



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 13, 2018

To: Humboldt County Planning Commission

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

Subject: **HGDCO, Inc., DBA "High Grade Distribution (HGD) Company"**

Application Number: PLN-2018-15059(CUP1M)

Assessor's Parcel Number: 508-251-054-000

1551 Nursery Way, Unit A, McKinleyville, CA95519

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Please contact Portia Saucedo, Planner I, at (707) 268-3745, or by email at psaucedo1@co.humboldt.ca.us, if you have any questions about the scheduled public hearing item.

AGENDA ITEM TRANSMITTAL

Hearing Date	Subject	Contact
December 13, 2018	Conditional Use Permit	Portia Saucedo

Project Description: The Applicant is seeking a Conditional Use Permit to allow for the continued operation of a 1,500 square feet for a cannabis distribution/warehouse facility under an alternate business name in accordance with Section 313-55.4 of Chapter 4 of Division 1 of Title III of the Commercial Cannabis Land Use Ordinance (CCLUO). The CCLUO section 55.4.5.1.4 (a) requires a Conditional Use Permit for a commercial cannabis distribution facility within the McKinleyville Community Planning Area. Because the application for this modification was received after June 8, 2018 when the CCLUO became effective, this application is required to be processed as a Conditional Use Permit. The distribution facility will be used as a means to warehouse, store, and procure cannabis products primarily from the sister company, Talking Trees Farms. The warehouse will serve as a storage space for cannabis products while pending state testing and/or serve as a storage facility for other permitted brands/farms that need product stored before being distributed. The hours of operation for the proposed distribution facility will be Monday through Friday, 10:00 AM to 6:00 PM, closed Saturday and Sunday and all federally recognized holidays. A distribution facility was originally proposed as a part of the Satori Wellness CUP-16-170, SP-16-168.

Project Location: The project is located in Humboldt County, in the McKinleyville area, on the east side of Nursery Way, approximately 200 feet south of the intersection of Nursery Way and Heartwood Drive, on the property known as 1551 Nursery Way. The distribution facility will be located specifically in unit A.

Present Plan Land Use Designations: Commercial Services (CS), McKinleyville Community Plan (MCCP), Relative Slopes Stability 0.

Present Zoning: Community Commercial (C-2)

Application Number: PLN-2018-15059

Assessor Parcel Number: 508-251-054-000

Applicant	Owner	Agent
HGDCO Inc.	D&R Miller Family LLC	None
DBA: High Grade	400 G Street	
Distribution Company	Arcata, CA 95521	
Attn: Craig Nejedly		
PO Box 121		
Trinidad, CA 95570		

Environmental Review: CEQA Exemption Section: 15301-Existing Facilities

State Appeal Status: The project is NOT appealable to the California Coastal Commission.

HGDCO Inc. DBA: High Grade Distribution Company Conditional Use Permit

Application No. PLN-2018-15059 (CUP1M)

Assessor's Parcel Number (APN): 508-251-054-000

Recommended Commission Action

1. Describe the application as part of the Consent Agenda.
2. Survey the audience for any person who would like to discuss the application.
3. If no one requests discussion, make the following motion to approve the application as part of the Consent Agenda:

Find the project exempt from environmental review pursuant to Section 15301 of the State CEQA Guidelines, make all of the required findings for approval of the Conditional Use Permit based on evidence in the staff report and any public testimony, and adopt the Resolution approving the proposed HGDCO Inc., DBA High Grade (HGD) Distribution Company Conditional Use Permit subject to the recommended conditions.

Executive Summary

The Conditional Use Permit (CUP) has been requested by HGDCO Inc. to authorize operation of a medical cannabis distribution location in the McKinleyville area as a separate business. The property currently includes a Conditional Use Permit for a medical cannabis dispensary and a Special Permit for a distribution business, both operated by Satori Wellness Collective. This Conditional Use Permit will separate the distribution business from the cannabis dispensary. The proposed distribution facility will be operated by members of HGDCO Inc., DBA High Grade Distribution (HGD) Company involved with the storage of cannabis products while pending state testing and/or other permitted brands/farms that need product storage before being distributed. There are no proposed exterior changes to the building.

The project site is designated for Commercial Services (CS) per the Humboldt County General Plan Vol. II – McKinleyville Community Plan (MCCP) and zoned Community Commercial (C-2). The project parcel is currently developed with an approximate 5,652 square foot building that was previously used as a medical care facility. The building is sectioned into three units: A, B, and C. The existing approved dispensary occupies Unit B of 1500 square feet. The Distribution Facility occupies unit A of 1500 square feet. Unit C is separated by the common area entry way with two ADA compliant restrooms. Unit C is occupied by Tensor IT, a technology business which is not part of the cannabis business. Shared parking spaces total 34. This Conditional Use Permit includes only Unit A of the existing structure. It will allow the distribution facility to be a stand-alone business separate from the Dispensary.

The subject parcel is served by public water and sewer service from the McKinleyville Community Services District (MCSD). Access to the project site is via Nursery Way, a paved, County-maintained public road. Parking facilities are shared with an adjacent medical facility, adjacent properties to the north and south are developed with commercial uses. Electricity is provided by Pacific Gas and Electric (PGE), and measures to offset the carbon footprint of the distribution facility will consist of a recycling program and opting to purchase only renewable energy from PGE.

Directly to the west across Nursery Way is a residential neighborhood that is separated from Nursery Way by fencing. The homes along Chanterelle Drive face the opposite direction of the project. The nearest residence is located approximately 130 feet from the facility.

The Distribution facility access will be limited to members of HGDCO. The hours of operation for the project would be Monday through Friday, 10:00 AM to 6:00 PM; closed Saturday and Sunday and all federally recognized holidays. On-site cannabis use will be strictly forbidden. The

distribution facility will employ 6-10 employees; all 21 years of age or older and required to undergo a criminal background check. Security measures will include presentation of proper identification prior to entrance of any visitor/vendor with signatures required on a sign-in sheet. Non-authorized persons will be escorted at all times. The building will be outfitted with a security alarm system with security cameras. Track and Trace will be conducted at both county (CalOrigin) and state (METRIC) levels. Both track and trace systems will also assist in inventory reconciliation.

Staff recommends that the Planning Commission describe the application as a part of the consent agenda, survey the audience to see if any person would like to discuss the application and, if no one requests discussion, make all the required findings based on the evidence in the record and approve the application subject to the recommended conditions.

Alternatives:

The Planning Commission could elect not to approve the project, or to require the applicant to submit further evidence, or modify the project. These alternatives could be implemented if the Commission is unable to make all of the required findings. Planning Division staff has stated that the required findings in support of the proposal have been made. Consequently, Planning staff does not recommend further consideration of the alternatives.

**RESOLUTION OF THE PLANNING COMMISSION
OF THE COUNTY OF HUMBOLDT
Resolution Number 18-
Application No. PLN-2018-15059 (CUP1M)
Assessor's Parcel Number (APN): 508-251-054-000**

Makes the required findings for certifying compliance with the California Environmental Quality Act and conditionally approves HGDCO Inc. DBA: High Grade Distribution Company Conditional Use Permit request.

WHEREAS, HGDCO Inc. DBA: High Grade Distribution Company submitted an application and evidence in support of approving the Conditional Use Permit for the operation of a 1,500 square foot cannabis distribution facility as a separate business within an existing 5,652 square foot commercial building;

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

WHEREAS, the project is categorically exempt from environmental review per Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, Attachment 2 in the Planning Division staff report includes evidence in support of making all of the required findings for approving the proposed Conditional Use Permit (project number PLN-2018-15059 (CUP1M)); and

WHEREAS, a public hearing was held on the matter before the Humboldt County Planning Commission on December 13, 2018.

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 proposed project is categorically exempt from environmental review per Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines; and
2. The findings in Attachment 2 of the Planning Division staff report support approval of project number PLN-2018-15059(CUP1M) based on the submitted evidence; and
3. The Conditional Use Permit is approved as a recommended and conditioned in Attachment 1 for project number PLN-2018-15059(CUP1M).

Adopted after review and consideration of all the evidence on December 13, 2018.

The motion was made by Commissioner _____ and second by Commissioner _____.

AYES: Commissioners:

NOES: Commissioners:

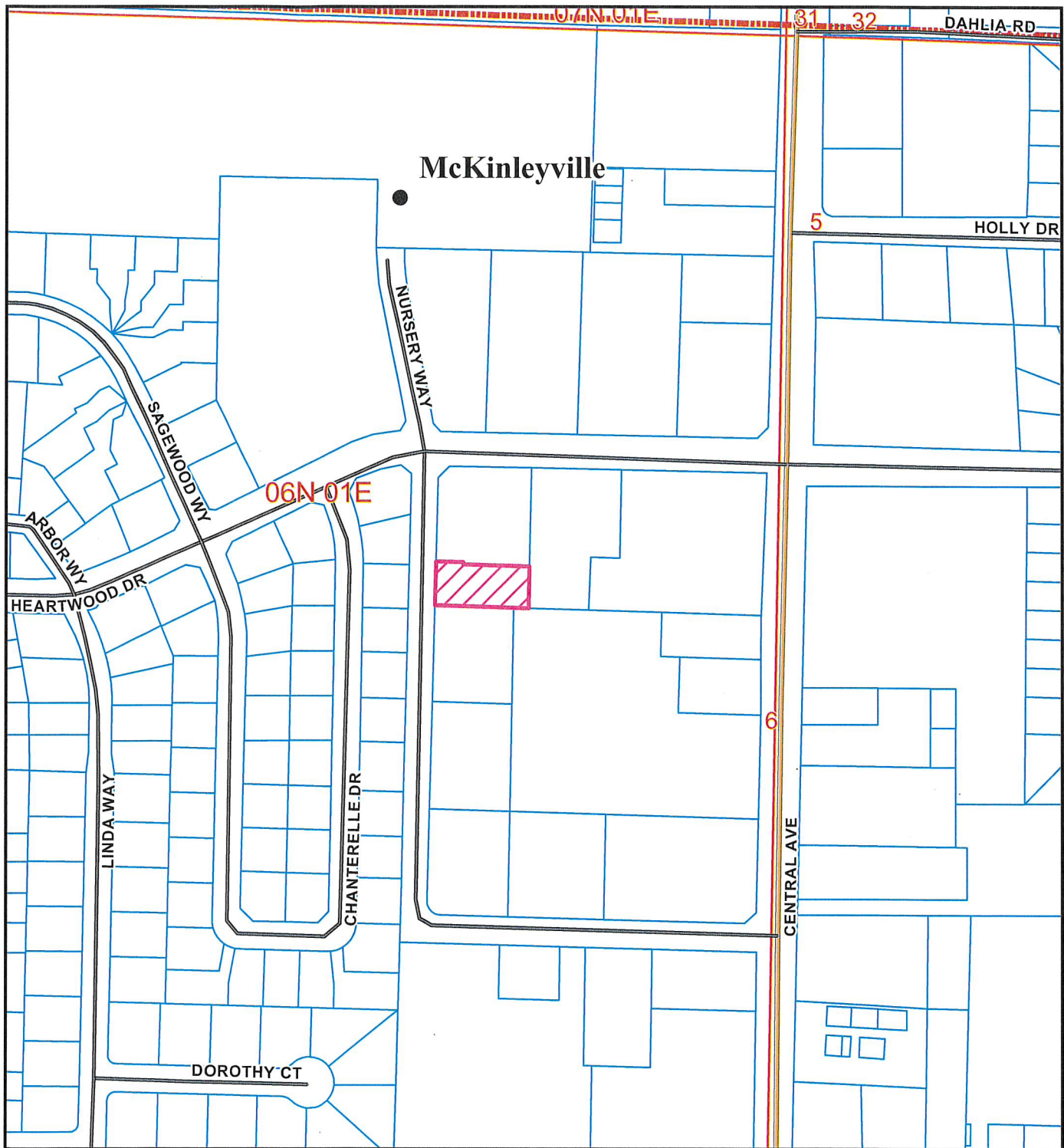
ABSENT: Commissioners:

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 HGDCO INC CONDITIONAL USE PERMIT MODIFICATION MCKINLEYVILLE AREA

PLN-2018-15059

APN: 508-251-054

T06N R01E S06 HB&M (Arcata North)

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.



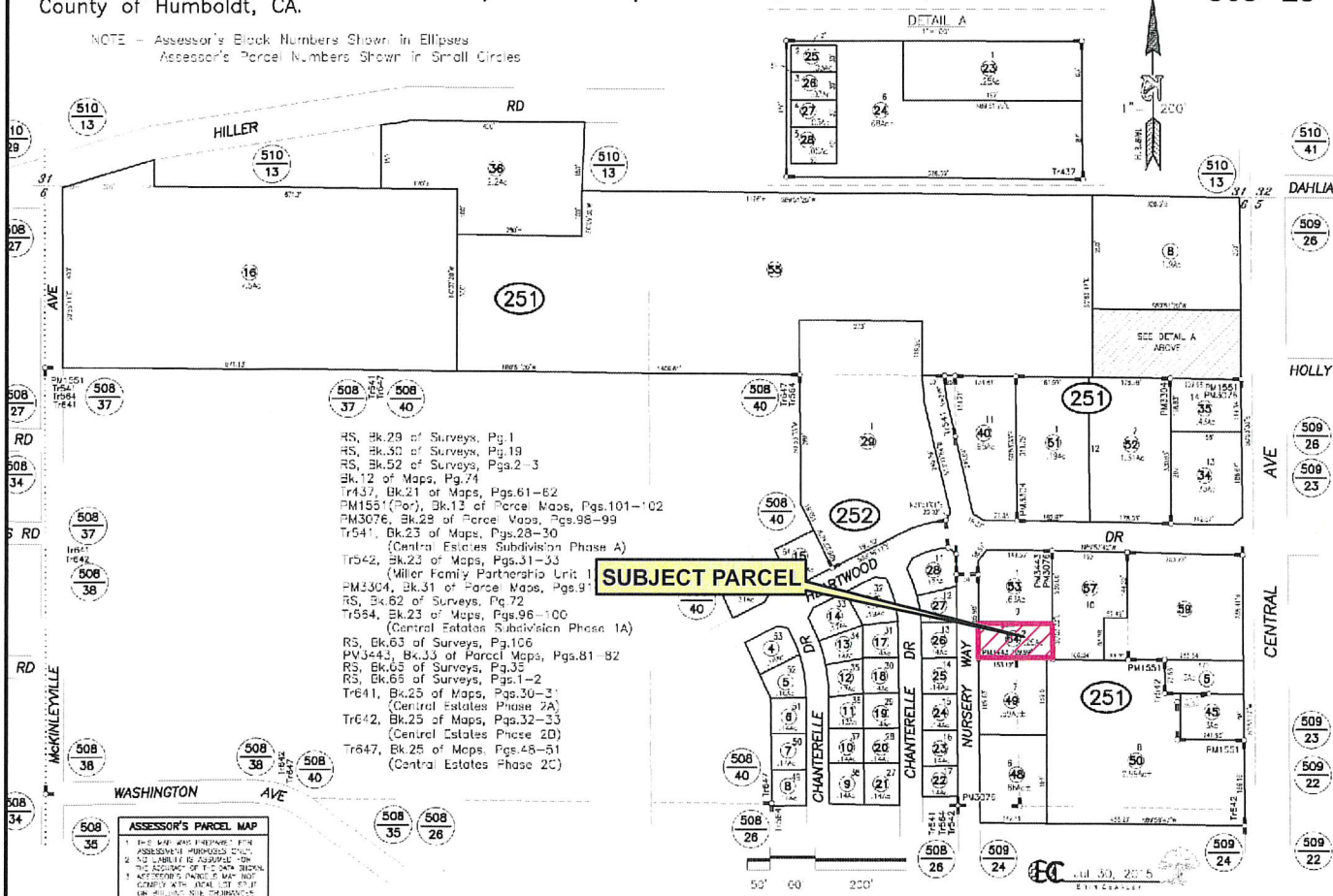
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Feet

Assessor's Map Bk. 508, Pg. 25
County of Humboldt, CA.

N1/2 of NE1/4 SEC 6, T6N R1E, HBM

508-25

NOTE - Assessor's Block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Small Circles



ASSESSOR PARCEL MAP
PROPOSED HGDCO INC
CONDITIONAL USE PERMIT MODIFICATION
MCKINLEYVILLE AREA
PLN-2018-15059
APN: 508-251-054

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.

T06N R01E S06 HB&M (Arcata North)

MAP NOT TO SCALE



AERIAL MAP

PROPOSED HGDCO INC CONDITIONAL USE PERMIT MODIFICATION MCKINLEYVILLE AREA

PLN-2018-15059

APN: 508-251-054

T06N R01E S06 HB&M (Arcata North)

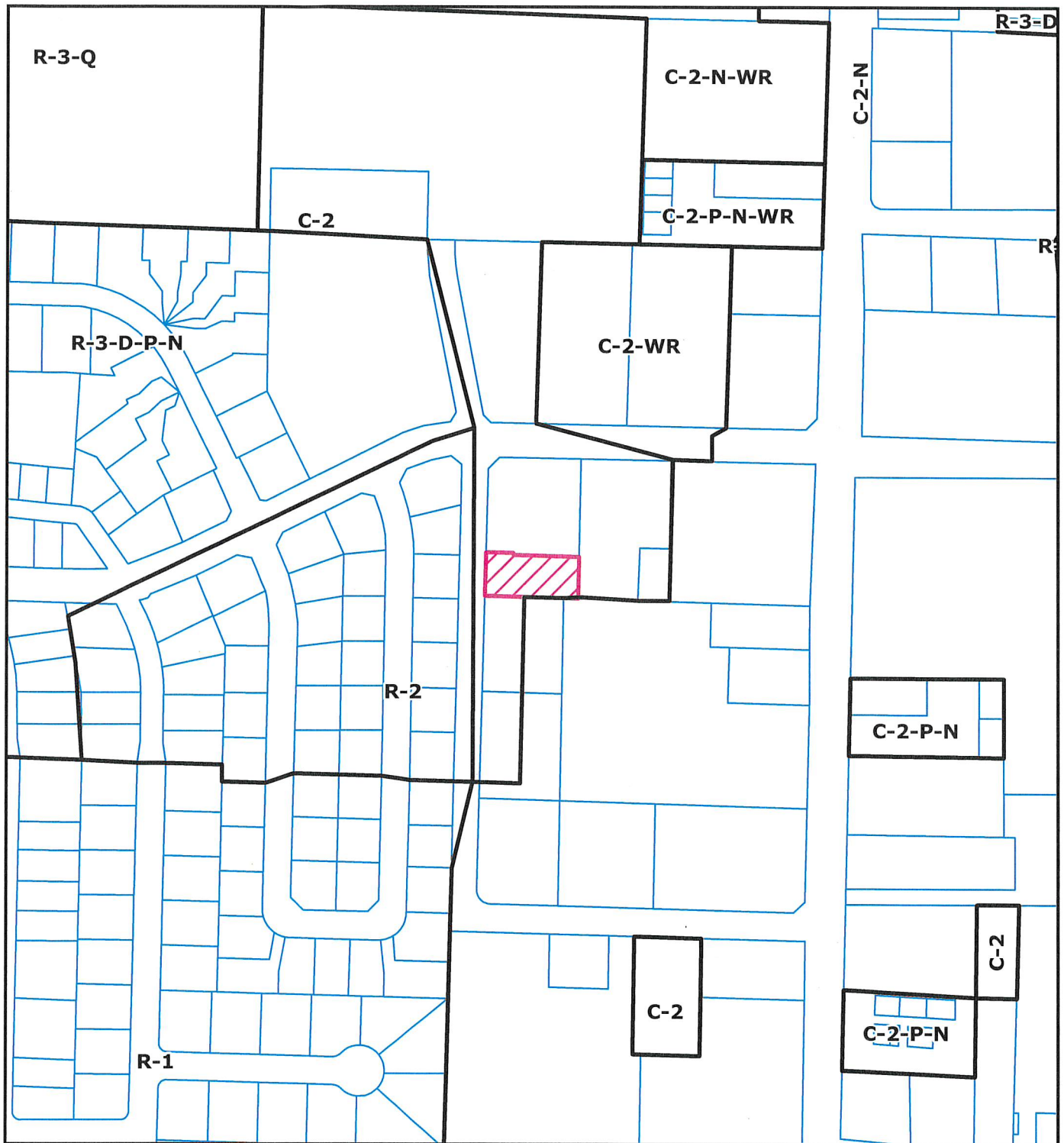
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ZONING MAP

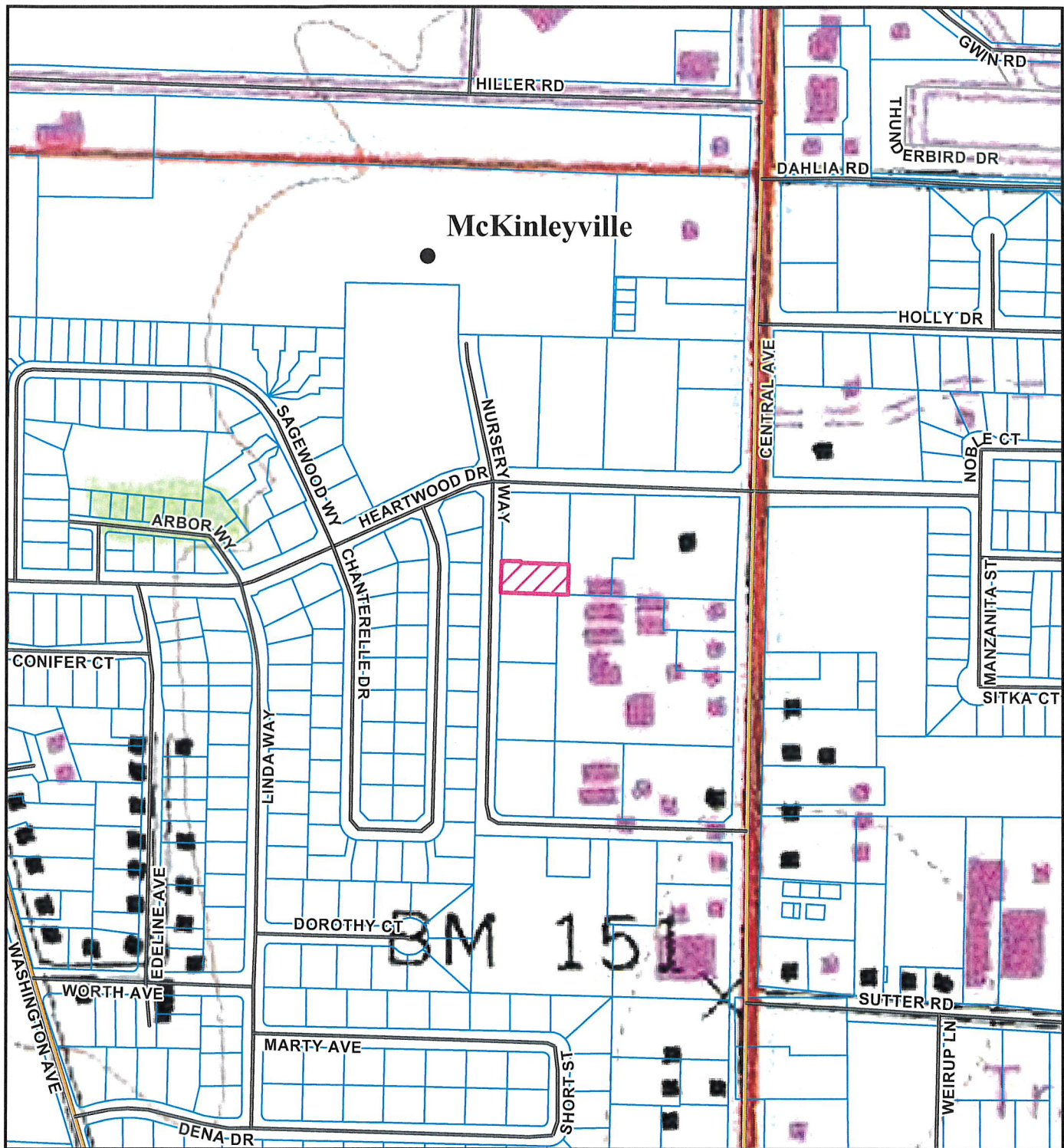
**PROPOSED HGDCO INC
CONDITIONAL USE PERMIT MODIFICATION
MCKINLEYVILLE AREA
PLN-2018-15059
APN: 508-251-054
T06N R01E S06 HB&M (Arcata North)**

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.



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TOPO MAP

PROPOSED HGDCO INC CONDITIONAL USE PERMIT MODIFICATION MCKINLEYVILLE AREA

PLN-2018-15059

APN: 508-251-054

T06N R01E S06 HB&M (Arcata North)

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.



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SITE PLAN

HIGH GRADE DISTRIBUTION

HIGH GRADE DISTRIBUTION

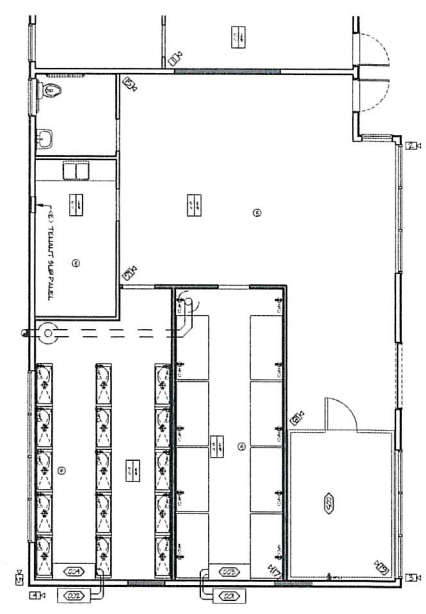
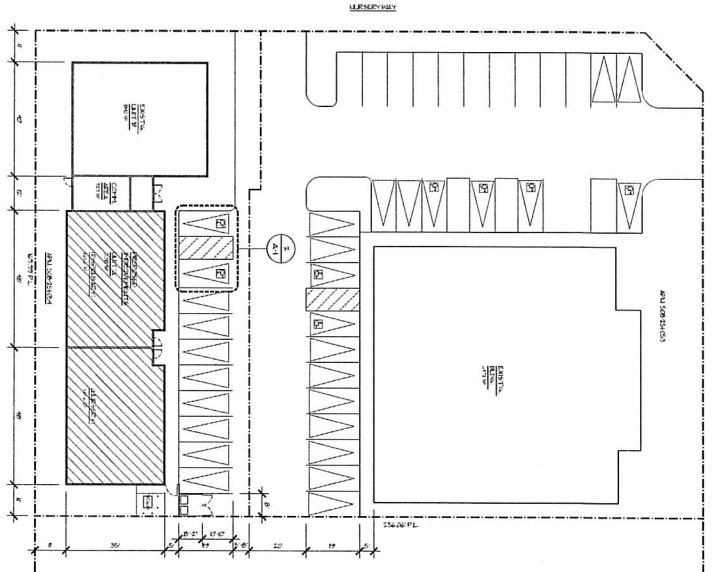
UNIT 'A' TENDANT IMPROVEMENT

ISSA NURSERY WAY
MCK., CA 95519

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APRIL 508-254-054



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Symbol	Meaning
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③ SYNTAX

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④ TYPICAL SYMBOLS

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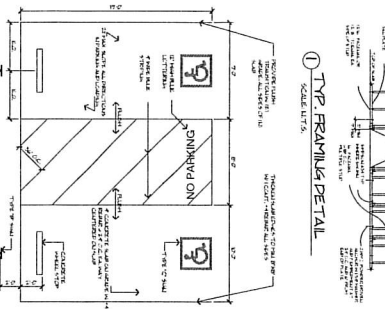
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SATON DELLESE	6. 40.12.25
HIGH-SCALE DISTRIBUTION	4. 40.12.26
TELECOM IT	6. 40.12.27
PERCELADE	6. 40.12.28

[illegible]

② ACCESSIBLE PARKING

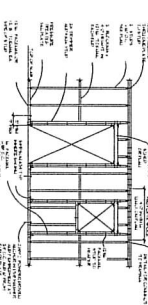



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SCALE: 1/8" = 1'-0"



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① TYP. FRAMING DETAIL
SCALE: 1/4" = 1'-0"





BROWN DESIGNS

#29 JUNE '92

PENNSDEL, CA 94061

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WEBSITE: [WWW.BROWNDISIGNS.COM](http://www.browndesigns.com)

CEO



Bill Krieger
BROWN DESIGNS

DAVE KRIEGER



Dave Krieger
BROWN DESIGNS

ATTACHMENT 1

RECOMMENDED CONDITIONS OF APPROVAL

APPROVAL OF THE CONDITIONAL USE PERMIT IS CONDITIONED ON THE FOLLOWING TERMS AND REQUIREMENTS WHICH MUST BE SATISFIED BEFORE INITIATION OF OPERATIONS.

1. Building permits are required for all tenant improvements. All work done shall meet the current Structural, Electrical, Plumbing, and Mechanical Codes. Issuance of a building permit for the necessary tenant improvements, or written documentation from the Building Department that no building permits are required shall satisfy this condition.
2. Prior to issuance of the building permit, the applicant shall obtain a Business License from the Humboldt County Tax Collector.
3. 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.
4. The approved building plans shall address odor management by incorporating the ventilation/air filtration system to limit 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.
5. The applicant is responsible for obtaining all necessary County and State permits and licenses, and for meeting all of the requirements as set forth by other regulatory agencies.
6. The conditions on the Land Use Division of the Department of Public Works referral dated May 22, 2017, included herein as Exhibit A of Attachment 4 shall be completed or secured to the satisfaction of that department. Prior to performing any work on the improvements, contact the Land Use Division of the Department of Public Works.
7. The conditions on the McKinleyville Community Services District referral dated May 11, 2017, included herein as Exhibit B of Attachment 4, shall be completed or secured to the satisfaction of that department. Prior to commencing operations, contact the McKinleyville Community Services District.
8. If applicable, a final Signage Plan shall be submitted subject to review and approval by the Planning Director. Signage shall be compatible and not distract from with surrounding uses in the area.
9. The applicant 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. The Department will provide a bill to the applicant after the decision. Any and all outstanding Planning fees to cover the processing of the application to decision by the Hearing Officer shall be paid to the Humboldt County Planning Division, 3015 "H" Street, Eureka.

Operation Restrictions:

1. The hours of operation for the distribution facility shall be Monday through Friday, 10:00 AM to 6:00 PM, and closed Saturday and Sunday and all federally recognized holidays.
2. The project will provide adequate security on the premises, including lighting, alarms and law

enforcement notification, to insure the safety of persons and to protect the premises from theft.

3. The distribution facility shall operate at all times in conformance with the provisions of Humboldt County Commercial Cannabis Land Use Ordinance (CCLUO) meeting all applicable the Performance Standards in Section 314-55.4.12.
4. No cannabis shall be smoked, ingested, or otherwise consumed on the premises.
5. All electricity utilized by the Commercial Cannabis activity shall conform to one or more of the following standards:
 - Grid power supplied from 100% renewable source
 - On-site renewable energy system with twenty percent net non-renewable energy use
 - Grid power supplied by partial or wholly non-renewable source with purchase of carbon offset credits.
6. The project shall not hold or maintain a license from the State Department of Alcohol Beverage Control to sell alcoholic beverages, or operate a business that sells alcoholic beverages.
7. The project shall follow the staff screening process as detailed on page 3 of the Operations Manual that includes a criminal background check.
8. As identified under the 2008 Attorney General Guidelines (for the Security and Non-Diversion of Marijuana Grown for Medical Use), the project shall "track and record the source of their marijuana", and keep records of its division and distribution.
9. The project shall permit the Planning Director or his/her designee to have access to the entities' books, records, accounts, and any and all data relevant to its permitted activities for the purpose of conducting an audit or examination in order to determine compliance with the conditions of the Conditional Use Permit. Books, records, accounts, and any and all relevant data will be produced no later than twenty-four (24) hours after the request from the Planning Director or his/her designee.
10. The project shall provide the Planning Director or his/her designee, the Sheriff, and all neighboring property owners within three-hundred (300) feet of the establishment with the name, telephone number of an on-site representative of the project to whom one can provide notice if there are operating problems associated with the facility. The project shall make every good faith effort to encourage neighbors to call this contact person to try and solve problems, if any, before calls or complaints are made to the Sheriff or Planning Director. Should problems arise that cannot be adequately resolved in this group-setting, the disgruntled party can petition the Planning Commission to initiate the process of permit revocation per §312-14, Humboldt County Code.
11. There is to be no loitering on or about the premises at any time. Further, the Sheriff shall provide to the Planning Director and/or his/her designee a list of any complaints and law enforcement related problems associated with the project, upon request.
12. The applicant is responsible for obtaining all necessary County and State permits and licenses, and for meeting all of the requirements as set forth by other regulatory agencies.

13. The project shall participate in inspections to verify that all cannabis products are being distributed in compliance with all state and local regulations. Inspections are intended to ensure that grower-members are legal and compliant in the products they store, and that storage is done in a safe and sustainable manner, away from public view, and inaccessible to minors.
14. A review fee for Conformance with Conditions as set forth in the schedule of fees and charges as adopted by ordinance of the Humboldt County Board of Supervisors (currently \$125.00) shall be paid to the Humboldt County Planning Division, 3015 "H" Street, Eureka. This fee is a deposit, and if actual review costs exceed this amount, additional fees will be billed at the County's current burdened hourly rate.
15. Methods used to track inventories, quantities, and distribution between verified members will match "standard industry procedures" which includes the following:
 - All incoming medical cannabis will be assigned a lot number which will be retained as medicine is subsequently divided and distributed to members
 - All medical cannabis will be tracked by the gram
 - 'Quickbooks' or similar software shall be used as a point of sale to record transactions, inventory, invoicing, and revenue-related record keeping.
16. The cannabis project shall be inspected by the Humboldt County Sheriff or his/her designee and either members of the Code Compliance Division of Planning and Building or the Code Enforcement Investigator on an annual basis, or more frequently as requested by the Planning Commission, to determine if the cooperative or delivery service is in compliance with its Conditional Use Permit and Operations Manual. After payment of the inspection fees as indicated in the following section, a copy of the results from this inspection shall be given to the cannabis project, cooperative or delivery service for inclusion in their "Performance Review Report" to the Planning Commission.
17. Non-compliance by the cannabis project in allowing the inspection by the above-mentioned County personnel, or non-compliance in submitting the annual "Performance Review Report" per the CCLUO section 314-55.4.5.7 for review by the Planning Commission shall be deemed grounds for a revocation of the conditional use permit and/ or subject the holder of the conditional use permit to the penalties outlined in this Code, above. A deposit shall be collected for the County's time spent performing the inspection (based on the fees in effect at the time the request is submitted).

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

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. Future signage proposals are subject to review and approval by the Planning Director.
3. Commercial cannabis activity shall be conducted in compliance with all laws and regulations as set forth in Commercial Cannabis Land Use Ordinance (CCLUO), Humboldt County Code Section 314-55.4.1 et seq. and hereby incorporated by reference, and MAUCRSA as applicable by permit type. The requirements described are current at the time of approval but may be superseded or modified by changes to the laws and regulations governing

commercial cannabis cultivation and associated activities.

4. 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.
5. For the life of the project, the project shall not result in a discernable odor at the property lines adjoining the existing residential uses. Should the Department receive complaints regarding odor, the Department will work with the applicant/operator to resolve and return the project to compliance in a timely manner. Resolution may entail additional maintenance and/or replacement of the air filtration system. If the County receives any odor complaints, the permit holder shall work with the Building Official to correct odor concerns.
6. Any Commercial Cannabis Activity Conditional Use Permit issued pursuant to the CCLUO shall expire after one (1) year after date of issuance, and on the anniversary date of such issuance each year thereafter, unless an annual compliance inspection has been conducted and the permittees and the permitted site have been found to comply with all conditions of approval [Reference Humboldt County Code Section 314-55.4.5.6].
7. If the inspector or other County official determines that the permittees or site do not comply with the conditions of approval, the inspector shall serve the Conditional Use Permit or permit holder with a written statement identifying the items not in compliance, and the action that the permit holder may take to cure the non-compliance, or file an appeal within ten (10) days of the date that the written statement is delivered to the permit holder. Personal delivery or mailing the written statement to the mailing address listed on the application by regular mail, plus three (3) days after date of mailing, shall constitute delivery. The permit holder may request a re-inspection to determine whether or not the permit holder has cured all issues of non-compliance. Failure to request re-inspection or to cure any items of non-compliance shall terminate the Conditional Use Permit, immediately upon the expiration of any appeal period, or final determination of the appeal if an appeal has been timely filed pursuant to Humboldt County Code Section 314-4.5.8.
8. Transfer of any leases or permits approved by this project is subject to the review and approval of the Planning Director for conformance with CCLUO 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.
9. 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.

10. 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.
11. The operation shall participate in the Medical Cannabis Track and Trace Program administered by the Humboldt County Agricultural Commissioner.
12. The warehousing and distribution operations shall use the following best management practices to ensure the safety of employees and the Cannabis product:
 - A. Ensure that the space in which any Cannabis 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 Cannabis products for distribution;
 - c. Clean all equipment, counters and surfaces thoroughly; and
 - d. Dispose of any waste produced during the processing and distribution of Cannabis 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 cannabis 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 Cannabis 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 Cannabis 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 the processing and distribution of any Cannabis product and the step that individual performed.
13. Persons engaging in the processing or distribution of any cannabis 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 Cannabis 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 Cannabis 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 Cannabis product.
14. Consent to annual on-site inspection, with at least 24 hours prior notice, to be conducted by appropriate County officials during regular business hours (Monday-Friday, 9:00am -5:00 pm, excluding holidays).
15. Pay all applicable application and annual inspection fees.

D. Informational Notes:

- 1. Pursuant to Section 314-55.4.6.5.7 of the CCLUO, if upon inspection for the initial application, violations of any building or other health, safety, or other state of county statute, ordinance, or regulation are discovered, the Planning and Building Department may issue a provisional clearance or permit with a written approved Compliance Agreement. By signing the agreement, the permittee agrees to abate or cure the violations at the earliest opportunity but in no event more than two (2) years of the date of issuance of the provisional clearance or permit. Plans for curing the violations shall be submitted to the Planning and Building Department by the Permittee within one (1) year of the issuance of the provisional certificate or permit. The terms of the compliance agreement may be appealed pursuant to section 314-55.4.6.5.7 of the CCLUO.
- 2. This permit 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. The period within which construction or use must be commenced may be extended as provided by Section 312-10.5 of the Humboldt County Code.

3. The Applicant is responsible for costs for post-approval review for determining project conformance with conditions prior to release of building permit or initiation of use and at time of annual inspection. In order to demonstrate that all conditions have been satisfied, applicant is required to pay the conformance review deposit as set forth in the schedule of fees and charges as adopted by ordinance of the Humboldt County Board of Supervisors (currently \$750) within sixty (60) days of the effective date of the permit or upon filing of the Compliance Agreement (where applicable), whichever occurs first. Payment shall be made to the Humboldt County Planning Division, 3015 "H" Street, Eureka.
4. 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.

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 Section 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 Native American Heritage Commission will then be contacted by the Coroner to determine appropriate treatment of the remains pursuant to Public Resources Code Section 5097.98. Violators shall be prosecuted in accordance with Public Resources Code Section 5097.99.

5. A Notice of Exemption (NOE) will be prepared and filed with the County Clerk for this project in accordance with State CEQA Guidelines. Within three days of the effective date of permit approval, it is requested that the applicant submit a check or money order for the required filing fee in the amount of \$50.00 payable to the Humboldt County Clerk/Recorder. If this payment is not received within this time period, the Department will file the NOE and will charge this cost to the project.

ATTACHMENT 2

Staff Analysis of the Evidence Supporting the Required Findings

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

The County Zoning Ordinance, Sections 312-1.1.2 and 312-17.1 of the Humboldt County Code (Required Findings for All Discretionary Permits) specifies the findings that are required to grant a Conditional Use 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;
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;
5. The proposed development does 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 (the midpoint 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; and
6. In addition, 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. The project either:
 - a. Is categorically or statutorily exempt; or
 - b. Has no substantial evidence that the project will have a significant effect on the environment and a negative declaration has been prepared; or
 - c. Has had an environmental impact report (EIR) prepared and all significant environmental effects have been eliminated or substantially lessened, or the required findings in Section 15091 of the CEQA Guidelines have been made.

Staff Analysis of the Evidence Supporting the Required Findings: To approve this project, the Hearing Officer must determine that the applicant has submitted evidence in support of making all of the following required findings.

1. The proposed development must be consistent with the General Plan. The following table identifies the substantial evidence which supports finding that the proposed development is in conformance with all applicable policies and standards of the Humboldt County General Plan 2017 and the McKinleyville Community Plan (MCP).

Plan Section	Summary of Applicable Goal, Policy or Standard	Evidence Which Supports Making the General Plan Conformance Finding
Land Use Chapter 4	The Commercial Services (CS) designation is intended for heavy commercial uses and compatible light industrial uses serving day to day needs. A full range of urban services is required. Primary and compatible uses include heavy commercial, neighborhood commercial, retail sales and services, office and professional uses, warehousing, storage, and distribution, research and light industrial, civic uses, and subordinate residential uses.	The project proposes use of an existing commercial building as a cannabis distribution facility to serve as a secure holding place for medical cannabis product that will be transported to retail distributors or directly to licensed dispensaries. Warehousing, storage, and distribution are allowed uses within the CS designated areas.
Community Infrastructure and Services Chapter 5	Capacity of and sizing of road and drainage facilities in coordination with water and wastewater service providers shall be evaluated to determine adequacy for proposed land uses and discretionary development. (IS-P7)	Access to the project is off of Nursery Way, a paved public road, to a paved parking lot. The Public Works Department has indicated that the road is adequate to serve the proposed use. Water and sewer services are provided by the McKinleyville Community Services District, and they have indicated a zero discharge of any wastes associated with the operation without issuance of a pretreatment permit. The project has been conditioned accordingly.

Plan Section	Summary of Applicable Goal, Policy or Standard	Evidence Which Supports Making the General Plan Conformance Finding
Circulation Chapter 7	<p>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, C-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-G4, C-G5)</p> <p>Related policies: C-P3, Consideration of Transportation Impacts in Land Use Decision Making.</p>	Access to the project is off of Nursery Way, a paved public road, to a paved parking lot. The Public Works Department has indicated that the road is adequate to serve the proposed use and that no improvements are required.
Safety Element Chapter 14 Fire Hazards	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	The parcel is in an area of Low Fire Hazard rating. All applicable referral agencies that have provided comments have recommended approval of the original project (Aps# 11177, CUP16-107 & SP16-168) and have not identified any issues relating to hazards.
Safety Element Chapter 14 Flooding	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)	According to the Flood Insurance Rate Map (FIRM) Panel No. 06023 C0680G, the project site is located within an area minimal flood hazard.

Plan Section	Summary of Applicable Goal, Policy or Standard	Evidence Which Supports Making the General Plan Conformance Finding
<p>Safety Element Chapter 14</p> <p>Geologic & 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-P11, Site Suitability; and S-P7, Structural Hazards.</p>	<p>Geologic hazard maps show the property to be relatively stable with a slope of less than 5%. Since no new exterior construction is proposed, no soils report is required.</p>
<p>Biological Resources Section 10.3</p>	<p>Protect designated sensitive and critical resource habitats.</p>	<p>There are no mapped sensitive habitat areas on the proposed project parcel or in the vicinity. There are no known threatened or endangered species on the parcel.</p>
<p>Cultural Resources 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>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.</p>

2. Zoning Compliance and 3. Conforms with 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 County Zoning Regulations and the Humboldt County Commercial Cannabis Land Use Ordinance (CCLUO).

Zoning Section	Summary of Applicable Requirement	Evidence that Supports the Required Finding
§312-1.1.2 Legal Lot Requirement	Development permits shall be issued only for a lot that was created in compliance with all applicable state and local subdivision regulations.	The subject parcel was created as Parcel 2 of Parcel Map 3443 recorded in book 33 of Parcel Maps pages 81-82. There is no evidence indicating there have been any subsequent acts to merge or divide this parcel. Therefore, the subject parcel was lawfully created in its current configuration and can be developed as proposed.
§314-2.2 Community Commercial	The C-2 zone allows for commercial facilities that are of a light commercial character, conducted completely within an enclosed building.	The proposed project is a Conditional Use Permit for a medical cannabis distribution facility conducted completely within an enclosed building. The proposed distribution facility is specifically allowed with a Conditional Use Permit in this zone district under Section 314-55.4.5.1.4. of the Commercial Cannabis Land Use Ordinance (CCLUO).
Development Standards	Community Commercial Zone (C-2)	
Minimum Lot Area:	2,000 sq. ft.	The subject parcel is approximately 12,632 square feet.
Max. Lot Coverage:	(None specified)	N/A
Min. Yard Setbacks	Front: None. Rear: Fifteen feet (15'). Side: None.	Front: 10 feet Rear: Fifteen feet (15'). Side: 5 feet.
Max. Building Height:	75 feet	Approx. 19 feet

<p>Special Regulations:</p> <p><u>§314-31.1.4 Off-Street Parking Industrial Uses Management.</u> The parking requirements for office space associated with industrial uses shall be the same as identified for commercial type offices, or one (1) parking space for every 300 square feet of gross floor area plus one (1) space for each employee.</p> <p><u>Manufacturing.</u> The higher of one parking space for each 1,500 square feet of gross floor space within all enclosed building areas or one (1) parking space for each employee at the peak shift. A minimum of two (2) parking spaces are required.</p> <p><u>Warehouse.</u> The higher of one (1) parking space for every four (4) employees or one (1) parking space for each 2,500 square feet of gross floor area.</p> <p><u>Loading Spaces Required.</u> One (1) loading space for each 20,000 square feet of gross floor area, or portion thereof.</p>	<p>The existing structure is approx. 5,652 square feet in size, of which 1,500 square feet will be occupied by the cannabis distribution facility. The adjacent leased space (not associated with the project) requires 15 spaces. The parking requirement for the proposed dispensary and distribution facility is 16 spaces (9 spaces for the dispensary and 1 space for the distribution facility) based on the square footage of 2,652 square feet currently in operation. The site has 36 developed parking spaces which satisfies the parking requirement of 32 parking spaces.</p> <p>A loading space exception was requested and approved as part of the Satori Wellness project (Application No. 11177, CUP16-170 & SP16-168) based on the type and intensity of use. The distribution facility is 1,500 SF in size. Per the operations plan, there will be no delivery truck traffic or need for a loading dock. At the most, the largest vehicle making deliveries will be regular size delivery two axle vans or pickups.</p>
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314-55.4 Commercial Cultivation, Processing, Manufacturing, Distribution, Testing and Sale of Cannabis Land Use Regulation for the Inland Area of the County of Humboldt – Commercial Cannabis Land Use Ordinance (CCLUO)

Zoning Section and Summary of Applicable Requirement	Evidence that Supports the Required Finding
<p>Eligibility Criteria</p> <p>§314-55.4.6.3.1: Energy Source Electricity must be exclusively provided by a Renewable Energy Source, meeting the Performance Standard for Energy Use.</p>	<p>PGE will provide power for all the proposed facilities operations. The applicant has chosen to purchase only renewable energy from PGE as outlined in the Operations Manual. Staff recommends the project as proposed and conditioned will meet the requirements of HCC Section 314-55.4.6.3.1.</p>

Zoning Section and Summary of Applicable Requirement	Evidence that Supports the Required Finding
<p>§314-55.4.7.1</p> <p>All medical cannabis distribution facilities shall operate in compliance with this Code, the MCRSA, and all other applicable state and local laws.</p> <p>Medical cannabis distribution facilities are permitted within AE, AG, FR, U, C-2, C-3, ML, MH, and MB.</p> <p>Distribution facilities shall at all times be operated in such a way as to ensure the safety of patients and staff; to ensure the security of the medical cannabis; and to safeguard against the diversion of medical cannabis for non-medical purposes.</p>	<p>The Operations Plan in Attachment 3 describes the distribution facility use and operation. A distribution facility is an allowed cannabis activity type permitted with the Conditional Use Permit in a C-2 Zone and Community Planning Area per section 314-55.4.5.1.4.</p> <p>The business will:</p> <ol style="list-style-type: none"> 1. Receive deliveries from regional cannabis farmers; 2. Grade, test, trim, and package cannabis; and 3. Make available processed medical cannabis products to dispensaries throughout the state. <p>No cannabis cultivation will occur on-site.</p> <p>The project is subject to the requirements for processing and handling of medical cannabis set forth in the Commercial Cannabis Land Use Ordinance (CCLUO). These standards are made a part of the project conditions of approval, including product handling protocols during packaging and the requirement that the operator participate in the Track and Trace Program administered by the County Agricultural Commissioner.</p>
<p>§314-55.4.5.1.1 No Commercial Cannabis Activity shall be permitted within six hundred feet (600') of a school.</p> <p>§314-55.4.5.1.2 No Commercial Cannabis Activity shall be permitted within Tribal Lands without the express written consent of the Tribe.</p>	<p>As discussed above for finding of conformance to HCC Section 314-55.4.65.4.4(c), there are no schools within 600 feet of the project site. The site is not located within tribal lands, nor is the property zoned TPZ. Staff recommends that the evidence a finding of consistency with the cited section.</p>
<p>§314-55.4.5.1.4 a) A Conditional Use Permit shall be required for any Commercial Cannabis Activity where located within the Sphere of Influence (SOI) of any incorporated city or within any of the following mapped Community Planning Areas (CPA's)... McKinleyville... A Conditional Use Permit shall also be required for any Commercial Cannabis Activity where located within one thousand feet (1,000') of any incorporated city, Tribal Lands, or any of the Community Planning Areas (CPA's) identified herein.</p>	<p>The subject property is located in the McKinleyville Community Planning Area. The project, however, is not located within 1,000 feet of any tribal lands. The project application includes a Conditional Use Permit.</p>

<p>§314-55.4.5.1.4 b) Early Notification to Surrounding Areas, nearby Cities, and Tribes. Whenever a permit application for a Commercial Cannabis Activity is located within any of the areas specified in Sections 55.4.5.1.4(a) and has been determined complete for processing in accordance with Section 312-6.1, notice of the proposed project shall be provided to all property owners and occupants by first class mail to the address(es) shown on the latest Assessment Roll within one thousand feet (1,000') of the perimeter of the parcel on which a permit is being requested. The notice shall include the location of the project and a description of the size and type of activity proposed.</p>	<p>Early notification was provided by way of the mailing of a Notice of Application (NOA) to all property owners and occupants within 1,000 feet of the perimeter of the subject property.</p>
<p>§314-55.4.5.1.4 c) The Hearing Officer shall consider the potential impacts and cumulative impacts of proposed cannabis activities upon the community as a whole, including impacts to neighboring uses within Cities or their SOI's and buffers, and to residents within CPA's, or Tribal land. The Hearing Officer shall have the discretion to deny any discretionary permit application within these areas if it is found, based on substantial evidence in the record, that the impacts of a proposed activity on the existing uses will have a significant adverse effect on the public health, safety, or welfare.</p>	<p>The subject property is located in the McKinleyville Community Planning Area. The project, however, is not located within 1,000 feet of any tribal lands. The project approval will result in a separate business entity running the existing distribution businesses in an existing enclosed structure, and will not result in any additional impacts. The project implementation in accordance with the proposal and conditions of approval will not have a significant adverse effect on the public health, safety, or welfare.</p>
<p>§314-55.4.11 Application Requirements Identifies the Information Required for All Applications</p>	<p>Attachment 3 identifies the information submitted with the application, and shows all the required information was received.</p>
<p>§314-55.4.12.1.8 Performance Standards– Road System</p>	<p>As discussed above, Nursery Way, will provide access to the project site. Nursery Way is a paved roadway and is adequate to serve the proposed use.</p>

<p>§314-55.4.12.5 Performance Standards– Energy Use</p> <p>All electricity utilized by Commercial Cannabis Cultivation, Manufacturing or Processing activities shall conform to one or more of the following standards:</p> <ul style="list-style-type: none"> • Grid power supplied from 100% renewable source • On-site renewable energy system with twenty percent net non-renewable energy use • Grid power supplied by partial or wholly non-renewable source with purchase of carbon offset credits. 	<p>Electricity will be supplied by Pacific Gas and Electric Company (PGE). The applicant has chosen to purchase only renewable energy from PGE as outlined in the Operations Manual. To ensure compliance with this requirement for the life of the project, the cited performance standard is incorporated into the Conditions of Approval, Attachment 1.</p>
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4. **Public Health, Safety and Welfare.** The following table identifies the evidence which supports finding that the proposed development will not be detrimental to the public health, safety and welfare or materially injurious to properties or improvements in the vicinity.

Code Section	Summary of Applicable Requirements	Evidence that Supports the Required Finding
§312-17.1.4	The proposed development will not be detrimental to the public health, safety and welfare, and will not be materially injurious to properties or improvements in the vicinity.	The Department finds that the proposed project will not be detrimental to the public health, safety and welfare since all reviewing referral agencies have approved the proposed project design. The project as proposed and conditioned is consistent with the general plan and zoning ordinances; and the proposed project is not expected to cause significant environmental damage.

5. Residential Density Target: The following table identifies the evidence which supports finding that the proposed 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.

Code Section	Summary of Applicable Requirement	Evidence that Supports the Required Finding
§312-17.1.5 Housing Element Density	The proposed development does 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 (the mid-point of the density range specified in the plan designation), except where: 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.	The proposed project involves operation of a distribution facility on lands designated "Commercial Services (CS and zoned C-2 Community Commercial. The parcel was not inventoried as source of potential residential houses. Therefore, 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.

6. Environmental Impact: The following table identifies the evidence supports the finding that the proposed development will not adversely impact the environment.

Code Section	Summary of Applicable Requirement	Evidence that Supports the Required Finding
§15301 of CEQA Guidelines	Categorically exempt from State environmental review.	The project has been determined to be exempt from CEQA pursuant to Sections 15301 – Existing Facilities of the Guidelines for the Implementation of CEQA. 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 continue to occupy 1,500 square feet of an existing structure approximately 5,652 sq. ft. in area. The project site is an urbanized area served by community water and on-site sewer. Per the submitted evidence and agency responses none of the exceptions to the Categorical Exemption per Section 15300.2 of the State CEQA guidelines apply to this project.

ATTACHMENT 3

Applicant's Evidence in Support of the Required Findings

Attachment 3 includes a listing of all written evidence that has been submitted by the applicant in support of making the required findings. The following materials are attached or on file with the Planning Division:

- Application Form [on file]
- Organizational Documents [on file]
- Grant Deed [on file]
- Indemnification Agreement [on file]
- Acknowledgement Form [on file]
- Consent for On-site Inspection [on file]
- Plot Plan [attached]
- Operations Manual [attached]
- Security Plan [attached]

HGDCO Inc
DBA High Grade Distribution
A California “Medical” and “Adult Use” Cannabis Distribution Company
OPERATIONS MANUAL

Introduction

All farms need a safe, secure, climate-controlled atmosphere to maintain freshness of products and offer consumers the best of preserved quality. High Grade Distribution is applying for the Distribution facility as a means to warehouse, store and procure cannabis product primarily from its sister company, Talking Trees Farms. The warehouse space will serve as a holding place for product while it is out for lab testing and may also serve as a storage facility for other permitted brands or farms that need product stored before being sold to distributors and or dispensaries around the state. This Distribution application serves more as a secure holding place for product that will then be transported to retail distributors or direct to dispensaries. The distribution may provide service for other Humboldt brands in offering storage and possible sales distribution support via this location.

A. Business Partners

High Grade Distribution (HGD) also does business with vendors that have a current State issued cannabis license. Our partners are cannabis manufacturers, retail stores and cultivators. HGD stores cannabis products or transports cannabis products to and from vendors. Business partners have to meet with HGD and present all licenses and permits required to do cannabis business in the state of California prior to HGD taking any product.

B. Cannabis Product

Permitted farms, processors and manufacturers need a secure place to store their product to prep it for distributors in the bay area and south state. This location serves very few permitted cannabis businesses in Humboldt and help smooth the process and liability of well packaged product going to market. HGD works with a variety of cannabis products such as vape cartridges, edibles, infused products, flower and concentrates. The distribution will not do any manufacturing or processing, but may at times, repackage product to get market ready, apply lab test results to product and box product for distribution. This location does not have daily scheduled deliveries. Deliveries, pickups, and drop offs will be on an as needed basis during daylight hours.

C. Compliance Testing

After taking physical possession of the cannabis goods batch, HGD contacts a testing laboratory and arranges for a laboratory employee to come to the distributor’s licensed premises to select a representative sample for State required laboratory testing. Our preferred testing laboratory company is SC labs (www.sclabs.com). If for some reason the result turn-around time is longer than 5 business days, High Grade Distribution looks for best available license testing laboratory.

HGD ensure that all cannabis goods batches for testing are stored separately and distinctly from other cannabis goods batches. A label is placed on all batches that are stored for testing with the following information:



HGDCO Inc
DBA High Grade Distribution
A California “Medical” and “Adult Use” Cannabis Distribution Company
OPERATIONS MANUAL

Introduction

All farms need a safe, secure, climate-controlled atmosphere to maintain freshness of products and offer consumers the best of preserved quality. High Grade Distribution is applying for the Distribution facility as a means to warehouse, store and procure cannabis product primarily from its sister company, Talking Trees Farms. The warehouse space will serve as a holding place for product while it is out for lab testing and may also serve as a storage facility for other permitted brands or farms that need product stored before being sold to distributors and or dispensaries around the state. This Distribution application serves more as a secure holding place for product that will then be transported to retail distributors or direct to dispensaries. The distribution may provide service for other Humboldt brands in offering storage and possible sales distribution support via this location.

A. Business Partners

High Grade Distribution (HGD) also does business with vendors that have a current State issued cannabis license. Our partners are cannabis manufacturers, retail stores and cultivators. HGD stores cannabis products or transports cannabis products to and from vendors. Business partners have to meet with HGD and present all licenses and permits required to do cannabis business in the state of California prior to HGD taking any product.

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HGD ensure that all cannabis goods batches for testing are stored separately and distinctly from other cannabis goods batches. A label is placed on all batches that are stored for testing with the following information:



1. The manufacturer or cultivator's name and license number
2. Who provided the batch
3. The date of entry into the distributor's storage area
4. The unique identifiers and batch number associated with the batch
5. A description of the cannabis goods with enough detail to easily identify the batch
6. The weight of or quantity of units in the batch
7. Date testing sample will be picked up
8. The best-by, sell-by, or expiration date of the batch, if any

D. Consumption on Premises

HGD maintains a strict policy that no customer or employee is allowed to medicate on Company premises. Customers or employees, are not allowed to expose or display, ingest, smoke or medicate in any way, on or near our premises including in vehicles. Each entry way to the premise and associated entrances will be posted with notice that members cannot consume any cannabis products on site. Any customer who attempts consumption on site will be escorted off premises. To avoid such circumstances, Company will post consumption rules and regulations on doorway as well as each customer will sign an intake form which will describe rules and regulations.

E. Security

1. Before entering the building all vendors/visitors are required to present proper identification. Once in the building, HGD requires vendor/visitor to sign into the vendor/visitor sign in sheet.
2. All limited access areas are displayed with the following displayed signage. Entrance to restricted areas requires a security code. Sharing personalized team member numbers with other team members or non-employee personal is **NOT ALLOWED!!!** Any team members found in violation of this policy will be held to disciplinary actions up to but not limited to employment termination.



- HGD ensure that any person on the premises that is not employed or contracted by High Grade Distribution is escorted at all times by at least one team members when in the limited-access areas of the premises.
3. The building is secured with an Advanced Security monitored alarm system with motion sensors, glass break detectors, door alarms, and cameras.
 - The system will notify law enforcement when triggered
 - Keypads on all doors restricting customer and team member access
 - The security system enables all authorized personnel to view video footage, via smartphone, anywhere in the world
 4. The video surveillance system will consist of
 - 15 security cameras
 - 48 terabytes hard storage on site
 - All cameras are mounted in a fix location
 5. Our video surveillance system records the following areas:

- a. Areas where cannabis goods are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the premises
 - b. Limited-access areas
 - c. Security rooms
 - d. Areas storing a surveillance-system storage device
 - e. Entrances and exits to the premises, which shall be recorded from both indoor and outdoor vantage points
 - f. Cameras record continuously 24 hours per day
 - g. All images display time and day
 - h. All recordings are accessible to the Bureau of Cannabis Control upon their request.
 - i. Recordings are kept for 90 days
6. HGD shares security personnel with Satori Wellness Dispensary.
7. Security Guards are required to undergo
- extensive background check performed by the Department of Justice
 - Live scan
 - Security personnel hired by the licensee shall be licensed by the Bureau of Security and Investigative Services and shall comply with Chapters 11.4 and 11.5 of Division 3 of the Business and Professions Code.

F. Staff Hiring and Screening Process

HGD does not hire any felons with convictions within last five years. No member of the management team has any felony convictions on their record. HGD requires criminal background checks on any potential employee for the company. All employees will be 21 years of age or older.

G. Hours of Operation

The distribution facility is open Monday through Friday 10a-6p. Saturday and Sunday closed. HGD is closed on all major holidays which banks and post office observe.

H. Inventory Control

HGD keeps and maintains the following records as stated in the California Cannabis Code of Regulations

- 1. Financial records including, but not limited to, bank statements, sales invoices, receipts, tax records, and all records required by the California Department of Tax and Fee Administration
- 2. Personnel records, including:
 - Team members full name
 - Social security or individual taxpayer identification number
 - Date employment begins, and date of termination of employment if applicable.
- 3. Training records, including but not limited to the content of the training provided, and the names of the team members that received the training.

4. Contracts with other licensees regarding commercial cannabis activity.
5. Permits, licenses, and other local authorizations to conduct the licensee's commercial cannabis activity.
6. Security records
7. Records relating to the composting or destruction of cannabis goods
8. Documentation for data or information entered into the track and trace system

HGD reconciles its cannabis goods inventory twice a month or once every 14 days. HGD also maintains an inventory log with the following information for each batch:

1. The manufacturer or cultivator's name and license number
2. Who provided the batch
3. The date of entry into the HGD storage area
4. The unique identifiers and batch number associated with the batch
5. A description of the cannabis goods with enough detail to easily identify the batch
6. The weight of or quantity of units in the batch
7. The best-by, sell-by, or expiration date of the batch, if any; and
8. Location of batch on the premises

If HGD finds a discrepancy between the inventory of stock and the inventory log or track and trace system that is outside of normal weight loss caused by moisture loss, we shall initiate a full audit of the batch in which the discrepancy was found.

HGD is currently looking for a inventory software that is compatible with County and State Track and Trace software.

I. Track and Trace

HGD will use the track and trace software required by both the State and Humboldt County, METRC and CalOrigin. The track and trace software will also assist in inventory reconciliation. HGD will report any and all cannabis activity in the track and trace software, such as:

1. Packaging of cannabis goods
2. Sale of cannabis goods
3. Transportation of cannabis goods to a licensee
4. Receipt of cannabis goods
5. Return of cannabis goods
6. Destruction and disposal of cannabis goods
7. Laboratory testing and results
8. Any other activity

J. Book Keeping and Accounting

Company maintains detailed financial records via QuickBooks accounting software that integrates with our POS. HGD has professional bookkeeper maintain financial records as required by law and for transparency and reporting. HGD also employees professional LLP accounting firm to prepare tax records and filing.

K. Facility Neighboring Uses, Parking

Distribution and Dispensary location was a medical care building in prior tenancy. The Building is well suited for a cannabis distribution. The Dispensary and distribution area is a total of 3000+/- square foot and will occupy two joined units within the building approximately 1500 square feet each.

The building is sectioned into three units: A, B and C. Dispensary will occupy units B of 1500 square feet. The distribution will occupy unit A of 1500 square feet.

Unit C is separated by the common area entry way with two ADA bathrooms. Unit C is occupied by Tensor IT, a technology business. Unit C is not part of the cannabis business.

The Parking lot is shared by one other standalone business which is also used for a medical business, Fresenius Medical Care. Fresenius does not operate on weekends.

Shared parking spaces totaling 34 spaces is adequate for all business needs. Fresenius is only open 3 days a week and Tensor IT uses no more than 3-4 parking spaces and their business is office use with little to no customer or public traffic to their business. Over the 16 months we have operated a clothing business at this location, there is typically at least 10 open parking spaces in the combined lots at all times. Fresenius considers the entire lot shared and has no problem with our customers parking on that parcels segment of the lot. Dispensary will have relatively quick turn over on visitors and expects to have no more than 3-5 patients in the lot at any given time based on surveying the traffic at other local dispensaries. Distribution will not have much need for parking since we won't be open to the public.

Within 600 feet, there are mostly businesses including 7up distribution, Miller Farms, Opie Auto Dealership and a Senior Living Center. A residential neighborhood is across the street to the west but separated by fencing, and homes face opposite direction to HGD. HGD will have no direct impact on the neighborhood. There are no known day cares, churches, bus stops, public parks, etc within 600 feet. A church off Central Ave is mapped to be just over 600 feet away.

L. Floor Plan, Business Model

Dispensary and distribution will occupy two units totaling 3000 sq ft. Main shared entry way of the building between units B and C will be the patient/customer access to the building. The retail and dispensary space will occupy unit B and be divided by a wall and secure door. Unit A and B will be divided by wall and locked doors. Each unit has a separate employee entry door. Office 1 will be main administrative office to manage business operations. Office 2 will serve for verified vendor and inventory intake. Minimal windows in office 2 make it a secure location for inventory to be kept in vaulted safes. Office 3 will also be used for staff and employee use for both dispensary and distribution.

Unit A will be our distribution warehouse area. It has a clean and clear floorplan with concrete floor perfect for shelving and storage. The Distribution will primarily serve as a "warehousing", "storage" location to house product produced from the talking trees permitted farms and from talking trees permitted manufacturing and processing facility.

M. Chemical Use, Storage and Discharge

There will be no chemicals used in the dispensary or distribution beyond common household cleaning products and isopropyl alcohol for cleaning surfaces. There will be no discharge of chemicals.

N. Carbon Foot Print

HGD runs as carbon neutral as possible. Very limited waste result from operations. Company opts to purchase only renewable energy from PGE. All waste products that can be recycled will be recycled.

O. State Cannabis Temporary License, Cannabis Tax and, Sellers permit and Weighmaster License

Adult-Use and Medical Distribution Temporary License
MI 18-0000060-TEMP
EXPIRES: 10/29/2018

Sellers Permit
JH 103-191930

Cannabis Tax Permit
CD STF 095-000498

Weightmaster License
100448

Thank you,

CRAIG NEJEDLY
President,
HGDCO Inc
High Grade Distribution



**BROWN
DESIGNS**

1000 N. 10TH AVE.
SUITE 100
DENVER, CO 80202
TEL: 303.733.1100
WWW.BROWNDISIGNS.COM



**HIGH GRADE
DISTRIBUTION**

**HIGH GRADE
DISTRIBUTION**

1000 N. 10TH AVE.
SUITE 100
DENVER, CO 80202
TEL: 303.733.1100
WWW.HIGHGRADE.COM

PROJECT INFORMATION

PROJECT: HIGH GRADE DISTRIBUTION

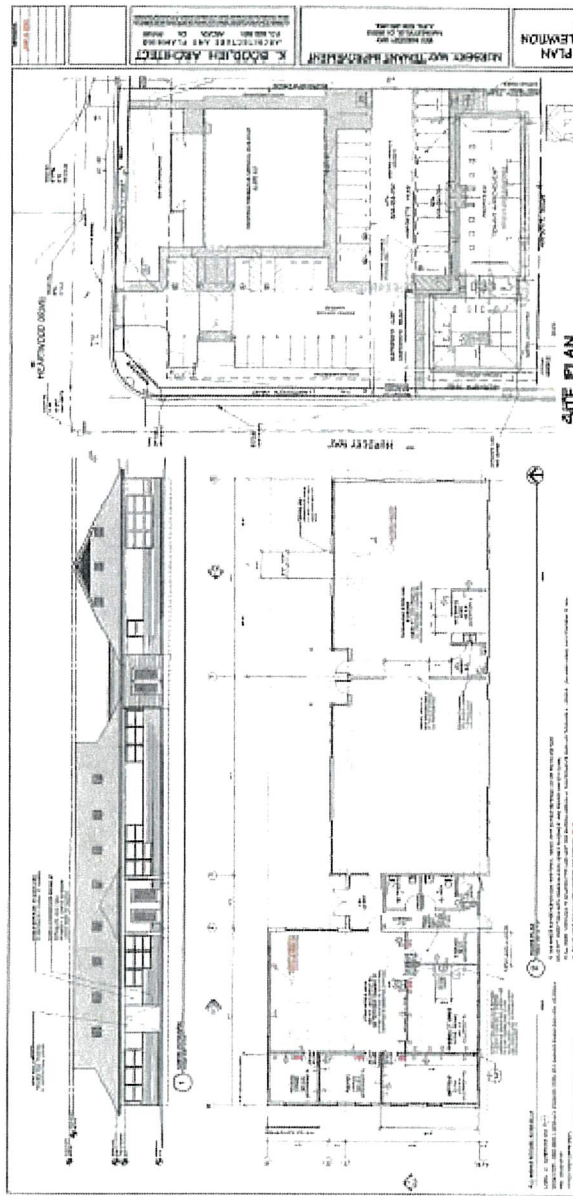
CLIENT: HIGH GRADE DISTRIBUTION

ARCHITECT: BROWN DESIGNS

DATE: 10/1/2018

T-2

4th FLOOR



GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE CALIFORNIA BUILDING CODE (CBC).

2. THE ARCHITECT HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE EXISTING CONDITIONS AND HAS FOUND THEM TO BE IN SUBSTANTIAL ACCORD WITH THE INFORMATION PROVIDED BY THE CLIENT.

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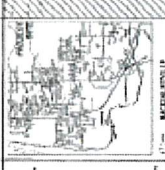
LEGAL

THE ARCHITECT HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE EXISTING CONDITIONS AND HAS FOUND THEM TO BE IN SUBSTANTIAL ACCORD WITH THE INFORMATION PROVIDED BY THE CLIENT.

CODE ANALYSIS

THE ARCHITECT HAS CONDUCTED VISUAL GENERAL VERIFICATION OF THE EXISTING CONDITIONS AND HAS FOUND THEM TO BE IN SUBSTANTIAL ACCORD WITH THE INFORMATION PROVIDED BY THE CLIENT.

VICINITY MAP



INDEX

1. FLOOR PLAN / ELEVATION

2. SITE PLAN

3. EXTERIOR ELEVATION

NOTES

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FLOOR PLAN / ELEVATION

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EXISTING 'SHELL' BUILDING PLAN - REDUCED TO 75%



BROWN DESIGNS

10000 WILSON AVENUE
SUITE 100
DALLAS, TEXAS 75243
TEL: 214-343-8800
FAX: 214-343-8801
WWW.BROWNDIGNS.COM

HIGH GRADE DISTRIBUTION

HIGH GRADE DISTRIBUTION

10000 WILSON AVENUE
SUITE 100
DALLAS, TEXAS 75243
TEL: 214-343-8800
FAX: 214-343-8801
WWW.BROWNDIGNS.COM

PROJECT INFORMATION

PROJECT NAME: HIGH GRADE DISTRIBUTION

PROJECT LOCATION: 10000 WILSON AVENUE, SUITE 100, DALLAS, TEXAS 75243

PROJECT OWNER: BROWN DESIGNS

PROJECT ARCHITECT: BROWN DESIGNS

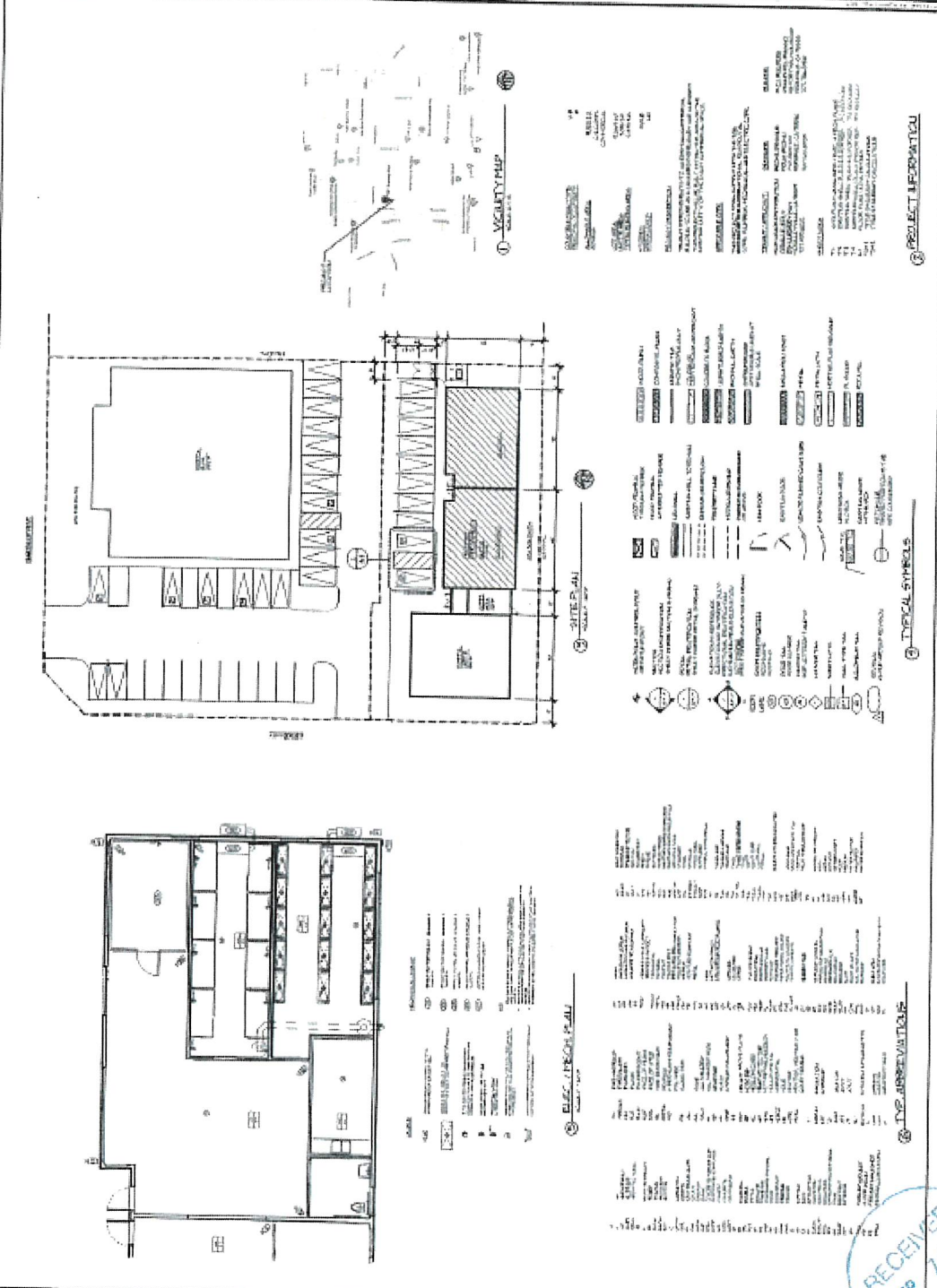
PROJECT ENGINEER: BROWN DESIGNS

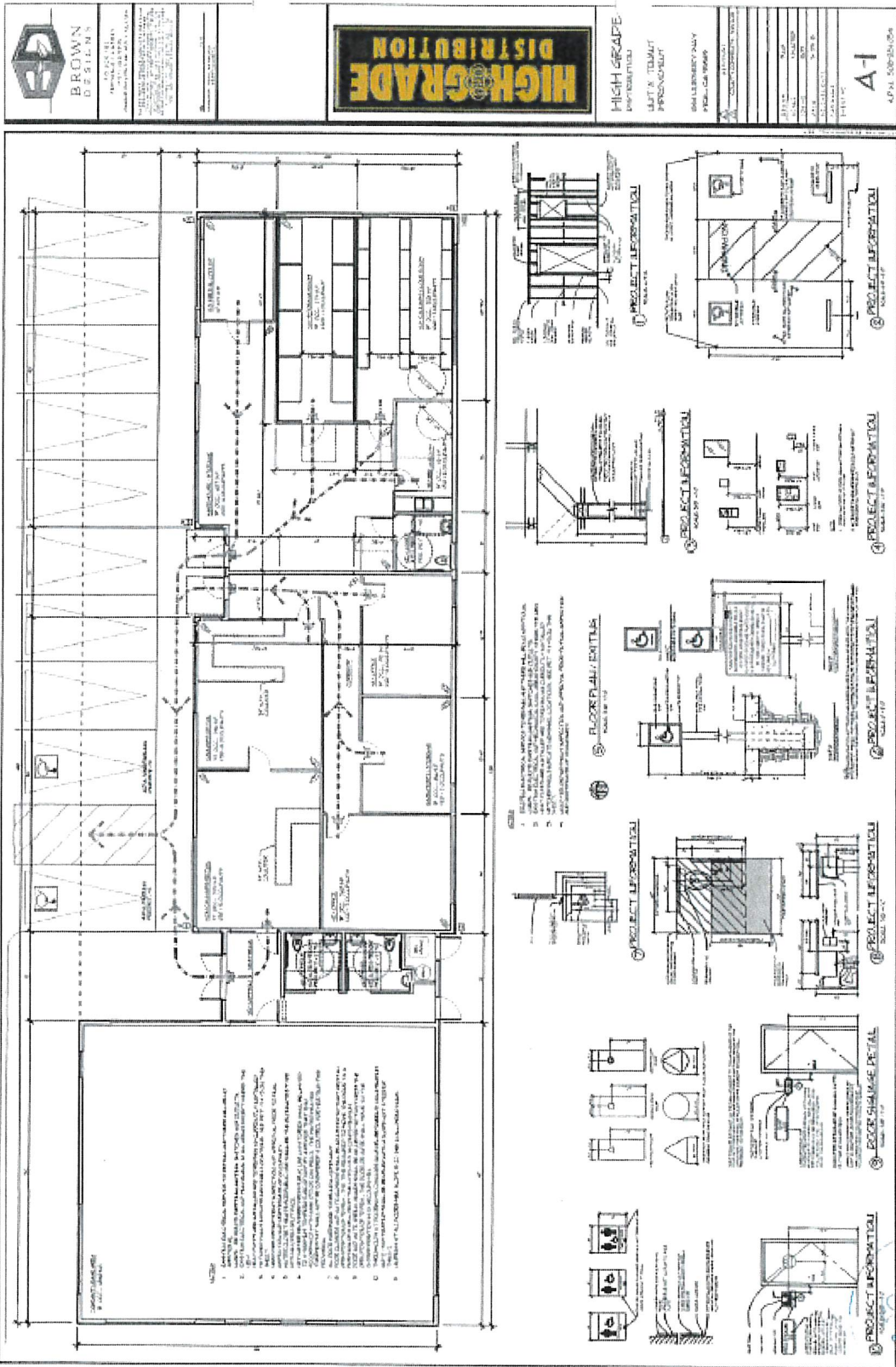
PROJECT DATE: 10/1/2018

PROJECT SCALE: 1" = 100'

T-1

10/1/2018





ATTACHMENT 4

REFERRAL AGENCY COMMENTS AND RECOMMENDATIONS

The original project was previously referred to the following referral agencies for review and comment (Application No. 11177, CUP16-170, SP16-168). This specific Conditional Use permit PLN-2018-15059(SP1M) was not re-referred. Those agencies that provided written comments are checked.

Referral Agency ¹	Response	Recommendation	On File	Attached
County Building Inspection Division,	✓	Approval	✓	
County Public Works, Land Use	✓	Conditional Approval		✓
County Division of Environmental Health	✓	Approval	✓	
McKinleyville Community Service District	✓	Conditional Approval		✓
Arcata Fire Protection District	✓	Approval	✓	
Pacific Gas & Electric (5/9/2017)		No Response		
California Department of Fish and Wildlife (5/9/2017)		No Response		
Supervising Planner (5/9/2017)		No Response		

¹ For agency's that did not comment, the last date of the County referral sent to that agency is listed.



DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

ARCATA-EUREKA AIRPORT TERMINAL
MCKINLEYVILLE
FAX 839-3590

PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA
FAX 445-7409

CLARK COMPLEX
HARRIS & H ST., EUREKA
FAX 445-7308

AVIATION	839-5401	ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741	LAND USE	445-7205
		BUSINESS	445-7852	NATURAL RESOURCES PLANNING	267-9540		
		ENGINEERING	445-7377	PARKS	445-7651		
		FACILITY MAINTENANCE	445-7493	ROADS & EQUIPMENT MAINTENANCE	445-7421		

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Trevor Estlow, Senior Planner, Planning & Building Department

FROM: Kenneth M. Freed, Assistant Engineer II

DATE: 05/22/2017

RE: **SATORI WELLNESS COLLECTIVE, APN 508-251-054, SP16-168, CUP16-170**

The Department of Public Works reviews projects for issues relating to the adequacy of the roadway network to accommodate the proposed use; issues relating to encroachments (such as driveways and private roads) onto County maintained roads; ensuring that any outstanding violations relating to County Encroachment Permit Ordinance and Visibility Ordinance have been addressed; identifying any necessary frontage improvements that are required along County maintained roads; impacts of projects on nearby airports; ensuring that deferred subdivision improvements, if any, are completed; and identifying impacts of the proposed project to adjacent County owned properties or facilities.

The Department's review of this project is limited to what is shown on the submitted plot plan and accompanying materials.

ROADS: The County roadway (Nursery Way Co. Rd. No.4L937) serving the subject property is adequate to accommodate the proposed use.

DRIVEWAYS: The existing commercial driveway apron (encroachment) that connects to the County road meets County standards and no improvements to the encroachment are necessary.

AIRPORT: The subject property is not located near a public airport.

DEFERRED SUBDIVISION IMPROVEMENTS: The subject property does not have any deferred subdivision improvements that have not been fulfilled.

ADJACENT COUNTY OWNED PROPERTY OR FACILITIES: The proposed project does not have any impact on any adjacent county owned property or facilities.

PUBLIC WORKS RECOMMENDED CONDITIONS: None

u:\pwrk\landdev\projects\referrals\508-251-054 satori wellness collective cup16-170.docx

CUP 16-170 Satori Wellness Collective 11177

September 7, 2017

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Informational Notes:

1. **FENCES/GATES:** Pursuant to County Code Section 411-11 (j) and California Streets & Highways Code Sections 1481 & 1482, fences are not allowed within the public right of way of County maintained roads. Prior to constructing any fences along (or near) the right of way line, the applicant is advised to consult with the Department of Public Works Encroachment Permit Office at 707.445.7205.

It is important to note that fences constructed outside of the public right of way are still subject to the County's visibility Ordinance (County Code Section 341-1). Fences and gates on private property may need to be setback further to comply with the County Visibility Ordinance.

Gates must be set back sufficiently from the road so that a vehicle can completely pull off the road while opening or closing the gate. In addition, for properties in the State Responsibility Area, conformance with Fire Safe Regulations (County Code Section 3112-13) is also required.

Fences and gates taller than 6 feet may require a building permit. The applicant is advised to consult with the Planning and Building Department – Building Division at 707.445.7245 prior to constructing any fences or gates.

2. **LOW IMPACT DEVELOPMENT (LID):** The subject property is located within the municipal separate storm sewer system (MS4) boundary area. Any development of the property is required to comply with MS4 permit requirements. The Applicant is advised to ensure that MS4 requirements for the proposed project can be achieved prior to the project being heard by the Planning Commission. [Reference: National Pollutant Discharge Elimination System (NPDES) General Permit For Waste Discharge Requirements (WDRS) for Storm Water Discharges From Small Municipal Separate Storm Sewer Systems (MS4S), Order No. 2013-0001-DWQ, NPDES No. CAS000004 adopted 02/05/2013, Section E.12; *Interim* Humboldt Low Impact Development Stormwater Manual (06/30/2015), Part 1, Table 1]

// END //



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

POSTED

5/9/2017

MAY 11 2017

RECEIVED

MAY 10 2017

PROJECT REFERRAL TO: McKinleyville Community Services District

McK. C.S.D.

Project Referred To The Following Agencies:

Building Inspection Division, Public Works Land Use Division, Health and Human Services Environmental Health Division, Supervising Planner, Current Planning Division, County Counsel, California Department of Fish And Wildlife, Pacific Gas and Electric, McKinleyville Community Services District, Arcata Fire Protection District

Applicant Name Satori Wellness Collective **Key Parcel Number** 508-251-054-000

Application (APPS#) 11177 **Assigned Planner** Trevor Estlow (707) 268-3740 **Case Number(s)** CUP16-170
SP16-168
AA16-455

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 5/24/2017 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 (please check one):

☐ Recommend Approval. The Department has no comment at this time.

☒ Recommend Conditional Approval. Suggested Conditions Attached.

☐ Applicant needs to submit additional information. List of items attached.

☐ Recommend Denial. Attach reasons for recommended denial.

☒ Other Comments: ZERO DISCHARGE OF ANY WASTES ASSOCIATED WITH THIS OPERATION WILL BE ACCEPTED W/O ISSUANCE OF A PRETREATMENT PERMIT.

DATE: 11 MAY 2017PRINT NAME: Gregory P. Orsini General Manager