. The pertinent section follows, along with current grant deed.

## **ARTICLE 6**

### **GOVERNING BODY**

#### **Section 6.1. Powers of the Governing Body:**

- i. Subject to any limitations in the Articles of Corporation, or this Constitution and Bylaws, the activities and affairs of the Corporation shall be conducted and exercised by or under the direction of the Governing Body, which shall also be referred to as the Executive Committee. Such powers include but are not limited to the following:
  - a. Appointment and removal of all officers, agents, members and employees of the Corporation, and prescribing powers and duties for them that are consistent with law, with the Articles of Corporation, or this Constitution and Bylaws;
  - b. Fixing the compensation of the Governing Body and all officers, agents and employees, and requiring from them security for faithful performance of their duties;
  - c. changing the principal office of the Corporation from one location to another;
  - d. Designating the place for the holding of any meeting, including annual meetings;
  - e. Borrowing money and incurring indebtedness on behalf of the Corporation, and causing to be executed and delivered for those purposes any underlying documentation and agreements; and
  - f. Entering into contracts with management entities.
- ii. A Governing Body member is expected to perform their duties in good faith, in a manner such council member believes to be in the best interests of the Collective and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would make under similar circumstances. In the event that a Governing Body member is called upon to take action with respect to a transaction or contract in which the Governing Body member has a material financial interest independent of his or her involvement in the Corporation, the Corporation and said Interested Governing Body member shall proceed pursuant to California Corporations Code 7233-7235.

#### **Section 6 . 2. Authorized Number:**

The Collective shall have three (3) Governing Body members, which number may be increased from time to time by a unanimous vote of the Governing Body. The Governing Body members also authorize the

by the Governing Body, to help represent the interests of the membership at large, which position will not exercise any of the voting power or other authority vested in the Governing Body, including with respect to selection of other Governing Body members, but instead shall be for advisory purposes only.

Section 6.3. Selection of Governing Body members: The Governing Body shall be selected as follows:

- i. Initial Governing Body member(s): The initial Governing Body member(s) shall be named in the Collective's Articles of Corporation, and shall be:
  - a. CHRISTOPHER JOHN ANDERSON
  - b. HOLLY ERIN CARTER; and
  - c. JOSEPH PAUL DEAL

There is no fixed term for this service. Any additional Governing Body members shall be selected by the unanimous approval of the other Governing Body Members

- ii. Subsequent Governing Body members. At the voluntary termination of the term(s) of office of the Governing Body members, their successors shall be Designated by the unanimous vote of the remaining Governing Body members, in consultation with the general membership at large where deemed to be in the best interests of the Corporation. Any vacancies on the Governing Body including following the termination of any other Governing Body member, shall also be filled by a unanimous vote of the remaining Governing Body members, or by an election procedure that the majority of the remaining Governing Body members authorize.

Section 6 . 4. Meetings of the Governing Body:

- i. Time and place: All meetings of the Governing Body shall be held at 6:30 pm, unless the Governing Body decides otherwise.
- ii. Frequency: Meetings of the Governing Body for any purpose may be called at any time by any Governing Body member. For Special Meetings, four (4) days' notice is required to be provided to each Governing Body member by first-class mail delivery, or 48 hours' notice delivered personally, by telephone, including by voice mail, or through electronic mail delivery or facsimile. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Collective. The Notice of Special Meeting shall specify the purpose of the meeting; failure to include a topic in the Notice does not preclude the discussion of other topics at the Special Meeting but does preclude a vote on that topic unless such objection is waived by all Governing Body members. Notwithstanding the foregoing, notice of a special meeting is not required for any Governing Body member who provided a waiver of notice or consent to holding the meeting or an approval of the minutes thereof in writing, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to that council member.
- iii. Governing Body members may participate in a meeting through use of a telephone conference, electronic video, or electronic transmission so long as all members participating in the meeting are able to hear one another, each member participating in the meeting can communicate with all of the other members concurrently and each member has the means to participate in discussion of all matters before the Governing Body, including without limitation the capacity to propose or interpose an objection to specific action.

Section 6 . 5. Adjournment of Meetings:

A majority of the Governing Body members present at any regular, special or adjourned meeting of the Governing Body, whether or not a quorum is present, may adjourn the meeting to meet again at a specified time and place. The Secretary shall give immediate notice to each absent Governing Body member by fax or email of such adjournment and of the time and place of the adjourned meeting. If a Governing Body member does not utilize electronic mail or facsimile, then such notice may be given by phone. Notice of the time and place of holding an adjourned meeting need not be given, unless the original meeting is adjourned for more than twenty-four (24) hours, in which case notice of any adjournment to another time and place shall be given before the time of the adjourned meeting to the Governing Body members who were not present at the time of the adjournment.

#### Section 6 . 6. Quorum:

- i. A majority of the authorized number of Governing Body members shall constitute a quorum for the transaction of business unless the number of council members authorized is 1, in which case 1 constitutes a quorum.
- ii. Every act or decision done or made by a majority of the Governing Body members present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Governing Body, except to the extent a supermajority or unanimity of the Governing Body members is required as stated elsewhere within these ByLaws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Governing Body members, if any action taken is approved by at least a majority of the required quorum for that meeting.
- iii. Action taken at a meeting at which proper notice was not provided to each Governing Body member shall be null and void.

#### Section 6 . 7. Action without a Meeting:

Any action by the Governing Body required or permitted to be taken, may be taken without a meeting if all Governing Body members shall individually or collectively consent in writing to such action. Such action by written consent shall have the same force and effect as a unanimous vote of the Governing Body and shall be filed with the minutes of the proceedings of the Governing Body.

#### Section 6.8. Governing Body Vacancies; Filling Governing Body Vacancies:

- i. Events causing vacancy: A vacancy or vacancies on the Governing Body shall exist on the occurrence of the following: (1) death; (2) removal; (3) resignation; (4) or by declaration by resolution of the Governing Body of a vacancy in the office of a Governing Body member who dies, has been declared of unsound mind by an order of court, or convicted of a felony.
- ii. Resignations: Any Governing Body member may resign effective upon giving written notice to the President or the Secretary of the Governing Body, unless such notice specifies a later time for the resignation to become effective.
- iii. Removal: Removal of Governing Body members may be effectuated by the unanimous vote of the Governing Body (with the member to be removed not entitled to vote) for cause, which shall include but not be limited to: (1) any felony or other illegal conduct (excepting cannabis related activity consistent with California medical marijuana law), or (2) any other deliberate conduct that plainly violates California law governing medical marijuana collective activity and threatens the compliance of the Corporation under State law.

Unanimity of the Governing Board members excepting the member proposed to be removed shall be required to effectuate such removal. One Board member alone may not remove another Board member, absent court intervention.



In the event an act constituting cause for removal occurs, and the Board has failed to take action, the membership may seek a court order requiring removal of the director in the event there is a basis for such a cause removal. Any such action must be taken by the membership pursuant to Article 5 of these by-laws. Any disputes regarding whether cause for removal was established and any challenges to removal by the Governing Body shall be resolved through binding arbitration, through either ADR or JAMS in Humboldt County, or any other arbitration venue agreed to by the disputing parties, through the most expedient mechanism and rules possible.

iv. Filling vacancies: Any vacancy on the Governing Body shall be filled in accordance with the procedure set forth in section 6.3ii above.

#### Section 6.9. Governing Body member Compensation:

The Governing Body members shall each receive compensation for their service to the Collective, which compensation shall be consistent with the non-profit purposes of the Collective, and commensurate with various factors, including but not limited to the time devoted to the Collective in his or her capacity as a Governing Body member, the related legal and personal security risks incurred; any opportunity benefits forgone; and any unique strains or demands placed on said Governing Body member as a consequence of his service to the Collective.

2017-009771

RECORDING REQUESTED BY:  
Fidelity National Title Company of California

Recorded - Official Records  
Humboldt County, California  
Kelly E. Sanders, Recorder  
Recorded by: FNTCO  
Pages: 4

When Recorded Mail Document  
and Tax Statement To:  
Chris Anderson, Sole Member  
Anderson Real Estate Holdings, LLC  
PO Box 264  
Garberville, CA 95542

Recording Fee: \$ 42.00  
Tax Fee: \$0.00  
Clerk: sc Total: \$42.00  
Jun 01, 2017 at 10:31:57



Escrow Order No.: FFHO-2011700253A

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Property Address: 6840 Benbow Drive,  
Garberville, CA 95542  
APN/Parcel ID(s): 033-160-001

### GRANT DEED

The undersigned grantor(s) declare(s)

☒ This transfer is exempt from the documentary transfer tax.

"This conveyance changes the manner in which title is held, grantor(s) and grantee(s) remain the same and continue to hold the same proportionate interest, R & T 11925.D"

☐ The documentary transfer tax is \$\_\_\_\_\_ and is computed on:

☐ the full value of the interest or property conveyed.

☐ the full value less the liens or encumbrances remaining thereon at the time of sale.

The property is located in ☒ the ~~City of Garberville~~ Unincorporated Area.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Christopher J. Anderson, a single man

hereby GRANT(S) to Anderson Real Estate Holdings, LLC

Unincorporated area of the  
the following described real property in the ~~City of Garberville~~, County of Humboldt, State of California:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Dated: May 17, 2017

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

~~Anderson Real Estate Holdings, LLC~~

BY:

Chris Anderson, Sole Member  
Christopher J. Anderson

### MAIL TAX STATEMENTS AS DIRECTED ABOVE

Grant Deed  
SCA0000129.doc / Updated: 05.24.16

Printed: 05.17.17 @ 09:04 AM  
CA-FT-FFHO-01610.080201-FFHO-2011700253A

# GRANT DEED

(continued)

APN/Parcel ID(s): 033-160-001

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of CaliforniaCounty of Humboldt

On May 31, 2017 before me, Dane Joseph Valadao, Notary Public,  
 (here insert name and title of the officer)

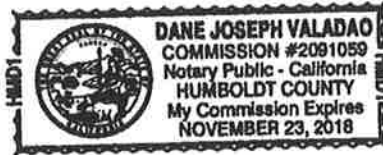
personally appeared Chris J. Anderson  
 who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.


WITNESS my hand and official seal.

Signature

(Seal)



17-734721

	<b>Secretary of State</b> <b>Statement of Information</b> (Limited Liability Company)	<b>LLC-12</b>  <b>150</b>
	<b>IMPORTANT — Read instructions before completing this form.</b>  <b>Filing Fee — \$20.00</b>  <b>Copy Fees —</b> First page \$1.00; each attachment page \$0.50; Certification Fee — \$5.00 plus copy fees	

**FILED**  
 Secretary of State  
 State of California  
**APR 06 2017**

This Space For Office Use Only

<b>1. Limited Liability Company Name</b> (Enter the exact name of the LLC. If you registered in California using an alternate name, see instructions.) Anderson Real Estate Holding, LLC		<b>See Secretary of State's records for exact entity name.</b>
<b>2. 12-Digit Secretary of State File Number</b> 201623710076	<b>3. State, Foreign Country or Place of Organization</b> (only if formed outside of California)	

<b>4. Business Addresses</b>			
a. Street Address of Principal Office - Do not list a P.O. Box	City (no abbreviations)	State	Zip Code
6840 Benbow Drive	Garberville	CA	95542
b. Mailing Address of LLC, if different than item 4a	City (no abbreviations)	State	Zip Code
PO Box 31	Garberville	CA	95542
c. Street Address of California Office, if item 4a is not in California - Do not list a P.O. Box	City (no abbreviations)	State	Zip Code
		CA	

**5. Manager(s) or Member(s)** If no managers have been appointed or elected, provide the name and address of each member. At least one name and address must be listed. If the manager/member is an individual, complete items 5a and 5c (leave item 5b blank). If the manager/member is an entity, complete items 5b and 5c (leave item 5a blank). Note: The LLC cannot serve as its own manager or member. If the LLC has additional managers/members, enter the name(s) and addresses on Form LLC-12A (see instructions).

a. First Name, if an individual - Do not complete item 5b	Middle Name	Last Name	Suffix
Christopher		Anderson	
b. Entity Name - Do not complete item 5a			
c. Address	City (no abbreviations)	State	Zip Code
PO Box 264	Garberville	CA	95542

**6. Service of Process** (Must provide either Individual OR Corporation.)

**INDIVIDUAL —** Complete items 6a and 6b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
Beorn		Zepp	
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
517 Third Street, Suite 30	Eureka	CA	95501

**CORPORATION —** Complete item 6c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) - Do not complete item 6a or 6b
---

**7. Type of Business**

a. Describe the type of business or services of the Limited Liability Company
consulting and management services

**8. Chief Executive Officer, if elected or appointed**

a. First Name	Middle Name	Last Name	Suffix
Christopher		Anderson	
b. Address	City (no abbreviations)	State	Zip Code
PO Box 264	Garberville	CA	95542

**9. The information contained herein, including any attachments, is true and correct.**

9/1/16 Holly Carter  
 Date Type or Print Name of Person Completing the Form Title Signature

**Return Address (Optional)** (For communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address. This information will become public when filed. SEE INSTRUCTIONS BEFORE COMPLETING.)

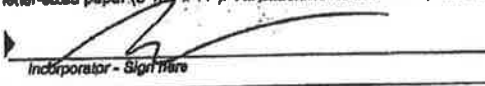
Name: [ Christopher Anderson ]  
 Company: SHC Business Support Services  
 Address: PO Box 31  
 City/State/Zip: [ Garberville, CA 95542 ]

LLC-12 (REV 01/2017)

2017 California Secretary of State  
[www.sos.ca.gov/business/be](http://www.sos.ca.gov/business/be)

31 26


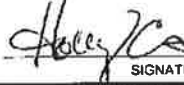
8848321

<b>ARTS-MU</b>	<b>Articles of Incorporation of a Nonprofit Mutual Benefit Corporation</b>			
<p>To form a <b>nonprofit mutual benefit corporation</b> in California, you can fill out this form or prepare your own document, and submit for filing along with:</p> <ul style="list-style-type: none"> <li>- A \$30 filing fee.</li> <li>- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form or document.</li> </ul> <p><b>Important!</b> Nonprofit corporations in California are not automatically exempt from paying California franchise tax or income tax each year. For information about tax requirements and/or applying for tax-exempt status in California, go to <a href="https://www.ftb.ca.gov/businesses/exempt_organizations">https://www.ftb.ca.gov/businesses/exempt_organizations</a> or call the California Franchise Tax Board at (916) 845-4171.</p> <p><b>Note:</b> Before submitting this form, you should consult with a private attorney for advice about your specific business needs.</p> <p style="text-align: right;"><b>FILED</b> <i>gm</i> Secretary of State State of California DEC 10 2015 <i>NA</i> <i>ZCC</i></p> <p style="text-align: right; font-size: small;">This Space For Office Use Only</p> <p style="text-align: center;">For questions about this form, go to <a href="http://www.sos.ca.gov/business/be/filing-tips.htm">www.sos.ca.gov/business/be/filing-tips.htm</a></p> <p><b>Corporate Name</b> (List the proposed corporate name. Go to <a href="http://www.sos.ca.gov/business/be/name-availability.htm">www.sos.ca.gov/business/be/name-availability.htm</a> for general corporate name requirements and restrictions.)</p> <p>① The name of the corporation is <u>Redwood Roots, Inc.</u></p> <p><b>Corporate Purpose</b></p> <p>② This corporation is a nonprofit Mutual Benefit Corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.</p> <p><b>Service of Process</b> (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation as the address for service of process is already on file.)</p> <p>③ a. <u>Scot Candell</u> <i>Agent's Name</i></p> <p>b. <u>4040 Civic Center Drive, Suite 200 San Rafael CA 94903</u> <i>Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box City (no abbreviations) State Zip</i></p> <p><b>Corporate Addresses</b></p> <p>④ a. <u>6840 Benbow Drive Garberville CA 95542</u> <i>Initial Street Address of Corporation - Do not list a P.O. Box City (no abbreviations) State Zip</i></p> <p>b. _____ <i>Initial Mailing Address of Corporation, if different from 4a City (no abbreviations) State Zip</i></p> <p><b>Additional Statements</b> (The following statements are for tax-exempt status in California.)</p> <p>⑤ a. The specific purpose of this corporation is to <u>Health</u></p> <p>b. Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.</p> <p>This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.</p> <p style="text-align: center;">  <span style="margin-left: 100px;"><u>Scot Candell</u> <i>Print your name here</i></span> </p> <table style="width: 100%; font-size: small; border-top: 1px solid black;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Make check/money order payable to: Secretary of State</p> <p>Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.</p> </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <p><b>By Mail</b></p> <p>Secretary of State Business Entities, P.O. Box 944260 Sacramento, CA 94244-2600</p> </td> <td style="width: 33%; text-align: center; vertical-align: top;"> <p><b>Drop-Off</b></p> <p>Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814</p> </td> </tr> </table>		<p>Make check/money order payable to: Secretary of State</p> <p>Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.</p>	<p><b>By Mail</b></p> <p>Secretary of State Business Entities, P.O. Box 944260 Sacramento, CA 94244-2600</p>	<p><b>Drop-Off</b></p> <p>Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814</p>
<p>Make check/money order payable to: Secretary of State</p> <p>Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.</p>	<p><b>By Mail</b></p> <p>Secretary of State Business Entities, P.O. Box 944260 Sacramento, CA 94244-2600</p>	<p><b>Drop-Off</b></p> <p>Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814</p>		


Corporations Code §§ 7130-7132 et seq., Revenue and Taxation Code §§ 23151 et seq. and 23701 et seq.  
ARTS-MU (EST 05/2013)

2013 California Secretary of State  
[www.sos.ca.gov/business/be](http://www.sos.ca.gov/business/be)

16-104136

 <b>State of California</b> <b>Secretary of State</b>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">N</div> <div style="font-size: 2em; margin-top: 5px;">68</div> <div style="font-size: 1.5em; margin-top: 5px;">G</div>
<b>Statement of Information</b> (Domestic Nonprofit, Credit Union and General Cooperative Corporations)		
Filing Fee: \$20.00. If this is an amendment, see instructions. <b>IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM</b>		
1. CORPORATE NAME Redwood Roots, Inc.		
2. CALIFORNIA CORPORATE NUMBER <div style="text-align: center; font-weight: bold; font-size: 1.2em;">c3848321</div>		
This Space for Filing Use Only		
<b>Complete Principal Office Address</b> (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)		
3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE ZIP CODE
427 F Street, Suite 229	Eureka	CA 95501
4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE ZIP CODE
PO Box 31	Garberville	CA 95501
<b>Names and Complete Addresses of the Following Officers</b> (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)		
5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY STATE ZIP CODE
Christopher Anderson	PO Box 264	Garberville CA 95542
6. SECRETARY	ADDRESS	CITY STATE ZIP CODE
Josephy Deal	PO Box 497	Redway CA 95560
7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY STATE ZIP CODE
Holly Carter	PO Box 2414	Redway CA 95560
<b>Agent for Service of Process</b> If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.		
8. NAME OF AGENT FOR SERVICE OF PROCESS		
Paul Gallegos		
9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE ZIP CODE
804 3rd Street, Suite C	Eureka	CA 95501
<b>Common Interest Developments</b>		
10. <input type="checkbox"/> Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.		
11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.		
7/8/16	Holly Carter	CFO
DATE	TYPE/PRINT NAME OF PERSON COMPLETING FORM	TITLE
		 SIGNATURE
SI-100 (REV 01/2016)		APPROVED BY SECRETARY OF STATE

16-756800

	<b>Secretary of State</b> <b>Statement of Information</b> (Limited Liability Company)	143	LLC-12	<b>FILED</b> Secretary of State State of California  <b>AUG 19 2016</b>
<b>IMPORTANT — Read instructions before completing this form.</b>  <b>Filing Fee - \$20.00</b>  <b>Copy Fees -</b> Face Page \$1.00 & .50 for each attachment page; <b>Certification Fee - \$5.00</b>				This Space For Office Use Only
<b>1. Limited Liability Company Name</b> SHC Business Support Services, LLC				
<b>2. 12-Digit Secretary of State File Number</b> 201615510040			<b>3. State or Place of Organization</b> (only if formed outside of California)	
<b>4. Business Addresses</b>				
<b>a. Street Address of Principal Office - Do not list a P.O. Box</b> 6840 Benbow Drive		<b>City (no abbreviations)</b> Garberville	<b>State</b> CA	<b>Zip Code</b> 95542
<b>b. Mailing Address of LLC, if different than Item 4a</b> PO Box 31		<b>City (no abbreviations)</b> Garberville	<b>State</b> CA	<b>Zip Code</b> 95542
<b>c. Street Address of California Office, if Item 4a is not in California - Do not list a P.O. Box</b>		<b>City (no abbreviations)</b>	<b>State</b> CA	<b>Zip Code</b>
<b>5. Manager(s) or Member(s)</b> <small>If no managers have been appointed or elected, provide the name and address of each member. At least one name and address must be listed. If the manager/member is an individual, complete Items 5a and 5c (leave Item 5b blank). If the manager/member is an entity, complete Items 5b and 5c (leave Item 5a blank). Note: The LLC cannot serve as its own manager or member. If the LLC has additional managers/members, enter the name(s) and addresses on Form LLC-12A (see Instructions).</small>				
<b>a. First Name, if an individual - Do not complete Item 5b</b> Christopher		<b>Middle Name</b> John	<b>Last Name</b> Anderson	
<b>b. Entity Name - Do not complete Item 5a</b>				
<b>c. Address</b> PO Box 264		<b>City (no abbreviations)</b> Garberville	<b>State</b> CA	<b>Zip Code</b> 95542
<b>6. Agent for Service of Process</b> <small>Item 6a and 6b: If the agent is an individual, the agent must reside in California and Item 6a and 6b must be completed with the agent's name and California address. Item 6c: If the agent is a California Registered Corporate Agent, a current agent registration certificate must be on file with the California Secretary of State and Item 6c must be completed (leave Item 6a-6b blank).</small>				
<b>a. California Agent's First Name (if agent is not a corporation)</b> Paul		<b>Middle Name</b>	<b>Last Name</b> Gallegos	
<b>b. Street Address (if agent is not a corporation) - Do not list a P.O. Box</b> 804 3rd Street Suite C		<b>City (no abbreviations)</b> Eureka	<b>State</b> CA	<b>Zip Code</b> 95501
<b>c. California Registered Corporate Agent's Name (if agent is a corporation) - Do not complete item 6a or 6b</b>				
<b>7. Type of Business</b>				
<b>a. Describe the type of business or services of the Limited Liability Company</b> Property Management and business support services				
<b>8. Chief Executive Officer, if elected or appointed</b>				
<b>a. First Name</b> Christopher		<b>Middle Name</b> John	<b>Last Name</b> Anderson	
<b>b. Address</b> PO Box 31		<b>City (no abbreviations)</b> Garberville	<b>State</b> CA	<b>Zip Code</b> 95542
<b>9. The information contained herein, including any attachments, is true and correct.</b>				
8/10/16		Holly Carter		
Date		Type or Print Name of Person Completing the Form		
Title		Signature		
<b>Return Address (Optional)</b> (For communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address. This information will become public when filed. SEE INSTRUCTIONS BEFORE COMPLETING.)				
Name: [ ]				
Company:				
Address:				
City/State/Zip: [ ]				

LLC-12 (REV 07/2016)

 2016 California Secretary of State  
[www.sos.ca.gov/business/be](http://www.sos.ca.gov/business/be)

<b>LLC-1</b>	<b>Articles of Organization of a Limited Liability Company (LLC)</b>	<div style="font-size: 24pt; font-weight: bold;">201623710076</div> <div style="text-align: center; margin-top: 20px;"> <b>FILED</b>            Secretary of State            State of California <i>SC</i>  <b>AUG 17 2016</b>  <i>W</i> </div> <div style="text-align: center; margin-top: 20px;"> <i>100</i> This Space For Office Use Only         </div>			
<p>To form a limited liability company in California, you can fill out this form, and submit for filing along with:</p> <ul style="list-style-type: none"> <li>- A <b>\$70</b> filing fee.</li> <li>- A separate, non-refundable <b>\$15</b> service fee also must be included, if you <b>drop off</b> the completed form.</li> </ul> <p><b>Important!</b> LLCs in California may have to pay a minimum \$800 yearly tax to the California Franchise Tax Board. For more information, go to <a href="https://www.ftb.ca.gov">https://www.ftb.ca.gov</a>.</p> <p>LLCs may not provide "professional services," as defined by California Corporations Code sections 13401(a) and 13401.3.</p> <p><i>Note: Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs.</i></p>					
<p>For questions about this form, go to <a href="http://www.sos.ca.gov/business/be/filing-tips.htm">www.sos.ca.gov/business/be/filing-tips.htm</a>.</p>					
<p><b>LLC Name</b> (List the proposed LLC name exactly as it is to appear on the records of the California Secretary of State.)</p> <p>① <u>ANDERSON REAL ESTATE HOLDINGS, LLC</u></p> <div style="display: flex; justify-content: space-between; font-size: 8pt;"> <div style="width: 35%;">Proposed LLC Name</div> <div style="width: 60%;">           The name must include: LLC, L.L.C., Limited Liability Company, Limited Liability Co., Ltd. Liability Co. or Ltd. Liability Company, and may not include: bank, trust, trustee, incorporated, inc., corporation, or corp., insurer, or insurance company. For general entity name requirements and restrictions, go to <a href="http://www.sos.ca.gov/business/be/name-availability.htm">www.sos.ca.gov/business/be/name-availability.htm</a>.         </div> </div>					
<p><b>Purpose</b></p> <p>② The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.</p>					
<p><b>LLC Addresses</b></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 55%;">           ③ a. <u>517 THIRD STREET, SUITE 30</u>  <small>Initial Street Address of Designated Office in CA - Do not list a P.O. Box</small> </div> <div style="width: 40%; text-align: center;"> <u>EUREKA</u>  <small>City (no abbreviations)</small> </div> <div style="width: 5%; text-align: center;"> <u>CA</u>  <small>State</small> </div> <div style="width: 15%; text-align: center;"> <u>95501</u>  <small>Zip</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 55%;">           b. _____  <small>Initial Mailing Address of LLC, if different from 3a</small> </div> <div style="width: 40%; text-align: center;">           _____  <small>City (no abbreviations)</small> </div> <div style="width: 5%; text-align: center;">           _____  <small>State</small> </div> <div style="width: 15%; text-align: center;">           _____  <small>Zip</small> </div> </div>					
<p><b>Service of Process</b> (List a California resident or a California registered corporate agent that agrees to be your initial agent to accept service of process in case your LLC is sued. You may list any adult who lives in California. You may not list an LLC as the agent. Do not list an address if the agent is a California registered corporate agent as the address for service of process is already on file.)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 55%;">           ④ a. <u>RAIN &amp; ZEPP, A PROFESSIONAL LAW CORPORATION</u>  <small>Agent's Name</small> </div> <div style="width: 40%; text-align: center;"> <u>CA</u>  <small>State</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 55%;">           b. _____  <small>Agent's Street Address (If agent is not a corporation) - Do not list a P.O. Box</small> </div> <div style="width: 40%; text-align: center;">           _____  <small>City (no abbreviations)</small> </div> <div style="width: 5%; text-align: center;">           _____  <small>State</small> </div> <div style="width: 15%; text-align: center;">           _____  <small>Zip</small> </div> </div>					
<p><b>Management</b> (Check only one.)</p> <p>⑤ The LLC will be managed by:</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> One Manager         <input type="checkbox"/> More Than One Manager         <input checked="" type="checkbox"/> All Limited Liability Company Member(s)       </div>					
<p>This form must be signed by each organizer. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of organization.</p>					
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">             Organizer <i>Sign here</i> </div> <div style="width: 50%; text-align: center;"> <u>BEORN ZEPP</u>            Print your name here         </div> </div>					
<table style="width: 100%; font-size: 8pt;"> <tr> <td style="width: 33%;">           Make check/money order payable to: <b>Secretary of State</b>            Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.         </td> <td style="width: 33%; text-align: center;"> <b>By Mail</b>            Secretary of State            Business Entities, P.O. Box 944228            Sacramento, CA 94244-2280         </td> <td style="width: 33%; text-align: center;"> <b>Drop-Off</b>            Secretary of State            1500 11th Street., 3rd Floor            Sacramento, CA 95814         </td> </tr> </table>			Make check/money order payable to: <b>Secretary of State</b> Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.	<b>By Mail</b> Secretary of State Business Entities, P.O. Box 944228 Sacramento, CA 94244-2280	<b>Drop-Off</b> Secretary of State 1500 11th Street., 3rd Floor Sacramento, CA 95814
Make check/money order payable to: <b>Secretary of State</b> Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.	<b>By Mail</b> Secretary of State Business Entities, P.O. Box 944228 Sacramento, CA 94244-2280	<b>Drop-Off</b> Secretary of State 1500 11th Street., 3rd Floor Sacramento, CA 95814			
<div style="display: flex; justify-content: space-between; font-size: 8pt;"> <div>           Corporations Code §§ 17701.04, 17701.08, 17701.13, 17702.01, Revenue and Taxation Code § 17941            LLC-1 (REV 01/2014)         </div> <div style="text-align: right;">           2014 California Secretary of State  <a href="http://www.sos.ca.gov/business/be">www.sos.ca.gov/business/be</a> </div> </div>					





**Division of Environmental Health**  
100 H Street - Suite 100 - Eureka, CA 95501  
Phone: 707-445-6215 - Toll Free: 800-963-9241  
Fax: 707-441-5699  
[envhealth@co.humboldt.ca.us](mailto:envhealth@co.humboldt.ca.us)

## Attachment for Commercial Medical Marijuana (CMM) Clearances/Permits

Applications for CMM Clearances and/or Permits are reviewed by the Division of Environmental Health (DEH) for compliance with regulations intended to protect public health and the environment. Individuals preparing a CMM Permit Application are encouraged to provide information addressing the items listed below, as applicable, to assist DEH with a timely review. If the requested information is already provided in a complete operations manual submitted to the Planning Division, provide the page and section numbers where it is located.

Name of Business: Redwood Roots  
Site Address: 6840 Bentway Drive  
APN: 00 033 160 001

Primary Contact Person: Chris Anderson  
Phone: 707.923.1236  
Email: redwoodrootsinc@gmail.com

General Project Description (cultivation, processing, manufacturing; seasonal vs year round etc.)

Distribution - Quality Control & inventory processing center.  
& Transportation Station

Wastewater (page 6 section     )

- Connected to public sewer      Onsite waste water system ☒
- Number of Employees: average 4-6 peak operations: 10-12
- Hours of Operation/shifts per day: average 10.5 peak operations:
- Additional flow from processing: 0 GPD. Description of effluent typical of office use
- Describe the proposed and existing wastewater generating structures and method(s) of effluent disposal.

Water Source (page 6 section     )

- Describe and show the water source(s) available on the property and what they serve.
  - ☒ Public Water System
  - ☐ Well Permit Number(s):
  - ☐ Unpermitted Well
  - ☐ No Existing Water Source
  - ☐ Spring
  - ☐ Approved Surface Water/Description
  - ☐ Unapproved Surface Water/Description
  - ☐ Other:
- Describe the approximate daily water demand for the current and projected uses on the property and method used to calculate demand: Employee needs, not some cleaning.

Consumer Protection (page      section     )

- List/Describe any food production or service: N/A
- Describe and show on site plan, any existing or proposed kitchen infrastructure:

Page 1 of 2

\\all.co.humboldt.ca.us\dhhs-files\ENVH\EH Resources\Forms and Hand Outs Public\Commercial Medical Marijuana Handouts\Attachment for CMM Clearances.docx

Note: DEH does not currently regulate edible cannabis products. Any other food production may require a Plan Check and permitting.

**Hazardous Materials (page \_\_\_\_ section \_\_\_\_)**

- List/describe production/cultivation machinery (e.g. generator, tractor, OHV, trimmer, heaters etc.): \_\_\_\_\_
- Equipment Maintenance/Service (e.g., changing oil, antifreeze, etc.): Onsite or Offsite
- List/describe fuel/oil(s) used or produced onsite (e.g. gasoline, diesel, propane, other?); Provide amounts and storage method(s): bleach, rubbing alcohol, hydrogen peroxide
- List/describe all compressed gases, cleaners, solvents and sanitizers (including, but not limited to, household chemicals, bleach and alcohol). Provide amounts and storage method(s):  
\_\_\_\_\_  
\_\_\_\_\_
- List/describe fertilizers, soil amendments and biocides (including organic ones). Provide amounts and storage method/area(s): N/A \*Attach Safety Data Sheets (SDS)

**Solid Waste/Recycling (page \_\_\_\_ section \_\_\_\_)**

- List/describe the different anticipated solid waste/recycling, composting products and anticipated amounts: packaging materials
- Describe, and show on the site plan, the designated area for storage of recycling and solid waste (containers stored outside must be covered): held in garage area
- Describe waste removal plan including frequency and destination
  - Garbage (1x/week) 1x/wk
  - Recycling(x/month) 1x/wk (avoid nuisances including odors and vermin.)
  - Hauling via Garbage/Recycling Service: \_\_\_\_\_ or Self Haul \_\_\_\_\_
- Preferred permitted solid waste/recycling facility: Eel River Disposal & Recycling

Note: Spent growth medium with no further agricultural use is considered solid waste. It must be stored under cover until it can be hauled to a waste facility.



## ATTACHMENT 4

### Referral Agency Comments and Recommendation

The project was referred to the following referral agencies for review and comment. Those agencies that provided written comments are checked off.

Referral Agency	Response	Recommendation	Location
County Building Inspection Division			
County Public Works, Land Use Division			
County Division of Environmental Health	✓	Approval	Attached
Benbow Water Company			
Garberville Fire Protection District			
CALFIRE			
Bear River Band			
NWIC	✓	Archaeological study required.	On file



HUMBOLDT COUNTY  
PLANNING AND BUILDING DEPARTMENT  
CURRENT PLANNING DIVISION  
3015 H STREET, EUREKA, CA 95501 ~ PHONE (707) 445-7541



**PROJECT REFERRAL TO: Health and Human Services Environmental Health Division**

**Project Referred To The Following Agencies:**

1718-0386

Building Inspection Division, Public Works Land Use Division, Health and Human Services Environmental Health Division, County Counsel, CalFire, California Department of Fish And Wildlife, Northwest Information Center, California Department of Transportation District #1, Regional Water Quality Control Board, North Coast Unified Air Quality Management District, Humboldt County District Attorney, Humboldt County Agriculture Commissioner, Humboldt County Sheriff, Southern Humboldt Joint School District

**Applicant Name** Redwood Roots, Inc. **Key Parcel Number** 033-160-001-000

**Application (APPS#)** 12507 **Assigned Planner** Cannabis Planner (CPOD) (707) 445-7541 **Case Number(s)** SP16-552 CUP17-033

Please review the above project and provide comments with any recommended conditions of approval. To help us log your response accurately, please include a copy of this form with your correspondence.

Questions concerning this project may be directed to the assigned planner for this project between 8:30am and 5:30pm Monday through Friday.

County Zoning Ordinance allows up to 15 calendar days for a response. If no response or extension request is received by the response date, processing will proceed as proposed.

☐ If this box is checked, please return large format maps with your response.

**Return Response No Later Than** Planning Commission Clerk  
County of Humboldt Planning and Building Department  
3015 H Street  
Eureka, CA 95501  
**E-mail:** PlanningClerk@co.humboldt.ca.us **Fax:** (707) 268-3792

**We have reviewed the above application and recommend the following:**

Approval

**Comments:**

This review and recommendation is for the Land Use aspects of the planning project and does not include or imply compliance with all DEH programs. Although DEH recommends the approval of the Planning project, Solid Waste and HazMat Program requirements need to be addressed directly with staff from those programs.

Note: The discharge of waste from cultivation tailwater as proposed may require review and approval from the North Coast Regional Water Quality Control Board

DISBURSED  
8-31-17

**Response Date:** 8/30/2017 **Recommendation By:** Mario Kalson

## **ATTACHMENT 5**

### **Q - Qualified Zone**

ORDINANCE AMENDING SECTION 311-7 OF THE HUMBOLDT COUNTY CODE  
BY REZONING PROPERTY IN THE BENBOW AREA  
[ZR-17-004 (REDWOOD ROOTS INC.)]

ORDINANCE NO. \_\_\_\_\_

The Board of Supervisors of the County of Humboldt do ordain as follows:

SECTION 1. ZONE AMENDMENT. Section 311-7 of the Humboldt County Code is hereby amended by reclassifying 4.3 acres in the Benbow area from Neighborhood Commercial (C-1), Design Control (D), to Community Commercial (C-2), Design Control (D), Qualified (Q).

The area described is shown on the Zoning Map for the Garberville/Redway/Alderpoint/Benbow Community Plan and on the map attached as Exhibit A.

SECTION 2. ZONE QUALIFICATION. The special restrictions and regulations set forth in Section 4 herein are hereby made applicable to the property reclassified from Neighborhood Commercial (C-1), Design Control (D) to Community Commercial (C-2), Design Control (D), Qualified (Q), in accordance with Humboldt County Code Section 314-32, which authorizes restriction of the C-2 zone regulations by application of the "Q" (Qualified Combining Zone).

SECTION 3. PURPOSE OF QUALIFICATIONS. The purpose of the special restrictions and regulations herein imposed on the properties described in Section 1 are:

- (a) To ensure development is consistent with the Commercial Recreation designation;
- (b) To maintain the C-1 Zone development standards on the parcels.

SECTION 4. SPECIAL RESTRICTIONS. Principal permitted uses and conditionally permitted uses otherwise allowed under the C-2 zone regulations of Humboldt County Code Section 314-2.2 are limited to those uses indicated in the General Plan, Commercial Recreation, which reads in part:

**Commercial Recreation (CR)**

This designation is intended for commercial recreation facilities and accommodations and recreation/tourist oriented sales and services geared to local and visitor needs..

Allowable Use Types: Visitor serving facilities, transient habitation, bed and breakfast establishments; commercial recreation and similar compatible uses.

**Development Standards**

<b>Minimum Lot Area</b>	2,000 square feet.
<b>Minimum Lot Width</b>	Twenty-five feet (25').
<b>Minimum Yard Setbacks*</b>	
Front	None, except that where frontage is in a block which is partially in a Residential Zone (RS, R-1, R-2, R-3, R-4) the front yard shall be the same as that required in such Residential Zone.
Rear	Fifteen feet (15'), except that where a rear yard abuts on an alley, such rear yard may be not less than five feet (5').
Side	None, except that a side yard of an interior lot abutting on a Residential Zone (RS, R-1, R-2, R-3, R-4) or Agricultural Zone (AE, AG) shall be not less than the front yard required in such Residential Zone or Agricultural Zone.
<b>Maximum Ground Coverage</b>	(None specified.)
<b>Maximum Building Height</b>	Forty-five feet (45').

EFFECTIVE DATE. This ordinance shall become effective thirty (30) days after the date of its passage.

PASSED, AND ADOPTED by the Humboldt County Board of Supervisors this day of \_\_\_\_\_  
by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

ABSTAIN: Supervisors:

\_\_\_\_\_  
VIRGINIA BASS, CHAIRPERSON,  
HUMBOLDT COUNTY BOARD OF SUPERVISORS

ATTEST: \_\_\_\_\_  
Clerk of the Board



**ATTACHMENT 6**  
**Zoning Comparison Table**

**ZONING COMPARISON TABLE**

<b>Use Type/Description</b>	<b>C-1 Zone</b>	<b>C-2 Zone</b>
Social halls, fraternal and social organizations, and clubs	P	P
Professional and business offices and commercial instruction	P	P
Stores, agencies and services of a light commercial character, conducted entirely within an enclosed building, such as antique shops, art galleries, retail bakeries, banks, barber shops, beauty salons, book stores, clothing and apparel stores, coin-operated dry cleaning and laundries, dry cleaning and laundry agencies, drug stores, florists, food markets, furniture stores, hardware and appliance stores, radio and television sales and services, restaurants and licensed premises appurtenant thereto, automobile service stations, studios, tailor shops, enclosed theaters, variety stores, and mortuaries	P	P
Sales of used and secondhand goods when appurtenant to any of the foregoing.	P	--
Caretaker's Residence which is incidental to and under the same ownership as an existing commercial use	P	P
Stores, agencies and services such as minor automobile repair; new automobile, trailer and boat sales, and used automobile, trailer and boat sales appurtenant thereto; bowling alleys; licensed premises not appurtenant to any restaurant, pet shops, public garages, sales of used or secondhand goods, and storage warehouses.	CUP	P
Within Housing Opportunity Zones multiple dwellings on the upper floors of multistory structures where below are commercial establishments engaged in uses designated "Principally Permitted" or "Conditionally Permitted" in the C-2 Zone Emergency Shelters within areas mapped to specifically allow emergency shelters as a principally permitted use	P	P
Hotels and motels	CUP	CUP
Outside Housing Opportunity Zones, apartments on the upper floors of multistory structures where below are establishments engaged in commercial uses designated "Principally Permitted" or "Conditionally Permitted" in the Zone, as well as emergency shelters outside areas mapped to specifically allow emergency shelters as a principally permitted use	SP	SP
Boarding and rooming houses and manufactured home parks	CUP	CUP
Dwellings, Manufactured homes	CUP	CUP
Small animal hospitals completely enclosed within a building	CUP	CUP
Stores, agencies and services such as carpentry and cabinet-making shops, clothing manufacture, contractors' yards, dry cleaning and laundry plants, handicraft manufacture, lumber yards metal-working shops, wholesale outlet stores, painters' and decorators' yards, plumbing shops, printing, lithographing and major auto repair.	--	CUP
Medical cannabis outdoor and mixed light cultivation,	--	CUP
Medical cannabis indoor cultivation (0-5,000 SF; 5,000 to 10,000 SF)	--	ZCC/CUP
Medical cannabis processing, manufacturing, and wholesale distribution facilities	--	SP
Medical cannabis retail nurseries	--	CUP

**KEY:**

*P=Principally Permitted Use; SP=Special Permit; CUP=Conditional Use Permit; "--"=Not an Allowed Use; ZCC=Zoning Clearance Certificate*